

**CL-26-21 Appendix C**  
**Reconciliation of Advisory Committee Deliverables**

Action	Deliverable
<p>1. For all existing and future committees, review and create consistent terms of reference that provide standardized information about the role of the committee including:</p> <p>the general role of an advisory committee, what it is, what it isn't, and its relationship to council the unique purpose of the committee</p> <p>any specific tasks/activities expected to be undertaken by the committee in addition to advice being given to council (for example: public engagement, educational workshops or seminars, cycling or walking tours, etc.)</p> <p>the expected tenure of committee and whether it will be a) legislated, b) standing (permanent), or c) task-oriented with a sunset provision</p> <p>a provision for mandated review, whether coinciding with each term of council or some other frequency</p> <p>the expected level of administrative support to be provided by clerks and the council-member-designate on the committee</p> <p>a dispute resolution process</p> <p>the expected meeting schedule and frequency</p> <p>a communications protocol for the committee, including stand-alone websites, webpages, and social feeds</p> <p>other matters arising as needed</p>	<p>To be incorporated into the common framework.</p>
<p>details related to chair and membership, <u>including alternates, and terms of office</u></p>	<p>Partially complete through Report <b>CL-26-21</b> Public Appointment Policy (November 2021)</p>

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standardized training and orientation for new and returning members	Completed through Report <b>CL-16-21</b> Training and onboarding strategy for committee appointees (June 2021)
standardized recruitment and appointment procedures, including a broader range of methods used to recruit/notify the community of opportunities to volunteer	Completed through Report <b>CL-26-21</b> Public Appointment Policy (November 2021)
a code of conduct for members at meetings and when dealing with staff, the public and council	Currently have a code of conduct for local boards and committee – will review and bring back to Standing Committee.
related budget, and the appropriate mechanism to request changes to budget	Interim process established through <b>CL-10-21</b> Committee budget allocation process (April 2021)
2. In service to recommendation #1 above, schedule a workshop for council to gain a consensus on the role, function, structure, standardized terms of reference, recruitment and tasks of advisory committees in general, and specifically the ones under the review section.	Completed - Key definitions and committee elements approved in principle by report <b>CL-17-21</b> Advisory Committee Review (September 2020)
3. Review the input received from the public, council, action labs, and advisory committee review volunteer working team report and advise how the recommendations will be used.	Completed - Items reviewed in placed into buckets – Just Do It, Part of the Review, and Parking Lot – List of actionable items will be at the end of this list. <b>CL-17-21</b> Advisory Committee Review (September 2020)
4. Report back on options for greater engagement opportunities using digital technologies, civic lotteries, and other tools, and in what circumstances each tool would be best deployed.	Corporate Communications & Engagement will be creating an engagement roster. Report will be provided in 2022.
5. Report back with a plan for open government to enhance transparency, accountability, and connection between community members and city hall.	Put on hold until after the common framework is completed. The following reports support overall transparency and accountability and will be referenced in the strategy. <b>CL-01-21</b> Update on accountability and transparency initiatives (January 2021)

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	<p><b>CL-09-21</b> – Public Notice Policy (March 2021)</p> <p><b>CL-15-21</b> – Lobbyist Registry (April 2021)</p> <p><b>CL-28-21</b>- Lobbyist Registry Implementation (September 2021)</p> <p><b>CL-27-21</b> -Information Management Strategy (November 2021)</p>
<p>6. Report back on options for resident recognition programs and/or events, and exploring, among other possibilities:</p> <p>a) revised/rebranded Burlington's Best/Civic Recognition/Inspire Burlington.</p> <p>b) partnership with the Key to the City program; and/or</p> <p>c) incorporating recognition into the annual Burlington Day festivities being developed by the mayor's office in partnership with the recreation services department to launch in 2021.</p>	<p>Committee Clerks conducted consultation with members of Council in the Summer of 2021. The data has been collected and placed into themes. Due to a lack of resources this project is on hold.</p>
<p>7. Maintain the provincially legislated committees intact - specifically Accessibility Advisory and Heritage Advisory - and complete recruitment of any new members and alternates where there are vacancies. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.</p> <p>8. Maintain those committees intact which have a clear mandate, longstanding history and are functioning well, specifically the Mundialization Committee, Downtown Parking Advisory Committee, and Sustainable Development Advisory Committee. Once the consistency exercise of recommendation #1 is complete, update the</p>	<p>Decision at September 28, 2021 to reinstate all existing advisory committees has been actioned. Terms of reference for these committees will be reviewed as part of the common framework exercise.</p>

