

**To: Chair and Members of the Burlington Inclusivity Advisory Committee**

**From: Kevin Arjoon, City Clerk**

**Date: October 5, 2021**

**Re: Amendments to the Public Appointment Policy and Diversity Equity and Inclusion**

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Staff are working through recommendations on a global committee review issued by way of [MO-04-20](#) approved by Council on April 20, 2020. Part of the recommendation directed staff to complete a review of recruitment and the committee appointment process. In addition, the request asked for staff to investigate broader methods to recruit and advise community of opportunities to serve on the City's committees. At your committee meeting the City Clerk will be in attendance to respond to questions and to gather feedback. A summary will be included in an upcoming report to the Corporate Services Strategy Risk and Accountability Committee, which will also be circulated to all Advisory Committees for information.

### **The Public Appointment Policy**

A set of rules and procedures on how residents are recruited and selected to serve on committees, boards, and commissions (Appendix A). The purpose of a public appointment policy is to provide sufficient instruction for potential applicants, to understand what is required and what occurs after their application is submitted. By establishing a set of rules, the municipality aspires to demonstrate a transparent and equitable process.

### **Potential changes to a new Public Appointments Policy**

Staff have been investigating how to incorporate Diversity, Equity, and Inclusion elements into a future iteration of the Public Appointments Policy. The following areas will be addressed in the next iteration of the City of Burlington's Public Appointment Policy with the goal of increasing the diversity of future City of Burlington appointments.

- Incorporate diversity, equity, and inclusion values to help define overall policy framework.
- Introduce the concept of intersectionality and explain how it may help to build stronger boards.
- Review appointment processes to eliminate barriers to participation.
- Set appointment term limits, shorter terms to increase opportunities while maintaining continuity.
- Collect applicant diversity data, include in matrixes to help selection teams and Council.
- Be mindful and at times deliberate on how recruitment is positioned. Goal of the City Clerk is to recruit a slate of applicants that is representative of the population of Burlington.
- Task the Office of the City Clerk to diversify methods of recruitment.

Thank you,

Kevin Arjoon  
City Clerk

Attachment A – City of Burlington Public Appointment Policy

## 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.

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## 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](http://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.