



**Committee of the Whole Meeting  
Agenda**

**Date:** July 9, 2018  
**Time:** 1:00 p.m. reconvening at 6:30 p.m.  
**Location:** Room 247, Level 2, City Hall

Pages

**1. Declarations of Interest:**

**2. Delegation(s):**

In order to speak at a Committee of the Whole meeting, individuals must register no later than 9:30 a.m. on the day of the meeting. To register, complete the online application at [www.burlington.ca/delegation](http://www.burlington.ca/delegation), email [cityclerks@burlington.ca](mailto:cityclerks@burlington.ca) or phone 905-335-7600, ext. 7481.

**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	2019 budget framework (F-21-18)	1 - 6
3.2	2017 financial results for Burlington Hydro Electric Inc. (F-28-18)	7 - 12
3.3	Single source procurement – vacuum street sweeper (RPF-12-18)	13 - 18
3.4	Burloak Drive grade separation and Drury Lane pedestrian bridge update (CW-13-18)	19 - 24
3.5	Fire dispatch services - Town of Halton Hills (BFD-02-18)	25 - 48

**4. Regular Items:**

4.1	Correspondence from Burlington Downtown Business Association regarding the Santa 5k road race (COW-10-18)	49 - 66
4.2	Event approval for October 26 to 28, 2018 (PR-04-18)	67 - 70
4.3	2019 rates and fees (F-22-18)	71 - 141



7.1 Correspondence from Jim Brown, Village Square Quilt Shop, related to the Santa 5k road race (COW-10-18)

434 - 436

8. **Staff Remarks:**

9. **Committee Remarks:**

10. **Adjournment:**



**SUBJECT: 2019 Budget Framework**

**TO: Committee of the Whole**

**FROM: Finance Department**

Report Number: F-21-18

Wards Affected: All

File Numbers: 435-03

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Receive and file finance department report F-21-18 providing the 2019 budget framework.

**Purpose:**

- An Engaging City
- Good Governance

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**Background and Discussion:**

This report provides Council with the parameters on which staff will prepare the 2019 budget. The framework presented in this report will outline principles that have been recognized by Council as important policy decisions, as well as highlight budget drivers that will impact the 2019 budget.

In November 2012 Council approved the City of Burlington's Long Term Financial Plan which outlined strategic objectives and policies to ensure financial sustainability and responsible financial management. In March 2015, the BMA Financial Health report provided recommendations that enhanced the existing financial policies to ensure fiscal sustainability and maintain flexibility to address changing conditions. In May, 2017, the Asset Management Financing Plan maintained the recommended increases to the dedicated infrastructure renewal levy. The 2019 budget will keep with the objectives

and updated policies of these reports, as they represent important and prudent policy decisions of this council.

In addition, in January 2018, Council received the 20-Year Simulation of Forecasted Budget Drivers (F-02-18), which provided a high level overview of major budget drivers and expected future tax rate impacts. Inherent in the annual operating budget process are the normal pressures of inflation, growth, resources and fluctuating revenues, as well as infrastructure renewal costs.

The 20 year simulation presented to Council in January 2018 (updated to reflect the 2018 Approved Budget) is attached for your reference as Appendix A, to provide a forward looking outlook on the city's budget impacts. Since the 2018 budget approval, minor adjustments have been made to estimates resulting in a forecasted city tax increase of 4.1% for 2019. As part of the 2019 budget development process staff will continue to look for opportunities to mitigate increases where possible.

Business cases will also be included for any service level changes.

**Related reports:**

- F-12-17      2016 Asset Management Financing Plan
- F-21-16:      Phase 1 Financial Plan for the 2015-2040 Strategic Plan
- F-02-18:      20-Year Simulation of Forecasted Budget Drivers
- F-15-15:      BMA Financial Condition Assessment
- F-22-12:      The City of Burlington Long Term Financial Plan

**Strategy/process**

**2019 Operating Budget:**

The base budget will continue to focus on maintaining service delivery. Changes to levels of service will require a business case to outline the details of the change in a transparent manner.

The 2019 operating budget will continue to be presented in a service-based format with two years history for comparison.

In addition, all business cases will include commentary as to how the requested change aligns to one or more of the following items:

- City's Strategic Plan
- Burlington Leadership Team (BLT) Work Plan
- Departmental Workplan
- Service Business Plan

### **2019 Capital Budget and Forecast:**

The capital budget continues to remain a 10-year program, broken down by asset categories with projects further categorized as renewal, growth or new / enhanced infrastructure.

The city is in the process of updating the Development Charges By-Law which expires July 1, 2019. All growth-related capital infrastructure will be identified as part of the background study with the 2019 Budget & Forecast forming the basis of the study.

Any projects outside the scope of infrastructure renewal or the Development Charge program (growth) will continue to require a new capital initiatives form for Council's consideration during the capital budget review process.

The capital budget guidelines have been aligned with the recommendations of report F-23-18 Transit Funding Sustainability on this same agenda.

### **Budget Process:**

Budget timelines have been adjusted from previous years as a result of the municipal election and in accordance with the Municipal Act. The inauguration of the new Council will take place in December 2018. Both the Capital and Operating Proposed Budgets will be presented to Committee in January 2019. It is anticipated that budget approval will occur in late February or early March based on the timing of Committee meetings still to be scheduled.

In future years we will be targeting more aggressive timelines which would bring both the Capital and Operating Budgets forward together in advance of year-end (excluding election years).

Below is a brief timeline of the 2019 budget process.

- COW - Capital and Operating Budget Overview      January 24, 2019
- Capital Council Information Session                      January 31, 2019
- Operating Council Information Session                  TBD - February 2019
- COW – Capital and Operating Budget Review        TBD – Feb / Mar 2019
- Council Capital and Operating Budget Approval      TBD – Feb / Mar 2019

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### **Financial Matters:**

Staff will prepare the 2019 budget on the framework presented above, representing the city's long term financial plan, and the important policy decisions of this council.

### Connections to City Plans

Staff will ensure the 2019 Budget development is aligned to the strategic initiatives within the Strategic Plan and phase 1 financial requirements are included in the proposed budget when brought forward this year.

Staff will ensure that the objectives of the city’s Asset Management Plan are being adhered to during the development of the 2019 budget.

The below chart highlights the results of Council’s comprehensive budget deliberations at both the City and the Region;

Year	City* Tax Increase	Hospital Tax Increase	Total (City, Region, Education)
2011	0.91%	0.00%	0.94%
2012	3.29%	1.03%	1.79%
2013	4.46%	1.00%	1.81%
2014	3.50%	0.93%	1.49%
2015	3.64%	0.00%	2.08%
2016	3.14%	0.00%	2.01%
2017	4.42%	0.00%	2.60%
2018	4.36%	0.00%	2.64%
<b>4-yr Avg.</b>	<b>3.89%</b>	-	<b>2.33%</b>
<b>8-yr Avg.</b>	<b>3.47%</b>	-	<b>1.92%</b>

*\* includes the hospital*

Over the last four years the average city tax change is 3.89% (including the hospital) and the overall tax change is 2.33%. For the eight years reflecting the term of the current members of Council the city tax change is 3.47% with an overall tax rate change of 1.92%.

### Public Engagement Matters:

The city has recently launched a new public engagement software program known as “Bang the Table”. Over the summer this software will be utilized for online survey opportunities. The results of all public engagement will be reported back to Council in advance of the budget review process.

**Conclusion:**

Financial sustainability will continue to be our key strategic priority. The budget will continue to face rising pressure from infrastructure renewal costs, limited revenue growth, and completion of strategic plan initiatives representing visions to meet important community needs. These factors ultimately impact property taxes and reserve fund balances to maintain / enhance existing service levels and quality of life.

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Respectfully submitted,

Lori Jivan

Coordinator of Budgets and Policy

905-335-7600 ext. 7798

**Appendices:**

- A. 20-Year Simulation of Forecasted Budget Drivers

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



City of Burlington  
20-Year Forecasted Budget Drivers

Appendix A of F-21-18

Description	3-Year History			2018 Approved Budget	2019-2037 Forecast							
	2015	2016	2017		2019	2020	2021	2022	2023	2024	2025	2026
<b>City Tax Levy</b>				\$ 152,795	\$ 160,104	\$ 167,625	\$ 175,478	\$ 183,641	\$ 192,083	\$ 200,106	\$ 208,336	\$ 216,724
Inflationary pressures , User Fees				\$ 3,680	\$ 3,856	\$ 4,058	\$ 3,936	\$ 4,083	\$ 4,195	\$ 4,252	\$ 4,358	\$ 4,423
Corporate Expenditures/Revenues				\$ (145)	\$ (25)	\$ (100)	\$ 50	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Assessment Growth Stabilization				\$ -	\$ 220	\$ -						
<b>Base Budget</b>				\$ 3,535	\$ 4,051	\$ 3,958	\$ 3,986	\$ 4,233	\$ 4,345	\$ 4,402	\$ 4,508	\$ 4,573
<b>Incremental Tax Impact (%)</b>				<b>0.00%</b>	<b>1.93%</b>	<b>1.76%</b>	<b>1.67%</b>	<b>1.71%</b>	<b>1.76%</b>	<b>1.70%</b>	<b>1.66%</b>	<b>1.61%</b>
<b>Other Expenditures/Revenues</b>												
Infrastructure Renewal				\$ 1,900	\$ 3,835	\$ 2,570	\$ 2,653	\$ 2,774	\$ 2,419	\$ 2,518	\$ 2,620	\$ 3,723
Repositioning the levy for JBH				\$ -	\$ (1,700)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)
Transit Sustainability				\$ 1,554	\$ -							
Service Improvements				\$ 320	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Business Cases ( include Transit )				\$ -	\$ 935	\$ 776	\$ 925	\$ 785	\$ 560	\$ 560	\$ 460	\$ 560
<b>Total Other Expenditures/Revenues</b>				\$ 3,775	\$ 3,470	\$ 3,745	\$ 3,978	\$ 3,959	\$ 3,379	\$ 3,478	\$ 3,480	\$ 3,683
<b>Allowance for Unknown Factors</b>				\$ -	\$ -	\$ 150	\$ 200	\$ 250	\$ 300	\$ 350	\$ 400	\$ 450
<b>Total Net Taxes</b>	\$ 140,038	\$ 146,119	\$ 152,795	\$ 160,104	\$ 167,625	\$ 175,478	\$ 183,641	\$ 192,083	\$ 200,106	\$ 208,336	\$ 216,724	\$ 225,430
<b>% Assessment Growth</b>				<b>0.41%</b>	<b>0.60%</b>	<b>0.60%</b>	<b>0.60%</b>	<b>0.60%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>
<b>Tax Bill Impact (%)</b>	3.64%	3.14%	4.42%	4.36%	4.10%	4.08%	4.05%	4.00%	3.68%	3.61%	3.53%	3.52%
<b>Overall Tax Bill Impact (%) *</b>	<b>2.08%</b>	<b>2.01%</b>	<b>2.60%</b>	<b>2.64%</b>	<b>2.58%</b>	<b>2.63%</b>	<b>2.68%</b>	<b>2.60%</b>	<b>2.48%</b>	<b>2.46%</b>	<b>2.44%</b>	<b>2.45%</b>

Description	2026-2036 Forecast											20 YR AVERAGE
	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	
<b>City Tax Levy</b>	\$ 225,430	\$ 234,262	\$ 243,388	\$ 252,765	\$ 262,400	\$ 272,302	\$ 282,479	\$ 292,939	\$ 302,228	\$ 311,754	\$ 321,525	
Inflationary pressures & User Fees	\$ 4,552	\$ 4,685	\$ 4,822	\$ 4,964	\$ 5,111	\$ 5,263	\$ 5,419	\$ 5,581	\$ 5,748	\$ 5,921	\$ 6,100	
Corporate Expenditures/Revenues	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	
Assessment Growth	\$ (1,125)	\$ (1,170)	\$ (1,215)	\$ (1,262)	\$ (1,310)	\$ (1,360)	\$ (1,411)	\$ (1,463)	\$ (1,509)	\$ (1,557)	\$ (1,606)	
<b>Base Budget</b>	\$ 4,702	\$ 4,835	\$ 4,972	\$ 5,114	\$ 5,261	\$ 5,413	\$ 5,569	\$ 5,731	\$ 5,898	\$ 6,071	\$ 6,250	
<b>Incremental Tax Impact (%)</b>	<b>1.59%</b>	<b>1.56%</b>	<b>1.54%</b>	<b>1.52%</b>	<b>1.51%</b>	<b>1.49%</b>	<b>1.47%</b>	<b>1.46%</b>	<b>1.45%</b>	<b>1.45%</b>	<b>1.44%</b>	<b>1.51%</b>
<b>Other Expenditures/Revenues</b>												
Infrastructure Renewal	\$ 4,931	\$ 2,941	\$ 3,054	\$ 3,171	\$ 3,291	\$ 3,414	\$ 3,541	\$ 2,208	\$ 2,278	\$ 2,349	\$ 2,423	
Repositioning the levy for JBH	\$ (2,100)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transit Sustainability												
Service Improvements												
Business Cases	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	
<b>Total Other Expenditures/Revenues</b>	\$ 3,681	\$ 3,791	\$ 3,904	\$ 4,021	\$ 4,141	\$ 4,264	\$ 4,391	\$ 3,058	\$ 3,128	\$ 3,199	\$ 3,273	
<b>Allowance for Unknown Factors</b>	\$ 450	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
<b>Total Net Taxes</b>	\$ 234,262	\$ 243,388	\$ 252,765	\$ 262,400	\$ 272,302	\$ 282,479	\$ 292,939	\$ 302,228	\$ 311,754	\$ 321,525	\$ 331,548	
<b>% Assessment Growth</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	<b>0.50%</b>	
<b>Tax Bill Impact (%)</b>	<b>3.42%</b>	<b>3.40%</b>	<b>3.35%</b>	<b>3.31%</b>	<b>3.27%</b>	<b>3.24%</b>	<b>3.20%</b>	<b>2.67%</b>	<b>2.65%</b>	<b>2.63%</b>	<b>2.62%</b>	<b>3.43%</b>
<b>Overall Tax Bill Impact (%) *</b>	<b>2.52%</b>	<b>2.42%</b>	<b>2.42%</b>	<b>2.41%</b>	<b>2.40%</b>	<b>2.40%</b>	<b>2.39%</b>	<b>2.13%</b>	<b>2.13%</b>	<b>2.12%</b>	<b>2.12%</b>	<b>2.42%</b>



**SUBJECT: 2017 financial results for Burlington Hydro Electric Inc.**

**TO: Committee of the Whole**

**FROM: Finance Department**

Report Number: F-28-18

Wards Affected: not applicable

File Numbers: 125-01

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Receive and file finance department report F-28-18 providing information on financial results for Burlington Hydro Electric Inc.

**Purpose:**

- An Engaging City
- Good Governance

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**Background and Discussion:**

The City has been provided with audited 2017 consolidated financial statements for Burlington Hydro Electric Inc. (BHEI) as well as individual statements for each company. City Council, as the shareholder, received an overview of and approved the financial reports at the Annual General Meeting held on April 23, 2018.

BHEI is accounted for in the City's financial statements on a modified equity basis.

The 2017 statements have been prepared using International Financial Reporting Standards (IFRS). The external auditors, KPMG LLP have expressed their opinion that the statements present fairly, in all material respects, the financial performance of BHEI in accordance with IFRS.

**a) BHEI**

The consolidated balance sheet of BHEI shows an increase in cash position with cash and temporary investments totaling \$13.7 million (2016 - \$4.6 million). The increase arose primarily from moving to monthly billing from bi-monthly billing. There is a corresponding decrease in unbilled revenue which decreases from \$27.8 million in 2016 to \$18.8 million in 2017.

As the balance sheet is the consolidation of all three companies, the components of the balance sheet will be discussed in more detail under the analysis of the financial statements for the subsidiaries. The year end cash balance will be used to form part of the semi-annual dividend payments to the City during fiscal 2018. In the 2018 Budget and Ten Year Forecast dividends for 2018 are budgeted at \$2.6 million of which \$2.0 million are from BHI and \$0.6 million are to flow from BESI.

For the year ended December 31, 2017 the consolidated statement of BHEI identifies net income of \$5.0 million (2016 - \$5.1 million). The consolidated financial statement includes the accounts of all three companies, BHEI and its wholly owned subsidiaries, Burlington Hydro Inc. (BHI) and Burlington Electricity Services Inc. (BESI). The comprehensive income was realized as follows:

i) BHEI 2017 Comprehensive Income*	\$ (22,426)
ii) BESI 2017 Comprehensive Income	833,876
iii) BHI 2017 Comprehensive Income	<u>4,023,532</u>
Total Comprehensive Income	\$ 4,834,982

\*Dividends paid by BHI of \$2,000,000 and by BESI of \$600,000 are eliminated on consolidation. Comprehensive income includes remeasurement of liability for future benefits for BHI (212K) which is deducted from net income of \$5.0 million to arrive at \$4.8 million in comprehensive income.

**b) BHI**

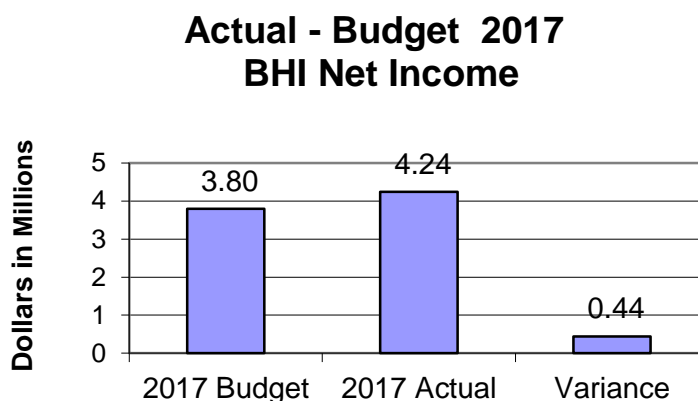
**i) Balance Sheet**

The balance sheet identifies assets totaling \$190.3 million (2016 - \$186.9 million) of which property, plant and equipment represent \$123.0 million or 64.6% of the total assets. Cash and temporary investments total \$13.1 million (2016 - \$3.6 million), an increase of \$9.5 million from 2016. The activity contributing to the increase as noted above was the move to monthly customer billing from bi-monthly customer billing.

The company's working capital position remains strong at \$29.8 million. This enables the company to tolerate seasonal swings in the IESO power bill.

## Statement of Earnings and Retained Earnings

BHI results reflect net income exceeding budget as illustrated in the following chart:



Significant items affecting net income are as follows:

- Distribution revenue came in at 100.2% of target, \$72k favourable. A major contributing factor to this favourable variance was the strong electricity consumption as a result of a cold December.
- Operating expenses were below budget by \$267k. The most significant impact was in the area of operations and maintenance which was \$321k below budget. A new tree trimming contractor in 2017 resulted in cost reduction. As well a lack of major storm activity positively impacted overtime and contractor expenses. Billing and collection costs were \$185k under budget due to a reduction in the bad debt provision as a result of a strong position of uncollected accounts receivable at yearend. Administrative costs were over budget by \$239k due to temporary staffing in IT to prepare for the OEB cybersecurity framework implementation.

Retained earnings were \$35.7 million in 2017 (2016 - \$33.4 million) and reflect dividends paid to BHEI of \$2.0 million.

### c) BESI

#### i) Balance Sheet

The balance sheet identifies a decrease in cash and temporary investments to \$.52 million (2016 - \$.90 million). In 2017 \$0.60 million in dividends were paid to BHEI and contributed to the budgeted dividend paid to the City of \$2.6 million. The cash balance and working capital remain adequate.

## **ii) Statement of Earnings and Retained Earnings**

In 2017 earnings were a net profit of \$834k (2016 – 458k). The water billing services provided to the Region of Halton realized operating income at 105% of target. The net income compared to budget of \$493k resulted in a favourable variance of \$341k. This was primarily due to the street light retrofit project which had been unbudgeted.

The Co-Generation Division experienced an operating profit of \$74k. Included in this division are the Firehall #8 Solar Array, 1340 Brant Micro-Turbine and Haber Co-Gen Design/Build Project. The Solar Array and Micro Turbine revenues were on budget whereas the design/build project came in slightly under budget. Lower than budgeted maintenance costs were experienced for the Micro Turbine.

The Vehicle Charging Station Division had an operating loss of (\$18k). Multi residential unit rentals were budgeted in 2017 but no contracts were completed. Operating costs were related to marketing expenses.

The Street Light Division realized a gross margin of \$420k. This is a project for the supply and installation of LED luminaires in City street lights to replace high pressure sodium lights.

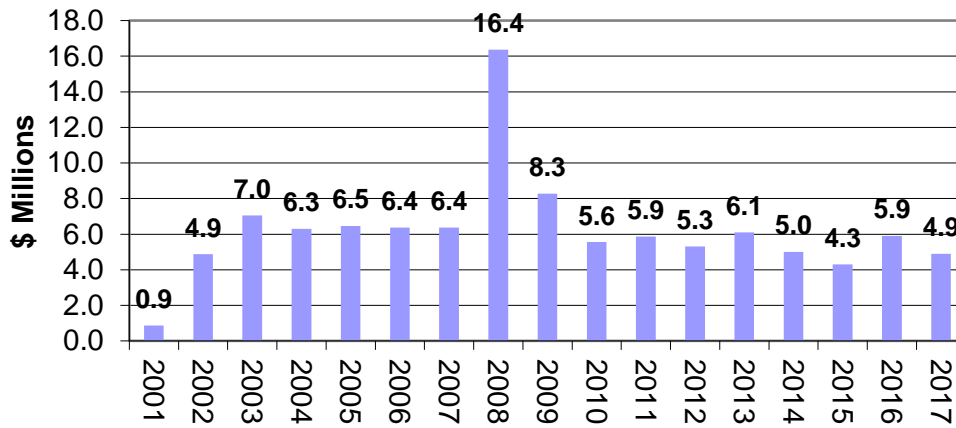
In December of 2017, Milton Hydro signed a contract to have BESI provide control room services. Revenue generated by this division included an upfront fee of \$20k.

### **Financial Matters:**

The City, as shareholder of BHEI was forecast to realize a dividend flow of \$2.6 million in 2017. Due to strong financial results in 2017, a special dividend was presented to the City in April, 2018 of \$750k. In addition to dividends received, the City realized an increase in cash flow through interest on the note payable to the City from BHI. The City realized total interest payments of \$2.3 million in 2017.

Together with interest payments on the promissory note from BHI, the City as shareholder has enjoyed a sustained contribution to its capital plan. The following graph illustrates payments made to the City:

### Dividends and Interest from BHEI



Dividends and interest paid in 2008 include proceeds from the sale of the Fibrewired component of BESI. In 2009, the City also received a special one-time dividend amounting to \$2.0 million. In 2018 dividends are forecast to be \$2.6 million.

#### Shareholder Risks

The City, as shareholder of BHEI, places a heavy reliance on the cash flow from dividends received from BHEI and interest payments on the promissory note with BHI to support its capital financing strategy. Although the OEB is the regulatory body that governs provincial utilities, with the potential for a shift in government focus on energy matters due to the provincial election in 2018, the shareholder will need to work closely with Hydro staff to monitor any effects on the cash flow and to look at strategic investments that will return value to the shareholder.

As an unregulated company BESI provides the best opportunity to design strategic initiatives that provide value to the shareholder.

#### **Connections:**

Burlington Hydro continues to work in partnership with the City on the implementation of the Community Energy Plan.

#### **Conclusion:**

As Shareholder, the City wishes to thank the Board and Management of Hydro for the continued strong results achieved by BHEI and its companies.

Respectfully submitted,

Sandy O'Reilly

Controller and Manager of Financial Services

EXT 7648

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



**SUBJECT: Single source procurement - vacuum street sweeper**

**TO: Committee of the Whole**

**FROM: Roads, Parks and Forestry Department**

Report Number: RPF-12-18

Wards Affected: not applicable

File Numbers: 465-12

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Authorize the single source purchase of one vacuum street sweeper from Cubex Ltd., 189 Garden Avenue, Brantford, Ontario N3S 0A7 at a purchase price of \$294,221.89.

**Purpose:**

In order to comply with Procurement By-law 19-2014, section 14.8, Council approval is required for purchases with a value of \$100,000 or more. The purpose of this report is to seek approval to proceed with a single source purchase agreement for one Tier-4 Ravo 5 iSeries Vacuum Street Sweeper. The purchase will coincide with the disposal/auction of an existing street sweeper that has reached its optimum life cycle of eight years and has met replacement criteria through a condition assessment (operations & maintenance) by fleet services staff. The proposed Ravo unit is the only single engine pure vacuum purpose-built street sweeper available.

A Healthy and Greener City

- Environmental and Energy Leadership

An Engaging City

- Good Governance

**Background and Discussion:**

Street sweeping falls under the road maintenance service within the roads, parks & forestry department and currently consists of a combination of internal equipment and operators, complemented with additional external contracted street sweeping crews.



The service is particularly valuable in the spring to remove winter debris, sand and salt. In addition to contributing to the appearance of a cleaner city, the sweepers also contribute significantly to reducing stormwater contamination and improving air quality. The level of service for street sweeping is:

- arterial and collector roads (curb & gutter) once per month from May to December.
- residential streets (curb & gutter) twice per year.
- downtown business area every three weeks. (sweeping to be completed before 9:00 a.m.)
- arterial and collector roads (no curb & gutter) as required.
- residential streets (no curb & gutter) as required.

Preventative maintenance is performed on the street sweepers during the off season.

### **Strategy/process**

#### Step 1 – Field (Operational) Tests of Sweepers

Staff conducted trials in 2017 and tested the vacuum sweeper. Regenerative air sweepers have been used by the City for the past eight years. In consultation with the Manager of Roads and sweeping crews, a list of criteria and options were established to help make the replacement decision. Criteria included:

- environmental controls – PM10 particulate matter compliant
- type of chassis design (single engine purpose built vs. dual engine truck chassis with specialty body)
- street dirt collection systems and performance
- operator broom visibility to enhance effectiveness
- maneuverability of sweeper in various applications
- operator comfort and safety
- fuel consumption
- third broom capability to collect in difficult areas including underpasses, lay by lanes, medians and for emergency spill response
- stainless steel hopper body and useable hopper capacity
- gross vehicle weight rating and license required to operate

In consultation with the Manager of Roads, the Ravo iSeries scored the highest across the criteria. The Ravo street sweeper's strengths included excellent operator safety and operational flexibility, ergonomic comfort, maneuverability, fuel consumption, and visibility and quality dust control.

The alternative regenerative air sweeper performed well on dust control and collection performance but scored less on operator comfort, noise, operational flexibility, maneuverability, and third arm.

#### Step 2 – Sweeper Maintenance

Fleet services reviewed the maintenance and service history of the existing regenerative street sweepers. As mentioned, these are sophisticated sweepers mounted on a truck chassis with a dual engine configuration. This configuration has resulted in maintenance time, service needs and costs consistent with the additional systems.

From a fleet maintenance perspective, staff support moving to a replacement that incorporates a simpler purpose-built sweeper chassis/body design. The single engine integrated body is expected to be beneficial in terms of parts and service requirements as well as technician training. The Ravo sweeper is a European design with experience and expertise building sweeper equipment for over 50 years. In addition, Ravo is available from a local supplier which helps ensure adequate support, warranty and parts availability. They have a growing number of municipal clients with a strong service history. Other municipalities report no major issues with parts availability and support, reliability of the unit has been good, lower servicing costs, improved end user satisfaction and lower fuel consumption.

#### Step 3 - Fleet Planning and Asset Management

Fleet services staff further examined the sweeper categories by examining equipment specifications, sweeper performance and asset management considerations such as expected capital costs, available budget, life cycle, estimated maintenance costs, fuel efficiency and resale value. The result supported the Ravo iSeries vacuum sweeper as a suitable replacement, meeting the criteria specified.

#### Step 4 – Cost Analysis

Pricing estimates provided by suppliers during the trial period indicated that only vacuum sweepers would be within or close to approved budget available from the city. For comparison, regenerative air sweepers could be as much as \$80,000 more per unit which would require additional capital to purchase the replacement unit. The mechanical (broom) sweeper would meet budget however would not meet operational performance and environmental controls noted in the criteria (step 1).

The iSeries Ravo unit is considered the best option as it is the only vacuum sweeper that uses a single engine purpose built chassis. Additionally, based on the lower speeds that this unit travels, the unit will qualify as a Road Building Machine (RBM) as categorized by the Ministry of Transportation. The result is a financial savings from being exempt from licensing requirements and road tax charges on diesel fuel. It is

estimated that this factor will provide operational savings of approximately \$15,000 over the life cycle of the asset.

### **Options considered**

There are three categories of street sweepers: mechanical (broom) sweepers, vacuum sweepers and regenerative air sweepers. Our current fleet of street sweepers contain only regenerative air sweepers and the externally hired contractor sweepers are predominantly vacuum type sweepers. Each type of sweeper is described below:

**Mechanical (broom) sweeper** – Considered a basic sweeper that collects debris through the mechanical movement of a rear rotary broom. The action of the sweeping broom sends the debris through a conveyor system into the containment hopper. This type of units can be outfitted with additional side mounted gutter brooms and a series of spray nozzles to help dust control. This type of sweeper has its best application for heavy collection such as in milling operations. Because of the design, collection performance and dust generation, mechanical sweepers are not widely accepted for municipal sweeping operations.

**Vacuum Sweeper** – This is the most common type of sweeper for regular municipal sweeping operations. These units are available from several different suppliers with slightly different configurations and capabilities. These sweepers generally incorporate a fan blower and vacuum pickup system located near the road surface. The pickup nozzle(s) vacuum the debris and material directed to it from the brooms but also collect fine particles directly from the road surface, cracks, crevices, and road imperfections providing a more complete cleaning with less dust.

The picked-up materials are transferred via a large suction tube to the containment hopper. The airflow once inside the hopper is directed against screens to allow the material to drop out of air suspension and into the hopper. Water spray nozzles are used at the brooms, pickup nozzle and inside the containment hopper to control dust and to lubricate the vacuum system to help prevent any clogging.

Depending on size and power requirements, units in this category are typically designed and built to be mounted on a conventional truck chassis and incorporate a dual engine design. However, the European engineered Ravo unit provides a compact purpose-built street sweeper that integrates the chassis, body and broom components. These units offer a single engine design that allows for increased flexibility, versatility, and competitive pricing meanwhile providing many of the quality aspects of the standard vacuum sweeper.

**Regenerative Air Sweeper** – This is considered to be a premium sweeper that incorporates both air and vacuum systems. These units have a larger pickup head that uses air pressure as well as a vacuum. The air flow in this sweeper works in a closed

loop system with the blower fan supplying a vacuum and positive pressure to the pickup head. The air stream carries the debris into an enclosed containment hopper where debris is removed and the filtered air is directed back through the blower fan in a continuous cycle. There is no air exhausted to the outside air which makes this sweeper the most air quality conscious alternative. Due to the power requirements and additional components required on this type of sweeper, they are designed and built on a truck chassis with a dual-engine and are the most expensive.

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### **Financial Matters:**

The 2017 approved capital budget included \$300,000 for a replacement street sweeper.

Preliminary negotiations have produced competitive results of \$294,221.89 (excluding HST) for the unit. This pricing includes the 3<sup>rd</sup> arm assembly, blind spot camera, arrow board and spare tires.

### **Total Financial Impact**

From an operating budget perspective, the Ravo 5 iSeries vacuum sweeper is expected to provide ongoing operational savings through fuel, licensing and service/repair costs.

### **Source of Funding**

The total cost of the replacement street sweeper is \$299,400 (net HST rebate) which is to be charged to capital order VR0102 and to be funded from the Corporate Vehicle Depreciation Reserve Fund.

### **Other Resource Impacts**

Not applicable.

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### **Connections:**

Green Fleet Strategy

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### **Conclusion:**

Based on the information and analysis above, fleet services in consultation with procurement services and road maintenance services conclude that the Ravi 5 iSeries Vacuum Street Sweeper available through Cubex Ltd, 189 Garden Avenue, Brantford,

ON N3S 0A7 is the only unit that is available in this market of its type that will meet city criteria and requirements as identified in this report.

Furthermore, fleet services believes that a single source procurement approval will result in competitive pricing for the capital cost. This will be enhanced with further operational cost savings during the operational life of the asset.

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Respectfully submitted,

Jessica Wesolowski  
Manager of Fleet Services  
905-333-6166, ext. 6141

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



**SUBJECT: Burloak Drive grade separation and Drury Lane pedestrian bridge update**

**TO: Committee of the Whole**

**FROM: Capital Works**

Report Number: CW-13-18

Wards Affected: 2 and 5

File Numbers: 570.02-818

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Delegate authority to the City Manager and City Solicitor to execute agreements with Metrolinx based on the fundamental principles outlined in this report; and

Direct the Executive Director of Capital Works to include the Burloak grade separation and Drury Lane pedestrian bridge projects in the 2019 proposed capital budget and forecast aligned with the cost sharing agreement.

**Purpose:**

The purpose of this report is to update Council on the status of the Burloak grade separation and Drury Lane pedestrian bridge.

A City that Moves

- Increased Transportation Flows and Connectivity

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**Background and Discussion:**

In 2015 the province outlined plans for electrification of GO Transit routes by 2024 that would result in 15 minute service for trains along the Lakeshore West corridor. To achieve the electrification of the rail line, all electrification infrastructure requirements (or provisions for future electrification) need to be incorporated in planned rail corridor construction projects. This resulted in advancing the two construction projects in the

City of Burlington; the Burloak grade separation (2024) and the Drury Lane pedestrian bridge replacement (2021).

### **Burloak Drive**

The existing Burloak Drive/CNR at-grade crossing consists of a four lane arterial road crossing of a three track rail line. This CNR line is one of the busiest rail lines in all of Canada and is utilized by Via Rail, CN Freight, Metrolinx and Amtrak.

In February 2017 staff provided an information report to Council (report CW-13-17). The following motion was passed:

Direct the Executive Director of Capital Works to advise the Town of Oakville that Burlington City Council requests the Burloak underpass be provided at six lanes capacity with a road configuration of four lanes; and

Direct the Executive Director of Capital Works to report back to Committee of the Whole for final approval of road configuration.

An environmental assessment for a grade separation at this location was completed in 2018 by Metrolinx recommending a design alternative of constructing a 4 lane underpass (with space to accommodate an additional 2 lanes in the future) at the current alignment of Burloak Drive with a temporary bypass road to the east in order to maintain traffic during construction. The drainage for this option was a gravity sewer system to an existing outlet.

### **Drury Lane Pedestrian Bridge**

The Drury Lane pedestrian bridge is located between the north end of Drury Lane and the south end of Orpha Street. It crosses over the CNR tracks, approximately 400 meters east of the Burlington GO Station. The bridge is well used with an estimated 100 trips per day providing an important link for the residents living in the Glenwood School Drive neighbourhood to various destinations and amenities south of the railway tracks.

This bridge is a steel structure with a main span of approximately 40 metres. At both ends are a series of switchback ramps which rise 7.5 metres to the main span. Initially constructed in 1972, the bridge has reached the end of its lifecycle and is due to be replaced.

### **Strategy/process**

Metrolinx, as part of its Regional Express Rail (RER) program, is in the process of issuing Alternative Financing and Procurement (AFP) calls to interested consortiums through Infrastructure Ontario for the financing, design and construction of the various civil requirements necessary to electrify the Lakeshore West Rail Corridor. Metrolinx

has included both the Burloak grade separation and Drury Lane pedestrian bridge projects as part of their AFP calls and wish to partner in the funding of both.

As these projects will be part of a larger package, it will be very difficult to distinguish and break out the actual costs associated with the city works. It is with that understanding that both Metrolinx and city staff have agreed that our respective cost share for the projects will be based on an estimated construction cost including design and contingencies agreed to by both parties prior to work commencing. While Metrolinx may realize cost savings from issuing a larger design/build contract, their process also entails significant overhead costs which are currently under discussion. With this process however, Metrolinx will also take on all risk for any potential cost overruns that may occur beyond the budgeted contingencies. The city in cooperation with the Town of Oakville have hired WSP to complete an independent estimate of the works required to be used in our cost sharing discussions.

The AFP has been issued by Metrolinx with a tentative award to the successful proponent by the end of 2018/early 2019. It is anticipated that the work will start in 2019 with preliminary utility relocation and construction of any rail/road diversion and the grade separation construction in 2021 and 2022. These timelines will be confirmed once the project has been awarded and a design approved.

The agreements between the city and Metrolinx for these projects is currently in draft form. Metrolinx has received preliminary comments on the agreements from city staff and plan on providing us with a final agreement later this year for review/comment prior to execution.

### **Financial Matters:**

In Canada, the cost apportionment (sharing) for grade separations is governed by the Canadian Transportation Association's (CTA) Guidelines for Apportionment of Costs for Grade Separations. The CTA guidelines have five very generic project categories, with corresponding cost apportionment percentages, as follows:

		Municipal Cost (%)	Railway Cost (%)
Existing Level Crossing	City initiated (traffic volume, growth) need	85	15
	Railway Initiated (rail volume, growth) need	15	85
	Equal Growth	50	50
New Crossing	City initiated	100	0
	Railway initiated	0	100



### **Burloak Drive Project:**

The Burloak grade separation is a complex project to deliver that requires land acquisition, a temporary track and road diversion, utility relocations and an extensive storm sewer to be constructed down to New Street in preparation of the grade separation construction.

Based on CTA guidelines, this project is a result of both road and rail traffic increasing at the existing level crossing. Municipal staff (Oakville and Burlington) and Metrolinx staff have agreed that a 50/50 basic cost apportionment is appropriate. As Burloak Drive is a boundary road with the Town of Oakville, the capital costs will be shared equally between the two municipalities. This results in a 25% cost share for the City of Burlington. All parties have agreed that any previous costs incurred for works completed in advance of the grade separation will be credited in the respective parties share of the cost. (land purchase, storm sewer, etc). The estimated cost for this project is \$60 million with a city share of \$15 million.

### **Drury Lane Project:**

The Drury Lane project is far less complex to deliver and requires a small property acquisition and no utility relocation work.

Unlike the Burloak project, the CTA does not apply to this structure. This structure is entirely owned by the city, included in our asset management plan, and would typically be 100% our cost to replace. As Metrolinx requires an increase in clearance beneath the structure for its proposed rail line electrification, city staff and Metrolinx staff have agreed to a 50/50 cost share. The estimated cost for this project is \$5.2 million with a city share of \$2.6 million.

### **Total Financial Impact**

The recent cost estimate for the city portion of the Burloak grade separation is \$15 million. It is a growth related project previously included in our development charge studies and within the 2018 capital budget and forecast with significant funding from development charges.

The 2019 proposed budget and forecast will reflect updated timing, costing and funding as a result of the cost apportionment agreement.

Similar to all new assets, the Burloak grade separation when completed will add to the city's inventory of assets and will be reflected in the updated asset management plan having a future impact on the financing strategy and long term sustainability of the plan.

The Drury Lane pedestrian bridge renewal project is also included in the 2018 capital budget and forecast in 2024 for \$2.1 million. This budget will be augmented as part of the 2019 budget process to reflect the discussion and negotiations with Metrolinx.

Staff are currently working with Metrolinx to review/confirm a final project estimate that will be included in the agreement. AFP procurement fees/management costs may be applied through Infrastructure Ontario and were not included in staff's previous estimate.

### **Source of Funding**

The Burloak grade separation and Drury Lane pedestrian bridge projects will be updated to reflect revised costing and funding as part of the 2019 capital budget process reflective of the negotiated agreement between the parties.

### **Other Resource Impacts**

Even though the city is not delivering these projects directly, as an equal partner a significant amount of staff time will be required to ensure that these 2 projects are delivered to the City of Burlington standards and specifications. These costs are already included in the project estimates and will not require any additional funding.

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### **Connections:**

As Burloak Drive is a boundary road, the Town of Oakville and the City of Burlington share in the costs and construction approvals of the proposed works as outlined in our Boundary Road Agreement.

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### **Public Engagement Matters:**

Staff have required that 2 Public Information Centers (PIC) be held as part of these construction projects to advise the public of the proposed design and the construction impacts and schedule. The dates and locations of these information sessions will be known once a successful proponent has been selected.

Area residents and business owner will be notified of the PIC by:

- direct mail, and
- advertisement in the Burlington Post

A project webpage will be created to provide project updates and valuable information for area residents throughout the course of construction.

**Conclusion:**

This report outlines the fundamental principles for a cost sharing agreement for the Burloak grade separation and Drury Lane pedestrian bridge projects. Staff are recommending approval to delegate the authority to the City Manager and City Solicitor to execute agreements with Metrolinx based on these principles.

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Respectfully submitted,

Scott Hamilton, P.Eng.  
Manager of Design & Construction  
905-335-7600 ext. 7812

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



**SUBJECT: Fire Dispatch Services - Town of Halton Hills**

**TO: Committee of the Whole**

**FROM: Fire Department**

Report Number: BFD-02-18

Wards Affected: Not applicable.

File Numbers: 755-05

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Authorize the Mayor and City Clerk to sign a tri-party agreement for the City of Burlington to provide fire dispatch services to the Town of Halton Hills, subject to the satisfaction of the City Solicitor; and

Authorize the Fire Chief to procure capital infrastructure, in accordance with the city's Procurement By-law, estimated at \$200,000 with 100% recovered from the Town of Halton Hills.

**Purpose:**

A City that Grows

- Promoting Economic Growth
- Focused Population Growth

An Engaging City

- Good Governance

City of Burlington senior fire staff are recommending council approval to enter into a tri-party agreement for the City of Burlington fire department to provide fire dispatch services to the Town of Halton Hills and continue to provide fire dispatch services to the Town of Oakville.

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## **Acronyms and Definitions:**

- AHJ - Authority Having Jurisdiction. An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
  - APCO – Association Public-safety Communications Officials is an international leader committed to providing complete public safety communications expertise.
  - CRTC - Canadian Radio-television and Telecommunications regulates the telecommunications carriers who supply the network needed to direct and connect 9-1-1 calls to 9-1-1 public safety answering point (PSAPs).
  - E911 (Enhanced 911, E-911 or E911) is a system used in North America to automatically provide dispatchers with the location of callers to 911, the universal emergency telephone number in the region.
  - FPPA – Fire Protection and Prevention Act.
  - IP – (Internet Protocol) phone technology uses voice over IP technologies for placing and transmitting telephone calls over an IP network, such as the Internet, instead of the traditional public switched telephone network (PSTN).
  - NG911 (referenced as Next Generation 911) will enhance emergency number services by creating a faster, more resilient system that will allow for digital information using IP technology to communicate by voice, photo, video or text message through the NG911 network infrastructure.
  - PST – Public Safety Telecommunicator (commonly referenced as dispatcher)
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## **Background and Discussion:**

### **Background:**

Municipalities are authorized by subsection 2(5) of the *Fire Protection and Prevention Act* S.O. 1997 Chap. 4 to enter into agreements with other municipalities to provide and to receive fire protection services, and section 20 of the *Municipal Act, 2001*, S.O. 2001, Chap 25. to enter into an agreement with one or more municipalities. The provision of dispatch services has been recognized by the Office of the Fire Marshal and Emergency Management (OFMEM) Public Safety Guideline PFSG 04-09-12 as a fire protection service that can be provided to a participating municipality through an established agreement, in accordance with the authority granted under both Acts.

In 2002, all four (4) of the Halton Region fire departments City of Burlington (“Burlington”), Town of Oakville (“Oakville”), Town of Halton Hills (“Halton Hills”) and the

Town of Milton (“Milton”) explored the possibility of amalgamating their respective fire dispatch centres into one (1) centre to achieve resource and cost efficiencies. Following the conclusion of this study, Burlington and Oakville amalgamated their fire dispatch centres into a single centre, through a formalized service agreement (BFD-05-02). The Burlington fire department became the host department providing dispatch services to Oakville. Halton Hills and Milton indicated that they were not prepared to proceed at that time. However, an open invitation was extended in the event that either municipality was interested in participating in the future. For the past 16 years, Oakville and Burlington have re-established the fire dispatch agreement for a term of five-years at a time; the current Fire Dispatch Agreement (BFD-05-16) term is 2016 to 2020. Both Burlington and Oakville’s respective councils have authorized the fire dispatch service agreements over the years.

In May 2017, Halton Hills approached the Burlington fire department to explore the possibility of Burlington fire department providing fire dispatch services to Halton Hills. In November 2017, Council approved confidential report (BFD-03-17) for Burlington to enter into discussions to execute a fire dispatch agreement with Halton Hills, whereby Burlington fire department will provide fire dispatch services to Halton Hills. As part of these discussions, staff committed to seeking mutual benefits, operational and cost efficiencies through these discussions and to provide information in a subsequent report, hence this report.

**Discussion:**

Following respective Council’s approvals, Burlington and Halton Hills senior fire staff started discussions focusing on the logistics for the provision of fire dispatch services to be provided to Halton Hills. These discussions included operational and technology requirements, staffing needs, costs and associated cost recoveries for the initial implementation and ongoing requirements.

Respectfully, Oakville was informed at this time that both Burlington and Halton Hills had received respective council approvals to start discussions for Burlington to provide fire dispatch services to Halton Hills. Oakville senior city staff requested that separate discussions be coordinated between all parties (Oakville, Halton Hills and Burlington) to agree to terms and conditions for Halton Hills to be added as a party and a tri-party agreement be established. The current Agreement between Burlington and Oakville has a contractual clause that states;

*“No person may be added as a party to the Agreement without the consent of the Town of Oakville and only on such terms and conditions as are agreed to by both parties.”*

It was necessary to have all parties agree to the terms and conditions of a new tri-party agreement, which was successfully undertaken and completed on May 31, 2018.

### **Tri-party Agreement 2018**

To establish a new tri-party agreement, Burlington senior fire staff worked with Burlington legal to draft a new tri-party agreement using the current 2016 Fire Dispatch Agreement, between Burlington and Oakville, as a draft starting point. Discussions took place between the Fire Chief and legal representation from each of the three (3) municipalities (Oakville, Halton Hills and Burlington) to establish the new tri-party agreement. All parties have agreed to the tri-party agreement that is being recommended in this report, and is attached as Appendix A. The newly established tri-party (2018-2022) Fire Dispatch Agreement will be signed and distributed between all parties following Council's approval of the recommendations provided in this report.

The new tri-party agreement echoes the current agreement between Burlington and Oakville and has only been changed as follows:

- Town of Halton Hills has been added as a party to the Agreement,
- Each party (Oakville, Halton Hills and Burlington) has been identified as a Participating Municipality,
- Halton Hills will join the existing Senior Joint Operating Committee, which supports input into standard operating guidelines and performance for the Burlington fire dispatch centre,
- Cost recovery model has been altered to break out human resource, operating and capital costs, which is provided in more detail in confidential Appendix B and the financial section of this report,
- A section was added to outline that Burlington may add any other municipality or entity to the Agreement without the consent of any of the Participating Municipalities. This permits Burlington to consider any future requests/ opportunities to provide fire dispatch service to another municipality or entity in the future,
- A section was added to outline that Burlington will determine and maintain all technology hardware, software, devices, configuration and any related systems that are used to provide fire dispatch services, which ensures all technologies are structured by Burlington to ensure fire dispatch service delivery.

All other sections in the new tri-party agreement echo the existing Agreement between Burlington and Oakville.

#### **Benefits:**

The benefits are provided in detail in this report and have been summarized in the bulleted points below.

- Shared operating costs.

- Future cost avoidance will be achieved for planned capital replacement items, new initiatives and mandatory 9-1-1 technology advancements (e.g. IP based Next Generation 911 (NG911) infrastructure).
- Having a fire communications centre that services three (3) of the four (4) municipal fire services within Halton Region will provide for greater regional situational awareness at any time. Shared information for mutual-aid and automatic-aid will also be better realized through a single communications centre set-up.
- Improved call routing process from the Primary Public Safety Answering Point (P-PSAP), which locally is the Halton Regional Police, and the Secondary Public Safety Answering Points (S-PSAP), which is based on the specific needs of the emergency call (e.g. ambulance or fire).
- Compliance with new Fire Protection and Prevention Act (FPPA) legislation changes for mandatory certification of Public Safety Telecommunicators (PST) that meet NFPA 1061 skill and knowledge requisites.
- The P25 emergency radio system provides inter-agency communication between all the municipal fire departments within the Region, a single dispatch centre servicing three (3) of the four (4) Regional fire departments supports improved emergency coordination occurring along municipal boundaries or during multi-jurisdictional emergency incidents (e.g. major weather events).
- The existing space and infrastructure within the City of Burlington fire dispatch centre was planned to allow for future expansion. Burlington fire can accommodate the operational requirements to provide dispatch services to the Halton Hills and continue to provide fire dispatch services to Oakville, without any deterioration to the service already being provided.
- Additional shared PST support during major and/or multi-jurisdictional incidents.

### **Standards for Fire Communications Centre**

In 2013, the OFMEM announced adoption of National Fire Protection Association (NFPA) Standards to Ontario fire departments. There are two (2) NFPA standards that outline best practice recommendations for the provision of fire dispatch services.

1. NFPA 1221 Standard for the Installation, Maintenance and Use of Emergency Service Communications Systems. This standard applies to communications systems that support emergency dispatching systems, telephone systems, public reporting systems, one-way and two-way radio systems between the public and emergency response agencies, within a single emergency response agency, and between multiple jurisdictional emergency response agencies.
2. NFPA 1061 for the Standard for Professional Qualifications for Public Safety Telecommunications (PST) Personnel is the standard that identifies the minimum job performance requirements for personnel working in public safety



telecommunications role. This standard ensures that persons providing fire dispatch services are qualified to serve in public safety communications centers.

NFPA standards are revised and updated every three (3) to five (5) years, which may impact budget requirements in the future. Any costs that are required in the future based on revisions made will be shared between all parties.

### **New Fire Protection and Prevention Act (FPPA) Regulations**

On May 8, 2018, the Minister of Community Safety and Correctional Services, signed and filed new Regulations made under the Fire Protection and Prevention Act (FPPA), one (1) of which outlines the mandatory certification of firefighters. The FPPA definition of a firefighter;

*“means a fire chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services.”*

As previously mentioned, the provision of fire dispatch services has been recognized by the OFMEM Public Safety Guideline PFSG 04-09-12 as a fire protection service.

This new legislation is a significant amount of work and additional cost for fire departments. The OFMEM certification program for public safety telecommunicators (PSTs) must be coordinated in all Ontario fire dispatch centres by January 1, 2020. Burlington fire dispatch centre PSTs are already certified as Fire Service Communicators through the Association of Public-Safety Communications Officials (APCO). APCO certification aligns to NFPA 1061, referenced above. This puts the Burlington fire dispatch centre in a good position to meet the new FPPA legislative and OFMEM certification requirements by the end of 2019. At this point in time, recertification to NFPA 1061 has not been communicated by the OFMEM; however, Burlington fire has already established that recertification every two (2) years will be required by all PSTs providing fire dispatch services in the Burlington fire dispatch centre, which will ensure staff skill and knowledge set remains current and aligned to any NFPA standard changes.

This statutory requirement would have placed an operational and financial burden on all three (3) participating municipalities, had they remained with separate dispatch centres. The proposed consolidated model provides for future costs sharing opportunities.

### **CRTC Next Generation 911 (NG911) Directive**

In 2016, the Canadian Radio-television and Telecommunications Commission (CRTC) announced its plans to modernize 9-1-1 networks to meet the public safety needs of Canadians. The CRTC regulates the telecommunications carriers who supply the network needed to direct and connect 9-1-1 calls to 9-1-1 public safety answering points (PSAPs). In the next five (5) years (2018-2023), telecommunications networks across Canada, including the networks used to make 9-1-1 calls, will transition to Internet

Protocol (IP) technology. In the Telecom Regulatory Policy CRTC 2017-182 decision, the Commission set out its determinations on the implementation and provision of NG9-1-1 networks and services in Canada. This change will require coordination and collaboration between telecommunications service providers, federal, provincial, and municipal governments; emergency responders; and PSAPs. While the CRTC has committed to covering costs for the 9-1-1 service providers infrastructure to all primary and secondary PSAPs, after that point all NG9-1-1 infrastructure costs will be the responsibility of a municipality. PSAPs are required to adapt and/or purchase technology that will support NG9-1-1 by 2023.

The fiscal impact to update technology infrastructure, to align to the CRTC's transition to IP networks, may be substantial for PSAP's. With an established tri-party agreement, these costs will be shared equally between Oakville, Halton Hills and Burlington, which will provide a cost avoidance benefit for all three (3) municipalities. Any required changes to infrastructure will be included in the Capital Budget and coordinated between all parties.

### **Options considered**

There are two options for council's consideration;

1. Approve the recommendations to establish a new tri-party Fire Dispatch Agreement for fire dispatch services to be provided to Halton Hills and continue to be provided to Oakville. This option will provide operational and additional cost share benefits immediately upon implementation and long-term cost avoidance for future operating and capital expenditures. The existing fire dispatch agreement between Burlington and Oakville will end when the new tri-party agreement is signed by all parties. This is the preferred option as it supports all parties Strategic Plans for good governance decisions and fiscal responsibility.
2. Do not approve the recommendations provided in this report. A tri-party agreement will *not* be established, and Halton Hills will be informed of Council's decision. The existing fire dispatch agreement between Burlington and Oakville will continue as approved by council. This is not the preferred option as it does not support all parties Strategic Plans for good governance decisions and fiscal responsibility.

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### **Financial Matters:**

Currently the costs to staff, operate, maintain, repair and replace the fire dispatch centre are shared between Burlington and Oakville, based on emergency (9-1-1) call volume. Historically, the cost share has been very close to a 50/50 split (50%) between the two (2) municipalities, with a current call volume difference of 39 calls in 2017. The

emergency (9-1-1) call volume continues to be the preferred way to calculate the cost share split because it takes into consideration future growth and allows for costs to be shared based on actual growth of each municipality.

To provide fire dispatch services to Halton Hills it was important to adapt the cost share model, so it would be financially feasible for Halton Hills and wouldn't create additional costs for either Burlington and Oakville. It was determined and agreed to by all municipalities that the most equitable cost share solution is as follows;

- Each municipality will pay all human resource (HR) costs that are attributable to the staff that are scheduled for the purpose of providing fire dispatch services to that municipality. These HR costs include salary, professional development, training and any certification and membership requirements. This ensures that any HR costs to provide service to each of the participating municipalities are recovered by the municipality the service is being provided to. This also ensures that Burlington and Oakville will not be paying additional HR costs to provide Halton Hills with fire dispatch services. The HR cost model may be adapted in the future if it is agreed to and benefits all parties.
- Annual operating costs will be shared between participating municipalities on the basis of their proportion of emergency (9-1-1) incident call volume processed in the fire dispatch centre. The annual emergency incident information report provided to the Office of the Fire Marshal and Emergency Management (OFMEM) each year from all fire departments in Ontario will be used to verify each municipality emergency (9-1-1) incident calls.
- Each participating municipality shall pay its equal share of the capital (new and renewal) costs based on the actual costs incurred for the project when the project has been completed, including any additional costs that were not forecasted. Burlington will ensure any capital costs are coordinated through Burlington capital budget process along with the participating municipalities to ensure the integrity and delivery of fire dispatch services.

## **Operating Budget**

### **Staffing**

Reference confidential Appendix B.

There will be no additional budget requirements for Burlington.

