



**SUBJECT: Advisory Committee Review**

**TO: Corporate Services, Strategy, Risk & Accountability Cttee.**

**FROM: Office of the Mayor**

Report Number: MO-04-20

Wards Affected: All

File Numbers: 126-01

Date to Committee: March 12, 2020

Date to Council: March 30, 2020

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**Recommendation:**

Direct the City Clerk to complete the review of advisory committees as follows:

**New Consistency-Based Initiatives:**

1. For all existing and future committees, review and create consistent terms of reference that provide standardized information about the role of the committee including:

- the general role of an advisory committee, what it is, what it isn't, and its relationship to council
- the unique purpose of the committee
- any specific tasks/activities expected to be undertaken by the committee in addition to advice being given to council (for example: public engagement, educational workshops or seminars, cycling or walking tours, etc.)
- the expected tenure of committee and whether it will be a) legislated, b) standing (permanent), or c) task-oriented with a sunset provision
- a provision for mandated review, whether coinciding with each term of council or some other frequency
- details related to chair and membership, including alternates, and terms of office
- standardized training and orientation for new and returning members
- standardized recruitment and appointment procedures, including a broader range of methods used to recruit/notify the community of opportunities to volunteer
- the expected meeting schedule and frequency

- related budget, and the appropriate mechanism to request changes to budget
- the expected level of administrative support to be provided by clerks and the council-member-designate on the committee
- a dispute resolution process
- a code of conduct for members at meetings and when dealing with staff, the public and council
- a communications protocol for the committee, including stand-alone websites, webpages, and social feeds
- other matters arising as needed

2. In service to recommendation #1 above, schedule a workshop for council to gain a consensus on the role, function, structure, standardized terms of reference, recruitment and tasks of advisory committees in general, and specifically the ones under the review section.

3. Review the input received from the public, council, action labs, and advisory committee review volunteer working team report and advise how the recommendations will be used.

4. Report back on options for greater engagement opportunities using digital technologies, civic lotteries, and other tools, and in what circumstances each tool would be best deployed.

5. Report back with a plan for open government to enhance transparency, accountability, and connection between community members and city hall.

6. Report back on options for resident recognition programs and/or events, and exploring, among other possibilities:

- a) revised/rebranded Burlington's Best/Civic Recognition/Inspire Burlington;
- b) partnership with the Key to the City program; and/or
- c) incorporating recognition into the annual Burlington Day festivities being developed by the mayor's office in partnership with the recreation services department to launch in 2021.

**Status Quo/Existing Initiatives:**

7. Maintain the provincially legislated committees intact - specifically Accessibility Advisory and Heritage Advisory - and complete recruitment of any new members and alternates where there are vacancies. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

8. Maintain those committees intact which have a clear mandate, longstanding history and are functioning well, specifically the Mundialization Committee, Downtown Parking Advisory Committee, and Sustainable Development Advisory Committee. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

9. Maintain, as-is, the newly formed Agricultural and Rural Affairs Advisory Committee which, as a new committee, already has updated terms of reference, current membership and a workplan. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

**New Review-Based Initiatives:**

10. Report back on the possibility of creating one advisory committee related to mobility that would incorporate the existing Cycling Advisory Committee and Integrated Transportation Advisory Committee. Determine whether to incorporate the proposed Transit Committee or establish as a stand-alone committee, using the terms of reference of the former Transit Committee (Appendix A) as a starting point for review.

11. Strike a task force of community members to review the terms of reference developed for the former Waterfront Access and Protection Advisory Committee (Appendix B), and the recommendations arising from their final report to council (Appendix C) and report back with a recommendation on a structure moving forward for a Waterfront Committee, whether task-oriented/temporary, permanent standing committee, or other structure.

12. Consult with the Millennial, Seniors' Advisory, and Inclusivity Advisory Committees on items including, but not limited to role, activities, staff support, structure, membership selection and recruitment, tenure (standing or task-oriented), recommendations from the residents' report, and report back to council with options. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees. Items unique to specific committees to be discussed:

a) for the Millennial Committee: a name change to reflect the young adult population, and an age range to be determined (eg. 25-40, post-high-school 19-40, etc.).

b) for the Seniors' Advisory Committee: a name change to reflect older adults, and an age range review (eg. starting at 55+).

c) for the Inclusivity Advisory Committee: options to incorporate inclusivity in each advisory committee, with a dedicated member, or maintain a stand-alone committee.

13. Consult with the recreation services department to build on and potentially formalize the newly established Burlington Youth Council to engage high school students in Burlington and provide a connection to city council.

## **PURPOSE:**

### **Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture
  - Deliver customer centric services with a focus on efficiency and technology transformation
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## **Background and Discussion:**

### **Strategy/process**

The Burlington community has been engaged in a review of the city's advisory committees for the past year, including action labs, surveys, individual consultation with council members, and recommendations from the volunteer review team.

During the review period of the past year, new committees have been put on hold as has recruitment and/or some other activities, compromising the ability of some committees to effectively carry on their work.

Council and staff had a workshop on Feb. 25 to get an overview on new methods for community engagement, the most recent recommendations from the volunteer review team, and criteria for decision-making.

It was clear during that session that council wanted to move forward with completing the review and allowing advisory committees to carry on with their work, while also allowing further review in some specific areas related to recruitment, standardized terms of reference, use of new tools for community engagements such as digital and lotteries, and other areas.

In service of this input, the mayor's office committed to putting together a staff direction to bring to the March 30th council meeting; however, since there is a round of committee meetings between the Feb. 25 workshop and council, this provides opportunity to put forward the staff direction for discussion at committee prior to it advancing to council.

The elements of this staff direction are in service to the stated interest from all parties to allow some committees to carry on with their work without further delay, while also providing follow-up discussion for future review of specific areas, as noted.

**Options Considered**

N/A

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**Financial Matters:**

Not applicable

**Total Financial Impact**

Not applicable

**Source of Funding**

Not applicable

**Other Resource Impacts**

Not applicable

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**Climate Implications**

Not applicable

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**Engagement Matters:**

Input has been received from the public, council, action labs, surveys and volunteer review team report and will be used in the recommendation activities above.

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**Conclusion:**

By directing the City Clerk to complete the review of advisory committees, update terms of reference to provide consistency in roles, responsibilities, recruitment, awareness & engagement, and other matters, we can improve the effectiveness and impact of our committees, and community engagement generally, in a significant way.

Respectfully submitted,

Marianne Meed Ward

**Appendices:**

- A. Terms of reference for former Transit committee
- B. Terms of Reference for the Waterfront Committee
- C. Final report of the waterfront committee
- D. Report sunsetting the waterfront committee

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.