



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: October 8, 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, Laura Boyd, Joan Ford, Sheila Jones, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Jamie Tellier

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Small Claims Court – claim limit increase to \$35,000 (L-23-20)

Moved by Councillor Galbraith

Authorize the Executive Director of Legal Services & Corporation Counsel or their designate to commence, defend, and/or settle claims in the Small Claims Court, as deemed necessary and advisable by the Executive Director of Legal Services & Corporation Counsel or their designate, for claims up to the Small Claims Court jurisdiction limit of \$35,000, with such matters being reported in all future litigation reports; and

Authorize the Executive Director of Legal Services & Corporation Counsel or their designate to sign any agreements, releases, indemnities, minutes of settlement and other documents required for the settlement of any

Small Claims Court claims, actions or other proceedings commenced by or against the City of Burlington up to the Small Claims Court jurisdiction limit of \$35,000 plus interest and costs.

CARRIED

4. Regular Items:

4.1 COVID-19 emergency response verbal update (CSSRA-10-20)

Moved by Councillor Kearns

Receive and file the October 8, 2020 staff presentation providing an update on the COVID-19 emergency response.

CARRIED

4.2 Corporate project status updates (CM-30-20)

Moved by Councillor Sharman

Receive and file city manager's office report CM-30-20 providing status reports for designated corporate projects detailed in Appendix A and an overview of change management as provided in Appendix B.

CARRIED

5. Confidential Items:

5.1 Confidential verbal update on phase 2 evolving the organization (CSSRA-11-20)

Moved by Councillor Sharman

Approve the complement increase of 2 full-time equivalent and direct the Executive Director of Human Resources to proceed with the recruitment of the Director of Capital Works and the Director of Community Planning and include the total financial impact in the 2021 proposed operating budget.

CARRIED

5.2 Confidential COVID-19 emergency response verbal update

Committee members received a verbal update on this matter.

5.3 Confidential insurance reporting (L-13-20)

Moved by Councillor Stolte

Receive and file legal department report L-13-20 providing a status update on 2020 asset valuations and the 2021 insurance renewal.

CARRIED

5.4 Confidential legal advice respecting a planning matter (L-25-20)

This item was withdrawn from the agenda.

5.5 Confidential legal update on a litigation matter (L-28-20)

Moved by Councillor Galbraith

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-28-20.

CARRIED

6. Procedural Motions:

6.1 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)(b) personal matters about an identifiable individual, including municipal or local board employees regarding Item 5.1 Confidential verbal update on phase 2 evolving the organization and Item 5.2 Confidential COVID-19 emergency response verbal update; and

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 5.5 Confidential legal update on a litigation matter (L-28-20).

CARRIED

7. Information Items:

Moved by Councillor Kearns

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

CARRIED

- 7.1 Staff presentation regarding COVID-19 emergency response verbal update (CSSRA-10-20)
- 7.2 Staff presentation regarding corporate project status updates (CM-30-20)
- 7.3 Confidential staff presentation regarding phase 2 evolving the organization (CSSRA-11-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

11:23 a.m. (closed), 12:50 p.m. (recessed), 1:33 p.m. (reconvened), 2:40 p.m. (recessed), 2:46 p.m. (reconvened), 3:08 p.m. (public)

Chair adjourned the meeting at 3:26 p.m.