### **Operating, Minor Capital and Purchased Services**

The operating budget provides funding to operate and maintain the fire dispatch centre. This includes minor capital equipment (i.e. telephones, office furniture, office supplies, etc.) and purchased services (i.e. software and telecommunication maintenance agreements, utility costs), etc. The shared costs to operate and maintain the fire

dispatch centre are calculated based on the emergency (9-1-1) call volume for the municipality for which the emergency (9-1-1) calls were processed. The recommendation is to maintain and continue with this cost share formula. This formula takes into consideration the projected growth, and likely resultant increase in emergency (9-1-1) calls, that will be experienced differently in each municipality. It allows for costs to be shared based on the actual individual municipality's growth experienced over the coming years. When there is an increase in population typically there is an increase in the number of emergency (9-1-1) calls.

Sharing costs between three (3) municipalities versus two (2) municipalities will provide additional operational cost savings for each municipality. For example purposes, using the 2017 emergency (9-1-1) call volume experienced for Oakville, Halton Hills and Burlington, the cost share formula would be calculated as follows.

Table 1: 2017 9-1-1 Call Volume Percentage by Municipality

Municipality	9-1-1 Call Volume %
Oakville	46.9%
Burlington	46.9%
Halton Hills	6.3%

Currently Burlington and Oakville share these costs at approximately a 50% split, which totals approximately \$269K in costs for Burlington. Taking into consideration the recommended tri-party agreement and using the 2017 emergency (9-1-1) call volume percentages provided in the table above, these same costs would total approximately \$252K for Burlington, with an estimated savings of approximately \$17K in minor capital and purchased services alone. While these savings don't seem significant at this point in time, the ability to share costs between three (3) municipalities provides a long-term fiscally responsible approach to managing growth and associated costs.

**Capital Funding – 2018 Implementation Project**

All capital costs for initial implementation that will be incurred over the remainder of 2018, estimated to be \$200K, will be recovered 100% from Halton Hills. The majority of the implementation costs are for associated equipment in order for the provision of fire dispatch services to be provided to Halton Hills. This will include the station alerting system, network connections, volunteer pagers, etc.

**Capital Funding – Future New and Renewal Projects**

Capital funding is required to ensure the fire dispatch centre is meeting operational requirements, this includes life-cycle renewal planning and new capital needs (i.e. legislative, improved performance, technology enhancements, etc.).

### Capital New – NG9-1-1 Legislative

As previously mentioned, the next five (5) years will see some cost impacts to be ready for the NG9-1-1 technology infrastructure enhancements. This is not optional and is required by all PSAPs in Canada. While the total cost impact is not completely known at this time (additional information is to be provided to PSAPs in September 2018). Capital funding may be required to alter or replace existing infrastructure and associated equipment by 2023. Sharing any required costs between three (3) municipalities versus two (2) municipalities will provide cost avoidance for all municipalities. Any capital budget funding requirements will be provided based on the information provided in September 2018.

### Capital Renewal - Records Management System (RMS)

The existing ten (10) year (2018 – 2027) fire department capital budget forecast shows a line item for the replacement of a computer aided dispatch (CAD) system and records management system (RMS) in 2019, in the amount of \$2M. Due to the planned early replacement of the CAD system (BFD-01-18) in 2018, only the RMS will need to be replaced in 2019. The estimated cost for a full RMS solution is anywhere from \$500K to \$1M.

Based on the discussion that have taken place to date between interested parties (Oakville, Burlington and Halton Hills) all fire departments are at end-of-life with their current RMS and are looking to replace it with a new RMS solution in 2019. Sharing the estimated \$1M cost to replace the RMS will equate to approximately \$333K for each municipality. This will be an estimated cost avoidance in the amount of \$167K for Burlington in comparison to the current 50/50 cost share. The 2019 capital budget will be adjusted to show a \$1M records management solution project, with a recovery of \$333K from Oakville and \$333K from Halton Hills, pending council approvals.

The long-term benefits for sharing capital (new and renewal) costs between all municipalities will provide immediate (2019) and future cost avoidance opportunities for all municipalities, which supports good governance and fiscally responsible decisions.

### **Total Financial Impact**

The financial model being recommended will have a favourable fiscal impact for all municipalities due to costs being shared between three (3) municipalities versus two (2) municipalities.

Further details are provided in confidential Appendix B.

### **Source of Funding**

All operating and capital budget requirements will be provided as part of the regular budget process for councils' consideration.

### **Other Resource Impacts**

Not Applicable

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### **Connections:**

Halton Hills and Oakville will be providing their independent reports to their respective council's. Both municipalities require Burlington Council's approval before moving forward with their own respective council approvals. Based on the discussions between senior city and fire staff there is no conceived objections that have been communicated. All parties support the recommendations made in this report.

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### **Conclusion:**

Staff are highly recommending Council's approval of the tri-party agreement between Oakville, Halton Hills and Burlington. Operating a fire dispatch centre that dispatches to three (3) of the four (4) municipalities, within the Region of Halton, makes operational and fiscal sense. The long-term cost avoidance supports fiscally responsible decisions.

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Respectfully submitted,

Dawn Jarvis

Manager, Fire Administration and 9-1-1 Communications

Ext. 6222

### **Appendices:**

- A. Tri-Party Fire Dispatch Agreement (2018-2023)
- B. Confidential

### **Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

**DISPATCH AGREEMENT**

**THIS AGREEMENT** is made this      day of      , 2018

**BETWEEN:****The Corporation of the Town of Oakville**

("Town of Oakville")

- and -

**The Corporation of the Town of Halton Hills**

("Town of Halton Hills")

- and -

**The Corporation of the City of Burlington**

("City of Burlington")

**WHEREAS** the parties agree that the City of Burlington shall provide fire dispatch services to the Town of Oakville and to the Town of Halton Hills (each a "Participating Municipality");

**AND WHEREAS** the costs to staff, operate, maintain, repair, and replace the Centre (as hereinafter defined) will be shared between the parties as set forth herein;

**NOW THEREFORE** in consideration of the mutual benefits and covenants contained herein, and for other good and valuable consideration, the sufficiency of which is mutually acknowledged, the parties hereto agree as follows:

1. The City of Burlington shall provide fire dispatch services in accordance with this Agreement.

2. The parties will form a committee that will review the standard operating guidelines and the performance targets for the Centre (“Senior Joint Operating Committee”). The Fire Chiefs of each party and a senior (non-union) member of each party’s fire department’s management team will comprise the Senior Joint Operating Committee. The Senior Joint Operating Committee shall develop and adopt a terms of reference.
  
3. The Fire Department of the City of Burlington (“Burlington Fire Department”) shall provide efficient and effective 9-1-1 emergency incident call taking and dispatching of fire services from a facility known as the Burlington Fire Dispatch Centre (“Centre”) in the following manner:
  - (a) The hours of operation of the Centre will be twenty-four (24) hours a day, seven (7) days a week, throughout the year;
  - (b) A minimum of two (2) Public Safety Telecommunicators will be present at the Centre at all times;
  - (c) The overall responsibility of the Communication Division of the Burlington Fire Department will be under the direction of a senior (non-union) member of the Burlington Fire Department’s management team. The day-to-day supervision of the Centre and its staff and operations will be the responsibility of a Communications Coordinator (Supervisor) who is hired by the City of Burlington;
  - (d) Unless agreed to otherwise by the parties hereto, direct supervision of the Centre will be provided by a Communications Coordinator (Supervisor) whose hours of work will be from 08:30 to 16:30 hrs and from Monday to Friday, excluding Ontario statutory holidays, City of Burlington administrative holidays, vacation or absence due to professional development, other assignment, illness or injury;
  - (e) When direct supervision is not being provided by a Communications Coordinator (Supervisor), direct supervision will be provided by the on-duty Platoon Chief of the Burlington Fire Department;



- (f) On an ongoing basis, the Senior Joint Operating Committee shall review the staffing and service levels at the Centre and shall forward any recommendations to the Commissioner of Community Services of the Town of Oakville, to the Chief Administrative Officer of the Town of Halton Hills, and to the City Manager of the City of Burlington; and
  - (g) All hardware, software, devices, configurations, and any related systems that are used to provide fire dispatch services (“Fire Dispatch System”) will be selected, determined, and maintained by the City of Burlington. Any peripheral devices, such as printers, tablets, and monitors, that connect to the Fire Dispatch System will be reviewed and approved for connection by the City of Burlington to ensure the integrity of the Fire Dispatch System. The City of Burlington will, except under emergency circumstances, provide reasonable advance notice to the Participating Municipalities if a change or discontinuation of use of a peripheral device is necessary by reason or change such as security requirements, system upgrades, system changes, vendor changes, technology changes or legislated requirements. The City of Burlington may change, modify or upgrade any or all parts of the Fire Dispatch System without being encumbered by the effects of or to any peripheral devices connected to the Fire Dispatch System; provided that any such change, modification or upgrade will not intentionally have a negative impact on a then existing approved peripheral device of a Participating Municipality. If there is a negative impact on the existing approved peripheral device of a Participating Municipality, then the parties will work together to resolve such impact.
4. The parties acknowledge that the performance target for providing emergency alarm handling will be in accordance with the guidelines outlined in NFPA 1221, Chapter 7, Section 7.4.2.2, as it may be amended or replaced from time to time. For greater certainty, the parties acknowledge that such performance target is a target only and not an obligation of the City of Burlington. The Senior Joint Operating Committee shall review the performance target from time to time. With the consent and

agreement of the Senior Joint Operating Committee, such performance target may be amended to reflect prevailing industry standards, which dictate such fire dispatch services.

5. The parties agree that human resource costs including salary, professional development, training, certification requirements, and membership fees (“HR Costs”), operating costs including utilities, telecommunications, general office materials, and internal administrative staff (“Operating Costs”), and capital costs (“Capital Costs”) to staff, operate, maintain, repair, and replace the Centre (collectively, “Centre Costs”) will be determined by the City of Burlington. The parties agree that:
  - (a) Each party will pay all HR Costs that are attributable to the staff that are scheduled for the purpose of providing fire dispatch services to that party;
  - (b) Operating Costs will be calculated in accordance with Section 6 below; and
  - (c) Capital Costs will include costs for dispatch equipment and any peripheral devices, but will exclude costs for the exterior or interior of the building, unless otherwise agreed to in advance by the Senior Joint Operating Committee and budget approvals. All Capital Costs must be co-ordinated through the City of Burlington’s capital budget process.
  
6. Each party shall share the annual Operating Costs based on its 9-1-1 emergency incident call volume processed in the Centre or as reported to the OFMEM (Office of the Fire Marshal and Emergency Management) from the previous year. Each party’s share will be calculated by multiplying the fraction which has as its numerator the total number of 9-1-1 emergency incident calls processed for that party and as its denominator the total number of 9-1-1 emergency incident calls. Each party will provide and permit the City of Burlington to use the OFMEM quarterly and annual reports in order to calculate the 9-1-1 emergency incident call volume for that party.

*Example: If the total number of 9-1-1 emergency incident calls received in the Centre is 1,000 calls from the previous year, and the Town of Halton Hills*

*contributed 300 calls of the total 1,000 calls, then the cost share fraction would be 300 divided by 1,000, or 30%. The Operating Costs share would be calculated using this percentage. If the total Operating Costs are \$250,000 in the current year and the cost share fraction calculated from the previous years call volume is 30%, then the Town of Halton Hills' share will be 30% of \$250,000, or \$75,000.*

7. The City of Burlington shall prepare an estimate of the annual HR Costs and Operating Costs to staff, operate, maintain, repair, and replace the Centre ("Estimated Centre Costs"), and shall, as reasonably as possible, provide the Estimated Centre Costs to the Senior Joint Operating Committee in time for the local budget processes of each municipality.
8. Each Participating Municipality shall pay to the City of Burlington its share of the Estimated Centre Costs on a semi-annual basis, unless otherwise agreed to in writing by the parties. As soon as practicable after the end of each calendar year, the City of Burlington shall prepare an accounting of the Centre Costs for that year ("Statement") and shall provide such Statement to the Participating Municipalities.
9. In the event that the annual amount paid by a Participating Municipality is more than the amount required pursuant to the Statement so that there is a positive net year-end balance, then such positive net year-end balance will be transferred to a capital reserve fund that is maintained by the City of Burlington ("Capital Reserve Fund"). The City of Burlington will track on an ongoing basis the respective balances of the portions of the Capital Reserve Fund attributable to each party. In the event that the annual amount paid by a Participating Municipality is less than the amount required pursuant to the Statement so that there is a negative net year-end balance, then such negative net year-end balance will be offset by any funds in the Capital Reserve Fund that are attributable to that Participating Municipality. If the funds in the Capital Reserve Fund are insufficient to offset such negative net year-end balance, then the City of Burlington will forward to the Participating Municipality an invoice for such negative net year-end balance and that Participating Municipality

will pay such invoice within thirty (30) days of the date of such invoice. The parties agree that any funds in the Capital Reserve Fund will be used to offset future operating expenses or capital costs for the Centre. Any decisions to use any funds in the Capital Reserve Fund will be made by the Senior Joint Operating Committee. On an annual basis and as soon as reasonably possible after the end of the fiscal year, the City of Burlington shall provide to the Participating Municipalities a financial statement that outlines the balance of the Capital Reserve Fund.

10. The City of Burlington shall prepare a capital budget forecast for the Capital Costs, and shall, as reasonably as possible, provide such forecast to the Senior Joint Operating Committee in time for the local budget processes of each Participating Municipality.
11. Each Participating Municipality shall pay to the City of Burlington its share of the Capital Costs based on the actual costs incurred for the project when the project has been completed, including any additional costs that were not forecasted.
12. The Senior Joint Operating Committee may determine whether an audit of the Centre Costs will be conducted at the year-end. If an audit is to be conducted, then the Senior Joint Operating Committee will appoint an auditor and the cost of such audit will be included as a Centre Cost. The results of such audit will be provided to the parties.
13. This Agreement, unless terminated earlier as hereinafter provided, commences on [insert date], 2018 and will remain in force for a period of five (5) years. This Agreement may be renewed for such further term and on such terms and conditions as may be mutually agreed to by the parties. The City of Burlington and the Town of Oakville agree that the Burlington / Oakville Dispatch Agreement dated October 17, 2016 is terminated on [insert date].

14. Unless otherwise indicated herein, all right, title, and interest to and in the Centre and any improvements thereto will be and vest solely with the City of Burlington.
15. All computer aided dispatch incident records and data in connection with an incident (“Data”) will belong to the party to which that incident relates. Any and all Data that is created and retained by the City of Burlington will be maintained in accordance with the records retention by-law as established by the City of Burlington.
16. A Participating Municipality may terminate its participation in this Agreement with the City of Burlington upon two (2) years written notice to the City of Burlington for whatever reason without affecting the City of Burlington’s rights and obligations under this Agreement with any other Participating Municipality. The City of Burlington may terminate this Agreement with a Participating Municipality upon two (2) years written notice to that Participating Municipality for whatever reason without affecting its rights and obligations under this Agreement with any other Participating Municipality. In the event of the termination or expiration of this Agreement, the City of Burlington will pay to the departing Participating Municipality a percentage of the depreciated value, as determined in accordance with generally accepted accounting principles, of the assets of the Centre that have been contributed by the departing Participating Municipality, after any encumbrances have been deducted from such assets, as at the time of the termination or expiration of this Agreement; such percentage to be based on the number of municipalities for which the City of Burlington provides fire dispatch services.
17. The Participating Municipalities acknowledge that the City of Burlington may add any other municipality or entity to this Agreement without the consent of any of the Participating Municipalities; provided that such addition does not prevent, hinder or negatively impact the City of Burlington’s ability to perform its obligations hereunder to any Participating Municipality. Upon the execution of a joinder agreement with a new municipality or entity, the City of Burlington shall promptly notify the

Participating Municipalities of the new municipality or entity, and thereafter, that new municipality or entity will be a “Participating Municipality” and a “party”.

18. The Participating Municipalities acknowledge that the City of Burlington will negotiate and amend its collective agreement with its firefighters without the consent of the Participating Municipalities and that any amendments may affect the operation of the Centre.

19. In the event of any dispute or disagreement between the parties hereto as to the meaning or interpretation of anything contained in this Agreement or as to the performance or non-performance hereof or as to the respective rights and obligations of the parties hereunder, such dispute or disagreement may be dealt with as follows:

- (a) the dispute or disagreement will first be referred to the Senior Joint Operating Committee for resolution;
- (b) should the dispute or disagreement not be resolved within fourteen (14) days of its referral to the Senior Joint Operating Committee, the dispute or disagreement will be escalated to the Commissioner of Community Services of the Town of Oakville, to the Chief Administrative Officer of the Town of Halton Hills, and to the City Manager of the City of Burlington, as applicable; and
- (c) should the dispute or disagreement not be resolved within fourteen (14) days of its referral to the Commissioner of Community Services of the Town of Oakville, to the Chief Administrative Officer of the Town of Halton Hills, and to the City Manager of the City of Burlington, as applicable, any party may exercise its rights available at law.

20. All negotiations and settlement discussions to resolve a dispute or disagreement pursuant to Section 19 will be treated as compromise and settlement negotiations between the parties and will not be subject to disclosure through discovery or any other process and will not be admissible into evidence in any proceeding. Except

where clearly prevented by the nature of the dispute or disagreement, the parties agree to continue performing their respective obligations under this Agreement pending the resolution of the dispute or disagreement.

21. (a) A Participating Municipality will not be liable to the City of Burlington, to anyone claiming by, through or under the City of Burlington, or to any third party for any loss, cost, damages, injury, liability, claim, penalty, fine, interest or cause of action whatsoever resulting howsoever from any act or omission (including negligence or misconduct) on the part of the City of Burlington in the provision of fire dispatch services from the point of time that the 9-1-1 emergency incident call is answered up to and including the point of time at which the City of Burlington properly notifies that Participating Municipality to respond to the 9-1-1 emergency incident call or to dispatch fire services.
- (b) The City of Burlington will not be liable to a Participating Municipality, to anyone claiming by, through or under that Participating Municipality, or to any third party for any loss, cost, damages, injury, liability, claim, penalty, fine, interest or cause of action whatsoever resulting howsoever from any act or omission (including negligence or misconduct) on the part of that Participating Municipality in responding to the 9-1-1 emergency incident call or dispatching fire services after the point of time at which the City of Burlington properly notifies that Participating Municipality to respond to the 9-1-1 emergency incident call or to dispatch fire services.
- (c) To the extent that a third party initiates a claim against a party and that party is not responsible for the claim pursuant to clause (a) or clause (b), then the party that is responsible for the claim will indemnify, defend, and hold harmless the party that is not responsible for the claim.
- (d) No Participating Municipality will be liable for any acts or omissions of any other Participating Municipality under this Agreement.

22. The parties will do or cause to be done, from time to time, all such things and will execute and deliver all such documents, agreements, and instruments reasonably requested by another party as may be necessary or desirable to carry out the provisions and intention of this Agreement.
23. No party has authority or power to bind any other party or to contract in the name of, or create a liability against, any other party in any way or for any purpose.
24. Except as may otherwise be contained herein, this Agreement will enure to the benefit of and be binding upon the parties hereto and their personal or legal representatives, heirs, executors, administrators, successors, and permitted assigns, as the case may be.
25. No party will assign or transfer any or all of its rights or its duties or obligations hereunder without the prior written consent of all of the other parties, which consent may be unreasonably withheld. Any attempted assignment or transfer without such prior consent will be void.
26. Any notice provided for under this Agreement will be in writing and will be sufficiently given if delivered personally, or if transmitted by facsimile, or if mailed by prepaid registered mail to the parties, as follows:

if to the City of Burlington, at:           The Corporation of the City of Burlington  
426 Brant Street, P.O. Box 5013  
Burlington, ON L7R 3Z6  
Attention: Fire Chief  
Facsimile: 905-333-8727

if to the Town of Halton Hills, at:       The Corporation of the Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Attention: Fire Chief  
Facsimile: 905-877-1317



if to the Town of Oakville, at:           The Corporation of the Town of Oakville  
1225 Trafalgar Road, P.O. Box 310  
Oakville, ON L6J 5A6  
Attention: Fire Chief  
Facsimile: 905-338-4403

or at such other address or facsimile number as the party to whom such notice is to be given otherwise directs in writing. Any notice delivered aforesaid will be effective on the date of personal delivery, or on the date of facsimile transmission, and any notice mailed as aforesaid will be effective three (3) days after the mailing thereof, provided that where interruption of mail services is likely by reason of any strike or other labour dispute, notice will be given by personal delivery or facsimile transmission.

27. This Agreement is governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. Each of the parties hereto irrevocably attorns to the exclusive jurisdiction of the courts of such Province.
28. No consent or waiver, express or implied, by any party hereto of any breach or default by any other party hereto in the performance of its obligations hereunder will be deemed to or construed to be a consent to or waiver of any other breach or default in the performance by such other party of the same or any other obligations of such party hereunder. Failure on the part of any party to complain of any act or failure to act of any other party or to declare the other party in default, irrespective of how long such failure continues, will not constitute a waiver by the first-mentioned party of its rights hereunder.
29. Time is of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement will operate as a waiver of this provision.
30. All references to a day or days in this Agreement mean a calendar day or calendar days.

31. If any provision of this Agreement is held to be invalid, void or unenforceable, then the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.
32. This Agreement, and any documents incorporated by reference herein, constitute the entire agreement between the parties pertaining to the subject matter hereof and supersede all prior agreements, understandings, negotiations, and discussions with respect to the subject matter hereof whether oral or written. No supplement, modification or waiver of this Agreement will be binding upon the parties unless executed in writing by them.
33. The parties hereto understand, agree, and acknowledge that: (a) this Agreement has been freely negotiated by the parties; and (b) in any controversy, dispute or contest over the meaning, interpretation, validity or enforceability of this Agreement or any of its terms or conditions, there will be no inference, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted this Agreement or any portion thereof.

**[The remainder of this page is intentionally left blank.]**

**IN WITNESS WHEREOF** the parties have duly executed this Agreement as of the date first above written.

**The Corporation of the Town of Oakville**

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**CAO R. G. (Ray) Green, P.Eng.**

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**Town Clerk Vicki Tytaneck**

**The Corporation of the Town of Halton Hills**

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**Mayor Rick Bonnette**

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**Town Clerk Suzanne Jones**

**The Corporation of the City of Burlington**

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**Mayor Rick Goldring**

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**City Clerk Angela Morgan**

Wednesday June 13th, 2018

COW-10-18  
COW, July 9, 2018  
File no. 965-03

**Memorandum:**

**Board of Management & members of The Burlington Downtown  
Business Association**

Chair, Members of Committee of the Whole:

The BDBA is writing to Committee with a request of the Council-appointed liaison to the BDBA Board. Our request relates to the date of the proposed Santa 5K race, organized by VR Pro, which takes place in Downtown Burlington annually.

We respectfully request that Committee support the following motion:

“THAT the date for the Santa 5K Race be changed to Saturday November 24, 2018 and that the final Saturday in November be the fixed date for this event in subsequent years”

The BDBA is not recommending a change to the route nor the timing of the 2017 race. Our principal concern is the selection of a Saturday in December, a position which is supported by the City’s Manager of Community Development.

The event organizer has hosted foot races in Burlington, Ontario, Hamilton, Ontario and Burlington, Vermont for several years. They include: Frosty 5K (Sunday/March), Chilly Half Marathon (Sunday/March), Celebrate Canada Day Race (Sunday/June) and several Santa 5K Races in November.

In 2016 the event organizer changed the date for the Santa 5K to Saturday November 26.

In spring 2017 the BDBA Board was petitioned by the City’s Special Events Team to take a position on the event organizer’s request for a date and time change to the event: Saturday December 9, 2017. To inform the Board’s decision the Association issued to its business membership a survey, there were twenty-two responses (the full results and summary of conclusions are enclosed in *APPENDIX A*).

Ninety per cent of the survey respondents were not in favour of the requested time and date change. The survey responses were from twenty-two businesses, on the leg of Brant Street between Lakeshore Road and Caroline, the prime Santa 5K Race route. There are approximately 72 businesses in this section of Brant Street; the survey respondents represent approximately 30% of the commercial entities in this corridor.



The Association met with our business membership on several occasions to better understand the rationale for this opposition. We reached out to all twenty survey respondents and have devised a subcommittee composed of seven retailers with a specific vested interest in this issue. The survey and subsequent discussions with the retail and hospitality community affected by the Santa 5K Race have been revealing. The opposition is centered on three primary objections:

- 1) **The race puts a strain on customer parking in December.** Several members cited concerns about lack of customer/client parking that results when race participants and spectators consume the limited public parking supply. The December Free P! parking programme is in effect for the entire month of December. This programme was spearheaded by the BDBA on the direct recommendation of the downtown business community and is funded, in part, by the Defined Parking Area levy borne by business and property owners in the core. One member observed,

*“parking again was overtaken by race patrons. My staff and customers can't navigate to get down town to work or shop, December is a very busy month and we count on Saturday for all day traffic, we pay high rent and high taxes to have an opportunity to do business here”*

- 2) **EVERY Saturday in December is critical to retailers for Christmas sales.** Eighty-six per cent of the respondents to the BDBA's survey were open for business during the Santa 5K race in December 2016. Seventy-five per cent of these survey respondents indicated that their sales were “lower than average” during and after the race event.

This statistic caused the BDBA to dig deeper and undertake confidential interviews with five of the key merchants on Brant Street. Each of them recorded diminished sales figures, year over year, on days when the Santa 5K race was held downtown. One member observed,

*“December is our biggest month of the year and Saturday is our busiest day of the week. We have 4 Saturdays in 2017 and the first 2 are the best.*

Another business owner adding:

*“WAY TOO CLOSE TO CHRISTMAS!!! NO to Saturday! Get it off Brant St. This is very unfair to our customers. Saturday is our busiest day of the week. No one can pick up orders nor find parking.”*



- 3) **Race participants/spectators do not generally shop or translate into new sales for the downtown business community.** Unfortunately, sales figures during the race and feedback from “regular” downtown patrons confirm that the business community is not benefiting from sales through “new” customers. BDBA members cite the fact that spectators and race participants often patronize their places of businesses only for access to washrooms. This is true for retailers and members of the restaurant community as well. One member concludes,

*“Our customers avoid us because of this influx of cars/bodies/traffic and our business suffers as a result”*

Another BDBA member concludes:

*“There is no parking available and street closures make it difficult for customers to want to come downtown. We did not notice any additional sales from the people that attended the run.”*

The consensus amongst the Downtown business membership is that we collectively see value in the Santa 5K Race continuing in the Downtown core. It continues to be a popular event and is a traditional component of the post-summer animation campaign in Burlington.

In 2017 the Santa 5K route was changed. Previous race routes encircled the downtown business community and caused frustration with the businesses and their customers seeking access. The 2017 route change “opened up” the downtown significantly by re-routing the foot race down Lakeshore Road. This was a welcomed development. Unfortunately, the overuse of municipal parking assets and disruption to the routine of traditional Christmas shoppers remain significant challenges.

We have considered a number of variables that if changed could prove to be a “recipe for success” for the event organizer in the future. Variables considered include: adjusting the race date to a Sunday (the event organizer has executed several events in Burlington on Sundays), selecting a non-December weekend for the race, and, even encouraging the event organizer to consider hosting the race in another part of Burlington.

Of these options we believe that changing the race to the “final Saturday in November” is the preferred action.



In an effort to quantify the impact of the race continuing on a Saturday in December the Burlington Downtown Business Association met with five veteran retailers on Brant Street. All five were respondents to the original survey and maintain significant concerns about the race date.

Collectively these five businesses contribute in excess of \$140,000 property taxes to the City of Burlington annually. In addition, they collectively contribute in excess of \$5,000 annually to the Defined Parking Area Fund. This fund supports the pooled parking infrastructure downtown all year and the Free P! program providing free parking each December.

Our retail community depends on the healthy sales generated through goods and services purchased on the weekends leading up to Christmas each year. One single Saturday in December can generate over \$20K in business, per retailer.

Thank you for the opportunity to address this issue which has been unresolved, from the perspective of the BDBA, for several years. The BDBA has a stated responsibility to advocate and address any issues that directly affect the prosperity of our levy-paying membership. The present memorandum to Committee is a direct response to an issue identified by our membership. We feel that the motion tabled for consideration by Committee and City Council is reasonable and would be a fair outcome for all parties concerned.

Respectfully submitted,



Brian Dean  
Executive Director  
Burlington Downtown Business Association





## BURLINGTON DOWNTOWN

Monday, February 06, 2017

Attention: Jessica Wesolowski  
Supervisor of Festivals & Events  
City of Burlington

On behalf of the Board of Directors of the Burlington Downtown Business Association I would like to thank you for the proactive outreach regarding a proposed programming change by the event organizer VR Pro.

We have learned that your department is seeking feedback from the BDBA regarding the request for a date and time change for the proposed Santa 5K race 2016. Specifically, a request for comment on the proposal to host this race downtown on Saturday December 9th, 2017 with a start time of 10:00 a.m.

The BDBA Board met and discussed this issue on Wednesday February 1<sup>st</sup>, 2017. Our position is that we are not supportive of the requested change.

The Board's position on this issue was informed by data received from business members of our community. Feedback was received via a member-wide survey issued in December and a follow-up meeting, on Thursday January 19<sup>th</sup>, 2017, hosted by the BDBA which included several survey respondents. Kristina Paolucci was invited as an observer to this meeting.

The BDBA respects the fact that our position on this topic is but one factor that will be considered by your department in your deliberations.



The rationale for our position is multi-fold but has a direct relationship to the common themes we garnered from comments received by our membership.

The Association would like to share with you several reference documents in support of our position. They include: the Executive Director's staff report to the Board on February 1<sup>st</sup>, 2017, a summary of the results and the full survey results. All are enclosed.

Common themes are summarized here:

- 1) The race puts a strain on customer parking in December.
- 2) The race (combined with parking) deters regular patrons from coming downtown on race day.
- 3) EVERY Saturday in December is critical to my business in terms of sales.
- 4) Belief that the participants do not generally shop or translate into new customers for my business.

The Board reviewed and discussed this feedback at length. Our principal concern with the event organizer's request is the selection of a **Saturday** in December. For the reasons listed above we strongly encourage the City's Special Events Team to not move forward with the present request.

Our business members, notably the retail community, are unified in their understanding that December is a *critical* month for Christmastime sales of goods and services. It is important for the BDBA that your department recognizes this reasoning in light of requests by future event organizers wishing to execute animation in December in the downtown core. Stated another way, *every* Saturday in December is viewed as by our downtown business community.

Evidence of this belief is found in the responses to the BDBA's survey to its membership (enclosed). Members were queried with the following question, "*If your business was open, how would you describe your sales during and after the 5K*

*Race?”* (This question is in reference to the Santa 5K Race held downtown on Saturday November 26<sup>th</sup>, 2016). Twenty business members responded to this question (of 22 total responses). 75% of the respondents indicated that their sales were “*lower than average*”.

All 22 survey respondents provided feedback to the open-ended question “*The BDBA Board has been asked to take a position on a date and time change, proposed by the organizer for 2017. VRPro has requested a date and time change to host the event on Saturday December 9th, 2017. The start time for the race would be 10 a.m. and the event organizer indicates the end time to be 12 p.m. What are your business’ comments regarding this request?*”

While the Association appreciates that it was not tasked with providing recommendations to the event organizer on a success formula for future races in the downtown, we would like to share our comments with you.

The general consensus amongst the downtown business membership and the Board of Directors is that we see value in the Santa 5K race continuing in the downtown core. It continues to be a popular event and is a traditional component of the post-summer animation campaign downtown.

Common recommendations from the membership survey are summarized here:

- 1) Race organizer should strongly consider moving the event to a Sunday in the future: NOT in December.
- 2) Race organizer should give thought to changing the race route off of Brant Street. Perhaps using Spencer Smith Park as a starting point and racing westward?
- 3) Race organizer could consider other areas in the City of Burlington for the Santa 5K race in the future.

The Board also reviewed and discussed these member-generated recommendations.

We would like to forward the following observations and recommendations for your consideration:

- Race time: overall the Board *prefers* a race time that starts earlier than 10:00 a.m. We have received positive comments about the race organizer's efficient set up and take down of the event. Yet, many retailers affected by the route's road closure on Brant Street open for business at 10:00 a.m. on weekends. Their preference is to support an event that re-opens the roads at 11:00 a.m. to free up the streets for patrons and access to customer parking.
- Race day: the Board would be supportive of a Santa 5K race in November that takes place on a Sunday morning. Having witnessed the success of events like *The Robbie Burns Race 2016* we posit the idea that the Santa 5K race would perform well on a Sunday morning where the impact on neighbouring business operations can be mitigated.
- Race route: we have observed that the current race route restricts vehicles from accessing downtown's largest long-term parking asset: the 414 multi-level parking garage. For the duration of the Santa 5K Race it is inaccessible for patrons and employers to park. This is a concern. The BDBA Board respectfully suggests that the event organizer consider a reorientation of the race route to permit unfettered public access to the 414 Locust Street garage during future races.

Thank you again for the opportunity to share feedback on the event organizer's request for a revised date and time for the Santa 5K race in 2017. We trust that our comments will be accepted in the positive spirit of partnership in which they are intended and that they will be helpful in your department's deliberations on this topic.

Respectfully submitted,



Brian Dean  
Executive Director  
Burlington Downtown Business Association

## Item #5: Santa 5K Race 2017

### SUMMARY

**ACTION:** The BDBA Board has been asked to take a position on a date and time change, proposed by the organizer for 2017. VRPro has requested a date and time change to host the event on Saturday December 9th, 2017. The start time for the race would be 10 a.m. and the event organizer indicates the end time to be 12 p.m.

**BACKGROUND:** The event organizer has hosted foot races in Burlington, ON, Burlington VT and Hamilton, ON for several years. The Burlington Santa 5K is billed as “Canada's largest all-Santa race “and engages approximately 4,000 runners.

The race in Burlington was held in 2016 on **Saturday November 26<sup>th</sup>**. The start time was **9:00 a.m.** and end time **11:00 a.m.**

In years 2015 and 2016 the BDBA cost-shared with the organizer the closure of the Elizabeth Street surface parking lot from 7:00 a.m.-9:00 a.m. This was in response to comments from our business community that runners and participants using parking spaces intended for customers.

In 2015 and 2016 statistics indicate that the 414 Locust Street parking garage was not full during race times.

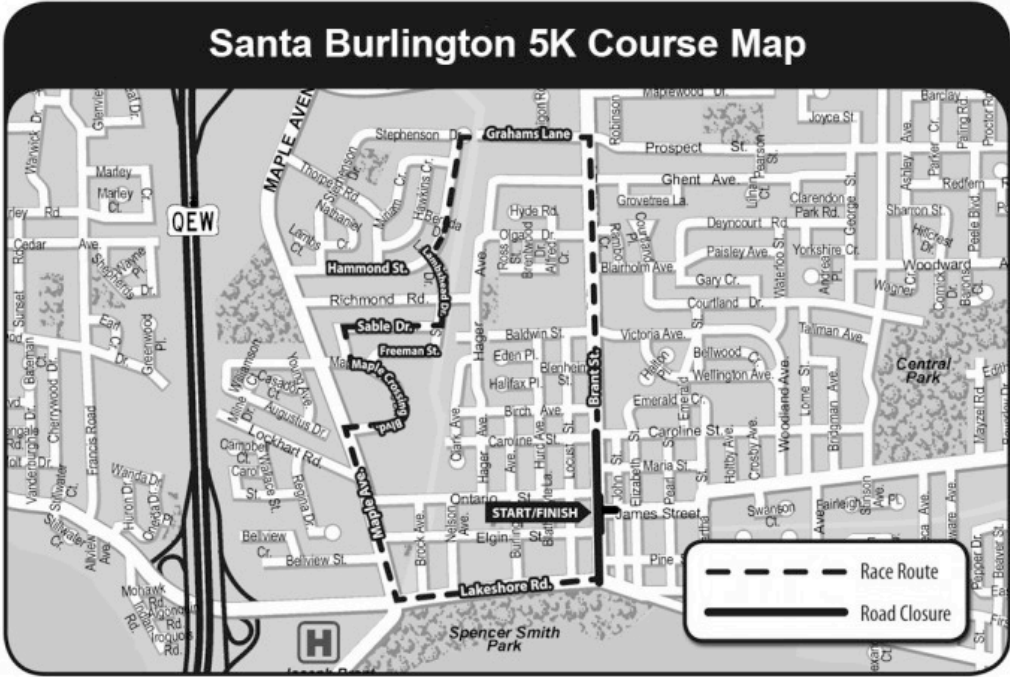
**OUTREACH:** To inform the Board’s decision the BDBA office issued a three question survey of the membership. There were 22 respondents. The full results and a summary of conclusions are enclosed.

On Thursday January 19<sup>th</sup> the following members and staff met to discuss further the survey results with Kristina Paolucci (City’s staff lead on the request from the organizer):

David Hayward/Brian Dean  
Lou Frasca (Scrivener’s)  
Jeff Cooling (Jeff’s Guy Shop)

Marianne Meed Ward  
Joelle Cooling (Joelle’s)  
Jason Pepetone (CENTRO)

**RACE ROUTE:**



**Road Closures:** 7 a.m. to 11 a.m.

- Brant Street from Elgin Street to Ontario Street.
- James Street from Brant Street to John Street.

**Traffic Lane Closures**

All remaining streets on the event route will have one lane coned-off for runners.

- Emergency services access will be maintained at all times along the event route.

**Supervision**

- Route management: Halton Regional Police Service will direct traffic at major intersections and event marshals will help runners and motorists at multi-residential driveways and on side streets.
- Event notices were delivered to all residences, religious centres and businesses affected by the event.

**Event information:** [www.santa5k.ca](http://www.santa5k.ca) or email [vrpro@sympatico.ca](mailto:vrpro@sympatico.ca)

**Event feedback:** [burlington.ca/eventfeedback](http://burlington.ca/eventfeedback)

**Road closures or traffic control:** Event liaison, City of Burlington, 905-335-7600, ext. 7704.

**Bus route detours in effect** on routes 3 and 5.

 **BURLINGTON TRANSIT**

Call 905-639-0550

[www.burlingtontransit.ca](http://www.burlingtontransit.ca)

**Downtown Municipal Parking**

Enjoy free parking during December in Burlington's downtown municipal lots:

- Waterfront Parking Garage, 414 Locust St.
- Various municipal surface parking lots.
- Limited meter parking will be available.
- Do not park at covered meters.

Find more parking information at [burlington.ca/parking](http://burlington.ca/parking) or call 905-335-7816.

**For general events information contact Tourism Burlington at 905-634-5594, the City of Burlington Festivals and Events Hotline at 905-335-7766 or visit the events calendar at [burlington.ca/calendar](http://burlington.ca/calendar).**

## **SUMMARY OF SURVEY:**

There were 22 respondents to the survey. 90% of the respondents had a Brant Street address. To the question “What are your business' comments regarding this request” by the organizer to a date/time change for the race in 2017.

2 –in favour

20 - not in favour

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### Common themes:

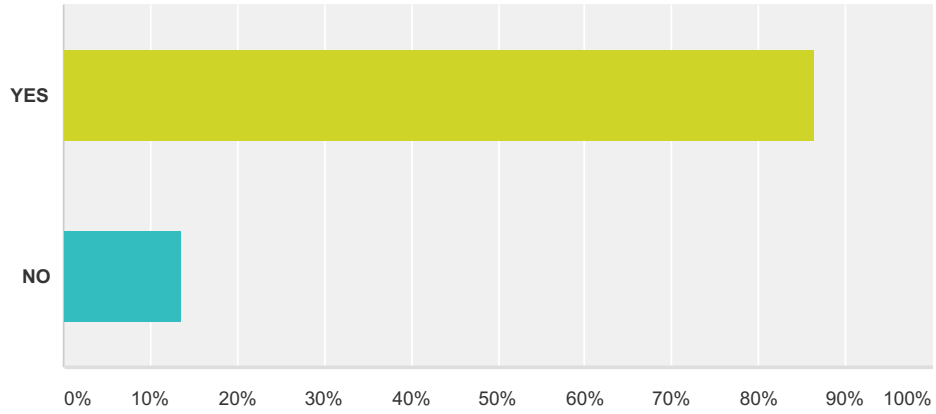
- 1) The race puts a strain on customer parking in December
- 2) The race (combined with parking) deters regular patrons from coming downtown on race day
- 3) EVERY Saturday in December is critical to my business
- 4) Belief that the participants do not generally shop or translate into new customers for my business

### Common recommendations:

- 1) Race organizer should strongly consider moving the event to a Sunday in the future: NOT in December
- 2) Race organizer should give thought to changing the race route off of Brant Street. Perhaps using Spencer Smith Park as a starting point and racing westward
- 3) Race organizer should consider other areas in the City of Burlington for the Santa 5K race in the future

### Q1 Was your place of business open during the Santa 5K Race, 2016 (7:00 a.m. - 11:00 a.m.)?

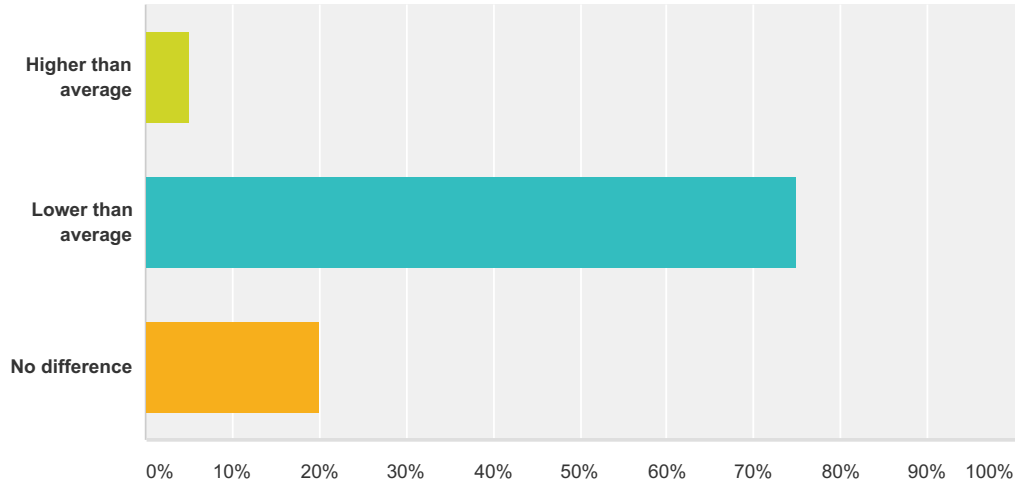
Answered: 22 Skipped: 0



Answer Choices	Responses	
YES	86.36%	19
NO	13.64%	3
<b>Total</b>		<b>22</b>

## Q2 If your business was open, how would you describe your sales during and after the 5K Race?

Answered: 20 Skipped: 2



Answer Choices	Responses
Higher than average	5.00% 1
Lower than average	75.00% 15
No difference	20.00% 4
<b>Total</b>	<b>20</b>



**Q3 The BDBA Board has been asked to take a position on a date and time change, proposed by the organizer for 2017. VRPro has requested a date and time change to host the event on Saturday December 9th, 2017. The start time for the race would be 10 a.m. and the event organizer indicates the end time to be 12 p.m. What are your business' comments regarding this request?**

Answered: 22 Skipped: 0

No. Please No. They take up all the parking spots downtown which leave no parking spots for our customers. Take these races out to Bronte Park Please!

12/20/2016 10:40 AM

Maybe moved to the afternoon or not using our main roads

12/19/2016 11:15 AM

Do it on a Sunday. Irritated by the number of Saturday interruptions

12/17/2016 8:30 PM

There should be no road closures or events that shutter the downtown in December other than the Santa Claus Parade. The 5 K Santa Run benefits no one other than the participants of the race. Losing business because of all of these road races and road closures is getting old. Why can't the event be held somewhere else or the last Saturday of November.

12/17/2016 5:55 PM

I hate that the race goes down Brant st right through the core. Starting somewhere where there is enough parking for all the participants as well as our regular clientele would be nice. Our customers avoid us because of this influx of cars/bodies/traffic and our business suffers as a result :(

12/17/2016 12:41 PM

I am not in favour of the date or time or the event for that matter. December is our most important month of the year for sales and this run hinders this for us retailers who pay taxes and rent/mortgages to be downtown. The whole event discourages our customers from shopping that day. There is no parking available and street closures make it difficult for customers to want to come downtown. We did not notice any additional sales from the people that attended the run. We were lucky that it happened to be a nice afternoon weather wise and our regular customers came out to shop late afternoon that day. I heard lots of comments like, we weren't going to come down until the race was over, or on Sunday saying, I didn't come yesterday because of the race. Quite frankly it is very frustrating as a business owner to have this event in December. If this run has to take place downtown (I'm not sure why it can't be somewhere else) would there be a possibility to change the route and date to be end of November instead. What about having it start at Central Park or Spencer Smith park. I love the downtown community feel and I never complain but this is one event that I would love to do without on Brant street. December is our month!

12/16/2016 10:14 PM

Morw apt to benefit the association businesses road cksures impede traffic to and from the core.

12/16/2016 9:35 PM

We think moving it further into the holiday season would really deter customers coming into the downtown and shopping over the weekend.

12/16/2016 6:15 PM

Negative - parking again was overtaken by race patrons, staff, customers can't nevigste to get down town to work or shop, December is a very busy month and and we count on Saturday for all day traffic, we pay high rent and high taxes to have an opportunity to do business, this race is for profit, would love to know the amount given to charity each year? We did not have one Santa in our store before during or after ..... perhaps moving the venue to a Sunday or even out of downtown can be considered, I THOUGHT A DESCESSION WAS MADE LAST YEAR TO MOVE THIS RACE FROM DECEMBEE YO NOVEMBER GOUNG FORWARD,

12/16/2016 5:50 PM

honestly, this event is annoying on every level. We would love to see it disappear. Sorry to be Grinch!

12/16/2016 5:42 PM

I'd rather see the race moved to Sunday mornig!

12/16/2016 2:57 PM

A Saturday in general is not good for us. If the run could be a Sunday it would be better. My business is open Saturday mornings from 9-12, if the run could happen after noon it would be better.

12/16/2016 12:32 PM

Saturdays are very disruptive to our business. We have a significant number of clients who can only get downtown on Saturdays and they choose to stay away on these event days. Sundays make much more sense since businesses / offices are closed before noon.

12/16/2016 11:37 AM

WAY TOO CLOSE TO CHRISTMAS!!! NO to Saturday! Get it off Brant St. That solves the issue by removing it from Brant St. This is very unfair to our customers. Saturday is our busiest day of the week. No one can pick up orders nor find parking. This is IMPOSSIBLE! Why do the businesses of Downtown Burlington bear the brunt of these 'events'. There is NO PARKING to host this event. Maybe it could start over at Spencers or Emmas Back Porch and end there too?

12/16/2016 11:33 AM

no problem. it is fun to see all the red suits

12/16/2016 10:57 AM

We are strongly opposed to any event like this. The participants take up all available parking and do not support local businesses except the sponsor and some coffee shops. It is HIGHLY disruptive and serves no purpose except to enrich the sponsor. We do not support approval for this event or anything else like it throughout the year. If it must be accommodated then it should take place on a Sunday morning and be completed by 10 a.m.

12/16/2016 10:53 AM

Can they do it on a different street? Being on the Main Street my Customers can't find parking, and people attending the race do not shop at my store during the event. I don't feel like it's good exposure either because the runners and people attending are not paying attention to the businesses, They aren't paying attention to the race.

12/16/2016 10:52 AM

I would agree with request. People still have time to shop. And still have 2 Saturdays before Christmas. They were torn down and off the streets by 1130 am this year! It's too bad that this race isn't embraced by the downtown! It gives people the opportunity to explore the downtown especially at Christmas time. We had the Christmas walk which I participated in and most of the stores were closed. I can live with this event for a half a day. It's fun to see everyone dressed in Santa suits. We should try as a community to build upon it. As a biz owner I find that most of my business is in the afternoon anyway!

12/16/2016 10:48 AM

As a business owner, I would prefer the race to take place outside of retail hours eg. Sunday morning 10-12 or any evening. Not only is it difficult for clients to get downtown to our business but staff too cannot get parking to arrive at work on time.

12/16/2016 10:35 AM

I would like to see it start at 8 am. I closed my business to accommodate this event. 10&12 is my peak time,

12/16/2016 10:34 AM

I am against this date. December is our biggest month of the year and Saturday is our busiest day of the week. We have 4 Saturdays in 2017 and the first 2 are the best. The race will take one of them away.

12/16/2016 10:34 AM

Fine

12/16/2016 10:31 AM



**SUBJECT: Event approval for October 26 to 28, 2018**

**TO: Committee of the Whole**

**FROM: Parks & Recreation Department**

Report Number: PR-04-18

Wards Affected: Ward 2

File Numbers: 965-01

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Approve a televised national broadcast in downtown Burlington on October 28, 2018 and supporting community event on October 26 and 27, 2018 at a cost of \$30,000 to be funded from the parks and recreation operating budget; and

Authorize the Mayor and City Clerk to sign the letter of agreement between the City of Burlington and the broadcaster to the satisfaction of the Director of Parks and Recreation and City Solicitor.

**Purpose:**

A City that Grows

- Promoting Economic Growth

An Engaging City

- Community Building through Arts and Culture via Community Activities
- 

**Background and Discussion:**

The Mayor, selected staff and representatives from the sporting community had the opportunity to meet with the producers of a nationally broadcast show and their event support team in June of this year. The purpose of the meeting was to provide the city with an overview of the program (which includes the nationally broadcast show along with a two-day festival leading up to the show), and assess if Burlington would be a viable broadcast location.

This live broadcast is a great opportunity to profile our city nationally and profile some of the successes from our sporting community.

Staff is pleased to report that the producers have selected downtown Burlington as its location for Sunday, October 28, 2018, pending Council approval. The two-day festival would take place downtown on Friday, October 26 and Saturday, October 27, 2018.

Staff is not able to approve the event under delegated authority since this is a new large event with an expected attendance of 15,000 to 20,000 people over the weekend.

Due to the confidentiality of the announcement, those involved are not allowed to announce the broadcast name until mid-August when the broadcaster anticipates a public announcement.

### **Strategy/process**

Given the national profile of this broadcast and the opportunity to share some of the great success stories of sport in Burlington, staff feels that this is a venture worth pursuing.

### **Options considered**

- 1. Host the event in 2018:** This is a great opportunity to showcase Burlington to the rest of Canada. It is a great platform to show how engaged the sporting community is in Burlington, how sport works collaboratively with each other and the city, and how some athletes have risen to become professional and Olympic athletes.
    - a. Downtown Burlington:** The downtown has infrastructure in place to support the broadcast (e.g. hard surfaces to support weight loads), many of the buildings and trees are lit and would provide an ideal backdrop for the broadcast, and the broadcast takes place on Sunday evening. Downtown is also considered a cultural hub of the city, providing an opportunity to showcase one of the many reasons why Burlington has been named the best mid-sized city in Canada.
    - b. Another area in Burlington:** Another area was not as feasible or desirable for the broadcaster.
  - 2. Don't host the event in 2018:** This would save some money, resources and staff time, but it would be a missed opportunity to showcase our great city to the rest of Canada.
-

**Financial Matters:**

Staff estimates that the city’s portion of the event will cost approximately \$30,000 based on information provided by the broadcaster. Below is a summary of expenses:

<b>Item</b>	<b>Cost Estimate</b>
Permits	\$6,000
Event clean up	\$1,000
Parking	\$2,000
Equipment rentals	\$6,000
Fencing and crowd control	\$3,000
Washroom rentals	\$2,000
First responders and security	\$7,000
1 heavy equipment operator and access to forklift and scissor lift	\$3,000
<b>TOTAL</b>	<b>\$30,000</b>

**Total Financial Impact**

**Source of Funding**

Staff is proposing that this event be funded from the parks and recreation operating budget.

**Other Resource Impacts**

This event will require the support from other departments and community sport organizations to coordinate, promote, and manage the event.

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**Connections:**

Hosting this event in the downtown aligns with the Cultural Action Plan and the Downtown Core commitments; both designate the downtown as the cultural hub of the community.

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### **Public Engagement Matters:**

Key sport organizations have been part of the initial brainstorming meeting with the broadcaster.

Once there is a public announcement that Burlington is a host location there will be a very extensive community engagement beyond sport organizations to include such stakeholders as Burlington Downtown Business Association, and all residents in Burlington.

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### **Conclusion:**

We have an exciting opportunity to profile the City of Burlington and the powerful sport connections in Burlington to a national audience. It is a great opportunity to showcase Burlington's successful sport community and celebrate Olympic and professional athletes from Burlington. This is a great opportunity to celebrate and welcome Canada to see our wonderful city.

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Respectfully submitted,

Denise Beard

Manager of Community Development

905-335-7600 ext 7518

### **Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



**SUBJECT: 2019 rates and fees**

**TO: Committee of the Whole**

**FROM: Finance Department**

Report Number: F-22-18

Wards Affected: All

File Numbers: 435-03

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Approve the 2019 rates and fees as outlined in finance report F-22-18, effective January 1<sup>st</sup>, 2019 unless otherwise indicated; and

Approve By-Law X-2018 and repeal By-Law 48-2017.

**Purpose:**

Establish new or revised policy and/or service standards

An Engaging City

- Good Governance
- 

**Background and Discussion:**

The City of Burlington charges user fees for services provided to the community. Each year, the city reviews its fees and charges under the Municipal Act and makes adjustments where appropriate.

The 2019 City of Burlington Rates and Fees By-law (Appendix A) provides a listing of rates and fees for services provided by the city, as well as new proposed fees currently not being charged by the city.

City staff undertakes an annual review of rates and fees. The results of this review have been incorporated in the 2019 City of Burlington rates and fees. The majority of

the proposed rates and fees adjustments reflect inflationary increases and also to align with market analysis.

A summary of the analysis undertaken by each service is listed below:

### **Fire Emergency Response and Prevention**

The Burlington Fire Department (BFD) conducted a review of other local fire departments rates and fees for revenue generation and cost recovery. All rates that are showing an increase are comparable with other local fire departments and adjusted to align costs to a service provided. Any rates and fees that are not showing any increase are currently billed at a rate that is greater than other comparators. Emergency response costs provided by the Ministry of Transportation (MTO) are current to the last rate provided by the MTO, this rate may change in-year based on updated information provided by the MTO. All full cost recovery line items will be billed back to individuals and companies based on the total costs incurred; this will include personnel, supplies, and retention of any third-party services. The new fees identified are for additional services that may be required due to legislative changes and best practices supporting a fire safe community. The intent of all rates and fees billed by the BFD is to promote fire safety behavior, mitigate cost incurred due to fire code non-compliance and for any services or activities provided or done by or on behalf of any other municipality (Municipal Act, 2001).

### **Animal Control**

The Animal Control By-law 60-2005 is being amended to reflect an increase in fees. These fees are being adjusted for inflationary increases to keep fees consistent with city administration and enforcement costs. Some fees have traditionally been adjusted annually for inflation while other fees have been more comprehensively reviewed as to costs and market rates for equivalent service(s). This increase ensures that the fee structure is fair and reasonable, while reflecting the amount of effort in processing applications.

A market analysis has shown that the charges for dog and cat adoption fees are below other municipalities. The proposed increase of 2% will make the city's adoption fees comparable, while still remaining reasonable.

### **By-Law Enforcement**

The primary reason for inflationary increases is to keep fees consistent with city administration and enforcement costs. Some fees have traditionally been adjusted annually for inflation, other than when fees have been more comprehensively reviewed as to costs and market rates for equivalent service(s).

