
SUBJECT: Appointments to Advisory Committees (Downtown Parking Advisory Committee)
TO: Committee of the Whole
FROM: Legal and Legislative Services
Legislative Services
Report Number: LLS-25-25
Wards Affected: All
Date to Committee: April 7, 2025
Date to Council: April 15, 2025

Recommendation

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

Direct Legislative Services staff to publish the appointee's names following approval by Council.

Executive Summary

Purpose of report:

The purpose of this report is to provide Council with the names of individuals recommended for appointment to the Burlington Downtown Parking Committee. There are several stakeholder representative vacancies that need to be filled.

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. The Burlington Downtown Parking Advisory Committee advises Council on strategies and policies that affect the development and delivery of parking services in downtown Burlington

The Downtown Parking Advisory Committee has twelve voting members and two alternates. Voting members consist of four resident representatives, six members of the Burlington Downtown Business Association (BDDBA), one member of Tourism Burlington and one member representing a non-business interest operating in the broader downtown area, such as a cultural and/or education organization. The Committee has four vacancies from the Burlington Downtown Business Association, one vacancy from the Burlington Performing Arts Centre (BPAC) representing non-business interest, and one vacancy from Tourism.

Legislative Services staff reached out to the boards to fill the vacancies in accordance with the City's Public Appointment Policy. A call-out for representatives was sent through the Executive Director of the BDDBA to its members. Interested applicants were asked to submit an expression of interest that included a short biography and description of their relevant skills and experience. Two of the four vacancies were filled following the recruitment process. The BPAC and Tourism member vacancies were due to staff changes, and new representatives were identified and appointed to the role.

Burlington Economic Development and Tourism, Burlington Downtown Business Association and the Burlington Performing Arts Centre support the appointment of the candidates found in confidential Appendix A of report LLS-25-25.

Appointments are four years, to coincide with the term of Council. Downtown Parking Advisory Committee appointments expire December 31, 2026.

Analysis

The recommended appointments are 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

Burlington Downtown Business Association, Burlington Performing Arts Center and Burlington Economic Development and Tourism provided submissions to Legislative Services staff, recommending appointments to the Downtown Parking Advisory Committee. As a member of one of the City's advisory committees, members 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 April 15, 2025 – appointment approvals
-

Implications

Following Council approval of the recommendations, staff will advise applicants of Council's decision. Successful applicants will participate in future committee meetings as voting members. They will be provided with 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.

References

- [Downtown Parking Committee Terms of Reference](#)
 - [CL-28-24 Appointments to Advisory Committees](#)
 - [CL-26-21 Public Appointment Policy](#)
-

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
-

Author:

Lisa Palermo, Manager Committee Services/Deputy Clerk
lisa.palermo@burlington.ca
905-335-7777 x7492

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.