



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

### Minutes

Date: July 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, Nick Anastasopoulos, Kevin Arjoon, Laura Boyd, Joan Ford, Chris Glenn, 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:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

3.1 Investigation report from Burlington Ombudsman MUN-12244-1220 (CL-20-21)

Moved by Councillor Galbraith

Receive and file office of the city clerk report CL-20-21 regarding the investigation from the Ombudsman, file MUN-12244-1220.

**CARRIED**

3.2 Investigation report from Burlington Ombudsman MUN-12408-0121 (CL-22-21)

Moved by Councillor Galbraith

Receive and file office of the city clerk report CL-22-21 regarding the investigation from the Ombudsman, file MUN-12408-0121.

**CARRIED**

3.3 City Manager's 2021 objectives (CM-08-21)

Moved by Councillor Galbraith

Direct the City Manager to work closely with the Executive Director of Strategy, Risk and Accountability to refine and revise the existing City Manager objectives from the Vision to Focus Plan (July 2019 version) as outlined in appendix A to city manager's office report CM-08-21; and

Direct the City Manager to report back to the Corporate Services, Strategy, Risk and Accountability Committee in Q3 of 2021 with a final set of City Manager 2021/22 objectives for consideration and approval.

**CARRIED**

3.4 Special resolution of the shareholders of Burlington Enterprises Corporation (CM-19-21)

Moved by Councillor Galbraith

The Council of the City of Burlington as the sole shareholder of all issued shares in Burlington Enterprises Corporation, being the Corporation, approves the following special resolution of the sole shareholder of Burlington Enterprises Corporation:

Whereas Archie Bennett has resigned as a director of the Corporation; and

Whereas Susan Kilburn has been nominated to serve as a director pursuant to s. 4.04(a) of By-law 1 of the Corporation; and

Whereas the number of directors comprising the board of directors of the Corporation is fixed at five (5), being a number within the prescribed range.

Now therefore be it resolved as a special resolution of the Corporation that:

1. The following persons be and they are hereby elected directors of the Corporation, pursuant to s. 4.04(a) of By-law 1 of the Corporation, to hold office for a term of two (2) years or until their successors are duly elected, subject to the provisions of the by-laws of the Corporation, the shareholder direction applicable to the Corporation and the provisions of the Business Corporations Act (Ontario):

John Maheu, for a second two-year term,

Susan Kilburn, for a first two-year term.

2. The following persons be and they are hereby confirmed as directors of the Corporation by virtue of the offices they hold, to hold the office of director for so long as they hold the offices specified below or until their successors to said offices below are duly elected or appointed, as the case may be, subject to the provisions of the by-laws of the Corporation and the provisions of the Business Corporations Act (Ontario):

Gerry Smallegange, by virtue of holding the office of President of the Corporation,

Marianne Meed Ward, by virtue of holding the office of the Mayor of the City of Burlington,

Tim Commisso, by virtue of holding the office of the City Manager of the City of Burlington; and

Direct the City Clerk to execute the special resolution on behalf of the sole shareholder in substantially the form attached to city manager's office report CM-19-21 as Appendix A, and provide a copy of this resolution with the executed special resolution of the sole shareholder to the Burlington Enterprises Corporation (BEC).

**CARRIED**

3.5 Federation of Canadian Municipalities conference report 2021 (MO-04-21)

Moved by Councillor Galbraith

Receive and file office of the mayor report MO-04-21 providing highlights from the 2021 virtual Federation of Canadian Municipalities annual conference.

**CARRIED**

**4. Regular Items:**

4.1 COVID-19 emergency response verbal update (CSSRA-13-21)

Moved by Councillor Nisan

Receive and file the July 5, 2021 staff presentation providing the COVID-19 emergency response verbal update.

**CARRIED**

4.2 Service re-design interim modifications and resumptions (CM-16-21)

Moved by Councillor Stolte

Receive and file appendix A of city manager's office report CM-16-21 providing interim service delivery modifications approved by the Burlington Leadership Team, Emergency Control Group and/or service leads for parking ambassadors and night-time activity – parking management service - transportation; 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 Election policies survey results (CL-21-21) (SD-21-21)

Moved by Councillor Galbraith

Receive and file office of the city clerk report CL-21-21 providing the election policies survey results attached as appendix A; and

**Direct the City Clerk to bring forward an option for a modest election finance rebate program by Q4 2021, and to seek feedback from our advisory committees on that option and use any other opportunities to engage the public. The option(s) could focus on smaller donations and aim for a modest cost to the city, similar to the programs in Whitby and Mississauga and limit eligibility to Burlington residents only. (SD-21-21)**

**CARRIED**

**Staff Direction - campaign contribution rebate program (SD-21-21):**

Moved by Councillor Nisan

Direct the City Clerk to bring forward an option for a modest election finance rebate program by Q4 2021, and to seek feedback from our advisory committees on that option and use any other opportunities to engage the public. The option(s) could focus on smaller donations and aim for a modest cost to the city, similar to the programs in Whitby and Mississauga and limit eligibility to Burlington residents only. (SD-21-21)

**CARRIED**

4.4 2022 budget framework (F-25-21)

Moved by Councillor Nisan

Receive and file finance department report F-25-21 regarding the 2022 budget framework.

**CARRIED**

4.5 Human resource management risks (HR-03-21)

Moved by Councillor Nisan

Refer human resources department report HR-03-21 to the July 6, 2021 Community Planning, Regulation and Mobility Committee meeting.

**CARRIED**

**5. Confidential Items:**

5.1 Confidential legal update on appeals to Official Plan Amendment 119, Zoning By-law 2020.418 and the Interim Control By-law (L-20-21)

Moved by Councillor Stolte

Direct the Executive Director of Legal Services or their designate to proceed in accordance with the instructions sought in confidential legal department report L-20-21.

**CARRIED**

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

This item was not required.

- 5.3 Confidential City Manager evaluation process (CL-23-21)

Moved by Councillor Sharman

Receive and file office of the city clerk report CL-23-21 regarding the City Manager evaluation process.

**CARRIED**

- 5.4 Confidential human resource management risks staff presentation (HR-03-21)

Moved by Councillor Nisan

Refer confidential human resource management risks staff presentation HR-03-21 to the July 6, 2021 Community Planning, Regulation and Mobility Committee meeting.

**CARRIED**

**6. Procedural Motions:**

- 6.1 Motion to proceed into closed session

Moved by Councillor Bentivegna

Move into closed session in accordance with the following provision under the Municipal Act, section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with respect to legal department report L-20-21 providing a confidential legal update on appeals to Official Plan Amendment 119, Zoning By-law 2020.418 and the Interim Control By-law.

**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 COVID-19 emergency response verbal update (CSSRA-13-21)

7.2 Correspondence from Darcy Oberding and Mark McGuire regarding election policies survey results (CL-21-21)

7.3 Staff presentation regarding 2022 budget framework (F-25-21)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

11:12 a.m. (recessed), 11:18 a.m. (reconvened), 12:13 p.m. (recessed), 1:01 p.m. (reconvened), 1:04 p.m. (closed), 2:03 p.m. (public), 2:33 p.m. (recessed), 2:39 p.m. (reconvened)

Chair adjourned the meeting at 4:07 p.m.