The following by-laws are being amended to allow for all of the rates to reflect a 2% increase in fees:

- Swimming Pool Fencing By-Law 74-2005
- Animal Control By-Law 60-2005
- Sign By-Law 34-2007
- Lottery License By-Law 117-2007
- Adult Entertainment By-Law 1-2008
- Business Licensing By-Law 42-2008
- Noise & Nuisance By-Law 19-2003
- Property Standards By-Law 28-2009
- Public Vehicles By-Law 20-2009

It is intended that the amended by-laws would bring the new fees into effect on February 1, 2019. Furthermore, there has been re-alignment of some fees from individual and separate bylaw schedules into the Rates and Fees By-law, which will provide better transparency and be consistent with all other fees for the service.

This will also allow the license office to generate and mail out renewal notices in February and will provide advance notice to prospective applicants in the development and building industry of forthcoming increases.

In accordance with normal practice, development and building industry groups will be notified of the proposed inflationary fee increases. Notices of the proposed increases will be posted at the planning and building customer service counters where prospective applicants, many of whom are frequent customers, attend to obtain the identified services.

### **Roadway and Sidewalk Maintenance**

An increase of 2% in 2019 is proposed for the windrow program due to increased labour costs.

### **Parks and Open Space Maintenance**

An increase of 2% in 2019 is proposed for the adopt-a-bed program due to increased material and labour costs.

### **Sign Production Service**

Increases of 2% are proposed for sign sales in 2019 due to increased material and labour costs.

### **Tree Management**

An increase of 2.0% is proposed for 2019 to cover the cost of staff time to review and process each permit.

## **Cemetery**

For 2019, cemetery service fees have been increased by 2.5% to better align with industry and market rates. It should be noted that care and maintenance fees for marker installations are prescribed by the Ministry of Government and Consumer Services, therefore do not see annual increases. Overall, these rate adjustments are reflective of increased operating costs for labor, materials and contracted services.

## **Transit**

The short-term focus in transit continues to be system stability and building a foundation for future service changes and growth. A comprehensive five-year business plan is under development due for completion in early 2019. This work will include a review of our current fare structure.

As a result, 2019 proposed transit fares remain largely unchanged:

- cash fares remain unchanged at \$3.50.
- Presto single ride inflationary increase of \$0.05 for all fare categories.
- monthly period passes are offered through Presto and have been increased to better reflect the cost to deliver the program. The price for the existing loyalty program was not increased and will be marketed as an alternative with greater flexibility and value to customers.
- the child concession category has been merged with the youth concession which now encompasses all ages 6-19. Those 12 and under currently make up a small proportion of overall ridership.
- continue to offer a child monthly pass offered for those 12 and under with a price reduction of \$10 to \$40. This will primarily benefit low income families and those on the SPLIT program.
- post secondary U-pass was introduced last year and has been very successful. An increase of \$5 will still offer good value to post secondary students and is not expected to negatively affect demand.
- the charter rate has been increased to \$130 (from \$125/hour) to reflect increased fuel costs.

## **Traffic Operations Management**

No changes to the rates and fees are proposed in 2019.

## **Transportation Network Planning**

This service has one fee, parking demand survey data, which will remain unchanged for 2019.

## **Parking**

Parking rates remain unchanged for 2019, as rates remain competitive.

## **Roads and Structures – Design and Construction**

Fees have generally increased by 2% to be more in line with neighbouring municipalities while still remaining competitive with the exception of trench excavation permits, which have increased by 3% in order to cover the increase in staff time required with the utility corporation.

## **Arts & Culture Service**

With a focus on increasing participation and fostering a sense of belonging for all residents, rates and fees are determined by community needs, customer feedback, participation rates, and market trends. A market analysis is performed each year to determine Burlington's competitive position.

There are a total of 42 rates for music, Teen Tour Band and festivals & events.

Rate increases are as follows:

- 2% increase for Teen Tour Band memberships
- 2% increase for Junior Redcoats Band memberships
- 2% increase for uniform fees
- 5% increase for festivals and events commercial events for marketplace vendors, activity providers and food vendor

Overall, rates were maintained or slightly increased with the average rate increase between 2% and 3% to ensure customer participation and satisfaction.

## **Organized Sport Service**

With a focus on increasing participation and fostering a sense of belonging for all residents, rates and fees are determined by community needs, customer feedback, participation rates, and market trends. A market analysis is performed each year to determine Burlington's competitive position.

There are a total of 64 rates for sport indoor and outdoor space rentals.

Rates increases or changes are as follows:

- 2% average increase in arena ice for youth (3% prime & 2% non prime time)
- 3% average increase for school board use of city facilities
- 3% increase for school board amenities including libraries and auditoriums
- 2% increase for school board gymnasiums

- 3% increase for artificial turf
- New rates for hardball diamonds (tied to enhanced sportfield maintenance practices)
- New rates for rectangular fields and diamonds (3 classes A, B & C) (tied to enhanced sportfield maintenance practices)

Overall, rates were maintained or slightly increased with the average rate increase between 2% and 3% to ensure customer participation and satisfaction.

### **Recreation Service**

With a focus on increasing participation and fostering a sense of belonging for all residents, rates and fees are determined by community needs, customer feedback, participation rates, and market trends. A market analysis is performed each year to determine Burlington's competitive position.

There are a total of 286 rates for programs and memberships for recreation services.

Rate increases or changes are as follows:

- 2% increase for adults 55+ drop in programs
- 2% average increase for aquatics recreational programs
- 2% increase for both indoor and outdoor pool rates
- 4% increase for shinny hockey
- 2% increase for youth, teen, preschool and child programs
- 5% increase for SNAP
- New SNAP and splash program offering combines camp with swimming lessons
- 3% increase for Tyandaga memberships
- Indoor space rentals average increase is 1% which includes gyms, auditoriums and meeting rooms
- New administration fees for liability insurance
- Re-naming of a number of parks and recreation memberships

Overall, rates were maintained or slightly increased with the average rate increase between 2% and 3% to ensure customer participation and satisfaction.

## **Community Design and Development Review**

A proposed 2% indexation of planning fees taking effect January 1<sup>st</sup>, 2019 will offset the impact of inflation, while ensuring that the fee structure remains fair and reasonable to the development industry. Some exceptions include:

- the application fee for revisions to approved minor variance plans have been adjusted to better reflect the additional review necessary to ensure compliance with the Committee of Adjustment approval requirements. This resulted in a 25% increase.
- due to a 30+% increase in applications in the 2017 and 2018 years, fast track services are no longer being offered in most areas.

In addition, engineering user fees are charged under the authority in the Municipal Act and reviewed annually to ensure the fee remains in line with the cost to deliver the service. An increase of 2% is recommended for site plan inspection fees and subdivision agreement preparation fee which aligns the city's fees with the industry and covers the costs associated with the service.

## **Building Code Permits and Inspections**

The Building Code Act (BCA), 1992 provides municipalities with the authority to collect fees to fully recover the cost of administration and enforcement of the BCA and the Ontario Building Code (OBC). Regulations made under the BCA/OBC outline the details of what can be included as part of the cost including direct and indirect costs, and provisions for a reserve fund. The basic principle for providing building permit and inspection services is: "Fees for Service".

Rates and fees within the Section 6.11 of the City of Burlington Building Permit By-law 13-2018, are indexed to the Consumer Price Index (CPI) of Ontario as of December 31<sup>st</sup> and are adjusted annually on February 1<sup>st</sup>.

It is important to note that the exact amount of prescribed index is to be derived from official figures published by Statistics Canada, a common practice and an industry standard. While the exact CPI amount is not available at the time this report is written, staff will provide this information to Committee as soon as published by Statistics Canada, on or before the Council meeting scheduled for January 2019.

Building Services is committed to providing the public the right of access to information without the necessity of submitting a formal request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The proposed new fees reflect the associated cost in providing a new and improved process, routine disclosure, which allows individuals the right of access to records through an informal request rather than a formal request under MFIPPA. This new process supports openness and



transparency, providing the public easier access to records and improving overall customer service.

### **Service Burlington**

Clerks annually reviews fees across area municipalities to ensure fees are in line with other municipalities. As a result:

- commissioning services and burial permits: clerks is proposing a rate increase of 2.5% for these services. These fees are in line with area municipalities.
- marriage license application: clerks is proposing a 5% increase to marriage license application services. This will place Burlington in the middle of the price range for this service.
- group home fees have not been increased since 2012 and the city is significantly below area municipalities. Clerks is proposing a 25% increase, which results in a fee increase of \$10 for renewal and \$50 for new registrations.
- routine disclosure: these fees are in line with fees charged through Municipal Freedom of Information and Protection of Privacy Act. Clerks is not proposing any fee increases for these services.

### **Financial Management**

Finance staff has reviewed fees to ensure that the city's rates are reasonable, appropriate and comparable to other municipalities. As a result, the fees for the financial management services have remained unchanged for 2019 with the exception of the mortgage company admin fee, which has been increased by 9%, from \$11 to \$12.

### **Corporate Legal**

Corporate legal has been raising its rates and fees over the past two years to bring them in-line with our municipal comparators and at this point, staff determined that this has been accomplished and accordingly, below is the only change proposed for the 2019 budget year:

- compliance & property information request is proposed to increase from \$100.30 to \$110.00 (approximately 9.5% increase)

The revenue impact of such increase will be minimal, as no notable change in the number of requests is anticipated for 2019.

### **Geographic Information and Mapping**

Printed materials (maps and plans) have been consolidated based on format size and for ease of managing inventory and processing payment. There is no projected impact to revenue on the sale of these materials.

Where applicable, existing fees are proposed to increase by 2% for inflationary reasons.

### **Strategy/process**

The rationale for charging user fees is that those who clearly benefit from a service should be the ones to pay for it. User fees form one of the most significant portions of revenue earned by the city after property tax revenues. In order to mitigate property tax increases, the City of Burlington has been proactive in ensuring that the services provided by the city reflect a high level of cost recovery to the greatest extent possible while balancing affordability and providing access to services.

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### **Financial Matters:**

Rates and fees are reviewed annually by city staff and adjusted where appropriate to reflect cost increases while ensuring that market conditions are suitable for the adjustments.

### **Total Financial Impact**

Any additional revenues from increased/new fees or volume adjustments will be reflected in the 2019 proposed operating budget.

As part of the 2019 budget framework report (F-21-18) on the same agenda, an estimate of approximately \$500,000 has been included for increased revenues.

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### **Public Engagement Matters:**

The proposed fee increases have a financial impact on a number of stakeholders.

City staff will be notifying impacted stakeholders of amended fees as per their established process. Unless otherwise indicated, fees will be adjusted January 1, 2019 to provide sufficient notice to the public.

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### **Conclusion:**

The amendments to user fees are intended to mitigate cost pressures on the programs and services the city provides, while continuing the delivery of quality programs and services for the residents of Burlington.

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Respectfully submitted,

Ellen Chen

Financial Analyst – Strategies & Business Consulting

905-335-7600 x7586

**Appendices:**

- A. By-Law X-2018 - Rates and Fees

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

THE CORPORATION OF THE CITY OF BURLINGTON  
BY-LAW NUMBER XX-2018

A By-law to impose rates and fees

WHEREAS section 391 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of persons; and

AND WHEREAS section 69 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BURLINGTON HEREBY ENACTS AS FOLLOWS:

1. This by-law shall be known and cited as the “Rates and Fees By-Law”.
2. The Council hereby establishes the rates and fees as set out in Schedule “A” to this by-law for The Corporation of the City of Burlington.
3. The rates and fees as set forth in Schedule “A” shall come into effect January 1st, 2019 or as specified within the schedule.
4. The fees and charges will be subject to Harmonized Sales Tax (HST) and Retail Sales Tax (RST), where applicable.
5. The fees and charges imposed by the City, as outlined in Schedule “A” to this by-law may be increased, decreased or waived completely by the Director to whose department the fee or charge relates, subject to any approved corporate policy.
6. The fees and charges imposed by the City as outlined in Schedule “A” to this by-law may be amended by Council by way of a motion to reconsider.
7. The annual increases to fees and charges imposed by the City, as outlined in Schedule “A” to this by-law, may be rounded to result in whole dollar values.
8. Interest for unpaid accounts owing for fees and charges will be charged in accordance with any approved corporate policy.

9. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
10. Should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act* and *Planning Act* or any other act, except the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, this by-law shall take precedence, unless specifically stated to the contrary.
11. That Appendix "A" of by-law 74-2005 as amended, Schedule "D" of by-law 60-2005, Schedule C of by-law 34-2007 as amended, Schedule "A" and "B" of by-law 28-2009 as amended and Section 11.7 of application fee of by-law 19-2003 as amended are hereby deleted.
12. That Schedule "A" of by-law 117-2007 and as amended, Schedule "1" of by-law 1-2008, Schedule "A" of by-law 42-2008 and as amended, Schedule "A" of by-law 20-2009 are hereby deleted.
13. That by-law 48-2017 is hereby repealed in its entirety.
14. This by-law shall come into effect January 1<sup>st</sup>, 2019.

ENACTED AND PASSED this 16th day of July, 2018.

MAYOR: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_



# Rates and Fees

2019 Proposed  
Schedule A of Rates and Fees Bylaw

18-273

[burlington.ca/budget](http://burlington.ca/budget)



## City of Burlington 2019 Rates & Fees

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## 2019 SERVICE RATES AND FEES

Service: Fire Prevention  
Service Owner: Karen Roche

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>ADMINISTRATION</b>				
Outstanding Work Orders and/or Violations (Property Files)	\$99.95	1.0%	\$100.95	YES
Incident Report (Within 2 Years)	\$127.11	1.0%	\$128.38	YES
Incident Report (Over 2 years - Archived)	\$244.35	1.0%	\$246.79	YES
<b>FIRE PREVENTION INSPECTION<sup>1</sup></b>				
Non Compliance Re-Inspection and Subsequent Inspections (Per Hour, Per Inspection)	\$194.07	25.0%	\$242.59	YES
Fire Inspection 1 to 6 stories	\$419.20	2.5%	\$429.68	YES
Fire Inspection 7 to 15 stories	\$596.82	2.5%	\$611.74	YES
Fire Inspection 16+ stories	\$856.28	2.5%	\$877.69	YES
Occupant Load Determination /Recalculation	\$205.66	2.5%	\$210.80	YES
<b>LICENSE / COMPLIANCE INSPECTIONS</b>				
Liquor License Inspection	\$335.46	2.5%	\$343.85	YES
<b>(NEW)</b> Cannabis Retail Inspection	NEW		\$343.85	YES
Day Care (Private Home - max. 5 children under age of 13)	\$169.36	2.5%	\$173.59	YES
Day Care (Licensed), Foster Care and Group Homes	\$347.20	1.0%	\$350.67	YES



Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>PROPANE - LICENCE APPLICATION REVIEW</b>				
<b>(NEW)</b> Existing - 5000 USWG or Less	NEW		\$250.00	YES
<b>(NEW)</b> New/Modified - 5000 USWG or Less	NEW		\$520.00	YES
<b>(NEW)</b> Existing - 5000 USWG or Greater	NEW		\$500.00	YES
<b>(NEW)</b> New/Modified - 5000 USWG or Greater	NEW		\$1,040.00	YES
<b>(NEW)</b> Third Party Enginner or Firm - as required (100% cost recover + propane inspection fee)	NEW		100% Cost Recovery + Fee	YES
<b>PERMITS</b>				
Open Air Burning Permit - Residential (1 cubic meter or less)	\$0.00	0.0%	\$0.00	NO
Open Air Burning Permit - Commercial (1 cubic meter or less)	\$149.52	2.5%	\$153.26	NO
Fireworks / Firecracker /Pyrotechnic (High - Hazard) Exhibition Discharge - By-law 125-1992 - Licensed under Federal Explosives Act - Permit Required (one-week notice)	\$321.53	2.5%	\$329.57	NO
<b>VIOLATIONS</b>				
Complaint - Open Air Burning - Non Permitted/Contravention of Fire Code (2)	\$477.81	25.0%	\$597.26	NO
Selling high-hazard fireworks / firecrackers - Contravention of Bylaw 125-1992, Section 2 (a) - Anytime of Year	\$800.00	2.5%	\$820.00	NO
Selling low-hazard fireworks / firecrackers - Contravention of Bylaw 125-1992, Section 2 (b) - prohibited except on the following days; Victoria Day and Canada Day, and the six days immediately preceding	\$800.00	2.5%	\$820.00	NO
Complaint - Display / Discharge / Exhibition of high-hazard fireworks / firecrackers - No Permit - Contravention of Bylaw 125-1992	\$800.00	2.5%	\$820.00	NO
Complaint - Display/ Discharge / Exhibition of low-hazard fireworks / firecrackers - Contravention of Bylaw 125-1992, Section 2 (b) - prohibited except on the following days; Victoria Day and Canada Day, and three days immediately preceding	\$800.00	2.5%	\$820.00	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>FALSE ALARM RESPONSE <sup>2</sup></b>				
Working on System - Failure to Notify - Initial & Subsequent Incident(s) - Per Apparatus	\$456.75	5.0%	\$479.59	NO
Pull Station, Malfunction, Accidental, Human Error - 1 to 4. below = Per Apparatus	<b>Reference Fee Listing Below</b>			
1. Dispatch of fire apparatus to 1st & 2nd incident - Fire Prevention Review and/or Action Required	\$0.00	0.0%	\$0.00	NO
2. Dispatch of fire apparatus to 3rd incident - Initial fee	\$456.75	2.0%	\$465.42	NO
3. Dispatch of fire apparatus to 4th incident - Initial Fee + 25%	\$570.94	2.0%	\$581.78	NO
3. Dispatch of fire apparatus to 5th or Greater = Initial Fee + 50%	\$685.13	2.0%	\$698.13	NO

**Notes:**

- When applicable, some fees are subject to additional charges for cost of attending personnel (hourly or overtime rate)

1. Re-inspection fee is applicable for each subsequent inspection due to non-compliance
2. Per apparatus, per address, per 12 month period (not calendar year)

## 2019 SERVICE RATES AND FEES

**Service: Fire Emergency Response**  
**Service Owner: Ross Monteith**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>EMERGENCY RESPONSE(S)</b>				
Fire/Medical Emergency Response (No fee)	\$0.00	0.0%	\$0.00	NO
Standby Emergency Response Coverage Request (e.g. large special events) (per apparatus)(per attending personnel - overtime \$) (per hour - minimum 3 hours) <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	YES
Emergency Response -Retain Third Party Services - 100% Cost Recovery <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO
<b>TECHNICAL RESPONSE(S)</b>				
Motor Vehicle Collision (MVC) Highways/ 407 ETR - Ministry of Transportation (MTO) <sup>(2)</sup>	\$465.42	0.0%	\$465.42	NO
Motor Vehicle Collision (MVC) Municipal Street - Non Resident <sup>(2)</sup>	\$465.42	0.0%	\$465.42	NO
Motor Vehicle Fire (MVF) - Non Resident <sup>(2)</sup>	\$465.42	0.0%	\$465.42	NO
MTO Administration (ARIS) Fee - Non Resident - 100% Cost Recovery <sup>(3)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO
Hazardous Material Spill Response -100% Cost Recovery <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO
Technical Rescue -High Angle, Ice/Water, Confined Space, Trench- Non Resident - 100% Cost Recovery <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO
Environmental Service Calls-Fire remain on scene greater than 1 hour and/or failure of property owner or company to retain third party service or obtain utility service locate. <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>NON-EMERGENCY RESPONSE(S)</b>				
Fire Attend Special Event Request (festivals, shows, etc) (per apparatus) (per FF overtime rate) (per hour-minimum 3 hours) <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	YES
Fire Watch / Fire System Malfunction - Fire remain on scene greater than 1 hour (per attending personnel) (per hour) (overtime rate - minimum 3 hours) <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	YES
Replacement of Emergency Response Equipment / Materials <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO
Smoke and/or Carbon Monoxide Detector(s) (including Installation) (100% Cost Recovery) <sup>(1)</sup>	100% Cost Recovery	0.0%	100% Cost Recovery	NO
<b>(NEW)</b> Non-emergency Response -Retain Third Party Services - 100% Cost Recovery <sup>(1)</sup>	NEW	0.0%	100% Cost Recovery	NO

**Notes:**

- When applicable, some fees are subject to additional charges for cost of attending personnel (hourly or overtime rate)
- MTO rates are established by the Ministry of Transportation of Ontario and updated by the Province, fees may be increased in year to reflect a current \$ fee provided by the MTO.

(1) Full cost recovery of apparatus, equipment, supplies used (e.g. spill absorbent), attending personnel, retention of any third party services (such as contractor, rental of special equipment, specialized services) in order to determine cause, suppress or extinguish, preserve property, prevent spread, make safe or otherwise mitigate an emergency.

(2) Per apparatus, per hour, per additional fees incurred (e.g. spill absorbent), total cost equally divided by all parties involved. Shared charges billed to non-residents only. Rate established by the MTO for all fire services within the Province of Ontario. Fees subject to change as directed by MTO\*.

(3) Search fee charged by MTO (Ministry of Transportation) administrative search fee, fee may be changed at anytime, as directed by MTO

## 2019 DEPARTMENTAL RATES AND FEES

Service: Animal Control  
Service Owner: Grant Zilioffo

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>TIMES IMPOUNDED 1st, 2nd, 3rd, &gt; 3 days</b>				
1st Day (1st/2nd/3rd) >3	\$21.22/42.45/ 63.67	2.0%	\$21.64/\$43.30/ \$64.94	NO
2nd Day (1st/2nd/3rd) >3	\$42.45/63.67/ 84.89	2.0%	\$43.30/\$64.94/ \$86.59	NO
3rd Day (1st/2nd/3rd) >3	\$63.67/84.89/ 127.35	2.0%	\$64.94/\$86.59/ \$129.90	NO
<b>BOARDING AND QUARANTINE CHARGES DOMESTIC ANIMALS</b>				
One Day	\$19.83	2.0%	\$20.23	YES
Three Days	\$59.49	2.0%	\$60.68	YES
Seven Days	\$138.80	2.0%	\$141.58	YES
Quarantine (up to a maximum of ten days)	\$198.29	2.0%	\$202.26	YES
<b>BOARDING AND QUARANTINE CHARGES LIVESTOCK</b>				
<b>Animal Pick-Up Charges</b>				
During regular working hours	\$49.58	2.0%	\$50.57	YES
During non-working hours	\$114.06	2.0%	\$116.34	YES
Institutional pick up/delivery	\$19.83	2.0%	\$20.23	YES
<b>Surrender Fees (for Adoption or Euthanasia)</b>				
Dogs	\$29.75	2.0%	\$30.35	YES
Cats	\$29.75	2.0%	\$30.35	YES
Other	\$14.88	2.0%	\$15.18	YES
Litter of Pups	\$59.50	2.0%	\$60.69	YES
Litter of Kittens	\$49.58	2.0%	\$50.57	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Surrender Fees (for Adoption or Euthanasia) other than dogs and cats</b>				
Bird	\$13.67	2.0%	\$13.94	YES
Chinchilla	\$14.59	2.0%	\$14.88	YES
Ferret	\$52.02	2.0%	\$53.06	YES
Guinea Pig	\$16.46	2.0%	\$16.79	YES
Rat	\$14.59	2.0%	\$14.88	YES
Reptile	\$14.59	2.0%	\$14.88	YES
<b>Adoption (other than dogs and cats)</b>				
Bird	varies	2.0%	\$0.00	YES
Chinchilla	\$18.09	2.0%	\$18.45	YES
Ferret	\$52.02	2.0%	\$53.06	YES
Guinea Pig	\$9.07	2.0%	\$9.25	YES
Rat	\$9.07	2.0%	\$9.25	YES
Reptile	\$9.07	2.0%	\$9.25	YES
Rabbits	\$18.44	2.0%	\$18.81	YES
<b>Dog Adoption Package</b>				
Dog	\$109.26	2.0%	\$111.45	YES
Microchip	\$30.75	2.0%	\$31.37	YES
Implant Fee	\$16.05	2.0%	\$16.37	YES
Vaccination(s)	\$29.78	2.0%	\$30.38	YES
Additional Charges:				
License	\$26.00	2.0%	\$26.52	NO
(additional for unaltered dog)	\$52.00	2.0%	\$53.04	NO
<b>Cat Adoption Package</b>				
Cat	\$49.17	2.0%	\$50.15	YES
Microchip	\$27.14	2.0%	\$27.68	YES
Implant Fee	\$15.08	2.0%	\$15.38	YES
Vaccination(s)	\$28.09	2.0%	\$28.65	YES
<b>REGULAR CREMATION SERVICES</b>				
Under 50lbs	\$39.67	2.0%	\$40.46	YES
50-100lbs	\$79.35	2.0%	\$80.94	YES
100-150lbs	\$119.00	2.0%	\$121.38	YES
Pocket Pets/Birds	\$9.92	2.0%	\$10.12	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Microchip, Implant and Vaccination</b>				
Microchip	\$18.45	2.0%	\$18.82	YES
Implantation	\$9.92	2.0%	\$10.12	YES
Vaccination(s)	\$18.45	2.0%	\$18.82	YES
<b>Miscellaneous</b>				
Car Carrying Box	\$6.39	2.0%	\$6.52	YES
Refundable Trap Deposit	\$52.02	2.0%	\$53.06	NO
<b>Cat "E&amp;C" Package Fees</b>				
Cat Drop off	\$29.75	2.0%	\$30.35	YES
Euthansia Delivery/Pick Up	\$49.58	2.0%	\$50.57	YES
Cremation (under 50lbs)	\$39.67	2.0%	\$40.46	YES
Sedation	\$29.75	2.0%	\$30.35	YES
<b>Dog "E&amp;C" Package Fees (under 50lbs)</b>				
Dog Drop off	\$29.75	2.0%	\$30.35	YES
Euthanasia Deliver/Pick Up	\$49.58	2.0%	\$50.57	YES
Cremation (under 50 lbs)	\$39.67	2.0%	\$40.46	YES
Sedation	\$29.75	2.0%	\$30.35	YES
<b>Dog "E&amp;C" Package Fees (50-100lbs)</b>				
Dog Drop off	\$29.75	2.0%	\$30.35	YES
Euthansia Deliver/Pick Up	\$49.58	2.0%	\$50.57	YES
Cremation (50lbs)	\$79.35	2.0%	\$80.94	YES
Sedation	\$29.75	2.0%	\$30.35	YES
<b>Dog "E&amp;C" Package Fees (100+LBS)</b>				
Dog Drop off	\$29.75	2.0%	\$30.35	YES
Euthanasia Delivery / Pick Up	\$49.58	2.0%	\$50.57	YES
Cremation (100 + LBS)	\$122.12	2.0%	\$124.56	YES
Sedation	\$29.75	2.0%	\$30.35	YES

## 2019 DEPARTMENTAL RATES AND FEES

**Service: By-law Enforcement**  
**Service Owner: Grant Zilioffo**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>EFFECTIVE DATE: January 1, 2019</b>				
<b>Noise exemption, from construction equipment noise in connection with construction</b>	\$67.63	2.0%	\$68.98	NO
<b>Inspection Fee</b>	\$114.44	2.0%	\$116.73	NO
An inspection fee: may be imposed when an Officer conducts an inspection in which there is failure to remedy a by-law contravention by the date of compliance set out in a written notice or Order or when an Officer conducts an inspection where there is a repeat by-law violation. \$110 is a flat rate for bills under \$250 and for bills over \$250 (where work performed by the City and or a Contractor was required to bring lands into compliance) a 40% inspection fee is charged				
<b>Inspection fee for additional re-inspection</b>	\$114.44	2.0%	\$116.73	NO
<b>Re-inspection fee:</b> Where an inspection is premature or requires re-inspection due to an infraction identified at a previous inspection which was not remedied, and require the Officer to re-visit the site to complete the necessary inspection.				
<b>Pool Permits</b>				
Above ground pool	\$161.26	2.0%	\$164.49	NO
On ground pool	\$317.32	2.0%	\$323.67	NO
In ground pool	\$317.32	2.0%	\$323.67	NO
Temporary pool	\$79.07	2.0%	\$80.65	NO
Hydro-Massage Pool/ Hot Tub	\$79.07	2.0%	\$80.65	NO



Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Property Standards</b>				
Appeal to Property Standards order	\$353.74	2.0%	\$360.81	NO
<b>Certificate of Compliance</b>				
For each rental unit which has had a Property Standard Notice or Order	\$124.85	2.0%	\$127.35	NO
For each rental unit which has not had a Property Standard Notice or Order	\$62.42	2.0%	\$63.67	NO
For each rental unit which has had an Order and charges have been laid	\$260.10	2.0%	\$265.30	NO
For Interior common area(s) which have had a Property Standard Notice or Order	\$124.85	2.0%	\$127.35	NO
For Interior common area(s) which have not had an Order	\$62.42	2.0%	\$63.67	NO
For interior common area(s) which have had an Order and charges have been laid	\$260.10	2.0%	\$265.30	NO
For accessory building(s) or other structure(s) which have had a Property Standards Notice or Order	\$124.85	2.0%	\$127.35	NO
For Accessory building(s) or other structure(s) which have not had an Order	\$62.42	2.0%	\$63.67	NO
For accessory building(s) or other structure(s) which have had an Order and charges have not been laid	\$260.10	2.0%	\$265.30	NO
<b>Sign permits/enforcement</b>				
Portable signs	\$47.86	2.0%	\$48.82	NO
Banner Sign	\$47.86	2.0%	\$48.82	NO
Removal of an Unlawful Permanent Sign	\$84.27	2.0%	\$85.96	NO
Sign Storage (By-Law 74-2005): \$10.00 per day of storage after the first five (5) days of storage	\$10.00	0.0%	\$10.00	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Adult Entertainment (By-Law 74-2005) - Effective February 1, 2019</b>				
Adult Entertainment Business Owner/year	\$4,000.00	0.0%	\$4,000.00	NO
Adult Entertainment Business Operator/year	\$850.00	0.0%	\$850.00	NO
Entertainer/year	\$200.00	0.0%	\$200.00	NO
Adult Videotape Store Class "A" Owner/year	\$1,000.00	0.0%	\$1,000.00	NO
Adult Videotape Store Class "A" Attendant/year	\$75.00	0.0%	\$75.00	NO
Adult Videotape Store Class "B" Owner/year	\$150.00	0.0%	\$150.00	NO
Body-rub Business Owner/year	\$4,000.00	0.0%	\$4,000.00	NO
Body-rub Business Operator/year	\$850.00	0.0%	\$850.00	NO
Attendant/year	\$200.00	0.0%	\$200.00	NO
<b>Other Fees:</b>				
Licensing Committee Hearing Fee	\$340.00	0.0%	\$340.00	NO
Replacement Licence Fee	\$12.00	0.0%	\$12.00	NO
Late Fee (for renewals submitted past the expiry date of licence)	\$50.00	0.0%	\$50.00	NO
<b>Public Vehicles (By-Law 20-2009) - Effective February 1, 2019</b>				
Taxicab/Limousine Driver – New	\$280.00	2.0%	\$285.60	NO
Taxicab/Limousine Driver – Renewal	\$210.00	2.0%	\$214.20	NO
Taxicab/Limousine Owner – New/Plate	\$3,285.00	2.0%	\$3,350.70	NO
Taxicab/Limousine Owner – Renewal/Plate	\$685.00	2.0%	\$698.70	NO
Taxicab Broker – New	\$1,085.00	2.0%	\$1,106.70	NO
Taxicab Broker – Renewal	\$815.00	2.0%	\$831.30	NO
<b>OTHER FEES:</b>				
Licensing Committee Hearing Fee	\$440.00	2.0%	\$448.80	NO
Late Fee (for renewals submitted past the expiry date of licence)	\$70.00	2.0%	\$71.40	NO
Change of Information	\$45.00	2.0%	\$45.90	NO
Replacement of lost, stolen, missing, defaced or illegible plates/plate	\$95.00	2.0%	\$96.90	NO
Replacement of licence	\$45.00	2.0%	\$45.90	NO
Administration Fee	\$95.00	2.0%	\$96.90	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Businesses (By-Law 42-2008) - Effective February 1, 2019</b>				
Automotive	\$250.00	2.0%	\$255.00	NO
Convenience Store:				
(a) Sale of Foodstuff	\$185.00	2.0%	\$188.70	NO
(b) Sale of Foodstuff/Sale of Tobacco	\$330.00	2.0%	\$336.60	NO
(c) Sale of Foodstuff/Sale of Tobacco/Lunch Counter	\$490.00	2.0%	\$499.80	NO
Personal Services	\$250.00	2.0%	\$255.00	NO
Public Halls/Banquet Halls	\$185.00	2.0%	\$188.70	NO
Billiard/Pool Hall; Bowling Alley; Theatres; Pinball or Electronic Game Machine Establishments	\$250.00	2.0%	\$255.00	NO
Restaurants, Take-Out Restaurants and Lunch Counters	\$275.00	2.0%	\$280.50	NO
Night Club	\$1,210.00	2.0%	\$1,234.20	NO
Transient Trader:				
(a) 1 to 3 days/day	\$100.00	2.0%	\$102.00	NO
(b) Monthly	\$285.00	2.0%	\$290.70	NO
(c) 3 months	\$680.00	2.0%	\$693.60	NO
(d) Yearly	\$1,210.00	2.0%	\$1,234.20	NO
Refreshment Vehicles:				
a) Class A	\$375.00	2.0%	\$382.50	NO
b) Class B	\$185.00	2.0%	\$188.70	NO
c) Class C	\$275.00	2.0%	\$280.50	NO
d) Class D				
- 1 to 3 days/day	\$95.00	2.0%	\$96.90	NO
- Monthly	\$370.00	2.0%	\$377.40	NO
- 3 Months	\$730.00	2.0%	\$744.60	NO
- Yearly	\$1,355.00	2.0%	\$1,382.10	NO
Carnival/event	\$660.00	2.0%	\$673.20	NO
Festivals/event	\$670.00	2.0%	\$683.40	NO
Newspaper Distribution Boxes/box	\$50.00	2.0%	\$51.00	NO
Sale of Adult Magazines	\$185.00	2.0%	\$188.70	NO
Sale of Fireworks (includes Victoria Day and Canada Day)	\$250.00	2.0%	\$255.00	NO
Sale of Tobacco	\$185.00	2.0%	\$188.70	NO
Salvage Yard	\$250.00	2.0%	\$255.00	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
Tourist/Trailer Camp	\$250.00	2.0%	\$255.00	NO
Pawnbroker	\$250.00	2.0%	\$255.00	NO
<b>OTHER FEES:</b>				
Licensing Committee Hearing Fee	\$380.00	2.0%	\$387.60	NO
Late Fee (for renewals submitted past the expire of licence)	\$70.00	2.0%	\$71.40	NO
Change of Information	\$45.00	2.0%	\$45.90	NO
Removal of Newspaper Boxes/box	\$70.00	2.0%	\$71.40	NO
Replacement of lost, stolen, missing, defaced or illegible plates/plate	\$95.00	2.0%	\$96.90	NO
Replacement of licence	\$45.00	2.0%	\$45.90	NO
Administration Fee	\$95.00	2.0%	\$96.90	NO
<b>Lottery Licensing Fees (By-Law 117-2007) - Effective February 1, 2019</b>				
Bingo Licence Fees for Bingo lottery schemes	\$102.00	0.0%	\$102.00	NO
Bazaar Lotteries	3% of the prize value	0.0%	\$0.00	NO
Nevada Lotteries (Break-open tickets)	3% of the prize value	0.0%	\$0.00	NO
Raffle Lotteries	3% of the prize value	0.0%	\$0.00	NO
Wheels of Fortune per wheel per day	\$3.00	0.0%	\$3.00	NO
Municipal Approval Letter administration fee (non-refundable)	\$16.00	0.0%	\$16.00	NO
<b>Liquor Sales Licence Application</b>				
<b>Municipal Information Form (Approval Letter)</b>	\$87.00	2.0%	\$88.74	NO

## 2019 SERVICE RATES AND FEES

**Service:** Roads and Sidewalk Maintenance  
**Service Owner:** Mark Adam

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Windrow Clearing Program</b>				
Windrow Clearing Program	\$ 47.62	2%	\$ 48.57	YES

## 2019 SERVICE RATES AND FEES

**Service:** Parks and Open Space Maintenance  
**Service Owner:** Murray Cameron

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Adopt-A-Bed Program</b>				
Adopt-A-Bed (dollar per square metre)	\$24.55	2.0%	\$25.04	NO
Downtown Concrete Planter	\$246.03	2.0%	\$250.95	NO

## 2019 SERVICE RATES AND FEES

Service: Sign Production Service  
Service Owner: Julie Hutchings

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Sign Sales (30 x 45 by-law enforcement signs)</b>				
Authorized Parking	\$34.15	2.0%	\$34.83	NO
Fire Access Route	\$34.15	2.0%	\$34.83	NO
No Parking and Rules	\$34.15	2.0%	\$34.83	NO
Handicap Parking	\$34.15	2.0%	\$34.83	NO
U-Post	\$50.37	2.0%	\$51.38	YES
Mounting Hardware	\$5.90	2.0%	\$6.02	YES

## 2019 SERVICE RATES AND FEES

Service: Tree Management  
Service Owner: Barbara Rabicki

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Public Tree Permit Fees</b>				
<b>Injured, impacted and removed trees</b>				
Per application	\$204.00	2.0%	\$208.08	YES

## 2019 SERVICE RATES AND FEES

**Service: Cemetery**  
**Service Owner: Julie Hutchings**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Cemetery Lots, Columbariums and Services</b>				
<b>Plots</b> (incl. 40% care and maintenance fund)				
Flat Marker Lots	\$1,863.61	2.5%	\$1,910.20	YES
Children's Lots	\$574.13	2.5%	\$588.48	YES
Stillborn Lots	\$260.27	2.5%	\$266.78	YES
Upright Lots	\$2,423.96	2.5%	\$2,484.56	YES
Urn Garden Lots (2' x 2')	\$861.99	2.5%	\$883.54	YES
Urn Garden Lots (3' x 3')	\$1,060.37	2.5%	\$1,086.88	YES
<b>Columbarium Niche 1,2 &amp; 3 % McMillan Block</b> (incl. 15% care and maint)				
Row 1	\$1,877.25	2.5%	\$1,924.18	YES
Row 2	\$2,067.21	2.5%	\$2,118.89	YES
Row 3	\$2,621.17	2.5%	\$2,686.70	YES
Row 4	\$2,811.13	2.5%	\$2,881.41	YES
Row 5	\$2,811.13	2.5%	\$2,881.41	YES
<b>INTERMENTS</b>				
Single Depth	\$1,052.94	2.5%	\$1,079.26	YES
Urn Opening	\$418.75	2.5%	\$429.22	YES
Children's Opening	\$409.66	2.5%	\$419.90	YES
Stillborn Opening	\$118.43	2.5%	\$121.39	YES
Use of Lowering Device and Set-up Fee	\$114.31	2.5%	\$117.17	YES
Columbarium Niche Opening	\$236.92	2.5%	\$242.84	YES
<b>DISINTERMENT CHARGES</b>				
Full Size Lot	\$2,870.63	2.5%	\$2,942.40	YES
Urn Lot	\$456.82	2.5%	\$468.24	YES
Columbarium	\$177.69	2.5%	\$182.13	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>OTHER SERVICE CHARGES</b>				
Monument Foundation "Per Cubic Foot"	\$64.32	2.5%	\$65.93	YES
Flat Marker Installation up to 18" x 12"	\$152.05	2.5%	\$155.85	YES
Flat Marker Installation Greater Than 18" x 12"	\$195.83	2.5%	\$200.73	YES
Upright Marker up to 4' in Height *	\$100.00	0.0%	\$100.00	YES
Upright Marker Greater than 4' in Height *	\$200.00	0.0%	\$200.00	YES
Flat markers 173 sq inches or Greater Care & Maintenance *	\$50.00	0.0%	\$50.00	YES
Transfer of Ownership and Issuance of New Interment	\$90.57	2.5%	\$92.83	YES
Columbarium Niche Marker (incl. installation)	\$630.83	2.5%	\$646.60	YES
Columbarium Niche Marker McMillan Block (incl. installation)	\$872.29	2.5%	\$894.10	YES
Columbarium Niche Marker McMillan Block with portraits (incl. installation)	\$1,373.04	2.5%	\$1,407.37	YES
Overtime Rate Per Half Hour (2 staff)	\$166.48	2.5%	\$170.64	YES
Preparing Ground and Planting Flowers	\$62.89	2.5%	\$64.46	YES
Planting or Removal of Shrubs (2 Per Lot)	\$96.27	2.5%	\$98.68	YES
Installation of Vase Assembly	\$118.46	2.5%	\$121.42	YES
<i>*Care and Maintenance Contribution Rates as Prescribed by the Funeral, Burial and Cremation Services Act, 2002 - Ontario Regulation 30/11</i>				



## 2019 SERVICE RATES AND FEES

Service: Transit  
Service Owner: Colm Lynn

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: May 1, 2019</b>				
<i>NOTE: Some rates and fees may be rounded for ease of administration and collection</i>				
<b>Cash/Paper Fare Products &amp; Pricing (Conventional &amp; Specialized Services)</b>				
Adult Cash Fare (20-64 years of age, and all others not defined)	\$3.50	0.0%	\$3.50	NO
Adult Fare - 10 Ticket Purchase	\$27.50	0.0%	\$27.50	NO
Youth Cash Fare (6-19 years of age)	\$3.50	0.0%	\$3.50	NO
Youth Fare - 10 Ticket Purchase	\$19.00	0.0%	\$19.00	NO
Seniors Cash Fare (65 years and over)	\$3.50	0.0%	\$3.50	NO
Seniors Fare - 10 Tickets	\$19.00	0.0%	\$19.00	NO
<b>(DISCONTINUED)</b> Child Care Fare (12 years of age and under)	\$3.50	N/A	-	-
<b>(DISCONTINUED)</b> Child - 10 Ticket Purchase	\$18.50	N/A	-	-
Child (5 years old and under - must be accompanied by parent/guardian)	\$0.00	0.0%	\$0.00	NO
Personal Support Person (AODA identified)	\$0.00	0.0%	\$0.00	NO
CNIB Card Member	\$0.00	0.0%	\$0.00	NO
<b>PRESTO FARE PRODUCTS &amp; PRICING (Conventional &amp; Specialized Services):</b>				
Adult Single Ride (Loyalty: with 100% discount for 36th and each additional full fare ride in calendar month)	\$2.70	2.0%	\$2.75	NO
Adult Monthly Passes (on Presto) - Unrestricted	\$97.00	3.5%	\$100.00	NO
Senior Single Ride (Loyalty: with 100% discount for 32nd and each additional full fare ride in calendar month)	\$1.85	2.5%	\$1.90	NO
Seniors Monthly Pass (on Presto) - Unrestricted	\$59.25	3.0%	\$61.00	NO
Youth Single Ride (Loyalty: with 100% discount for 38th and each additional full fare ride in calendar month)	\$1.85	2.5%	\$1.90	NO
Youth Monthly Pass (on Presto) - Unrestricted	\$71.00	5.5%	\$75.00	NO
Youth Bulk Purchase Discount (Monthly Period Pass)	\$52.00	5.5%	\$55.00	NO
<b>(DISCONTINUED)</b> Child Single Ride (Loyalty: with 100% discount for 38th and each additional full fare ride in calendar month)	\$1.85	N/A	-	-
Child Monthly Pass (on Presto) - (12 and Under) Unrestricted	\$50.00	-20.0%	\$40.00	NO
Post Secondary Student - U-pass Add On (must have valid student card with another Transit agency endorsement) - Presto Only	\$25.00	20.0%	\$30.00	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
Student/Child Monthly Pass (Per month - Available July and August only on Presto)	\$25.00	0.0%	\$25.00	NO
GO Fare Integration	\$0.70	0.0%	\$0.70	NO
PRESTO Card Issuance Fee	\$6.00	0.0%	\$6.00	NO
Minimum e-purse Load	\$5.00	0.0%	\$5.00	NO
Maximum e-purse Load	\$1,000.00	0.0%	\$1,000.00	NO
Minimum e-purse reload value	\$10.00	0.0%	\$10.00	NO
Maximum e-purse reload value	\$1,000.00	0.0%	\$1,000.00	NO
Overdraft Fee	\$0.25	0.0%	\$0.25	NO
<b>MISC. FEES</b>				
Transit Charter Rate (per hour - minimum 3 hours)	\$125.00	4.0%	\$130.00	NO
Handi-van Charter Rate (per hour)	\$125.00	4.0%	\$130.00	NO

## 2019 SERVICE RATES AND FEES

**Service: Traffic Operations Management**  
**Service Owner: Jeff Black**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Existing Traffic &amp; Collision Information</b>				
Intersection Turning Movement Count	\$56.59	0.0%	\$56.59	NO
AADT Network Map	\$124.17	0.0%	\$124.17	NO
Road Tube Count (Single Location)	\$33.95	0.0%	\$33.95	NO
Collision Summary (Link or Intersection)	\$24.84	0.0%	\$24.84	NO
<b>Other:</b>				
Existing Signal Timing/Phasing Report	\$68.52	0.0%	\$68.52	NO
Historical Signal Timing/Phasing Report	\$250.17	0.0%	\$250.17	NO
Traffic Signal Specification (separate from a tender/quotation)	\$31.05	0.0%	\$31.05	NO
Dumpster Permit	\$62.00	0.0%	\$62.00	NO
Oversize/Overweight Load Permit: with 5 days or more lead time	\$163.15	0.0%	\$163.15	NO
Oversize/Overweight Load Permit: with less than 5 days lead	\$228.42	0.0%	\$228.42	NO
Oversize Annual Load Permit	\$356.77	0.0%	\$356.77	NO
Road Occupancy Permit	\$95.72	0.0%	\$95.72	NO

## 2019 SERVICE RATES AND FEES

**Service: Transportation Network Planning**  
**Service Owner: Kaylan Edgcumbe**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
Parking Demand Survey Data	\$250.00	0.0%	\$250.00	NO

## 2019 SERVICE RATES AND FEES

**Service: Parking**  
**Service Owner: Paul Yager**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<b>Downtown Defined Parking Area</b>				
<b>Hourly</b>				
Parking Pay Station - Street	\$1.55	0.0%	\$1.55	YES
Parking Pay Station - Lots	\$1.55	0.0%	\$1.55	YES
Parking Pay Station - Garage	\$1.55	0.0%	\$1.55	YES
<b>Daily Parking Rates</b>				
Parking Pay Station - Street	\$12.39	0.0%	\$12.39	YES
Parking Pay Station - Lots	\$12.39	0.0%	\$12.39	YES
Parking Pay Station - Garage	\$12.39	0.0%	\$12.39	YES
<b>Reserved Parking Space Fee</b>				
Downtown Street - Temporary Parking Permit to Reserve a Parking Space	\$21.00	0.0%	\$21.00	NO
Downtown Lot-Temporary Parking Permit to Reserve a Parking Space Application Fee	\$100.00	0.0%	\$100.00	NO
<b>Monthly Parking Rates</b>				
John Street North Lot (3)	\$73.45	0.0%	\$73.45	YES
Elizabeth Street Lot (4)	\$116.81	0.0%	\$116.81	YES
Brock Avenue South Lot (6)	\$73.45	0.0%	\$73.45	YES
Locust Street Lot (7)	\$116.81	0.0%	\$116.81	YES
Caroline Street Lot (8)	\$116.81	0.0%	\$116.81	YES
Martha Street Lot (11)	\$116.81	0.0%	\$116.81	YES
Brock Avenue North Lot (15)	\$73.45	0.0%	\$73.45	YES
Waterfront Parking Garage	\$116.81	0.0%	\$116.81	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Other</b>				
Neighborhood On-Street Parking Program (NOSPP) per Sign	\$227.43	0.0%	\$227.43	YES
Private Property Agency Officer - Registration Fee	\$225.66	0.0%	\$225.66	YES
Alton Community Street Permit - Monthly Fee	\$26.55	0.0%	\$26.55	YES
Alton Community Street Permit - Annual Fee	\$309.73	0.0%	\$309.73	YES
<b>City Wide Enforcement</b>				
<b>Administrative Monetary Penalties (AMP) Parking Tickets AMP By-law 39-2016 (IT-4-16)</b>				
Park without consent on municipal property	\$47.00	0.0%	\$47.00	NO
Park without payment	\$24.00	0.0%	\$24.00	NO
Park with an invalid permit	\$24.00	0.0%	\$24.00	NO
Park exceeding 3-hour limit in a parking pay station zone within a day	\$24.00	0.0%	\$24.00	NO
Park at Covered parking pay station space or during prohibited times	\$47.00	0.0%	\$47.00	NO
Park exceeding 20-minute limit in municipal parking garage	\$24.00	0.0%	\$24.00	NO
Park between 11pm-7am on municipal property	\$47.00	0.0%	\$47.00	NO
Park exceeding 4-hour limit or not connected to electric vehicle charging station	\$47.00	0.0%	\$47.00	NO
Park on grass or sand on municipal property	\$47.00	0.0%	\$47.00	NO
Park with residential parking permit contrary to permit rules	\$47.00	0.0%	\$47.00	NO
Park on Private Property without consent	\$47.00	0.0%	\$47.00	NO
Park or stop on or in fire route anytime	\$120.00	0.0%	\$120.00	NO
Park idling vehicle exceeding 1-minute	\$120.00	0.0%	\$120.00	NO
Park exceeding 20-minute limit in vehicle loading zone	\$47.00	0.0%	\$47.00	NO
Park in large vehicle loading zone contrary to by-law	\$120.00	0.0%	\$120.00	NO
Parking facing wrong way on roadway	\$47.00	0.0%	\$47.00	NO
Parking obstructing any portion of sidewalks	\$64.00	0.0%	\$64.00	NO
Park on any portion of boulevard	\$47.00	0.0%	\$47.00	NO
Park in front of or within 1-metre of driveway or laneway	\$47.00	0.0%	\$47.00	NO
Park with 3-metres of fire hydrant	\$64.00	0.0%	\$64.00	NO
Park in a manner that obstructs traffic of bicycle lane	\$47.00	0.0%	\$47.00	NO
Park on shoulder of roadway	\$47.00	0.0%	\$47.00	NO
Park exceeding 5-hour limit on roadway within 25-metre distance	\$47.00	0.0%	\$47.00	NO
Park between 1am-6am	\$47.00	0.0%	\$47.00	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
Park large vehicle in residential area	\$120.00	0.0%	\$120.00	NO
Park during snow storm or before snow removal operation is completed	\$120.00	0.0%	\$120.00	NO
Park within 9-meters of an intersection	\$64.00	0.0%	\$64.00	NO
Park in any curved portion of a roadway obstructing sight-lines	\$64.00	0.0%	\$64.00	NO
Park in signed prohibited parking area	\$47.00	0.0%	\$47.00	NO
Park in signed emergency prohibited stopping area	\$64.00	0.0%	\$64.00	NO
Park adjacent to or perpendicular in lay-by	\$47.00	0.0%	\$47.00	NO
Park vehicle that is un-plated or is immobile in street	\$64.00	0.0%	\$64.00	NO
Park outside lines designating parking space	\$47.00	0.0%	\$47.00	NO
Stop as to obstruct any portion of crosswalk or pedestrian pathway	\$64.00	0.0%	\$64.00	NO
Stop within 15-metres of signed bus stop	\$64.00	0.0%	\$64.00	NO
Stop in signed loading zone for a school bus	\$64.00	0.0%	\$64.00	NO
Stop in signed loading for a school bus	\$120.00	0.0%	\$120.00	NO
Park in an accessible parking space without a valid permit	\$400.00	0.0%	\$400.00	NO
<b>Administrative Monetary Penalties (AMP) Fees AMP By-Law 40-2016 (ITS-4-16)</b>				
Vehicle Ownership from MTO or CPIC Search Fee	\$16.00	0.0%	\$16.00	NO
Late Payment Administrative Penalty Fee	\$26.00	0.0%	\$26.00	NO
Vehicle License Filled with MTO for Plate Denial Fee	\$26.00	0.0%	\$26.00	NO
Fault to Attend Scheduled Hearing Meeting Fee	\$52.00	0.0%	\$52.00	NO
Tow Vehicle Fee	\$100.00	0.0%	\$100.00	NO

## 2019 SERVICE RATES AND FEES

**Service:** Roads and Structures - Design and Development  
**Service Owner:** Scott Hamilton

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
Tender documents	\$66.28	2.0%	\$67.61	YES
Trench excavation permit-private sewer contractor	\$474.73/ plus 1.63m of plant installed	3.0%	\$488.97/ plus 1.68m of plant installed	YES
Trench excavation permit-utilities	\$438.00/plus 0.79/m of plant installed	3.0%	\$451.14/plus 0.81/m of plant installed	YES
Driveway Modification Permit	\$123.51	2.0%	\$125.98	YES
Curb Cuts - Industrial	\$49.05	2.0%	\$50.03	YES
Curb Cuts -Residential	\$144.18	2.0%	\$147.06	YES

## 2019 SERVICE RATES AND FEES

**Service: Recreation**  
**Service Owner: Rob Axiak**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>ADULT RECREATIONAL PROGRAMS</b>							
<b>ADULT 19+ PROGRAMS - Effective September 3rd, 2019</b>							
<b>DROP-IN PROGRAMS</b>							
DISCONTINUED Drop-In Sports	\$ 3.81	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Drop-In Cards	\$ 3.81	N/A	\$ -	N/A	\$ -	\$ -	N/A
NEW Adult 19+ Single Drop-In Ticket	\$ -	0%	\$ 3.36	5%	\$ 0.17	\$ 3.55	YES
NEW Adult 19+ Drop-In Ticket Booklet (11 Tickets)	\$ -	0%	\$ 33.70	5%	\$ 1.69	\$ 35.40	YES
<b>DISCONTINUED REGISTERED PROGRAMS</b>							
Arts & Crafts A	\$ 51.85	N/A	\$ -	N/A	\$ -	\$ -	N/A
Arts & Crafts B	\$ 47.20	N/A	\$ -	N/A	\$ -	\$ -	N/A
Arts & Crafts D	\$ 37.45	N/A	\$ -	N/A	\$ -	\$ -	N/A
Continual Learning A	\$ 47.20	N/A	\$ -	N/A	\$ -	\$ -	N/A
Continual Learning B	\$ 45.40	N/A	\$ -	N/A	\$ -	\$ -	N/A
Continual Learning C	\$ 37.45	N/A	\$ -	N/A	\$ -	\$ -	N/A
Fitness A	\$ 52.89	N/A	\$ -	N/A	\$ -	\$ -	N/A
Fitness B	\$ 54.09	N/A	\$ -	N/A	\$ -	\$ -	N/A
Fitness C	\$ 57.35	N/A	\$ -	N/A	\$ -	\$ -	N/A
Games & Cards A	\$ 45.85	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance A	\$ 47.80	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance B	\$ 50.65	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance C	\$ 53.80	N/A	\$ -	N/A	\$ -	\$ -	N/A
Sport A	\$ 25.48	N/A	\$ -	N/A	\$ -	\$ -	N/A
Sport B	\$ 22.62	N/A	\$ -	N/A	\$ -	\$ -	N/A
Workshop	\$ 14.23	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>NEW REGISTERED PROGRAMS</b>							
<b>Adult 19+ Program Category A</b>	\$ -	0.0%	\$ 5.84	5%	\$ 0.29	\$ 6.10	YES
<i>1.5 hour Fitness Programs, Specialty Programs</i>							
<b>Adult 19+ Program Category B</b>	\$ -	0.0%	\$ 5.52	5%	\$ 0.28	\$ 5.80	YES
<i>1 hr Fitness, 1.5 hr Music and Dance, Choir</i>							
<b>Adult 19+ Program Category C</b>	\$ -	0.0%	\$ 5.28	5%	\$ 0.26	\$ 5.50	YES
<i>2 hour Arts &amp; Crafts Program, 45min Fitness Program, 1 hour Music and Dance program</i>							
<b>Adult 19+ Program Category D</b>	\$ -	0.0%	\$ 4.81	5%	\$ 0.24	\$ 5.10	YES
<i>1.5 hour Arts &amp; Crafts Program, 2 hour Continual Learning Program, Pickleball - Skill Development, 45min Music and Dance</i>							



