



SUBJECT: Appointments to Advisory Committee

TO: Mayor and Members of Council

FROM: Office of the City Clerk

Report Number: CL-14-24

Wards Affected: N/A

Date to Committee: Select date

Date to Council: June 18, 2024

Recommendation:

Approve the appointments to the Burlington Cycling Advisory Committee, as outlined in confidential appendix A of office of the city clerk report CL-14-24 and following approval from Council make the recommended names for appointments public.

PURPOSE:

Vision to Focus Alignment:

- ☒ Designing and delivering complete communities
- ☒ Providing the best services and experiences
- ☐ Protecting and improving the natural environment and taking action on climate change
- ☐ Driving organizational performance

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.

Executive Summary:

This report recommends member appointments to the Burlington Cycling Advisory Committee for a term of two years and provides background information on the recruitment process as per the Public Appointment Policy.

Background and Discussion:

The Office of the City Clerk launched an appointment recruitment campaign for the following Advisory Committees on November 7, 2023: Mundialization Committee, Burlington Accessibility Advisory Committee, Integrated Transportation Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Cycling Committee, Downtown Parking Advisory Committee, Heritage Burlington Advisory Committee, and the Sustainable Development Advisory Committee

The recruitment campaign deadline was originally scheduled to end on November 27, 2023, but was extended to December 4, 2023, to allow for more applications to be submitted. Some appointments were approved by City Council at the January 16, 2024 and February 13, 2024 meetings of Council.

Recruitment opportunities were advertised on the City's website, through social media, postcards and bookmarks. In addition, Office of the City Clerk staff planned a virtual information session for November 23 which due to lack of interest was cancelled; however, staff personally connected with the few residents who were interested in attending to provide them all the information they needed as well as share the presentation that was developed for the session. In response to this recruitment, 67 applications were received from individuals expressing an interest in participating on the above-mentioned committees and boards.

In accordance with the Public Appointment Policy, the recommended appointments are for a two-year term, expiring on December 31, 2025.

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. The interview team was comprised as follows:

Committee	Interview Team
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Burlington Cycling Advisory Committee	Jon Millman (Chair), Dan Ozimkovic, Suzanne Gillies
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Most Advisory Committee appointments were completed earlier this year, however there was a delay in selecting members for this committee due to interview scheduling conflicts. The interview panel made their selected recommendations based on the committee's 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 of office of the city clerk report CL-14-24.

Financial Matters:

Not Applicable

Climate Implications:

The use of video conferencing technology reduces the carbon footprint for public appointment interviews. In addition, the use of 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, residents can actively participate in local government, which contributes to the high quality of life that Burlington residents enjoy.

Respectfully submitted,

Suzanne Gillies

Committee Clerki

905-335-7600, ext. 7862

Appendices: (if none delete section)

A. Confidential Appendix A – recommended appointments

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.