



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

### **Minutes**

Date: December 6, 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, Kevin Arjoon, Joan Ford, Scott Hamilton, Sheila Jones, Heather MacDonald, Allan Magi, Angela Morgan, Karen Roche, Chad MacDonald, Enrico Scalera, Nancy Shea-Nicol, Mark Simeoni, Richard Bellemare (Audio/Video Specialist), Georgie Gartside (Clerk)

#### **1. Declarations of Interest:**

None.

#### **2. Delegation(s):**

None.

#### **3. Consent Items:**

- 3.1 Investigation report from Burlington Ombudsman MUN-13421-0421 (CL-11-21)

Moved by Councillor Sharman

Receive the investigation report regarding file MUN-13421-0421 from ADR Chambers, Ombudsman for the City of Burlington.

**CARRIED**

### 3.2 Temporary Borrowing By-Law (F-24-21)

Moved by Councillor Sharman

Approve the by-law attached as appendix A to finance department report F-24-21, to authorize the temporary borrowings of monies from the Royal Bank of Canada to meet the ordinary expenditures of the corporation for the 2022 fiscal year; and

Authorize the Mayor and City Clerk to execute the security agreement attached as appendix B to finance department report F-24-21, subject to the satisfaction of the Executive Director of Legal Services & Corporation Counsel.

**CARRIED**

### 3.3 Property tax software award of single source contract (F-28-21)

Moved by Councillor Sharman

Approve the single source award of a contract for a property tax billing and collection system to CentralSquare Canada Software Inc. for a five-year term, with an option to extend the contract for unlimited five-year renewals, based on an agreement between the city and CentralSquare Canada Software Inc. in a form satisfactory to the Executive Director of Legal Services & Corporation Counsel and with content to the satisfaction of the Chief Financial Officer; and

Authorize the Manager of Procurement Services to execute a contract and any amendments, extensions or other documents as required and issue a purchase order to CentralSquare Canada Software Inc., 2600-1066 West Hastings Street, Vancouver, BC V6E 3X1 for an upset limit of \$1,363,216 plus HST for the implementation and five-year subscription of the property tax software.

**CARRIED**

### 3.4 Investment Policy (F-41-21)

Moved by Councillor Sharman

Approve the updated Investment Policy as outlined in appendix A of finance department report F-41-21.

**CARRIED**

3.5 2022 Interim Tax Levy By-Law (F-43-21)

Moved by Councillor Sharman

Approve By-law 71-2021 attached as appendix A to finance department report F-43-21 which provides for the levy of the 2022 interim taxes.

**CARRIED**

**4. Regular Items:**

4.1 Financial status report as at September 30, 2021 (F-42-21)

Moved by Councillor Sharman

Receive and file finance department report F-42-21 providing a financial status report as at September 30, 2021.

**CARRIED**

4.2 Standing committee Chairs and Vice Chairs for 2022 (MO-07-21)

**The Clerk conducted an election of the standing committee Chairs and Vice Chairs using Mayor Meed Ward's nominations as a starting point. No further nominations were put forward and the nominations noted below were approved as presented.**

Moved by Mayor Meed Ward

Approve the standing committee Chair and Vice-Chair appointments for 2022, and the appointments to the Licensing Committee, as follows:

**EICS: Environment, Infrastructure & Community Services Committee**

Chair: Councillor Kelvin Galbraith

Vice Chair: Councillor Shawna Stolte

**CPRM: Community Planning, Regulation & Mobility Committee**

Chair: Councillor Shawna Stolte

Vice Chair: Councillor Rory Nisan

**CSSRA: Corporate Services, Strategy, Risk and Accountability Committee**

Chair: Councillor Rory Nisan

Vice Chair: Councillor Paul Sharman

## **Council Workshop**

Chair: Councillor Angelo Bentivegna (remains the same)

Vice-Chair: Councillor Lisa Kearns

## **Budget**

Chair: Councillor Lisa Kearns (Moves from Vice Chair to Chair)

Vice-Chair: Kelvin Galbraith

## **License and Appeals Committee**

Chair: Paul Sharman

Council Representatives (2 required):

Councillor Kelvin Galbraith

Councillor Lisa Kearns

**CARRIED**

### **4.3 Corporate project status reports – Aug to Oct (CM-23-21) (SD-37-21)**

Moved by Councillor Sharman

Receive and file city manager's office report CM-23-21 providing status reports for designated corporate projects for the period August through October 2021 as detailed in appendix A; **and**

**Direct the City Manager to report back by the end of Q1 2022 with a plan on the operationalization of the customer relationship management (CRM) platform including support for ongoing Council/constituent relations, city-wide customer experience optimization and full integration with major information technology projects, including but not limited to enterprise resource planning (ERP), enterprise asset management solution (EAMS) and Burlington.ca website redesign. (SD-37-21)**

**CARRIED**

### **Staff Direction SD-37-21:**

Moved by Councillor Kearns

Direct the City Manager to report back by the end of Q1 2022 with a plan on the operationalization of the customer relationship management (CRM)

platform including support for ongoing Council/constituent relations, city-wide customer experience optimization and full integration with major information technology projects, including but not limited to enterprise resource planning (ERP), enterprise asset management solution (EAMS) and Burlington.ca website redesign.

**CARRIED**

**5. Confidential Items:**

5.1 Confidential update on a litigation matter (L-33-21)

**Note: This item was approved at the December 6, 2021 Special Council meeting.**

Moved by Mayor Meed Ward

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-33-21.

**CARRIED**

5.2 Confidential litigation update (L-34-21)

Moved by Councillor Stolte

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-34-21.

**CARRIED**

5.3 Confidential litigation update (L-35-21)

Moved by Councillor Galbraith

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-35-21.

**CARRIED**

- 5.4 Confidential real estate matter - Robert Bateman High School (L-32-21)

**Note: This item was approved at the December 6, 2021 Special Council meeting.**

Moved by Councillor Sharman

Submit a formal offer to purchase the Robert Bateman High School site as outlined in confidential legal department report L-32-21.

**CARRIED**

- 5.5 Confidential verbal update - enterprise resource planning (ERP) implementation partner request for proposals (CSSRA-15-21)

Moved by Councillor Nisan

Receive and file the closed session verbal update request form regarding an enterprise resource planning implementation partner request for proposals.

**CARRIED**

## **6. Procedural Motions:**

- 6.1 Motion to proceed into closed session

Moved by Councillor Stolte

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, with respect to confidential legal department report L-33-21 providing an update on a litigation matter; 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 a confidential verbal update on enterprise resource planning implementation partner request for proposals (CSSRA-15-21).

**CARRIED**

6.2 Motion to proceed into closed session

Moved by Councillor Bentivegna

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

Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, with respect to confidential legal department report L-32-21 regarding a real estate matter related to Robert Bateman High School.

**CARRIED**

**7. Information Items:**

None.

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

10:22 a.m. (closed), 10:55 a.m. (recessed), 11:00 a.m. (reconvened), 11:31 a.m. (public), 11:39 a.m. (recessed), 1:00 p.m. (reconvened), 1:04 p.m. (closed), 2:50 p.m. (public)

Chair adjourned the meeting at 3:08 p.m.