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<b>Adult 19+ Program Category E</b>	\$ -	0.0%	\$ 4.63	5%	\$ 0.23	\$ 4.90	YES
<i>1.5 hour Continual Learning, Bridge Lessons and Games</i>							
<b>Adult 19+ Program Category F</b>	\$ -	0.0%	\$ 3.83	5%	\$ 0.19	\$ 4.00	YES
<i>Volunteer Led programs</i>							
<b>Adult 19+ Program Category G</b>	\$ -	0.0%	\$ 2.67	5%	\$ 0.13	\$ 2.80	YES
<i>2 hr Pickleball Recreational Play Programs</i>							
<b>Adult 19+ Program Category H</b>	\$ -	0.0%	\$ 2.70	5%	\$ 0.14	\$ 2.80	YES
<i>3 hr Pickleball Recreational Play Programs</i>							
<b>Adult 19+ Games and Cards Workshop</b>	\$ -	0.0%	\$ 14.51	5%	\$ 0.73	\$ 15.20	YES
<b>ADULT DROP-IN FITNESS &amp; AQUATIC FITNESS PROGRAMS - Effective September 3rd, 2019</b>							
<b>DROP IN PASSES (see Memberships section for Group Fitness memberships)</b>							
NEW Single Class - Adult 19+	\$ -	0%	\$ 7.93	5%	\$ 0.40	\$ 8.30	YES
NEW Single Class - Adult 55+	\$ -	0%	\$ 5.97	5%	\$ 0.30	\$ 6.30	YES
NEW Fitness 10 Pass - Adult 19+	\$ -	0%	\$ 60.94	5%	\$ 3.05	\$ 64.00	YES
NEW Fitness 10 Pass - Adult 55+	\$ -	0%	\$ 45.71	5%	\$ 2.29	\$ 48.00	YES
NEW Fitness 20 Pass - Adult 19+	\$ -	0%	\$ 114.27	5%	\$ 5.71	\$ 120.00	YES
NEW Fitness 20 Pass - Adult 55+	\$ -	0%	\$ 86.18	5%	\$ 4.31	\$ 90.50	YES
NEW Fitness 40 Pass - Adult 19+	\$ -	0%	\$ 213.26	5%	\$ 10.66	\$ 223.90	YES
NEW Fitness 40 Pass - Adult 55+	\$ -	0%	\$ 151.46	5%	\$ 7.57	\$ 159.00	YES
DISCONTINUED Group Fit Drop in Fee	\$ 7.93	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior/Youth Group Fit Drop In Fee	\$ 5.97	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Group Fit 10 pass	\$ 60.94	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior Group fit 10 pass	\$ 45.71	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Group fit 20 pass	\$ 114.27	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior Group fit 20 pass	\$ 86.18	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Group Fit 40 Pass	\$ 213.26	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior Group Fit 40 pass	\$ 151.46	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>ADULT 55+ PROGRAMS - Effective September 3rd, 2019</b>							
<b>DROP-IN PROGRAMS</b>							
DISCONTINUED Drop In Programs	\$ 1.70	N/A	\$ -	N/A	\$ -	\$ -	N/A
NEW Adult 55+ Member Single Drop-In Ticket	\$ -	0%	\$ 1.70	5%	\$ 0.09	\$ 1.75	YES
NEW Adult 55+ Member Drop-In Ticket Booklet (11 Tickets)	\$ -	0%	\$ 16.93	5%	\$ 0.85	\$ 17.80	YES
<b>NEW REGISTERED PROGRAMS</b>							
<b>Adult 55+ Program Category A</b>	\$ 11.12	2.0%	\$ 11.34	5%	\$ 0.57	\$ 11.90	YES
<i>Golf Lessons</i>							

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>Adult 55+ Program Category B</b>	\$ 4.26	2.0%	\$ 4.35	5%	\$ 0.22	\$ 4.60	YES
Pottery							
<b>Adult 55+ Program Category C</b>	\$ 3.49	2.0%	\$ 3.56	5%	\$ 0.18	\$ 3.70	YES
1.5 hour Fitness, 1.5 hour Music and Dance, Choir							
<b>Adult 55+ Program Category D</b>	\$ 3.34	2.0%	\$ 3.41	5%	\$ 0.17	\$ 3.60	YES
2 hour Arts & Crafts, Mah Jong, 1 hour Fitness, 1 hour Music and Dance							
<b>Adult 55+ Program Category E</b>	\$ 3.08	2.0%	\$ 3.14	5%	\$ 0.16	\$ 3.30	YES
1.5 hour Arts and Crafts, 2 hour Continual Learning, 45 min Music and Dance							
<b>Adult 55+ Program Category F</b>	\$ 2.96	2.0%	\$ 3.02	5%	\$ 0.15	\$ 3.20	YES
1.5 Hour Continual Learning, Bridge							
<b>Adult 55+ Program Category G</b>	\$ 2.58	2.0%	\$ 2.63	5%	\$ 0.13	\$ 2.80	YES
Snooker							
<b>Adult 55+ Program Category H</b>	\$ 1.90	2.0%	\$ 1.94	5%	\$ 0.10	\$ 2.00	YES
3 hour Pickleball Play							
<b>Adult 55+ Program Category I</b>	\$ 1.64	2.0%	\$ 1.67	5%	\$ 0.08	\$ 1.80	YES
Volunteer Led, 2 hour Pickleball Play							
<b>Adult 55+ Program Category J</b>	\$ 1.26	2.0%	\$ 1.29	5%	\$ 0.06	\$ 1.30	YES
2 hour Pickleball Skill Development							
<b>Adult 55+ Games and Cards Workshop</b>	\$ 9.06	2.0%	\$ 9.24	5%	\$ 0.46	\$ 9.70	YES
<b>Adult 55+ Breakfast @ the Bistro</b>	\$ 5.71	2.0%	\$ 5.82	5%	\$ 0.29	\$ 6.10	YES
<b>Adult 55+ Dinner @ the Bistro</b>	\$ 19.00	2.0%	\$ 19.38	5%	\$ 0.97	\$ 20.30	YES
<b>DISCONTINUED REGISTERED PROGRAMS</b>							
Arts & Crafts A	\$ 33.41	N/A	\$ -	N/A	\$ -	\$ -	N/A
Arts & Crafts B	\$ 30.47	N/A	\$ -	N/A	\$ -	\$ -	N/A
Arts & Crafts C	\$ 24.14	N/A	\$ -	N/A	\$ -	\$ -	N/A
Arts & Crafts D	\$ 16.41	N/A	\$ -	N/A	\$ -	\$ -	N/A
Arts & Crafts E	\$ 42.56	N/A	\$ -	N/A	\$ -	\$ -	N/A
Breakfast at the Bistro	\$ 5.71	N/A	\$ -	N/A	\$ -	\$ -	N/A
Continual Learning A	\$ 30.47	N/A	\$ -	N/A	\$ -	\$ -	N/A
Continual Learning B	\$ 29.32	N/A	\$ -	N/A	\$ -	\$ -	N/A
Continual Learning C	\$ 16.41	N/A	\$ -	N/A	\$ -	\$ -	N/A
Fitness A	\$ 34.08	N/A	\$ -	N/A	\$ -	\$ -	N/A
Fitness B	\$ 34.91	N/A	\$ -	N/A	\$ -	\$ -	N/A
Games & Cards A	\$ 29.61	N/A	\$ -	N/A	\$ -	\$ -	N/A

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
Games & Cards B	\$ 33.41	N/A	\$ -	N/A	\$ -	\$ -	N/A
Games & Cards C	\$ 25.78	N/A	\$ -	N/A	\$ -	\$ -	N/A
Games & Cards D	\$ 16.41	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance A	\$ 30.82	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance B	\$ 32.66	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance C	\$ 34.71	N/A	\$ -	N/A	\$ -	\$ -	N/A
Music & Dance D	\$ 44.56	N/A	\$ -	N/A	\$ -	\$ -	N/A
Sport A	\$ 16.41	N/A	\$ -	N/A	\$ -	\$ -	N/A
Sport B	\$ 14.63	N/A	\$ -	N/A	\$ -	\$ -	N/A
Sport C	\$ 55.60	N/A	\$ -	N/A	\$ -	\$ -	N/A
Technology Program A	\$ 37.53	N/A	\$ -	N/A	\$ -	\$ -	N/A
Technology Program B	\$ 34.39	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>MEMBERSHIP FEES</b>							
<b>DROP-IN FITNESS - Effective September 3rd, 2019</b>							
DISCONTINUED Monthly Membership	\$ 68.56	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior Monthly Membership	\$ 51.70	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED 3 Month Membership	\$ 190.03	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior 3 Month Membership	\$ 134.96	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED 12 Month Membership	\$ 560.73	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Senior 12 Month Membership	\$ 445.92	N/A	\$ -	N/A	\$ -	\$ -	N/A
NEW Fitness Yearly Pass - Adult 19+	\$ -	0%	\$ 560.73	5%	\$ 28.04	\$ 588.80	YES
NEW Fitness Yearly Pass - Adult 55+	\$ -	0%	\$ 445.92	5%	\$ 22.30	\$ 468.20	YES
<b>BURLINGTON SENIORS' CENTRE - Effective September 3rd, 2019</b>							
Burlington Seniors Membership - Resident and Non-Resident	\$ 33.55	0%	\$ 33.55	5%	\$ 1.68	\$ 35.20	YES
DISCONTINUED Dishwasher	\$ 27.09	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Stove & Frig	\$ 59.64	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Piano	\$ 33.39	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUED Sound System	\$ 43.22	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>AQUATICS RECREATIONAL PROGRAMS</b>							
<b>RECREATIONAL SWIMMING - Effective Sep 3rd</b>							
Single Admission - Youth/Adult/Adult 55+	\$ 2.90	0%	\$ 2.90	5%	\$ 0.15	\$ 3.05	YES
Day Rate Outdoor Pools (Nelson, Mountainside)	\$ 4.21	0%	\$ 4.21	5%	\$ 0.21	\$ 4.42	YES
Twilight Rate Outdoor Pools (Nelson, Mountainside)	\$ 2.90	0%	\$ 2.90	5%	\$ 0.15	\$ 3.05	YES
<b>RECREATIONAL SWIMMING PASSES - Effective Sep 3rd</b>							
Rec Swim Yearly Pass - Adult/Youth/Adult 55+	\$ 55.48	0%	\$ 55.48	5%	\$ 2.77	\$ 58.30	YES
Rec Swim Summer Pass- Adult/Youth/Adult 55+	\$ 30.82	5%	\$ 32.36	5%	\$ 1.62	\$ 34.00	YES
Swim & Skate Yearly Pass - Adult/Youth/Adult 55+	\$ 74.99	0%	\$ 74.99	5%	\$ 3.75	\$ 78.70	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>LAP SWIMMING - Effective Sep 3rd</b>							
Youth/Adult 55+	\$ 4.13	0%	\$ 4.13	5%	\$ 0.21	\$ 4.34	YES
Adult	\$ 5.48	0%	\$ 5.48	5%	\$ 0.27	\$ 5.75	YES
<b>LAP SWIMMING PASSES - Effective Sep 3rd</b>							
Lap & Rec Swim - Yearly Pass - Adult	\$ 278.82	0%	\$ 278.82	5%	\$ 13.94	\$ 292.80	YES
Lap & Rec Swim - Summer Pass Pass Adult	\$ 83.97	0%	\$ 83.97	5%	\$ 4.20	\$ 88.20	YES
Lap & Rec Swim - Monthly Pass Adult	\$ 34.87	0%	\$ 34.87	5%	\$ 1.74	\$ 36.60	YES
Lap & Rec Swim - Yearly Pass - Youth/Adult 60+	\$ 220.74	0%	\$ 220.74	5%	\$ 11.04	\$ 231.80	YES
Lap & Rec Swim - Summer Pass - Youth/Adult 60+	\$ 65.13	0%	\$ 65.13	5%	\$ 3.26	\$ 68.40	YES
Lap & Rec Swim - Monthly Pass - Youth/Adult 60+	\$ 26.71	0%	\$ 26.71	5%	\$ 1.34	\$ 28.10	YES
<b>SWIMMING LESSONS - Effective Sep 3rd</b>							
<b>DROP-IN</b>							
Drop In Youth Lessons	\$ 5.44	5%	\$ 5.71	5%	\$ 0.29	\$ 6.00	NO
Drop In Adult Lessons	\$ 10.46	0%	\$ 10.46	5%	\$ 0.52	\$ 11.00	YES
Family Drop In Lesson (Home School) - up to 5 per visit	\$ 20.39	5%	\$ 21.41	5%	\$ 1.07	\$ 22.50	NO
<b>REGISTERED PROGRAMS</b>							
Adult Lessons - Drop In (based on drop in rate per class, pay for 9 one free)	\$ 92.35	0%	\$ 92.35	5%	\$ 4.62	\$ 97.00	YES
Teen/Adult 55+ Lessons - Registered	\$ 67.04	5%	\$ 70.39	5%	\$ 3.52	\$ 73.90	YES
Learn to Swim 30 min 1:6 Ratio (Preschool 1-5, Swimmer 1-3, Family Lessons)	\$ 80.47	3%	\$ 82.88	5%	\$ 4.14	\$ 87.00	NO
Learn to Swim 1:4 Ratio (Smaller Preschool 1-5, Timid Toddlers, Stroke Development)	\$ 113.80	3%	\$ 117.21	5%	\$ 5.86	\$ 123.10	NO
Learn to Swim 45min (Swimmer 4 - 10, Swim Patrol, Lifesaving Sport)	\$ 92.33	0%	\$ 92.33	5%	\$ 4.62	\$ 96.90	NO
Little Splashers (Indoor Option)	\$ 99.16	0%	\$ 99.16	5%	\$ 4.96	\$ 104.10	NO
Learn to Swim Parent & Tot 1-3	\$ 66.42	5%	\$ 69.74	5%	\$ 3.49	\$ 73.20	NO
Private Lessons (5 classes)	\$ 171.24	0%	\$ 171.24	5%	\$ 8.56	\$ 179.80	NO
School/Daycare Swim Lessons (10 x 30min)	\$ 55.21	4%	\$ 57.42	5%	\$ 2.87	\$ 60.30	NO
Semi-Private Lessons (5 classes, per person)	\$ 133.31	0%	\$ 133.31	5%	\$ 6.67	\$ 140.00	NO
<b>LEADERSHIP PROGRAMS</b>							
DISCONTINUE Airway Management Instructor	\$ 98.33	N/A	\$ -	N/A	\$ -	\$ -	N/A
Airway Management OR Recertification	\$ 73.80	3%	\$ 76.01	5%	\$ 3.80	\$ 79.80	YES
Bronze Cross	\$ 155.99	3%	\$ 160.67	5%	\$ 8.03	\$ 168.70	YES
Bronze Medallion & Emergency First Aid	\$ 161.93	3%	\$ 166.79	5%	\$ 8.34	\$ 175.10	YES
Bronze Star	\$ 117.58	3%	\$ 121.11	5%	\$ 6.06	\$ 127.20	NO
Bronze Cross - Recert	\$ 38.55	3%	\$ 39.70	5%	\$ 1.99	\$ 41.70	YES
Bronze Cross & SFA	\$ 168.50	3%	\$ 173.56	5%	\$ 8.68	\$ 182.20	YES
DISCONTINUE ESC/Advanced Instructors	\$ 44.98	N/A	\$ -	N/A	\$ -	\$ -	N/A
Junior Lifeguard Games	\$ 11.88	3%	\$ 12.23	5%	\$ 0.61	\$ 12.80	NO
DISCONTINUE LSS Lifesaving Instructors	\$ 115.50	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUE N.L. Instructors	\$ 120.00	N/A	\$ -	N/A	\$ -	\$ -	N/A
N.L. Recertification	\$ 71.70	3%	\$ 73.85	5%	\$ 3.69	\$ 77.50	YES
National Lifeguard Pool	\$ 226.12	3%	\$ 232.90	5%	\$ 11.65	\$ 244.50	YES
DISCONTINUE LSS Swim/Lifesaving Instructor Trainer	\$ 132.00	N/A	\$ -	N/A	\$ -	\$ -	N/A
DISCONTINUE Standard First Aid & CPR Instructors	\$ 120.00	N/A	\$ -	N/A	\$ -	\$ -	N/A
Standard First Aid & CPR Level C	\$ 91.31	3%	\$ 94.04	5%	\$ 4.70	\$ 98.70	YES
Standard First Aid Recertification	\$ 55.61	3%	\$ 57.28	5%	\$ 2.86	\$ 60.10	YES

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DISCONTINUE WSI Recertification	\$ 71.70	N/A	\$ -	N/A	\$ -	\$ -	N/A
Junior Lifeguard Club	\$ 90.52	3%	\$ 93.24	5%	\$ 4.66	\$ 97.90	NO
LSS Assistant Instructors	\$ 110.28	3%	\$ 113.59	5%	\$ 5.68	\$ 119.30	YES
LSS Combined Swim/Lifesaving Instructors with High Five	\$ 227.53	3%	\$ 234.36	5%	\$ 11.72	\$ 246.10	YES
Leadership Drop In Rate	\$ 5.49	3%	\$ 5.65	5%	\$ 0.28	\$ 5.90	YES
NEW LSS Trainer Course	\$ -	0%	\$ 128.50	5%	\$ 6.43	\$ 134.90	YES
NEW First Aid Instructor	\$ -	0%	\$ 120.17	5%	\$ 6.01	\$ 126.20	YES
NEW National Lifeguard (NL) Instructor	\$ -	0%	\$ 120.17	5%	\$ 6.01	\$ 126.20	YES
NEW LSS Examiner Course	\$ -	0%	\$ 47.50	5%	\$ 2.38	\$ 49.90	YES
<b>OUTDOOR POOLS - Effective April 1st, 2019</b>							
<b>INDOOR POOLS - Effective September 3rd, 2019</b>							
<b>25 METRE POOLS (6 Lanes) (CENTENNIAL, ANGELA COUGHLAN, ALDERSHOT, TANSLEY WOODS)</b>							
<b>Bulk User Groups</b>							
Standard Rate	\$ 95.95	2%	\$ 97.87	5%	\$ 4.89	\$ 102.80	YES
Youth Rate	\$ 76.76	2%	\$ 78.30	5%	\$ 3.91	\$ 82.20	YES
Commercial/Non Resident Rate	\$ 134.33	2%	\$ 137.02	5%	\$ 6.85	\$ 143.90	YES
<b>Ad Hoc</b>							
Standard Rate	\$ 146.45	2%	\$ 149.38	5%	\$ 7.47	\$ 156.80	YES
Youth Rate	\$ 117.16	2%	\$ 119.50	5%	\$ 5.98	\$ 125.50	YES
Commercial/Non Resident Rate	\$ 205.03	2%	\$ 209.13	5%	\$ 10.46	\$ 219.60	YES
<b>50 METRE POOLS: MOUNTAINSIDE, NELSON</b>							
Standard Rate	\$ 155.00	2%	\$ 158.10	5%	\$ 7.91	\$ 166.00	YES
Youth Rate	\$ 124.00	2%	\$ 126.48	5%	\$ 6.32	\$ 132.80	YES
Commercial/Non Resident Rate	\$ 217.00	2%	\$ 221.34	5%	\$ 11.07	\$ 232.40	YES
<b>Ad Hoc</b>							
Standard Rate	\$ 181.80	2%	\$ 185.44	5%	\$ 9.27	\$ 194.70	YES
Youth Rate	\$ 145.44	2%	\$ 148.35	5%	\$ 7.42	\$ 155.80	YES
Commercial/Non Resident Rate	\$ 254.52	2%	\$ 259.61	5%	\$ 12.98	\$ 272.60	YES
<b>MISCELLANEOUS RATES</b>							
<b>LEISURE POOLS (TANSLEY WOODS AND ANGELA COUGHLAN)</b>							
Standard Rate	\$ 121.20	2%	\$ 123.62	5%	\$ 6.18	\$ 129.80	YES
<b>WARMING POOLS (TANSLEY WOODS AND ANGELA COUGHLAN)</b>							
Standard Rate	\$ 48.48	2%	\$ 49.45	5%	\$ 2.47	\$ 51.90	YES
<b>WADING POOL/SPLASH PAD and SPLASH PARK (LASALLE, MOUNTAINSIDE)</b>							
Standard Rate	\$ 90.90	2%	\$ 92.72	5%	\$ 4.64	\$ 97.40	YES
<b>WATERSLIDE (TANSLEY WOODS AND MOUNTAINSIDE)</b>							
Standard Rate	\$ 45.45	2%	\$ 46.36	5%	\$ 2.32	\$ 48.70	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>SHOWER RATE - FLAT RATE PER BOOKING (ALL POOLS)</b>	\$ 60.73	2%	\$ 61.94	5%	\$ 3.10	\$ 65.00	YES
<b>POOL DECK</b>	\$ 64.34	2%	\$ 65.62	5%	\$ 3.28	\$ 68.90	YES
<b>EXTRA GUARD</b>	\$ 19.73	2%	\$ 20.13	0%	\$ -	\$ 20.10	NO
<b>POOL BUDDY</b>	\$ 27.50	2%	\$ 28.05	0%	\$ -	\$ 28.10	NO
<b>SKATE RECREATIONAL PROGRAMS</b>							
<b>RECREATIONAL SKATING - Effective September 3rd, 2019</b>							
Single Admission - All Ages	\$ 2.90	0%	\$ 2.90	5%	\$ 0.15	\$ 3.05	YES
Skate Yearly Pass	\$ 49.94	0%	\$ 49.94	5%	\$ 2.50	\$ 52.40	YES
Skate Fall Winter Pass	\$ 27.75	0%	\$ 27.75	5%	\$ 1.39	\$ 29.10	YES
Swim Skate Yearly Pass	\$ 74.99	0%	\$ 74.99	5%	\$ 3.75	\$ 78.70	YES
<b>SHINNY HOCKEY - Effective September 3rd, 2019</b>							
Single Admission - Youth/Adult 60+	\$ 4.52	5%	\$ 4.74	5%	\$ 0.24	\$ 5.00	YES
Single Admission - Adult 19+	\$ 5.99	3%	\$ 6.17	5%	\$ 0.31	\$ 6.50	YES
Shinny & Skate - Yearly Pass Adult 19+	\$ 271.68	0%	\$ 271.68	5%	\$ 13.58	\$ 285.30	YES
Shinny & Skate - Monthly Pass Adult 19+	\$ 33.97	0%	\$ 33.97	5%	\$ 1.70	\$ 35.70	YES
Shinny & Skate Yearly Pass - Youth/Adult 60+	\$ 215.09	0%	\$ 215.09	5%	\$ 10.75	\$ 225.80	YES
Shinny & Skate Monthly Pass - Youth/Adult 60+	\$ 26.04	0%	\$ 26.04	5%	\$ 1.30	\$ 27.30	YES
Swim & Skate Plus Yearly Pass Adult 19+	\$ 297.96	0%	\$ 297.96	5%	\$ 14.90	\$ 312.90	YES
Swim & Skate Plus Yearly Pass Youth/Adult 60+	\$ 240.84	0%	\$ 240.84	5%	\$ 12.04	\$ 252.90	YES
<b>YOUTH, TEEN &amp; PRESCHOOL RECREATIONAL PROGRAMS</b>							
<b>YOUTH PRESCHOOL/CHILD PROGRAMS - Effective September 3rd, 2019</b>							
<b>DROP IN PROGRAMS</b>							
Home school per person (Drop In)	\$ 4.78	0%	\$ 4.78	5%	\$ 0.24	\$ 5.00	NO
Home school per family	\$ 14.33	0%	\$ 14.33	5%	\$ 0.72	\$ 15.00	NO
Drop in Preschool Recreation	\$ 2.22	0%	\$ 2.22	5%	\$ 0.11	\$ 2.30	NO
<b>REGISTERED PROGRAMS (For 2 times per week)</b>							
General Recreation Program	\$ 3.92	2%	\$ 4.00	5%	\$ 0.20	\$ 4.20	NO
Specialized Recreation Program	\$ 4.69	2%	\$ 4.78	5%	\$ 0.24	\$ 5.00	NO
Parented General Recreation Program	\$ 3.61	2%	\$ 3.68	5%	\$ 0.18	\$ 3.90	NO
Parented Specialized Recreation Program	\$ 4.02	2%	\$ 4.10	5%	\$ 0.21	\$ 4.30	NO
<b>SCHOOL BREAK PROGRAMS (PA Day, March Break, Winter Break)</b>							
School Break Programs (1 day)	\$ 39.78	0%	\$ 39.78	5%	\$ 1.99	\$ 41.80	NO
School Break Program (5 days)	\$ 198.36	0%	\$ 198.36	5%	\$ 9.92	\$ 208.30	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>SUMMER CAMPS</b>							
<b>SNAP Play Pass (with trips)</b>							
3 weeks	\$ 293.18	0%	\$ 293.18	3%	\$ 8.80	\$ 302.00	NO
4 weeks	\$ 370.44	0%	\$ 370.44	5%	\$ 18.52	\$ 389.00	NO
7 weeks	\$ 625.51	0%	\$ 625.51	5%	\$ 31.28	\$ 656.80	NO
<b>SNAP Extended Play Pass</b>							
3 weeks	\$ 467.67	0%	\$ 467.67	5%	\$ 23.38	\$ 491.10	NO
4 weeks	\$ 612.71	0%	\$ 612.71	5%	\$ 30.64	\$ 643.30	NO
7 weeks	\$ 1,057.54	0%	\$ 1,057.54	5%	\$ 52.88	\$ 1,110.40	NO
<b>SNAP By the Week</b>							
By the Week (4 day week)	\$ 104.95	5%	\$ 110.19	5%	\$ 5.51	\$ 115.70	NO
By the Week (5 day week)	\$ 130.03	5%	\$ 136.53	5%	\$ 6.83	\$ 143.40	NO
Drop In (1 Day)	\$ 31.86	0%	\$ 31.86	5%	\$ 1.59	\$ 33.50	NO
<b>NEW SNAP and Splash (swim lesson)</b>							
NEW By the Week (4 day week)	\$ -	0%	\$ 33.00	5%	\$ 1.65	\$ 34.70	NO
NEW By the Week (5 day week)	\$ -	0%	\$ 45.00	5%	\$ 2.25	\$ 47.30	NO
<b>Extended Care all Programs (Summer, School Break, Diversity and Youth)</b>							
Extended Care (4 day week)	\$ 26.07	0%	\$ 26.07	5%	\$ 1.30	\$ 27.40	NO
Extended Care (5 day week)	\$ 32.58	0%	\$ 32.58	5%	\$ 1.63	\$ 34.20	NO
Extended Supervision (1 day morning or afternoon)	\$ 5.82	0%	\$ 5.82	5%	\$ 0.29	\$ 6.10	NO
<b>YOUTH SPECIAL NEEDS PROGRAMS - Effective April 3rd</b>							
<b>CAMP CAN-DO (Summer)</b>							
Camp Can Do (4 day week)	\$ 172.21	0%	\$ 172.21	5%	\$ 8.61	\$ 180.80	NO
Camp Can Do (5 day week)	\$ 215.92	0%	\$ 215.92	5%	\$ 10.80	\$ 226.70	NO
<b>Outdoor Opportunity - O2 &amp; O2+(Summer/School Break)</b>							
Outdoor Opportunity Program (4 days)	\$ 158.36	0%	\$ 158.36	0%	\$ -	\$ 158.40	NO
Outdoor Opportunity Program (5 days)	\$ 197.95	0%	\$ 197.95	0%	\$ -	\$ 197.90	NO
<b>FALL, WINTER, SPRING PROGRAMS - Effective September</b>							
1 hour Child Diversity Program	\$ 6.93	0%	\$ 6.93	5%	\$ 0.35	\$ 7.30	NO
1 hour Youth Diversity Program	\$ 4.28	0%	\$ 4.28	5%	\$ 0.21	\$ 4.50	NO
1 Hour General Adult Diversity Program	\$ 2.28	3%	\$ 2.35	5%	\$ 0.12	\$ 2.50	NO
1 Hour Specialized Adult Program	\$ 5.00	0%	\$ 5.00	5%	\$ 0.25	\$ 5.30	NO

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>YOUTH AND TEEN PROGRAMS - Effective September 3rd, 2019</b>							
Leadership Training (1 Hour)	\$ 8.45	2%	\$ 8.62	5%	\$ 0.43	\$ 9.00	YES
Home Alone (1 Hour)	\$ 5.04	2%	\$ 5.14	5%	\$ 0.26	\$ 5.40	NO
Babysitter's Training (1 Hour)	\$ 7.25	2%	\$ 7.40	5%	\$ 0.37	\$ 7.80	NO
Drop in Youth Fitness/Sport (1 Hour)	\$ 2.10	0%	\$ 2.10	5%	\$ 0.11	\$ 2.20	NO
Youth Fitness/Sport (1 Hour)	\$ 10.07	0%	\$ 10.07	5%	\$ 0.50	\$ 10.60	NO
School Break - Youth Program (5 days)	\$ 237.96	0%	\$ 237.96	5%	\$ 11.90	\$ 249.90	NO
Full Day Youth Centres (5 days)	\$ 150.61	2%	\$ 153.62	5%	\$ 7.68	\$ 161.30	NO
Full Day Youth Centres (Monthly)	\$ 431.85	2%	\$ 440.49	5%	\$ 22.02	\$ 462.50	NO
Youth Specialty Camp (5 Days)	\$ 222.74	2%	\$ 227.19	5%	\$ 11.36	\$ 238.60	NO
<b>LEADER IN TRAINING</b>							
Junior LIT (10 days)	\$ 278.69	2%	\$ 284.26	5%	\$ 14.21	\$ 298.50	NO
Senior - without First Aid Certification (10 days)	\$ 177.90	2%	\$ 181.46	5%	\$ 9.07	\$ 190.50	YES
DISCONTINUED LIT Palooza (9 days)	\$ 146.62	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>TYANDAGA GOLF COURSE - Effective April 1st, 2019</b>							
<b>MEMBERSHIPS</b>							
5-day Golf Program - unlimited play Monday - Friday, excluding holidays	\$ 1,425.55	3%	\$ 1,468.32	0%	\$ -	\$ 1,468.30	YES
7-day Golf Program - unlimited play anytime	\$ 1,576.19	3%	\$ 1,623.48	0%	\$ -	\$ 1,623.50	YES
7-day Junior Program - unlimited play after 12:00 Monday - Friday and after 4pm, Saturday, Sunday & holidays	\$ 530.40	0%	\$ 530.40	0%	\$ -	\$ 530.40	YES
<b>GREEN FEES</b>							
Afternoon (7 days per week)	\$ 39.69	2%	\$ 40.48	0%	\$ -	\$ 40.50	YES
Before noon (7 days per week)	\$ 44.76	2%	\$ 45.66	0%	\$ -	\$ 45.70	YES
Monday - Friday 9 Hole - Adult	\$ 27.28	2%	\$ 27.83	0%	\$ -	\$ 27.80	YES
9 Hole (Monday - Friday) - Senior/Junior	\$ 26.78	0%	\$ 26.78	0%	\$ -	\$ 26.80	YES
18 Hole (Monday - Friday) - Senior/Junior	\$ 37.39	0%	\$ 37.39	0%	\$ -	\$ 37.40	YES
20 game transferable pass	\$ 734.40	0%	\$ 734.40	0%	\$ -	\$ 734.40	YES
40 game transferable pass	\$ 1,387.20	0%	\$ 1,387.20	0%	\$ -	\$ 1,387.20	YES
Twilight	\$ 30.31	0%	\$ 30.31	0%	\$ -	\$ 30.30	YES
20 game transferable twilight pass	\$ 556.49	0%	\$ 556.49	0%	\$ -	\$ 556.50	YES
40 game transferable twilight pass	\$ 1,051.15	0%	\$ 1,051.15	0%	\$ -	\$ 1,051.20	YES
Tournament Green Fee	\$ 38.94	0%	\$ 38.94	0%	\$ -	\$ 38.90	YES
<b>GOLF LESSONS</b>							
<b>Private Instruction (1 player)</b>							
Single Lesson	\$ 68.32	0%	\$ 68.32	0%	\$ -	\$ 68.30	YES
3 Lesson Package	\$ 178.71	0%	\$ 178.71	0%	\$ -	\$ 178.70	YES
5 Lesson Package	\$ 262.81	0%	\$ 262.81	0%	\$ -	\$ 262.80	YES
<b>Group Instruction (2-6 players)</b>							
Single Lesson (price per player)	\$ 48.24	0%	\$ 48.24	0%	\$ -	\$ 48.20	YES
3 Lesson Package (price per player)	\$ 128.67	0%	\$ 128.67	0%	\$ -	\$ 128.70	YES
5 Lesson Package (price per player)	\$ 158.98	0%	\$ 158.98	0%	\$ -	\$ 159.00	YES



Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>EQUIPMENT RENTALS</b>							
Pull Carts 18 holes	\$ 6.21	0%	\$ 6.21	0%	\$ -	\$ 6.20	YES
Pull Carts 9 holes	\$ 3.11	0%	\$ 3.11	0%	\$ -	\$ 3.10	YES
Golf Club Rentals (18 holes)	\$ 19.25	0%	\$ 19.25	0%	\$ -	\$ 19.20	YES
Golf Club Rentals ( 9 holes)	\$ 9.63	0%	\$ 9.63	0%	\$ -	\$ 9.60	YES
<b>GOLF CARTS</b>							
18 holes	\$ 35.98	0%	\$ 35.98	0%	\$ -	\$ 36.00	YES
9 holes	\$ 18.06	0%	\$ 18.06	0%	\$ -	\$ 18.10	YES
Tournaments and League Play	\$ 14.16	0%	\$ 14.16	0%	\$ -	\$ 14.20	YES
10 rides (valid for 1/2 the cart ride)	\$ 150.00	0%	\$ 150.00	0%	\$ -	\$ 150.00	YES
20 rides (valid for 1/2 the cart ride)	\$ 280.00	0%	\$ 280.00	0%	\$ -	\$ 280.00	YES
40 rides (valid for 1/2 the cart ride)	\$ 520.00	0%	\$ 520.00	0%	\$ -	\$ 520.00	YES
<b>INDOOR SPACE RENTALS</b>							
<b>GYMNASIUM RATES - Effective September 3rd, 2019</b>							
<b>BRANT HILLS, TANSLEY WOODS, HABER RECREATION CENTRES</b>							
Youth - Single Gym	\$ 34.44	1%	\$ 34.79	5%	\$ 1.74	\$ 36.50	YES
Youth - Double Gym	\$ 55.72	0%	\$ 55.72	5%	\$ 2.79	\$ 58.50	YES
Standard - Single Gym	\$ 43.05	1%	\$ 43.48	5%	\$ 2.17	\$ 45.70	YES
Standard - Double Gym	\$ 69.65	0%	\$ 69.65	5%	\$ 3.48	\$ 73.10	YES
Commercial/Non- Resident Single Gym	\$ 60.27	1%	\$ 60.87	5%	\$ 3.04	\$ 63.90	YES
Commercial/Non- Resident Double Gym	\$ 97.51	0%	\$ 97.51	5%	\$ 4.88	\$ 102.40	YES
<b>Make Time to Play Gymnasium Bookings</b>							
Make Time To Play Single Gym - Holiday Promo	\$ 25.07	0%	\$ 25.07	5%	\$ 1.25	\$ 26.30	YES
Make Time To Play Double Gym - Holiday Promo	\$ 41.79	0%	\$ 41.79	5%	\$ 2.09	\$ 43.90	YES
<b>AUDITORIUMS - Effective September 3rd, 2019</b>							
<b>CATEGORY A (Tansley Woods Community Rooms 1-3)</b>							
Youth	\$ 58.26	2%	\$ 59.43	5%	\$ 2.97	\$ 62.40	YES
Standard	\$ 72.83	2%	\$ 74.28	5%	\$ 3.71	\$ 78.00	YES
Commercial/ Non-Residential	\$ 101.96	2%	\$ 104.00	5%	\$ 5.20	\$ 109.20	YES
<b>CATEGORY B (Burlington Seniors Centre - Auditoriums A &amp; B (combined), Mainway Ice Centre Aud)</b>							
Youth	\$ 33.29	2%	\$ 33.96	5%	\$ 1.70	\$ 35.70	YES
Standard	\$ 41.62	2%	\$ 42.45	5%	\$ 2.12	\$ 44.60	YES
Commercial/ Non-Residential	\$ 58.26	2%	\$ 59.43	5%	\$ 2.97	\$ 62.40	YES
<b>CATEGORY C (Central Arena Aud &amp; Sherwood Forest)</b>							
Youth	\$ 20.81	2%	\$ 21.22	5%	\$ 1.06	\$ 22.30	YES
Standard	\$ 26.01	2%	\$ 26.53	5%	\$ 1.33	\$ 27.90	YES
Commercial/ Non-Residential	\$ 36.41	2%	\$ 37.14	5%	\$ 1.86	\$ 39.00	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>LOBBIES (e.g., Haber Sports Square/Tansley Woods Foyer and Foyer 2) - Effective September 3rd, 2019</b>							
1/2 day Standard rate (one table with non-exclusive use)	\$ 29.29	2%	\$ 29.88	5%	\$ 1.49	\$ 31.40	YES
<b>MEETING ROOMS - Effective September 3rd, 2019</b>							
<b>CATEGORY A:</b>							
Room A Youth	\$ 29.13	2%	\$ 29.71	5%	\$ 1.49	\$ 31.20	YES
Room A Standard	\$ 36.41	2%	\$ 37.14	5%	\$ 1.86	\$ 39.00	YES
Room A Commercial/ Non-Residential	\$ 50.98	2%	\$ 52.00	5%	\$ 2.60	\$ 54.60	YES
Burlington Seniors Centre - Port Nelson Room & Wellington Room combined							
Haber Recreation Centre - Community Rooms 1&2							
Tansley Woods - Single Community Room, Preschool Room, Youth/Senior Room							
<b>CATEGORY B</b>							
Room B Youth	\$ 21.64	2%	\$ 22.07	5%	\$ 1.10	\$ 23.20	YES
Room B Standard	\$ 27.05	2%	\$ 27.59	5%	\$ 1.38	\$ 29.00	YES
Room B Commercial/ Non-Residential	\$ 37.87	2%	\$ 38.63	5%	\$ 1.93	\$ 40.60	YES
Arenas: Aldershot Community Room, Appleby Community Room, Multipurpose Room, Mountainside Community Rooms							
Brant Hills Recreation Centre: Nelson Room, Mountainside Room							
Burlington Seniors Centre: Games Room, Indian Pt & Freeman Room combined, Port Nelson Room, Wellington Room, Lounge, Multipurpose Room, Boutique Room							
Haber Community Centre: Meeting Room							
Music Centre: Rehearsal Hall							
Pools: Aldershot, Angela Coughlan, Centennial Meeting Rooms							
Rotary Youth Centre: Pines Room							
Student Theatre Centre: Performing Arts Studio							
Tansley Woods Community Centre: Holland Room							
<b>CATEGORY C</b>							
Room C Youth	\$ 18.31	2%	\$ 18.68	5%	\$ 0.93	\$ 19.60	YES
Room C Standard	\$ 22.89	2%	\$ 23.35	5%	\$ 1.17	\$ 24.50	YES
Room C Commercial/ Non-Residential	\$ 32.04	2%	\$ 32.69	5%	\$ 1.63	\$ 34.30	YES
Arenas: Appleby - Ticket Booth, Mainway - Lower Meeting Room							
Burlington Seniors Centre: Indian Point Room, Freeman Room, Arts & Crafts Room & the Lounge							
Ella Foote Hall							
Music Centre- Practice Rooms 1-3, Choral Room							
Student Theatre Centre: Little Performers Room							
Rotary Youth Centre: Pines Room							

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>FACILITY EQUIPMENT AND AMENITIES - Effective September 3rd, 2019</b>							
<b>BURLINGTON SENIORS CENTRE</b>							
Kitchen Standard	\$ 59.64	0%	\$ 59.64	0%	\$ -	\$ 59.60	YES
Kitchen Commercial / Non Resident	\$ 83.49	0%	\$ 83.49	0%	\$ -	\$ 83.50	YES
<b>STORAGE IN FACILITIES - Effective September 3rd, 2019</b>							
Categorization based on P&R Storage Inventory Listing							
<i>Annually</i>							
Small	\$ 112.70	0%	\$ 112.70	0%	\$ -	\$ 112.70	YES
Medium	\$ 178.30	0%	\$ 178.30	0%	\$ -	\$ 178.30	YES
Large	\$ 356.60	0%	\$ 356.60	0%	\$ -	\$ 356.60	YES
<i>Seasonal</i>							
Small	\$ 33.80	0%	\$ 33.80	0%	\$ -	\$ 33.80	YES
Medium	\$ 53.50	0%	\$ 53.50	0%	\$ -	\$ 53.50	YES
Large	\$ 107.00	0%	\$ 107.00	0%	\$ -	\$ 107.00	YES
<b>BANDSHELL - Effective September 3rd, 2019</b>							
<b>Community Hourly</b>							
Youth	\$ 18.18	2%	\$ 18.54	0%	\$ -	\$ 18.50	YES
Standard	\$ 22.73	2%	\$ 23.18	0%	\$ -	\$ 23.20	YES
Commercial/Non Resident	\$ 37.89	2%	\$ 38.65	0%	\$ -	\$ 38.60	YES
<b>ADVERTISING</b>							
<b>CENTRE PIECE MAGAZINE - Effective September 3rd, 2019</b>							
Business Card Ad	\$ 44.12	0%	\$ 44.12	0%	\$ -	\$ 44.10	YES
Quarter Page Ad	\$ 82.72	0%	\$ 82.72	0%	\$ -	\$ 82.70	YES
Half Page Ad	\$ 165.44	0%	\$ 165.44	0%	\$ -	\$ 165.40	YES
Full Page Ad	\$ 330.88	0%	\$ 330.88	0%	\$ -	\$ 330.90	YES
Full Page Colour Ad	\$ 409.30	0%	\$ 409.30	0%	\$ -	\$ 409.30	YES
<b>ARENA BOARD/WALL/WINDOW/FLOOR - September 3rd, 2019</b>							
"A" Facilities Year 1 - 1 Location	\$ 1,200.00	0%	\$ 1,200.00	0%	\$ -	\$ 1,200.00	YES
"A" Facilities - Each Additional Year - 1 Location	\$ 1,000.00	0%	\$ 1,000.00	0%	\$ -	\$ 1,000.00	YES
"B" Facilities Year 1 - 1 Location	\$ 503.80	0%	\$ 503.80	0%	\$ -	\$ 503.80	YES
"B" Facilities - Each Additional Year - 1 Location	\$ 440.83	0%	\$ 440.83	0%	\$ -	\$ 440.80	YES
"A" Facility 1 month/tournament	\$ 200.00	0%	\$ 200.00	0%	\$ -	\$ 200.00	YES
"B" Facility 1 month/tournament	\$ 175.00	0%	\$ 175.00	0%	\$ -	\$ 175.00	YES
"A" Facilities - Appleby, Mainway, Central							
"B" Facilities - Nelson, Skyway, Mountainside, Aldershot							
Note: Advertising does not include cost of production							

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<b>ARENA BOARD DISCOUNT ADVERTISING - Effective September 3rd, 2019</b>							
<b>"A" ARENAS - 1st YEAR RATE</b>							
1 Arena Board - NON SERVICE PROVIDERS	\$ 1,200.00	0%	\$ 1,200.00	0%	\$ -	\$ 1,200.00	YES
1 Arena Board - SERVICE PROVIDERS 40% discount	\$ 720.00	0%	\$ 720.00	0%	\$ -	\$ 720.00	YES
<b>"A" ARENAS - 2nd YEAR RATE</b>							
1 Arena Board - NON SERVICE PROVIDERS	\$ 1,000.00	0%	\$ 1,000.00	0%	\$ -	\$ 1,000.00	YES
1 Arena Board - SERVICE PROVIDERS 40% discount	\$ 600.00	0%	\$ 600.00	0%	\$ -	\$ 600.00	YES
<b>"B" ARENAS - 1st YEAR RATE</b>							
1 Arena Board - NON SERVICE PROVIDERS	\$ 503.00	0%	\$ 503.00	0%	\$ -	\$ 503.00	YES
1 Arena Board - SERVICE PROVIDERS 40% discount	\$ 302.00	0%	\$ 302.00	0%	\$ -	\$ 302.00	YES
<b>"B" ARENAS - 2nd YEAR RATE</b>							
1 Arena Board - NON SERVICE PROVIDERS	\$ 441.00	0%	\$ 441.00	0%	\$ -	\$ 441.00	YES
1 Arena Board - SERVICE PROVIDERS 40% discount	\$ 264.00	0%	\$ 264.00	0%	\$ -	\$ 264.00	YES
<b>DIGITAL ADVERTISING IN FACILITIES - Effective September 3rd, 2019</b>							
<b>NON SERVICE PROVIDER</b>							
Ad/1 Month/ 7 Locations -	\$ 250.00	0%	\$ 250.00	0%	\$ -	\$ 250.00	YES
Ad/3 Month/ 7 Locations (10% discount)	\$ 675.00	0%	\$ 675.00	0%	\$ -	\$ 675.00	YES
Ad/ 1 year / 7 Locations (10% discount)	\$ 2,160.00	0%	\$ 2,160.00	0%	\$ -	\$ 2,160.00	YES
<b>SERVICE PROVIDER</b>							
Ad/1 Month/ 7 Locations -	\$ 150.00	0%	\$ 150.00	0%	\$ -	\$ 150.00	YES
Ad/3 Month/ 7 Locations (10% discount)	\$ 435.00	0%	\$ 435.00	0%	\$ -	\$ 435.00	YES
Ad/ 1 year / 7 Locations (10% discount)	\$ 1,697.00	0%	\$ 1,697.00	0%	\$ -	\$ 1,697.00	YES
<b>FLYER SLOTS IN FACILITIES - Effective September 3rd, 2019</b>							
<b>SERVICE PROVIDERS / NON PROFIT</b>							
Monthly Rental	\$ 50.00	0%	\$ 50.00	0%	\$ -	\$ 50.00	YES
3 Month Rental	\$ 105.00	0%	\$ 105.00	0%	\$ -	\$ 105.00	YES
Yearly Rental	\$ 250.00	0%	\$ 250.00	0%	\$ -	\$ 250.00	YES
<b>NON-SERVICE PROVIDERS</b>							
Monthly Rental	\$ 75.00	0%	\$ 75.00	0%	\$ -	\$ 75.00	YES
3-Month Rental	\$ 150.00	0%	\$ 150.00	0%	\$ -	\$ 150.00	YES
Annual Rental	\$ 350.00	0%	\$ 350.00	0%	\$ -	\$ 350.00	YES
<b>IN-ICE LOGOS OR ZAMBONI - Effective September 3rd, 2019</b>							
<b>NON SERVICE PROVIDERS</b>							
A Facilities	\$ 1,500.00	0%	\$ 1,500.00	0%	\$ -	\$ 1,500.00	YES
B Facilities	\$ 1,000.00	0%	\$ 1,000.00	0%	\$ -	\$ 1,000.00	YES
<i>Note: Does not include cost of installation or production</i>							

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>SERVICE PROVIDERS</b>							
A Facilities	\$ 900.00	0%	\$ 900.00	0%	\$ -	\$ 900.00	YES
B Facilities	\$ 600.00	0%	\$ 600.00	0%	\$ -	\$ 600.00	YES
<b>LIVE AND PLAY GUIDE - Effective September 3rd, 2019</b>							
<b>SERVICE PROVIDERS OR NON PROFIT GROUPS</b>							
Full Page	\$ 750.00	0%	\$ 750.00	0%	\$ -	\$ 750.00	YES
Half Page	\$ 540.00	0%	\$ 540.00	0%	\$ -	\$ 540.00	YES
Quarter Page	\$ 250.00	0%	\$ 250.00	0%	\$ -	\$ 250.00	YES
Eighth Page	\$ 175.00	0%	\$ 175.00	0%	\$ -	\$ 175.00	YES
<b>CORPORATE ADVERTISING</b>							
Full Page	\$ 1,400.00	0%	\$ 1,400.00	0%	\$ -	\$ 1,400.00	YES
Half Page	\$ 740.00	0%	\$ 740.00	0%	\$ -	\$ 740.00	YES
Quarter Page	\$ 415.00	0%	\$ 415.00	0%	\$ -	\$ 415.00	YES
Eighth Page	\$ 260.00	0%	\$ 260.00	0%	\$ -	\$ 260.00	YES
<b>COMMUNITY &amp; CORPORATE INSIDE FRONT AND INSIDE BACK COVER FULL COLOUR</b>							
Full Page Inside Cover	\$ 1,750.00	0%	\$ 1,750.00	0%	\$ -	\$ 1,750.00	YES
Full Page Outside Back Cover	\$ 2,000.00	0%	\$ 2,000.00	0%	\$ -	\$ 2,000.00	YES
Half Page Inside Cover	\$ 875.00	0%	\$ 875.00	0%	\$ -	\$ 875.00	YES
DISCONTINUED Half Page Outside Back Cover	\$ 1,000.00	N/A	\$ -	N/A	\$ -	\$ -	N/A
Quarter Page Inside Cover	\$ 450.00	0%	\$ 450.00	0%	\$ -	\$ 450.00	YES
DISCONTINUED Quarter Page Outside Back Cover	\$ 500.00	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>READ-O-GRAPH - September 3rd, 2019</b>							
<b>SERVICE PROVIDER</b>							
Read-O-Graph at all Facilities 7 day rate/side	\$ 75.00	0%	\$ 75.00	0%	\$ -	\$ 75.00	YES
<b>NON SERVICE PROVIDER</b>							
Read-O-Graph at all Facilities 7 day rate/side	\$ 100.00	0%	\$ 100.00	0%	\$ -	\$ 100.00	YES
<b>DEPARTMENT ADMINISTRATION FEES - Effective September 3rd, 2019</b>							
Non-Resident Fee (Per Program or Membership)	\$ 8.00	25%	\$ 10.00	0%	\$ -	\$ 10.00	YES
Non-Resident Fee Seniors (Per Program or Membership)	\$ 10.62	0%	\$ 10.62	0%	\$ -	\$ 10.60	YES
User Group Program - Insurance Admin Fee	\$ 5.00	0%	\$ 5.00	0%	\$ -	\$ 5.00	YES
Facility Booking Administration Fee	\$ 10.82	6%	\$ 11.47	0%	\$ -	\$ 11.50	YES
Key Deposit	\$ 75.00	0%	\$ 75.00	0%	\$ -	\$ 75.00	NO
Damage Deposit	\$ 200.00	0%	\$ 200.00	0%	\$ -	\$ 200.00	NO
NEW Liability Insurance A Category (Yearly)	\$ -	0%	\$ 150.00	0%	\$ -	\$ 150.00	NO
NEW Liability Insurance B Category (Per Occurrence)	\$ -	0%	\$ 130.00	0%	\$ -	\$ 130.00	NO
NEW Liability Insurance C Category (Hourly)	\$ -	0%	\$ 4.00	0%	\$ -	\$ 4.00	NO

