



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: March 12, 2020
Time: 9:30 am
Location: Council Chambers Level 2, City Hall

Members Present: Rory Nisan (Chair), Kelvin Galbraith, Lisa Kearns, Shawna Stolte, Paul Sharman, Angelo Bentivegna

Member Regrets: Mayor Marianne Meed Ward

Staff Present: Tim Commisso, Kwab Ako-Adjei, Joan Ford, Sheila Jones, Heather MacDonald, Nancy Shea-Nicol, Kevin Arjoon, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. **Declarations of Interest:**

- Councillor Galbraith - L-02-20 Appendix C - confidential litigation report. Kelvin Galbraith indicated that his family residence is within 50 metres of the development. This matter was not discussed during the closed session meeting and therefore, Councillor Galbraith was not required to leave Council Chambers during the closed session.

2. **Delegation(s):**

- 2.1 Jim Young, on behalf of the volunteer working team, spoke regarding the advisory committee review. (MO-04-20)

3. **Consent Items:**

- 3.1 Remuneration and expenses paid to Council and appointees for 2019 (F-06-20)

Moved by Councillor Sharman

Receive and file finance department report F-06-20 regarding remuneration and expenses paid to Council and appointees for 2019.

CARRIED

3.2 Financial status report as at December 31, 2019 (F-07-20)

Moved by Councillor Sharman

Receive and file finance department report F-07-20 providing a financial status report as at December 31, 2019.

CARRIED

3.3 2020 proposed budget and tax levy for the Burlington Downtown Business Improvement Area (F-10-20)

Moved by Councillor Sharman

Approve the 2020 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in appendix A of finance department report F-10-20 incorporating a Burlington Downtown BIA members' levy of \$815,700; and

Authorize the Chief Financial Officer to incorporate the resulting Burlington Downtown BIA tax rates into the 2020 tax levy by-law.

CARRIED

3.4 2020 proposed budget and tax levy for the Aldershot Village Business Improvement Area (F-11-20)

Moved by Councillor Sharman

Approve the 2020 proposed budget for the Aldershot Village Business Improvement Area (BIA) as presented in appendix A of finance department report F-11-20 incorporating an Aldershot Village BIA members' levy of \$205,925; and

Authorize the Chief Financial Officer to incorporate the resulting Aldershot Village BIA tax rates into the 2020 tax levy by-law.

CARRIED

3.5 2019 retained savings (F-12-20)

Moved by Councillor Sharman

Direct the Chief Financial Officer to allocate the 2019 retained savings based on the strategy outlined in finance department report F-12-20.

CARRIED

3.6 2020 Halton Court Services budget and business plan (L-05-20)

Moved by Councillor Sharman

Approve the 2020 Halton Court Services budget as presented; and

Contribute \$50,000 from net revenues to the reserve fund during 2020 to ensure that requirements of the Reserve Fund Policy are met; and

Approve \$27,000 for computer hardware and software requirements with costs to be funded through the reserve fund.

CARRIED

3.7 Mayor's travel for 2020 (MO-01-20)

Moved by Councillor Sharman

Receive and file office of the mayor's report MO-01-20 providing information on the Mayor's planned travel in 2020 on behalf of the City of Burlington.

CARRIED

4. Regular Items:

4.1 2019 status update on community engagement (CC-02-20)

Moved by Councillor Kearns

Receive and file corporate communications and government relations report CC-02-20 providing a status update on community engagement.

CARRIED

4.2 Proposed high-level corporate strategy workplan (CM-08-20)

Moved by Councillor Kearns

Endorse the City of Burlington's high-level corporate strategy workplan as proposed and outlined in appendix A of city manager's office report CM-08-20.

4.3 Advisory committee review (MO-04-20)

Moved by Councillor Stolte

Direct the City Clerk to complete the review of advisory committees as follows:

New Consistency-Based Initiatives:

1. For all existing and future committees, review and create consistent terms of reference that provide standardized information about the role of the committee including:

- the general role of an advisory committee, what it is, what it isn't, and its relationship to council
- the unique purpose of the committee
- any specific tasks/activities expected to be undertaken by the committee in addition to advice being given to council (for example: public engagement, educational workshops or seminars, cycling or walking tours, etc.)
- the expected tenure of committee and whether it will be a) legislated, b) standing (permanent), or c) task-oriented with a sunset provision
- a provision for mandated review, whether coinciding with each term of council or some other frequency
- details related to chair and membership, including alternates, and terms of office
- standardized training and orientation for new and returning members
- standardized recruitment and appointment procedures, including a broader range of methods used to recruit/notify the community of opportunities to volunteer
- the expected meeting schedule and frequency
- related budget, and the appropriate mechanism to request changes to budget
- the expected level of administrative support to be provided by clerks and the council-member-designate on the committee

- a dispute resolution process
- a code of conduct for members at meetings and when dealing with staff, the public and council
- a communications protocol for the committee, including stand-alone websites, webpages, and social feeds
- other matters arising as needed.

2. In service to recommendation #1 above, schedule a workshop for council to gain a consensus on the role, function, structure, standardized terms of reference, recruitment and tasks of advisory committees in general, and specifically the ones under the review section.

3. Review the input received from the public, council, action labs, and advisory committee review volunteer working team report and advise how the recommendations will be used.

4. Report back on options for greater engagement opportunities using digital technologies, civic lotteries, and other tools, and in what circumstances each tool would be best deployed.

5. Report back with a plan for open government to enhance transparency, accountability, and connection between community members and city hall.

