



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

### **Minutes**

Date: February 3, 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, Kwab Ako-Adjei, Nick Anastasopoulos, Leah Bisutti, Laura Boyd, Sue Connor, Joan Ford, Chris Glenn, Sheila Jones, Heather MacDonald, Allan Magi, Karen Roche, Enrico Scalera, Nancy Shea-Nicol, Mark Simeoni, Jamie Tellier, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

**3.1 Hydro business plan (F-01-21)**

Moved by Councillor Nisan

Receive and file finance department report F-01-21 regarding the Hydro 2021 business plan.

**CARRIED**

**3.2 2021 budget engagement process (F-05-21)**

Moved by Councillor Nisan

Receive and file finance department report F-05-21 providing details about the 2021 budget engagement process.

**CARRIED**

3.3 Investing in Canada Infrastructure (ICIP) - transit stream funding agreement (CS-01-21)

Moved by Councillor Nisan

Authorize the Mayor and City Clerk to execute the transfer payment agreement or any required amendment to the agreement between the City of Burlington and the Province of Ontario regarding the Investing in Canada Infrastructure Program (ICIP) - transit stream, along with the attached by-law and any other related documents to the satisfaction of the Executive Director of Legal Services and Corporation Counsel.

**CARRIED**

3.4 2021 Halton Court Services business plan and budget (L-03-21)

Moved by Councillor Nisan

Approve the 2021 Halton Court Services (HCS) budget as presented; and

Approve a cost-recovery collections fee of \$30.00 to be added to all defaulted fines effective January 1, 2021, and the collections fee to be reviewed every three years thereafter; and

Contribute \$50,000 from net revenues to the capital reserve fund during 2021 to ensure that requirements of the capital reserve fund policy are met; and

Approve \$40,000 for additional A/V equipment to deliver virtual court and remote interpretation solutions as per provincial requirements due to the pandemic funded through the capital reserve fund; and

Amend the memorandum of understanding and local side agreement to reflect the transfer of part three *Provincial Offences Act* (POA) prosecutions from the Ministry of Attorney General (MAG) to the municipal partnership; and

Approve the hiring of one Prosecutor to manage the download of responsibility from the province for the prosecution of part three offences; and

Approve the conversion of one part-time Case Administrator to one full-time position to manage the download of responsibility from the province for the case administration of part three offences; and

That recommendations 5, 6, and 7 above be subject to the terms of the transfer of responsibility for part three prosecutions being determined/clarified by the Province and its municipal partners, and HCS staff reporting back to the joint management board (JMB) on the following:

- i. amending the memorandum of understanding and local side agreement to reflect the transfer of part three POA prosecutions from MAG to the municipal partnership, and
- ii. the staffing implications required to manage the download of responsibility from the province for the prosecution of part three offences, and
- iii. the financial implications of the transfer of the prosecution of part three offences including mitigation opportunities; and

Direct HCS staff to report back to the JMB following the first quarter of 2021 on the status of the budget.

**CARRIED**

**4. Regular Items:**

**4.1 COVID-19 emergency response verbal update (CSSRA-02-21)**

Moved by Councillor Galbraith

**Note: this item was approved at the Special Council meeting of February 3, 2021.**

**Digital Main Street Funding:**

Whereas the expansion of the Digital Mains Street (DMS) program in 2020 to include the [DMS Future Proof](#) components including DMS Labs, Transformation Teams and Community Collaboration projects administered through the Regional Innovation Centres (RICs) has been a critical support in helping businesses adopt new technology during the COVID-19 pandemic; and

Whereas these new DMS programs have helped both nurture new technology based businesses in our region such as [LookLocal.ca](#), [All Checked In](#) and [My Well Self](#) while providing virtual hands on support and

solutions for businesses to access new customers while managing new covid-19 health and safety measures; and

Whereas current funding for the DMS FutureProof programs ends in February 2021; and

Whereas our small business community faces ongoing barriers to technology adoption and lack of resources to implement these technologies that are necessary to remain competitive in light of COVID-19 impacts to their business; and

Whereas Canada's economy will rely on entrepreneurs in both the technology and the main street business sectors to drive economic recovery, job creation and economic growth; and

Whereas the DMS FutureProof program can continue providing virtual hands on support to small business to accelerate the adoption of both program offerings such as [LookLocal.ca](#), [All Checked In](#) and [My Well Self](#) and develop new technology solutions that keep our businesses competitive.

Therefore be it resolved that:

City Council, in partnership with the Burlington Economic Recovery Network (BERN), Team Burlington and Haltech Regional Innovation Centre, call on the federal governments to:

- Work with the Regional Innovation Centres to renew and expand funding to the Digital Main Street Future Proof Program as soon as possible to help our businesses adopt new technologies to support their digital transformation and adapt their business model due to COVID-19;
- Explore opportunities to provide additional support to our main street business sector in adopting digital technologies and future proofing their business models; and
- Support Canada's technology sector to develop and bring to market new technologies that can support businesses in Canada and globally to adapt to the new business realities following the impacts of COVID-19 to both Business to Consumer (B2C) and Business to Business (B2B) business models.

