



SUBJECT: Appointments to standing committees, boards, committees, agencies and Deputy Mayors
TO: Corporate Services, Strategy, Risk & Accountability Cttee.
FROM: Office of the Mayor

Report Number: MO-03-22

Wards Affected: Not applicable

File Numbers: 130-02

Date to Committee: December 5, 2022

Date to Council: December 13, 2022

Recommendation:

Approve the appointments for the 2022-2026 term of office for committee Chairs and Vice Chairs; Deputy Mayor with portfolio; Deputy Mayor for ceremonial and emergencies; and to local agencies, boards and committees as outlined in office of the mayor report MO-03-22; and

Direct the City Clerk to amend Schedule C of Procedure By-law 31-2021, as amended, to reduce the Council composition on the Audit Committee from three members of Council to two members of Council, and bring forward an amending by-law to the Council meeting of December 13, 2022; and

Direct the City Clerk to draft appropriate amendments to the Procedure By-law 31-2021, as amended, regarding changes to the Deputy Mayor portfolios and election of Chairs and Vice Chairs of standing committees, and report back to the Corporate Services, Strategy, Risk & Accountability Committee by Q1 2023.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture
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Executive Summary:

At the beginning of each term, the Mayor provides recommendations to Committee and Council for appointments for Committee Chair & Vice Chair; Deputy Mayor rotation; and Agencies, Boards & Committees. These appointments build on the unique interests and experience of members of council and share the business of council across all members.

An additional set of appointments are proposed, Deputy Mayor with portfolio, to leverage the skills, backgrounds and interests of council in specific areas of focus that align with the city's Vision to Focus Strategic Plan and ongoing initiatives and priorities.

In addition to the specific portfolios, there will still be a need for the regular Deputy Mayor rotation for ceremonial events and emergencies, should the Mayor not be available.

Background and Discussion:

Outlined below are:

1. Deputy Mayor with Portfolio proposals for the term
2. Deputy Mayor for Emergencies/Ceremonial rotation for the term
3. Chair/Vice Chair rotations for the term
4. Proposed appointments to Agencies, Boards and Committees for the term.

1. Deputy Mayor with Portfolio:

The Deputy Mayor with Portfolio is a new model of governance for this council. These assignments, which are similar to Minister-level appointments at the federal and provincial level, will help make best use of the diverse experience and background of each member of council, to deliver on the Vision to Focus Strategic Plan and ongoing initiatives and priorities for this term of council.

The roles will evolve as the term progresses, and each member is encouraged to make the role their own and build on it, in conversation with the Mayor. The Deputy Mayor will lead on initiatives and work closely with the Mayor and the Mayor's Office on the areas of focus in their portfolio, and with other Deputy Mayors where their portfolios include complementary activities.

This close collaboration with the Mayor's Office and with other members of council will enhance collaboration and team work as we together work to deliver on the priorities of our community.

All roles will include:

- being the point person for community liaison on these items
- leading on motions or resolutions to committee & council
- participating in intergovernmental meetings & delegations

Deputy Mayor for Business & Red Tape Reduction: Ward 1 Councillor Kelvin Galbraith

This assignment builds on Councillor Galbraith's extensive experience as a business owner, and the Co-Chair with the Mayor of the Red Tape Red Carpet Task Force established in the last term of council. The portfolio will include:

- Reviewing progress from the Red Tape Red Carpet Task Force – those meetings have already begun
- Co-sponsor on planning process improvements & legislative changes (with the Deputy Mayor for Housing), to get more housing, built faster at our strategic areas like aging retail plazas and our GO stations
- Cutting red tape for all businesses, and our rural area, to ensure a robust agricultural economy.
- Participating in intergovernmental advocacy on planning and legislative changes related to housing, economic development and quarries.

Deputy Mayor for Community Engagement & Partnerships. Ward 2 Councillor Lisa Kearns

This assignment builds on Councillor Kearns' experience in resident's groups even before being elected, her professional experience in corporate stakeholder management, and her Institute of Corporate Directors governance designation. The portfolio will include:

- Reviewing our current community engagement models, including our advisory committee structure, with a view to community capacity building.
- Liaising with our partner agencies/boards/committees on governance, and ensuring strong connections with the city, and council
- Co-sponsor with the Deputy Mayor for Recreation & Community Services on community funding opportunities at the City and Region and private sponsorship opportunities for city projects.

