



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

### Minutes

Date: May 5, 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, Nick Anastasopoulos, Kevin Arjoon, Laura Boyd, Joan Ford, Chris Glenn, Sheila Jones, Heather MacDonald, Allan Magi, Angela Morgan, Karen Roche, Enrico Scalera, Nancy Shea-Nicol, Mark Simeoni, Christine Swenor, Vito Tolone, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

3.1 Appointment of Deputy City Clerk and Deputy Clerk Pro Tem (CL-14-21)

Moved by Councillor Galbraith

Enact the proposed By-law 40-2021 to appoint a Deputy City Clerk and Deputy Clerk Pro Tem, included as appendix A to office of the city clerk report CL-14-21.

**CARRIED**

- 3.2 2020 Treasurer's statement for development charges reserve funds, park dedication reserve fund and the public benefits reserve fund (F-12-21)

Moved by Councillor Galbraith

Receive and file finance department report F-12-21 providing the 2020 Treasurer's statement for development charges reserve funds, park dedication reserve fund and the public benefits reserve fund.

**CARRIED**

- 3.3 Financial status report as at March 31, 2021 (F-18-21)

Moved by Councillor Galbraith

Receive and file finance department report F-18-21 providing the financial status as at March 31, 2021.

**CARRIED**

- 3.4 2021 Tax Levy By-Law (F-16-21)

**Note: This item was approved at the May 5, 2021 Special Council meeting.**

Moved by Councillor Galbraith

Approve the 2021 final Tax Levy By-Law 35-2021 for the levying of tax rates.

**CARRIED**

**4. Regular Items:**

- 4.1 Lobbyist registry (CL-15-21) (SD-11-21)

Moved by Councillor Kearns

Direct the City Clerk to proceed with option 1 regarding implementing a lobbyist registry as outlined in office of the city clerk report CL-15-21; **and**

**Direct the City Clerk to report back after public consultation in Q1 2023 with options. (SD-11-21)**

**CARRIED**

**Staff Direction SD-11-21:**

Moved by Councillor Kearns

Direct the City Clerk to report back after public consultation in Q1 2023 with options.

**CARRIED**

4.2 Verbal update on customer experience implementation plan (CSSRA-08-21)

Moved by Councillor Stolte

Receive and file the May 5, 2021 staff presentation providing the customer experience implementation plan.

**CARRIED**

4.3 Corporate project status updates – Q1/2021 (CM-10-21)

Moved by Councillor Sharman

Receive and file city manager's office report CM-10-21 providing status reports for designated corporate projects for Q1 2021 as detailed in appendix A.

**CARRIED**

4.4 Service redesign interim modifications and resumptions (CM-11-21)

**Note: This item was approved at the May 5, 2021 Special Council meeting.**

Moved by Councillor Bentivegna

Direct the City Manager to proceed with implementing the interim service delivery program recommendations as contained in appendices A and B of city manager's office report CM-11-21 providing interim service delivery modifications related to rate reduction amendment - recreation, community and culture and business licensing - building & by-Law, respectively; 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**

4.5 Burlington's 25-year Strategic Plan refreshed (CS-08-21) (SD-12-21)

Moved by Councillor Sharman

Approve the draft of **Vision 2040**: Burlington's Strategic Plan 2015-2040 (updated April 2021) as attached in appendix A of corporate strategy report CS-08-21; and

**Direct the Executive Director of Strategy, Risk and Accountability to hold a workshop by the end of 2023 on the role of SDGs in municipalities in Canada. (SD-12-21)**

**CARRIED**

**Staff Direction SD-12-21:**

Moved by Councillor Nisan

Direct the Executive Director of Strategy, Risk and Accountability to hold a workshop by the end of 2023 on the role of SDGs in municipalities in Canada.

**CARRIED**

**Amendment:**

Moved by Councillor Sharman

Change the title of the Strategic Plan from "One City, One Voice, One Vision" to "Vision 2040".

**CARRIED**

4.6 Staff Direction regarding planning and budgeting at the City of Burlington (CSSRA-11-21) (SD-13-21)

Moved by Councillor Sharman

Direct the Chief Financial Officer to report back in July 2021 as part of the budget framework report on process changes reflecting a coordinated corporate integrated business planning, measurement, budget and performance management process. (SD-13-21)

**CARRIED**

**5. Confidential Items:**

- 5.1 Confidential advice regarding appeals to the city's new Official Plan (L-12-21)

Moved by Councillor Stolte

Receive and file confidential legal department report L-12-21 providing advice regarding appeals to the city's new Official Plan.

**CARRIED**

- 5.2 Confidential advice on a Committee of Adjustment appeal (L-13-21)

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-13-21.

**CARRIED**

- 5.3 Confidential litigation update - January 1 to April 30, 2021 (L-16-21)

Moved by Councillor Galbraith

Direct the Executive Director of Legal Services or their designate to proceed in accordance with the instructions sought in matters 14, 24 and 26 and that the balance of confidential legal department report L-16-21 be received and filed.

**CARRIED**

- 5.4 Contingency report as at March 31, 2021 (F-20-21)

Moved by Councillor Nisan

Receive and file confidential finance department report F-20-21 providing the status of the reserve for contingencies as at March 31, 2021.

**CARRIED**

- 5.5 Confidential verbal update from EcDev on strategic lands opportunity (CSSRA-09-21)

Moved by Councillor Sharman

Refer confidential verbal update from EcDev on strategic lands opportunity (CSSRA-09-21) to the May 6, 2021 Environment, Infrastructure & Community Services Committee meeting.

**CARRIED**

- 5.6 Confidential verbal update on a human resources matter

Committee members received a verbal update from city staff in closed session.

**6. Procedural Motions:**

- 6.1 Motion to waive the rules

Moved by Mayor Meed Ward

Waive rule 36.2 of Procedure By-law 31-2021 to allow discussion of Item 4.6 listed on the Addendum - Staff Direction regarding planning and budgeting at the City of Burlington (CSSRA-11-21), as it was not received by the required agenda deadline.

**CARRIED**

- 6.2 Motion to proceed into closed session

Moved by Councillor Galbraith

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, regarding Item 5.1 Confidential advice regarding appeals to the city's new Official Plan (L-12-21) and Item 5.3 Confidential litigation update, January 1 to April 30, 2021 (L-16-21);

Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding Item 5.2 Confidential advice on a Committee of Adjustment appeal (L-13-21);

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board regarding Item 5.5 Confidential verbal update from EcDev on strategic lands opportunity (CSSRA-09-21); and

Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees regarding Item 5.6 Confidential verbal update regarding a human resources matter.

**CARRIED**

**7. Information Items:**

None.

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

10:55 a.m. (recessed), 11:02 a.m. (reconvened), 12:01 p.m. (recessed), 1:00 p.m. (reconvened), 1:05 p.m. (closed), 2:37 p.m. (recessed), 2:43 p.m. (reconvened), 3:54 p.m. (public), 3:59 p.m. (recessed), 6:32 p.m. (reconvened), 8:10 p.m. (recessed), 8:17 p.m. (reconvened)

Chair adjourned the meeting at 9:46 p.m.