Further be it resolved that:

The Mayor and Council representative on the BERN be directed to write a letter, jointly with BERN, Team Burlington members and Haltech,

advocating the extension and expansion of the Digital Main Street Future Proof Program the Federal Minister of Economic Development and Official Languages and Minister of Small Business, Export Promotion and International Trade; and

The City Clerk be directed to send a copy of the letter and resolution, once approved, to:

- Burlington Members of Parliament including Minister Karina Gould, MP Pam Damoff and MP Adam Van Koeverden
- Burlington Members of Provincial Parliament including MPP Jane McKenna, MPP Effie Triantafilopoulos and MPP Parm Gill
- Halton Regional Council
- Members of the Towns of Milton, Halton Hills and Oakville Councils
- Federation of Canadian Municipalities (FCM)
- Association of Municipalities of Ontario (AMO)
- Ontario Big City Mayor's Caucus (OBCM)
- Mayors and Regional Chairs of Ontario (MARCO)
- GTHA Mayors and Chairs
- Ontario Chamber of Commerce (OCC)
- Milton Chamber of Commerce
- Halton Hills Chamber of Commerce
- Oakville Chamber of Commerce
- Team Burlington (Burlington Economic Development, Burlington Chamber of Commerce, Tourism Burlington, Burlington Downtown Business Association and Aldershot Village BIA)
- Burlington Economic Recovery Network (BERN)
- Haltech Regional Innovation Centre

**CARRIED**

#### 4.2 Implementation of Burlington lands partnership (CM-01-21)

Moved by Councillor Sharman

Approve the Terms of Reference dated January 2021 for the BLP attached as Appendix A to city manager's office report CM-01-21; and

Approve funding of the BLP in the amount of \$250,000 from the Strategic Plan Reserve Fund to support the year one operations; and

Direct the City Manager to report back on the following:

- In Q2 2021, following consultation with the BLP Steering Committee, with the proposed Burlington lands partnership operating model and the 2021/22 business plan objectives; and
- In Q3 2022, with a status update report on the Burlington lands partnership including overall 2021/22 performance/accomplishments, detailed financial report, both operating and capital budget related and recommendations for future strategic land management; and

**Refer the council representation of the Burlington Lands Partnership Steering Committee back to the City Manager and report back at the March 3, 2021 Corporate Services, Strategy, Risk and Accountability Committee.**

**CARRIED**

Moved by Councillor Sharman

Refer the council representation of the Burlington Lands Partnership Steering Committee back to the City Manager and report back at the March 3, 2021 Corporate Services, Strategy, Risk and Accountability Committee.

**CARRIED**

4.3 Service re-design interim modifications and resumptions (CM-03-21)

Moved by Councillor Sharman

**Note: this item was approved at the Special Council meeting of February 3, 2021**

Direct the City Manager to proceed with implementing the interim service delivery program recommendations as contained in the appendices attached to city manager's office report CM-03-21 outlining the framework for ranking facilities to support regional COVID vaccination centres, measures for supporting provincial COVID restrictions at city assets, both from recreation, community and culture and providing interim service

delivery modifications approved by the Burlington Leadership Team, Emergency Control Group and/or service leads for parking by-law enforcement - transportation; 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**

**5. Confidential Items:**

**5.1 Confidential update on a litigation matter (L-02-21)**

Moved by Councillor Galbraith

Instruct the Executive Director of Legal Services & Corporation Counsel or their designate to proceed in accordance with the instruction sought in confidential legal department report L-02-21.

**CARRIED**

**5.2 Confidential verbal update on a real estate matter (CSSRA-03-21)**

Moved by Councillor Nisan

Instruct the Executive Director of Legal Services & Corporation Counsel or their designate to proceed in accordance with suggested approach outlined in confidential legal department presentation CSSRA-03-21.

**CARRIED**

**6. Procedural Motions:**

Moved by Councillor Bentivegna

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with respect to legal department report L-02-21 regarding an update on a litigation matter; and

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board with respect to legal department verbal update CSSRA-03-21 a real estate matter.

**CARRIED**

**7. Information Items:**

Moved by Councillor Stolte

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 COVID-19 emergency response verbal update (CSSRA-02-21)

7.2 Confidential legal department presentation CSSRA-03-21

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

11:07 a.m.(recessed), 11:13 a.m. (reconvened), 11:55 a.m. (recessed), 1:00 p.m. (reconvened), 1:02 p.m. (closed), 2:54 p.m. (public), 2:57 p.m. (recessed), 3:03 p.m. (reconvened)

Chair adjourned the meeting at 4:07 p.m.