



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: April 7, 2021

Time: 9:30 am

Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Kwab Ako-Adjei, Kevin Arjoon, Joan Ford, Scott Hamilton, Sheila Jones, Allan Magi, Karen Roche, Nancy Shea-Nicol, Vito Tolone, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. **Declarations of Interest:**

- 1.1 Mayor Meed Ward - Confidential legal advice respecting a civil litigation matter (L-14-21)

The item is regarding a civil litigation matter Mayor Meed Ward is named in.

2. **Delegation(s):**

None.

3. **Consent Items:**

- 3.1 Annual report from the Burlington Ombudsman (CL-07-21)

Moved by Councillor Galbraith

Receive the annual report from ADR Chambers, Ombudsman for the City of Burlington.

CARRIED

3.2 Council Remuneration Review Working Group Terms of Reference (CL-08-21)

Moved by Councillor Galbraith

Approve the revised terms of reference attached as Appendix A to office of the city clerk report CL-08-21 for the Council Remuneration Review Working Group; and

Direct the City Clerk to proceed with appointments to the Council Remuneration Review Working Group (2022-2026 term) outside of the public appointment policy, with the slate of selected appointments reviewed by the City Manager; and

Direct the Council Remuneration Review Working Group to report its findings to Council on or before October 19, 2021.

CARRIED

3.3 Bill 197 process update (F-11-21)

Moved by Councillor Galbraith

Receive and file finance department report F-11-21 providing an update on the Bill 197 process.

CARRIED

4. Regular Items:

4.1 2020 annual status update on community engagement (CC-01-21)

Moved by Councillor Nisan

Receive and file corporate communications and engagement department report CC-01-21 providing a status update on community and staff engagement.

CARRIED

4.2 Naming of Corporate Assets Policy (CC-02-21)

Moved by Councillor Stolte

Approve the amended Naming of Corporate Assets Policy as provided in Appendix A of corporate communications and engagement department report CC-02-21.

CARRIED

4.3 Procedure By-law amendments in response to SD-30-20 and staff directions reporting (CL-05-21)

Moved by Councillor Sharman

Enact a Procedure By-law for the City of Burlington, in accordance with section 238 (2) of the Municipal Act, and as attached as Appendix A to office of the city clerk report CL-05-21, **as amended**; and

Direct the City Clerk to bring a report to the Audit Committee regarding their terms of reference, with respect to risk in relation to the scope of risk under the Corporate Services, Strategy, Risk and Accountability Committee; **and**

Direct the City Clerk to amend section 26.2 b) of the proposed Procedure By-law to add the words "Vice Chair".

CARRIED

Amendment:

Moved by Councillor Sharman

Direct the City Clerk to amend section 26.2 b) of the proposed Procedure By-law to add the words "Vice Chair".

CARRIED

4.4 Interim advisory committee budget allocation process (CL-10-21)

Moved by Councillor Bentivegna

Approve the interim advisory committee budget allocation process as outlined in office of the city clerk report CL-10-21.

CARRIED

- 4.5 High level corporate strategy workplan update – March 2021 (CS-03-21)

Moved by Mayor Meed Ward

Endorse the updated City of Burlington's high-level corporate strategy workplan as proposed and outlined in Appendix A of corporate strategy department report CS-03-21.

CARRIED

- 4.6 Vision to Focus re-calibration approach (CS-04-21)

Moved by Councillor Stolte

Refer corporate strategy department report CS-04-21 regarding Vision to Focus re-calibration to the April 8, 2021 Environment, Infrastructure and Community Services Committee meeting.

CARRIED

5. Confidential Items:

- 5.1 Confidential verbal update on a real estate matter (CSSRA-06-21)

Moved by Councillor Stolte

Refer confidential verbal update on a real estate matter (CSSRA-06-21) to the April 8, 2021 Environment, Infrastructure and Community Services Committee meeting.

CARRIED

- 5.2 Confidential legal advice respecting a civil litigation matter (L-14-21)

Mayor Meed Ward declared a conflict on this item. (The item is regarding a civil litigation matter Mayor Meed Ward is named in.)

Moved by Councillor Bentivegna

Instruct the Executive Director of Legal Services or their designate to proceed in accordance with the instructions sought in confidential legal department report L-14-21.

CARRIED

5.3 Confidential legal matter (L-15-21)

Moved by Councillor Stolte

Refer confidential legal department report L-15-21 to the April 8, 2021 Environment, Infrastructure and Community Services Committee meeting.

CARRIED

5.4 Confidential legal update on a litigation matter (L-17-21)

Note: this item was approved at the Special Council meeting of April 8, 2021.

Moved by Councillor Nisan

Instruct the Executive Director of Legal Services or their designate to proceed in accordance with the instructions sought in confidential legal department report L-17-21.

CARRIED

6. Procedural Motions:

Moved by Councillor Galbraith

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

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board regarding Item 5.1 Confidential verbal update on a real estate matter (CSSRA-06-21);

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 advice respecting a civil litigation matter (L-14-21);

Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding Item 5.3 Confidential legal matter (L-15-21); and

Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding Item 5.4 Confidential legal update on a litigation matter (L-17-21).

CARRIED

7. Information Items:

Moved by Councillor Stolte

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 2020 annual status update on community engagement (CC-01-21)

7.2 Staff presentation regarding Procedure By-Law amendments in response to SD-30-20 and staff directions reporting (CL-05-21)

7.3 Staff presentation regarding Vision to Focus re-calibration approach (CS-04-21)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

10:54 a.m. (recessed), 11:00 a.m. (reconvened), 11:53 a.m. (recessed), 1:00 p.m. (reconvened), 1:05 p.m. (closed), 2:42 p.m. (recessed), 2:57 p.m. (reconvened), 4:09 p.m. (public)

Chair adjourned the meeting at 4:15 p.m.