

Corporate Policy

Council, Boards and Committees

Appointment to Boards and Recruitment of Citizens for Committees

Approved by:	Council	on	February 2, 2004
Report No.:	CL-1-04	Effective:	February 2, 2004
Reviewed:	April 13, 2012	Amended:	
Next Review:	2017	Note:	

Policy Statement:

Appointment to Boards and Commissions

One member of Council will be appointed to each of the following boards: Joseph Brant Memorial Hospital Board, Burlington Museums Board, Burlington Economic Development Corporation Board, Burlington Public Library Board, Burlington Art Centre Board, Tourism Burlington Board.

Recruitment of Citizens For City of Burlington Committees

Effort is made to recruit volunteers from a broad range of backgrounds and experiences to represent the community.

The following criteria will guide the selection of committee members:

- Individuals who live in the City of Burlington or operate a business in the City of Burlington
- Individuals who are 18 years of age or older, unless youth representation is sought.
- Information contained in the committee’s terms of reference and the volunteer’s skills, experience and/or professional credentials
- Ability to participate in committee meetings and to assist with the work of the committee
- Based on the level of risk involved in the volunteer’s role, appropriate screening measures will be used.

One Councillor will be appointed as a liaison for each citizen advisory committee.



Corporate Policy

Committee of Adjustment members' term is based on the Council term, extending until their successors are appointed, unless otherwise required by legislation.

Members of the remaining committees are placed for two to four years on a staggered term basis until their successors are appointed, with membership changing either on an annual basis (approx. 1/3 membership changeover each year) or with the Council term (approx. 1/3 membership changeover each council term).

Scope:

This policy applies to all council approved citizen committees and boards as noted in the policy statement.

Roles:

Accountable:

The Manager of Committee Services is responsible for the timely review, updating and dissemination of the policy to the functional areas.

Responsible:

Committee Services and other City staff that work with Boards and Committees will be performing this work.

Procedural Matters

- All volunteers must complete an application form and will attend an interview based on the interview process outlined in the terms of reference for the specific committee they are interested in.
- Applicants who indicate multiple committees on their application will be interviewed by a minimum of two representatives of Council. The Council representatives will consult with the identified Council liaison and recommend citizen appointments to Council for the relevant term.
- Recruitment of citizens for City of Burlington committees will begin with public advertising in local newspapers and posting information on the City's website at www.burlington.ca



Corporate Policy

- All existing committee members will also receive a mailing about the application deadline for the upcoming term.
- Note that appointments to the Burlington Housing and Development Liaison Committee and the Development Charges Advisory Committee will be exempted from the requirements that opportunities be advertised and candidates be interviewed.