

# Staff Report



Corporate Services Department

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**REPORT TO:** Council Meeting

**DATE OF MEETING:** June 23, 2025

**SUBMITTED BY:** A. Fusco, Director of Legislated Services/City Clerk, 519-904-1402

**PREPARED BY:** Marilyn Mills, Committee Coordinator, 519-904-1408

**WARD(S) INVOLVED:** All

**DATE OF REPORT:** May 21, 2025

**REPORT NO.:** COR-2025-238

**SUBJECT:** Appointments to Advisory/Quasi-Judicial Committees and Local Boards

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## RECOMMENDATION:

That the list of candidates recommended for appointment to the vacancies for the Advisory and Quasi-Judicial Committees, be approved as outlined in Attachment 'A' of this report, and that their appointments be approved for the balance of the Term ending November 14, 2026, as outlined in Corporate Services Department report COR-2025-238; and further,

That Bill (William) McBay be appointed to the Centre in the Square (CITS) Board of Directors, to hold office for a term of 3 years, or until a successor is duly elected and qualified, in accordance with the regulations and bylaws of CITS, as outlined in Corporate Services Department report COR-2025-238

## REPORT HIGHLIGHTS:

- The purpose of this report is to appoint members to advisory committees and quasi-judicial committees that have been identified with vacancies.
- This report supports the delivery of core services.

## BACKGROUND:

Appointment to advisory committees and quasi-judicial tribunals are made based on recommendations of the Nominating Committee (the Committee). The Committee's mandate is to assess applicants for advisory and quasi-judicial committees of Council and to present Council with a list of recommended candidates for each committee. Local boards typically conduct their own recruitment and facilitate their own appointment processes. Local boards require Council approval of members recommended to be appointed to the Board.

## REPORT:

The Office of the City Clerk has been advised of vacancies on the Economic Development Advisory Committee and Equity and Anti-Racism Advisory Committee due to resignations of

previously appointed Committee members, vacancies that are impacting their abilities to achieve quorum.

Further, on May 5 2025, Kitchener City Council approved a new Terms of Reference for the Animal/Dog Designation Appeal Committee, which established positions on the Committees for members of the Public with relevant experience; as well as, an amendment to the Terms of Reference for the Property Standards Committee that permits members of the Property Standards Committee and Animal/Dog Designation Appeal Committees to serve as ex officio members of the opposite committee when needed to support potential scheduling issues. As such, the previously approved appointments to the Property Standards Committee were disbanded and members were asked to reapply acknowledging the revised structure.

Recruitment for vacancies in these advisory and quasi-judicial committees took place over a 3-week span from May 6, 2025, to May 26, 2025, through various means including direct email, social media, and the City's website.

The Nominating Committee was engaged and completed the review process of all applications received for the identified vacancies.

The Committee reviewed all applications taking into account a number of factors including:

- The Terms of Reference of committees where available;
- The Applicants' expertise and interest as outlined in their application;
- Consideration of applicants that reflect the diversity of the community as a whole as self-identified by the applicants.

A list of applicants recommended for vacancies for the advisory and quasi-judicial committees has been included as Attachment 'A' for Council's consideration. Also attached is Attachment 'B' which is a list of applicants not that were not suggested for the Committee vacancies.

On June 18, 2025, staff received correspondence from Centre in the Square (CITS) (attached as Appendix C) regarding CITS' Board of Directors recommendation to nominate a new candidate for the role of Board Director, Bill (William) McBay. Council approval of the appointee is being sought.

## **STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

## **FINANCIAL IMPLICATIONS:**

None at this time. Advertising for the advisory committees is contained with the operational budget of Legislated Services. The Nominating Committee is a volunteer committee.

## **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the Committee meeting.

**COLLABORATE** – The Nominating Committee is comprised of individuals who provide direct advice and recommendations regarding the composition of the City's advisory committees. The members of the various advisory committees also provide advice and recommendations to Council and, in this way, partner with the City in the decision-making process.

**PREVIOUS REPORTS/AUTHORITIES:**

There are no previous reports/authorities related to this matter.

**APPROVED BY:** Victoria Raab, General Manager, Corporate Services Department

**ATTACHMENTS:**

- Attachment 'A' – Applicants recommended by Nominating Committee
- Attachment 'B' – Applicants not recommended for appointment by the Nominating Committee
- Attachment 'C' – Correspondence from Centre in the Square (CITS) regarding appointment of new member