



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

### Minutes

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

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

Staff Present: Tim Commisso, Laura Boyd, Joan Ford, Sheila Jones, Chad MacDonald, Allan Magi, Karen Roche, Brynn Nheiley, Enrico Scalera, Nancy Shea-Nicol, Catherine Baldelli, David Thompson (Audio/Video Specialist), Richard Bellemare (Audio/Video Specialist), Lisa Palermo, Georgie Gartside (Clerk)

**1. Declarations of Interest:**

None

**2. Delegation(s):**

None

**3. Consent Items:**

3.1 2022 municipal election accessibility report (CL-02-23)

Moved by Councillor Sharman

Receive and file office of the city clerk report CL-02-23 regarding the 2022 municipal election accessibility report attached as Appendix A.

**CARRIED**

3.2 Investing in Canada Infrastructure Program - Transit Stream November 2022 intake (CS-03-23)

Moved by Councillor Sharman

Authorize the Mayor and City Clerk to execute the necessary agreements and other related documents or by-laws between the Corporation of the City of Burlington and the Province of Ontario, in relation to the Investing in Canada Infrastructure Program (ICIP) – Transit Stream, should our applications be successful, to the satisfaction of the Executive Director of Legal Services and Corporation Counsel, as outlined in corporate strategy report CS-03-23.

**CARRIED**

3.3 Safe Restart Funding Municipal Transit Stream - phase 4 funding (CS-04-23)

Moved by Councillor Sharman

Authorize the Mayor and City Clerk to execute on behalf of The Corporation of the City of Burlington the transfer payment agreement, and any other ancillary document (s) or amendment(s), between the City of Burlington and the Province of Ontario regarding the Safe Restart Funding Municipal Transit Stream – phase 4 funding, to the satisfaction of the Executive Director of Legal Services and Corporation Counsel, as outlined in corporate strategy report CS-04-23.

**CARRIED**

3.4 Senior government funding January status report (CS-05-23)

Moved by Councillor Sharman

Authorize the Mayor and City Clerk to execute the necessary agreements and other related documents or by-laws between the City of Burlington and the Government of Canada, in relation to the National Resources of Canada Zero Emission Vehicle Infrastructure Program (ZEVIP), to the satisfaction of the Executive Director of Legal Services and Corporation Counsel, as outlined in corporate strategy report CS-05-23.

**CARRIED**

3.5 Halton Court Services 2023 Budget and Business Plan (L-04-23)

Moved by Councillor Sharman

Approve the 2023 Halton Court Services (HCS) budget as presented in legal department report L-04-23; and

Contribute \$50,000 from net revenues to the capital reserve fund during 2023 to ensure that requirements of the Capital Reserve Fund Policy are met; and

Withdraw \$69,000 from the capital reserve fund for computer hard/soft replacements for the computer renewal program; and

Authorize the Mayors and Clerks of the respective municipal partners, being the Corporation of the City of Burlington, the Corporation of the Town of Oakville, the Corporation of the Town of Halton Hills, and the Corporation of the Town of Milton, to execute any required documents and/or agreements to give effect to the transfer of Part III Provincial Offences Act prosecutions subject to the satisfaction of the Joint Management Board; and

Request the Mayors and Clerks of the respective municipal partners, being the Corporation of the City of Burlington, the Corporation of the Town of Oakville, the Corporation of the Town of Halton Hills and the Corporation of the Town of Milton, to sign a letter to the Ministry of the Attorney General in support of more Justice of Peace appointments and for those appointments to be in a more timely fashion in an effort to provide a solution to the severe lack of judicial resources.

**CARRIED**

**4. Regular Items:**

4.1 Transforming design and delivery of services – evolution of information technology services (ITS) department – Burlington digital service (BDS) (IT-02-23)

Moved by Mayor Meed Ward

Receive and file information technology services department report IT-02-23 providing background information for upcoming 2023 budget requests and supporting design and evolving organization initiative.

**CARRIED**

4.2 Non-union compensation updates (HR-01-23)

Moved by Councillor Nisan

Receive and file human resources department report HR-01-23 providing an update on non-union compensation.

**CARRIED**

4.3 2023 budget overview (F-01-23)

Moved by Councillor Nisan

Receive the 2023 proposed budget book; and

Direct the Chief Financial Officer to present the recommendations in Appendix A of finance department report F-01-23, to the Corporate Services, Strategy, Risk and Accountability Committee meetings of February 6, 7 and 9, 2023 for review and approval, taking into consideration committee amendments.

**CARRIED**

4.4 Corporate Continuous Improvement Strategy and Plan – it's not a mandate, it's a movement (CS-02-23)

Moved by Councillor Sharman

Endorse the Corporate Continuous Improvement Strategy as outlined in Appendix A to corporate strategy report CS-02-23; and

Direct the Executive Director of Strategy, Risk and Accountability to hold a workshop in January 2023 to provide Lean Six Sigma White Belt training for all of Council.

**CARRIED**

**5. Confidential Items:**

5.1 Confidential human resources report providing a bargaining update for Local 1552 (HR-02-23)

Moved by Councillor Bentivegna

Receive and file confidential human resources department report HR-02-23 providing a bargaining update for Local 1552.

**CARRIED**

- 5.2 Confidential legal update on a litigation matter regarding 401-417 Martha St. (L-02-23)

Moved by Councillor Stolte

Instruct the Executive Director of Legal Services and Corporation Counsel or her designate to proceed in accordance with the instructions sought in confidential legal department report L-02-23.

**CARRIED**

**6. Procedural Motions:**

- 6.1 Motion to proceed into closed session

Moved by Councillor Bentivegna

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

Section 239(2)(d), labour relations or employee negotiations regarding confidential human resources department report HR-02-23, providing a bargaining update for Local 1552.

**CARRIED**

**7. Information Items:**

Moved by Councillor Nisan

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

**CARRIED**

- 7.1 Staff presentation regarding 2023 budget overview (F-01-23)

**8. Staff Remarks:**

None

**9. Committee Remarks:**

None

**10. Adjournment:**

10:47 a.m. (recessed), 10:57 a.m. (reconvened), 12:04 p.m. (recessed), 1:03 p.m. (reconvened), 2:44 p.m. (closed), 2:55 p.m. (public)

Councillor Kearns assumed the position of Chair at 9:44 a.m., and was in attendance until 12:04 p.m.

Councillor Galbraith resumed the position of Chair at 1:03 p.m.

Councillor Stolte was in attendance until 12:04 p.m., returning at 1:09 p.m.

Chair adjourned the meeting at 2:58 p.m.