



SUBJECT: Appointments to Advisory Committees and Audit Committee

TO: Mayor and Members of Council

FROM: Office of the City Clerk

Report Number: CL-04-23

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: n/a

Date to Council: February 14, 2023

Recommendation:

Approve the appointments to the Burlington Seniors' Advisory Committee, Burlington Inclusivity Advisory Committee, Heritage Burlington Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Mundialization Committee, Burlington Integrated Transportation Advisory Committee, Burlington Accessibility Advisory Committee and Audit Committee as outlined in confidential appendix A of office of the city clerk's report CL-04-23 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 all of our advisory committees (with the exception of the Downtown Parking Advisory Committee), Committee of Adjustment, Burlington Library Board, Burlington Museums Board and Audit Committee on November 25, 2022. The recruitment campaign deadline was originally scheduled to end on December 19, 2022 but was extended to January 9, 2023 to allow for more applications to be submitted.

Recruitment opportunities were advertised on the City's website, through social media and in the Burlington Post. In addition, Office of the City Clerk staff held a virtual information session on December 7 which was well attended by approximately 55 people. In response to this recruitment, over 175 applications were received from individuals expressing an interest in participating on the above noted committees and boards. This report recommends the appointments for the Burlington Seniors' Advisory Committee, Burlington Inclusivity Advisory Committee, Heritage Burlington Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Mundialization Committee, Burlington Integrated Transportation Advisory Committee, Burlington Accessibility Advisory Committee and Audit Committee. The remainder of the advisory committee appointments, Committee of Adjustment, Burlington Library Board and Burlington Museums Board will be brought forward in March 2023.

In accordance with the Public Appointment Policy, the recommended appointments are for a two-year term, expiring on December 31, 2024. The recommended appointments for the Audit Committee are for the Council term, expiring December 31, 2026.

A shortlisting process took place following the recruitment where all applications were sorted by staff 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 January and February 2023 which were conducted via Zoom. The interview teams were comprised as follows:

Committee	Interview Team
Burlington Seniors' Advisory Committee (BSAC)	John Kalbfleisch (2022 Chair), Emilie Cote (staff liaison) and Councillor Angelo Bentivegna

Burlington Inclusivity Advisory Committee (BIAC)	Hanadi Al Masri (2022 Chair), Denise Beard (staff liaison) and Councillor Angelo Bentivegna
Heritage Burlington Advisory Committee	Michele Camacho (2022 Chair), Barry Duffey (2022 Vice Chair), John O'Reilly (staff liaison) and Councillor Shawna Stolte
Burlington Agricultural and Rural Affairs Advisory Committee (BARAAC)	Glenn Portch (2022 Chair), Kelly Cook (staff liaison) and Councillor Kelvin Galbraith
Burlington Mundialization Committee	Hassan Raza (2022 Chair)
Burlington Integrated Transportation Advisory Committee (ITAC)	Nick Morrison (2022 Chair) and Councillor Shawna Stolte
Burlington Accessibility Advisory Committee (BAAC)	Adam Spencer (2022 Chair) and Judi Lytle (staff liaison)
Audit Committee	Councillor Lisa Kearns (Chair), Sheila Jones and Michelle Moore

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 Public Appointment Policy which states that 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 join the committee 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 that will be included 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.

Financial Matters:

All advisory committees will bring forward their 2023 workplan and accompanying budget requests in March 2023.

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 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 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 and Audit Committee, residents can actively participate in local government, which contributes to the high quality of life that Burlington residents enjoy.

Respectfully submitted,

Jo-Anne Rudy

Committee Clerk

905-335-7600, ext. 7413

Appendices:

- A. Confidential Appendix A – recommended appointments to Burlington Seniors’ Advisory Committee, Burlington Inclusivity Advisory Committee, Heritage Burlington Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Mundialization Committee, Burlington Integrated Transportation Advisory Committee, Burlington Accessibility Advisory Committee and Audit Committee

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.