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<p>terms of reference accordingly to include standardized information applicable to all committees.</p> <p>9. Maintain, as-is, the newly formed Agricultural and Rural Affairs Advisory Committee which, as a new committee, already has updated terms of reference, current membership and a workplan. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees</p>	
<p>10. Report back on the possibility of creating one advisory committee related to mobility that would incorporate the existing Cycling Advisory Committee and Integrated Transportation Advisory Committee. Determine whether to incorporate the proposed Transit Committee or establish as a stand-alone committee, using the terms of reference of the former Transit Committee (Appendix A) as a starting point for review</p>	<p>Will be part of the work done through the Common Framework.</p>
<p>11. Strike a task force of community members to review the terms of reference developed for the former Waterfront Access and Protection Advisory Committee (Appendix B), and the recommendations arising from their final report to council (Appendix C) and report back with a recommendation on a structure moving forward for a Waterfront Committee, whether task-oriented/temporary, permanent standing committee, or other structure.</p>	<p>Will be part of the work done through the common framework.</p>
<p>12. Consult with the Millennial, Seniors' Advisory, and Inclusivity Advisory Committees on items including, but not</p>	<p>(Millennial, Seniors Advisory, Youth) have the potential to evolve into a different structure that allows for more</p>

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<p>limited to role, activities, staff support, structure, membership selection and recruitment, tenure (standing or task-oriented), recommendations from the residents' report, and report back to council with options. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees. Items unique to specific committees to be discussed:</p> <p>a) for the Millennial Committee: a name change to reflect the young adult population, and an age range to be determined (eg. 25-40, post-high-school 19-40, etc.).</p> <p>b) for the Seniors' Advisory Committee: a name change to reflect older adults, and an age range review (eg. starting at 55+).</p> <p>c) for the Inclusivity Advisory Committee: options to incorporate inclusivity in each advisory committee, with a dedicated member, or maintain a stand-alone committee.</p> <p>13. Consult with the recreation services department to build on and potentially formalize the newly established Burlington Youth Council to engage high school students in Burlington and provide a connection to city council.</p>	<p>engagement. Have been looking at different structures and models. This will be determined during the common framework.</p> <p>Inclusivity Advisory Committee will be evaluated, and its terms of reference will be part of the work done through the common framework.</p>
<p>3. Review the input received from the public, council, action labs, and advisory committee review volunteer working team report and advise how the recommendations will be used. <b>The following actions were drawn from the resident engagement that occurred in 2019 these items also form part of the review.</b></p>	
<p style="text-align: center;"><b>Just do it!</b></p>	
<p>Shifting the focus from "citizen" to resident, was a recommendation made several times throughout the various engagement results, the Review Team and at the action labs.</p>	<p>Completed through Report <b>CL-26-21</b> Public Appointment Policy (November 2021)</p>

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Increasing efforts to attract diverse applicants to apply to serve on committees of Council. Staff agree with the feedback and will work on enhancing its recruitment strategy. (For more information please go to the Assumptions Section.)	This has occurred through various recruitments. Through Report <b>CL-26-21</b> Public Appointment Policy (November 2021) diversity information will be gathered to help inform whether the Office of the City Clerk is reaching marginalized communities.
Develop an awareness campaign, several respondents indicated that there should be more civic educational items to help orient those new to the community or not plugged in on how to get involved with committees and the overall governance system. Staff can commit to working with communications to build an awareness campaign which may augment as the review develops.	Has started through working with Corporate Communications. Insert in Summer 2021 City Talk that went to all homes in Burlington. New webpage dedicated to providing instruction on how to connect created. How-to videos have been provided and will be posted to the City's website.
Clerks department will be assuming secretariat duties for all advisory committees of Council, including the Downtown Parking Advisory Committee and the Sustainability Development Advisory Committee. In assuming these duties, the Clerks department will ensure that all committees are supported to a certain standard and will ensure that all advisory committee members have an equitable experience.	Action completed January 2021. These appointees have been included in the orientation and onboarding initiatives.
Review the Clerks department web presence to ensure that it is user focused. This work has begun as part of the "three month" post COVID plan, and be completed along with our regular duties and the changes will be iterative in nature.	Preliminary work has begun with mapping out the Office of the City Clerk's web presence. Work will be folded into the corporate web revitalization program.
There was a large focus on providing residents with the means to communicate directly with Council either by way of delegations, presentations and written correspondence. Staff will be bringing amendments to the Procedure By-law	Webpage completed – and small communications campaign has been developed to support engagement with Council through its formal channels. Provisions for Correspondence and Petitions created through by-law

