



**SUBJECT: Citizen Advisory Committee Appointment Report**

**TO: Mayor and Members of Council**

**FROM: Clerks Department**

Report Number: CL-22-17

Wards Affected: All

File Numbers: 130-01

Date to Committee: Select date

Date to Council: December 11, 2017

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### **Recommendation:**

Approve appointments to Burlington's citizen advisory committees as outlined in Confidential Appendix A of clerk's department report CL-22-17 and make public the names of successful candidates following Council approval.

### **Purpose:**

A City that Grows

- Promoting Economic Growth

A City that Moves

- Increased Transportation Flows and Connectivity

A Healthy and Greener City

- Healthy Lifestyles
- Environmental and Energy Leadership

An Engaging City

- Good Governance
  - Community Building through Arts and Culture via Community Activities
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### **Background and Discussion:**

The Clerks department conducted a recruitment process for citizen committees that had vacancies during the fall of 2017. Recruitment opportunities were advertised on the City website as well as in the Burlington Post.

In the past the Clerks department organized a volunteer fair where the public was invited to learn about all of the various opportunities available due to a decrease in the number of applications received staff will be looking at bringing this fair back in the future to assist in promotion of the various volunteer opportunities. In response to this recruitment process over 40 applications were received from a number of individuals expressing interest in the committees and boards.

### **Strategy/process**

Efforts were made to complete recruitment interviews in October and November of 2017. Interview teams for each were comprised of the Chair or Vice Chairs of the Committees, staff liaisons and Council members.

The interview teams made their selection recommendations based on the respective committee's needs as well as the applicant's knowledge of the role, relevant skills and experience, expressed dedication/commitment/time availability, and communication skills.

The names of the recommended appointees are included within Confidential Appendix A. The terms of reference for the citizen committees specify the duration of the appointments and provide for staggered terms to ensure continuity in the operation of each committee.

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### **Public Engagement Matters:**

Following Council approval of the recommendations, the clerks department will formally advise all applicants of Council's decision and provide an orientation session for the new citizen committee members. Appointees will receive a copy of the Terms of Reference for their respective committees and will undergo any further required training.

Individuals who are not appointed to a citizen committee at this time will be individually contacted and advised of other City of Burlington volunteer opportunities and applications will be held for any vacancies that should occur on committees throughout the year.

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### **Conclusion:**

As a member of one of the City's committees and/or boards, citizens can actively participate in local government, which contributes to the high quality of life that Burlington residents enjoy.

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Respectfully submitted,

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Manager of Committee and Election Services

(905) 335-7600 ext 7490

**Appendices:** (if none delete section)

- a. Confidential Appendix A – Recommended Appointments to Burlington Citizen Advisory Committees

**Notifications:** (if none delete section)

Name

Mailing or e-mail address

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.