## 2019 SERVICE RATES AND FEES

**Service: Sport**  
**Service Owner: Denise Beard**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>INDOOR SPACE RENTALS</b>							
<b>ARENA ICE - Effective September 3rd, 2019</b>							
Youth Prime Time	\$ 132.45	3%	\$ 136.43	0%	\$ -	\$ 136.40	YES
Youth Non Prime Time	\$ 113.22	2%	\$ 115.48	0%	\$ -	\$ 115.50	YES
Adult Prime Time	\$ 199.12	0%	\$ 199.12	0%	\$ -	\$ 199.10	YES
Adult Non Prime Time	\$ 162.00	0%	\$ 162.00	0%	\$ -	\$ 162.00	YES
Arena Debt Repayment Hourly Youth	\$ 27.24	0%	\$ 27.24	0%	\$ -	\$ 27.20	YES
Arena Debt Repayment Hourly Adult	\$ 41.90	0%	\$ 41.90	0%	\$ -	\$ 41.90	YES
<b>ARENA FLOOR - Effective April 1st, 2019</b>							
Youth	\$ 47.82	0%	\$ 47.82	0%	\$ -	\$ 47.80	YES
Adult	\$ 72.97	0%	\$ 72.97	0%	\$ -	\$ 73.00	YES
<b>ARENA STORAGE/OFFICE/DRESSING ROOM (Rates Per Month) - Effective September 3rd, 2019</b>							
Office/First Aid Room (Appleby)	\$ 79.78	3%	\$ 82.18	0%	\$ -	\$ 82.20	YES
Dressing & Warm Up Room (Appleby, Central, Mainway) Central #5 only	\$ 176.09	3%	\$ 181.38	0%	\$ -	\$ 181.40	YES
<b>SCHOOL BOARD USE OF CITY FACILITIES - Effective September 3rd, 2019</b>							
Rink Large	\$ 200.22	3%	\$ 206.23	0%	\$ -	\$ 206.20	YES
Rink Small	\$ 249.55	3%	\$ 257.04	0%	\$ -	\$ 257.00	YES
Arena Floor	\$ 47.95	0%	\$ 47.95	0%	\$ -	\$ 47.90	YES
Admin Fee	\$ 20.00	0%	\$ 20.00	0%	\$ -	\$ 20.00	YES
Tennis Court	\$ 7.20	3%	\$ 7.41	0%	\$ -	\$ 7.40	YES
Sport Fields	\$ 25.66	0%	\$ 25.66	0%	\$ -	\$ 25.70	YES
Artificial Turf Field	\$ 57.40	9%	\$ 62.56	5%	\$ 3.13	\$ 65.70	YES
<b>SCHOOL BOARD AMENITIES - Effective September 3rd, 2019</b>							
Auditorium	\$ 87.94	1%	\$ 88.82	0%	\$ -	\$ 88.80	YES
Meeting & Seminar Room/Classroom - Elementary/Secondary	\$ 14.77	0%	\$ 14.77	0%	\$ -	\$ 14.80	YES
DISCONTINUE Meeting Room/Classroom	\$ 38.06	N/A	\$ -	N/A	\$ -	\$ -	-
Parking Lot Secondary Schools	\$ 31.79	1%	\$ 32.11	0%	\$ -	\$ 32.10	YES
School Cafeteria - Secondary Schools	\$ 34.23	0%	\$ 34.23	0%	\$ -	\$ 34.20	YES
Studio Theatre	\$ 65.50	0%	\$ 65.50	0%	\$ -	\$ 65.50	YES
Library	\$ 12.60	15%	\$ 14.49	0%	\$ -	\$ 14.50	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
Parking Lot Elementary Schools	\$ 18.76	1%	\$ 18.94	0%	\$ -	\$ 18.90	YES
Track HCDSB	\$ 54.52	4%	\$ 56.70	0%	\$ -	\$ 56.70	YES
Stage	\$ 6.11	4%	\$ 6.11	0%	\$ -	\$ 6.10	YES
<b>SCHOOL BOARD GYMNASIUMS - Effective September 3rd, 2019</b>							
Single Gym - Youth	\$ 39.20	2%	\$ 39.99	0%	\$ -	\$ 40.00	YES
Single Gym - Standard	\$ 48.99	2%	\$ 49.97	0%	\$ -	\$ 50.00	YES
Double Gym - Youth	\$ 55.00	2%	\$ 56.10	0%	\$ -	\$ 56.10	YES
Double Gym - Standard	\$ 68.74	2%	\$ 70.12	0%	\$ -	\$ 70.10	YES
<b>CIVIC SQUARE - Effective September 3rd, 2019</b>							
<b>CITY HALL ATRIUM AND CIVIC SQUARE</b>							
Standard	\$ 37.57	0%	\$ 37.57	0%	\$ -	\$ 37.60	YES
Commercial/Non Resident	\$ 52.59	0%	\$ 52.59	0%	\$ -	\$ 52.60	YES
<b>OUTDOOR SPACE RENTALS</b>							
<b>ARTIFICIAL TURF FIELDS - Effective April 1st, 2019</b>							
Youth	\$ 60.95	3%	\$ 62.78	5%	\$ 3.14	\$ 65.90	YES
Standard	\$ 76.57	3%	\$ 78.87	5%	\$ 3.94	\$ 82.80	YES
Commercial/Non-Resident	\$ 107.19	3%	\$ 110.41	5%	\$ 5.52	\$ 115.90	YES
Storage Pods	\$ 371.02	3%	\$ 382.15	2%	\$ 7.64	\$ 389.80	YES
<b>GRASS SPORTSFIELDS - Effective April 1st, 2019</b>							
<b>NEW Hardball Diamond</b>							
Ireland D1 & D2, Millcroft D1 & D2, Nelson D1							
Youth	\$ -	0%	\$ 14.72	5%	\$ 0.74	\$ 15.46	YES
Standard	\$ -	0%	\$ 22.65	5%	\$ 1.13	\$ 23.78	YES
Non resident/Commercial	\$ -	0%	\$ 29.46	5%	\$ 1.47	\$ 30.93	YES
<b>NEW CLASS A - Rectangular Fields and Diamonds</b>							
Youth	\$ -	0%	\$ 13.91	5%	\$ 0.70	\$ 14.61	YES
Standard	\$ -	0%	\$ 21.53	5%	\$ 1.08	\$ 22.61	YES
Non resident/Commercial	\$ -	0%	\$ 27.97	5%	\$ 1.40	\$ 29.37	YES
<b>NEW CLASS B - Rectangular fields and Diamonds</b>							
Youth	\$ -	0%	\$ 9.09	5%	\$ 0.45	\$ 9.54	YES
Standard	\$ -	0%	\$ 13.99	5%	\$ 0.70	\$ 14.69	YES
Non resident/Commercial	\$ -	0%	\$ 18.19	5%	\$ 0.91	\$ 19.10	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>NEW CLASS C - Rectangular fields and diamonds</b>							
Youth	\$ -	0%	\$ 8.63	5%	\$ 0.43	\$ 9.06	YES
Standard	\$ -	0%	\$ 11.75	5%	\$ 0.59	\$ 12.34	YES
Non resident/Commercial	\$ -	0%	\$ 17.27	5%	\$ 0.86	\$ 18.13	YES
<b>DISCONTINUE Premier Mounded Ball Diamonds, CLASS A &amp; B</b>							
Youth	\$ 12.14	N/A	\$ -	N/A	\$ -	\$ -	-
Standard	\$ 18.67	N/A	\$ -	N/A	\$ -	\$ -	-
Commercial/Non-Resident	\$ 24.26	N/A	\$ -	N/A	\$ -	\$ -	-
<b>DISCONTINUE CLASS C</b>							
Youth	\$ 7.89	N/A	\$ -	N/A	\$ -	\$ -	-
Standard	\$ 12.14	N/A	\$ -	N/A	\$ -	\$ -	-
Non Resident/Commercial	\$ 15.76	N/A	\$ -	N/A	\$ -	\$ -	-
<b>LIGHTS</b>							
Youth	\$ 21.77	0%	\$ 21.77	0%	\$ -	\$ 21.80	YES
Youth - Nelson Tyke Football Field	\$ 14.88	0%	\$ 14.88	0%	\$ -	\$ 14.90	YES
Standard	\$ 30.65	0%	\$ 30.65	0%	\$ -	\$ 30.70	YES
Standard - Nelson Tyke Football Field - Adult	\$ 20.92	0%	\$ 20.92	0%	\$ -	\$ 20.90	YES
DISCONTINUE Sherwood Park Concession / Kiosk	\$ 32.77	N/A	\$ -	N/A	\$ -	\$ -	-
<b>PARKS - Effective April 1st, 2019</b>							
Standard Day	\$ 146.52	0%	\$ 146.52	0%	\$ -	\$ 146.50	YES
Commercial / Non Resident Day	\$ 167.03	0%	\$ 167.03	0%	\$ -	\$ 167.00	YES
Standard 3 Hour	\$ 33.09	0%	\$ 33.09	0%	\$ -	\$ 33.10	YES
Commercial / Non Resident 3 Hour	\$ 37.72	0%	\$ 37.72	0%	\$ -	\$ 37.70	YES
<b>PICNICS - Effective April 1st, 2019</b>							
<b>Sites with Capacity up to 110</b>							
Standard	\$ 70.57	5%	\$ 74.10	0%	\$ -	\$ 74.10	YES
Commercial/Non-Resident	\$ 125.78	0%	\$ 125.78	0%	\$ -	\$ 125.80	YES
<b>Sites with Capacity over 110</b>							
Standard	\$ 135.66	5%	\$ 142.44	0%	\$ -	\$ 142.40	YES
Commercial/Non-Resident	\$ 241.82	0%	\$ 241.82	0%	\$ -	\$ 241.80	YES



Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>PHOTOGRAPHY AND WEDDINGS - Effective April 1st, 2019</b>							
<i>Fee listed is for 90mins, with maximum 2 consecutive blocks (3hr max per client)</i>							
<b>GROUP PHOTOGRAPHY</b>							
Standard	\$ 91.80	0%	\$ 91.80	0%	\$ -	\$ 91.80	YES
Commercial/Non-Resident	\$ 128.52	0%	\$ 128.52	0%	\$ -	\$ 128.50	YES
<b>WEDDING CEREMONIES</b>							
Standard	\$ 91.80	0%	\$ 91.80	0%	\$ -	\$ 91.80	YES
Commercial/Non-Resident	\$ 128.52	0%	\$ 128.52	0%	\$ -	\$ 128.50	YES

## 2019 SERVICE RATES AND FEES

**Service: Culture**  
**Service Owner: Angela Paporizo**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>MUSIC AND TEEN TOUR BAND</b>							
<b>Effective September 3rd, 2019</b>							
<b>MUSIC LESSONS</b>							
Private-1/2 Hr. Session	\$ 26.00	0%	\$ 26.00	5%	\$ 1.30	\$ 27.30	NO
Session with valid Band membership	\$ 22.00	0%	\$ 22.00	5%	\$ 1.10	\$ 23.10	NO
<b>TEEN TOUR BAND</b>							
Burlington Teen Tour Band Membership	\$ 189.74	2%	\$ 193.54	5%	\$ 9.68	\$ 203.20	YES
Uniform Fitting Fee	\$ 63.90	2%	\$ 65.18	0%	\$ -	\$ 65.20	YES
Annual Uniform Upkeep Fee (previously included in Uniform Fee)	\$ 60.94	2%	\$ 62.16	0%	\$ -	\$ 62.20	YES
Junior Redcoats Band Membership	\$ 123.11	2%	\$ 125.57	5%	\$ 6.28	\$ 131.90	YES
City Instrument Use (Yearly Fee)	\$ 30.98	2%	\$ 31.59	0%	\$ -	\$ 31.60	YES
<b>YOUTH STUDENT THEATRE PROGRAMS - Effective September 3rd, 2019</b>							
<b>FALL, WINTER, SPRING PROGRAMS</b>							
Show Ticket - Summer	\$ 15.00	0%	\$ 15.00	0%	\$ -	\$ 15.00	NO
Show Ticket - Senior or Spring Salute	\$ 20.00	0%	\$ 20.00	0%	\$ -	\$ 20.00	NO
Little Performers Hourly Rate	\$ 16.00	0%	\$ 16.00	5%	\$ 0.80	\$ 16.80	NO
Juniors Hourly Rate	\$ 17.00	0%	\$ 17.00	5%	\$ 0.85	\$ 17.90	NO
Intermediates Hourly Rate	\$ 17.00	0%	\$ 17.00	5%	\$ 0.85	\$ 17.90	NO
Seniors Hourly Rate	\$ 13.00	2%	\$ 13.26	5%	\$ 0.66	\$ 13.90	NO
<b>SUMMER CAMPS (10 days)</b>							
PAC-Little Performers (half day)	\$ 229.50	0%	\$ 229.50	0%	\$ -	\$ 229.50	NO
PAC-Little Performers Rate (full day)	\$ 499.80	0%	\$ 499.80	0%	\$ -	\$ 499.80	NO
PAC-Intermediates Rate	\$ 499.80	0%	\$ 499.80	0%	\$ -	\$ 499.80	NO
Specialty Theatre Camp Rate	\$ 160.65	0%	\$ 160.65	0%	\$ -	\$ 160.70	NO
DISCONTINUED T-Shirt	\$ 18.43	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>Note: STAR MEMBERSHIP \$2.00 needs to be added to the above</b>							

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>FESTIVALS &amp; EVENTS</b>							
<b>COMMERCIAL EVENTS - Effective April 1st, 2019</b>							
<b>MARKETPLACE VENDOR</b>							
Attendance 501- 5,000	\$ 216.34	5%	\$ 227.16	0%	\$ -	\$ 227.20	YES
DISCONTINUED Attendance 5,001- 15,000	\$ 324.51	N/A	\$ -	N/A	\$ -	\$ -	N/A
Attendance 15,000 - 20,000	\$ 389.42	5%	\$ 408.89	0%	\$ -	\$ 408.90	YES
Attendance over 20,000	\$ 428.40	5%	\$ 449.82	0%	\$ -	\$ 449.80	YES
*Note: Craft (100% handmade) are always 1/2 the marketplace fee.							
<b>FOOD VENDOR</b>							
Attendance 501- 5,000	\$ 110.91	5%	\$ 116.45	0%	\$ -	\$ 116.50	YES
DISCONTINUED Attendance 5,001 - 15,000	\$ 235.25	N/A	\$ -	N/A	\$ -	\$ -	N/A
Attendance 15,000 - 20,000	\$ 336.08	5%	\$ 352.88	0%	\$ -	\$ 352.90	YES
Attendance over 20,000	\$ 428.40	5%	\$ 449.82	0%	\$ -	\$ 449.80	YES
<b>MARKETING FIRM - ACTIVATION FOR PRODUCT TESTING OR SAMPLE OFFERINGS AT EVENTS</b>							
Attendance 501- 5,000	\$ 644.22	5%	\$ 676.43	0%	\$ -	\$ 676.40	YES
DISCONTINUED Attendance 5001 - 15,000	\$ 817.37	N/A	\$ -	N/A	\$ -	\$ -	N/A
Attendance 15,000 - 20,000	\$ 1,076.63	5%	\$ 1,130.46	0%	\$ -	\$ 1,130.50	YES
Attendance over 20,000	\$ 1,305.00	5%	\$ 1,370.25	0%	\$ -	\$ 1,370.30	YES
<b>ACTIVITY PROVIDER</b>							
Attendance 501- 5,000	\$ 144.23	5%	\$ 151.44	0%	\$ -	\$ 151.40	YES
DISCONTINUED Attendance 5,001 - 15,000	\$ 216.34	N/A	\$ -	N/A	\$ -	\$ -	N/A
Attendance 15,000 - 20,000	\$ 259.61	5%	\$ 272.59	0%	\$ -	\$ 272.60	YES
Attendance over 20,000	\$ 285.60	5%	\$ 299.88	0%	\$ -	\$ 299.90	YES
<b>COMMUNITY OR NON-PROFIT EVENTS - Effective April 1st, 2019</b>							
<b>MARKETPLACE VENDOR</b>							
Attendance 501- 5,000	\$ 154.53	0%	\$ 154.53	0%	\$ -	\$ 154.50	YES
DISCONTINUED Attendance 5,001 - 15,000	\$ 231.80	N/A	\$ -	N/A	\$ -	\$ -	N/A
Attendance 15,000 - 20,000	\$ 278.15	0%	\$ 278.15	0%	\$ -	\$ 278.20	YES
Attendance over 20,000	\$ 306.00	0%	\$ 306.00	0%	\$ -	\$ 306.00	YES
<b>ACTIVITY PROVIDER</b>							
Attendance 501- 5,000	\$ 103.02	0%	\$ 103.02	0%	\$ -	\$ 103.00	YES
DISCONTINUED Attendance 5,001 - 15,000	\$ 154.53	N/A	\$ -	N/A	\$ -	\$ -	N/A
Attendance 15,000 - 20,000	\$ 185.44	0%	\$ 185.44	0%	\$ -	\$ 185.40	YES
Attendance over 20,000	\$ 204.00	0%	\$ 204.00	0%	\$ -	\$ 204.00	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Proposed 2019 Percentage Surcharge	Proposed 2019 Surcharge (where applicable)	Proposed 2019 Base Rate (incl. Surcharge)	Taxes Applicable
<b>EVENT EQUIPMENT - Effective April 1st, 2019</b>							
<i>Equipment rental rates are for use of equipment only and do not include RPF delivery, set up and tear down fees.</i>							
<i>Overtime fees also apply for weekend/statutory holiday services. A quotation will be provided upon booking if requested.</i>							
<b>PORTABLE SOUND SYSTEM - FESTIVALS &amp; EVENTS</b>	\$ 100.00	0%	\$ 100.00	0%	\$ -	\$ 100.00	YES
<b>TENTS - FESTIVALS &amp; EVENTS</b>							
10' x 10'	\$ 100.00	0%	\$ 100.00	0%	\$ -	\$ 100.00	YES
DISCONTINUED 10' x 15'	\$ 125.00	N/A	\$ -	N/A	\$ -	\$ -	-
10' x 20'	\$ 150.00	0%	\$ 150.00	0%	\$ -	\$ 150.00	YES
<b>Portable Stage Rental</b>							
<b>Commercial</b>							
Half day rental	\$ 821.14	5%	\$ 862.20	0%	\$ -	\$ 862.20	YES
One day rental	\$ 1,642.27	5%	\$ 1,724.38	0%	\$ -	\$ 1,724.40	YES
Per day beyond day rental	\$ 369.15	5%	\$ 387.61	0%	\$ -	\$ 387.60	YES
<b>Standard</b>							
Half day rental	\$ 586.53	0%	\$ 586.53	0%	\$ -	\$ 586.50	YES
One day rental	\$ 1,173.05	0%	\$ 1,173.05	0%	\$ -	\$ 1,173.10	YES
Per day beyond day rental	\$ 300.59	0%	\$ 300.59	0%	\$ -	\$ 300.60	YES
<b>FILMING (PER DAY) - Effective April 1st, 2019</b>							
<i>Note: Depending on request, rate will be developed based on facility use, permit cost, set-up, tear down, etc. Additional costs may be incurred by client.</i>							
Facility (see note)	\$ 1,529.02	0%	\$ 1,529.02	0%	\$ -	\$ 1,529.00	YES
Film Setup and Takedown	\$ 917.41	0%	\$ 917.41	0%	\$ -	\$ 917.40	YES
Parks	\$ 917.41	0%	\$ 917.41	0%	\$ -	\$ 917.40	YES
Not for Profit/Student Rate	\$ 31.15	0%	\$ 31.15	0%	\$ -	\$ 31.20	YES
Filming Permit	\$ 148.00	0%	\$ 148.00	0%	\$ -	\$ 148.00	NO

## 2019 DEPARTMENTAL RATES AND FEES

Service: Community Design and Development Review  
Service Owner: Tami Kitay

Description	Approved 2018 Rate Increase	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<i>NOTE: Some rates and fees may be rounded for ease of administration and collection</i>				
<b>OFFICIAL PLAN AMENDMENT - Major</b>	\$21,119.00	2.0%	\$21,540.00	NO
<b>QUARRIES - in addition to OPA and rezoning fees</b>	\$57,910.00	2.0%	\$59,070.00	NO
<b>OPA Revision</b> requiring circulation - Major	\$7,181.00	2.0%	\$7,325.00	NO
<b>OPA Revision</b> requiring circulation - Minor	\$4,850.00	2.0%	\$4,945.00	NO
<b>OPA approval extension</b>	\$1,214.00	2.0%	\$1,240.00	NO
<b>REZONING - Major</b>	\$19,905.00	2.0%	\$20,305.00	NO
<b>REZONING - Minor</b>	\$10,185.00	2.0%	\$10,390.00	NO
<b>REZONING - Major &amp; Minor: per residential unit 0-25, with a cap of \$200,000</b>	\$632.00	2.0%	\$645.00	NO
<b>REZONING - Major &amp; Minor: per residential unit 26-100, with a cap of \$200,000</b>	\$479.00	2.0%	\$490.00	NO
<b>REZONING - Major &amp; Minor: per residential unit 101 plus, with a cap of \$200,000</b>	\$316.00	2.0%	\$320.00	NO
<b>REZONING - Major &amp; Minor: per 100 sq m of site area, non residential</b>	\$102.00	2.0%	\$105.00	NO
<b>REZONING - maximum on per 100 sq m of site area non-residential</b>	\$43,926.00	2.0%	\$44,805.00	NO
<b>REZONING Revision</b> requiring circulation - Major	\$7,181.00	2.0%	\$7,325.00	NO
<b>REZONING Revision</b> requiring circulation - Minor	\$4,850.00	2.0%	\$4,945.00	NO
<b>REZONING approval extension</b>	\$740.00	2.0%	\$755.00	NO
<b>COMBINED APPLICATION FEES</b>				
100% of the highest initial application fee and 70% of the lesser initial application fees. For OPA & ZBA a variable fee is also charged. For Subdivision - variable fees are only charged for the subdivision. For ZBA & site plan - 100% of zoning variable fee and 50% of site plan variable fee.				
<b>DRAFT PLAN OF SUBDIVISION - Base Fee</b>	\$29,182.00	2.0%	\$29,765.00	NO
<b>Subdivision - per residential lot 0-25, with a cap of \$200,000</b>	\$923.00	2.0%	\$940.00	NO
<b>Subdivision - per residential lot 26-100, with a cap of \$200,000</b>	\$694.00	2.0%	\$710.00	NO
<b>Subdivision- per residential lot 101 plus, with a cap of \$200,000</b>	\$235.00	2.0%	\$240.00	NO
<b>Subdivision- per 100 sq m of site area for non residential</b>	\$102.00	2.0%	\$105.00	NO
<b>Subdivision - maximum on per 100 sq m of site area non-residential</b>	\$43,926.00	2.0%	\$44,805.00	NO
<b>Subdivision - Extension</b>	\$1,601.00	2.0%	\$1,635.00	NO
<b>Subdivision - Major Revision</b>	\$9,124.00	2.0%	\$9,305.00	NO
<b>Subdivision - Minor Revision</b>	\$4,565.00	2.0%	\$4,655.00	NO
<b>SUBDIVISION MODEL HOME AGREEMENTS</b>	\$1,964.00	2.0%	\$2,005.00	NO

Description	Approved 2018 Rate Increase	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>SITE PLAN APPLICATION - Base Fee</b>	\$6,273.00	2.0%	\$6,400.00	NO
SITE PLAN APPLICATION - per residential unit of 0-25, with a cap of \$200,000	\$224.00	2.0%	\$230.00	NO
SITE PLAN APPLICATION - per residential unit 26-100, with a cap of \$200,000	\$173.00	2.0%	\$175.00	NO
SITE PLAN APPLICATION - per residential unit 101 plus, with a cap of \$200,000	\$117.00	2.0%	\$120.00	NO
SITE PLAN APPLICATION - per 100 sq m of new GFA for non residential	\$133.00	2.0%	\$135.00	NO
SITE PLAN APPL'N - Major revisions requiring re-circulation & rev comments	\$6,273.00	2.0%	\$6,400.00	NO
SITE PLAN APPL'N - Minor revision requiring re-circulation & rev comments	\$2,652.00	2.0%	\$2,705.00	NO
<b>MINOR MODS &amp; MINOR DEV'S</b>				
Major outdoor patios (over 20 seats)	\$1,591.00	2.0%	\$1,625.00	NO
Minor outdoor patios (20 seats or less)	\$1,591.00	2.0%	\$1,625.00	NO
No increase to bldg area; sales trailers; model homes; minor commun'n facilities; single school portables etc.	\$1,591.00	2.0%	\$1,625.00	NO
Up to 500 sq m increase in floor area PLUS associated minor site alterations; package lots; commun'n towers, multiple school portables etc.	\$3,182.00	2.0%	\$3,245.00	NO
501 to 1,000 sq m increase in floor area	\$4,774.00	2.0%	\$4,870.00	NO
Additional charge for d) thru f) non residential developments, payable prior to issuance of final site plan. approval per 100 sq m new gross floor area	\$133.00	2.0%	\$135.00	NO
Detached and semi-detached residential	\$1,591.00	2.0%	\$1,625.00	NO
Sales, trailers, model homes, school portable, communication facilities	\$133.00	2.0%	\$135.00	NO
Site plan with no increase in building area	\$1,591.00	2.0%	\$1,625.00	NO
Site plans with up to 500m2 increase in floor area	\$3,182.00	2.0%	\$3,245.00	NO
Site plan with between 501 and 1000m2 increase in floor area	\$4,774.00	2.0%	\$4,870.00	NO
<b>OTHER SITE PLAN FEES</b>				
Site Plan Approval extensions - no changes to plans	\$1,193.00	2.0%	\$1,215.00	NO
Site Plan Approval extensions - minor charges to plans	\$1,193.00	2.0%	\$1,215.00	NO
Site Plan Approval extensions - changes to apt buildings with/without commercial	\$1,163.00	2.0%	\$1,185.00	NO
External Site Plan inspection Fee	7% of the cost of the external site plan works	0.0%	7% of the cost of the external site plan works	NO
<b>DRAFT PLAN OF CONDOMINIUM FEE:</b>				
Regular or Conversion	\$3,713.00	2.0%	\$3,785.00	NO
Vacant Land and Common Element	\$3,713.00	2.0%	\$3,785.00	NO
Condominium Exemption - All other applications	\$3,182.00	2.0%	\$3,245.00	NO
Condominium Conversion	\$5,732.00	2.0%	\$5,845.00	NO
Major Revision	\$1,102.00	2.0%	\$1,125.00	NO
Minor Revision	\$571.00	2.0%	\$580.00	NO
Extension	\$887.00	2.0%	\$905.00	NO

Description	Approved 2018 Rate Increase	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
Misc. approval requests (consolidation of phased condo's etc)	\$709.00	2.0%	\$725.00	NO
REMOVAL OF PART LOT CONTROL - Base Fee	\$2,555.10	2.0%	\$2,605.00	NO
a) Per residential lot/block	\$128.00	2.0%	\$130.00	NO
b) Per 100 sq m of site area for non-residential	\$26.00	2.0%	\$25.00	NO
<b>Annual Processing Fee (Annual Administrative)</b>	\$1,163.00	2.0%	\$1,185.00	NO
<b>SIGN VARIANCE - Base Fee</b>	\$1,454.00	2.0%	\$1,485.00	NO
<b>SIGN VARIANCE - Variable Fee</b>	\$1,153.00	2.0%	\$1,175.00	NO
<b>PARKWAY BELT REGULATION AMENDMENT</b>				
Minor Amendment to Ontario Regulation 482/73	\$663.00	2.0%	\$675.00	NO
Major Amendment to Ontario Regulation or Removal from Parkway Belt West Plan	\$2,326.00	2.0%	\$2,375.00	NO
<b>REMOVAL OF ZONING SYMBOL "H"</b>	\$3,193.00	2.0%	\$3,255.00	NO
<b>CEMETERY CONSENTS</b>	\$740.00	2.0%	\$755.00	NO
<b>MAJOR AMENDMENTS TO SUBDIVISION &amp; DEV'T AGREEMENT CONDITIONS, requiring Council approval</b>	\$423.00	2.0%	\$430.00	NO
<b>MINOR AMENDMENTS TO SUBDIVISION &amp; DEV'T AGREEMENT CONDITIONS, not requiring Council approval</b>	\$102.00	2.0%	\$105.00	NO
<b>(DISCONTINUED) FAST TRACK SERVICES</b>				
a) Min. additional deposit. Note: additional payment to cover overtime & overhead expenses will be required if initial deposit insufficient	\$2,121.60	N/A	-	-
b) Min. additional deposit for minor site plan application only	\$714.00	N/A	-	-
<b>Regular Survey Compliance</b>	\$210.00	2.0%	\$215.00	NO
<b>Express Survey Compliance</b>	\$405.00	6.0%	\$430.00	NO
<b>ZONING CERTIFICATE - Multi residential, (per lot or block)</b>	\$439.00	2.0%	\$450.00	NO
<b>ZONING CERTIFICATE - Detached &amp; semi-detached, including a residential reconstruction (per unit)</b>	\$439.00	2.0%	\$450.00	NO
<b>ZONING CERTIFICATE - Accessory Dwelling Unit</b>	\$430.00	2.0%	\$440.00	NO
<b>ZONING CERTIFICATE - Non-Residential (commercial/ industrial/institutional)</b>	\$439.00	2.0%	\$450.00	NO
<b>ZONING CERTIFICATE - Residential additions</b>	\$291.00	2.0%	\$295.00	NO
<b>ZONING CERTIFICATE - Residential basement finish, deck, porch and/or accessory building</b>	\$209.00	2.0%	\$215.00	NO
<b>ZONING CERTIFICATE - Temporary Tents and Trailers</b>	\$102.00	2.0%	\$105.00	NO

Description	Approved 2018 Rate Increase	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>ZONING CERTIFICATE - Swimming Pools</b>	\$102.00	2.0%	\$105.00	NO
<b>ZONING CERTIFICATE - Exemption</b>	\$100.00	2.0%	\$100.00	NO
<b>ZONING CERTIFICATE - Revisions Fees: After the 3rd submission (per every subsequent submission for unissued Zoning Certificates)</b>	50% of the base fee	0.0%	50% of the base fee	NO
<b>ZONING VERIFICATION LETTER - Standard</b>	\$210.00	2.0%	\$215.00	NO
<b>ZONING VERIFICATION LETTER - Fast Track</b>	\$405.00	6.0%	\$430.00	NO
<b>ZONING VERIFICATION LETTER - Legal Non-Conforming Use verification (not available for Fast Track service)</b>	\$410.00	2.0%	\$420.00	NO
<b>ZONING REQUEST FOR INFORMATION FEE</b>	\$5.00	2.0%	\$5.00	NO
<b>PLANNING VERIFICATION LETTERS</b>				
<b>Official Plan Designation Compliance</b>	\$103.96	2.0%	\$105.00	NO
<b>Regulations for Niagara Escarpment Plan</b>	\$103.96	2.0%	\$105.00	NO
<b>Parkway Belt West Plan</b>	\$103.96	2.0%	\$105.00	NO
<b>Planning Study Area Confirmation/Status</b>	\$103.96	2.0%	\$105.00	NO
<b>Development Application Status</b>	\$103.96	2.0%	\$105.00	NO
<b>Heritage Status</b>	\$103.96	2.0%	\$105.00	NO
<b>SALE OF PRINTS:</b>				
a) Official Plan	\$66.00	2.0%	\$67.32	YES
b) Official Plan updates	\$41.00	2.0%	\$41.82	YES
c) Zoning By-laws	\$133.00	2.0%	\$135.66	YES
d) Zoning By-law updates	\$41.00	2.0%	\$41.82	YES
e) Demographic & housing info packages	\$10.00	2.0%	\$10.20	YES
f) Status of application packages	\$10.00	2.0%	\$10.20	YES
<b>STREET NAME CHANGES - Min deposit (additional payment required if actual cost exceeds deposit)</b>				
	\$1,459.00	2.0%	\$1,488.18	YES
<b>COMMITTEE OF ADJUSTMENT FEES:</b>				
<b>MINOR VARIANCE</b>				
MINOR VARIANCE: Base Fee - Existing Residential	\$913.00	2.0%	\$930.00	NO
MINOR VARIANCE: Base Fee - New Detached and Semi-Detached Residential	\$2,683.00	2.0%	\$2,735.00	NO
MINOR VARIANCE: Base Fee - Commercial, Industrial & Multi-residential	\$3,779.00	2.0%	\$3,855.00	NO
<b>DISCONTINUED - a) MINOR VARIANCE: Fast Track - Residential: Base Fee plus</b>	\$913.00	N/A	-	-
<b>DISCONTINUED - b) MINOR VARIANCE: Fast Track - New Detached and Semi-Detached Residential: Base Fee plus</b>	\$2,683.00	N/A	-	-
<b>DISCONTINUED - c) MINOR VARIANCE: Fast Track - Commercial, Industrial &amp; Multi-residential: Base Fee plus</b>	\$3,779.00	N/A	-	-
d) MINOR VARIANCE: Revisions to application - Residential (accessory buildings and structures)	\$352.00	2.0%	\$360.00	NO



Description	Approved 2018 Rate Increase	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
e) MINOR VARIANCE: Revisions to application - Commercial, Industrial & Multi-residential (accessory buildings and structures)	\$745.00	2.0%	\$760.00	NO
f) MINOR VARIANCE: Request for deferral by applicant	\$224.00	2.0%	\$230.00	NO
g) MINOR VARIANCE: Revision to approved plans	\$224.00	25.0%	\$280.00	NO
h) Planning - Property Std A	\$347.00	2.0%	\$355.00	NO
<b>CONSENT</b>				
a) CONSENT - Minor (lot line adjustment, easement)	\$3,927.00	2.0%	\$4,005.00	NO
b) CONSENT - Major (Lot creation)	\$5,049.00	2.0%	\$5,150.00	NO
c) CONSENT - per new lot	\$1,244.00	2.0%	\$1,270.00	NO
d) CONSENT - Major Revisions to Application	\$1,734.00	2.0%	\$1,770.00	NO
e) CONSENT - Minor Revisions to Application	\$765.00	2.0%	\$780.00	NO
f) CONSENT - Request for deferral by applicant	\$224.00	2.0%	\$230.00	NO
g) CONSENT - annual processing	\$500.00	2.0%	\$510.00	NO
h) CONSENT - validation of title	\$1,091.00	2.0%	\$1,115.00	NO
i) CONSENT - Certificate of consent or validation of title	\$61.00	2.0%	\$60.00	NO
<b>COMMISIONER'S OATH</b>				
	\$36.00	2.0%	\$35.00	NO
<b>PLANNING SERVICE - Reg 10 Business Day</b>				
	\$92.00	2.0%	\$93.84	YES
<b>PLANNING SERVICE - Express</b>				
	\$180.00	2.0%	\$183.60	YES
<b>Municipal Information Form</b>				
	\$87.00	2.0%	\$90.00	NO
<b>Planning and Building Rates and Fees do not contain various by-laws that contain fee schedules. Some are guided to be increased each year by the Consumer Price Index (CPI). Upon passing of by-law Permit Fees and Business Licensing, fees are to be indexed to the CPI of Ontario as of December 31, and are to be adjusted annually on February 1, subject to public consultation and holding of a public meeting (Permit Fees only). The increase in CPI index is not known at this time, therefore is not included in the Rates and Fees Schedule.</b>				
<b>Streetscape contribution - residential treatment (without trees)</b>				
	\$179.00	2.0%	\$185.00	NO
<b>Streetscape contribution - residential treatment (with trees)</b>				
	\$247.00	2.0%	\$250.00	NO
<b>Streetscape contribution - typical treatment</b>				
	\$483.00	2.0%	\$495.00	NO
<b>Streetscape contribution - special treatment (Lakeshore Road without trees)</b>				
	\$575.00	2.0%	\$585.00	NO
<b>Streetscape contribution - special treatment (Lakeshore Road with trees)</b>				
	\$656.00	2.0%	\$670.00	NO
<b>Streetscape contribution - special treatment (Brant and John Streets)</b>				
	\$656.00	2.0%	\$670.00	NO

Description	Approved 2018 Rate Increase	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
Subdivision Inspector's wages	Labour + 45%	0.0%	Labour + 45%	YES
Tender documents	\$65.00	2.0%	\$66.30	YES
<b>NEW - GRADING AND DRAINAGE CLEARANCE CERTIFICATE (as per Report CW-29-18)</b>				
Application Fee - new housing development and large additions (floor area increases of 75m2 or greater)	-	N/A	\$1,350.00	NO
Application Fee - small additions (floor area increases of less than 75m2) and accessory buildings/decks/etc	-	N/A	\$300.00	NO
Application Fee for extension or renewal	-	N/A	50% of original application fee	NO
Additional Inspection Fee (per inspection)	-	N/A	\$150.00	NO
Amendment to application	-	N/A	Up to 50% of original application fee	NO
<b>NEW - DRAINAGE SYSTEM APPURTENANCES AGREEMENTS (as per Report CW-29-18)</b>				
Agreement Preparation and Registration Fee	-	N/A	\$700.00 plus disbursements	YES
Site Plan Inspection Fee - major site plan	\$1,125.00	2.0%	\$1,147.50	YES
Site Plan Inspection Fee - detached and semi-detached residential	\$409.00	2.0%	\$417.18	YES
Site Plan Admin Fee	7% of cost of site plan work	0.0%	7% of cost of site plan work	NO
External Site Plan Inspection Fee	7% of the cost of the external site plan works	0.0%	7% of the cost of the external site plan works	NO
Subdivision Administration Fee	7% of the cost of the subdivision work	0.0%	7% of the cost of the subdivision work	YES
Subdivision Agreement Preparation Fee	\$4,162.00	2.0%	\$4,245.24	YES
Subdivision Inspection Fee - equal to or less than \$1M subdivision	3% of the cost of the subdivision work	0.0%	3% of the cost of the subdivision work	NO
Subdivision Inspection Fee - equal to or less than \$2M subdivision	3% of the cost of the subdivision works for first million, 2% on the excess over \$1M	0.0%	3% of the cost of the subdivision works for first million, 2% on the excess over \$1M	NO

## 2019 DEPARTMENTAL RATES AND FEES

**Service: Building**  
**Service Owner: Nick Anastasopoulos**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>EFFECTIVE DATE: January 1, 2019</b>				
<b>Liquor Sales Licence Application</b>				
Inspection related to Liquor License Application (Agency Letter of Approval)	\$89.00	2.0%	\$90.78	YES
<b>Property Information Requests</b>				
<b>For Each Property Report:</b>				
1) Single residential property	\$90.00	2.0%	\$91.80	NO
2) Freehold or condominium dwelling unit	\$90.00	2.0%	\$91.80	NO
3) Rental apartment building and rental townhouse (to a maximum of \$250.00)	\$90.00	2.0%	\$91.80	NO
4) Commercial or industrial condominium	\$90.00	2.0%	\$91.80	NO
5) Commercial and industrial buildings	\$90.00	2.0%	\$91.80	NO
5a) Commercial or industrial condominium (including hotels, & motels) (\$5.00/UNIT)	\$5.00	0.0%	\$5.00	NO
6) Express service (includes fax reply)	\$165.00	2.0%	\$168.30	NO
7) Revised property report	\$45.00	2.0%	\$45.90	NO
8) Express revised property report	\$65.00	2.0%	\$66.30	NO
<b>Special Inspection Fees:</b>				
1) Any inspection in connection with a Property Report	\$87.72	2.0%	\$89.47	YES
2) Any inspection made after the second inspection following occupancy pursuant to the Building Code Act, as amended	\$87.72	2.0%	\$89.47	YES
3) Any inspection carried out after 6:00pm on weekdays or at any time on weekends or statutory holidays (3 hour minimum), \$300.00 min + \$100.00/hr over 3 hours*	\$324.36	2.0%	\$330.85	YES

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>(NEW) Routine Disclosure Fees:</b>				
Written request by a property owner or authorized agent of said property for documentation (drawings, surveys, site plans, etc.) as may be located in Building Section files:				
Application Fee for Routine Disclosure - Plans & Drawings Fee includes 15 min of search time & up to 20 photocopies - small (maximum 11"x17" paper size)	-	0.0%	\$40.00	YES
Processing Fee per 15 min	-	0.0%	\$10.00	NO
Photo Copy - Small (prints 11"x17" and smaller)	-	0.0%	\$0.51	YES
Photo Copy - Large (prints larger than 11"x17")	-	0.0%	\$15.00	YES
Electronic - Email	-	0.0%	\$10.00	YES
External Vendor processing fees and delivery	-	0.0%	as invoiced	NO
Routine Disclosure request fee if cost is greater than \$100.00	-	0.0%	50% of fee estimate minus application for RD fee (non refundable)	NO
Application Fee for Routine Disclosure - Survey (flat fee)	-	0.0%	\$20.00	YES

## 2019 SERVICE RATES AND FEES

**Service: Service Burlington**  
**Service Owner: Andrea Holland**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
Administration fee for property information requests	\$10.00	5.0%	\$10.50	NO
Burial Permits (Residential)	\$50.00	2.5%	\$51.25	NO
Burial Permits (Non-Residential)	\$50.00	2.5%	\$51.25	NO
Marriage License	\$150.00	5.0%	\$157.50	NO
FOI Request (amount legislated)	\$5.00	0.0%	\$5.00	NO
Photocopying	\$0.60	0.0%	\$0.60	YES
Group Home Registration	\$200.00	25.0%	\$250.00	NO
Group Home Renewal	\$40.00	25.0%	\$50.00	NO
Commissioner of Oath Services (Pensions) (per signature)	\$19.43	2.5%	\$19.92	NO
Commissioner of Oath Services (per signature)*	\$29.14	2.5%	\$29.87	NO
<b>Routine Disclosure fees</b>				
Information request application/processing time per 15 minutes	\$7.50	0.0%	\$7.50	NO
Survey/Site plan request application	\$15.00	0.0%	\$15.00	YES
Reproduction prints (larger than ledger) \$/page	\$15.00	0.0%	\$15.00	YES
Prints from microfiche \$/page	\$1.00	0.0%	\$1.00	NO
Electronic media storage device (e.g. DVD, cd)	\$10.00	0.0%	\$10.00	YES
Computer programming per 15 minutes	\$15.00	0.0%	\$15.00	NO
External vendor processing fees and delivery	as invoiced	0.0%	as invoiced	NO
Routine disclosure request fee if cost is greater than \$100	50% of fee estimate	0.0%	50% of fee estimate	NO

\* includes certified true copies of by-laws

## 2019 SERVICE RATES AND FEES

**Service: Financial Management**

**Service Owner: Joan Ford**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
Tax Certificate (per property)	\$55.00	0.0%	\$55.00	NO
Invoice Verification (per document)	\$25.00	0.0%	\$25.00	NO
Statement of Account (per document)	\$25.00	0.0%	\$25.00	NO
Mortgage Company Admin Fee (per account)	\$11.00	9.1%	\$12.00	NO
Admin Fee for Ownership Changes (per property)	\$35.00	0.0%	\$35.00	NO
Admin Fee for New Tax Account Set-up	\$60.00	0.0%	\$60.00	NO
Admin Charge for Returned cheques	\$40.00	0.0%	\$40.00	NO
Admin Charge for Additions to the Roll	\$50.00	0.0%	\$50.00	NO
Older Adult Tax Deferral Program Application Fee	\$50.00	0.0%	\$50.00	NO
Verification of Development Charges (per document)	\$25.00	0.0%	\$25.00	NO
Request For Proposals (per document)	\$30.00-70.00	0.0%	\$30.00-70.00	NO
Request for Quotations (per document)	\$30.00-60.00	0.0%	\$30.00-60.00	NO
Tenders (per document)	\$50.00-70.00	0.0%	\$50.00-70.00	NO

## 2019 SERVICE RATES AND FEES

**Service: Corporate Legal**

**Service Owner: Nancy Shea-Nicol**

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
<i>NOTE: Some rates and fees may be rounded for ease of administration and collection</i>				
Encroachment Agreements:	\$700.00	0.0%	\$700.00	NO
Part Lot Control Agreements & By-Law Preparation*	\$700.00	0.0%	\$700.00	NO
Site Plan Agreements	\$1,000.00	0.0%	\$1,000.00	NO
Development Agreements (incl. Subdivision, Section 27, Development Charge Deferral & Rezoning) & Agreements and Registrations related to Committee of Adjustment	\$1,000.00	0.0%	\$1,000.00	NO
Amending Agreements	\$350.00	0.0%	\$350.00	NO
Release of Agreements and Easements *	\$500.00	0.0%	\$500.00	NO
Release of Restrictive Covenants	\$600.00	0.0%	\$600.00	NO
All other Agreements	\$700.00	0.0%	\$700.00	NO
Certificate: payment of local improvements charge	\$200.00	0.0%	\$200.00	NO
Stop up & close road by-law	\$500.00	0.0%	\$500.00	NO
Compliance & Property Information Request	\$100.30	9.5%	\$110.00	NO
Cemetery use verification	\$85.00	0.0%	\$85.00	NO

\*Fee includes all disbursements

All Other fees do not reflect additional charges for disbursements which are billed at cost.

All disbursements are taxable.

## 2019 SERVICE RATES AND FEES

Service: Geographic Information and Mapping  
Service Owner: Ann Evans

Description	Approved 2018 Base Rate	Proposed 2019 Rate Increase	Proposed 2019 Base Rate	Taxes Applicable
<b>Effective Date: January 1, 2019</b>				
Digital Orthoimagery Processing/Clipping	\$71.10	0.0%	\$71.10	YES
Air photos - scanned hard copy prints	\$14.57	0.0%	\$14.57	YES
Hardcopy Customized Plots (up to 11" x 17")	\$21.33	0.0%	\$21.33	YES
Hardcopy Customized Plots - Large Format (up to 36" x 48")	\$67.89	0.0%	\$67.89	YES
Digital Topographic Data Processing/Clipping	\$161.26	0.0%	\$161.26	YES
Street map index book	\$11.71	2.0%	\$11.94	YES
Hardcopy Standardized Maps (Street/Address/Zoning/Wards)	\$11.71	2.0%	\$11.94	YES
Hardcopy Address/Zoning Maps - Full Set	\$189.42	2.0%	\$193.21	YES
Hardcopy Plots - Plan & Profile/Engineering Drawings	\$14.05	2.0%	\$14.33	YES
Hardcopy Plots - Reference, Subdivision, Condominium Plans	\$13.79	2.0%	\$14.07	YES
Easement/ Deed of Land Documents (Search & Hardcopy print)	\$13.79	2.0%	\$14.07	NO
Property information request - local improvement	\$34.33	2.0%	\$35.02	NO
Property information request - Road/Portion thereof assumed as Public Highway	\$89.47	2.0%	\$91.26	NO
Property Information request - capital works status	\$89.47	2.0%	\$91.26	NO
Property information request - reserve verification	\$89.47	2.0%	\$91.26	NO
Property Information request - deemed road status	\$89.47	2.0%	\$91.26	NO
Property Information request - service connections	\$89.47	2.0%	\$91.26	NO
Property information request - all of the above	\$134.20	2.0%	\$136.88	NO
Municipal Address changes	\$250.00	2.0%	\$255.00	YES





**SUBJECT: Transit funding sustainability**

**TO: Committee of the Whole**

**FROM: Finance Department**

Report Number: F-23-18

Wards Affected: All

File Numbers: 460-01

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Direct the Director of Finance to amend the federal gas tax allocation to 75% roadways and 25% transit; and

Direct the Director of Finance to implement the proposed financing strategy as contained within report F-23-18, Transit Funding Sustainability; and

Approve the amended Vehicle Replacement Funding Policy, attached as Appendix C.

**Purpose:**

The purpose of this report is to provide Council with funding alternatives for transit. Transit in the city is essentially composed of two services conventional, and handi-van. Conventional transit represents the core service, providing service to a greater proportion of the population where concentrated efforts are made to grow ridership. Handi-van is a specialized service, offered to people with disabilities to assist in their transportation needs.

A City that Moves

- Increased Transportation Flows and Connectivity

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**Background and Discussion:**

Transit is and will continue to be an essential service offered by the city. The service plays a vital role in the city's strategic plan to assist in shaping the landscape of the city through accessible public transportation that is convenient, timely and green. The

Strategic Plan sets out initiatives that support the growth of public transportation, and moreover, the recent adoption of the Official Plan will also set a standard for growth. Both these documents provide an outlook on the future of our city's public transportation system. However, further work is to be done in regards to how and when that growth will be achieved. The next step being undertaken is to embark on the Transit Plan in conjunction with the overall Transportation Master Plan. These plans will inform how transit will grow over the next several years to position ourselves for the future. In order to be prepared for the future growth in Transit, it is important that we address existing Transit issues which are impacting current sustainability of the capital program.

Over the last several budget cycles, it became apparent that funding available to the Transit program was not keeping pace with the capital needs. In previous years, the transit capital program was self-funded, relying on transit-specific funding for the renewal, replacement and expansion of Transit assets and anticipated that transit-specific annual senior government allocations would fully support transit along with revenues from ridership growth.

Transit assets include fleet, facilities, technology and ancillary equipment. The following is a summary of transit-specific funding that is currently or has been in the past available to Transit.

**Provincial Gas Tax:** The Provincial Gas Tax (PGTX) allocation to the City of Burlington began in 2004. The parameter around the use of this funding is for capital or operating expenditures that promote increased ridership. The 2018 allocation received was \$2.26 million, of which \$1.07 million was used to support transit operating expenditures and the remainder (\$1.19 million) for transit capital expenditures.

**Federal Gas Tax:** The Federal Gas Tax (FGT) allocation to the City of Burlington began in 2005. At that time, eligible infrastructure categories were Roadways and Transit. At the start of the FGT program in 2005 and 2006, roadways received 100% of the gas tax allocation. In 2007, the allocation was split 80% roadways/ 20% transit. In 2008, the split was amended to 70% roadways/ 30% transit as a result of a transit services review and transit cost requirements. The last amendment occurred in 2012 in order to advance the city's shave-and-pave program, reverting the FGT split back to 80% roadways/ 20% transit, where it remains today. For the 2018 budget, the city allocation received was \$5.6 million, split between roadways 80% (\$4.48 million) and transit, 20% (\$1.12 million).

**Other Senior Government Funding:** Over the past years, transit has been fortunate to receive additional dedicated infrastructure funding. In most instances, the funding program was used towards the purchase of expansion and/or replacement buses. A few examples of such programs were the Ontario

Bus Replacement program (2006-2010), Investing in Ontario (2008), Stimulus Funding (2009) and Public Transit Infrastructure Funds (PTIF).

However, fast forward to present day, it has created two issues. First, it allowed the purchase of multiple buses in a given year but did not give consideration to the fact that these buses will come due for replacement at the same point in time in the future. Second, it was not a predictable funding source for the continued replacement of buses. As such, we are in a position where we have a number of buses coming due for replacement in the same period with no sizeable funding to match. Recently, the federal government announced the *Investing in Canada* infrastructure plan in which the city has received a transit allocation. Guidelines regarding the use of funds will be provided. However, it is anticipated it will primarily be focused on the expansion of transit assets. As such, this funding allocation has not been included in the transit funding model presented within this report.

Currently, the transit capital program (conventional and handi-van) is projecting a minor funding deficit in 2019 as there is not enough funding for the quantum of assets needing attention. The deficit continues over the ten-year period and is projected to be \$14.3 million by 2028, as shown in Appendix A.

### **Strategy/process**

The focus of this report will be to review funding sustainability over the next ten years to closely reflect the ten year capital budget program and only deals with the replacement and/ or renewal of the current inventory of transit assets. Transit is currently in the process of completing a Transit Plan (TP) and the expectation is that the TP will speak to how transit will grow. To include assumptions on growth in this model would be premature in advance of the work to be done for the TP.

Staff evaluated the funding sources discussed above with the overall need of transit assets. Table A shows the replacement value of all transit assets that are currently funded by the transit program.

**Table A: Transit Inventory**

<b>Transit Assets</b>	<b>Replacement Value (\$M)</b>
Conventional Buses (59 buses)	\$32.6
Handi-Van Buses (13 buses)	\$2.5
Transit Facilities	\$17.4
Transit Equipment	\$4.0
Transit Shelters	\$4.1
<b>TOTAL</b>	<b>\$60.6</b>

From the table, translating the replacement value over the average useful life of the assets, the annual need equates to approximately \$4.2 million. Comparing this to an average annual funding of \$2.3 million, results in a transit annual average infrastructure gap of \$1.9 million. As mentioned earlier, the one-time funding received through senior government infrastructure programs has created large spikes in our needs which exasperate the gap in certain years. Unless the city receives significant increases to the annual PGTX and FGT allotment or another sustainable funding source geared towards transit is introduced, this negative trend will continue to grow.

Staff are bringing forward a strategy that starts to address the unfunded transit renewal needs over the next couple of years which will reduce the infrastructure deficit over the ten-year period. The strategy aims to align the intent of the funding to the appropriate assets being renewed and create consistency among asset categories. Staff recommend the following strategy:

**Transit Assets:** Transit assets which do not directly support growth in ridership be funded through tax-supported capital financing. This means transit-related information technology (IT) projects and renewal of transit facilities be financed by tax supported funding. Over the next ten-year period the forecast is \$1.9 million for Transit IT and \$1.5 million for facilities renewal.

Also, handi-van vehicles and related equipment will be funded through the corporate vehicle depreciation reserve fund (VDRF). The corporate VDRF is funded through an annual provision from the operating budget. Staff recommend that the 2019 budget increase the annual provision to the VDRF by \$270,000 to closely reflect the annual renewal requirements of handi-van vehicles. Staff will be re-directing savings in annual debt charges towards the provision to address infrastructure renewal without impacting the tax base. Appendix C, is the city's

corporate Vehicle Replacement Funding Policy amended to reflect the addition of transit handi-vans.

**Federal Gas Tax:** Staff recommend an amendment to the Federal Gas Tax split from 80% roadways / 20% transit to 75% roadways/ 25% transit. This will allocate a further \$280,000 to the transit program annually (\$2.8 million over ten years). The FGT split has not been amended in the last seven (7) years and the renewal need in Transit is immediate. As the Transit Plan is completed, the split will be re-evaluated to determine if this allocation is the most appropriate or if a greater change is warranted.

**Provincial Gas Tax:** Over the last several years, the amount transferred to the operating budget has been steadily increasing from approximately \$250,000 in 2004 to \$1.077 million in 2018. The main reason behind the increased allocation to the operating budget has been low transit fare revenues. The PGTX allocation has been, in effect, subsidizing transit operations while concurrently eroding the amount of PGTX available to transit capital assets. Staff recommend the allocation to the operating budget be capped at \$1 million to prevent further erosion to the capital program. Capping the allocation to the operating budget to \$1 million impacts the tax base by \$77K or 0.05% and provides more predictable investment to both the operating and capital budget. Any future increases to the city's existing PGTX allocation will be allocated to the capital budget while maintaining the \$1 million operating allocation.

The above strategy is reflected in Appendix B and shifts the funding deficit to the year 2021 and reduces the deficit over a ten year period from \$14.3 million to \$3.0 million. Furthermore, conventional buses and related equipment will be the only transit assets being funded with transit specific funding, which better aligns the intent of the funding with the assets that support ridership. This translates into an average annual need of approximately \$3.2 million, compared to an average annual funding of \$2.7 million, shrinking the funding gap to \$500,000. The program still shows a deficit as there are 52 conventional buses forecasted to be replaced in the 10 year window, representing 95% of the entire conventional fleet.

It is important to note, the above changes represent a starting point to make transit sustainable in the short term. Staff anticipates that further changes will need to take place as there are multiple factors impacting the current and future sustainability of transit, which are listed as follows;

- **Growth assumptions:** The pace and quantum of expansion for conventional fleet or increases to service level is the largest driver of capital costs and operating impacts. Each conventional bus costs approximately \$580,000 with an estimated cost of \$320,000 (operating costs, including capital renewal) per year.

- **Useful Life:** Changes to the average useful life of conventional buses impacts the pace at which we are replacing the fleet. The useful life of conventional buses is currently modeled at 12 years. Staff continually assess bus replacement based on their condition and take every opportunity to extend the life of the asset. Note that extending the useful life by 1 year to 13 years reduces the deficit by \$1.7 million in the same ten year time period.
- **Senior Government programs:** Provide additional funding to the capital program which can improve sustainability if they are long term programs.

Many of the above factors will be clarified as part of the Transit Plan; as such staff is not prepared to recommend further changes at this time to those provided within this report until the TP is completed.

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## **Financial Matters:**

The proposed transit funding strategy has several implications to the city's overall ten-year capital program. The strategy outlined within this report is about addressing transit's immediate need and shifting resources to allocate them in the most efficient manner.

The amendment to the Federal Gas Tax split impacts the roadways program by \$2.8 million over ten years and the transition of some transit assets to be tax-supported has an impact to the facilities and IT programs. With the introduction of the first re-allocation of the hospital levy in 2019 of \$1.7 million, this provides opportunity to allocate additional funding within the capital program to mitigate the tax-supported funding impact to those asset categories.

Staff have reviewed the corporate VDRF with the inclusion of handi-van vehicles and with the additional provision, there is no impact to the sustainability of the corporate VDRF over the next ten years.

## **Asset Management**

The 2016 Asset Management Plan and corresponding financing strategy was brought forward to Committee in 2017. The AMP included all city assets and addressed the overall renewal need and funding available at a high level view across all city assets. Staff committed to provide a comprehensive update to the AMP every five (5) years. As part of the next update staff will be evaluating the infrastructure need and gaps at the asset category level in order to more efficiently allocate infrastructure funding between asset categories based on need.

Overall, the asset management plan over a sixty-year period is funded with periods of deficits within that time period. As we refine the plan for the next update and get a

greater understanding of the needs at an asset category level, it will allow us to re-allocate renewal funding as needed while keeping the overall asset management strategy on target.

The following is a summary of the infrastructure funding included in the asset management financing plan;

- Dedicated Infrastructure levy of 1.25% (up to 2022), reducing to 1% (2023-2033) and further reducing to 0.5% (2034 and beyond)
- re-purposing the hospital levy in phases beginning in 2019 (\$1.7 million)
- 0.2% levy beginning in 2020 to address the renewal needs of a growing asset inventory

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### **Connections:**

The asset management financing plan represents an important document for the City of Burlington in maintaining the condition of our assets in a fiscally responsible manner. The short term sustainability strategy presented within this report fits within the spectrum of the long term asset management and develops a foundation for further alignment with the Transit Plan and the overall Strategic Plan.

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### **Conclusion:**

The strategy provided within this report is one step towards a longer term goal in making the transit capital program sustainable. It better aligns the transit senior government funding with the appropriate assets, creating consistency in how other assets are funded. The funding changes recommended within this report provide progress and practicality while allowing the Transit Plan to be completed, as well as not creating significant impacts to other asset categories. It focuses resources towards the transit's core conventional service supporting ridership growth. The TP is an integral component and will build upon the recommendations in this report and inform future updates to the model.

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Respectfully submitted,

Ann Marie Coulson

Manager of Financial Planning and Taxation

905-335-7600 x7655

**Appendices:**

- A. Transit Funding Model
- B. Transit Funding Model – Proposed Strategy
- C. Vehicle Replacement Funding Policy

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.



