



Corporate Services, Strategy, Risk and Accountability Committee Meeting
Minutes

Date: March 29, 2023
Time: 9:30 am
Location: Hybrid meeting- virtual and Council Chambers, City Hall

Members Present: Kelvin Galbraith (Chair), Lisa Kearns (absent March 30), Rory Nisan, Paul Sharman, Shawna Stolte, Angelo Bentivegna, Mayor Marianne Meed Ward

Staff Present: Tim Commisso, Kwab Ako-Adjei, Kevin Arjoon, Joan Ford, Sheila Jones, Chad MacDonald, Allan Magi, Karen Roche, Brynn Nheiley, Enrico Scalera, Nancy Shea-Nicol, David Thompson (Audio/Video Specialist), Richard Bellemare (Audio/Video Specialist), Lisa Palermo, Emilie Cote

Note: This meeting recessed on March 29, 2023, and reconvened on March 30, 2023.

1. Declarations of Interest:

None

2. Delegation(s):

None

3. Consent Items:

- 3.1 Single source procurement request – IT service management software replacement (BDS-05-23)

Moved by Councillor Stolte

Approve a single source procurement process and ongoing use of ServiceNow platform for the IT Service Management Software replacement and other uses as necessary with CDW Canada Corp. as the implementation partner and reseller for ServiceNow licenses; and

Authorize the Manager of Procurement Services to issue a purchase order and sign any associated agreements with the vendor named above, with content satisfactory to the Chief Information Officer and in a form satisfactory to the Executive Director of Legal Services and Corporation Counsel.

CARRIED

3.2 Hydro dividend policy (CM-03-23)

Moved by Councillor Stolte

Authorize and approve the amendment to the Shareholder Direction dated October 15, 2019 to establish a new Dividend Policy between BEC and the City of Burlington as set out in detail in city manager's office report CM-03-23, in accordance with the Shareholder Direction dated October 15, 2019, and the Corporation of the City of Burlington ("City of Burlington") in its capacity as a shareholder of the Burlington Enterprise Corporation ("BEC"); and

Authorize and direct the Mayor and City Clerk to execute the Resolution of Sole Shareholder substantially in the form appended as Appendix A to city manager's office report CM-03-23, subject to the approval as to form by the Executive Director of Legal Services and Corporation Counsel and approval as to content of the Chief Financial Officer; and

Direct the City Clerk to consolidate the Shareholders Direction in accordance with the authorized amendments and forward a copy to the BEC.

CARRIED

3.3 Financial status report as at December 31, 2022 (F-06-23)

Moved by Councillor Stolte

Receive and file finance department report F-06-23, providing the financial status report as at December 31, 2022.

CARRIED

4. Regular Items:

Items 4.1 - 4.3 and 4.7 were discussed on March 29, 2023 and, items 4.4 - 4.7 were discussed on March 30, 2023.

4.1 Bill 23 financial impact analysis (F-10-23)

Moved by Councillor Sharman

Receive and file finance department report F-10-23, providing a Bill 23 financial impact analysis.

CARRIED

4.2 Engagement, communications and volunteer update for 2022 (CC-01-23)

Moved by Councillor Nisan

Receive and file corporate communications and engagement department report CC-01-23 providing a status update on engagement, communications, and volunteers; and

Approve the continuation of Food for Feedback as an annual engagement event to be located at Central Park and **rotate the Food for Feedback engagement event between different suitable locations across the city following the 2023 event.**

CARRIED

Amendment:

Moved by Councillor Nisan

Add "Rotate the Food for Feedback engagement event between different suitable locations across the city following the 2023 event."

CARRIED

4.3 Health, safety and wellness review for 2022 (HR-03-23)

Moved by Councillor Nisan

Receive and file human resources department report HR-03-23, providing a health, safety and wellness review for 2022.

CARRIED

4.4 Customer centric digital architecture review (BDS-04-23)

Moved by Councillor Sharman

Endorse the Customer Centric Digital Architecture Blueprint contained in Appendix A of report BDS-04-23, including next steps and the CRM Implementation Roadmap inclusive of option 3 of the KPMG report to proceed to adopt and migrate to a new Customer Relationship Management (CRM) platform and;

Direct the Executive Director of Digital Service and Chief Information Officer to develop plans to achieve the blueprint and verify the approach for the new CRM platform with a report back to Council in Q3 2023 and;

Direct the Chief Financial Officer to review and report back in advance of the 2024 Budget on the multi-year capital and operating requirements and impacts of the CRM Implementation Roadmap.

CARRIED

4.5 Corporate project status reporting – Dec 2022 and Jan 2023 (CM-02-23)

Moved by Councillor Sharman

Receive and file city manager's office report CM-02-23 providing status reports for designated corporate projects for the period December 2022 through January 2023 as detailed in Appendix A.

