



**SUBJECT: Burlington Advisory Committees and Burlington  
Downtown Business Association Board Appointments**

**TO: Mayor and Members of Council**

**FROM: Office of the City Clerk**

Report Number: CL-03-21

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: n/a

Date to Council: February 16, 2021

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### **Recommendation:**

Approve appointments to the City of Burlington's advisory committees and the Burlington Downtown Business Association Board of Directors, as outlined in confidential Appendix A of office of the city clerk's report CL-03-21, 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.

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### **Background and Discussion:**

#### **Advisory Committees**

At the September 17, 2020 Corporate Services, Strategy Risk and Accountability Committee meeting, staff were directed to resume advisory committee services and to re-populate the boards and advisory committees, with the exception of the Heritage Burlington Advisory Committee and Burlington Accessibility Advisory Committee (BAAC), as recruitment for these two legislated committees took place in spring/summer 2020. The Office of the City Clerk launched the appointment recruitment campaign, under the banner “Connect with Community” on November 12, 2020. The recruitment campaign was slated to end November 27, 2020 but was extended for a week to allow for more applications to be received.

Recruitment opportunities were advertised on the City’s website, through social media, the Bay Observer online and in the Burlington Post. In response to this recruitment, over 160 applications were received from individuals expressing an interest in participating on the City’s advisory committees.

Staff piloted a shortlisting process following the recruitment where all applications were sorted by committee and sent to the interview panel, consisting of the Chair/Vice-Chair, Staff Liaison, Council Liaison and Committee Clerk. Applications were reviewed based on the committee’s terms of reference and using their committee knowledge and experience. The interview panel met via Zoom to review applications, and by consensus determined a shortlist of candidates. Staff then scheduled interviews in January 2020 which were conducted via Zoom. The interview teams were comprised as follows:

<b>Committee</b>	<b>Interview Team</b>
Downtown Parking Committee (DPC)	Robert Steven (Chair), Hayley Parkinson (staff liaison) and Councillor Lisa Kearns
Burlington Seniors’ Advisory Committee (BSAC)	April Begg Goodis (Chair), Rob Axiak (staff liaison) and Councillor Shawna Stolte
Burlington Integrated Transportation Advisory Committee (ITAC)	Carm Piro (Chair), Kaylan Edgcumbe (staff liaison), Catherine Baldelli (staff liaison) and Councillor Shawna Stolte
Burlington Sustainable Development Committee (SDC)	Tim Park (Chair), Lynn Robichaud (staff liaison) and Councillor Paul Sharman
Burlington Cycling Committee	James Schofield (Chair), Dan Ozimkovic (staff liaison) and Councillor Kelvin Galbraith
Burlington Mundialization Committee	Hassan Raza (Chair), Leanne Cecil (Vice Chair) and Councillor Rory Nisan

Burlington Inclusivity Advisory Committee	Carrie Overholt (Member), Kevin Arjoon (City Clerk) and Councillor Angelo Bentivegna
Burlington Agricultural & Rural Affairs Advisory Committee (BARAAC)	Glenn Portch (Chair), Kelly Cook (staff liaison) and Councillor Angelo Bentivegna

Office of the city clerk staff also assisted with the interview process.

The interview panel 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 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.

### **Burlington Downtown Business Association Board**

The "call for nominations" across the Burlington Downtown Business Association (BDDBA) membership was made several times in 2020 and several "expressions of interest" were received for the four vacant positions. Seven applications were received on Tuesday November 24, 2020 by members. Each of the seven were presented to the Board at their regular meeting held on Wednesday December 2, 2020 and the Board approved the four recommended appointees included within confidential appendix A. Three of the appointees had a start date of January 1, 2021 and the fourth with a start date of March 1, 2021, due to the retirement of a long-standing member.

Per the terms of the Burlington Downtown Business Association, each new Board Director has a tenure of four years with the opportunity to renew their Directorship for an additional four years thereafter. Board Directors are limited to two consecutive terms.

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## **Financial Matters:**

Not applicable

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## **Climate Implications**

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.

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## **Engagement Matters:**

Following Council approval of the recommendations, the Office of the City Clerk will formally advise all applicants of Council's decision and provide a virtual orientation session for the new advisory committee members. 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 that applications will be held for any vacancies that should occur on boards and committees throughout the year.

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## **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.

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Respectfully submitted,

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**Appendices:**

- A. Confidential Appendix A – recommended appointments to Burlington Advisory Committees

**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.