



SUBJECT: Citizen Advisory Committee Appointment Report

TO: Mayor and Members of Council

FROM: Clerks Department

Report Number: CL-01-19

Wards Affected: All

File Numbers: 130-01

Date to Council: January 28, 2019

Recommendation:

Approve appointments to Burlington's citizen advisory committees as outlined in Confidential Appendix A of clerk's department report CL-01-19 and following approval from Council, make the recommended names for appointments public; and

Appoint the following two members of Council to sit on the Development Charges Consultation Committee:

- Mayor Marianne Meed Ward
- Councillor Paul Sharman

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 and Boards that had vacancies in 2018. Recruitment opportunities were advertised on the City website, through social media as well as in the Burlington Post.

Recruitment for boards and committees are ongoing as vacancies arise throughout the year. Terms of membership vary on each committee and are staggered allowing for new opportunities annually. A volunteer fair where the public can learn about the various boards and committees and opportunities available, will be organized in the Fall of 2019. In response to this recruitment process over 120 applications were received from several individuals expressing interest in the committees and boards.

Audit Committee:

The recruitment for the Audit Committee is in progress and recommendations for appointments will come to Council for approval on February 25, 2019.

Development Charges Committee

The *Development Charges Act, 1997* (DCA) and associated regulations requires that each Development Charges By-law expire five years after the day it comes into force, unless it specifies an earlier expiry date or is repealed sooner. The City of Burlington's current DC by-law (By-law 46-2014) will expire July 1, 2019, consequently the new by-law must be enacted prior to this date. The *Development Charges Act, 1997*, details the rules to be followed when calculating development charges and prescribes the information to be contained in the required background study, including the timing of its availability to the public as part of the process.

As in previous DC studies, there will be community engagement of the development industry and the public. Similar to the 2014 DC study review, the 2019 DC update will include community involvement of stakeholders and the public representation as part of the process through establishment of the Development Charges Consultation Committee. The committee is an advisory committee with the mandate to advise and assist the city with respect to the city development charge update as follows:

- Review the methodology and assumptions used in formulating the city's development charges and policies,
- Provide input on recommendations dealing with the proposed development charge by-law and/or amendments.

The committee is comprised of up to 9 members from the development industry, business sector, city taxpayers and council. All public representatives have been selected through engaged process with the respective agencies. The composition and membership of the committee is complete, awaiting the selection of two council representatives.

Through this report staff are requesting the appointment of two councilors to be selected as Chair and Vice Chair of the committee. The Chair presides over the meetings and assists the committee in reaching consensus on fundamental policy issues of concern. The committee is administered and supported through finance staff.

There will be approximately 3-4 meetings scheduled between February and May. Meetings will be scheduled based on requirements of the DC process.

Staff will be reporting to committee with the 2019 DC Study and By-law in the spring of 2019, at which time details and further information will be provided.

Strategy/process

Efforts were made to complete recruitment interviews in January of 2019. Interview teams for each were comprised of Board members, 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 Boards and citizen committees specify the duration of the appointments and provide for staggered terms to ensure continuity in the operation of each Board and committee.

In December 2018, Council approved MO-01-18 and requested staff to conduct an overall review of citizen advisory committees, a community consultation program is in development to engage citizen committee members and the public to provide feedback on how to enhance volunteer's experience on citizen advisory committees. This review will bring recommendations and outcomes of the engagement to Council in Spring of 2019.

Following this review and consultation, the intention is to further recruit for committees that Council adopted in December 2018.

Public Engagement Matters:

Following Council approval of the recommendations, the clerk's department will formally advise all applicants of Council's decision and provide an orientation session for the new citizen committee members at each respective committee. 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 contacted individually and advised of other City of Burlington volunteer opportunities and applications will be held for any vacancies that should occur on boards and committees throughout the year.

Conclusion:

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

Respectfully submitted,

Danielle Manton

Manager of Committee and Election Services

(905) 335-7600 ext 7490

Appendices:

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

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.