
SUBJECT: Advisory Committee 2024 annual reports and 2025 workplans and budgets

TO: Committee of the Whole

FROM: Legal and Legislative Services

Legislative Services

Report Number: LLS-21-25

Wards Affected: All

Date to Committee: April 7, 2025

Date to Council: April 15, 2025

Recommendation

Approve the 2025 advisory committee workplans and budget requests attached as Appendix A to legislative services report LLS-21-25; and

Receive for information the 2024 advisory committee annual reports attached as Appendix B to legislative services report LLS-21-25.

Executive Summary

- Advisory Committees are made up of volunteers from the community who play a vital role in supporting local government decision-making. Volunteers are recruited from the community and appointed by city council. Through their collaboration, advisory committees help bridge the gap between council and residents, creating an opportunity for meaningful community engagement.
- A budget of \$45,000 was allocated to Advisory Committees in the 2025 Budget approved in November 2024.
- Each year, Advisory Committees are required to submit an annual report highlighting the committee's activities for the past year and a work plan that includes the committee's objectives/priorities for the current year along with a corresponding budget.
- The purpose of this report is to receive for information the 2024 advisory committee annual reports and get approval for the 2025 advisory committee workplans and budgets.

Recommendation Report

Background

The City of Burlington has a variety of boards and committees that provide feedback and input on important matters and issues in the community. The boards and committees are comprised of members aged 18 and older, who come from diverse backgrounds, representing a wide range of experiences, perspectives, and knowledge. This diversity ensures that the advice and feedback provided to City Council and staff are reflective of the community. Whether it's providing input on issues related to accessibility, heritage, environmental sustainability, parking or other area, these volunteers lend their voices to shape decisions that affect the quality of life in the city.

The advisory committee budget allocation process, approved by Council on April 20, 2021 via [report CL-10-21](#), requires advisory committees to submit an annual report to their respective standing committee providing highlights of the committee's activities for the past year, a work plan for the current year along with a corresponding budget request. All annual reports, work plans and budgets are submitted together as one report so the committee can review the consolidated budget for all advisory committees. Each year committees dedicate time at their regularly scheduled meetings to collaboratively create and come to consensus on a work plan and budget for the current year, that considers the input of all members and aligns with their terms of reference and mandate.

A budget of \$45,000 was approved for Advisory Committees as part of the city's operating budget approval in November 2024.

Analysis

The pooled budget allocation process approved in 2021 has been effective as it allows nominal overage expenditures on one committee budget to be supplemented by nominal under expenditures on another committee budget. Throughout the year, if an unbudgeted expense or unplanned opportunity arises, a motion to approve more funding up to a maximum of \$1,500 can be made at the advisory committee meeting.

For reporting purposes, the Mundialization Committee budget of \$17,250 is included in the overall advisory committee operating budget of \$45,000. However, it is not pooled with the others. Instead, unspent Mundialization operating funds are transferred to the Mundialization reserve fund established for activities related to twin city anniversary celebration expenses. The Downtown Parking Advisory Committee does not have an allocated budget.

Attached as Appendix A are the advisory committee 2025 work plans and budgets and attached as Appendix B are the advisory committee 2024 annual reports.

Recommendation Details

Advisory committee members worked collaboratively to create work plans and corresponding budgets that align with their specific mandate, ensuring that the needs and priorities of the community are addressed. By contributing their time and expertise, volunteers bring a sense of passion and dedication to their roles, as they help shape the direction of city services and policies. The attached annual reports reflect the hard work and commitment from members in 2024.

The total budget request of \$42,350 reflects a sum of all the attached 2025 advisory committee work plans and budgets. The proposed budget request is within the allotted funding amount of \$45,000. Legislative Services staff work with the advisory committees throughout the year to stay within their approved budgets.

Key Dates & Milestones

Council approval – April 15, 2025

Implications

Each Advisory Committee is supported by a Clerk from Legislative Services who provides procedural oversight, meeting coordination and a single point of ongoing contact with city staff. Most committees also have an assigned staff liaison who attends meetings to provide information and awareness on the city's activities in their area of expertise. A council representative is also assigned to advisory committees to act as a liaison that provides guidance from the perspective of a city council member.

Advisory committee chairs may attend the April 7, 2025, Committee of the Whole meeting to delegate or be in attendance to answer questions about their respective committee work plans and budgets.

References

- [Report CL-10-21](#) – Interim advisory committee budget allocation process
 - Committees and Boards - [webpage](#)
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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. 2025 workplans and budgets for advisory committees
- B. 2024 annual reports for advisory committees

Draft By-laws for Approval at Council:

- None

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.