



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: September 17, 2020
Time: 9:30 am
Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Kwab Ako-Adjei, Kevin Arjoon, Laura Boyd, Joan Ford, Chris Glenn, Sheila Jones, Heather MacDonald, Allan Magi, Nancy Shea-Nicol, Jamie Tellier, Karen Roche, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. **Declarations of Interest:**

Councillor Galbraith declared an interest with L-11-20 - Confidential update on a litigation matter, as his home residence is within 50 metres of the subject matter. Councillor Galbraith previously declared a conflict on this matter and as such, did not receive report L-11-20 and was not present for the closed session discussion on this matter.

2. **Delegation(s):**

- 2.1 Roland Tanner spoke regarding voting options for 2022 and ranked ballots (CL-06-20)
- 2.2 Roland Tanner spoke regarding the advisory committee review (CL-17-20)
- 2.3 Jim Young spoke regarding the advisory committee review (CL-17-20)

3. Consent Items:

- 3.1 High level corporate strategy workplan update (CM-24-20)

Moved by Mayor Meed Ward

Receive and file the updated corporate strategy high-level workplan as outlined in Appendix A of City Manager's office report CM-24-20.

CARRIED

- 3.2 Operating budget performance report as of June 30, 2020 (F-46-20)

Moved by Mayor Meed Ward

Direct the Chief Financial Officer to report back on the city's year-end strategy upon confirmation of the 2020 year-end actual.

CARRIED

- 3.3 Association of Municipalities of Ontario 2020 virtual conference highlights (MO-08-20)

Moved by Mayor Meed Ward

Receive and file office of the mayor's report MO-08-20 providing an update on the 2020 Association of Municipalities of Ontario conference.

CARRIED

4. Regular Items:

- 4.1 COVID-19 emergency response verbal update (CSSRA-08-20)

Moved by Mayor Meed Ward

Receive and file the September 17, 2020 staff presentation providing an update on the COVID-19 emergency response.

CARRIED

4.2 Service re-design interim modifications and resumptions (CM-25-20)

Moved by Councillor Stolte

Receive and file Appendix A of city manager's office report CM-25-20 providing an update to the interim service delivery modifications for Resumption of Collection Services Halton Court Services – Legal Services, and Use of Facilities by Community Partners – Recreation Services; and

Receive and file Appendix B of city manager's office report CM-25-20 providing interim service delivery modifications for Burlington Public Library; and

Direct the Chief Financial Officer to track and monitor the financial implications of the above service delivery program changes in the ongoing COVID-19 financial impact reporting to Council.

CARRIED

4.3 Voting options for 2022 and ranked ballots (CL-06-20) (SD-17-20)

Moved by Mayor Meed Ward

Direct the City Clerk to prepare and issue a request for proposals for a vote tabulation system for the 2022 municipal election, and any by-elections leading up to 2026, with an option to extend for the 2026 municipal election accordingly, with the following vote options:

- a) optical scan tabulators for in person advance voting and on election day;
- b) internet voting for advance voting opportunities only; and

Direct the City Clerk to consult with members of Council, and the public with respect to the municipal elections and any potential policies or enhancements to be considered when preparing for the 2022 City of Burlington election and report back to a future Corporate Services, Strategy, Risk & Accountability Committee meeting with a summary and potential policy options; and

Direct the City Clerk to proceed with option 2 regarding the use of ranked ballots as outlined in clerks department report CL-06-20 **and initiate conversations with other municipalities that are considering ranked ballots for the purpose of cost sharing; and**

Direct the City Clerk to keep in mind the need to be representative in the public consultation process; and

Direct the City Clerk to schedule a Council Workshop by Q3 2021 presenting the outcome of the consultation process, including potential policy changes and other enhancements.

CARRIED

Amendment:

Moved by Mayor Meed Ward

Add the words "and initiate conversations with other municipalities that are considering ranked ballots for the purpose of cost sharing" at the end of the last paragraph.

CARRIED

Amendment:

Moved by Councillor Sharman

Direct the City Clerk to ensure statistical representation of the public consultation process.

LOST

Amendment:

Moved by Councillor Nisan

Direct the City Clerk to keep in mind the need to be representative in the public consultation process.