CARRIED

4.6 Operating budget performance report as at December 31, 2022 and summary of year-end financial position (F-13-23)

Moved by Councillor Nisan

Receive and file finance department report F-13-23 regarding the 2022 year-end financial position.

CARRIED

4.7 Burlington Lands Partnership update #3 (CM-01-23)

Moved by Mayor Meed Ward

Receive and file city manager's office report CM-01-23: Burlington Lands Partnership Update #3 providing an update on potential land partnerships

and opportunities and confidential Appendix A providing a closed session update on a confidential land partnership opportunity; and

Direct the City Manager to proceed as directed based on the closed session staff presentation on a confidential land partnership opportunity.

CARRIED

5. Confidential Items and Closed Session:

Note: Items 5.1, 5.2 (Matter 6) and 5.3 were considered at the March 30, 2023 Council meeting.

Moved by Mayor Meed Ward

Proceed into closed session on March 29, 2023 at 1:10 p.m. in accordance with the following provision under the Municipal Act:

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, for items 5.2, 5.3 and 5.4; and

Pursuant to Section 239(2)(h), information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them, 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, for item 5.7

CARRIED

Moved by Councillor Sharman

Proceed into closed session on March 30, 2023 at 2:33 p.m. in accordance with the following provision under the Municipal Act:

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, for item 5.3; and

Pursuant to Section 239(2)(h), information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them, 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, for item 5.7

CARRIED

- 5.1 Confidential insurance renewal report (L-05-23)

Moved by Councillor Sharman

Receive and file legal department report L-05-23 providing a status update on the 2023-2024 insurance renewal (L-05-23)

CARRIED

- 5.2 Confidential triannual litigation update (L-06-23)

- 5.3 Confidential legal department update on a litigation matter regarding 401-417 Martha Street (L-21-23)

- 5.4 Confidential legal department update on a litigation matter regarding 1200 King Road (L-22-23)

- 5.5 Confidential legal department update on a litigation matter regarding appeals to the new Official Plan (L-23-23)

Note: this item was withdrawn by staff prior to the meeting.

- 5.6 Confidential status report on the contingency reserve fund - Feb. 28, 2023 (F-12-23)

Moved by Councillor Stolte

Receive and file finance department report F-12-23 providing a status of the contingency reserve fund. (F-12-23)

CARRIED

- 5.7 Confidential Appendix A to Burlington Lands Partnership update #3 report regarding a land partnership opportunity (CM-01-23)

6. Rise and Report from Closed Session:

Committee reconvened into open session on March 29, 2023 at 4:45 p.m. and on March 30, 2023 at 3:55 p.m.

The committee provided instructions to legal department staff in closed session for the following 2 items:

- Matter 17 in confidential legal services department triannual litigation update L-06-23, and Matter 6 in confidential legal services department triannual litigation update L-06-23 and supplemental memo L-26-23.
- Confidential legal services department update on a litigation matter regarding 401-417 Martha Street (L-21-23).

Moved by Councillor Bentivegna

Receive and file matters 1 through 5, 7 through 16 and 18 through 47, contained in legal department report L-06-23 providing the triannual litigation update. (L-06-23)

CARRIED

Moved by Councillor Sharman

Receive and file confidential legal department report L-22-23 providing a legal update on a litigation matter regarding 1200 King Road. (L-22-23)

CARRIED

7. Procedural Motions:

8. Information Items:

Moved by Councillor Stolte

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

CARRIED

- 8.1 Presentation by Andrew Grunda, Watson and Associates regarding Bill 23 financial impact analysis (F-10-23)
- 8.2 Presentation by staff regarding engagement, communications and volunteer update for 2022 (CC-01-23)
- 8.3 Presentation by staff regarding health, safety and wellness review for 2022 (HR-03-23)
- 8.4 Presentation by staff regarding customer centric digital architecture review (BDS-04-23)
- 8.5 Confidential presentation by staff regarding Burlington Lands Partnership update #3 (CM-01-23)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

March 29, 2023 11:14 a.m. (recessed), 11:23 a.m. (reconvened), 12:13 p.m. (recessed), 1:00 p.m. (reconvened), 1:10 p.m. (closed), 4:45 p.m.(public), 4:45 p,m, (recessed)

Councillor Nisan was absent at 1:00 p.m. and returned at 2:10 p.m.

Councillor Bentivegna was absent at 2:40 p.m. and returned at 3:12 p.m.

March 30, 2023 1:22 p.m. (reconvened), 2:33 p.m. (closed), 3:55 p,m. (open)

Councillor Kearns was absent.

Councillor Nisan remained until 3:43 p.m.

Chair adjourned the meeting on March 30, 2023 at 4:02 p.m.