



SUBJECT: Appointments to Advisory Committees, Committee of Adjustment and the Library Board

TO: Mayor and Members of Council

FROM: Office of the City Clerk

Report Number: CL-10-23

Wards Affected: n/a

File Numbers: 130-01

Date to Committee: n/a

Date to Council: March 21, 2023

Recommendation:

Approve the appointments to the Committee of Adjustment, Library Board, Burlington Cycling Advisory Committee, Burlington Accessibility Advisory Committee, and the Sustainable Development Committee, as outlined in confidential appendix A of office of the city clerk's report CL-10-23 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. Some appointments were approved by City Council at the February 14, 2023, meeting of Council.

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 Committee of Adjustment, Burlington Library Board, Board, Burlington Accessibility Advisory Committee, Burlington Cycling Advisory Committee and Burlington Sustainability Advisory Committee.

In accordance with the Public Appointment Policy, the recommended appointments are for a two-year term, expiring on December 31, 2024 for the Cycling Committee, Accessibility Committee and Sustainable Development Committee. The recommended appointments for the Committee of Adjustment and Library Boards 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 and February and March 2023 which were conducted via Zoom. The interview teams were comprised as follows:

Committee	Interview Team
Committee of Adjustment	Amanda D'Angelo, Jamie Tellier, Catherine Susidko, Councillors Kelvin Galbraith and Angelo Bentivegna

Burlington Library Board	Councillor Lisa Kearns, Catharine Benzie (Board Chair), Brian Kenny, Lita Barrie (ex-officio)
Burlington Cycling Advisory Committee	Councillor Rory Nisan, Chris Scotland (Chair), Suzanne Gillies
Burlington Sustainability Advisory Committee	Councillor Paul Sharman, Lynn Robichaud, Tim Park (Chair), Suzanne Gillies
Burlington Accessibility Advisory Committee	Adam Spencer (Chair), Judi Lytle, Suzanne Gillies

Office of the City Clerk staff assisted with the interview process excluding the Library Board and Committee of Adjustment.

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 or April 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 Library Board, 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 Committee of Adjustment, Burlington Library Board, Accessibility Committee, Burlington Cycling Advisory Committee and Burlington Sustainability Advisory 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.