



SUBJECT: Fall 2021 – Winter 2022 Public Appointments to Boards and Committees

TO: Mayor and Members of Council

FROM: Office of the City Clerk

Report Number: CL-06-22

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: n/a

Date to Council: February 15, 2022

Recommendation:

Approve the appointments to the following committees, as outlined in the confidential appendix A, to office of the city clerk report CL-06-22;

- Burlington Seniors' Advisory Committee
- Burlington Inclusivity Advisory Committee
- Burlington Sustainable Development Advisory Committee
- Burlington Accessibility Advisory Committee
- Committee of Adjustment

Following approval from Council make the recommended names for appointments public.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture
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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 the Burlington Seniors’ Advisory Committee, Burlington Inclusivity Advisory Committee, Burlington Sustainable Development Committee, Burlington Accessibility Advisory Committee and Committee of Adjustment. The remainder of the advisory committee appointments will be brought forward in March 2022.

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.

In accordance with the Policy, applications were sorted by committee preference and provided to the nominating panel. The panel consisted 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 nominating panel met via Zoom to review all applications for the committee, and by consensus determined a shortlist of candidates. Staff scheduled interviews in January 2022 which were also conducted by way of Zoom. The interview teams were comprised as follows:

Committee	Interview Team
Burlington Seniors’ Advisory Committee (BSAC)	Jim Young (2021 Chair), Emilie Cote (staff liaison) and Councillor Shawna Stolte
Burlington Inclusivity Advisory Committee (BIAC)	Carrie Overholt (2021 Chair) Denise Beard (staff liaison) and Councillor Angelo Bentivegna.
Burlington Sustainable Development Committee (SDC)	Tim Park (Chair), Lynn Robichaud (staff liaison) and Councillor Paul Sharman
Burlington Accessibility Advisory Committee (BAAC)	Adam Spencer (Chair) and Judi Lytle (staff liaison)

Committee of Adjustment (C of A)	Mayor Marianne Meed Ward, Councillor Angelo Bentivegna, Jamie Tellier (staff) and Amanda D'Angelo (staff liaison)
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Office of the City Clerk staff also assisted with the interview process, as an advisor.

The nominating panel made their appointment 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, communication skills, and diversity and inclusion. The names of the recommended appointees are included within confidential appendix A.

A New Approach to Alternates

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 member of the public, 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, 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, with a copy include in the Council Information Package. The alternate position allows for the efficient re-appointment of a committee members by reducing interruptions to committee decision-making and ensuring continuity of operations is maintained should vacancies occur.

Committee of Adjustment:

The appointment recruitment campaign for the Committee of Adjustment began on October 12, 2021 and ended on October 25, 2021. Recruitment opportunities were advertised on the City's website, through social media, media releases and in the Burlington Post. In response to this recruitment, 17 applications were received from individuals expressing an interest in participating on the Committee of Adjustment.

Recruitment was required prior to the end of the term of council due to members stepping down prior to their term ending. Per the terms of the Committee of Adjustment, appointments coincide with the term of Council and therefore, these appointments are for one year. Committee of Adjustment members hold office until their successors are appointed.

Strategy/process

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.

Financial Matters:

Costs for advertising committee vacancies were nominal. All advisory committees will bring forward their 2022 workplan and accompanying budget requests in March, method outlined by way of [CL-10-21](#) approved by Council April 2021.

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.

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 this training approach was approved by Council by way of [CL-16-21](#) approved by Council June 2021. 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.

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.

Respectfully submitted,

Suzanne Gillies

Committee Clerk

905-335-7600, ext. 7862

Appendices:

- A. Confidential Appendix A – recommended appointments to Burlington Seniors' Advisory Committee, Burlington Inclusivity Advisory Committee, Burlington Sustainable Development Committee, Burlington Accessibility Advisory Committee and the Committee of Adjustment

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.