



SUBJECT: Appointments to Advisory Committees

TO: Mayor and Members of Council

FROM: Legal and Legislative Services

Report Number: CL-28-24

Wards Affected: All

Date to Committee: n/a

Date to Council: December 10, 2024

Recommendation:

Approve the appointments to the Heritage Burlington Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Accessibility Advisory Committee, Mundialization Committee, Burlington Seniors' Advisory Committee, Burlington Inclusivity Advisory Committee, and Integrated Transportation Advisory Committee, as outlined in confidential Appendix A of legislative services report CL-28-24 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.

Executive Summary:

The purpose of this report is to provide Council with names of the individuals recommended to fill the various vacancies on most of the city's advisory committees. 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.

This report is being brought straight to Council as staff are seeking approval prior to the new year so that the new appointees are able to take part in the advisory committee meetings scheduled in January. The extension of the recruitment campaign adjusted the interview timelines in the recruitment process, delaying the completion of this report until after the December Committee of the Whole meeting. The final interviews will be completed on Monday, December 9 at which time a revised confidential appendix will be provided to Council.

Background and Discussion:

Legislative Services launched an appointment recruitment campaign for the following Advisory Committees on October 28, 2024: Mundialization Committee, Burlington Accessibility Advisory Committee, Integrated Transportation Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Cycling Committee, Heritage Burlington Advisory Committee, Burlington Seniors Advisory Committee, Burlington Inclusivity Advisory Committee and the Sustainable Development Advisory Committee. The recruitment campaign deadline was originally scheduled to end on November 11, 2024, but was extended to November 17, 2024, to allow for more applications to be submitted. Appointments to the Burlington Cycling Committee and Burlington Sustainable Development Committee will come to a future Council meeting.

Recruitment opportunities were advertised on the City's website, through social media, and bookmarks. In response to this recruitment, 63 applications were received from individuals expressing an interest in participating on the above noted committees and boards.

In accordance with the Public Appointment Policy, the recommended appointments are for a two-year term, expiring on 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 the last week of November 2024 which were conducted via Zoom. The interview teams were comprised as follows:

Committee	Interview Team
Heritage Burlington Advisory Committee	Councillor Shawna Stolte, Michele Camacho (Chair), Marsha Paley (Vice Chair), Jo-Anne Rudy (Clerk)
Burlington Agricultural and Rural Affairs Advisory Committee	Councillor Kelvin Galbraith, Vincent Sowa (Chair), Kelly Cook, Jo-Anne Rudy (Clerk)
Burlington Accessibility Advisory Committee	Councillor Paul Sharman, Don Prescott (Chair), Judi Lytle, Suzanne Gillies (Clerk)
Mundialization Committee	Hassan Razza (Chair), Lisa Palermo (Clerk)
Burlington Seniors Advisory Committee	Councillor Angelo Bentivegna, John Kalbfleisch (Chair), Nazia White, Roxanne Gosse (Clerk)
Burlington Inclusivity Advisory Committee	Councillor Angelo Bentivegna, Hanadi Al-Masri (Chair), David Quezada (Member), Roxanne Gosse (Clerk)
Integrated Transportation Advisory Committee	Councillor Shawna Stolte, Patricia Debly (Chair), Lisa Palermo (Clerk)

The interview teams made their appointment recommendations based on each committee’s composition 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 legislative services report CL-28-24.

Financial Matters:

All advisory committees will bring forward their 2025 workplans and accompanying budget requests to the Committee of the Whole in Q1 2025.

Climate Implications:

The use of video conferencing technology reduces the carbon footprint for public appointment interviews and provides more flexibility to applicants when scheduling interviews.

Engagement Matters:

Following Council approval of the recommendations, Legislative Services staff will formally advise successful applicants of Council's decision and provide them with an orientation session. New members will participate in future committee meetings as voting members.

Legislative Services staff will also advise Individuals who are not being recommended for appointment at this time. They will be made aware of other City of Burlington volunteer opportunities and that their application will be held for any vacancies that may occur 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,

Jo-Anne Rudy

Committee Clerk

905-335-7777, ext. 7413

Appendices:

A. Confidential Appendix A – recommended appointments

Report Approval:

All reports are reviewed and/or approved by the Department Commissioner, Head of Corporate Affairs, the Chief Financial Officer and the Commissioner Legal and Legislative Services/City Solicitor.