



SUBJECT: Appointments to Heritage Burlington Advisory Committee
and Burlington Accessibility Advisory Committee

TO: Mayor and Members of Council

FROM: Clerks Department

Report Number: CL-14-20

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: August 24, 2020

Date to Council: August 24, 2020

Recommendation:

Approve appointments to the Heritage Burlington Advisory Committee and Burlington Accessibility Advisory Committee (BAAC) as outlined in Confidential Appendix B of clerk's department report CL-14-20 and following approval from Council, make the recommended names for appointments public.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture

The recommendation in this report aligns with the strategic direction for An Engaging City as identified in the City's Plan: From Vision to Focus. The city is forging strong community relationships with open dialogue and citizen involvement in municipal issues through its advisory committees and provides Burlington residents the opportunity to give advice and recommendations to Council on various matters and/or organize activities that strengthen the community's connection to the municipality.

Background and Discussion:

The Clerks Department conducted a recruitment process in February 2020 for the City's two legislated advisory committees, the Heritage Burlington Advisory Committee and Burlington Accessibility Advisory Committee (BAAC), due to vacancies that occurred over the past year. Recruitment opportunities were advertised on the City website, through social media as well as in the Burlington Post.

Due to the COVID-19 virus and resulting closure of city facilities, including City Hall in mid-March, applicants were advised that recruitment would be postponed, and we would be in contact with them when City Hall re-opened to the public. With the closure going beyond what was originally anticipated, the Clerks Department decided to move ahead with interviews for Heritage Burlington and BAAC because of their statutory requirement and the possible need for the committees to meet virtually in order to provide their comments.

Clerks Department staff reached out to the Chair, Vice Chair and applicants for both committees to get a sense of their comfort level in participating in a virtual interview via Zoom. All participants advised that they were pleased to proceed in this manner.

The interviews for these committees were held throughout June and July 2020. The interview teams were comprised as follows:

Committee	Interview Team
Heritage Burlington Advisory Committee	Howard Bohan (Chair), Michele Camacho (Vice Chair), Danika Guppy (Heritage Planner) and Councillor Rory Nisan
Accessibility Advisory Committee	Tricia Pokorny (Chair), Judi Lytle (Accessibility Coordinator) and Councillor Bentivegna

Clerk's Department staff also assisted with the interview process.

The interview teams made their selection recommendations based on each committee's respective 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 B. The scoring matrix used in the interviews is included within appendix A. The Terms of Reference for each committee specify the duration of the appointments and provide for staggered terms to ensure continuity in the operation of the committees.

In addition to appointing full voting members to the committees, additional volunteers have been recruited to participate in committee activities as designated 'Alternates'.

Once a vacancy arises on the committee, an Alternate that is already appointed by Council can immediately fill the vacancy and become a full voting member. The Alternate position allows for the efficient replacement of a knowledgeable committee member by reducing interruptions to committee decision-making and providing more opportunities for quorum to be maintained when vacancies occur.

Financial Matters:

Not applicable

Climate Implications

Not applicable

Engagement Matters:

Following Council approval of the recommendations, the Clerk's Department will formally advise all applicants of Council's decision and provide a virtual orientation session for the new advisory committee members, prior to the next committee meeting. Appointees will receive a copy of the Terms of Reference for their respective committee and will undergo any further required training. New members will participate in future advisory committee meetings as voting members.

Individuals who are not appointed 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 advisory committees, residents can actively participate in local government, which contributes to the high quality of life that Burlington residents enjoy.

Respectfully submitted,

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Appendices:

- A. Appendix A – interview scoring matrix
- B. Confidential Appendix B – recommended appointments to Heritage Burlington and BAAC

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.