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to enhance communication between residents and Council in the creation for rules and standards for Council correspondence, and petitions.	amendments <b>CL-17-20</b> (October 2020) to enable correspondence and petitions at Committee and Council.
Creating opportunities for the advisory committees of Council to meet with members of Council, staff are interested in exploring ways in which this can occur. There may be training opportunities, and recognition events that can foster that connection. Due to COVID-19 in person interactions and group gatherings are limited, however there may be opportunities to conduct online or virtual events.	Chairs meeting is planned for Q4 2021. More opportunities will be investigated for the future.
Through the engagement staff received comments with respect to accountability, transparency directed at the Clerks department and to the city in general. The Clerks department is conducting a review of its current services in a state of good repair and, through the implementation of various policies and Procedure By-law amendments, will reconfirm its commitment to public service and accountability to the public.	Through the following reports, the Office of the City Clerk has tried to strength and support principles of accountability and transparency: <b>CL-01-21</b> Update on accountability and transparency initiatives (January 2021) <b>CL-09-21</b> – Public Notice Policy (March 2021) <b>CL-15-21</b> – Lobbyist Registry (April 2021) <b>CL-28-21</b> - Lobbyist Registry Implementation (September 2021) <b>CL-27-21</b> -Information Management Strategy (November 2021)
Based on the action lab feedback, recommending or suggesting that applicants who did well in the interview process, apply to serve on a subcommittee. This will help to maintain interest and provide an opportunity to experience the committee system and gain exposure to the municipality. This can be incorporated into current appointment practice.	Completed through Report <b>CL-26-21</b> Public Appointment Policy (November 2021)

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<b>Part of the Review</b>	
Staff will be looking at ways in closing the loop with advisory committees, by enhancing training and with aims to include the bigger picture into advisory committees and overall resident engagements that are hosted by the Clerks department. In response to the April 20, 2020 resolution, a review of the current training strategy will be brought back to Council for information purposes.	Completed through Report <b>CL-16-21</b> Training and onboarding strategy for committee appointees (June 2021)
Several responses spoke to negative interactions between staff, committee members, and council members. Through a new committee policy, definitions will be created. Committee mandate, and role clarity within advisory committees will also be themes that thread throughout the policy, training and committee reference materials. Training will also be held to ensure that all participants have a collective understanding of the terms and roles and are sufficiently informed to have conversations with each other when ambiguity arises.	To be incorporated into the common framework.
A common theme in survey responses was the need to build connectivity between an advisory committee, the standing committee it reports to and Council. Strengthening relations and connectivity between different committees, in order to foster two-way dialogue between a standing committee and its advisory committees will be taken into consideration when building the committee policy.	Interim process established through <b>CL-10-21</b> Committee budget allocation process (April 2021) – through this report there has also been discussion with committees on the annual report being a chance to showcase the accomplishments of the Committee. Chairs are actively encouraged to delegate to standing committee on their annual report.
Through the committee policy, staff will be working on developing a reporting mechanism, either annually or semi-annually to the standing committee to provide an	To be incorporated into the common framework.



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update on the Advisory Committee's actions and highlighting some of the matters addressed at their committee.	
In addition, advisory committee workplan information will be sent to the standing committee to be received and filed, for the standing committee to be informed of advisory committee work. Staff will also be looking into the feasibility of providing, by way of information items, approved advisory committee minutes to be received and filed.	Interim process established through <b>CL-10-21</b> Committee budget allocation process (April 2021)
Feedback from the staff survey indicated that there should be staff liaisons assigned to all advisory committee as a resource, and this will be investigated for potential inclusion in the committee policy.	At this time all advisory committees have an assigned staff liaison.
Reducing barriers to participation. Throughout the survey there was a general lack of awareness of the public appointment process, this sentiment was echoed by the Review Team. These comments will be reviewed when building the new public appointment policy. The policy will establish diversity, equity and inclusion as primary values, and seek to eliminate any potential barriers to participation.	Report <b>CL-26-21</b> Public Appointment Policy (November 2021) upon approval there will be some outreach to community on the changes and the changes that have been made to make the policy and the program more accessible.
Building on the action to build an awareness campaign from the previous section, staff will investigate creating a civic education program to be brought forward as part of the review. Civics, especially at the municipal level, is not the main focus in current curriculum, and some residents may not be aware of the opportunities to get involved with	Due to a lack of resources in the Office of the City Clerk this initiative has been on hold.

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municipal government. Staff will work towards developing civic education tools and materials for all types of learners.	
Survey respondents and the Review Team indicated their support for continuing advisory committees but also look towards different ways for Council to get the advice they need. Through the review, alternative formats for engagement on Council topics will be reviewed and brought forward.	Corporate Communications & Engagement will be creating an engagement roster. Report is anticipated to be provided in 2022.
Parking Lot – For Future Use	Several items were placed in a parking lot future use these items were not actioned and may be considered in future strategic planning for the Office of the City Clerk.