

SUBJECT: Appointments to the Burlington School Traffic Safety and Mobility Advisory Committee

TO: Committee of the Whole

FROM: Legal and Legislative Services
Legislative Services

Report Number: LLS-39-25

Wards Affected: All

Date to Committee: July 7, 2025

Date to Council: July 15, 2025

Recommendation

Approve the appointments to the Burlington School Traffic Safety and Mobility Advisory Committee, as contained in confidential Appendix A to legislative services report LLS-39-25; and

Publish the appointees' names following approval by Council at their meeting to be held July 15, 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 Burlington School Traffic Safety and Mobility Advisory Committee.

The establishment of the Burlington School Traffic Safety and Mobility Committee was approved by Council on March 18, 2025, through [public works report PWS-09-25](#). The recommended starting date for this committee is September 2025.

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 establishment of the Burlington School Traffic Safety and Mobility Committee was approved by Council on March 18, 2025, through [public works report PWS-09-25](#). This committee will provide a clear process for reviewing school traffic and mobility concerns, ensuring that key stakeholders are involved, help to address concerns efficiently and support safer school environments across Burlington. The voting members for this committee are comprised of 4 to 9 resident members, 1-2 Trustee(s) from the Halton District School Board (HDSB) and 1-2 Trustee(s) from the Halton Catholic District School Board (HCDSB). The recommended starting date for this committee is September 2025.

Legislative Services staff launched a recruitment campaign for the resident members of the Burlington School Traffic Safety and Mobility Committee on May 5, 2025. The recruitment campaign deadline was extended to May 30, 2025, to allow for more applications to be submitted.

Recruitment opportunities were advertised on the City's website, the Get Involved Burlington newsletter, through social media boosts, Councillor newsletters, LinkedIn and bookmarks. In response to the recruitment, 7 applications were received from individuals expressing an interest in participating on the above noted committee.

In accordance with the Public Appointment Policy, the recommended appointments will expire on December 31, 2026, to align with the current term of Council.

The interview panel consisted of Chris King (Manager of Transportation Operations), Bryan Letourneau (Supervisor of School Crossing Guards) and Councillor Lisa Kearns. The interviews were conducted via Zoom providing more flexibility for participation by the interview panel and applicants.

Analysis

The interview panel made their selection recommendations based on the 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 Burlington School Traffic Safety and Mobility 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 July 15, 2025 – appointment approval

Implications

Following Council approval of the recommendation, 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 with an orientation session and resources materials. All members of advisory committees and boards are required to complete 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

- [PWS-09-25 Establishment of Burlington School Traffic Safety & Mobility Committee](#)
 - [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.