



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: September 9, 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, Laura Boyd, Sue Connor, Joan Ford, Chris Glenn, Sheila Jones, Heather MacDonald, Allan Magi, Karen Roche, Nancy Shea-Nicol, Chad MacDonald, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

Others Present: Jeffrey Abrams, Principles Integrity

1. Declarations of Interest:

- 1.1 Mayor Meed Ward - Confidential litigation update May 1 to August 31, 2021 (L-23-21)

Mayor Meed Ward is named as a party in the litigation matter in Appendix B, Item 42.

2. Delegation(s):

None.

3. Consent Items:

- 3.1 Vision to Focus (V2F) integrated reporting update – July 2021 (CS-11-21)

Moved by Councillor Galbraith

Receive and file the Vision to Focus (V2F) integrated reporting update as of July 2021 as contained in Appendix A of corporate strategy department report CS-11-21.

CARRIED

- 3.2 Operating budget performance report as at June 30, 2021 (F-27-21)

Moved by Councillor Galbraith

Direct the Chief Financial Officer to report back on the city's year-end strategy upon confirmation of the 2021 year-end actual.

CARRIED

- 3.3 Financial status report as at June 30, 2021 (F-29-21)

Moved by Councillor Galbraith

Receive and file finance department report F-29-21, providing the financial status report as at June 30, 2021.

CARRIED

- 3.4 Association of Municipalities of Ontario (AMO) 2021 conference highlights (MO-05-21)

Moved by Councillor Galbraith

Receive and file office of the mayor report MO-05-21 providing highlights of the Association of Municipalities of Ontario 2021 virtual conference.

CARRIED

4. Regular Items:

4.1 Annual report of the Integrity Commissioner (CL-17-21)

Moved by Councillor Nisan

Receive and file office of the city clerk report CL-17-21 providing the annual report from Principles Integrity, Integrity Commissioner for the City of Burlington.

CARRIED

4.2 Corporate project status updates (CM-17-21)

Moved by Councillor Stolte

Receive and file city manager's office report CM-17-21 providing status reports for designated corporate projects for the period April through July 2021 as detailed in Appendix A.

CARRIED

4.3 Service re-design interim modifications and resumptions (CM-18-21)

Moved by Councillor Nisan

Receive and file appendix A of city manager's office report CM-18-21 providing information about service re-design decisions made under delegated authority during the period July 14 to September 6, 2021; and

Receive and file appendix B of city manager's office report CM-18-21 providing an update on the city's adoption of a hybrid workforce model – city manager's office; and

Receive and file appendix C of city manager's office report CM-18-21 providing interim service delivery modifications approved by the Burlington Leadership Team, Emergency Control Group and/or service leads for facility ventilation - health and safety human resources; 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

4.4 Hybrid Council and standing committee meeting strategy (CL-25-21)

Moved by Councillor Stolte

Authorize the City Clerk to proceed with the \$20,000 in hybrid meeting capital costs as detailed in office of the city clerk report CL-25-21.

CARRIED

Moved by Councillor Nisan

Refer the implementation plan of hybrid Council and standing committee meetings back to the City Clerk until such time as there is a much-improved safety environment.

CARRIED

4.5 Lobbyist Registry implementation (CL-28-21)

Moved by Councillor Galbraith

Defer office of the city clerk report CL-28-21 to the October 6, 2021 Corporate Services, Strategy, Risk and Accountability Committee.

CARRIED

4.6 COVID-19 emergency response verbal update (CSSRA-14-21)

Note: This item was approved at the September 9, 2021 Special Council meeting.

Enhanced vaccination certification for indoor recreation facilities:

Moved by Councillor Stolte

Authorize the Director of Recreation, Community & Culture to begin implementation of activities to comply with the Province of Ontario's enhanced vaccination certification directive to an upset limit of \$410,000 to be funded from the COVID safe re-start funds; and

Direct the Director of Recreation, Community & Culture to report final details of the Province of Ontario's enhanced vaccination certification directive impact on the City of Burlington to Council at its September 21, 2021 meeting.

CARRIED

City of Burlington Vaccination Policy:

Moved by Councillor Galbraith

Direct the Executive Director of Human Resources to include Members of City Council in the scope of the City of Burlington's Vaccination Policy; and

Direct the Director of Corporate Communications and Engagement to investigate options for a Volunteer Vaccination Policy, and report back at the October 6, 2021 Corporate Services, Strategy, Risk and Accountability Committee for consideration and approval.

CARRIED

5. Confidential Items:

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

This item was not required.

5.2 Confidential contingency report as at June 30, 2021 (F-32-21)

Moved by Councillor Sharman

Receive and file finance department report F-32-21 providing the status of the reserve for contingencies as at June 30, 2021.

CARRIED

5.3 Confidential presentation regarding an employee and labour relations matter (HR-05-21)

Moved by Councillor Bentivegna

Direct the Executive Director of Human Resources to proceed as outlined in confidential human resources presentation HR-05-21.

CARRIED

5.4 Confidential real estate acquisition (L-22-21)

Moved by Councillor Sharman

Refer confidential legal department report L-22-21 to the September 21, 2021 City Council meeting.

CARRIED

5.5 Confidential litigation update May 1 to August 31, 2021 (L-23-21)

Mayor Meed Ward declared a conflict on this item. (Mayor Meed Ward is named as a party in the litigation matter in Appendix B, Item 42.)

Moved by Councillor Galbraith

Direct the Executive Director of Legal Services or their designate to proceed in accordance with the instructions sought in matters 7, 24 and 36 and receive and file the balance of confidential legal department report L-23-21.

CARRIED

5.6 Instructions regarding a confidential matter (CM-21-21)

Moved by Councillor Nisan

Authorize the City Manager and designated staff to proceed in accordance with the instructions recommended in city manager's office report CM-21-21.

CARRIED

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by Councillor Nisan

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

Section 239(2)(d), labour relations or employee negotiations regarding Item 5.3, Confidential presentation regarding an employee and labour relations matter (HR-05-21);

Section 239(2)(e), litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding Item 5.2 Confidential contingency report as at June 30, 2021 (F-32-21) and Item 5.5, Confidential litigation update from May 1 to August 31, 2021 (L-23-21), excluding Appendix B;

Section 239(2)(c), a proposed or pending acquisition or disposition of land by the municipality or local board regarding Item 5.4, Confidential real estate acquisition (L-22-21); and

Section 239(2)(k), a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board regarding Item 5.6, Instructions regarding a confidential matter (CM-21-21).

CARRIED

6.2 Motion to proceed into closed session

Moved by Councillor Nisan

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 5.5, Confidential litigation update from May 1 to August 31, 2021 (L-23-21), excluding Appendix B; and

Section 239(2)(k), a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board regarding Item 5.6, Instructions regarding a confidential matter (CM-21-21).

CARRIED

7. Information Items:

None.

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

10:56 a.m. (recessed), 11:03 a.m. (reconvened), 12:02 p.m. (recessed), 1:06 p.m. (reconvened), 1:40 p.m. (closed), 4:02 p.m. (public), 4:02 p.m. (recessed), 6:30 p.m. (reconvened), 6:32 p.m. (closed), 7:35 p.m. (public), 8:06 p.m. (recessed), 8:12 p.m. (reconvened)

Chair adjourned the meeting at 9:48 p.m.