



**SUBJECT:** Appointments to Heritage Burlington Advisory Committee and Burlington Agricultural and Rural Affairs Advisory Committee

**TO:** Mayor and Members of Council

**FROM:** Office of the City Clerk

Report Number: CL-36-21

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: n/a

Date to Council: December 14, 2021

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**Recommendation:**

Approve the appointments to the Heritage Burlington Advisory Committee and Burlington Agricultural and Rural Affairs Advisory Committee, as outlined in confidential appendix A of office of the city clerk's report CL-36-21, 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:**

The Office of the City Clerk launched an appointment recruitment campaign for seven of our advisory committees and the Burlington Museums Board under the banner

“Connect with your City” on November 15, 2021. The recruitment campaign ended on November 26, 2021.

Recruitment opportunities were advertised on the City’s website, through social media and in the Burlington Post. In response to this recruitment, over 100 applications were received from individuals expressing an interest in participating on the City’s advisory committees. This report recommends the appointments for Heritage Burlington and the Burlington Agricultural and Rural Affairs Advisory Committee. The remainder of the advisory committee appointments will be brought forward in the New Year.

On November 10, 2021, Council approved a new Public Appointment Policy which provides a clear outline for the appointment process and introduces diversity and inclusion provisions. In addition, a change to terms and appointments was made whereby no future appointments will go beyond the term of Council. As such, the term for these appointments are for one year to align with the Council term. Applicants are welcome to re-apply next year for a two-year term.

A shortlisting process took place 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 December 2021 which were conducted via Zoom. The interview teams were comprised as follows:

<b>Committee</b>	<b>Interview Team</b>
Heritage Burlington Advisory Committee	Michele Camacho (Chair), Don Thorpe (Vice Chair), Todd Evershed (staff liaison)
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.

In addition to appointing full voting members to the committees, additional volunteers have been recruited as designated ‘Alternates’. A new approach to “Alternates” is outlined in the approved new Public Appointment Policy which states that moving forward, alternates appointed by Council are in waiting, not made public or invited to

participate on the committee in an official capacity; however, they are welcome to attend meetings as an observer or serve on a subcommittee. Should a vacancy occur before the end of a term, the Office of the City Clerk will contact the alternate, in order of nominating panel preference, to verify that they are still eligible and interested to serve. If they are interested, they will be invited to attend the meeting as a voting member. The Office of the City Clerk will advise Council and the committee of any alternates being called upon to serve through a memorandum to the Committee and include in the Council Information Package. The Alternate position allows for the efficient replacement of a committee member by reducing interruptions to committee decision-making and providing more opportunities for quorum to be maintained when vacancies occur.

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### **Financial Matters:**

All advisory committees will bring forward their 2022 workplan and accompanying budget requests in February.

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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,

Jo-Anne Rudy

Committee Clerk

905-335-7600, ext. 7413

**Appendices:**

- A. Confidential Appendix A – recommended appointments to Heritage Burlington Advisory Committee and Burlington Agricultural and Rural Affairs 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.