Deputy Mayor for the Environment: Ward 3 Councillor Rory Nisan

This assignment builds on Councillor Nisan's experience bringing the Climate Change Emergency Declaration last term of council, and his advocacy on transit. The portfolio will include:

- Implementation of our Climate Action Plans

- Implementation of our Integrated Mobility Plans, including transit, cycling and walking
- Restarting discussions with the school boards on free transit for students, which was put on hold during COVID.
- Participating in intergovernmental advocacy on transit and quarries.

Deputy Mayor for Housing: Ward 4 Councillor Shawna Stolte

This assignment builds on Councillor Stolte's passion for attainable housing, and her experience as Chair of the community Working Group on Housing this past term. The portfolio will include:

- Implementation of our housing strategy which includes affordable and attainable housing
- Building on the work of the Burlington Lands Partnership to leverage new land acquisition for housing, where appropriate, including surplus school sites
- Liaison with Halton Region on assisted housing
- Co-sponsor on planning process improvements & legislative changes (with the Deputy Mayor for Business & Red Tape Reduction), to get more housing, built faster

Deputy Mayor for Strategy & Budgets: Ward 5 Councillor Paul Sharman

This assignment builds on Councillor Sharman's extensive experience as a professional accountant and internationally known instructor for strategy and business process improvements. The portfolio will include:

- Oversight of implementation of our Vision to Focus strategic plan
- Development of Key Performance Indicators and progress reports so we know how we're doing
- Guidance on process improvements and culture change across departments
- Expert advice and assistance with multi-year budget preparation

Deputy Mayor for Recreation and Community Services: Ward 6 Councillor Angelo Bentivegna

This assignment builds on Councillor Bentivegna's decades of volunteerism in our community, including with the hospital, sports clubs, and the Gift of Giving Back – Canada's largest youth-led food drive. This also builds on his work on our Accessibility Advisory Committee and Inclusivity Advisory Committee. This portfolio will include:

- Involvement in the review and implementation of our Recreation and Cultural Master Plan, which will occur this term. This review will determine park needs and community amenity needs going forward
- Liaising and support to the charitable sector, and connecting non-profit organizations with City Hall and City Council

- Promoting community pride and inclusion. This includes new ways to support all our diverse communities and cultures within our city and region
- Co-sponsor with the Deputy Mayor for Community Engagement & Partnerships on community funding opportunities at the City and Region and private sponsorship opportunities for city projects.

I look forward to closely collaborating with each Deputy Mayor to deliver on the community's priorities as we face the significant challenges ahead.

2. Deputy Mayor for Emergencies/Ceremonial rotation for the term

In addition to the specific Deputy Mayor with Portfolio, there is still a need for Deputy Mayor rotations for ceremonial events and emergencies, for those times when the Mayor is not available. Everyone has an opportunity to serve as Deputy Mayor, and Alternate Deputy Mayor, twice during the term.

For the balance of 2022, the rotation is as follows:

Deputy Mayor: Councillor Sharman

Alternate Deputy Mayor: Councillor Galbraith

2023

Period	Deputy Mayor	Alternate Deputy Mayor
Jan-Feb-Mar-Apr	Councillor Kearns	Councillor Nisan
May-June-Jul-Aug	Councillor Stolte	Councillor Bentivegna
Sep-Oct-Nov-Dec	Councillor Galbraith	Councillor Sharman

2024

Period	Deputy Mayor	Alternate Deputy Mayor
Jan-Feb-Mar-Apr	Councillor Nisan	Councillor Stolte
May-June-Jul-Aug	Councillor Sharman	Councillor Kearns
Sep-Oct-Nov-Dec	Councillor Bentivegna	Councillor Galbraith

2025

Period	Deputy Mayor	Alternate Deputy Mayor
Jan-Feb-Mar-Apr	Councillor Stolte	Councillor Sharman
May-June-Jul-Aug	Councillor Galbraith	Councillor Bentivegna
Sep-Oct-Nov-Dec	Councillor Kearns	Councillor Nisan

2026

Period	Deputy Mayor	Alternate Deputy Mayor
Jan-Feb-Mar-Apr	Councillor Sharman	Councillor Galbraith
May-June-Jul-Aug	Councillor Bentivegna	Councillor Kearns
Sep-Oct-Nov-Dec	Councillor Nisan	Councillor Stolte

3. Committee Chair/Vice Chair proposed assignments 2022-2026

The Chair/Vice Chair rotation allows every member of council to serve as a chair at least three times during the term on each of the three main Standing Committees: Community Planning Regulation and Mobility (CPRM); Corporate Services Strategy Risk and Accountability (CSSRA); and Environment Infrastructure and Community Services (EICS).

