



## Corporate Services, Strategy, Risk and Accountability Committee Meeting

### Minutes

Date: December 10, 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, Scott Hamilton, Sheila Jones, Heather MacDonald, Allan Magi, Nancy Shea-Nicol, Christine Swenor, Jamie Tellier, Karen Roche, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

3.1 Investment Policy (F-19-20)

Moved by Mayor Meed Ward

Approve the updated Investment Policy as outlined in Appendix A of finance department report F-19-20.

**CARRIED**

3.2 Expenses excluded from the budget (F-39-20)

Moved by Mayor Meed Ward

Receive and file finance department report F-39-20 regarding expenses excluded from the budget to meet the requirements of Regulation 284/09 of the *Municipal Act, 2001*.

**CARRIED**

3.3 2021 Interim Tax Levy By-Law (F-40-20)

Moved by Mayor Meed Ward

Approve by-law XX-2020 attached as Appendix A to finance department report F-40-20 which provides for the levy of the 2021 interim taxes.

**CARRIED**

3.4 Temporary Borrowing By-Law (F-43-20)

Moved by Mayor Meed Ward

Approve the by-law attached as Appendix A to finance department report F-43-20, to authorize the temporary borrowings of monies from the Royal Bank of Canada to meet the ordinary expenditures of the corporation for the 2021 fiscal year; and

Authorize the Mayor and City Clerk to execute the security agreement attached as Appendix B to finance department report F-43-20, subject to the satisfaction of the Executive Director of Legal Services & Corporation Counsel.

**CARRIED**

**4. Regular Items:**

4.1 Write-off of property taxes deemed uncollectible (F-44-20)

Moved by Mayor Meed Ward

Approve the write-off of uncollectible property taxes on the eight properties identified in finance department report F-44-20 in accordance with the provisions of Section 354 of the *Municipal Act, 2001*; and

Direct the Treasurer to remove the property tax amounts from the tax roll; and  
Direct the Chief Financial Officer to forward finance department report F-44-20 to the Region of Halton and Ministry of Finance.

**CARRIED**

4.2 2020 to 2021 group health benefit renewal (HR-04-20)

Moved by Mayor Meed Ward

Retain Sun Life as the provider of major medical, dental, long term disability and life insurance plans for the benefit year December 1, 2020 to November 30, 2021.

**CARRIED**

4.3 Risk governance strategy (CM-34-20)

Moved by Councillor Sharman

Approve the risk governance strategy as provided in Appendix A of City Manager's office report CM-34-20; and

Approve the City of Burlington's enterprise risk governance and management policy as provided in Appendix B of City Manager's office report CM-34-20.

**CARRIED**

4.4 2021-2030 capital budget overview (F-42-20)

Moved by Councillor Stolte

Receive the proposed 2021 capital budget book; and

Direct staff to present the recommendations in Appendix A of finance department report F-42-20 to the Corporate Services, Strategy, Risk & Accountability meeting of January 12, 2021 for review and approval, taking into consideration committee amendments.

**CARRIED**

4.5 Asset management program update (F-49-20)

Moved by Councillor Sharman

Receive and file finance department report F-49-20, providing the city's asset management program update.

**CARRIED**

4.6 Renewal of Ombudsman agreement (CL-21-20)

Moved by Councillor Kearns

Re-appoint ADR Chambers Inc. ("ADR Chambers") as Ombudsman for the City of Burlington and its local boards pursuant to section 223.13(1) of the *Municipal Act, 2001* for a two-year term commencing January 1, 2021 to December 31, 2022; and

Authorize the Mayor and Clerk to execute a service agreement and any ancillary documents between the City of Burlington and ADR Chambers regarding the appointment of ADR Chambers as Ombudsman, subject to the satisfaction of the City Solicitor; and

Enact an appointing by-law to re-appoint ADR Chambers as the Ombudsman for the City of Burlington and its local boards until December 31, 2022.

**CARRIED**

4.7 Public appointment process - shortlisting of applicants (CL-24-20)

**Note: this item required a two-third vote to carry.**

Moved by Councillor Stolte

Waive the rules of the Council, Boards and Committees Appointment to Boards and Recruitment of Citizens for Committees corporate policy to allow for applicants during the fall 2020/winter 2021 recruitment to be shortlisted for interview purposes as described in clerks department report CL-24-20.

**CARRIED**

4.8 Low-income seniors property tax rebate program update (F-50-20)

Moved by Councillor Kearns

Approve an increase to the low-income seniors property tax rebate from \$525 to \$550 for eligible property owners effective for the 2021 tax year; and

Approve by-law XX-2020 attached as Appendix A to finance department report F-50-20 which provides for an update to the property tax rebate for eligible property owners, and repeal by-law 12-2016, effective January 1, 2021.

