



CITY OF
Burlington

Corporate Policy

Council, Boards, Committees

Appointment to Council Vacancies

Approved by Council on: December 11, 1995

Report Number: CL-68-95

Effective: December 11, 1995

Reviewed on: May 2019

Amended:

Next Review: May 2024

Note:

Policy Statement:

If a vacancy on Council is to be filled by appointment, the following process and criteria apply

Scope:

All positions on City of Burlington Council.

Objectives:

Process

- Advertisements to be placed in at least two (2) local media requesting eligible candidates to submit an application and resume to the City Clerk within a prescribed period of time.
- An Interview Committee, composed of the Mayor and Chairs of the Standing Committees, or their designates, be established to conduct interviews of all candidates.

Corporate Policy

- Prior to interviews taking place, all candidates be given an opportunity at a special Council meeting to present their views and to answer questions from Council and the public.
- After interviews are conducted, the Interview Committee is to report back to Council in a confidential manner on each candidate and to recommend a candidate for appointment.

When the Interview Committee is interviewing candidates to fill the vacant position, the following matters should be taken into consideration:

Criteria for Selection

- Education (skills).
- Experience, generally and/or relevant to government (Federal, provincial, and municipal).
- Knowledge and grasp of political issues (generally and locally).
- Knowledge and grasp of current issues in Burlington and in the specific ward in which the candidate is seeking appointment.
- Record of community involvement.
- Demonstrated interest and commitment to fulfilling a local electoral role.
- Other relevant experience.

Roles:

Accountable:

The City Clerk is answerable for the timely review, updating and dissemination of the policy in the functional area.

Responsible:

The City Clerk is responsible for performing this work.