## Appendix A: 2019-2028 Status Quo Transit Model (Conventional &amp; Handi-Van)

YEAR	BALANCE	TOTAL TRANSIT REQUIREMENTS	ELIGIBLE TRANSIT REVENUE	PROVINCIAL GAS TAX TRANSFER TO OPERATING	TOTAL REVENUE (CAPITAL BUDGET)	CUMULATIVE CLOSING BALANCE
2019	\$2,551,144	\$5,151,860	\$3,382,314	\$1,076,539	\$2,305,775	(\$294,941)
2020	(\$294,941)	\$4,758,690	\$3,382,314	\$1,076,539	\$2,305,775	(\$2,747,857)
2021	(\$2,747,857)	\$7,124,524	\$3,382,314	\$1,076,539	\$2,305,775	(\$7,566,606)
2022	(\$7,566,606)	\$5,483,020	\$3,382,314	\$1,076,539	\$2,305,775	(\$10,743,851)
2023	(\$10,743,851)	\$843,900	\$3,382,314	\$1,076,539	\$2,305,775	(\$9,281,976)
2024	(\$9,281,976)	\$4,356,190	\$3,382,314	\$1,076,539	\$2,305,775	(\$11,332,391)
2025	(\$11,332,391)	\$595,400	\$3,382,314	\$1,076,539	\$2,305,775	(\$9,622,016)
2026	(\$9,622,016)	\$1,535,000	\$3,382,314	\$1,076,539	\$2,305,775	(\$8,851,242)
2027	(\$8,851,242)	\$6,402,435	\$3,382,314	\$1,076,539	\$2,305,775	(\$12,947,902)
2028	(\$12,947,902)	\$3,627,239	\$3,382,314	\$1,076,539	\$2,305,775	(\$14,269,366)
<b>TOTALS</b>		<b>\$39,878,258</b>	<b>\$33,823,138</b>	<b>\$10,765,390</b>	<b>\$23,057,748</b>	

**Note:** Inflation and New/ Enhancements are excluded.

## Appendix B: 2019-2028 Proposed Transit Model (Conventional Transit only)

YEAR	BALANCE	TOTAL TRANSIT REQUIREMENTS	ELIGIBLE TRANSIT REVENUE	PROVINCIAL GAS TAX TRANSFER TO OPERATING	TOTAL REVENUE (CAPITAL BUDGET)	CUMULATIVE CLOSING BALANCE
2019	\$2,551,144	\$2,885,860	\$3,662,250	\$1,000,000	\$2,662,250	\$2,327,534
2020	\$2,327,534	\$4,041,790	\$3,662,250	\$1,000,000	\$2,662,250	\$947,994
2021	\$947,994	\$6,625,950	\$3,662,250	\$1,000,000	\$2,662,250	(\$3,015,705)
2022	(\$3,015,705)	\$5,199,220	\$3,662,250	\$1,000,000	\$2,662,250	(\$5,552,675)
2023	(\$5,552,675)	\$371,000	\$3,662,250	\$1,000,000	\$2,662,250	(\$3,261,425)
2024	(\$3,261,425)	\$3,843,290	\$3,662,250	\$1,000,000	\$2,662,250	(\$4,442,465)
2025	(\$4,442,465)	\$371,000	\$3,662,250	\$1,000,000	\$2,662,250	(\$2,151,214)
2026	(\$2,151,214)	\$571,000	\$3,662,250	\$1,000,000	\$2,662,250	(\$59,964)
2027	(\$59,964)	\$5,777,935	\$3,662,250	\$1,000,000	\$2,662,250	(\$3,175,649)
2028	(\$3,175,649)	\$2,504,145	\$3,662,250	\$1,000,000	\$2,662,250	(\$3,017,544)
<b>TOTALS</b>		<b>\$32,191,190</b>	<b>\$36,622,503</b>	<b>\$10,000,000</b>	<b>\$26,622,503</b>	

Note: Inflation and New/ Enhancements are excluded.

## **Finance-Budget**

### **Vehicle Replacement Funding Policy**

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Approved by Council on: July 16, 2018

Report Number: F-23-18

Effective: September 1, 2018

Next Review: June 1, 2022

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To provide direction regarding fleet asset management principles and the appropriate use of the various Vehicle Depreciation Reserve Funds (VDRF).

#### **Policy Statement:**

- 1) Vehicle Depreciation Reserve Funds (VDRF) are to be used exclusively for funding the replacement of vehicles and equipment that are currently owned and maintained by the Corporation.
- 2) All assets eligible for VDRF funding must be identified as an individual asset within the Fleet System and have a unique identifier. Asset identifier shall include the manufactured year and asset number.
- 3) Accessories or components that becomes part of the vehicle or equipment during initial fit-up are considered part of the asset, unless the life cycle differs. Exceptions to this rule may apply, for example; technology items that may fall under a different asset type and therefore funded differently.
- 4) Condition assessments must be conducted regularly on vehicles and equipment to determine if lifecycle should be adjusted from the recommended life expectancy or industry best practice.
- 5) Replacement of assets may differ from the existing assets based on changes to legislated standards, standards driven by industry and/ or corporate in nature standards. These changes must be reviewed by the Fleet Asset Category Team, prior to being included in the Capital Budget and Forecast.

# Corporate Policy

- 6) The target balance of the reserve fund will be related to the average annual replacement requirement based on lifecycle costing information as recommended by the asset management plan.
- 7) The acquisition of new vehicles and equipment or enhancements to existing assets (refer policy) must be presented separately through the capital budget process and funded from a source other than a VDRF.
- 8) The Tyandaga VDRF may be used to purchase new assets as required by the service providing there is adequate funding to sufficiently meet their on-going replacement needs.
- 9) The city shall maintain separate VDRFs as outlined below:
  - a. Corporate VDRF;
  - b. Fire VDRF;
  - c. Tyandaga VDRF
- 10) Annual contributions to the VDRF(s) will be increased by 4% compounded annually. This contribution will be reviewed annually as part of the capital budget review process to ensure financial sustainability of the reserve fund.
- 11) Replacement items funded through the VDRF must be included in the Asset Category 10 Year Capital Budget. Capital budget is to be reflected in current dollars for the 10-year cycle.
- 12) Revenues from sale of assets must be deposited to the respective VDRF accounts. Should the City decide to cease offering a service, any associate assets shall be sold and monies deposited to the respective VDRF accounts.

## Scope:

This policy applies to all vehicles and equipment owned by the City of Burlington, **excluding Transit Conventional buses and on board Transit equipment as it relates to Conventional buses.**

## Definitions:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

# Corporate Policy

Term	Definition
Corporate Fleet	Vehicles and Equipment operated and used by the City of Burlington inclusive of support vehicles and <b>Handi-Vans</b> in Transit.
Tyandaga Fleet	Vehicles and Equipment operated at the Tyandaga Golf Course.
Fire Fleet	Emergency Response and support Vehicles and Equipment operated by the Burlington Fire Department.
Vehicle	A motor vehicle licensed with the Ministry of Transportation of Ontario.
Equipment	<p>An asset that:</p> <ul style="list-style-type: none"> <li>• has a predictable service life greater than one year;</li> <li>• requires regular maintenance or repair; and</li> <li>• is used exclusively for field use, as part of the city fleet.</li> </ul> <p>Note: Replacement of protective clothing, consumable items, hand tools, shop tools, facility assets, fleet repair equipment and hoists as well as certain technical hardware are not funded through the VDRFs.</p>

## References:

- RPM-02-13 –Review of Fleet Asset Management and Vehicle Depreciation Reserve Funds
- F-37-17 - Report Providing a Financial Overview of the 2018 Proposed Capital Budget and Forecast
- F-23-18 Transit Funding Sustainability

## Roles:

**Accountable:** Director of Finance

### Responsible:

- Manager of Fleet Services, Roads and Parks Maintenance Department
- Manager of Business Services, Transit
- Manager of Fire Administration & Communications, Fire



**SUBJECT: Enterprise System update**  
**TO: Committee of the Whole**  
**FROM: Information Technology Services**

Report Number: IT-04-18

Wards Affected: not applicable

File Numbers: 200-06

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Receive and file information technology services report IT-04-18 providing an update on the city's Enterprise Resource Planning (ERP) systems.

**Purpose:**

To provide an update on the City's ERP systems including work completed on the 2013 10-year roadmap and preliminary plans to replace and update ERP.

- An Engaging City
- Good Governance
- 

**Background and Discussion:**

ERP (Enterprise Resource Planning) is business management software that allows an organization to use a system of integrated applications to manage the business. The applications allow for the efficient collection, storage and retrieval of information to support business functions and processes across the enterprise. ERP systems aim to establish a single consolidated repository and often are noted as the 'system of record' for financial and human capital management (also known as human resources). The City's ERP systems currently includes SAP for core financials and asset accounting, Banner for payroll management, and a collection of applications that support various Human Capital Management processes. Several ancillary applications have also been deployed and exist to provide additional needed functionality. An example, would be

the EmpCentre application that is used to capture and approve employee hours. Together the core and ancillary systems deliver the needed enterprise resource infrastructure and are delivered through a combination of on-premise and 3rd-party hosted applications.

Appendix A provides a diagram illustrating the ERP and related system architecture.

Halton Region currently hosts the City's SAP environment in their on-premise data centre through a Service Agreement that was established in 1997. Regional IT staff maintain the SAP environment which is separately configured and restricted for City of Burlington's use. The City is billed annually by the Region for the provision of hosting services, software licenses, disaster recovery capabilities, and support and maintenance. One-time costs associated with upgrades and enhancements are the responsibility of the City. The City has received reliable, responsive, and cost-effective services from the Region. However, the relationship with the vendor has been indirect and the City has been limited in its ability to effectively leverage and grow the capabilities of the application. The City does not always receive immediate benefits from software upgrades as they are often implemented a full year after being applied to the Region's environment. When applying the upgrades the City must procure the services of an external SAP consultant in addition to relying on Regional expertise.

In 2013, Deloitte was engaged to review the City's ERP systems and create a 10-year strategy to support ongoing needs. At that time, the City's Maintenance Management System (Avantis) was included in the scope of the assessment along with, HR and Payroll (Banner), and Core Financials (SAP). The review recognized that an unusually high number of applications were being used to support ERP business functions and recommended that the systems be rationalized and consolidated into 1-2 corporate integrated solutions. A 10-year roadmap was proposed and Council approved the recommendation in report IT 01-13 to proceed with a two-phased approach to the ERP implementation.

The first phase focused on enhanced IT governance, better management and utilization of the City's information assets, and development of a roadmap to accommodate short-term upgrades and application optimizations. This phase was to occur over a 3 to 5-year period.

The second phase was to develop a business case and a funding strategy for a consolidated ERP system that will enable digital business transformation.

This phase was to start in years 3-4 and be completed over the remaining period of the 10-year plan.

The Deloitte review also provided costs to implement a consolidated ERP system and, at that time, were estimated at \$9M to \$13M.

Following the adoption of the roadmap the City established an IT Governance model that now includes an IT Governance Team, an IT Steering committee, and a number of committees charged with evolving and enhancing key business systems.

Recognizing that data and information are valuable assets, the 10-year roadmap recommended the implementation of a data warehouse and a corporate reporting tool. In response a Business Intelligence strategy was developed in 2015 and a formal program was launched in 2016. This program will empower City staff with self-serve access to improved data analytics, dashboards, and reporting capabilities.

In 2016, an internal staff team developed a strategic roadmap for ERP as a tool to assist in executive decision-making on the future of ERP. This roadmap essentially kick-started the strategic discussions that have resulted in the implementation plan presented in this report.

Since the original review in 2013, there was a growing concern that the ERP marketplace had not evolved as expected and that a single solution would not satisfy the requirements of MMS as well as finance, HR, and payroll. The Corporate IT Strategy supported this position and recommended that MMS be considered separately due to its specific requirements. Additionally, with the existing MMS at end-of-life there was an urgency to proceed with a system replacement. Therefore, the MMS system was removed from the ERP scope and a project was launched through the PMO office in 2018 to complete the work required to proceed with an MMS replacement as a separate project.

In 2017, Deloitte was once again engaged to develop detailed functional requirements, assess options for hosting or adopting an on-premise ERP solution, and to provide updated cost estimates.

During this time, City staff also completed an extensive environmental scan that included marketplace research and consultation with municipalities that have recently completed or are, in the midst of, implementing an ERP solution. Much like the City of Burlington, other municipalities are replacing dated and siloed legacy systems with a fully integrated ERP solution.

### Current ERP Challenges

The City's core enterprise systems are out of date and lacking functionality making continuous improvement efforts difficult. The systems and processes that have served us well over the last decade are now not sufficiently meeting the City's need. Current systems will not support the Burlington Leadership Team's (BLT) strategic vision of building a 21<sup>st</sup> century workforce and a 21<sup>st</sup> century city. Our current payroll system is cumbersome to operate and requires many manual adjustments. Key business processes are supported by multiple systems making routine tasks complex and inefficient. There is currently no application in place to support employee performance



management or workforce complement management. The ability to answer basic business questions has become very time consuming and often requires manual data extraction from multiple systems followed by additional manual steps to make the data usable. Microsoft Excel spreadsheets have become an integral part of business processes and have been used to fill the gaps in core system functionality. Numerous integration points exist between systems to support critical business processes like payroll. Integration points are often complex and require significant staff time within IT Services to support and maintain. The current state is not sustainable and the City is faced with the following challenges and risks:

- Growth of disconnected and disparate systems
- Inability to deploy other new technologies (e.g. Office 365)
- Inability to eliminate manual processes
- Requirement to maintain systems that are inadequate
- Ability to attract talented and tech savvy staff
- Dependency on skills to support legacy systems
- Inability to deliver on strategic objectives
- Inability to initiate replacement will delay end date past 2022
- Negative affect on public opinion and/or City reputation

### **Strategy/process**

The implementation of IT governance and the introduction of information management and business intelligence identified as foundational work in phase 1 of the ERP roadmap are well underway and are addressing key challenges. It is now critical that the City proceed with phase 2 of the roadmap which is to deliver a modernized ERP system that will satisfy the current and future needs of the business.

The implementation and replacement of key enterprise systems is a significant undertaking that can have a profound and positive impact on the organization through increased automation and transformation of business processes. Value does not derive from buying software and implementing it. Value from ERP programs and initiatives comes from the adoption of new and/or improved ways of working. The goal is to reduce the number of peripheral, disconnected, siloed data systems and in doing so deliver a fully integrated, flexible, intuitive solution that will facilitate service delivery improvements. A properly implemented ERP system should enable digital business and deliver a measurable business impact.

The ERP marketplace is undergoing a generational shift driven by the onset of cloud computing also known as Software-as-a-Service (SaaS). SaaS is accelerating as an alternative to legacy on premise systems and is a delivery model to help organizations

gain flexibility and leverage modern cloud technologies. SaaS models are known to offer solutions that are more agile, and easier to scale. SaaS can also be enticing to organizations as it eliminates the need to manage and maintain infrastructure. In general, ERP products are becoming easier to use, more mobile friendly, and are capable of handling complex processes with multiple touchpoints through improved workflow. The City aims to take advantage of new capabilities that the market offers.

The following benefits are expected through the implementation of an updated ERP system:

- Improved business processes and elimination of manual tasks
- Improved business agility in response to service changes and improvements
- Easier and quicker access to information
- Elimination of complex and high-maintenance integration points
- Reduced dependence on spreadsheets to support business process
- Support and enable a 21st century workforce
- Increased employee satisfaction in tools
- Enable continuous improvement and innovation
- Align with and deliver incremental benefits with other initiatives (BI, CRM)
- Improved data management capabilities

The cutover and adoption of the new ERP system will be completed in phases and will contain multiple projects delivering measurable business value over time. It is expected that the HR and Payroll systems will be implemented first followed by the finance system.

The City plans to explore and assess ERP solutions through a competitive procurement process. An RFP will be issued for the procurement of software, support, and implementation services.

The procurement process would evaluate the following capabilities:

- Human Resources (recruitment, onboarding, learning and development, health & safety, disability management, labour relations, compensation & benefits, performance management, succession planning)
- Time, Attendance & Payroll
- Budgeting & Forecasting
- Financial Close & Expenses
- Projects & Assets
- Procurement, Inventory & AP
- Billing and AR

The phasing, timing and approach will be guided by the product selection(s) and vendor best practices.

The estimated timelines are as follows:

Year	Key Milestones
2018	<ul style="list-style-type: none"> <li>• Review and prioritize functional specifications</li> <li>• Confirm team structure and staffing, governance, sponsorship</li> <li>• Draft ERP RFP</li> <li>• Start mandatory upgrade of existing payroll system</li> </ul>
2019	<ul style="list-style-type: none"> <li>• Issue ERP RFP</li> <li>• Complete mandatory upgrade of payroll system</li> <li>• Complete mandatory upgrade of SAP system</li> <li>• Begin implementation of HR system</li> </ul>
2020	<ul style="list-style-type: none"> <li>• Begin implementation of payroll system</li> <li>• Complete HR implementation</li> </ul>
2021	<ul style="list-style-type: none"> <li>• Complete payroll implementation</li> <li>• Begin implementation of Finance system</li> </ul>
2022	<ul style="list-style-type: none"> <li>• Complete implementation of Finance system</li> </ul>

Note – Detailed timelines and project plans will be developed once an ERP system has been selected.

The IT Governance team, in consultation with BLT, are establishing overarching strategic objectives for ERP and are assessing the resources required to proceed. Additional information will be presented to Council as required for budget and procurement approvals and throughout the project reporting on status and milestones achieved.

## Financial Matters:

### Total Financial Impact

The estimated budget to replace the systems that support finance, HR, and payroll is \$6M to \$12M (does not include staffing). The range in cost is due to several unknown variables including but not limited to the rollout strategy, number of customizations, data conversion work, and deployment option (cloud v. other).

The budget required to replace the City’s MMS system is \$1.8M. This includes software, support, implementation services, and staffing.

## **Source of Funding**

The MMS and ERP projects are included within the IT Asset Category. The 2018 Capital Budget and Forecast included funding for Enterprise System Renewals of \$914,000 in 2018 and an additional \$8.8 million forecasted over the remaining 9 years. This amount is not sufficient to support the replacement of both MMS and ERP within the desired timelines. Adjustments to the budget will be presented in the proposed 2019 Capital Budget and Forecast.

## **Other Resource Impacts**

The efforts in updating and replacing the City's key enterprise systems are substantial and the project will require dedicated staff. It is critically important that we draw upon the expertise of internal staff and, all who are impacted are appropriately engaged and able to contribute to a successful project outcome. Staffing requirements are currently being assessed and confirmed but current estimates indicate that 10-12 dedicated staff will be needed over the four to five-year duration of the project. This is similar to the model that was applied during the original SAP implementation in 1997 when a dedicated team of staff was assigned over multiple years. Project management resources from the corporate PMO will be leveraged throughout the implementation.

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## **Connections:**

The 2016 Corporate IT Strategy emphasized the need to update ERP and other key enterprise systems. The strategy recommended that the City develop plans for the replacement of ERP and establish the necessary resources and commitment to proceed.

It is important to note that other initiatives involving the modernization of enterprise systems are currently underway including the implementation of a Customer Relationship Management (CRM) system, an updated Parks & Recreation registration system, and a Business Intelligence system. Although these projects will need to be carefully coordinated, an updated ERP system would complement and improve the effectiveness of these and other enterprise systems.

The Region of Halton currently hosts the SAP application for the City of Burlington which is used to support core financial processes. This formalized arrangement will continue until the City is ready to proceed with the financial system replacement. If SAP is the preferred solution a review of the arrangement will be undertaken to determine if our current and future needs could be accommodated.

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## **Public Engagement Matters:**

Any improvements or changes that impact the public will be communicated through the appropriate channels.

Engagement of City staff is critical to a successful implementation and will be addressed through the application of a comprehensive communication and change management strategy.

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## **Conclusion:**

The City currently uses multiple software applications to support the Finance, HR, and Payroll functions. These systems are used throughout the organization and support critical administrative functions. Existing systems have become onerous to manage, are no longer meeting the needs of the organization, do not support fully automated processes, and are at end-of-life or approaching end-of-life. The City has an opportunity to address significant challenges by implementing an up-to-date ERP system that can deliver transformational improvements that will benefit the organization, staff, and the public.

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Respectfully submitted,

Christine Swenor

Director of I.T. Services

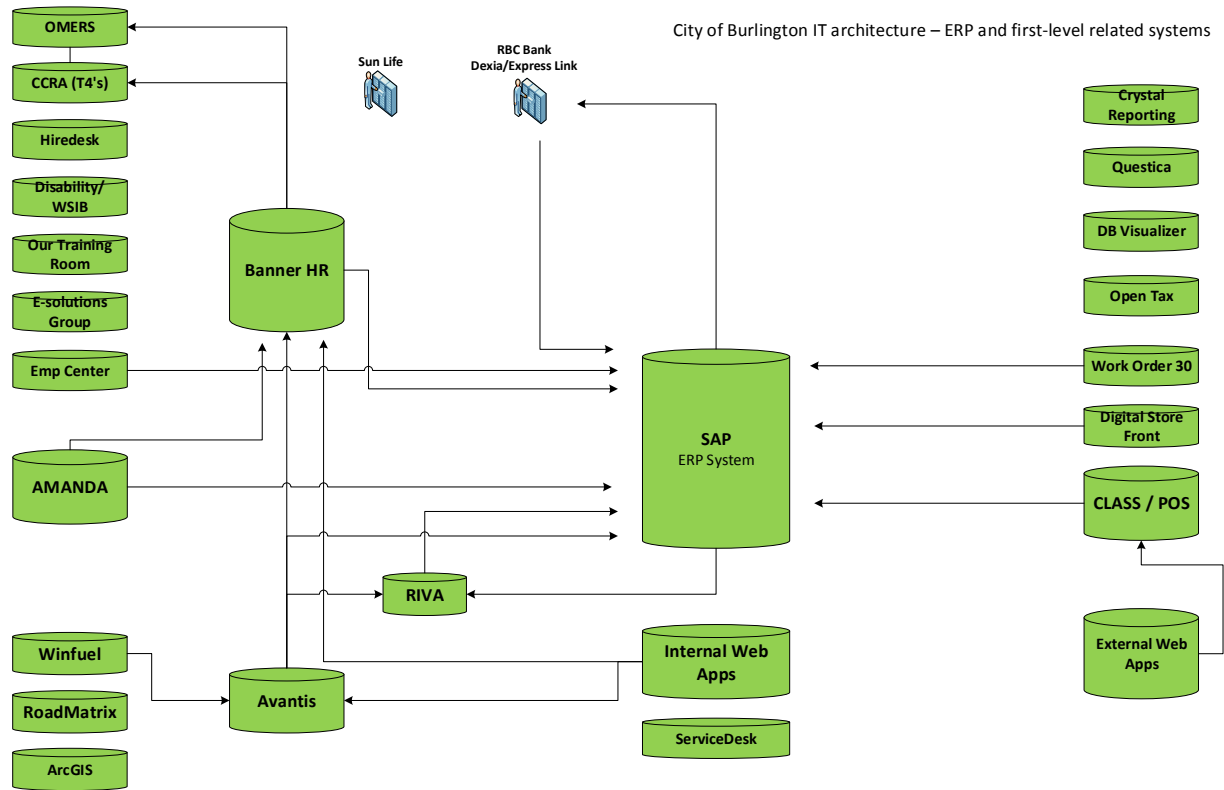
905-335-7600 x7776

## **Appendices:**

- A. City of Burlington IT architecture-ERP and first-level related systems

## **Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.





**SUBJECT: Grading and Drainage Clearance Certificate By-law**

**TO: Committee of the Whole**

**FROM: Capital Works**

Report Number: CW-29-18

Wards Affected: All

File Numbers: 110-04-1, 815-01, (PB-03-16, PB-70-16)

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Approve By-law XX-2018, attached as Appendix A, which defines the requirements for a Grading and Drainage Clearance Certificate, to regulate the grading or drainage on “Low Density Residential Lands”, within the City of Burlington pursuant to section 142 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended effective January 1, 2019.

**Purpose:**

The purpose of this report is to establish a new approval process to replace the Site Engineering grading and drainage review/clearance requirement of the eliminated Site Plan Approval process for low density residential lands. This process will establish new details, fees and requirements for a Grading and Drainage Clearance Certificate (GDCC).

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**Background and Discussion:**

In February 2016 the City’s Planning and Building Department (now Department of City Building) submitted Report PB-03-16 to Development and Infrastructure Committee which recommended eliminating the Site Plan process for low density residential lands. The report indicated that the majority of development issues for low density residential lands were related to grading, drainage and zoning. As such, these concerns could be reviewed by Site Engineering and Zoning outside of the Site Plan process. The report also indicated that a GDCC process would have to be created to manage the grading and drainage review as one did not exist outside of the Site Plan process.

On October 3, 2016 Council approved amendments to Planning and Building Department Report PB-70-16, eliminating the requirement for Site Plan approval for low density residential lands. As a result, staff recommended the GDCC By-law be established to replace the Site Engineering grading and drainage review/clearance requirement of the eliminated Site Plan process for low density residential lands.

### **Strategy/Process**

The primary purpose is to create a GDCC process to regulate the grading and drainage review/clearance for low density residential lands. The GDCC process will enable Capital Works to regulate grading and drainage on any low density residential lands. The GDCC process will be similar to that of the Town of Oakville's Development Engineering Site Plan (DESP) process, adopted in April 2018 for the regulation of development on low density residential lands.

### **Fee Revisions**

The eliminated Site Plan process fee structure for low density residential lands recovered less than half of the actual staff time costs required to process, administer and inspect the permits by Site Engineering. As such, it is recommended that the GDCC Fees be as follows to provide a more appropriate level of cost recovery.

Recommended fee structure for Grading and Drainage Clearance Certificates (GDCC):

1. Fees for new housing/ large additions (floor area increase of 75m<sup>2</sup> or greater) on low density residential lands, exclusive of Zoning Clearance Certificate Fees:

i) Fees for Eliminated Site Plan Process:

- Processing, review and administration = \$1,110
- Inspection Fees = \$385

Total Fees = \$1,495

ii) Recommended Fees for GDCC:

- Processing, review and administration = \$850
- Inspection Fees = \$500

Total Fees = \$1,350

(For comparison purposes, the Town of Oakville's DESP fee for this type of application is \$1,620)



2. Fees for small additions (floor area increase of less than 75m<sup>2</sup>) and accessory buildings/decks/etc. on low density residential lands, exclusive of Zoning Clearance Certificate Fees:

i) Fees for Eliminated Site Plan Process:

(Note: Previously, Site Plan Applications were not required for this type of application)

➤ Processing, review and administration = \$0

➤ Inspection Fees = \$0

Total Fees = \$0

ii) Recommended Fees for GDCC:

➤ Processing, review and administration = \$150

➤ Proposed Inspection Fees = \$150

Total Fees = \$300

(For comparison purposes, the Town of Oakville's DESP fee for this type of application is \$1,620)

3. Fees for Legal Agreement (if necessary):

i) Fees for Eliminated Site Plan Process:

(Note: Previously, the Site Plan process for low density residential lands only called for an undertaking through the *Planning Act* and separate legal agreements were not required)

➤ Total fees = \$0

ii) Recommended Fees for GDCC:

(Note: A legal agreement shall only be necessary when the Grading and Drainage Plan includes drainage system appurtenances on the site and for the site's drainage only)

➤ Agreement preparation and registration = \$700 (plus disbursements)

(For comparison purposes, the Town of Oakville's DESP fee for legal agreements is \$750)

It is recommended that the GDCC fees be effective on January 1, 2019.

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## **Financial Matters:**

### **Total Financial Impact**

For the period of 2010 to 2015, the eliminated Site Plan process, which included an urban design component, received an average of 98 applications annually for new housing and large additions for low density residential lands. During the same time period, the Planning and Building Department issued an average of 64 Zoning Clearance Certificates annually for small additions, accessory buildings, etc. for low density residential lands. Exclusive of Zoning Clearance Certificates, these applications generated average annual revenues of \$146,510 (or \$146,510 and \$0, respectively) for the City.

Based on the new fee structure and the same annual averages of 98 new housing and large addition applications and 64 small addition, accessory building, etc. applications, the low density residential development applications are anticipated to generate annual revenues of \$151,150 (or \$132,300 and \$19,200, respectively).

### **Other Resource Impacts**

The Site Plan process for low density residential lands was coordinated by the Planning and Building Department. As suggested in Report PB-03-16, the staff time for Site Plan control associated with low density residential lands was between 3 and 5 FTE's. As such, the additional administrative requirements included in this By-law may result in the need for additional staff resources. It is estimated that an additional 1 FTE could be required for the additional administrative requirements associated with the GDCC process, depending on the number of GDCC applications in progress.

At this time, an additional FTE is not being recommended. The impact on staff work load will be reviewed during 2018 and 2019. If necessary, a recommendation regarding staffing resources will be provided during the 2020 Current Budget review.

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## **Public Engagement Matters:**

The elimination of the Site Plan process for low density residential lands has been discussed with the Burlington Housing and Development Liaison Committee (HDLC) and they are supportive of the proposed change in review process.

The establishment of the GDCC By-law was discussed with the Hamilton Halton Home Builders Association (HHHBA) in early 2018 and an initial draft of the GDCC By-law was provided to HHHBA in April 2018 for their review and comment.

If Council adopts the staff recommendation to establish the GDCC By-law, notice to the public and development industry will be required in accordance with the *Planning Act* and the City of Burlington Official Plan.

**Conclusion:**

The establishment of the GDCC By-law will replace the Site Engineering grading and drainage review/clearance requirement of the eliminated Site Plan process and provide similar regulatory ability for grading and drainage on low density residential lands.

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Respectfully submitted,

Angelo Capone, C.E.T.  
Coordinator of Site Engineering  
905-335-7600 ext. 7679

**Appendices:**

A By-law XX-2018

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

## APPENDIX A

### THE CORPORATION OF THE CITY OF BURLINGTON

#### By-law XX-2018

#### **A By-law to regulate the altering of grades or drainage on Low Density Residential Lands**

WHEREAS Council determines it necessary to enact a By-law for regulating the altering of grades or drainage on low density residential lands within the City of Burlington to limit interference and damage to watercourses, drainage systems and water supplies, to regulate unanticipated grading and drainage alterations, to limit the use of improper fill and potential environmental impacts, to limit erosion arising from such changes and to limit impacts on neighbouring and surrounding properties;

WHEREAS Section 142 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the Council of a local municipality may pass By-laws prohibiting or regulating the placing or dumping of fill, removal of topsoil or fill, alteration of the grades and drainage of land in any defined area or on any class of land;

NOW THEREFORE the Council of the Corporation of the City of Burlington hereby enacts as follows:

### CONTENT

#### INTRODUCTION

The By-law provides an explanation of what defines the requirements for a Grading and Drainage Clearance Certificate. It also details the steps involved in submitting an application, calculating fees and securities, issuing a Grading and Drainage Clearance Certificate, and administering/inspecting the site engineering works. The following is an index of the contents of By-law XX-2018.

1. Definitions
2. Authority
3. Administration
4. General Requirements
5. Application Procedure

6. Grading and Drainage Plan
7. Legal Agreements
8. Fees and Security Requirements
9. Enforcement, Remedial Action and Expense Recovery
10. Offences and Penalties
11. Revocation
12. Renewal
13. Transfer
14. Severance

Schedule "A"	Application Form
Schedule "B"	Fees and Securities
Schedule "C"	Drainage System Appurtenances Agreement

## **1. Definitions**

### 1.01 In this By-law:

- 1.01.01 "Adjacent Lands" means any lot, block, section or parcel of property owned by a Person, other than the Owner of the Site, that shares a property boundary with the Owner of the Site;
- 1.01.02 "Agreement" means a legal agreement between the property Owner and the City;
- 1.01.03 "Applicant" includes any Person, partnership, organization or corporation who or which is the certified agent to act on behalf of the registered Owner of the Site in the application process and the performance of the Site Engineering work;
- 1.01.04 "Approved Subdivision Grading Plan" means a grading plan in a form acceptable to the Director, which is approved at the time of final subdivision approval which illustrates the drainage systems and patterns common to two or more lots in a plan of subdivision;
- 1.01.05 "Body of Water" includes any bodies of flowing or standing water, whether naturally or artificially created;
- 1.01.06 "Certificate" means a Grading and Drainage Clearance Certificate issued pursuant to this By-law;

- 1.01.07 “Certificate Holder” includes the Owner of the Site and any Person, partnership, organization or corporation who or which is the certified agent to act on behalf of the registered Owner of the Site in the performance of the Site Engineering work;
- 1.01.08 “City” means the Corporation of the City of Burlington;
- 1.01.09 “Complete Application” means an application including the contents pursuant to Section 4, 5, 6, 7 and 8 of this By-law, to the satisfaction of the Director;
- 1.01.10 “Council” means the Council of The Corporation of the City of Burlington;
- 1.01.11 “Cut” and “Cutting” means to remove by digging, scraping or scooping;
- 1.01.12 “Director”, means the Executive Director of Capital Works for The Corporation of the City of Burlington and shall include any person authorized by the Executive Director to carry out any of the powers or duties of the Executive Director pursuant to this By-law;
- 1.01.13 “Ditch” means a narrow channel dug in the ground, typically used for Drainage alongside a road or the edge of a field;
- 1.01.14 “Drainage” means the movement of water to a place of disposal, whether by way of the natural characteristics of the ground surface or by artificial means;
- 1.01.15 “Drainage System Appurtenance” includes the various accessories on the Drainage System that are necessary for the approved operation of the Drainage System, including but not limited to catchbasins, area drains, manholes, infiltration galleries and low impact development measures;
- 1.01.16 “Drainage System” includes areas of land surface that contribute water flow to a particular point;
- 1.01.17 “Dump”, “Dumped” and “Dumping” means the movement and depositing of Fill in a location other than where the Fill originated;

- 1.01.18 “Environmentally Sensitive Area” or “ESA” refers to Environmentally Sensitive Areas identified in the Halton Region Environmentally Sensitive Areas Consolidation Report dated April 2005, as amended;
- 1.01.19 “Erosion” means the detachment and movement of Soil, sediment or rock fragments by water, wind, ice or gravity;
- 1.01.20 “Excavation” means to remove by digging, scraping or scooping out;
- 1.01.21 “Fee” means a nonrefundable payment by certified cheque or cash in a form acceptable to the Director;
- 1.01.22 “Fill” means any type of material capable of being removed from or deposited on lands, including Topsoil;
- 1.01.23 “Flooding” means a large amount of water covering an area of land that is usually dry;
- 1.01.24 “Grade” means the elevation of the ground surface and shall be more particularly defined as follows:
  - 1.01.24.01 “Existing Grade” means the elevation of the existing ground surface of the Site upon which the Placing, Dumping, Cutting or Removal of Fill or altering of the Grade is proposed and of the existing ground surface of Adjacent Lands up to 5 m wide surrounding such Site, except that where such activity has occurred in contravention of this By-law, Existing Grade shall mean the ground surface of the Site and Adjacent Lands as existed prior to the said activity requiring a Certificate under this By-law;
  - 1.01.24.02 “Proposed Grade” means the proposed finished elevation of ground surface of the Site after Fill is Dumped or Placed, the Grade altered or Topsoil Removed; and
  - 1.01.24.03 “Finished Grade” means the approved elevation of ground surface of the Site upon which Fill has been Placed, Dumped, Cut or Removed or the Grade altered pursuant to this By-law.

- 1.01.25 “Grading and Drainage Plan” and “GDCC” means a drawing or drawings pursuant to Section 6 of this By-law, that details the Site Engineering to the satisfaction of the Director;
- 1.01.26 “Inspector” means any Person designated by this or any other By-law of the City as an Inspector for the purposes of this By-law;
- 1.01.27 “Lot” means a parcel of land, described in a deed or other document legally capable of being conveyed, or shown as a block on a registered plan of subdivision;
- 1.01.28 “Low Density Residential Lands” means all Lots that are intended for any single detached dwelling, duplex dwelling or semi-detached dwelling used solely for residential use;
- 1.01.29 “Municipality” means a city, town or village incorporated for local self-government;
- 1.01.30 “Owner” includes any Person, partnership, organization or corporation who or which is the registered owner of, or controls, maintains or occupies lands;
- 1.01.31 “Person” means an individual, property Owner, multiple Persons, partnership or corporation;
- 1.01.32 “Place”, “Placed” and “Placing” means the distribution of Fill on Low Density Residential Lands to establish a Finished Grade higher than the originally Existing Grade;
- 1.01.33 “Ponding” means the accumulation of surface water in an area not having Drainage there from which the lack of Drainage could have been caused by the Placing or Dumping of Fill, altering of Grade or removing of Fill;
- 1.01.34 “Removal” and “Removing” means the moving of Fill off of an existing property;
- 1.01.35 “Security” means a refundable deposit by certified cheque, cash or an irrevocable Letter of Credit in a form acceptable to the Director;
- 1.01.36 “Site” means the Low Density Residential Lands which are the subject of an application for a Certificate pursuant to this By-law;



- 1.01.37 “Site Alteration Permit” means a Site Alteration Permit issued pursuant to City By-law 64-2014, as amended;
- 1.01.38 “Site Control Measures” means Erosion and siltation control measures imposed by the Director pursuant to this By-law;
- 1.01.39 “Site Engineering” means:
  - 1.01.39.01 the Placing, Dumping, Cutting or Removal of Fill from Low Density Residential Lands;
  - 1.01.39.02 the alteration of the Grade of Low Density Residential Lands by any means including Placing, Dumping, Cutting or Removal of Fill, clearing and grubbing, the compaction of Soil or the creation of impervious surfaces,
  - 1.01.39.03 the alteration of the Drainage, Drainage System and/or Drainage System Appurtenances of Low Density Residential Lands; or
  - 1.01.39.04 any combination of these activities.
- 1.01.40 “Soil” means material commonly known as earth, Topsoil, loam, subsoil, clay, sand or gravel;
- 1.01.41 “Storm Sewer” means a sewer for the collection and transmission of uncontaminated water, storm water, Drainage from land or from a Watercourse or any combination thereof under City roads and on City property;
- 1.01.42 “Swale” means a shallow depression in the ground sloping to a place of disposal of surface water for the purpose of providing a method of Drainage;
- 1.01.43 “Topsoil” means the upper, outermost layer of Soil, usually the top 5 - 20 cm, containing organic material and includes deposits of partially decomposed organic matter such as peat;
- 1.01.44 “Tree Removal” means digging up, cutting down, bulldozing, pulling down or any other method required to remove a tree;

- 1.01.45 “Vegetation” means trees, shrubs or other plant life found within a defined geographic location;
- 1.01.46 “Watercourse” means an identifiable depression, channel, or Ditch either natural or artificial, in which the flow of water occurs either continuously or intermittently;
- 1.01.47 “Wetlands” means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes, which no longer exhibit wetland characteristics, are not considered to be wetlands for the purposes of this definition; and
- 1.01.48 “Wildlife” means all wild mammals, birds, reptiles, amphibians, fish, invertebrates, plants fungi, algae, bacteria and other wild organisms.

## **2. AUTHORITY**

- 2.01 Nothing in this By-law shall be interpreted so as to permit Site Engineering, which by provisions of any applicable City By-law, Plan, approval, etc. or Provincial Act, Regulation, Policy, etc. or to a provision thereof is prohibited.
- 2.02 Any reference to any City By-law, Plan, approval, etc. or Provincial Act, Regulation, Policy, etc. or to a provision thereof shall be deemed to include a reference to any City By-law, Plan, approval, etc. or Provincial Act, Regulation, Policy, etc. or provision enacted in substitution or amendment thereof.
- 2.03 This By-law shall apply to Site Engineering on all Low Density Residential Lands.
- 2.04 Notwithstanding Section 2.03, this By-law shall not apply to the following:
  - 2.04.01 renovation of an existing building that does not involve changes to the building footprint or changes to the Existing Grade and Drainage of the Site; or
  - 2.04.02 development construction where the Finished Grade is regulated by an approved Site Alteration Permit, Site Plan, Draft Plan of Subdivision,

Approved Subdivision Grading Plan or a Consent under Sections 41, 51 or 53 of the *Planning Act* or as a requirement of a Site Plan Agreement or Subdivision Agreement entered into under those sections.

### **3. ADMINISTRATION**

- 3.01 The Director shall be responsible for the administration of this By-law.
- 3.02 The Director shall be authorized to issue a Grading and Drainage Clearance Certificate (GDCC) in the form of an approved Application Form and/or Grading and Drainage Plan including conditions of approval, pursuant to this By-law, and to amend or revise such GDCC, from time to time, provided that the GDCC, amendment(s) or revision(s), as the case may be, are in a form satisfactory to the City Solicitor.

### **4. GENERAL REQUIREMENTS**

- 4.01 Nothing in this By-law shall exempt any person from complying with any other By-law or requirement of the City, or from obtaining any certificate, license, permission, permit, authority or approval required by any other City By-law, Plan, approval, etc. or Provincial Act, Regulation, Policy, etc. or to a provision thereof.
- 4.02 Where the provision of this By-law conflict with those of any other City By-law, Plan, approval, etc. or Provincial Act, Regulation, Policy, etc. or to a provision thereof, the more stringent requirements shall prevail.

### **5. APPLICATION PROCEDURE**

- 5.01 Subject to Section 2, no lands shall have any Site Engineering undertaken unless a Grading and Drainage Clearance Certificate has been issued by the Director.
- 5.02 Subject to Section 2, an application for a Grading and Drainage Clearance Certificate shall be made prior to or at the same time as a Building Permit application or any other required permit application.
- 5.03 An application for a Grading and Drainage Clearance Certificate shall include three (3) copies of a Grading and Drainage Plan prepared pursuant to Section 6 and as follows:

- 5.03.01 where an Approved Subdivision Grading Plan exists, and the Drainage patterns depicted on the Approved Subdivision Grading Plan are being modified, the Grading and Drainage Plan is to be prepared and certified by a Professional Engineer; or
- 5.03.02 where an Approved Subdivision Grading Plan does not exist, the Grading and Drainage Plan is to be prepared and certified by either an Ontario Land Surveyor or a Professional Engineer.

## **6. GRADING AND DRAINAGE PLAN**

- 6.01 A Grading and Drainage Plan is deemed to be approved when it meets the requirements of this By-law and a Grading and Drainage Clearance Certificate has been issued by the Director.
- 6.02 A Grading and Drainage Plan, pursuant to Section 5.03, shall be to the satisfaction of the Director and include but not be limited to the following:
  - 6.02.01 the metric scale of the drawing;
  - 6.02.02 the property lines of the Site where the Site Engineering is to be undertaken;
  - 6.02.03 the location and dimensions of the City's right-of-way and if the City's right-of-way is not at its deemed width, an Ontario Land Surveyor will need to determine the required right-of-way widening (measured from the original centreline of the City's right-of-way and to 3 decimal places);
  - 6.02.04 the location, dimensions, elevations and use of any buildings and other structures, including fencing, to be protected or demolished or proposed to be erected on the Site and Adjacent Lands;
  - 6.02.05 the location, dimensions, elevations and Grade of existing or proposed driveways, including the locations of existing and proposed driveway curb cuts;
  - 6.02.06 the location, dimensions and elevations of the Existing Grade, including Swales, Ditches and any Drainage System Appurtenances, on the Site and 5 metres beyond the property line for the Adjacent Lands and the location, dimensions, elevations and Grade of any proposed Site

Engineering, including Swales, Ditches and any Drainage System Appurtenances, to address Site runoff;

- 6.02.07 the location and discharge direction of all existing and proposed downspouts and sump pumps;
  - 6.02.08 the location of all existing and proposed services (water, sanitary and storm) and appurtenances and all aboveground utility locations;
  - 6.02.09 the location, dimensions and instrument number of any existing or proposed easements;
  - 6.02.10 the location of all Site Control Measures;
  - 6.02.11 the locations of all public and private trees and tree protection measures; and
  - 6.02.12 the location of Environmentally Sensitive Areas, lakes, streams, channels, Ditches, Swales, Water Courses and other bodies of water on the site and 15 m beyond the property lines for Sites less than 0.2 ha, and 30 m beyond the property lines for Sites greater than 0.2 ha.
- 6.03 Following the issuance of a Grading and Drainage Clearance Certificate, a Person shall only undertake Site Engineering pursuant to the approved Grading and Drainage Plan.

## **7. LEGAL AGREEMENTS**

- 7.01 A Drainage System Appurtenances Agreement, pursuant to Section 2 of the *Drainage Act*, R.S.O. 1990, c. D.17, as amended, shall be executed and registered against title on the site when the Grading and Drainage Plan includes Drainage System Appurtenances on the Site and for the Site's Drainage only.
- 7.02 The Drainage System Appurtenances Agreement shall be to the satisfaction of the City Solicitor and shall be in accordance with Schedule "C".
- 7.03 The Fees associated with Drainage System Appurtenances Agreement shall be paid by the Owner, pursuant to Section 8 of this By-law.
- 7.04 When the provisions above have been fully complied with, to the satisfaction of the Director, the Certificate Holder's Securities shall be eligible for release, pursuant to Section 8 of this By-law.

## **8. FEES AND SECURITY REQUIREMENTS**

### ***Fees***

- 8.01 The Fees for processing, administration, renewal and inspection for a Grading and Drainage Clearance Certificate and the Fees for preparation, registration and disbursement for a Drainage System Appurtenances Agreement shall be in accordance with the City's Rates and Fees by-law, as amended.
- 8.02 Where unauthorized Site Engineering works occur prior to the issuance of a Grading and Drainage Clearance Certificate, and the Director determines that a Certificate can be issued, the Certificate fees will be as identified in the City's Rates and Fees by-law, as amended, in addition to all other applicable fees, costs and Securities related to the Certificate and the costs of rehabilitation and/or reinstatement of the site as may be required by the Director.

### ***Inspection Fees***

- 8.03 The prescribed inspection fees for a Grading and Drainage Clearance Certificate are included in the application fees detailed in the City's Rates and Fees by-law, as amended.
- 8.04 Additional Inspection Fees, as identified in the City's Rates and Fees by-law, as amended, refer to additional inspections being required by the City, in circumstances where the Certificate Holder's contractor has not complied with the conditions of the Certificate and remedial work is required to meet the conditions of the Certificate.

### ***Security Requirements***

- 8.05 Securities, as identified in Schedule "B", shall be required in the form of a certified cheque, cash or irrevocable Letter of Credit in a form acceptable to the Director.
- 8.06 Securities may be required to ensure maintenance of Site Control Measures, proper rehabilitation, to prevent fouling or tracking of soil, mud, or debris on roads and highways of the City and Halton Region, and to secure performance of the Applicant's and Owner's obligations pursuant to this By-law and any Certificate that is issued, including as may be needed, returning the Site and/or the City's right-of-way to its original condition so far as possible, carrying out the work under the

Certificate, and complying with other provisions of the By-law including rehabilitation of the Site.

- 8.07 Securities must remain in effect for the full duration of the Certificate.
- 8.08 It is the responsibility of the Certificate Holder to obtain the approval of the Director that the Site has been adequately reinstated and stabilized in accordance to this By-law and the plans accompanying the Certificate and to request that the City carry out a final inspection of the Site and obtain the approval of the Director that this By-law and terms and conditions of the Certificate have been complied with by the Certificate Holder.
- 8.09 When the provisions above have been fully complied with, to the satisfaction of the Director, the Certificate Holder's Securities shall be released.
- 8.10 If the Certificate is revoked, the Securities are to remain in effect until the Site is restored to a condition acceptable to the Director.

## **9. ENFORCEMENT, REMEDIAL ACTION AND EXPENSE RECOVERY**

- 9.01 The Director shall be responsible for the enforcement of this By-law.
- 9.02 The Director, or any person acting under his or her direction, may enter upon any Site or Adjacent Lands at any reasonable time without a warrant for the purpose of inspecting the lands, machinery, equipment, work, activity or documents to determine:
  - 9.02.01 whether the Site conforms to the standards prescribed in this By-laws; or
  - 9.02.02 whether a notice of contravention, Order to Comply or Certificate made under this By-law has been complied with.
- 9.03 If the Owner fails to comply with this By-law, the Director may issue an Order to Comply to the Owner and the Owner shall, at the Owner's sole expense, bring the Site into compliance with this By-law.
- 9.04 An Order to Comply issued pursuant to Subsection 9.03 of this By-law shall specify the date on which the Site is to be brought into compliance.
- 9.05 The Order to Comply shall be served: (i) upon the Owner by personal service or (ii) by mailing a copy of the notice by registered mail to the last known address noted on the tax assessment roll and shall be deemed to have been served five (5) days after it is mailed.

- 9.06 In the event that an Order to Comply issued pursuant to Subsection 9.03 of this By-law is not complied with by the specified date, the City may take such action as necessary to rectify and remedy the contravention of this By-law at the Owner's sole expense and the City may send an invoice to the Owner of the expenses incurred by the City thereto. In the event of failure to pay the entire invoice within thirty (30) days of the date of the invoice, at the discretion of the Director, the outstanding balance of the invoice may be added to the tax roll of the Owner's property as municipal taxes and collected in the same manner as municipal taxes.

## **10. OFFENCES AND PENALTIES**

- 10.01 Every Person, other than a corporation, who contravenes any provisions of this By-law, the terms or conditions of a Certificate issued pursuant to this By-law or an order issued pursuant to this By-law and Section 444(1) or 445(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, is guilty of an offence and, upon conviction, is liable:

10.01.01 on a first conviction, to a fine of not more than \$10,000; and

10.01.02 on any subsequent conviction to a fine of not more than \$25,000.

- 10.02 Every corporation that contravenes any provision of this By-law, the terms or conditions of a Certificate issued pursuant to this By-law, or an order issued pursuant to this By-law and Section 444(1) or 445(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, is guilty of an offence and on conviction is liable:

10.02.01 on a first conviction, to a fine of not more than \$50,000; and

10.02.02 on any subsequent conviction to a fine of not more than \$100,000.

## **11. REVOCATION**

- 11.01 A Grading and Drainage Clearance Certificate which was issued pursuant to this By-law may be revoked by the Director for the following reasons:

11.01.01 the Certificate Holder has failed to comply with the provisions of this By-law;



- 11.01.02 the Site Engineering authorized under the Certificate has been halted for a period of 1 year;
  - 11.01.03 the Certificate was obtained on mistaken, false or incorrect information;
  - 11.01.04 the Certificate was issued in error;
  - 11.01.05 the Certificate Holder requests in writing that the Certificate be revoked;
  - 11.01.06 the Site has been transferred and the new Owner has not complied with the requirements under Section 13 of this By-law.
- 11.02 Where a Certificate has been revoked under this section or for any other reason pursuant to this By-law, the Certificate Holder shall forthwith cease all work under the revoked Certificate and restore the Site and City right-of-way to a condition acceptable to the Director.

## **12. RENEWAL**

- 12.01 A Grading and Drainage Clearance Certificate which has been revoked and which was issued pursuant to this By-law may be renewed by the Director provided:
- 12.01.01 a period of not more than 6 months has passed from the date of revocation;
  - 12.01.02 a written request for renewal is submitted to the Director;
  - 12.01.03 a payment of one-half of the original Application Fee is submitted to the Director; and
  - 12.01.04 the proposed work, which was the subject of the revoked Certificate, has not been revised.
- 12.02 A Certificate which has been renewed pursuant to this section shall thereafter be treated as a new Certificate except that it shall not again be renewed, unless specifically noted in the Certificate.

**13. TRANSFER**

13.01 A Grading and Drainage Clearance Certificate shall be revoked upon the transfer of ownership of the Site unless the new Owner provides written commitment to comply with all conditions under which the Certificate was issued, prior to transfer of the Site, including:

13.01.01 compliance with this By-law; and

13.01.02 agreement to provide security in a form and amount acceptable to the Director, at which time any security previously provided by the original Certificate Holder pursuant to this By-law shall be released.

13.02 Failing the written commitment from the new Owner, the Certificate shall be deemed revoked as of the date of property ownership transfer.

13.03 A Certificate is not transferable to another Site.

**14. SEVERANCE**

14.01 In the event that any provision or part of a provision in this By-law is found to be invalid or unenforceable for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the By-law and all other provisions or parts thereof shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

**15. EFFECTIVE DATES**

15.01 This By-law shall come into effect and force on January 1, 2019.

**Schedule “A” to By-law No. XX-2018  
Grading and Drainage Clearance Certificate**

**APPLICATION FORM**



Grading and Drainage Clearance Certificate No.
--

**THIS APPLICATION IS AUTHORIZED BY BY-LAW No. XX-2018**

**Grading and Drainage Clearance Certificate Application**

Application Fee:      Residential (\$1350) – New dwellings or large additions (*equal to or greater than 75 m<sup>2</sup>*)

Residential (\$300) – Small additions (*less than 75 m<sup>2</sup>*) or accessory buildings/decks/etc.

