



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

### Agenda

**Date:** March 3, 2021  
**Time:** 9:30 am  
**Location:** Council Chambers - members participating remotely

**1. Declarations of Interest:**

**2. Delegation(s):**

Due to COVID-19 this meeting will be conducted as a virtual meeting. Only the chair of the meeting, along with a clerk and audio/visual technician, will be in council chambers, with all other staff, members of council and delegations participating in the meeting by calling in remotely. The meeting will be live webcasted, as usual, and archived on the city website.

Requests to delegate to this virtual meeting can be made by completing the online delegation registration form at [www.burlington.ca/delegate](http://www.burlington.ca/delegate) or by submitting a written request by email to the Office of the City Clerk at [clerks@burlington.ca](mailto:clerks@burlington.ca) by noon the day before the meeting is to be held.

It is recommended that delegates include their intended remarks, which will be circulated to all members of the standing committee in advance, as a backup to any disruptions in technology issues that may occur.

If you do not wish to delegate, but would like to submit feedback, please email your comments to [clerks@burlington.ca](mailto:clerks@burlington.ca). Your comments will be circulated to committee members in advance of the meeting and will be attached to the minutes, forming part of the public record.

**3. Consent Items:**

Reports of a routine nature, which are not expected to require discussion and/or debate. Staff may not be in attendance to respond to queries on items contained in the Consent Agenda.

**3.1. Vision to Focus (V2F) integrated reporting update (CS-02-21)**

Receive and file Vision to Focus (V2F) integrated reporting update as of January 2021 as contained in Appendix A of corporate strategy department report CS-02-21.

3.2. Financial status report as at December 31, 2020 (F-03-21)

Receive and file finance department report F-03-21, provide the financial status of the city as at December 31, 2020; and

Approve the establishment of the Federal and Provincial Grant Reserve Fund as outlined in F-03-21; and

Amend the interest allocation policy as outlined in F-03-21.

3.3. 2020 retained savings (F-06-21)

Receive and file finance department report F-06-21 reporting on 2020 year-end financial position.

3.4. Operating budget performance as at December 31, 2020 (F-07-21)

Receive and file finance department report F-07-21 providing the financial performance of the 2020 operating budget as at December 31, 2020.

3.5. 2021 proposed budget and tax levy for the Burlington Downtown Business Improvement Area (F-08-21)

Approve the 2021 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in Appendix A of finance department report F-08-21 incorporating a Burlington Downtown BIA members' levy of \$815,700; and

Authorize the Chief Financial Officer to incorporate the resulting Burlington Downtown BIA tax rates into the 2021 Tax Levy By-Law.

3.6. 2021 proposed budget and tax levy for the Aldershot Village Business Improvement Area (F-09-21)

Approve the 2021 proposed budget for the Aldershot Village Business Improvement Area (BIA) as presented in Appendix A of finance department report F-09-21 incorporating an Aldershot Village BIA members' levy of \$223,000; and

Authorize the Chief Financial Officer to incorporate the resulting Aldershot Village BIA tax rates into the 2021 Tax Levy By-Law.

3.7. Remuneration and expenses paid to Council and appointees for 2020 (F-13-21)

Receive and file finance department report F-13-21 regarding remuneration and expenses paid to Council and appointees for 2020.

- 3.8. Enterprise Resource Planning (ERP) software procurement process update (IT-01-21)

Receive and file information technology services department report IT-01-21 providing an update on the Enterprise Resource Planning (ERP) software procurement process.

- 3.9. Highlights from Rural Ontario Municipal Association (ROMA) virtual conference 2021 (MO-03-21)

Receive and file office of the Mayor report MO-03-21 providing an update on the Mayor and Council members' attendance at the annual Rural Ontario Municipal Association (ROMA) virtual conference that took place on January 25 and January 26, 2021.

#### 4. Regular Items:

- 4.1. Health, safety, wellness and human resources staff presentation

- 4.2. COVID-19 emergency response verbal update

- 4.3. Burlington lands partnership verbal update (CM-01-21)

Note: CSSRA Committee referred council representation on the Burlington Lands Partnership Steering Committee to the City Manager at its meeting on February 3, 2021.

Approve the following Council appointments to the Burlington Lands Partnership Steering Committee for a term of 2 years (with exception of Chair of CPRM committee which is 1 year concurrently with their term as chair):

- Mayor; and
- Current Chair of the Community Planning, Regulation and Mobility Committee.

- 4.4. Corporate project status updates – Q4 2020 (CM-05-21)

Note: Appendix B will be distributed under separate cover.

Receive and file city manager's office report CM-05-21 providing status reports for designated corporate projects (for Q4 2020) detailed in Appendix A and an overview of risk management in projects as provided in Appendix B.

- 4.5. Proposed Council Workshop governance sessions (CL-02-21)

Receive and file report CL-02-21 from the office of the city clerk, providing an update on proposed Council Workshop governance sessions for 2021 and 2022.

**5. Confidential Items:**

Confidential reports may require a closed meeting in accordance with the Municipal Act, 2001. Meeting attendees may be required to leave during the discussion.

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

5.2. Confidential contingency report as at December 31, 2020 (F-02-21)

Pursuant to Section 239(2)(e) of the Municipal Act, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

5.3. Confidential litigation update - October 1 to December 31, 2020 (L-06-21)

Pursuant to Section 239(2)(e) of the Municipal Act, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**6. Procedural Motions:**

**7. Information Items:**

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**