

SUBJECT: Appointments to Appeals Committee  
TO: Committee of the Whole  
FROM: Legal and Legislative Services  
Legislative Services

Report Number: LLS-47-25

Wards Affected: All

Date to Committee: October 6, 2025

Date to Council: October 14, 2025

---

## Recommendation

Approve the appointments to the Appeals Committee for a term ending December 31, 2026, to align with the end of Council's term, as contained in confidential appendix A to legislative services report LLS-47-25; and

Make the appointments' names public following approval by Council at their meeting to be held October 14, 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 Appeals Committee. At a Special Council meeting held August 13, 2025, the existing appeals committee was dissolved and a new Appeals Committee was established with the approval of the Appeals Committee Terms of Reference attached as [Appendix A](#) to Development and Growth Management [report DGM-57-25](#). The new Appeals Committee is comprised of appointed citizens versus members of council. Legislative Services staff launched a recruitment campaign August 15 to Sept. 1, 2025 and re-initiated recruitment on Sep. 17, 2025 to invite qualified individuals to apply for membership to the Appeals Committee to fill vacancies.

# Recommendation Report

---

## Background

On August 13, 2025, council approved the Appeals Committee Terms of Reference, establishing the new Appeals Committee. The recommendation details of development and growth management report DGM-57-25 include:

- establishment of a new appeals committee to conduct hearings for both Licensing and Property Standards matters
- change from council membership to appointed citizens
- elimination of report back to Council for a final decision
- Increasing the time business owners have to appeal the decision of staff to revoke, refuse or modify their licences.

Legislative Services staff launched a recruitment campaign to fill the 3-5 member composition on the Burlington Appeals Committee. Recruitment took place Aug. 15 to Sep. 17, 2025, and was re-initiated on Sep. 17, 2025, to allow for more applications to be submitted.

Recruitment opportunities were advertised on the City's website, social media and LinkedIn. In response to the recruitment, 9 applications were received from individuals expressing an interest in participating on the above noted committee.

Applicants for the Appeals Committee were interviewed by Hayley Manning Manager - Licensing and Administration, Adam Palmieri - Manager, By-Law Enforcement and Sean Elliot - Supervisor, Licensing & Administration. The interviews were conducted via Zoom providing more flexibility for participation by the interview panel and applicants.

In accordance with the Appeals Committee Terms of Reference, members will hold office for four years from the date of appointment to coincide with the Council term.

The appointments approved at the October 14, 2025 Council meeting will remain in effect until December 31, 2026, to align with the end of the current Council's term.

---

## 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 Appeals Committee.

As a member of one of the City's boards and 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 October 14, 2025 – appointment approvals

---

## Implications

Following the Council meeting on Oct. 14, 2025, staff will advise all applicants of Council's decision. Successful applicants will be provided with an orientation session and resource 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

- [DGM-57-25 Appeals Committee and proposed business licensing by-law amendments](#)
  - [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  
905-335-7777  
lisa.palermo@burlington.ca

**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.