

Recommendation Report Summary

SUBJECT: Appointments to Advisory Committees (Committee of Adjustment and Mundialization Committee)

TO: Committee of the Whole

FROM: Legal and Legislative Services
Legislative Services

Report Number: LLS-15-25

Wards Affected: All

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

Recommendation

Approve the appointments to the Committee of Adjustment and the Mundialization Committee, as contained in confidential appendix A to legislative services report LLS-15-25; and

Make the appointees names public following approval by Council at their meeting to be held February 18, 2025.

Executive Summary

Purpose of report:

The purpose of this report is to provide Council with the names of individuals recommended for appointment to the Committee of the Adjustment and the Mundialization Committee.

Legislative Services staff launched a recruitment campaign from January 8 to 22, 2025 to invite qualified individuals to apply for membership to the Committee of Adjustment and the Mundialization Committee to fill vacancies.

Recommendation Report

Background

The City of Burlington has a variety of boards and committees that provide feedback on city projects and issues in the community. Members of the public aged 18 and older, who represent the diverse backgrounds of the community are encouraged to take part.

Legislative Services staff launched a recruitment campaign to fill vacancies on 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 extended to November 17, 2024, to allow for more applications to be submitted.

Following the interview and selection process, recommendations were made to Council at their meeting on December 10, 2024, and the names of approved appointees were made public following the meeting.

Legislative Services launched an additional recruitment campaign from Jan. 8 – 22, 2025 to fill vacancies on the Committee of Adjustment as they were not included in the Fall 2024 recruitment and to attract more applicants to fill vacancies on the Mundialization Committee. The Committee of Adjustment was seeking to fill two vacancies that resulted from member resignations and the Mundialization Committee was seeking to fill up to 6 more vacancies.

Recruitment opportunities were advertised on the City's website, the Get Involved Burlington newsletter, through social media boosts, read-o-graphs, Councillor newsletters, LinkedIn, and bookmarks. In response to the recruitment, 13 applications were received from individuals expressing an interest in participating on the above noted committees.

Applicants for the Committee of Adjustment were interviewed by Amanda D'Angelo (Supervisor of Business Services and Committee of Adjustment), Jenna Puletto (Manager of Planning Implementation, Councillor Kelvin Galbraith and Councillor Angelo Bentivegna. Applicants for the Mundialization Committee were interviewed by Hassan Raza (Chair) and Chris VanDooren (Vice-Chair). The interviews were conducted via Zoom providing more flexibility for participation by the interview panel and applicants.

Committee of Adjustment appointments expire Oct. 26, 2026, or until a successor is appointed. Appointments are four years, to coincide with the term of Council. Mundialization Committee appointments expire Dec. 31, 2026.

Analysis

The interview panel made their selection recommendations based on each committee's terms of reference and membership composition needs as well as the applicant's knowledge of the role, relevant skills and experience, expressed dedication/commitment, time availability, and communication skills.

Recommendation Details

Following a recruitment and interview process of qualified applicants, members of the community are being recommended for appointment to the Committee of Adjustment and Mundialization Committee.

As a member of one of the City's advisory committees, residents can actively participate in local government. Committee members play an important role in shaping city initiatives, by working with staff and the community to contribute to improving the quality of life within the City of Burlington.

Key Dates & Milestones

- Regular meeting of Council on February 18, 2025 – appointment approvals
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Implications

Following Council approval of the recommendations, staff will advise successful and unsuccessful applicants of Council's decision. Successful applicants will participate in future committee meetings as voting members. They will be provided an orientation session and resources materials. All members of advisory committees and boards will complete required training in the areas of AODA, Privacy, Health & Safety, Respect in the Workplace, and Code of Conduct.

Individuals who are not appointed will be advised of other City of Burlington volunteer opportunities and that their application will be held to the end of the year.

References

- [CL-28-24 Appointments to Advisory Committees](#)
 - [CL-26-21 Public Appointment Policy](#)
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Strategic 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
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Appendices:

- A. Confidential appendix – recommended committee appointees

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees

Report Approval:

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