



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: September 11, 2023
Time: 9:30 am
Location: Hybrid meeting- virtual and Council Chambers, City Hall

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

Staff Present: Tim Commisso, Blake Hurley, Kevin Arjoon, Laura Boyd, Joan Ford, Sheila Jones, Heather MacDonald, Allan Magi, Brynn Nheiley, David Thompson (Audio/Video Specialist), Richard Bellemare (Audio/Video Specialist), Lisa Palermo (Clerk)

1. Declarations of Interest:

None

2. Delegation(s):

None

3. Consent Items:

3.1 Corporate project status reporting – June, July, August 2023 (CM-11-23)

Moved by Councillor Sharman

Receive and file city manager's office report CM-11-23 providing status reports for designated corporate projects for the period June through August 2023 as detailed in Appendix A and project specific expanded updates as contained in the strategy/process/risk section of this report.

CARRIED

3.2 Financial status report as at June 30, 2023 (F-29-23)

Moved by Councillor Sharman

Receive and file finance department report F-29-23, providing the financial status report as at June 30, 2023.

CARRIED

- 3.3 By-Law to exempt 821-847 Cumberland Ave from municipal and school taxes (F-30-23)

Moved by Councillor Sharman

Approve By-law xx-2023, to grant the exemption from municipal and school taxes under section 110 of the Municipal Act, 2001, as amended, for the property located at 821-847 Cumberland Ave; and

Authorize the Mayor and City Clerk to sign and execute the necessary by-law; and

Direct the City Clerk to give written notice of the by-law to the Municipal Property Assessment Corporation and the secretaries of the Halton Region school boards.

CARRIED

- 3.4 Collection services for Halton Court Services (L-48-23)

Moved by Councillor Sharman

Approve a commission rate plus non-recoverable tax to be charged to the debtor for defaulted Provincial Offences Act fines that are owed to the City, to be set at 13% for First (1st) Assignment Accounts and 21.75% for Second (2nd) Assignment Accounts for the duration of contract extensions with existing vendors.

CARRIED

4. Regular Items:

- 4.1 Operating budget performance as at June 30, 2023 (F-33-23)

Moved by Councillor Sharman

Direct the Chief Financial Officer to report back on the City's year-end strategy upon confirmation of the 2023 year-end actual.

CARRIED

4.2 Preparing for the regional review process (CM-14-23)

Moved by Mayor Meed Ward

Direct the City Manager following the announcement of the regional facilitator for Halton on September 11, 2023 to report back to the Corporate Services, Strategy, Risk and Accountability Committee at their meeting of October 4, 2023 with a full update on the provincial regional review process and a recommended strategy for the City of Burlington including key actions, milestone dates and community engagement plan, in keeping with the framework outlined in city manager's office report CM-14-23; and

Direct the City Manager to report back to council in conjunction with the 2024 budget process on proposed organizational design options and recommendations to address both a) future city service delivery impacts related to the regional review process and b) Council's strategic priority of accelerating new housing development application and permit approvals to enable achievement Burlington Housing Pledge (minimum 29,000 units by 2031)

CARRIED

Amendment:

Moved by Mayor Meed Ward

Add "Direct the City Manager to report back to council in conjunction with the 2024 budget process on proposed organizational design options and recommendations to address both a) future city service delivery impacts related to the regional review process and b) Council's strategic priority of accelerating new housing development application and permit approvals to enable achievement Burlington Housing Pledge (minimum 29,000 units by 2031)"

CARRIED

4.3 Non Union job evaluation (HR-08-23)

Moved by Mayor Meed Ward

Approve the new pay grade S (\$252,396 to \$315,495) for the position of City Manager effective September 10, 2023.

CARRIED

4.4 Update to the budget process resulting from the Strong Mayors, Building Homes Act, 2022 (F-34-23)

Moved by Councillor Sharman

Receive and file finance department report F-34-23 on the adjustments to the budget process required under the Strong Mayors, Building Homes Act, 2022; and

That the Mayor provides the staff direction as outlined in Appendix A to finance department report F-34-23, **as amended:**

Mayoral Direction to the Chief Financial Officer (CFO) pertaining to the 2024 Budget, in accordance with subsection 284.3 and 284.16 of the Municipal Act, 2001 (the "Act"), the Mayor hereby directs the CFO to:

1. Prepare a draft City of Burlington 2024 Operating and Capital Budget and Forecast in accordance with the requirements of the Act;
2. Provide the Mayor with periodic updates on the 2024 Draft Budget in order that those discussions may inform the budget; and
3. Provide the draft budget to each Member of Council and the public no later than October **19**, 2023.

CARRIED

Amendment:

Moved by Mayor Meed Ward

In bullet 3 of the Mayoral direction, contained in Appendix A to finance department report F-34-23, **change the date from October 30, 2023 to October 19, 2023.**

CARRIED

5. Confidential Items and Closed Session:

Note: Items 5.4 and 5.5 were considered at the September 14, 2023 Council meeting.

Moved by Councillor Sharman

Proceed into closed session on September 11, 2023 at 11:15 a.m. in accordance with the following provision under the Municipal Act:

Pursuant to section 239(2)(c), a proposed or pending acquisition or disposition of land by the municipality or local board regarding items 5.1, 5.2, 5.3; and

Pursuant to section 239(2)(e), litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding items 5.4 and 5.5.

CARRIED

- 5.1 Confidential verbal update regarding a real estate matter (L-50-23)
- 5.2 Confidential real estate matter - property negotiations (L-45-23)
- 5.3 Confidential real estate matter - proposed acquisition (L-46-23)
- 5.4 Confidential legal update on a litigation matter regarding 1600 Kerns Road appeal (L-51-23)
- 5.5 Confidential legal update on a litigation matter regarding 871 Glenwood Avenue appeal (L-52-23)

6. Rise and Report from Closed Session:

Committee reconvened into open session at 2:55 p.m.

The committee provided instructions to legal department staff in closed session for the following 5 items:

- 5.1 Confidential verbal update regarding a real estate matter (L-50-23)
- 5.2 Confidential real estate matter – property negotiations (L-45-23)
- 5.3 Confidential real estate matter – proposed acquisition (L-46-23)
- 5.4 Confidential legal update on a litigation matter regarding 1600 Kerns Road appeal (L-51-23)
- 5.5 Confidential legal update on a litigation matter regarding 871 Glennwood Avenue appeal (L-52-23)

7. Procedural Motions:

None

8. Information Items:

Moved by Councillor Bentivegna

Receive and file the following three items, having been given due consideration by the Corporate Services, Strategy, Risk and Accountability Committee.

CARRIED

8.1 Office of the City Clerk memo providing forecast of standing committee agendas (CSSRA-06-23)

8.2 Staff presentation regarding update to budget process resulting from the Strong Mayors, Building Homes Act (F-34-23)

8.3 Confidential staff presentation regarding a real estate matter (L-50-23)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

9:37 a.m. (start), 9:41 a.m. (pause due to technical issues), 9:52 a.m. (resumed), 11:06 a.m. (recessed), 11:14 a.m. (reconvened), 11:15 a.m. (closed), 12:12 p.m. (recessed), 1:14 p.m. (reconvened), 2:55 p.m. (public)

Councillor Stolte arrived at 1:22 p.m.

Chair adjourned the meeting at 2:58 p.m.