



Motion Memorandum

SUBJECT: Review and recommendations regarding the development of a City of Burlington Closed Meeting Protocol

TO: Corporate Services, Strategy, Risk & Accountability Cttee.

FROM: Councillor Shawna Stolte, Ward 4

Date to Committee: February 2, 2022

Date to Council: February 15, 2022

Motion for Council to Consider:

Direct the City Manager to include in the upcoming report (CM-08-22 – March 2, 2022) a review of the City of Burlington closed session meeting policies and procedures and report back on options and recommendations to ensure the development of updated best practices, policies and procedures.

Reason:

The City Manager has advised of his intent to bring forward a report to the March 2022 CSSRA meeting regarding enhancing the alignment and effectiveness of the City of Burlington's governance related business processes, practices and policies. The impetus for the report is tied to the need to issue a new RFP for the upcoming renewal of the five-year contract for the City's independent Integrity Commissioner.

There have been issues raised over the past 12 months in regard to the procedures and processes by which matters before Council are dealt with in Open versus Closed Session Meetings which have substantiated the timely need to review, update and properly define these best practices and procedures and to utilize the findings from this assessment to support the development of an updated Closed Meeting Protocol.

Outcome Sought:

It is opportune to include this review and subsequent recommendations for the development of an updated Closed Meeting Protocol as part of the planned City

Manager's Report coming forward to CSSRA Committee in March 2022 on governance related business processes practices and policies.

Vision to Focus Alignment:

(check those that apply)

- ☐ Increase economic prosperity and community responsive city growth
- ☐ Improve integrated city mobility
- ☐ Support sustainable infrastructure and a resilient environment
- ☒ Building more citizen engagement, community health and culture
- ☒ Deliver customer centric services with a focus on efficiency and technology transformation

Motion Seconded by: as required
Share with Senior Staff ☐

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

Comments:

City Clerk: Approved as per Form

City Manager: Reviewed