In accordance with our practice for the past term, Councillor Bentivegna will remain as Chair of Workshop for the entire term. The Vice-Chair will rotate each year.

Audit Committee includes citizen representatives, and that Committee chooses their own Chair and Vice Chair, so there are no recommendations in this report.

Community Planning Regulation & Mobility		
Year	Chair	Vice-Chair
2023	Paul Sharman	Shawna Stolte
2024	Shawna Stolte	Lisa Kearns
2025	Lisa Kearns	Kelvin Galbraith
2026	Kelvin Galbraith	Rory Nisan

Environment Infrastructure & Community Services		
Year	Chair	Vice-Chair
2023	Rory Nisan	Lisa Kearns
2024	Lisa Kearns	Kelvin Galbraith
2025	Kelvin Galbraith	Shawna Stolte
2026	Shawna Stolte	Paul Sharman

Corporate Services Strategy Risk & Accountability		
Year	Chair	Vice-Chair
2023	Kelvin Galbraith	Rory Nisan
2024	Rory Nisan	Shawna Stolte
2025	Shawna Stolte	Paul Sharman
2026	Paul Sharman	Lisa Kearns

Budget		
Year	Chair	Vice-Chair
2023	Lisa Kearns	Kelvin Galbraith
2024	Kelvin Galbraith	Paul Sharman
2025	Paul Sharman	Rory Nisan
2026	Rory Nisan	Shawna Stolte

Council Workshop		
Year	Chair	Vice-Chair
2023	Councillor Bentivegna	Shawna Stolte
2024	Councillor Bentivegna	Paul Sharman
2025	Councillor Bentivegna	Rory Nisan
2026	Councillor Bentivegna	Lisa Kearns

4. Advisory Committee/Board Current appointments

The appointments to city advisory committees, standing committees of council, specialized committees, independent boards and external boards are selected based on a range of factors, including preferences from council members and equitable distribution of the number of assignments across all of council to manage workloads. Each council member has between five and six appointments.

Where council members have requested to come off of a board or committee, these have been accommodated. Where council members requested to stay on a committee or board, some of these could be accommodated, but not all given that a change in one area creates a domino of other changes in order to ensure equitable distribution of appointments.

Where council members have requested to be added to a board, most council members will receive at least one of their top three choices. Some boards are in high demand by all of council, so there is an effort to ensure that each council member gets at least one or more of their overall choices, though it was not possible to accommodate everyone's first or second choice given competing requests.

Where possible, appointments are aligned with the new Deputy Mayor portfolios, but this was not always feasible in each case given this is a new governance model. In some cases, the appointments have aligned with the Ward Councillor, where geography is a component of the board (for example, a Business Improvement Area).

Regarding audit, two members of council asked to remain, and two members asked to move off. This has been accommodated with two new appointees to this committee.

Unless otherwise noted, the Terms of Reference allow for one Council appointee per board/committee. In the case of partner and external boards, Council does not set the Terms of Reference. As a matter of governance, that is set by the partner or external board and Council collaborates to ensure we provide the appropriate appointee.

Further, during this term of council we anticipate completing the review of Advisory Committees that began the last term of council. There may be further changes to appointments following that review.

There are several committees that are mandated under provincial legislation. Those are noted below.

Council members also serve on Regional boards and committees. These are not addressed in this report as there will be a separate appointments process at Halton Regional Council.

Category	Name	Appointee	Type
City Advisory Committees	Accessibility Advisory Committee	Paul Sharman	Legislated
	Agricultural & Rural Affairs Committee Connects to Deputy Mayor for Business & Red Tape Reduction	Kelvin Galbraith	Discretionary
	Cycling Advisory Committee Connects to Deputy Mayor for Environment	Rory Nisan	Discretionary