CARRIED

Amendment:

Moved by Councillor Stolte

Direct the City Clerk to schedule a Council Workshop by Q3 2021 presenting the outcome of the consultation process, including potential policy changes and other enhancements. (SD-17-20)

CARRIED

4.4 Emergency management – declaration of emergency protocol (BFD-02-20)

Moved by Councillor Kearns

Direct the Community Emergency Management Coordinator (CEMC) to integrate a decision matrix into the Emergency and Continuity Management Program (By-Law 046-2019) to encourage development of emergency-specific decision-making criteria to support termination of municipal emergency declaration; and

Endorse the decision-making criteria outlined in Appendix B of Burlington fire department report BFD-02-20 to be applied as a benchmark to guide the Mayor and/or Council in future decision making to terminate the declaration of emergency specific to the COVID19 pandemic.

CARRIED

4.5 Advisory committee review (CL-17-20)

Moved by Mayor Meed Ward

Approve in principle the committee definitions, and the assumptions outlined in clerks department report CL-17-20 with respect to advisory committees, to be incorporated in future clerks department policies; and

Disband the Citizen Advisory Committee Review Team, and receive and file the Review Team report dated January 6, 2020 attached as Appendix D to clerks department report CL-17-20; and

Deem the Council resolution, passed on December 17, 2018 with respect to citizen committees, complete; **and**

Direct the City Clerk to recruit for advisory committees to bring them to full complement, except for Burlington's Best.

CARRIED

Amendment:

Moved by Councillor Galbraith

Direct the City Clerk to recruit for advisory committees to bring them to full complement, except for Burlington's Best.

CARRIED

Amendment:

Moved by Councillor Stolte

Defer clerks department report CL-17-20 regarding the advisory committee review to the November Corporate Services, Strategy, Risk & Accountability Committee meeting and direct the City Clerk to include the following additional information in the report:

- a clearly outlined plan for moving forward with advisory committees; and
- the concept of either extending the scope of the Citizen Advisory Committee Review Team or consideration of the creation of a Citizen Advisory Committee Stakeholder Committee to assure residents that the process moving forward will represent a balanced voice of staff, Council and the residents of the city.

LOST

4.6 2021 budget framework (F-45-20)

Moved by Mayor Meed Ward

Receive and file finance department report F-45-20 regarding the 2021 budget framework; and

Temporarily redirect the planned 1.25% increase to the dedicated infrastructure renewal levy for 2021 to the operating budget for 1 year to provide funding for one-time COVID-19 related financial impacts.

CARRIED

5. Confidential Items:

5.1 Confidential COVID-19 emergency response verbal update (if required)

This item was not required.

5.2 Confidential legal update on a litigation matter (L-11-20)

Moved by Mayor Meed Ward

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-11-20.

CARRIED

5.3 Confidential legal update on a litigation matter (L-24-20)

Moved by Councillor Kearns

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-24-20.

CARRIED

5.4 Confidential verbal update on phase 2 evolving the organization

Moved by Councillor Stolte

Defer confidential verbal update on phase 2 evolving the organization to the October Corporate Services, Strategy, Risk and Accountability Committee meeting.

CARRIED

5.5 Confidential verbal update on real estate matters

Staff provided an update in closed session.

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by Councillor Sharman

Move into closed session in accordance with the following provisions under the Municipal Act:

Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose regarding Item 5.2 Confidential legal update on a litigation matter (L-11-20), and Item 5.3 Confidential legal update on a litigation matter (L-24-20); and

Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees regarding Item 5.4 Confidential verbal update on phase 2 evolving the organization; and

Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board regarding Item 5.5 Confidential verbal update on real estate matters.

CARRIED

7. Information Items:

Moved by Councillor Galbraith

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

CARRIED

- 7.1 Correspondence from Roland Tanner regarding voting options for 2022 and ranked ballots (CL-06-20)
- 7.2 Correspondence from Roland Tanner regarding advisory committee review (CL-17-20)
- 7.3 Correspondence from Jim Young regarding advisory committee review (CL-17-20)
- 7.4 Correspondence from Chris Ariens regarding advisory committee review (CL-17-20)
- 7.5 Staff presentation regarding COVID-19 emergency response verbal update (CSSRA-08-20)
- 7.6 Staff presentation regarding 2021 budget framework (F-45-20)
- 7.7 Confidential staff presentation regarding verbal update on real estate matters (CSSRA-09-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

10:57 a.m. (recessed), 11:04 a.m. (reconvened), 12:23 p.m. (recessed), 1:05 p.m. (reconvened), 1:06 p.m. (closed), 3:30 p.m. (public)

Councillor Kearns was in attendance beginning at 1:05 p.m.

Chair adjourned the meeting at 5:37 p.m.