Grading Plan Required?                    Yes (*Refer to “Plan Requirements”*)      No (*Exempt*)

Security Required?                          Yes (*\$5,000 minimum*)                          No

<b>Property Address</b>	<b>Date Received</b>
<b>Brief Description of Work:</b>	

*Contact Information (Applicant)*

Applicant	
Address	
Phone	Email

*Contact Information (Owner)*

Owner	
Address	
Phone	Email

\_\_\_\_\_  
**(Applicant/Owner – signature)**

\_\_\_\_\_  
**Date**

*\* By signing, the Applicant acknowledges acceptance of the Terms & Conditions (see attached)*

\_\_\_\_\_  
**(Applicant/Owner – print name)**

*For Office Use Only*

**Comments**

Drainage System Appurtenances Agreement Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other Agreement(s) Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Entrance Permit Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Permit for Construction on Public Property Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tree Permit/Security Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Erosion and Sediment Control Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Site Alteration Permit Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Conservation Halton Regulated Area*?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Adjacent Major Pipeline (30.0 m)*?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Existing Municipal Easement*?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

*\*based on City of Burlington GIS Mapping*

**Approved By:**

\_\_\_\_\_  
**(Capital Works – signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Capital Works – print name)**

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Grading and Drainage Plan Requirements

- 1 The Grading and Drainage Plan (the “Plan”) must be stamped and certified by an Ontario Land Surveyor or a Professional Engineer, pursuant to Section 5.03 of By-law XX-2018.
- 2 Submit three (3) copies of a Grading and Drainage Plan, for approval, pursuant to Section 6 of By-law XX-2018 and in accordance with the following requirements:
  - a) Only a Plan drawn to a metric scale of 1:100, 1:200, 1:250 or 1:300 will be accepted.
  - b) All property lines shall be shown on the Plan.
  - c) If the City’s right-of-way is not at its deemed width, an Ontario Land Surveyor will need to determine the required right-of-way widening (measured from the original centreline of the City’s right-of-way and to 3 decimal places) and the deemed right-of-way shall be shown on the Plan.
  - d) All site engineering, as defined in Section 1 of By-law XX-2018, shall be shown on the Plan and shall not encroach onto the City’s deemed right-of-way or adjacent lands.
  - e) All site engineering shall be in accordance with City of Burlington Lot Grading Standard Drawings S-118 and S-119.
  - f) All restoration of the City’s right-of-way shall be shown on the Plan and shall be in accordance with City of Burlington Reinstatement Standard Drawings S-114, S114-A and S-114-B, as required.
  - g) All existing and proposed elevations shall be derived from a City of Burlington control monument and reference to the monument shall be provided on the Plan. For a complete list of control monuments, visit the City’s Navigate Burlington webpage: <https://navburl-burlington.opendata.arcgis.com/pages/apps>.
  - h) The location, dimensions and elevations of the existing grade, including swales, ditches and any drainage system appurtenances, on the site and 5 metres beyond the property line for the adjacent lands and the location, dimensions, elevations and grade of any proposed site engineering, including swales, ditches and any drainage system appurtenances, to address site runoff shall be shown on the Plan. The proposed site engineering shall be in accordance with the following:
    - i) Drainage system appurtenances shall be designed to accommodate the stormwater runoff of a 5-year storm event and the design shall be certified by a Professional Engineer;
    - ii) Minimum slope for side and rear yard swales shall be 2% or shall require subdrain;
    - iii) Minimum slope for finished ground (except impervious surfaces) shall be 1%;
    - iv) Maximum slope for finished ground (except impervious surfaces) shall be:
      - 2:1 for slopes less than 0.6 metres in height;
      - 3:1 for slopes from 0.6 metres to 1.25 metres in height;
      - 4:1 for slopes greater than 1.25 metres in height; and
    - v) Minimum slope for impervious surfaces (except driveways) shall be 0.5%.
  - i) The location, dimensions, elevations and use of any buildings and other structures, including fencing, to be protected or demolished or proposed to be erected on the site and adjacent lands shall be shown on the Plan. The provided elevations of any buildings and other structures on the site shall include and be in accordance with the following (where applicable):
    - i) Top of Foundation Wall (TFW) – shall be a minimum of 0.15 metres above surrounding finished ground elevations;
    - ii) Finished Floor Elevation (FFE) – shall be a minimum of 0.30 metres above TFW;
    - iii) Basement Slab Elevation (BSE);
    - iv) Underside of Footing Elevation (USF); and

- v) **Garage Floor Elevation (GFE).**
- j) **The location, dimensions and elevations of any retaining walls to be protected or demolished or proposed to be erected on the site shall be shown on the Plan. Any proposed retaining walls shall be located a minimum of 0.3 metres from the property line. Any proposed retaining walls greater than 1 metre in height shall be designed by a Professional Engineer. Any proposed retaining walls greater than 0.6 metres in height may require a barrier.**
- k) **The location, dimensions, elevations and grade of existing or proposed driveways, including the locations of existing and proposed driveway curb cuts shall be shown on the Plan. Proposed driveways shall be in accordance with the following:**
  - i) **Normal Driveway – shall be between 2% (minimum) and 8% (maximum); and**
  - ii) **Reverse Driveway – shall be between 2% (minimum) and 5% (maximum) and shall only be permitted when it is proven by a Professional Engineer that the driveway will not flood during a 100-year storm event.**
- l) **The location and discharge direction of all existing and proposed sump pumps and downspouts shall be shown on the Plan. Sump pumps shall not discharge to a side yard and both sump pumps and downspouts shall discharge to a permeable surface via concrete splash pads or outlet extensions.**
- m) **The location of any existing and proposed underground services (water, sanitary, storm, gas and hydro) and appurtenances and any aboveground utilities (overhead lines, poles, boxes, etc.) and any connections to services or utilities on the City's right-of-way shall be shown on the Plan.**
- n) **The location, dimensions and instrument number of any existing or proposed easements shall be shown on the Plan.**
- o) **The location and details of all site control measures shall be shown on the Plan.**
- p) **The location of Environmentally Sensitive Areas, as identified in the Halton Region Environmentally Sensitive Areas Consolidation Report dated April 2005, as amended, lakes, streams, channels, ditches, swales, water courses and other bodies of water on the site and 15 m beyond the property lines for sites less than 0.2 ha, and 30 m beyond the property lines for site greater than 0.2 ha shall be shown on the Plan.**
- q) **The location and dimensions of Conservation Halton's regulated area shall be shown on the Plan (where applicable).**
- r) **The location and diameter at breast height (DBH) for any City owned trees shall be shown on the Plan. All City owned trees require tree protection, in accordance with City of Burlington Tree Protection and Preservation Specification SS12A, the location and details of which shall be shown on the Plan. Please Note: The proposed removal of any City owned trees may require Council approval.**
- s) **The location and diameter at breast height (DBH) for any privately owned trees on the site and within 3 metres of the property line on adjacent lands and with a DBH of 0.1 metres or shall be shown on the Plan. All other vegetation shall be shown as massed outlines.**

### **Terms and Conditions:**

1. *It is the responsibility of the Owner and Applicant to ensure that all works on the subject site (the "Site") are completed in accordance with the approved Grading and Drainage Plan (the "Plan") that details the site engineering and forming part of the Grading and Drainage Clearance Certificate (the "Certificate") issued by the City of Burlington (the "City") pursuant to By-law XX-2018.*
2. *It is the responsibility of the Owner and Applicant to execute a Drainage System Appurtenances Agreement (the "Agreement"), if required by the Executive Director of Capital Works (the "Director"), and register the Agreement against title on the Site when the Plan includes drainage system appurtenances on the Site and for the Site's drainage only, pursuant to By-law XX-2018. The Agreement shall be to the satisfaction of the City Solicitor and shall be in accordance with Schedule "C" of By-law XX-2018.*
3. *It is the responsibility of the Owner and Applicant to ensure that any changes in grading and drainage will not have a negative impact on neighbouring properties, pursuant to City Drainage By-law 17-2018, as amended, and to comply with all other City by-laws.*
4. *It is the responsibility of the Owner and Applicant to document (i.e. photograph/video) the pre-construction condition of the City's right-of-way that is adjacent to the Site and provide copies of this documentation to the City, at its discretion, in order to assess any damage to the City's right-of-way that may have been caused during construction. All damage to the City's right-of-way will be attributed to the construction if the pre-construction condition is not documented.*
5. *It is the responsibility of the Owner and Applicant to ensure that an Entrance Permit is obtained from the Capital Works Department, if required by the Director, prior to the commencement of any construction.*
6. *It is the responsibility of the Owner and Applicant to ensure that a Permit for Construction on Public Property is obtained from the Capital Works Department, if required by the Director, prior to the commencement of any construction on the City's right-of-way and to ensure that any restoration of the City's right-of-way is completed in accordance with City of Burlington Reinstatement Standard Drawings S-114, S114-A and S-114-B, as required. Contact City's Utility Coordinator at 905-335-7600 ext. 7668 for permit and additional security requirements.*
7. *It is the responsibility of the Owner and Applicant to ensure that a Road Occupancy Permit is obtained from the Transportation Services Department, if required by the Director of Transportation Services, for storage of equipment/bins/materials/etc. on the City's right-of-way.*
8. *It is the responsibility of the Owner and Applicant to ensure that throughout the duration of construction that all City's right-of-ways and adjacent lands are kept in good condition and clear of construction materials and debris. If deemed damaged by the Director, the City's right-of-ways and/or adjacent lands will be restored immediately and to the satisfaction of the Director. All costs associated with restoration of the City's right-of-ways and/or adjacent lands shall be borne by the Owner and Applicant. Failure to complete the restoration works in a period of time deemed satisfactory to the Director may result in the necessary works being carried out by the City's contractor and charged against the security, pursuant to By-law XX-2018.*
9. *It is the responsibility of the Owner and Applicant to contact Capital Works staff and request that the City carry out a final inspection of the completed works on the Site, the adjacent lands and the City's right-of-way. If the completed works are deemed acceptable and the terms and conditions of the Certificate have been complied with the securities shall be released.*
10. *The City of Burlington, its employees, officers, and/ or agents are not responsible for any errors, omissions, or inaccuracies, due to negligence or otherwise. All information should be verified.*
11. *The Owner and Applicant agree to indemnify and forever save harmless the City, its officers, employees and agents and City Council, from any claim, suit, demand, action, costs or causes of action against the City by any other party, arising out of or in connection with the Certificate or any work, act, matter or thing done or omitted to be done by the City, its officers, employees or agents or City Council pursuant to or in connection with this Certificate.*
12. *The Owner and Applicant authorize Capital Works Department staff to enter onto the property (exterior only) for the limited purpose of inspecting the proposed, approved and/or constructed works associated with this Certificate, pursuant to By-law XX-2018.*

**Schedule “B” to By-law No. XX-2018**  
**Grading and Drainage Clearance Certificate**

**SECURITIES**

The following Grading and Drainage Clearance Certificate Securities shall be effective upon approval by City Council.

1. For Grading and Drainage Clearance Certificates for new housing development and large additions (floor area increases of 75m<sup>2</sup> or greater) on Low Density Residential Lands:
  - 1.01 Security = \$5,000 minimum
  
2. For Grading and Drainage Clearance Certificates for small additions (floor area increases of less than 75m<sup>2</sup>) and accessory buildings/decks/etc. on Low Density Residential Lands:
  - 2.01 Security = \$5,000 minimum



**Schedule “C” to By-law No. XX-2018  
Grading and Drainage Clearance Certificate**

**THIS DRAINAGE SYSTEM APPURTENANCES AGREEMENT**

is made the <#> day of <month>, <year>

**B E T W E E N:**

**THE CORPORATION OF THE CITY OF BURLINGTON,**

(Hereinafter called the “City”)

**OF THE FIRST PART**

- and -

**<NAME>**

(Hereinafter called the “Owner”)

**OF THE SECOND PART**

**WHEREAS** the Owner is the registered owner of the lands municipally known as <address>, legally described as <legal description> in the City of Burlington, in the Regional Municipality of Halton (the “Lands”);

**AND WHEREAS** the Owner has applied to the City pursuant to the provisions of Section 142 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and Section 2 of the Drainage Act, R.S.O. 1990, c. D.17, as amended, for a Grading and Drainage Clearance Certificate (the “Certificate”) pursuant to By-law XX-2018 to allow for the Site Engineering on the Lands (City of Burlington Grading and Drainage Clearance Certificate No. <#>);

**AND WHEREAS** conditional approval of the Certificate and the required Grading and Drainage Plan (the “Plan”) was given by the City on <date>; and

**AND WHEREAS** the execution of this agreement and the registration of this agreement against title to the Lands was a condition of approval of the Certificate.

**NOW THEREFORE:**

1. For the purposes of this agreement:
  - a. *Site Engineering* – means:
    - i. the placing, dumping, cutting or removal of fill;

- ii. the alteration of the grade by any means including placing, dumping, cutting or removal of fill, clearing and grubbing, the compaction of soil or the creation of impervious surfaces;
    - iii. the alteration of the drainage, drainage system and/or drainage system appurtenances; or
    - iv. any combination of these activities.
  - b. *Drainage* – means the movement of water to a place of disposal, whether by way of the natural characteristics of the ground surface or by artificial means.
  - c. *Drainage System* – includes areas of land surface that contribute water flow to a particular point.
  - d. *Drainage System Appurtenance* – includes the various accessories on the drainage system that are necessary for the approved operation of the drainage system, including but not limited to catchbasins, area drains, manholes, infiltration galleries and low impact development measures.
2. The Owner agrees that all Drainage System Appurtenances identified on the Plan shall be completed to the satisfaction of the City at the Owner's expense.
3. The Owner agrees to complete a video inspection to document the pre-construction condition of the City's storm sewer and provide copies of this documentation to the City, at its discretion, in order to assess any damage to the City's storm sewer that may have been caused during construction. The Owner further agrees that all damage to the City's storm sewer will be attributed to the construction if the pre-construction condition is not documented.
4. The Owner agrees that prior to the release of securities any drainage system connection to the City's storm sewer shall be cleaned and confirmation of acceptable Mandrel testing and video inspection shall be submitted to the City, for approval.
5. The Owner agrees that all Drainage System Appurtenances identified on the Plan shall be maintained ensuring the Drainage System Appurtenances function and perform as designed and/or intended. Should any required Drainage System Appurtenances fail to function or perform for any reason, the Owner further agrees to promptly cause the Drainage System Appurtenances to be repaired and/or replaced.
6. The Owner agrees that all Drainage System Appurtenances identified on the Plan shall not be removed or altered in a manner that would not comply with the Plan without the written consent of the City.
7. The Owner agrees that, should the City be unable to register this agreement on title of the Lands as a result of incorrect information provided by the Owner, any additional

costs incurred by the City to register the agreement will be paid by the Owner to an upset limit of \$250.00.

- 8. The Owner waives any claim he/she now has, or may have in the future against the City, its officers, employees, servants or agents, and the Owner hereby agrees to indemnify and save harmless the City, its members of council, its officers, employees, servants or agents, or contractors from and against all costs, damages, claims, actions, demands, losses, causes of action, interest or suits that it or they may incur or be put to as a result of or in any way connected with the Drainage System Appurtenances identified on the Plan, or any part thereof, including damage to property or injury or death to any person as a result of the presence and use of the Drainage System Appurtenances or any part thereof by the Owner or in respect of anything undertaken or neglected to be undertaken in connection therewith.
- 9. The Owner and the City agree that this Drainage System Appurtenances Agreement is transferable to all future owners of this property until such time as the Drainage System Appurtenances are removed from the Lands by the Owner or the City, subject to the terms of this Drainage System Appurtenances Agreement.
- 10. This Drainage System Appurtenances Agreement and everything contained in this agreement shall run with the Lands and enure to the benefit of and be binding upon the parties, their heirs, administrators, successors and assigns.

**IN WITNESS WHEREOF** the corporate parties have hereunto caused their corporate seals to be affixed and attested by their proper officers and the individual parties have hereunto set their hands and seals, at the times and places indicated.

<p>SIGNED,SEALED &amp; DELIVERED</p> <p>At the City of Burlington This &lt;day&gt; of &lt;month&gt;, 2018</p> <p>Legal Services Approved:</p> <p>Authorized by By-law XX-2018 Delegated Approval Passed on: July 16, 2018</p> <p>CW-29-18</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>	<p>THE CORPORATION OF THE CITY OF BURLINGTON</p>  <p>_____ MAYOR</p> <p>Rick Goldring</p>  <p>_____ CITY CLERK</p> <p>Angela Morgan</p>
<p>SIGNED, SEALED &amp; DELIVERED</p> <p>&lt;NAME OF CORPORATION&gt;</p> <p>This &lt;day&gt; of &lt;month&gt;, 2018 at the _____ of _____</p> <p>Province of Ontario</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>	<p>&lt;NAME OF OWNER&gt;</p>  <p>_____ OWNER</p> <p>&lt;Name&gt;</p>



**SUBJECT: Public Art Master Plan update 2019-2028**

**TO: Committee of the Whole**

**FROM: Department of City Building - Planning Building and Culture**

Report Number: PB-25-18

Wards Affected: All

File Numbers: 960-03

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Approve City of Burlington Public Art Master Plan Update (2019-2028), including the Private Sector and Community Initiated Public Art Policies outlined in report PB-25-18 (Appendix A); and

Direct the Manager of Arts and Culture to use the Public Art Master Plan update and related policies to guide future municipal public art planning and development; and

Delegate authority to the Manager of Arts and Culture to transfer funds from the Public Art Reserve Fund pending consultation with the affected ward councillor and approval from the Public Art Development Implementation Team; and

Authorize the Manager of Arts and Culture to enter into any agreements, prepared to the satisfaction of the City Solicitor and Director of City Building, for the purpose of funding future expenditures related to the acquisition, installation, deaccessioning, maintenance, preservation, restoration, and collection management of public art.

**Purpose:**

A City that Grows

- Promoting Economic Growth

An Engaging City

- Community Building through Arts and Culture via Community Activities
-

## **Background and Discussion:**

In 2004 Council established the Public Art Reserve Fund as a first step towards realization of the Public Art Program, for the purpose of funding future expenditures related to the acquisition, installation, deaccessioning, maintenance, preservation, restoration, and collection management of public art (By-Law 89-2004).

On July 6, 2009 Council approved the City of Burlington Public Art Policy and Public Art Master Plan (2009-2018), including the governance structure, roles and responsibilities (PR-27-09).

The Public Art Master Plan establishes a long-term vision for the Public Art Program and offers priorities to guide the actions of the program, and a list of potential art projects derived from a review of capital plans and community input.

The Public Art Development Implementation Team (PADIT) was established by Council in July of 2009 to fulfill the ongoing Public Art Program and to provide interdepartmental communication and direction to program development and operations.

## **Strategy/process**

The Public Art Master Plan (PAMP) update process ran from December 2017 – April 2018. This work included:

- Research and best practice review

The following documents were reviewed to ensure that any PAMP updates and proposed policy directions align with existing plans and policies: City of Burlington Official Plan, Burlington's Strategic Plan, 2016 Asset Management Plan, Downtown Urban Design Guidelines and Active Aging Plan.

- Public Input

Online public survey and mapping activity on possible public art locations as well as in-person public consultation at 5 locations took place during January and February 2018. Around 300 residents provided their input online and at the following locations: Tansley Woods Community Centre, Haber Recreation Centre, Art Gallery of Burlington, City Hall, Central Library.

- One-on-one interviews with Mayor and all members of Council

Councillors were consulted about what locations / potential projects they see as the best opportunities for public art. There was also discussion about ward-specific concerns or areas of focus that the public art program can address and about new developments, construction projects, etc. in their specific ward where public art could play a role.

- Consultation with City staff across multiple departments and the Halton Development Liaison Advisory Committee (HDLAC).

City staff from multiple departments provided input on the locations of the projects as well as their scoring and alignment with other capital projects and plans. HDLAC was consulted for the Private Sector Public Art Policy and has provided their input.

Overall, the core structure of the Public Art Master Plan such as vision, definition of Public Art, benefits of public art, guiding principles, scale, Public Art Policy and the governance model of Public Art Program have not changed. Appendix B provides further information about frequently asked questions for the PAMP update process.

The PAMP Update process did:

- Review and update potential public art sites based on feedback from the public, councillors and staff.
- Develop a set of criteria to evaluate the proposed public art sites and projects.
- Develop a 5-year plan of priority projects with an estimated range of costs for the proposed public art projects.
- Develop a 10-year high-level plan of potential projects for future consideration.
- Develop a Community Initiated Art Policy.
- Develop a Private Sector Public Art Policy.

## **Location / Project Selection**

As a result of this process, over 100 potential sites were identified. To refine this list, a site selection matrix (Appendix 6) of the PAMP was developed in collaboration with PADIT to evaluate the options. The following criteria were used to assess each site:

- The potential visibility and public accessibility of the artwork;
- Potential impact for placemaking, storytelling and site enhancement;
- The response to the project during public consultation;
- Ability to leverage committed municipal capital investment or other funding sources;
- Ease of project implementation (i.e. site does not have significant constraints that would prohibit cost effective installation, etc.); and,
- The distribution of projects across the city.

Here is the list of priority sites that form the core of the 5-year work plan for the public art program:

- Burlington Beach Regional Waterfront Park
- Burloak Regional Waterfront Park
- City View Park
- Civic Square
- Ireland Park
- Joseph Brant Museum
- Kilbride Park
- Maple Park
- Millcroft Park
- Sherwood Forest Park
- Skyway Arena
- Tansley Woods Park
- Waterfront Parking Garage

An additional 55 of sites have been identified as secondary sites of interest that will be considered as potential projects over the duration of this PAMP (2018-2027) should additional staff resources or funding become available. Please see Appendix 1 of the PAMP for the full Potential Public Art Site List.

### **Delegated Authority**

With the approval of the City of Burlington Public Art Policy and Public Art Master Plan (2009-2018) on July 6, 2009, Council approved delegated authority to city staff, community jury and external body in collaboration with PADIT to develop and manage the public art collection. As such, location, budget breakdown, aesthetic review and artwork commission approvals, compatibility with other city related projects, maintenance and overseeing all aspects of each project are managed accordingly.

Since the annual public art acquisition budget is a set amount (\$50,000) and annually approved with the budget process, and since the public art priority locations as well as potential ones are approved by Council with the proposed PAMP update 2019-2028, it is recommended that Council delegates the authority to transfer funds from the Public Art Reserve Fund to a specific public art project to the Manager of Arts and Culture, pending consultation with the affected ward councilor and PADIT approval. It is also recommended that Council delegates authority to the Manager of Arts and Culture to

enter any public art related agreements prepared to the satisfaction of the City Solicitor and Director of City Building.

### **Community Initiated Public Art Policy**

The objective of the Community Initiated Public Art Policy is to provide a framework to guide the development and implementation of community-initiated public art projects. The City of Burlington through the Community Initiated Public Art Policy will create an atmosphere that encourages and supports the development of community-initiated public art projects. Community Initiated Public Art Projects will be assessed by PADIT every two months and must adhere to the following criteria:

- Projects must serve a community located in Burlington, Ontario;
- Artwork(s) must be installed on City-owned public space that is accessible to the general public;
- The project is initiated and managed by community members;
- The project is consistent with the vision outlined in the Public Art Policy;
- The project is not funded through the Public Art Reserve Fund.

Depending on the scope and complexity of the project, PADIT may be required to provide project advice and support. The level of support will be determined on a case-by-case basis. The Community Initiated Public Art Policy is included as Appendix 4 of the PAMP.

### **Private Sector Public Art Policy**

The City of Burlington's Strategic Plan 2015-2040 states: "the city will expand the Public Art Program by developing policies and programs such as public art on private property" (Section 4.2, Public Engagement through Culture and Community Activities).

Chapter 3 of the Official Plan (Complete Communities - 3.4.3 d) states: "The City will encourage the inclusion of public art in all significant private sector development across the city, using applicable planning tools and processes. Private sector developers will be encouraged to follow the best practices established by the City for the acquisition and selection of public art. The City will provide assistance in the application of these practices."

The Private Sector Public Art Policy guides the integration of public art into privately owned public places in Burlington. This policy is intended to provide a mechanism through which the City of Burlington will encourage the inclusion of public art in all significant private sector development across the city. The policy provides a flexible set of options to private sector developers to contribute to public art development as well as the opportunity to voluntarily participate in the Private Sector Public Art Program. The



policy provides 4 options to encourage participation of the private sector to the voluntary Private Sector Public Art Program:

- On-site contribution – City Managed
- On-site contribution – Privately Managed
- Off-site contribution – Public Property
- Combination on/off-site contribution – Public and Private Property.

The Private Sector Public Art Policy is included as Appendix 5 of the PAMP.

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### **Financial Matters:**

To date, the total amount in the Public Art Reserve Fund is \$625,457. Projects will be approved on a case by case basis by PADIT, depending on the availability of financial resources and considering Council approved PAMP update recommendations and approved locations.

### **Total Financial Impact**

Not applicable.

### **Source of Funding**

There are different funding opportunities for a public art project depending on the scale, location and type of funding. The Public Art Reserve Fund is the main source of funding public art projects. With the approval of the Official Plan and the Public Art Master Plan update, other funding sources are being leveraged such as community benefits via Section 37 contribution, part of the capital projects that Council approves on a yearly basis with the budget process, private developers volunteer contributions and donors as well as fundraising where possible.

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### **Public Engagement Matters:**

Burlington's public art program has grown steadily over the past 10 years to include a wide variety of projects and programs that have engaged artists, residents, business owners and visitors to Burlington. Over 700 residents have directly participated in the hands-on creation of artwork. A further 1400 have provided input on public art proposals and 1100 have attended public art unveilings and events. The program will continue to engage the public in all of its public art projects. A community jury will continue to be an

important component of the public art process that directly empowers citizens to be part of the art selection process.

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**Conclusion:**

Upon approval of report PB-25-18, arts and culture staff will follow up with PADIT and other stakeholders accordingly to implement the approved PAMP update.

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Respectfully submitted,

Angela Paparizo

Manager of Arts and Culture

905-335-7600 x 7352

**Appendices:**

- A. Public Art Master Plan Update 2019-2028
- B. Public Art Master Plan Update: FAQ

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

# City of Burlington, Ontario Public Art Master Plan Update 2019 – 2028



# City of Burlington

## Public Art Master Plan Update (2019 – 2028)

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3	Public Art Policy
4	Private Sector Public Art Policy
5	Community Initiated Public Art Policy
6	Site Selection Scoring Matrix





# 1.0 Executive Summary





## 1.0 Executive Summary

The Burlington Public Art Master Plan Update 2019-2028 (PAMP) is an important tool to guide the ongoing development and implementation of the public art program in Burlington. The primary intent of the PAMP is to identify and prioritize potential public art sites to ensure that the program continues to reflect and serve the community. This is especially true given Burlington's changing demographics and shift from a suburban to urban community. Over the past ten years, the public art program has steadily grown to include a wide variety of projects and programs that have engaged local, national and international artists alongside residents, business owners and visitors to Burlington. In fact, over 700 residents have directly participated in the hands-on creation of artwork. A further 1400 have provided input on public art proposals and 1100 have attended public art unveilings and events. This increased interest and profile of public art in the city have prompted the development of two new policies relating to art on private property and community-initiated public art.

Developed in consultation with the public, councillors and city staff, the Public Art Master Plan Update has identified, from over 100 projects initially considered, the following 13 priority sites for public art:

- Burlington Beach Regional Waterfront Park\*
- Burloak Regional Waterfront Park\*
- City View Park
- Civic Square
- Ireland Park
- Joseph Brant Museum
- Kilbride Park
- Maple Park
- Millcroft Park
- Sherwood Forest Park
- Skyway Arena
- Tansley Woods Park
- Waterfront Parking Garage

*\*Subject to approval and cooperation from the Region of Halton*

These sites form the core of a five-year work plan for the public art program. An additional 55 sites have been identified as secondary sites of interest that will be considered as potential projects over the duration of this PAMP (2018-2027), should additional staff resources or funding become available (see Appendix 1 for full Potential Public Art Site List). These sites will also be considered as primary sites for small-scale projects such as the Burlington Mural Project and Park Marker Program. Equitable distribution of public art projects by ward will be considered in the selection of these sites.

As such, this Plan should be seen as a living document that can adapt to a changing community and has the flexibility to leverage new projects. Additionally, the public art program will continue to engage sponsors, granting agencies and community partners to identify and leverage new opportunities.

## 2.0 Background



## 2.0 Background

In 2009, City Council approved the first Burlington Public Art Master Plan (PAMP). The PAMP provided a 10-year plan for incorporating art into the civic environment. The Plan was both a roadmap for the community – a vision for how public art can enhance Burlington’s public places, architecture, and landscape – and a set of processes to put that plan into action.

The original PAMP (2009-2018) identified 8 signature projects and an additional 61 potential sites for public art. Since implementing the public art program in 2010, the City of Burlington has added 23 artworks into its inventory (this number does not include artwork in series such as benches, bike racks, etc.), with another 10 projects currently in progress or under development. This includes seven of the eight signature projects (completed or in-progress). Please see Appendix 2 for current Public Art Inventory.

In addition to significantly increasing Burlington’s public art inventory, the program has also introduced a number of initiatives designed to increase the local art community’s capacity. Most notably, the Burlington Mural Project and Park Marker program provide commissions and professional development opportunities exclusively for local artists.

As the 2009 PAMP comes to a close, it is important to update and review the Master Plan to ensure its continued alignment with a growing community. The PAMP should be seen as a living document that adapts and changes alongside the community.

### 2.1 Purpose of the Public Art Master Plan Update (2018 – 2027)

The PAMP Update will:

- Review and update potential public art sites based on feedback from the public, councillors and staff.
- Develop a set of criteria to evaluate the proposed public art sites and projects.
- Develop a five-year plan of priority projects with an estimated range of costs for the proposed public art projects.
- Develop a 10-year high-level plan of potential projects for future consideration.
- Develop a Community Initiated Art Policy
- Develop a Private Sector Public Art Policy

## 2.2 What is a Public Art Master Plan?

The Public Art Master Plan (PAMP) addresses art that is sited in the public realm. For the purposes of this plan the public realm is defined as either:

- **Civic Public Space:** Municipally owned areas available and frequently used by the public and can include, but is not limited to, parks, open space, trail systems, waterways, road allowances, tunnels, boulevards, streets, courtyards, squares, bridges, building exteriors, foyers, and publicly accessible interior areas. Or;
- **Privately Owned Public Space:** spaces that remain in private ownership such as entrances, building facades, private open space and other features that are accessible by the general public.

## 2.3 What is Public Art?

Public art can take on a variety of forms and media; it may have functional as well as aesthetic qualities; it may be integrated into a site, or it may be a discrete piece. No matter the form, public art has the following elements:

- An original work of art
- Placed in a publicly accessible location
- Created with the intention of reflecting and/or engaging the community

Public Art is a force for placemaking – for expressing and evoking connections among people and places that are meaningful to community and civic life. Individual artworks may interpret the natural or human history of a site. They may connect new developments and populations to historic buildings and older communities, or may serve neighbourhoods by expressing shared experiences and aspirations. Public art may aim to give hard-edged urban infrastructure a sense of human connection, or may inject a sense of play that makes passers-by smile involuntarily. In all instances, this is art with a social purpose: artists employ their creativity, skills, aesthetic sense, and intuitive connections to create places within community spaces.

## 2.4 Benefits of Public Art

Benefits of public art include, but are not limited to:

- Developing a sense of place
- Developing a sense of community
- Demonstrating and strengthening appreciation of the value of Burlington's culture, heritage and creativity
- Enhancing opportunities for economic development, including tourism
- Developing civic pride and identity

## 3.0 Consultation Summary



### 3.0 Consultation Summary

Arts and Culture Section staff, PADIT (Public Art Development Implementation Team) and the External Body (Cobalt Connects) led a review process from December 2017 – April 2018. This work included:

- Internal document review: City of Burlington Official Plan (Proposed – February 2018), Burlington’s Strategic Plan (2015 - 2040), Public Art Master Plan (2009 - 2018), Cultural Action Plan (2013), Asset Management Plan (2016), Downtown Urban Design Guidelines (2006), Active Aging Plan (2017)
- Online public survey and mapping activity
- In-person public consultation at five locations (Tansley Woods Community Centre, Haber Recreation Centre, Art Gallery of Burlington, City Hall, Burlington Public Library - Central Branch)
- One-on-one interviews with Mayor and members of Council
- Consultation with city staff across multiple departments and Halton Development Liaison Advisory Committee (HDLAC).

#### 3.1 What We Heard and Learned

Overall, approximately 300 participants were engaged in the public survey (online and in-person). Survey participants expressed broad support for the public art program with 74 per cent of survey respondents reporting that they either like or make public art. Survey respondents indicated an interest in a diverse range of public art projects and locations. Detailed breakdowns of survey responses can be found below:

##### What types of public art would you like to see in Burlington?

Type	Percentage
Artwork that is integrated into the natural environment	28%
Functional art such as bike racks, manhole covers, crosswalks, etc.	24%
Large-scale / iconic / stand alone artwork	15%
Artwork created with hands-on involvement from community	14%

Temporary or event-based public art (i.e. temporary art installations, performance art, dance, music, etc.)	11%
Interactive artwork that incorporates technology	8%
None	1%

### Where do you want to see more public art?

Type	Percentage
Downtown	17%
The Lakefront	17%
Community Centres or Sports Facilities	15%
Libraries, Museums or Schools	14%
Urban Infrastructure	10%
Transit (i.e. bridges, overpasses, tunnels, etc.)	10%
Parks	9%
My Neighbourhood	5%
Nowhere	2%



**What is the role of public art? Using a scale of 1 - 5 rate the importance of the following:  
(1 = not important, 5 = very important)**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
To provide open and free access to public art for all residents	1.64%	9.84%	13.11%	27.87%	47.54%
To create neighbourhood identity	1.64%	22.95%	27.87%	21.31%	26.23%
To provide opportunity for social change	3.33%	33.33%	21.67%	21.67%	20.00%
Make the city attractive for tourism, new residents and businesses.	0.00%	8.20%	18.03%	27.87%	45.90%
Enhance the appearance of community resources such as parks, recreation facilities, libraries and schools.	0.00%	6.56%	16.39%	29.51%	47.54%
Create visual markers such as landmarks and gateways that highlight entry points into our community.	0.00%	13.11%	24.59%	31.15%	31.15%
Foster an understanding of the city's residents by exploring diverse stories.	3.39%	35.59%	15.25%	20.34%	25.42%
Foster the development of the local arts community.	1.64%	14.75%	22.95%	24.59%	36.07%

## 4.0 Strategic Framework



## 4.0 Strategic Framework

### 4.1 Vision

Public art will contribute to Burlington's unique and vibrant community identity by affirming a sense of place, strengthening connections between people and place, and celebrating the social, historical, cultural, and natural environment. Through the creative vision of artists, public spaces will become focal points for dialogue and delight, attracting visitors and residents, and creating a sense of civic pride. Burlington's Public Art Program will be realized through processes that engage the community, foster neighbourhood sustainability, and stimulate excellence in the built environment.

### 4.2 Guiding Principles

- Context of **social purpose**; enhancing social connections; contributing to health of community
- **Accessibility**, through: placement in public space; content; community knowledge and experience as context for creation
- Commitment to **artistic merit** through qualified adjudication and selection
- **Community engagement** through a process that elicits public input early, and stimulates an artistic process that reflects and interprets people's experience and aspirations
- Artistic content that addresses **Burlington's context** of landscape, history, and cultures
- **Integration** into the city fabric through functional pieces and integration into infrastructure, as well as independent site-specific artworks
- **Diversity**, through: artists; community public art jury members; media, scale and style of artwork; traditional media and experimental forms
- **Balance** of major works which serve as city landmarks and community-oriented works
- **Distribution** across the city
- Long-term **care and maintenance** of public art works

### 4.3 Program Streams

The Public Art Program is divided into three distinct streams: Civic, Community and Private Sector public art. The goals, potential funding sources, and processes are described for each stream.

	<b>Civic Public Art</b>	<b>Community Initiated Public Art</b>	<b>Private Sector Public Art</b>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Enhance and animate civic facilities and spaces</li> <li>• Activate public spaces through placemaking</li> </ul>	<ul style="list-style-type: none"> <li>• Engage citizens and local artists in creative process</li> <li>• Provide opportunities for community initiated artwork to be installed on public property</li> </ul>	<ul style="list-style-type: none"> <li>• Enhance and animate private or public spaces</li> <li>• Improve design and use of the public realm through placemaking</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>• Public Art Reserve Fund</li> <li>• Capital project budget</li> <li>• External Grants</li> <li>• Sponsorship / community fundraising / gifts to the city</li> <li>• Possible Section 37 contributions</li> </ul>	<ul style="list-style-type: none"> <li>• Neighbourhood Community Matching Fund</li> <li>• External grants</li> <li>• Sponsorship / community fundraising / gifts to the city</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary program within current development process</li> <li>• Possible Section 37 contributions</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• Opportunities identified through PAMP Update</li> <li>• Project outline and budget approved by PADIT</li> <li>• Call to Artists issued</li> <li>• Community Public Art Jury</li> <li>• Public consultation and feedback</li> <li>• City or its designate led project</li> <li>• Follow industry best practices</li> <li>• Artwork is commissioned and becomes part of the city's Public Art Inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Artwork proposal from artist, community group or organization (as part of a grant application or a separate proposal)</li> <li>• PADIT reviews project to ensure it aligns with Vision of Public Art Policy and does not present conflicts with existing projects or technical challenges</li> <li>• Liaison with city for site approvals and project advice (where needed)</li> <li>• Artwork ownership and maintenance resides with the artist or community group</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities identified through Development Review process</li> <li>• Negotiation through Development and Planning Section in collaboration with Arts and Culture Section</li> <li>• Project plan review and approval via PADIT</li> <li>• Execution of the project as per Council approved policy.</li> </ul>

## 4.4 Civic Public Art

A key principle underlying the continued success of the Public Art Program is the demonstration of leadership and commitment by the City of Burlington in initiating and facilitating the creation of public art to contribute to Burlington's unique and vibrant community identity. Civic Public Art is commissioned according to the **Public Art Policy** (see Appendix 3).

### The Civic Public Art stream is defined as:

- Site specific artwork that is commissioned to animate civic buildings and spaces or donated artworks accepted into the Public Art Inventory
- Created by a professional artist(s) or artist-led teams
- Can be temporary or permanent and range in size and scale
- Installed on city-owned land or public space in which there is a long-term relationship or agreement with the city (i.e. libraries, museums, etc.)
- Follows industry best practice and engages the public to provide project consultation and/or feedback

### Potential funding sources include:

- Public Art Reserve Fund
- Capital Project Budget: The city may include public art as part of the capital construction for a proposed project
- Partnerships: The city may work in collaboration with local non-profit and private sector organizations to develop artworks
- External Grants: Federal and Provincial government grants that support cultural development, art organizations and projects
- Sponsorship and Gifts to the city: This may include cash or artwork donations to the city on behalf of an individual, community group or private sector business
- Possible Section 37 contributions

### Process

Opportunities for the inclusion of public art have been identified through the Public Art Master Plan Update (see Appendix 1). However, it should be noted that this list is not definitive. Additional opportunities may arise and additional sites and types of public art can be added within the framework of the Master Plan. The artwork selection process will be as follows:

- Council approves PAMP Update with list of prioritized and potential public art projects and policies
- Project funding considered as part of annual capital budget process
- PADIT approves sites following PAMP Update and/or by using Site Selection Matrix (see Appendix 6)
- City of Burlington or its delegate prepares a project plan
- PADIT approves project plan and budget
- Funds are transferred from Public Art Reserve Fund into project account

- City of Burlington or its designate issues Call to Artists, assembles a Community Public Art Jury
- Community Public Art Jury and (where applicable) community feedback informs final artwork selection
- PADIT approves final artwork selection
- Arts and Culture staff or its designate work with applicable city departments to coordinate fabrication and installation of artwork

### **Community Public Art Jury**

The role of the Community Public Art Jury is to evaluate the following public art proposals:

- All artwork commissioned through the Civic Public Art stream
- Artwork commissioned through the Private Sector Public Art stream (Options 1, 3 and 4 only)

Jury members shall be independent of the city and Council. Qualified Community Public Art Jury members include recognized arts and design professionals such as practicing artists, curators, art critics, art educators, architects and landscape architects. Local representation with interests in the site could include a neighbourhood or community representative from a local association, a business representative or a resident.

The Community Public Art Jury typically consists of three or five members, with an equal balance of qualified art and design experts and local representation. Depending on the scope of the competition, invited members may be local, national or international art professionals. The City of Burlington regularly promotes public participation in the Community Public Art Jury and maintains an open jury roster via an online application system where members of the public may submit their interest in participating on a jury.

All public art proposals will be evaluated using established criteria that are clearly outlined in all Request for Expressions of Interest and Request for Proposals documents. Based on this evaluation, the jury will make recommendations on the artist selection to the Public Art Development and Implementation Team (PADIT). PADIT is responsible for the approval of all recommendations put forth by the Community Public Art Jury.

## 4.5 Community Initiated Public Art

The Community Initiated Public Art Policy encourages citizen engagement through participation in the creative process and the development of art that adds vibrancy to a neighbourhood and showcases local stories.

### **Community Initiated Public Art is defined as artwork projects:**

- Initiated by members of the community. Community members are defined as individuals, ad hoc community groups, not-for-profit or charitable organizations
- Created in collaboration with members of the community
- Installed on city-owned land
- Accessible to the public in a temporary or permanent capacity

### **Funding**

Potential funding for Community Initiated Public Art projects include, but is not limited to:

- City of Burlington grants such as the Neighbourhood Community Matching Fund
- Community fundraising
- External grants or sponsorship

### **Process**

Community Initiated Public Art Projects will be reviewed and approved through PADIT to ensure that the proposed project aligns with the Public Art Program's core Vision, does not conflict with existing or planned public art projects and meets public safety requirements. Applicants will be encouraged to submit a proposal detailing the following:

- The goals and scope of the project
- A preliminary project budget
- The secured or requested funding source(s)
- The commitment of required city land or other city resources
- A plan for the ongoing maintenance of the completed artwork (if permanent) or de-installation plan

The City of Burlington staff responsible for the project and working with the community, will present the applicant's project proposal to PADIT. PADIT typically meets bi-monthly. PADIT will assess the proposal and approve or deny the application. Following approval, PADIT may be required to provide project advice and support. The level of support will be determined on a case-by-case basis.

All artwork created through this process will remain under the ownership of the artist or community group that initiated the project and thus, will not become part of the Public Art Inventory. As such, the community group will be responsible for all long-term costs associated with insurance, maintenance and/or de-installation of the artwork. In a limited number of cases, the City of Burlington may consider the donation of the artwork into the Public Art Inventory, in which case ownership would be transferred to the city.

## **4.6 Private Sector Public Art**

The Private Sector Public Art Policy is designed to encourage developers to commission site-specific works that are integrated into the public spaces that are part of or in close proximity to the development project. Developers see the benefits inherent to public art as a means to enhance their project by adding interest and character to their developments. Public Art can improve the public realm, whether publicly or privately owned, and create a destination for residents and visitors alike.

### **Funding**

Potential funding for Private Sector Public Art projects include, but is not limited to:

- Voluntary contribution towards public art by a developer and/or property owner
- Section 37 of the Planning Act authorizes municipalities to grant increases in height and density of development, in exchange for the provision of facilities, services or matters. The City of Burlington has used Section 37 provisions for community benefit contributions toward the Public Art Program

### **Process**

The Private Sector Public Art Policy (Appendix 5) outlines four options to encourage participation in the Private Sector Public Art Program:

- Option 1: On-site contribution – city Managed
- Option 2: On-site contribution – Privately Managed
- Option 3: Off-site contribution – Public Property
- Option 4: Combination on/off-site contribution – Public and Private Property

Although each option results in a different outcome, the general process is the same and is as follows:

- The City of Burlington, when reviewing new developments, will encourage developers to incorporate public art in their projects
- The contribution will be negotiated by the Development and Planning Section in collaboration with the Arts and Culture Section
- Community Public Art Jury and (where applicable) community feedback informs final artwork selection (Options 1, 3, 4 only)



- Arts and Culture staff or its designate work with applicable city departments to coordinate fabrication and installation of artwork (Options 1, 3, 4 only)
- PADIT reviews and approves all public art plans

Ownership of all artwork installed on private property (Options 1,2 and 4) will remain under the ownership of the property owner and thus, will not become part of the city's Public Art Inventory but it will be part of Public Art on Private Property Inventory. As such, the property owner will be responsible for all long-term costs associated with insurance, maintenance and/or de-installation of the artwork.

## 5.0 Program Management



## 5.0 Program Management

### 5.1 Guiding Documents

Burlington's Public Art Program is guided by six key documents:

- **Public Art Policy**, adapted from the Art in Public Spaces Policy, sets out the framework for the governance and management of Burlington's Public Art Program (Appendix 3).
- **Community Initiated Public Art Policy** guides the process through which community initiated public art installed in the public realm is approved and managed (Appendix 4).
- **Private Sector Public Art Policy** guides the process through which the private sector may integrate public art into its property, either on a voluntary basis or via Section 37 contribution (Appendix 5).
- **Public Art Master Plan Update (2019 - 2028)** establishes a long-term vision for the Public Art Program, offers priorities to guide the actions of the program, and a list of potential art projects derived from a review of capital plans and community input.
- City of Burlington **Annual Work Plan and Budget** will confirm available resources needed to support the PAMP.

### 5.2 Maintenance

All public art projects will include a 10% hold back in the project budget that will be contributed to the Public Art Maintenance Fund. These funds will be accessed to fund ongoing preventative maintenance and cleaning as well as emergency repair due to damage or vandalism.

It is the responsibility of the City of Burlington to maintain all permanent works of art within the Public Art Inventory, in accordance with the approved maintenance plan and/or conservation plan required for each piece. Development of the maintenance plan and/or conservation plan is the responsibility of the artist and must be submitted with the proposal at the time that it is being reviewed and considered through the Public Art Program.

City staff will monitor the existing inventory for maintenance requirements. The appropriate City department will undertake an inspection of the artwork according to a pre-determined schedule. The City may choose to retain a qualified professional to undertake the inspection, if deemed necessary.

## **Exceptions:**

The following public art projects do not become part of the City of Burlington's Public Art Inventory and as such, will not be maintained by the city:

- Temporary public art that has a defined start and end date (i.e. ephemeral installations, video screenings, performance or time-base art, etc.) and a clear de-installation plan
- Artwork created through the Community Initiated Public Art Policy
- Artwork that is installed on private property via the Private Sector Public Art Policy

## 6.0 Public Art Collection



## 6.0 Public Art Collection

### 6.1 Public Art Inventory

Since implementing the public art program in 2010, the City of Burlington has added 22 pieces of artwork into its inventory (this number does not include artwork in series such as benches, bike racks, etc.), with another nine projects currently in progress or under development. In addition to significantly increasing Burlington's public art inventory, the program has also introduced a number of initiatives designed to increase the local art community's capacity. Most notably, the Burlington Mural Project and Park Marker program provide commissions and professional development opportunities exclusively for local artists.

As we continue to develop the public art program in 2018 and beyond, it is essential that the PAMP be updated to continue to reflect and serve the community. This is especially true given Burlington's changing demographics and shift from a suburban to urban community.

A complete listing of all works of art in the Public Art Inventory with current insurance values can be found in Appendix 2.

### 6.2 In-Progress Projects

#### ***Bird Conversations\****

Artist: Brooke O'Connell

Installation Date: 2018

Location: Fothergill Woods Park

*\* Part of Park Marker Program (local artist program)*

#### ***Cultural Nodes***

Artists: Lisa Hirmer (Phase 1 - complete); artist TBD (Phase 2)

Installation Date: 2019

Location: TDB

### ***Dwelling***

Artist: Xiaojing Yan

Installation Date: 2018

Location: Plains Road

### ***Ecological Impact\****

Artist: Carol Nasvytis

Installation Date: 2018

Location: Berton Park

*\* Part of Park Marker Program (local artist program)*

### ***Elgin Promenade***

Artist: Studio FMinus

Installation Date: 2018

Location: Elgin Promenade

### ***Spirit of Sport***

Artist: Ken Hall

Installation Date: 2018

Location: Brant Hills Community Centre, Mainway Recreation Centre, Nelson Recreation Centre

## **6.3 Upcoming (Approved) Projects**

The following projects are Council approved projects that are currently in development:

- Year 2 Park Marker Project (local artist program)
- Year 3 Burlington Mural Project (local artist program)
- Youth-focused community art project

# 7.0 Public Art Projects 2019 - 2028





## 7.0 Public Art Projects 2019 - 2028

### 7.1 Site Selection

Within the Public Art Master Plan Update, location and geographic distribution is an important factor. A balance must be provided between equitable distribution across the city and recognition of appropriate locations for landmark pieces that have meaning for the entire city. Elements for consideration include:

- The right of all citizens and all neighbourhoods to have access to public art
- Recognition of the unique stories in all areas of Burlington that can inspire, and be interpreted by public art in different types of sites (such as parks, transportation, corridors, municipal buildings, etc.)
- Acknowledgement of gathering points and centres appropriate for the placement of landmarks that symbolize collective experience and aspirations

The opportunities for public art in Burlington are almost limitless. Through consultation with the public, staff and Council, over 100 potential sites were identified, across all wards of the city. To refine this list, a site selection matrix (Appendix 6) was developed to evaluate the options.

#### **The following criteria was used to assess each site:**

- The potential visibility and public accessibility of the artwork
- Potential impact for placemaking, storytelling and site enhancement
- The response to the project during public consultation
- Ability to leverage committed municipal capital investment or other funding sources
- Ease of project implementation (i.e. site does not have significant constraints that would prohibit cost effective installation, etc.)
- The distribution of projects across the city

### 7.2 Scale

The scale of a piece of Public art describes prominence, impact, and (usually) cost. The scale does not restrict the artwork's ability to evoke meaning or a sense of connection. A well-rounded public art collection has a mix of major-scale and minor-to-medium scale works to reflect the range of appropriate spaces within the municipal boundary and resources available.

#### **Major Scale:**

- Conceived as a landmark for the entire city
- May involve broader (more abstract) themes

- Often requires siting that allows for vistas (i.e. viewed from a distance or framed by unique landscape or architectural features)
- Cost for commissioning: \$150,000 +

**Medium Scale:**

- Usually more human-size
- Can relate to specific site and/or neighbourhood, often with specific theme
- May involve a number of smaller related works
- Cost for commissioning: \$75,000 - \$150,000

**Small Scale:**

- Modest in scale; requires close proximity on the part of the viewer to experience the artwork
- Can include functional pieces such as benches and bike racks; murals; or community-led initiatives
- Cost for commissioning: \$5,000 - \$75,000

**7.3 Priority Projects (2019 – 2024)**

The priority projects are offered as a range of signature projects to be initiated over the next five years. However, it should be noted that this list is not definitive. Additional opportunities may arise and additional sites and types of public art can be added within the framework of the Public Art Master Plan Update. This list is intended to flag opportunities at this time and to encourage continued inclusion of public art in citywide planning processes.

The Public Art Master Plan Update has prioritized the following 13 sites. The order in which they are listed is not intended to direct the sequence in which these projects will be initiated nor their relative importance.

- Burlington Beach Regional Waterfront Park\*
- Burloak Regional Waterfront Park\*
- City View Park
- Civic Square
- Ireland Park
- Joseph Brant Museum
- Kilbride Park
- Maple Park
- Millcroft Park
- Sherwood Forest Park
- Skyway Arena

- Tansley Woods Park
- Waterfront Parking Garage

*\*Subject to approval and cooperation from the Region of Halton*

### **Local Artist Programs**

In addition to the above-mentioned priority projects, the public art program will continue its annual local artist programming. The full Potential Public Art Site List (Appendix 1) will be consulted on an annual basis to select locations for these projects. The local artist programming includes:

- **Burlington Mural Program**

The Burlington Mural Program commissions Burlington-based artists to create murals throughout the city. This program includes free professional development training including: application assistance, workshops and mentorship. Between one to three murals are commissioned per year and are rotated through the wards to ensure equity across the city.

- **Park Marker Program**

The Park Marker Program also provides local artists with paid commissions and professional development opportunities but is focused on the creation of small-scale public art sculpture. For the 2019 – 2024 period, this program will focus on the creation of functional artwork such as benches, bike racks, shade structures, etc. This will allow the program to expand the reach of the popular artist benches along the Hydro and Centennial Corridors and other multi-use pathways throughout the city. The addition of artist-designed benches also supports the Burlington Active Aging Plan, which states: “more rest areas and benches are needed at indoor and outdoor locations throughout the city.”

### **First Nations Representation**

Halton Region is rich in history and in the modern traditions of many First Nations and the Métis. The City of Burlington’s public art program is committed to commissioning and encouraging public art that represents the city’s diverse history and the rich cultures and stories from the past and present.

To identify and explore these opportunities, city staff will invite artists and community members from the Urban Indigenous Community, including Métis, Mississaugas of the New Credit First Nation and the Six Nations of the Grand River to form a working group. Potential projects may include artwork in Burlington’s Civic Square and/or projects related to the Lake Ontario waterfront. Specific sites and type(s) of project(s), as well as the selection process, will be determined in collaboration with the Indigenous working group.

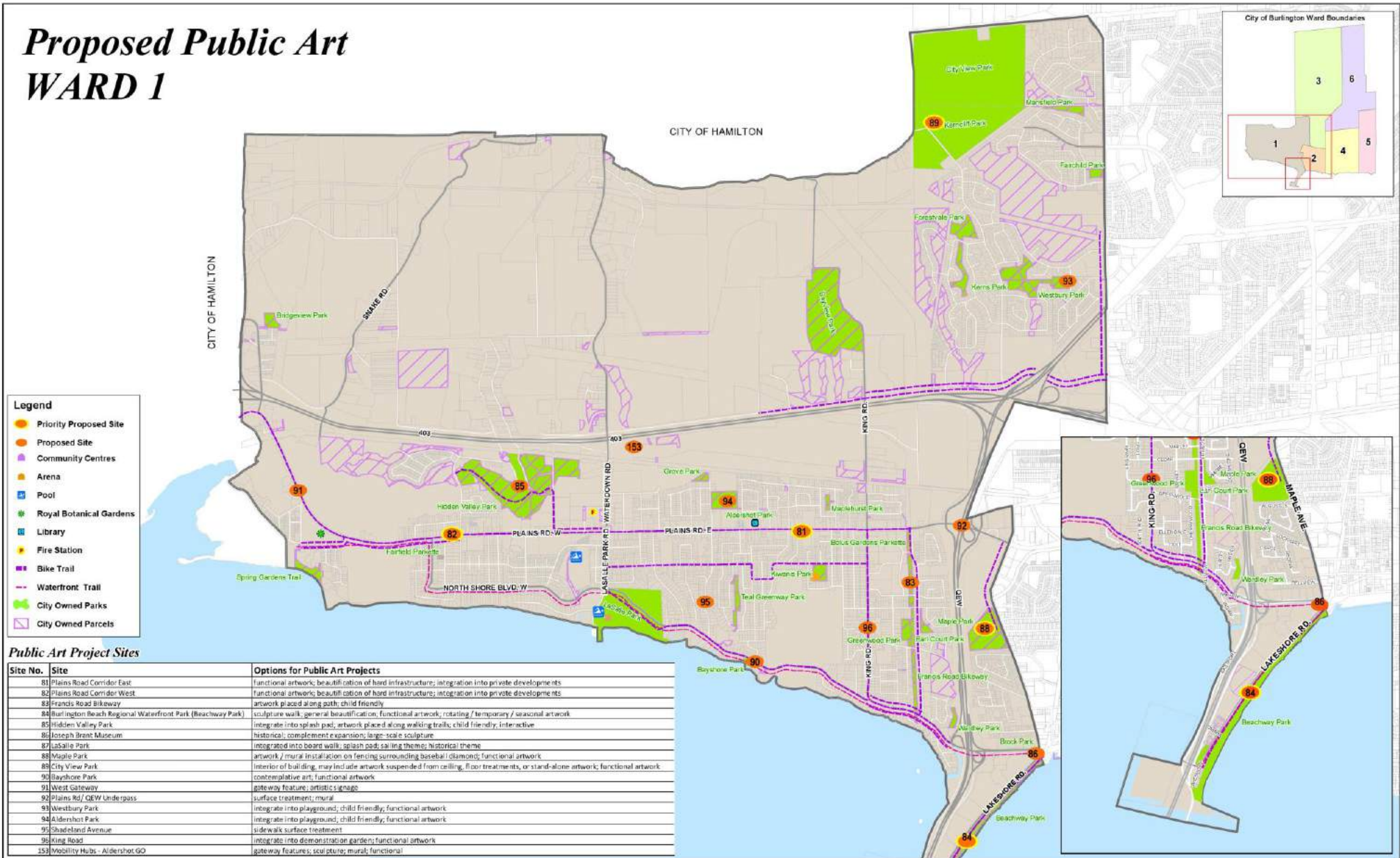
## **7.4 Secondary Projects (2019 – 2028)**

In addition to the Priority Projects, a number of citywide initiatives have been identified as warranting further exploration. It is recommended that staff further investigate opportunities for public art in the following city-wide locations:

- Mobility Hubs
- Intensification Corridors
- Active Transportation Infrastructure
- Multi-Use Trails and Paths
- Cultural Nodes

A further 55 proposed sites were not identified as priority projects and therefore were not included on the five-year implementation plan (see maps on pages 30-35). However they will remain on a secondary list for consideration if additional staff resources or funding and all necessary approvals become available. This list will also be consulted when selecting future locations for the local artist programs such as the Burlington Mural Project and Park Marker Program.