	Downtown Parking Advisory Committee Connects to Ward Councillor	Lisa Kearns	Discretionary
	Heritage Burlington Advisory Committee Connects to Deputy Mayor for Housing	Shawna Stolte	Legislated
	Inclusivity Advisory Committee Connects to Deputy Mayor for Recreation & Community Services	Angelo Bentivegna	Discretionary
	Integrated Transportation Advisory Committee	Shawna Stolte	Discretionary
	Seniors Advisory Committee Connects to Deputy Mayor for Recreation & Community Services	Angelo Bentivegna	Discretionary
	Sustainable Development Advisory Committee	Paul Sharman	Discretionary
	Mayor's Millennial Advisory Committee	No appointee	Discontinued
	Indigenous Talking Circle	Marianne Meed Ward	New
Standing Committees	Audit Standing Committee Connects to Deputy Mayor for Strategy & Budgets Terms of Reference require three Council appointees	Lisa Kearns Paul Sharman	
	Licensing Committee Connects to Deputy Mayor for Business and Red Tape	Paul Sharman Angelo Bentivegna	

	<p>Reduction, Deputy Mayor for Strategy & Budgets, Deputy Mayor for Recreation and Community Services</p> <p>Terms of Reference require three Council appointees</p>	Kelvin Galbraith	
Specialized Committees	Mundialization Committee	Rory Nisan	
	<p>Greater Bay Area Sub-Committee</p> <p>This is a joint committee with Hamilton. Terms of Reference are Mayor and two Councillors. Connects to the two Ward Councillors whose wards border Hamilton.</p>	<p>Marianne Meed Ward</p> <p>Kelvin Galbraith</p> <p>Rory Nisan</p>	
Independent Boards	<p>Aldershot Business Improvement Area</p> <p>Connects to Ward Councillor and Deputy Mayor for Business & Red Tape Reduction</p>	Kelvin Galbraith	
	Art Gallery of Burlington	Lisa Kearns	
	<p>Burlington Downtown Business Association</p> <p>Connects to Ward Councillor</p>	Lisa Kearns	
	<p>Burlington Economic Development</p> <p>Connects to Deputy Mayor for Strategy & Budgets</p> <p>Terms of reference are the Mayor, or designate. The Governance Committee of the board will be</p>	Paul Sharman	

	reviewing their complement to consider whether or not to an additional council appointee.		
	Burlington Performing Arts Centre	Angelo Bentivegna	
	Burlington Public Library	Lisa Kearns	
	Burlington Sound of Music Festival Connects to Deputy Mayor for Community Engagement & Partnerships	Lisa Kearns	
	Museums of Burlington	Shawna Stolte	
	Tourism Burlington Connects to Deputy Mayor for Business & Red Tape Reduction	Kelvin Galbraith	
External Boards	Burlington Hydro NOTE: This is for information. The Articles of Incorporation assign the Mayor and City Manager to the Board.	Marianne Meed Ward Tim Commisso	
	Conservation Halton Connects to Deputy Mayor for the Environment and Deputy Mayor for Housing Terms of reference are up to four members, with a mix of council and citizen representatives. Recommending we add another member of council, given the ongoing need for political advocacy related changing legislation related to CAs.	Marianne Meed Ward Rory Nisan Shawna Stolte Gerry Smallegange (citizen appointee)	

	<p>Recommending current Chair of the Board and Burlington citizen member Gerry Smallegange stay on the Board for continuity.</p>		
	<p>Joseph Brant Hospital</p> <p>Terms of Reference are one council appointee, who is ex officio with voting privileges</p>	<p>Angelo Bentivegna</p>	
<p>Advocacy</p>	<p>Association of Municipalities of Ontario designate to the Large Urban Caucus</p> <p>NOTE: This is noted here for information only and appointment distribution. Council previously endorsed the Mayor by resolution.</p>	<p>Marianne Meed Ward</p>	
	<p>Federation of Canadian Municipalities, Halton Region delegate</p> <p>NOTE: This is noted here for information only and appointment distribution. Regional Council previously endorsed the Ward 3 Councillor by resolution.</p>	<p>Rory Nisan</p>	

Financial Matters:

Not applicable.

Total Financial Impact

Not applicable.

Source of Funding

Not applicable.

Other Resource Impacts

Not applicable.

Climate Implications

Not applicable.

Engagement Matters:

The Mayor consulted with members of council to discuss appointments and implementation of Deputy Mayor portfolios.

Conclusion:

These appointments distribute the business of council across the members of the team, and build on the unique backgrounds, interests and experience of members of council. Every effort has been made to accommodate equitable distribution of assignments and requests by council. As the assignments touch on all of the Vision to Focus priority areas they help council work as a team to best serve our community.

Respectfully submitted,

Marianne Meed Ward
Mayor, City of Burlington
905-335-7600 ext. 7607

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.