6. Report back on options for resident recognition programs and/or events, and exploring, among other possibilities:

a) revised/rebranded Burlington's Best/Civic Recognition/Inspire Burlington;

b) partnership with the Key to the City program; and/or

c) incorporating recognition into the annual Burlington Day festivities being developed by the mayor's office in partnership with the recreation services department to launch in 2021.

Status Quo/Existing Initiatives:

7. Maintain the provincially legislated committees intact - specifically Accessibility Advisory and Heritage Advisory - and complete recruitment of any new members and alternates where there are vacancies. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

8. Maintain those committees intact which have a clear mandate, longstanding history and are functioning well, specifically the Mundialization Committee, Downtown Parking Advisory Committee, and Sustainable Development Advisory Committee. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

9. Maintain, as-is, the newly formed Agricultural and Rural Affairs Advisory Committee which, as a new committee, already has updated terms of reference, current membership and a workplan. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

New Review-Based Initiatives:

10. Report back on the possibility of creating one advisory committee related to mobility that would incorporate the existing Cycling Advisory Committee and Integrated Transportation Advisory Committee. Determine whether to incorporate the proposed Transit Committee or establish as a stand-alone committee, using the terms of reference of the former Transit Committee (Appendix A) as a starting point for review.

11. Strike a task force of community members to review the terms of reference developed for the former Waterfront Access and Protection Advisory Committee (Appendix B), and the recommendations arising from their final report to council (Appendix C) and report back with a recommendation on a structure moving forward for a Waterfront Committee, whether task-oriented/temporary, permanent standing committee, or other structure.

12. Consult with the Millennial, Seniors' Advisory, and Inclusivity Advisory Committees on items including, but not limited to role, activities, staff support, structure, membership selection and recruitment, tenure (standing or task-oriented), recommendations from the residents' report, and report back to council with options. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees. Items unique to specific committees to be discussed:

a) for the Millennial Committee: a name change to reflect the young adult population, and an age range to be determined (eg. 25-40, post-high-school 19-40, etc.).

b) for the Seniors' Advisory Committee: a name change to reflect older adults, and an age range review (eg. starting at 55+).

c) for the Inclusivity Advisory Committee: options to incorporate inclusivity in each advisory committee, with a dedicated member, or maintain a stand-alone committee.

13. Consult with the recreation services department to build on and potentially formalize the newly established Burlington Youth Council to engage high school students in Burlington and provide a connection to city council.

CARRIED

4.4 Staff directions from 2020 budget (F-46-19-2) (SD-04-20) (SD-05-20)

Moved by Councillor Kearns

Defer staff direction 68 from appendix B of finance department report F-46-19-2 to the April 9, 2020 Corporate Services, Strategy, Risk and Accountability Committee.

CARRIED

Gas tax allocation staff direction (SD-04-20)

Moved by Councillor Bentivegna

Direct the Executive Director of Environment, Infrastructure & Community Services to review the impact of increasing the gas tax allocation to transit from 75/25 to 70/30.

CARRIED

Vision to Focus Budget 2021 staff direction (SD-05-20)

Moved by Councillor Stolte

Direct the Chief Financial Officer to plan a Council Workshop in June of 2020 with the subject matter of "Vision to Focus - Budget 2021". The purpose is to allow staff and Council the opportunity to collaborate on high

level priorities, values and vision leading into the 2021 budget process in an effort to concentrate the focus and priorities of Council.

CARRIED

5. Confidential Items:

- 5.1 Confidential litigation report - October 1, 2019 to January 31, 2020 (L-02-20)

Moved by Councillor Stolte

Direct the Executive Director of Legal Services or her designate to proceed in accordance with the instructions sought in matters 20, 21, 26, 32, 34 and 35 and that the balance of legal department report L-02-20 be received and filed.

CARRIED

- 5.2 Confidential contingency reserve report - December 31, 2019 (F-08-20)

Moved by Councillor Stolte

Receive and file finance department report F-08-20 providing the contingency report as at December 31, 2019.

CARRIED

- 5.3 Confidential 2020 insurance renewal (L-08-20)

Moved by Councillor Stolte

Receive and file legal department report L-08-20 providing a status update on the 2020 insurance renewal.

CARRIED

- 5.4 Confidential update on a litigation matter (L-09-20)

Moved by Councillor Stolte

Instruct the City Solicitor or her designate to proceed in accordance with the instructions sought in confidential legal department report L-09-20.

CARRIED

6. Procedural Motions:

Moved by Councillor Sharman

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (e) litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals, with respect to legal department report L-02-20 providing the quarterly litigation update and legal department report L-09-20 providing an update on a litigation matter.

CARRIED

7. Information Items:

Moved by Councillor Sharman

Receive and file the following four items, having been given due consideration by the Corporate Services, Strategy, Risk and Accountability Committee.

CARRIED

- 7.1 Delegation material from Jim Young, on behalf of the volunteer working team, regarding the advisory committee review (MO-04-20)
- 7.2 Correspondence from Jason Manayathu, Carm Anthony Piro and James Schofield regarding the advisory committee review (MO-04-20)
- 7.3 Staff presentation regarding the 2019 status update on community engagement (CC-02-20)
- 7.4 Staff presentation regarding the proposed high-level corporate strategy workplan (CM-08-20)

8. Staff Remarks:

Tim Commisso, City Manager, provided an update on the city's actions regarding COVID-19.

9. Committee Remarks:

10. Adjournment:

10:55 a.m. (recessed), 11 a.m. (reconvened), 12:01 p.m. (recessed), 1:04 p.m. (reconvened), 1:36 p.m. (closed), 3:22 p.m. (public)

Chair adjourned the meeting at 3:54 p.m.