**CARRIED**

4.9 COVID-19 emergency response verbal update (CSSRA-13-20)

**Note: this item was approved at the Special Council meeting of December 10, 2020.**

**Support for economic recovery and sustainability**

Moved by Councillor Galbraith

Whereas, in May 2020 City Council endorsed the Terms of Reference for the Burlington Economic Recovery Network (BERN). The Burlington Economic Recovery Network has strategically brought together key stakeholders and business leaders from across Burlington to develop a robust local strategy that will prepare our economy for recovery from the COVID-19 crisis. On December 3rd, the Burlington Economic Recovery Network (BERN) members met to discuss the ongoing impacts of COVID-19 on the Burlington business community, current economic realities and ongoing support needed by Burlington business; and

Whereas, we continue to support the Province's COVID-19 re-opening framework, it is critical to recognize that some of the public health measures have created an uneven playing field in affected jurisdictions, placing small businesses and local retailers at a significant competitive disadvantage when lock-down or red control level occurs. Specifically, larger retail outlets, which are permitted to remain open and sell more than just essentials are in direct competition with small retailers, which are limited to online sales and curb side pick-up or delivery; and

Whereas, we must do everything possible to protect our economy, while at the same time balancing the interests of public health and safety. The survival of small businesses is essential to the Province's recovery efforts, and as such, we must address the current inequity between small businesses required to limit their sales to online or curbside pickup and

those businesses permitted to remain open and continue in-person sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health; and

Whereas, as we move through the pandemic, the City of Burlington will continue to seek opportunities to work with the province to help Burlington residents and businesses to innovate and provide localized solutions. Recognizing that public health measures and restrictions on business are not one size fits all and need to be varied based on local public health conditions, demographics and geographic scale. The provincial government has been responsive in rolling out and adapting public health on a provincial scale and as we move into the second year of managing our pandemic response we need to acknowledge that what is appropriate in the province's largest cities may not be appropriate in smaller municipalities that are facing different issues in managing public health while balancing supporting local businesses and economic growth.

Therefore be it resolved that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 (the "lockdown") to address the inequity created between small businesses required to close and businesses permitted to open and continue sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health; and

That the provincial government be requested to revise the physical distancing with capacity limits determined on a per square metre basis for persons admitted to all businesses, including restaurants, which are currently in Halton Region under the red control level of the COVID-19 response framework subject to a hard-capped occupancy limit of 10 regardless of business size or capacity based on the current provincial re-opening framework subject to consultation on Public Health best practices; and

That the City of Burlington calls on the province to partner with municipalities to pilot unique/additional parameters and programs with our local business community that may be key to offering a safe consumer and employee experience so that businesses can remain open and viable while recognizing the unique makeup of local communities; and

That a copy of this Resolution be forwarded to the Premier of Ontario, Doug Ford, the Honorable Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction, the Honorable Rod Phillips, Minister of Finance, MPPs Jane McKenna, Effie Triantafilopoulos and Parm Gill, Halton Regional Council, AMO, Ontario Big City Mayors (OBCM), Burlington Economic Recovery Network (BERN) and Team Burlington.

**CARRIED**

### **Rotary Centennial Pond**

Moved by Councillor Kearns

Direct the Director of Recreation, Community and Culture to implement the appropriate COVID measures for the safe operations of the Rotary Centennial Pond 2020-21 season with an expense of \$22,000 to be included in the 2020 variance reporting.

**CARRIED**

## **5. Confidential Items:**

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

This item was not required.

### **5.2 Confidential legal update on an insurance matter (L-26-20)**

Moved by Councillor Galbraith

Receive and file confidential legal department report L-26-20 providing an update on an insurance matter.

**CARRIED**

### **5.3 Confidential legal update on a litigation matter (L-37-20)**

Moved by Councillor Stolte

Refer confidential legal department report L-37-20 to a standing committee or council meeting in Q1 of 2021.

**CARRIED**

**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, sections 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with respect to confidential legal department report L-37-20 providing a legal update on a litigation matter.

**CARRIED**

**7. Information Items:**

Moved by Councillor Stolte

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

**CARRIED**

- 7.1 Staff presentation regarding risk governance strategy (CM-34-20)
- 7.2 Staff presentation regarding 2021-2030 capital budget overview (F-42-20)
- 7.3 Staff presentation regarding COVID-19 emergency response (CSSRA-13-20)
- 7.4 Burlington Economic Recovery Network draft letter regarding COVID-19 emergency response (CSSRA-13-20)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

11:06 a.m. (recessed), 11:12 a.m. (reconvened), 11:48 a.m. (recessed), 12:53 p.m. (reconvened), 12:56 p.m. (closed), 2:08 p.m. (public)

Mayor Meed Ward was in attendance until 10:29 a.m.

Chair adjourned the meeting at 3:32 p.m.