



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

### Agenda

**Date:** December 6, 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 business 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. Investigation report from Burlington Ombudsman MUN-13421-0421 (CL-11-21)**

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

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

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.

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

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.

3.4. Investment Policy (F-41-21)

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

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

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

3.6. 2022 Interim Tax Levy By-Law (F-43-21)

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

**4. Regular Items:**

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

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

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

**Note: This item will be the subject of a Special Council meeting immediately following the Corporate Services, Strategy, Risk and Accountability Committee meeting.**

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.

- 5.2. Confidential litigation update (L-34-21)

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 (L-35-21)

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.

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

**Note: This item will be discussed at 1 p.m. and will be the subject of a Special Council meeting immediately following the Corporate Services, Strategy, Risk and Accountability Committee meeting.**

Pursuant to Section 239(2)(c) of the Municipal Act, a proposed or pending acquisition or disposition of land by the municipality or local board.

6. Procedural Motions:

7. Information Items:

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment: