



SUBJECT: Appointments to Advisory Committees and the Burlington Museums Board

TO: Mayor and Members of Council

FROM: Office of the City Clerk

Report Number: CL-22-22

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: n/a

Date to Council: May 17, 2022

Recommendation:

Approve the appointments to the Burlington Mundialization Committee and the Burlington Museums Board as outlined in confidential Appendix A of office of the city clerk's report CL-22-22 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.

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 Mundialization Committee and the Burlington Museums Board.

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. The interview teams were comprised as follows:

Committee	Interview Team
Burlington Mundialization Committee (Mund)	Hassan Raza (2022 Chair), and Brett Huttman (2022 Vice Chair)
Burlington Museums Board	Susan Kun (Chair), Sal Ruggiero (Vice Chair), Glynis Wright (Board of Effectiveness Committee), Kimberly Watson (Director of Museums)

Office of the City Clerk staff also assisted with the interview process for the Mundialization Committee interviews.

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.

Financial Matters:

All advisory committees brought forward their 2022 workplan and accompanying budget requests in March.

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. 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

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Appendices:

- A. Confidential Appendix A – recommended appointments to the Mundialization Advisory Committee and the Burlington Museums Board.

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.