



SUBJECT: Public appointment process - shortlisting of applicants

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

FROM: Clerks Department

Report Number: CL-24-20

Wards Affected: All

File Numbers: 100-02

Date to Committee: December 10, 2020

Date to Council: December 14, 2020

Recommendation:

Waive the rules of the Council, Boards and Committees Appointment to Boards and Recruitment of Citizens for Committees corporate policy to allow for applicants during the fall 2020/winter 2021 recruitment to be shortlisted for interview purposes as described in clerks department report CL-24-20.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture

Background and Discussion:

The current Council, Boards and Committees Appointment to Boards and Recruitment of Citizens for Committees corporate policy (Public Appointment Policy) has been in place since 2012 (attached as Appendix A). Through the advisory committee review conducted in 2019 and 2020, this policy has been flagged for review. Staff are currently in the process of conducting the review and an updated policy will be presented in 2021.

At the September 17, 2020 Corporate Services, Strategy Risk and Accountability Committee meeting during the Committee Review item, staff were directed to resume advisory committee services and to re-populate the boards and advisory committees. On Thursday, November 12, 2020 the Clerks department launched the public

appointment recruitment campaign, under the banner “Connect with Community”. The recruitment campaign is slated to end November 27, 2020.

Based on feedback from participants during the 2018/19 recruitment and from the mini recruitment held during the spring/summer of 2020 for Accessibility Advisory and Heritage Advisory members, staff are proposing to pilot a shortlisting process.

- After the recruitment period ends, all applications will be sorted and packaged by committee of interest.
- The nominating panel, consisting of the Chair/Vice-Chair, Staff Liaison, Councillor Liaison, and Committee Clerk will review their respective committee package containing all related expressions of interest.
- The nominating panel will review the applications based on the committee’s terms of reference and using their committee knowledge and experience.
- The nominating panel will convene to review applications, and by consensus determine a shortlist of candidates.
- Once a shortlist is developed the nominating panel will direct the Committee Clerk to schedule interviews.
- A summary of all applicants will be provided to Council when the recommendation from the nominating panel is received and a final decision of Council on appointments is rendered.

Strategy/process

Shortlisting applicants will allow for the nominating panel to use the interview process to focus on preferred applicants. It may also shorten the period in which an application is received and when a final decision of Council is rendered. Some past applicants have indicated that the process is quite lengthy. Staff will evaluate the shortlisting process and any learnings will help to inform the new version of the Public Appointment Policy.

Options Considered

Council could choose to vote down the proposed recommendation and interview every applicant. This will result in a longer wait time for processing applications, and will not provide a pilot process to help inform the larger policy review.

Financial Matters:

Scheduling and ensuring that all applicants are provided with an interview does take a considerable amount of staff time. Shortlisting interview candidates may help to free up staff time to be used for other value-added services within the department.

Total Financial Impact

Not applicable.

Source of Funding

Not Applicable.

Other Resource Impacts

Not applicable.

Climate Implications

During the spring/summer recruitment staff piloted the use of video conferencing technology to conduct interviews. This process change has worked well and may be considered as an interview tool when the pandemic has concluded. The use of video conferencing technology reduces the carbon footprint for public appointment interviews. In addition, the use of the technology has also provided more flexibility to applicants when scheduling interviews.

Engagement Matters:

A public survey hosted on the GetInvolvedBurlington.ca webpage, open from April 30, 2019 through to June 7, 2019, received 385 respondents. The public survey posed questions to determine barriers to participation, advisory committee experience, and asked for suggestions to improve the system. Some of the information provided pertained to the recruitment and selection of public appointees to boards and committees. This information has been helpful in determining what services should be reviewed.

Conclusion:

Allowing for a pilot of shortlisting applicants may help to create efficiencies in processing applications to boards and committees. The learnings from this experience will help to inform the full review of the Public Appointment Policy, including recruitment and vetting processes which will be presented to Council in 2021.

Respectfully submitted,

Kevin Arjoon

City Clerk

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Appendices:

- A. Council, Boards and Committees Appointment to Boards and Recruitment of Citizens for Committees Corporate Policy

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.