



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

### Minutes

Date: May 14, 2020  
Time: 9:30 am  
Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Nick Anastasopoulos, Mary Battaglia, Laura Boyd, Sue Connor, Joan Ford, Chris Glenn, Scott Hamilton, Sheila Jones, David Lazenby, Heather MacDonald, Allan Magi, Kevin Arjoon, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Vito Tolone, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

3.1 2019 Treasurer's statement for reserve funds (F-05-20)

Moved by Councillor Sharman

Receive and file finance department report F-05-20 providing the annual financial statements for the development charges, park dedication and public benefits reserve funds.

**CARRIED**

3.2 2020 capital budget variance and project closure (F-14-20)

Moved by Councillor Sharman

Direct the Chief Financial Officer to proceed with the closure of 55 capital projects identified as being ready for closure in finance department report F-14-20.

**CARRIED**

3.3 Municipal property tax software (F-23-20)

Moved by Councillor Sharman

Endorse the city's participation in the Early Adopters Program for a property tax billing and collections software system with the Tempest product of CentralSquare Canada Software Inc.; and

Authorize the Chief Financial Officer to enter into a non-disclosure agreement with CentralSquare Canada Software Inc. in a form satisfactory to the Executive Director of Legal Services; and

Direct the Chief Financial Officer to report back in Q3 2021 on the progress of the program and software with options to proceed with respect to the procurement of a property tax billing and collections software system.

**CARRIED**

3.4 Annual report from the Burlington Ombudsman (CL-07-20)

Moved by Councillor Sharman

Receive and file the annual report from ADR Chambers, Ombudsman for the City of Burlington.

**CARRIED**

**4. Regular Items:**

4.1 Staff directions from 2020 budget (F-46-19-2)

Low-rise Design Guidelines (SD-08-20)

Moved by Councillor Kearns

Direct the Acting Director of Community Planning to report back on the feasibility of completing Low-Rise Design Guidelines that address issues

of low-rise compatibility and results in low-rise developments that positively contribute to our urban areas.

**CARRIED**

4.2 Business intelligence and Vision to Focus integrated reporting (CM-02-20)

Moved by Councillor Sharman

Receive and file city manager's office report CM-02-20 providing the introduction of the Vision to Focus (V2F) integrated reporting tool as depicted in sample screens shots contained in Appendix A.

**CARRIED**

4.3 City of Burlington service re-design strategy (CM-12-20)

Moved by Councillor Sharman

Receive and file city manager's office report CM-12-20 with presentation - service re-design strategy – presented by Executive Director Strategy, Risk & Accountability as detailed in Appendix A; and

Direct the City Manager to bring service re-design interim modifications to committee, as required, in accordance with the criteria described in “governance and decision-making” contained within the Service Re-design Strategy as detailed in Appendix A.

**CARRIED**

4.4 Service re-design interim program changes and modifications (CM-13-20)

Moved by Mayor Meed Ward

Direct the City Manager to proceed with implementing the interim service delivery program recommendations as outlined in Appendices A and B of city manager's office report CM-13-20 related to summer 2020 recreation programming and Tyandaga Golf Course; and

Receive and file Appendix C of city manager's office report CM-13-20 providing interim service delivery modifications approved by the Burlington Leadership Team, Emergency Control Group and/or service leads for Halton POA court services, park operations and community gardens; 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**

4.5 Strategies to address financial impacts of COVID-19 (F-27-20)

Moved by Mayor Meed Ward

Approve the financial strategy to address the impacts of COVID-19 as outlined in finance department report F-27-20; and

Direct the Chief Financial Officer to implement the recommendations outlined in finance department report F-27-20 related to the 2020 approved business cases and in Appendix A related to the proposed list of delayed capital projects.

**CARRIED**

Moved by Councillor Stolte

Amend the first paragraph of the recommendation by adding the following words to the end: "as amended, to remove the climate action plan support staff position from the business cases to be delayed."

**LOST**

4.6 Financial impacts of COVID-19 on local boards (F-26-20)

Moved by Mayor Meed Ward

Receive and file finance department report F-26-20 providing information on the financial impacts to local boards due to COVID-19.

**CARRIED**

4.7 Verbal update on COVID-19 from City Manager Tim Commisso

4.8 Financial status report as at March 31, 2020 (F-22-20)

Moved by Councillor Sharman

Receive and file finance department report F-22-20 providing a financial status report as at March 31, 2020.

**CARRIED**

**5. Confidential Items:**

5.1 Confidential leasing matters (L-17-20)

Moved by Councillor Sharman

Authorize the Executive Director of Legal Services and Corporation Counsel and other staff to proceed in accordance with the instructions given in confidential legal department report L-17-20.

**CARRIED**

**6. Procedural Motions:**

6.1 Voting

Moved by Mayor Meed Ward

For the Corporate Services, Strategy, Risk and Accountability Committee meeting of May 14, 2020, committee votes be conducted by the Chair. The Chair shall call the vote orally, and will start by asking for all in favor. Those members in favor of the motion will then be provided with an opportunity to unmute and indicate orally that they are in favor. The Chair will then ask if there are any members who are opposed to the motion. Those who are not in favor will be provided with an opportunity to unmute and indicate orally that they are not in favor of the motion. The motion in the minutes will be recorded as Carried or Lost. If a member requests a recorded vote, then the recorded vote will be performed by the City Clerk/designate and they will call upon members orally in order of ward number to obtain their response, and will announce if the motion has carried or lost.

**CARRIED**

6.2 Motion to proceed into closed session

Moved by Councillor Kearns

Move into closed session in accordance with the following provision under the Municipal Act, 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, with respect to confidential legal department report L-17-20 regarding leasing matters.

**CARRIED**

**7. Information Items:**

Moved by Councillor Bentivegna

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

**CARRIED**

7.1 Staff presentation regarding business intelligence and Vision to Focus integrated reporting (CM-02-20)

7.2 Staff presentation - COVID-19 emergency response update

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

10:50 a.m. (recessed), 10:58 a.m. (reconvened), 11:53 a.m. (recessed), 12:57 p.m. (reconvened), 2:33 p.m. (recessed), 2:40 p.m. (reconvened), 3:56 p.m. (recessed), 4:03 p.m. (reconvened), 5:06 p.m. (closed), 6:25 p.m. (public)

Mayor Meed Ward was in attendance until 11:25 a.m., returning at 12:57 p.m.

Councillor Galbraith was in attendance until 6:20 p.m.

Chair adjourned the meeting at 6:30 p.m.