# Proposed Public Art WARD 1

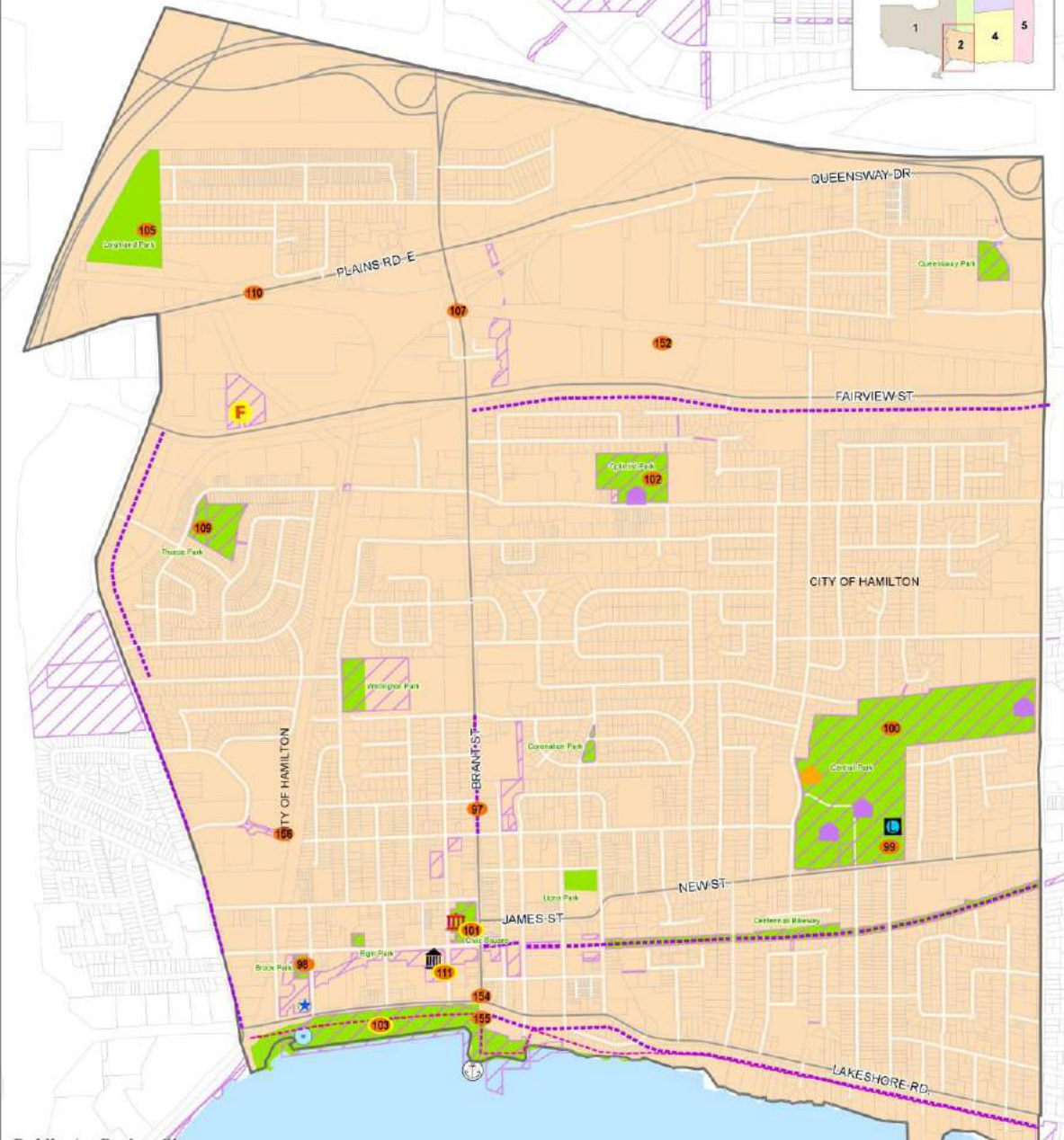


Date: 01 Jun, 2018  
Request No.: r112019

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# Proposed Public Art WARD 2



### Public Art Project Sites

Site No.	Site	Options for Public Art Projects
97	Downtown / Brant Street Corridor	functional art / general beautification; gateway feature; integrate into private developments; murals
98	Brock Park	functional artwork; showcase local artists; link to Art Gallery of Burlington
99	Central Library	entrance feature; stand alone sculpture
100	Central Park	functional art
101	City Hall and Civic Square	showcase local artists; temporary / seasonal art; stand-alone sculpture
102	Optimist Park	functional; general beautification
103	Burlington Beach Regional Waterfront Park (Spencer Smith Park)	screens for utility boxes; general beautification; sculpture walk; functional; surface treatments
105	Leighland Park	integrate into playground; child friendly; functional
107	Brant Street Rail Underpass	mural; surface treatment; railings
109	Thorpe Park	integrated into playground; child friendly; functional
110	Plains Road East Underpass @ Glendor Ave.	mural; community arts project
111	Waterfront Parking Garage	murals; wayfinding
152	Mobility Hubs - Burlington Go	gateway features; sculpture; mural; functional
154	Mobility Hubs - Downtown	gateway features; sculpture; mural; functional
155	Active Transportation Infrastructure	surface treatment; functional
156	Multi-Use Pathways and Trails	add to existing benches; active living; environmental; connections/stops along path

**Legend**

- Priority Proposed Site
- Proposed Site
- Bike Trail
- - - Waterfront Trail
- City Owned Parks
- City Owned Parcels
- Community Centres
- Arena
- Library
- Fire Station
- Discovery Landing
- City Hall
- Burlington Art Centre
- Pier
- Performing Arts Centre

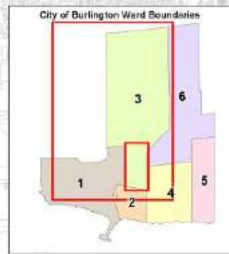
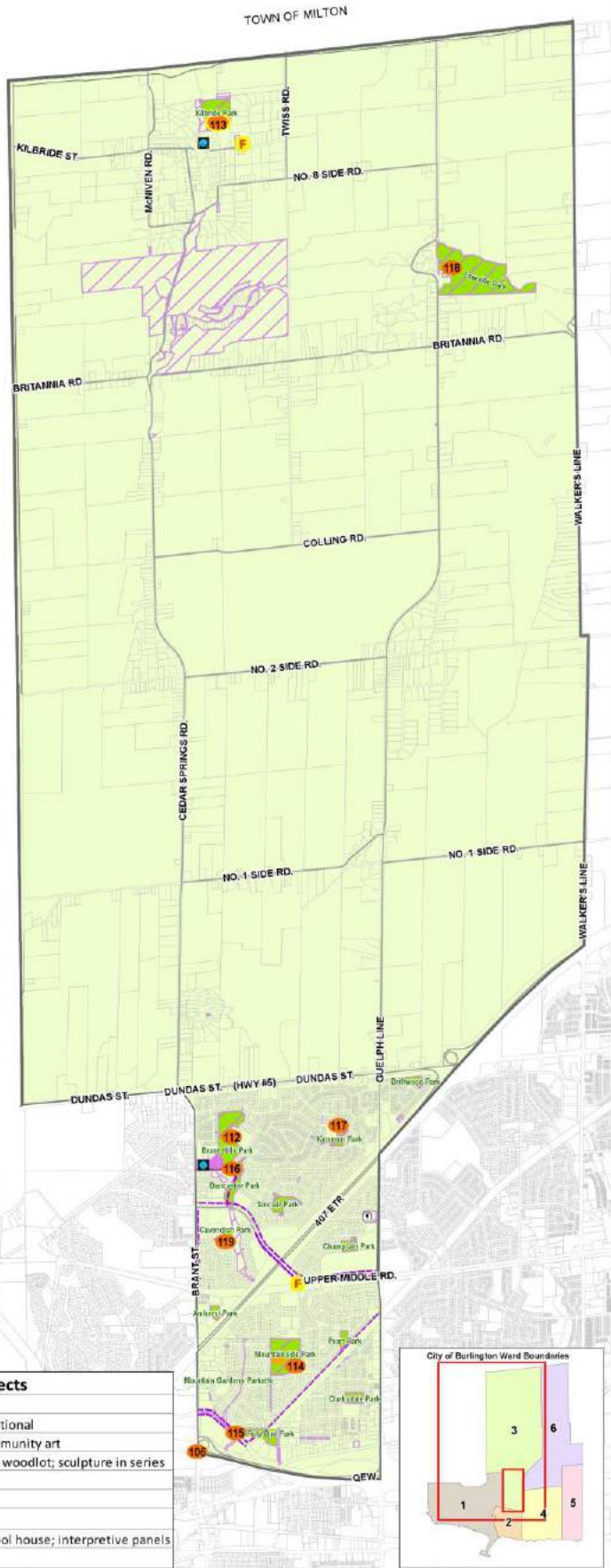
# Proposed Public Art WARD 3

- Legend**
- Priority Proposed Site
  - Proposed Site
  - Bike Trail
  - City Owned Parks
  - City Owned Parcels
  - Community Centres
  - Arena
  - Library
  - Fire Station
  - Pool
  - Ireland House Museum



**Public Art Project Sites**

Site No.	Site	Options for Public Art Projects
106	Brant Street QEW Underpass	mural; surface treatment; railings
112	Brant Hills Park	community art; child friendly; functional
113	Kilbride Park	Area underserved; Hands on / community art
114	Mountainside Park / Trail	environmental art; integrated into woodlot; sculpture in series
115	Roly Bird Park	gateway; fence; functional
116	Duncaster Pedestrian Bridge	surface treatment
117	Cavendish Pedestrian Bridge	surface treatment
118	Lowville Park	tie to revitalization of historic school house; interpretive panels
119	Cavendish Park	functional art

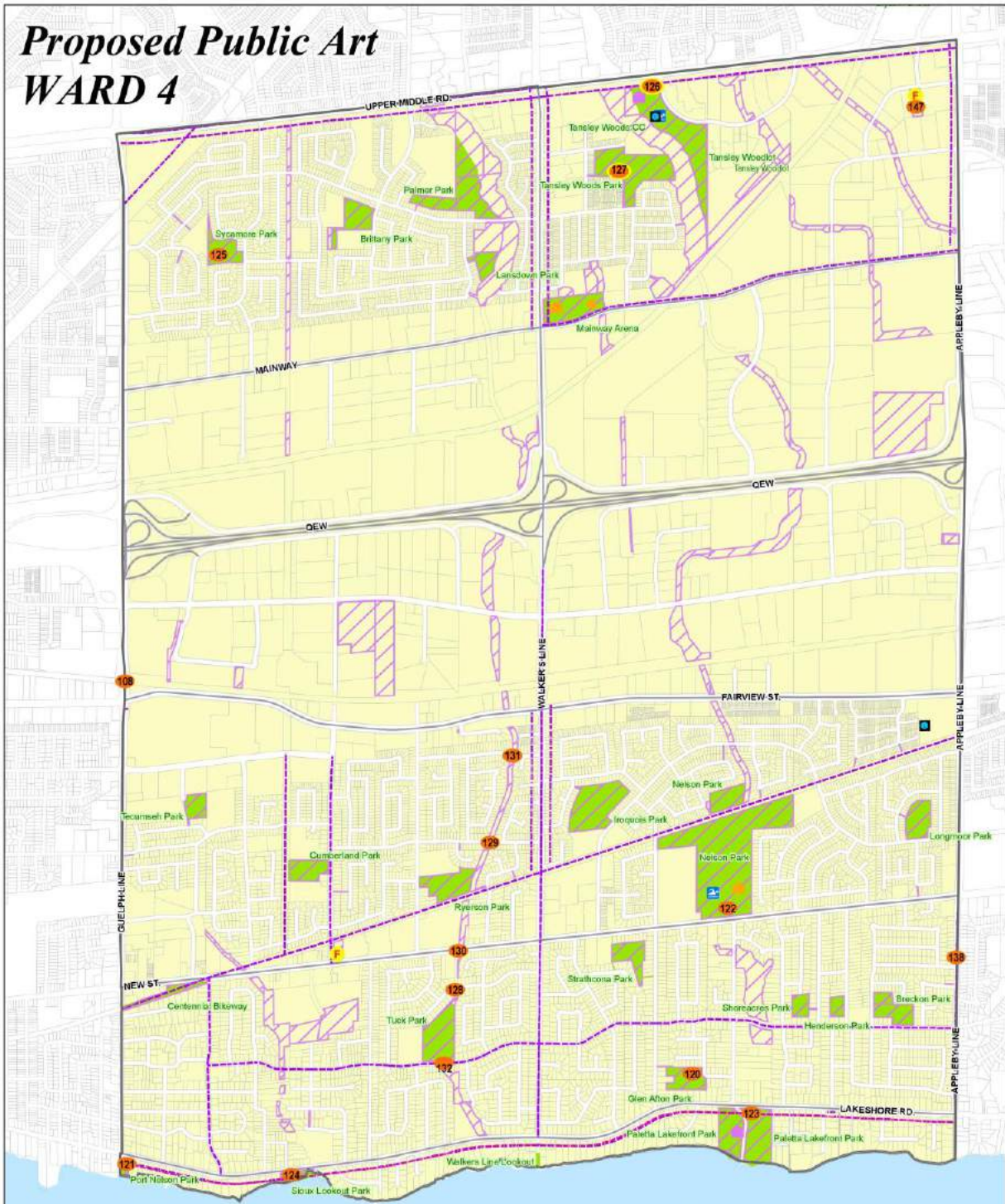


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# Proposed Public Art WARD 4



## Public Art Project Sites

Site No.	Site	Options for Public Art Projects
108	Guelph Line Rail Underpass	mural; surface treatment; railings
120	Glen Affon Park	functional art; child friendly; interactive
121	Port Nelson Park	contemplative; functional; environmental art
122	Nelson Park	student project; community art; functional
123	Paletta Park	functional art; pathways; contemplative; environmental art
124	Stouk Lookout Park	functional; contemplative; environmental art
125	Sycamore Park	sculpture; functional; sport themed
126	Tansley Woods Recreation Centre	gateway feature; Itabashi Garden
127	Tansley Woods Park	trails; environmental art; functional
128	Regal Road / Tuck Creek Bridge	surface treatment; mural; integrated into bridge replacement
129	Rexway Drive / Tuck Creek Bridge	surface treatment; mural; integrated into bridge replacement
130	New Street / Tuck Creek Bridge	surface treatment; mural; integrated into bridge replacement
131	Rockwood Drive / Tuck Creek Bridge	surface treatment; mural; integrated into bridge replacement
132	Spruce Avenue / Tuck Cree Bridge	surface treatment; mural; integrated into bridge replacement
138	Appleby Line	surface treatment; murals; functional
147	Fire Station No. 8	mural; sculpture

**Legend**

- Priority Proposed Site
- Proposed Site
- Bike Trail
- Waterfront Trail
- City Owned Parks
- City Owned Parcels
- Community Centres
- Arena
- Library
- Fire Station
- Pool



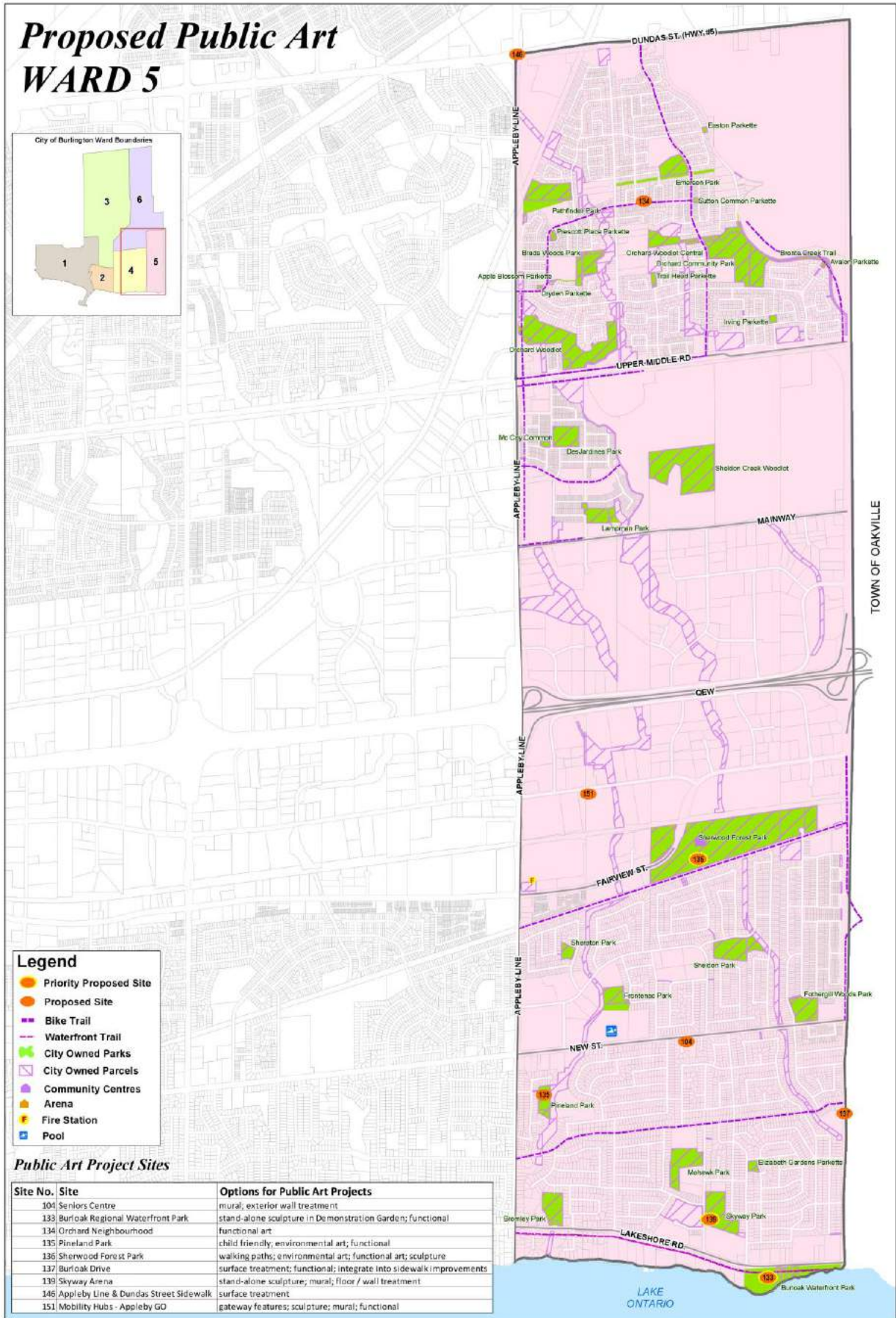
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# Proposed Public Art WARD 5



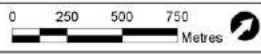
- Legend**
- Priority Proposed Site
  - Proposed Site
  - Bike Trail
  - Waterfront Trail
  - City Owned Parks
  - City Owned Parcels
  - Community Centres
  - Arena
  - Fire Station
  - Pool

**Public Art Project Sites**

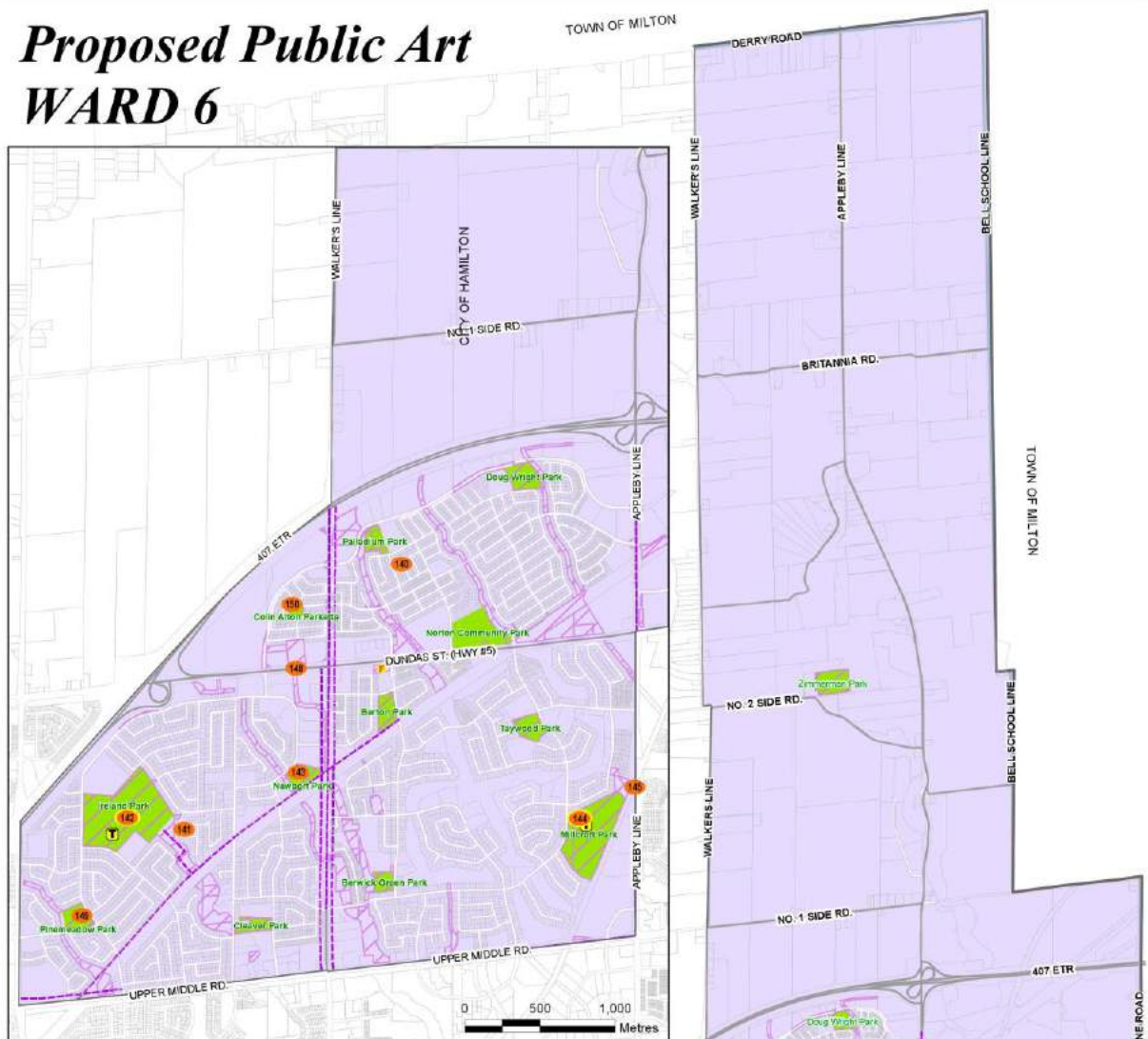
Site No.	Site	Options for Public Art Projects
104	Seniors Centre	mural; exterior wall treatment
133	BurlOak Regional Waterfront Park	stand-alone sculpture in Demonstration Garden; functional
134	Orchard Neighbourhood	functional art
135	PineLand Park	child friendly; environmental art; functional
136	Sherwood Forest Park	walking paths; environmental art; functional art; sculpture
137	BurlOak Drive	surface treatment; functional; integrate into sidewalk improvements
139	Skyway Arena	stand-alone sculpture; mural; floor / wall treatment
146	Appleby Line & Dundas Street Sidewalk	surface treatment
151	Mobility Hubs - Appleby GO	gateway features; sculpture; mural; functional

Date: 01 Jun, 2018  
Request No.: r112019

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# Proposed Public Art WARD 6



- Legend**
- Priority Proposed Site
  - Proposed Site
  - Bike Trail
  - City Owned Parks
  - City Owned Parcels
  - Community Centres
  - Fire Station
  - Tennis Court

**Public Art Project Sites**

Site No.	Site	Options for Public Art Projects
140	Alton Village Neighbourhood	gateway; temporary / seasonal art; functional; gathering points
141	Headon Forest Neighbourhood	functional; murals; community art
142	Ireland Park	community garden and/or fencing; child friendly artwork; functional; shade structures; large-scale sculpture
143	Newport Park	environmental; Indigenous history
144	Millcroft Park	Functional Benches/Bike racks/ Shade structures/ play structures/
145	Appley Line Underpass	surface treatment; mural
148	Dundas Street	surface treatment; functional
149	Pinemeadow Park	integrated into park; environmental; child friendly
150	Colin Alton Parkette	functional



## 8.0 Priority Project Details



## 8.1 Burlington Beach Regional Waterfront Park\*

WARDS 1 & 2

1100 – 1400 Lakeshore Rd.

### Site

The Burlington Beach Regional Waterfront Park is a premier waterfront park located in downtown Burlington on the Lake Ontario shoreline. The park is approximately 35 hectares in size and is made up of two city parks, Spencer Smith Park and Beachway Park.

The ongoing implementation of the Burlington Beach Regional Waterfront Park Master Plan offers a variety of opportunities to incorporate artwork into the environment. The historical importance of the waterfront paired with the contemporary use offers artists a wealth of options regarding artwork style and theme.

### Potential Artwork Types

Sculpture walk / series of sculptures; temporary artwork; environmentally responsive artwork; functional artwork such as benches and bike racks

### Scale

Major Scale – minimum budget \$150,000+\*\*

\* *Subject to approval and cooperation from the Region of Halton*

\*\*May consist of multiple artwork commissions



## 8.2 Burloak Regional Waterfront Park\*

WARD 5

5420 Lakeshore Rd.

### Site

The Burloak Regional Waterfront Park is located within both the Town of Oakville and the City of Burlington. The Park extends 800 metres along the shoreline of Lake Ontario and is approximately 5.58 ha (13.8 acres) in size.

This park is a major draw for both residents and tourists and was one of the top-mentioned parks during the public consultation phase of the PAMP Update. The public artwork could address themes related to the ecological importance of the area or the notion of the park as “window to the lake.”

The ongoing implementation of the Burloak Regional Waterfront Park offers a variety of opportunities to further enhance the park via public art. In particular, the Demonstration Garden offers a unique opportunity to place a stand-alone sculptural feature or an environmentally responsive artwork that is integrated into the landscaping.

### Potential Artwork Types

Stand-alone sculpture in Demonstration Garden, functional artwork (i.e. benches, bike racks, etc.)

### Scale

Medium Scale - \$75,000 - \$150,000

*\*Subject to approval and cooperation from the Region of Halton*



## 8.3 City View Park and Pavilion

WARD 1

2500 Kerns Rd.

### Site

Located on Kerns road near Dundas Street, west of Brant Street, City View Park is made up of a naturalized park area and former farmer's fields that have been converted for recreational uses. This 165-acre park balances both active and passive park amenities.

A new, year-round pavilion is being constructed for the park to support the existing and future planned park uses (anticipated construction 2019). Within the pavilion there will be opportunities to provide interpretive displays depicting the Niagara Escarpment as a World Biosphere Reserve that highlight the unique park setting. Public art can be leveraged to help tell this story and enhance the pavilion.

### Potential Artwork Types

Interior of building, may include artwork suspended from ceiling, floor treatments, or stand-alone artwork; functional artwork such as benches, bike racks, etc.

### Scale

Medium Scale - \$75,000 - \$150,000



## 8.4 City Hall and Civic Square

WARD 2  
426 Brant St.

### Site

City Hall and Civic Square offer significant opportunity to showcase both local and world-class talent. Future revitalization of City Hall may warrant a larger, permanent artwork installation. However, within the short-term, both City Hall and Civic Square offer a unique opportunity to showcase local talent and to further activate this public space. This approach can leverage the existing use of the public gathering space by programming temporary or rotating seasonal public art installations.

Further, within the proposed Brant Main Street Precinct (Downtown Mobility Hub), the creation of a new public space at the corner of James and Brant Streets is identified. This space is to serve as a public extension of Civic Square. This development likely will warrant further consideration of public art in the future.

### Potential Artwork Types

Temporary artwork (i.e. seasonal installations, rotating exhibitions, etc.), stand-alone sculpture, artwork integrated into architectural design; functional artwork

### Scale

Medium to Large scale (\$75,000 - \$150,000+)



## 8.5 Ireland Park

WARD 6

2315 Headon Forest Dr.

### Site

Ireland Park is a community park featuring two mounded hardball diamonds, two softball diamonds, four sports fields, a tennis court, track, playground, and seasonal washroom facilities. Recent improvements to the park include the addition of a splash pad and new community garden.

The addition of public art can help to further define gathering points within this park. Potential themes may include sport and active living, historical linkages to the Ireland family or child friendly / interactive artwork.

### Potential Artwork Types

Artwork situated in community garden and/or fencing, interactive artwork, functional artwork including benches and shade structures, stand-alone, large-scale sculpture

### Scale

Medium Scale - \$75,000 - \$150,000





## 8.6 Joseph Brant Museum

WARD 1

1240 North Shore Blvd. E.

### Site

The current Joseph Brant Museum is a 1937 replica of the house Mohawk native Joseph Brant, Thayendanegea, built on a 1798 Crown Land Grant. A modern addition to the museum will be built into the grassy area under the current museum. This will allow the Joseph Brant Museum to become a cultural destination and a place to host national exhibitions and the collection of artifacts.

Significant opportunity exists for a large-scale stand-alone artwork that celebrates both the historical and contemporary richness of this site. More work will be done with city and museum staff to identify the appropriate location for the artwork.

### Potential Artwork Types

Large-scale, stand-alone sculpture

### Scale

Major Scale – minimum budget \$150,000+



## 8.7 Kilbride Park

WARD 3

2175 Blessington St.

### Site

This community park located in Kilbride features two baseball diamonds, a sports field, tennis courts, a playground, and parking. A new skate park will be added to the park, thus creating a unique recreational offering in rural Burlington. The addition of the skate park was largely due to advocacy efforts of local youth. As such, a community art project will be deployed to create further this engagement

### Potential Artwork Types

Community / youth art project; functional artwork including benches and bike racks; mural

### Scale

Small Scale - \$5,000 - \$75,000



## 8.8 Maple Park

WARD 1  
750 Maple Ave.

### Site

This community park features a wide range of facilities, including two baseball diamonds, a sports field, skateboard park, and playground. It also hosts one of Burlington's community gardens. In 2019, a safety fence / netting will be added to the north side of the playground. This offers a unique canvas in which to add public art and enhance an otherwise large, functional structure.

### Potential Artwork Types

Artwork / mural installation on fencing surrounding baseball diamond; functional artwork such as benches and bike racks

### Scale

Small Scale - \$5,000 - \$75,000



## 8.9 Millcroft Park

WARD 6

4250 Millcroft Park Dr.

### Site

This community park is located on Millcroft Park Dr, and features two mounded hardball diamonds, a softball diamond, playground and splash pad, and tennis courts.

This park will undergo renewal in 2021/22. The addition of public art can help to further define gathering points within this park. Focus will be placed on spaces requiring the addition or replacement of site furnishings, which will be enhanced via public art,

### Potential Artwork Types

Functional artwork such as benches and bike racks; shade structure; play structure

### Scale

Small Scale - \$5,000 - \$75,000



## 8.10 Sherwood Forest Park

WARD 5

5270 Fairview St.

### Site

Sherwood Forest Park is a 24-hectare city park located in the southeast quadrant of the city. The park is divided into distinctive east and west sides that are separated by a woodlot and watercourse. The park features multiple sports fields and a creative playground. There are 2 pedestrian bridges that link the east and west sides together. The north side of the park is bordered by a very active rail corridor and the south by the Centennial Multi-use trail.

The Sherwood Forest Park Revitalization Plan is currently underway. This includes amenities such as adult fitness equipment, new playground, splash pad and community garden. A new community building is being planned for 2020/21. There are multiple opportunities for public art within this project. Public Art staff will continue to work with city staff to further identify the best location for public art within the park.

### Potential Artwork Types

Interior/exterior community building; sculpture in series along pathways; functional artwork such as benches and bike racks; murals

### Scale

Major Scale – minimum budget \$150,000+



## 8.11 Skyway Arena

WARD 5

129 Kenwood Ave.

### Site

A new facility is being built to replacing the aging Skyway Arena. The new facility with added amenities and upgrades will provide the community and users with a facility that will meet current code and functional design standards. With the addition of community space and other amenities, Skyway will be a valued recreation facility in the southeast area of the city.

Public art will enhance the new facility and create a welcoming environment for facility users.

### Potential Artwork Types

Stand-alone sculpture; mural; floor / wall treatment

### Scale

Small Scale - \$5,000 - \$75,000



## 8.12 Tansley Woods Community Centre and Park

WARD 4  
1996 Itabashi Way  
4100 Kilmer Dr.

### Site

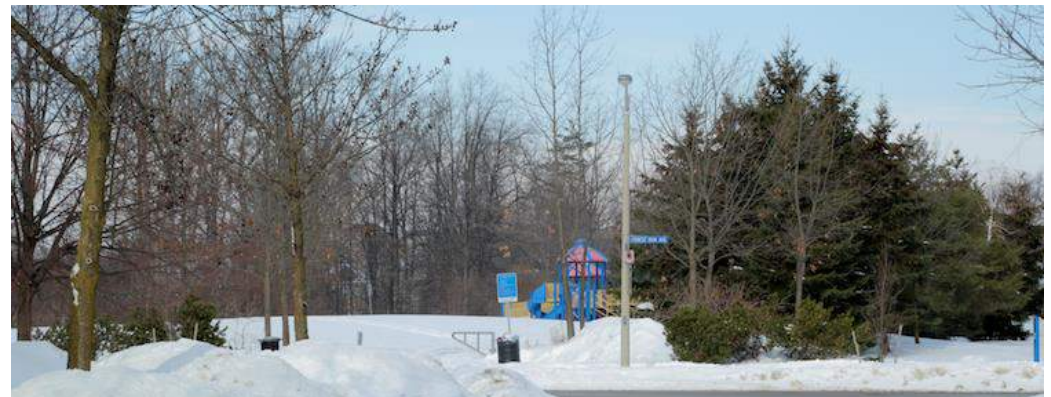
In 2019, the Itabashi Garden will be established to commemorate the 25-year twinning relationship with the City of Itabashi. This presents an ideal opportunity to either highlight the work of local artists work or to foster a cultural/artwork exchange between cities. Public art could be integrated into the garden itself or into the lobby of the recreation centre as a way of further connecting the facility to the garden. Additionally, Tansley Woods Park is slated for renewal in 2019. As such, thematic elements could be carried through to the park via functional artwork or other design elements.

### Potential Artwork Types:

Artwork/cultural exchange; stand-alone sculpture, gateway feature, functional artwork such as benches and bike racks

### Scale

Small Scale - \$5,000 - \$75,000



## 8.13 Waterfront Parking Garage

WARD 2  
414 Locust St.

### Site

Burlington's downtown and waterfront community offers a variety of amenities including historic architecture, shopping and restaurants, cultural attractions, Spencer Smith Park and the Brant Street Pier. The Waterfront Parking Garage is a highly visible structure that can be seen from many different vantage points throughout the downtown core and waterfront. In addition to the parking garage, this building houses the Visitor Information Centre, a touchstone for many visitors to Burlington.

In order to enhance the visitor experience, interior murals will be added to the Waterfront Parking Garage on an annual basis. This will help to beautify otherwise cold urban infrastructure and will create a unique identity for each level of the garage, thus acting as additional wayfinding.

### Potential Artwork Types

Murals

### Scale

Small Scale - \$5,000 - \$75,000





## 9.0 Image List

Page #	Title	Artist	Location	Year
Cover	Portal	Studio F Minus	Brant Street	2018
Inside Cover	Public Art Unveilings: Spiral Stela, Peter Powning (top); Log, Simon Frank (left); Magic Light, P. Mansaram (middle); Walking into the Unknown Tupiq, PA System (right)			
Inside Cover	Public Art Unveilings: Orchids, Alex Pentek (left); Crescendo, Lilly Otasevic (top); Benevolent Angel, George Wallace (middle); Canada 150 Mosaic Mural, Lewis Lavoie, Paul Lavoie, Phil Alain (bottom)			
1	Spiral Stela	Peter Powning	Burlington Performing Arts Centre	2013
4	Artist designed benches	Mary Catherine Newcomb	Palladium Park	2011
7	Burlington Tea (interactive community art project)	Lisa Hirmer	Various Locations	2017
11	Walking into the Unknown Tupiq	PA System	Norton Community Park	2015
19	Furled Fronds	Teresa Seaton	Amherst Park Community Garden	2011
22	Artist designed benches	Ibrahim Rashid	Centennial Multi-Use Pathway	2011
25	Canada 150 Mosaic Mural	Lewis Lavoie, Paul Lavoie, Phil Alain and members of community	Music Centre	2017
36	Crescendo (Rising Wave)	Lilly Otasevic	Plains Road	2017

## Appendix 1: Potential Public Art Locations by Ward

Ward 1			
Site	Address	Priority Project	Options for Public Art
Plains Road Corridor	Various locations; Plains Road West and Plains Road East	Y	functional artwork; beautification of hard infrastructure; integration into private developments
Francis Road Bikeway			artwork placed along path; child friendly
Burlington Beach Regional Waterfront Park (Beachway Park)*	1100 Lakeshore Road	Y	sculpture walk; general beautification; functional artwork; rotating / temporary / seasonal artwork
Hidden Valley Park	1137 Hidden Valley Road		integrate into splash pad; artwork placed along walking trails; child friendly; interactive
Joseph Brant Museum	1240 North Shore Boulevard East		historical; complement expansion; large-scale sculpture
LaSalle Park	50 North Shore Boulevard		integrated into board walk; splash pad; sailing theme; historical theme
Maple Park	750 Maple Avenue	Y	artwork / mural installation on fencing surrounding baseball diamond; functional artwork
City View Park	2500 Kerns Road	Y	Interior of building, may include artwork suspended from ceiling, floor treatments, or stand-alone artwork; functional artwork
Bayshore Park	North Shore Boulevard East and Eagle Drive		contemplative art; functional artwork
West Gateway	Plains Road West @ Royal Botanical Gardens		gateway feature; artistic signage
Plains Rd/ QEW Underpass*	Plains Road @ QEW		surface treatment; mural
Westbury Park	1470 Westbury Drive		integrate into playground; child friendly; functional artwork
Aldershot Park	1071 Gallagher Road		integrate into playground; child friendly; functional artwork
Shadeland Avenue	Various locations; Shadeland Avenue		sidewalk surface treatment
King Road	Various locations; King Road		integrate into demonstration garden; functional artwork

Ward 2			
Site	Address	Priority Project	Options for Public Art
Downtown / Brant Street Corridor	Various locations; Brant Street		functional art / general beautification; gateway feature; integrate into private developments; murals
Brock Park	450 Nelson Avenue		functional artwork; showcase local artists; link to Art Gallery of Burlington
Central Library	2331 New Street		entrance feature; stand alone sculpture
Central Park	2299 New Street		functional art
City Hall and Civic Square	426 Brant Street	Y	showcase local artists; temporary / seasonal art; stand-alone sculpture
Optimist Park	2131 Prospect Street		functional; general beautification
Burlington Beach Regional Waterfront Park (Spencer Smith Park)*	1400 Lakeshore Road	Y	screens for utility boxes; general beautification; sculpture walk; functional; surface treatments
Seniors Centre	285 New Street		mural; exterior wall treatment
Leighland Park	1200 Leighland Rd		integrate into playground; child friendly; functional
Brant Street QEW Underpass*	Brant Street @ QEW		mural; surface treatment; railings
Brant Street Rail Underpass*	Brant Street between Plains Road East and Fairview Street		mural; surface treatment; railings
Guelph Line Rail Underpass*	Guelph Line @ Fairview Street		mural; surface treatment; railings
Thorpe Park	1140 Stephenson Drive		integrated into playground; child friendly; functional
Plains Road East Underpass @ Glendor Ave.*	Plains Road East @ Glendor		mural; community arts project
Waterfront Parking Garage	414 Locust Street	Y	murals; wayfinding

<b>Ward 3</b>			
<b>Location</b>			<b>Summary of Commentary</b>
Brant Hills Park	2300 Duncaster Drive		community art; child friendly; functional
Kilbride Park	2175 Blessington Street	Y	Area underserved; Hands on / community art
Mountainside Park / Trail	2205 Mount Forest Drive		environmental art; integrated into woodlot; sculpture in series
Roly Bird Park	2203 Industrial Street		gateway; fence; functional
Duncaster Pedestrian Bridge	Duncaster Road		surface treatment
Cavendish Pedestrian Bridge	Cavendish Road		surface treatment
Lowville Park	6207 Lowville Park Road		tie to revitalization of historic school house; interpretive panels
Cavendish Park	2155 Cavendish Dr,		functional art

Ward 4			
Site	Address	Priority Project	Options for Public Art
Glen Afton Park	254 Glen Afton Drive		functional art; child friendly; interactive
Port Nelson Park	3000 Lakeshore Road		contemplative; functional; environmental art
Nelson Park	4183 New Street		student project; community art; functional
Paletta Park	4280 Lakeshore Road		functional art; pathways; contemplative; environmental art
Sioux Lookout Park	3200 Lakeshore Road		functional; contemplative; environmental art
Sycamore Park	3157 Centennial Dr		sculpture; functional; sport themed
Tansley Woods Recreation Centre	1996 Itabashi Way	Y	gateway feature; Itabashi Garden
Tansley Woods Park	4100 Kilmer Drive	Y	trails; environmental art; functional
Regal Road / Tuck Creek Bridge	Regal Road @ Tuck Creek		surface treatment; mural; integrated into bridge replacement
Rexway Drive / Tuck Creek Bridge	Rexway Drive @ Tuck Creek		surface treatment; mural; integrated into bridge replacement
New Street / Tuck Creek Bridge	New Street @ Tuck Creek		surface treatment; mural; integrated into bridge replacement
Rockwood Drive / Tuck Creek Bridge	Rockwood Drive @ Tuck Creek		surface treatment; mural; integrated into bridge replacement
Spruce Avenue / Tuck Cree Bridge	Spruce Avenue @ Tuck Creek		surface treatment; mural; integrated into bridge replacement

Ward 5			
Site	Address	Priority Project	Options for Public Art
Burloak Regional Waterfront Park*	5420 Lakeshore Road	Y	stand-alone sculpture in Demonstration Garden; functional
Orchard Neighbourhood	Various		functional art
Pineland Park	371 Bryant Crescent		child friendly; environmental art; functional
Sherwood Forest Park	5270 Fairview Street	Y	walking paths; environmental art; functional art; sculpture
Burloak Drive	Various		surface treatment; functional; integrate into sidewalk improvements
Appleby Line*	Various		surface treatment, murals; functional
Skyway Arena	129 Kenwood Avenue	Y	stand-alone sculpture; mural; floor / wall treatment

<b>Ward 6</b>			
<b>Site</b>	<b>Address</b>	<b>Priority Project</b>	<b>Options for Public Art</b>
Alton Village Neighbourhood	Various		gateway; temporary / seasonal art; functional; gathering points
Headon Forest Neighbourhood	Various		functional; murals; community art
Ireland Park	2315 Headon Forest Drive	Y	community garden and/or fencing; child friendly artwork; functional; shade structures; large-scale sculpture
Newport Park	3020 Headon Forest Drive		environmental; Indigenous history
Millcroft Park	4250 Millcroft Park Drive	Y	Functional Benches/Bike racks/ Shade structures/ play structures/
Appleby Line Underpass*	Appleby Line between Upper Middle Road and Dundas Street		surface treatment; mural
Appleby Line & Dundas Street Sidewalk*	Appleby Line @ Dundas Street		surface treatment
Fire Station No 8	1837 Ironstone Drive		mural; sculpture
Dundas Street*	Various		surface treatment; functional
Pinemeadow Park	3171 Pinemeadow Drive		integrated into park; environmental; child friendly
Colin Alton Parkette			functional
<b>City Wide Locations</b>			
<b>Site</b>	<b>Address</b>	<b>Priority Project</b>	<b>Options for Public Art</b>
Mobility Hubs	Various		gateway features; sculpture; mural; functional
Active Transportation Infrastructure	Various		surface treatment; functional
Multi-Use Pathways and Trails	Various		add to existing benches; active living; environmental; connections/ stops along path
<i>* Locations marked with * are subject to additional 3rd party approvals and cooperation</i>			

## Appendix 2: Public Art Inventory With Insurance Values

Title	# of pieces	Type/Description	Location	Value	Year
<i>Benevolent Angel</i>	1	Bronze Sculpture	Indoor, Central Library	\$ 28,000.00	1963
<i>Burlington War Memorial</i>	1	Bronze Sculpture (WWI), Bronze Plaque (WWII), affixed to granite plinth	Outdoor, City Hall Courtyard	\$ 135,600.00	1922
<i>Canada 150 Mosaic Mural</i>	1	4 foot mural, made up of 400 4-inch tiles, acrylic paint on dibond	Outdoor, Music Centre	\$ 20,000.00	2017
<i>Crescendo (Rising Wave)</i>	1	Mirror polished stainless steel sculpture	Outdoor, Corner of Plains and Waterdown Road	\$ 70,000.00	2017
<i>Labyrinth</i>	1	Labyrinth, coloured concrete	Outdoor, Central Park	\$ 160,000.00	2005
<i>Lady of the Lake</i>	1	Bronze Sculpture atop Centennial Fountain; donated by the Burlington Lions Club.	Outdoor, Spencer Smith Park	\$ 33,900.00	1973
<i>Landscape Watchers</i>	1	Digital print on paper, mounted and framed	Indoor, Central Library	\$ 3,500.00	1996
<i>Log</i>	1	Wall mounted installation in etched stainless steel	Outdoor, Mountainside Recreation Centre	\$ 25,000.00	2016
<i>Louise</i>	1	Sculpture: stone bench; gift from Apeldoorn, Netherlands.	Outdoor, Spencer Smith Park	\$ 13,560.00	2005
<i>Magic Light</i>	1	Digital print on paper, mounted and framed	Indoor, Central Library	\$ 3,500.00	1994
<i>Naval Memorial Monument</i>	1	Bronze sculpture, granite cenotaph; gift of the Royal Canadian Naval Association.	Outdoor, Spencer Smith Park	\$ 140,000.00	1995
<i>Olympia</i>	1	Clay brick relief sculpture	Indoor, HABER Recreation Centre	\$ 20,000.00	2013
<i>Orchids</i>	1	3 six-metre orchid sculptures; bronze, stainless steel; waxed canvas; LED lights	Outdoor, Upper Middle road grade separation	\$ 100,000.00	2011
<i>Peace Memorial Statue</i>	1	Bronze Sculpture of a male figure, gift from Itabashi Japan	Indoor, City Hall, Lower Lobby	\$ 11,300.00	1989
<i>Spiral Stela</i>	1	Sculpture, stainless steel and bronze	Outdoor, Burlington Performing Arts Centre	\$ 112,500.00	2013
<i>Terry Fox Monument</i>	1	Granite Sculpture, donated by the Terry Fox Monument Committee	Outdoor, Spencer Smith Park	\$ 20,000.00	2016
<i>Walking into the Unknown Tupiq</i>	1	Large-scale wall mural	Outdoor, Norton Community Park	\$ 25,000.00	2015
<i>Winged Man</i>	1	Bronze Sculpture, gift from the Canadian Federation of University Women	Indoor, Central Library	\$ 15,000.00	1970
<i>Rainbow Fish</i>	6	6 artist designed bike racks with custom laser cut steel panel @ \$900 per piece	Lakeshore at Brant, Locust and Lakeshore, Lakeshore and Pearl, RBG (3) located by parking lot off Spring Garden Rd (Valley Inn Trail)	\$ 5,400.00	2010
<i>Reflection</i>	4	4 artist designed bike racks with custom laser cut steel panel @ \$900 per piece	Brant at Birch, Brant at City Hall, Pine and Elizabeth, Lakeshore at Brant	\$ 3,600.00	2010
<i>Row of Bikes</i>	3	3 artist designed bike racks with custom laser cut steel panel @ \$900 per piece	Brant St at upper Canada, James at Brant, John and Pine	\$ 2,700.00	2010
<i>Stacked Bikes</i>	4	3 artist designed bike racks with custom laser cut steel panel @ \$900 per piece	Burlington Square, Elgin Street, Lakeshore at Brant	\$ 2,700.00	2010
<i>Untitled</i>	3	3 artist designed bike racks with custom laser cut steel panel @ \$900 per piece	Burlington Square, Elgin Street, Lakeshore and Elizabeth	\$ 2,700.00	2010
<i>Voyager</i>	4	4 artist designed bike racks with custom laser cut steel panel @ 900 per piece	Caroline at Brant, Brant at City Hall, John near James, Lakeshore near Pine	\$ 3,600.00	2010



<i>Birds</i>	1	Birds bench, powdercoated bench laser cut steel	Hydro Corridor: Deer Run Avenue - West	\$ 10,000.00	2011
<i>Bird's Nest</i>	1	Bird's Nest bench, powdercoated laser cut steel	Hydro Corridor: Colonday Drive - South	\$ 10,000.00	2011
<i>Bird's Nest</i>	1	Bird's Nest bench, powdercoated laser cut steel	Hydro Corridor: Berwick Drive - West	\$ 10,000.00	2011
<i>Bird's Nest</i>	1	Bird's Nest bench, powdercoated laser cut steel	Hydro Corridor: Colonsay Drive - North	\$ 10,000.00	2011
<i>Bird's Nest</i>	1	Bird's Nest bench, powdercoated laser cut steel	Hydro Corridor: Cleaver Avenue - East	\$ 10,000.00	2011
<i>Butterflies</i>	1	Butterflies bench, powdercoated laser cut steel	Hydro Corridor: Headon Forest Drive - East	\$ 10,000.00	2011
<i>Dragonflies</i>	1	Dragonflies bench, powdercoated laser cut steel	Hydro Corridor: Headon Forest Drive - West	\$ 10,000.00	2011
<i>Flowers</i>	1	Flowers bench, powdercoated laser cut steel	Hydro Corridor: Headon Road - East	\$ 10,000.00	2011
<i>Sun</i>	1	Sun bench, powdercoated laser cut steel	Hydro Corridor: Deer Run Avenue - East	\$ 10,000.00	2011
<i>Beaver</i>	1	Beaver bench, powdercoated laser cut steel	Palladium Park: 1 near school entrance, 4 in playground, 1 near parking lot off Palladium Way	\$ 1,425.00	2011
<i>Beaver</i>	1	Beaver bench, powdercoated laser cut steel		\$ 1,425.00	2011
<i>Fox</i>	1	Fox bench, powdercoated laser cut steel		\$ 1,425.00	2011
<i>Fox</i>	1	Fox bench, powdercoated laser cut steel		\$ 1,425.00	2011
<i>Hare</i>	1	Hare bench, powdercoated laser cut steel		\$ 1,425.00	2011
<i>Hare</i>	1	Hare bench, powdercoated laser cut steel		\$ 1,425.00	2011
<i>Bird's Nest</i>	1	Bird's Nest bench, powdercoated laser cut steel	Centennial Parkway: Sprucehill Avenue - North	\$ 10,000.00	2011
<i>Bird's Nest</i>	1	Bird's Nest bench, powdercoated laser cut steel	Centennial Parkway: Cumberland Avenue - East	\$ 10,000.00	2011
<i>Butterfly</i>	1	Butterfly bench, engineered concrete and powdercoated stainless steel	Centennial Parkway: Belvenia Road - East	\$ 10,000.00	2011
<i>Butterfly</i>	1	Butterfly bench, engineered concrete and powdercoated stainless steel	Centennial Parkway: Belvenia Road - West	\$ 10,000.00	2011
<i>Butterfly</i>	1	Butterfly bench, engineered concrete and powdercoated stainless steel	Centennial Parkway: Mullin Way	\$ 10,000.00	2011
<i>Leaf</i>	1	Leaf bench, engineered concrete and powdercoated laser cut stainless steel	Centennial Parkway: Longmoor Drive - East	\$ 10,000.00	2011
<i>Leaf</i>	1	Leaf bench, engineered concrete and powdercoated laser cut stainless steel	Centennial Parkway: Longmoor Drive - East	\$ 10,000.00	2011
<i>Leaf</i>	1	Leaf bench, engineered concrete and powdercoated laser cut stainless steel	Centennial Parkway: Fothergill Boulevard - East	\$ 10,000.00	2011
<i>Leaf</i>	1	Leaf bench, engineered concrete and powdercoated laser cut stainless steel	Centennial Parkway: Longmoor Drive - West	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Elwood Road - East	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Elwood Road - West	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Smith Avenue - West	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Woodview Road - East	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Woodview Road - West	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Martha Street - East	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: New Street - South	\$ 10,000.00	2011
<i>Poetic Moments</i>	1	Poetic Moments bench, powdercoated laser cut steel	Centennial Parkway: Guelph Line - West	\$ 10,000.00	2011

<i>Abundant Joy</i>	1	Temporary Mural, Acrylic paint, photo transfer on panel	Outdoor, Orchard Community Park	\$ 8,000.00	2015
<i>Active Living in Burlington</i>	1	Temporary Mural, Acrylic paint on panel	Outdoor, Ireland Park	\$ 8,000.00	2015
<i>Escarpment Evolution</i>	1	Temporary Mural, Digital illustration on panel	Outdoor, King Road Underpass	\$ 12,000.00	2015
<i>Freeman Station</i>	1	Temporary Mural, Acrylic paint on wood panel	Outdoor, Freeman Station	\$ 11,000.00	2015
<i>Furled Fronds</i>	1	Temporary Mural, Stained glass, epoxy, copper	Outdoor, Amherst Park	\$ 8,500.00	2015
<i>Unity</i>	1	Temporary Mural, Digital reproduction on vinyl	Outdoor, Port Nelson Park	\$ 2,500.00	2015
<i>Vintage Lakeshore</i>	1	Temporary Mural, Digital illustration on vinyl banner	Outdoor, Downtown Parking Garage	\$ 20,000.00	2016
<i>Walking into Tansley</i>	1	Temporary Mural, Digital photograph on panel	Outdoor, Tansley Woods Library	\$ 15,000.00	2016
<i>Bird Conservations</i>	1	Tempoary sculpture; digital print on panel, sound	Outdoor, Fothergill Woods Park	\$ 15,000.00	2017
<i>Ecological Impact</i>	1	Sculpture; steel; earthworks	Outdoor, Berton Park	\$ 15,000.00	2017
5 Collections, 84 pieces	84		<b>TOTAL</b>	<b>\$ 1,341,110.00</b>	

**Appendix 3:  
Public Art Policy**



**Corporate Policy**

**Culture**

**Public Art Policy**

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Approved by Council on: July 6, 2009

Report Number: PR-27-09

Effective: July 6, 2009

Reviewed on: July 9, 2018

Amended: N/A

Next Review: 2028

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**Policy Statement:**

The City of Burlington through its Public Art Policy will create an atmosphere that encourages and supports the development of Public Art throughout the City.

**Scope:**

The policy is intended to provide City of Burlington Council, City staff and the community with a clear and consistent framework for decision-making and to ensure that a lasting legacy for future generations will be created through a sustainable Public Art Program.

The Public Art Policy guides the development and implementation of the Public Art Master Plan and Program. The policy is intended to provide Council, staff, the arts and general community with a mechanism through which the City of Burlington assesses and acquires pieces of Public Art for municipally owned public spaces through purchase, commission or donation.

**Vision:**

Public art will contribute to Burlington's unique and vibrant community identity by affirming a sense of place, strengthening connections between people and place, and celebrating the social, historical, cultural, and natural environment. Through the creative vision of artists, public spaces will become focal points for dialogue and delight, attracting visitors and residents, and creating a sense of

# Corporate Policy

civic pride. Burlington's Public Art Program will be realized through processes that engage the community, foster neighbourhood sustainability, and stimulate excellence in the built environment.

Public art is a force for placemaking - for expressing and evoking connections among people and places that are meaningful to community and civic life. Individual artworks may interpret the natural or human history of a site. They may connect new development and populations to historic buildings and older communities, or may serve neighbourhoods by expressing shared experiences and aspirations. Public art may aim to give hard-edged urban infrastructure a sense of human connection, or may inject a sense of play that makes passers-by smile involuntarily. In all instances, this is art with a social purpose: artists employ their creativity, skills, aesthetic sense, and intuitive connections to create places within community spaces.

The Public Art Policy incorporates a process for the evaluation and selection of potential artworks in public spaces throughout the City. The policy is intended to provide City of Burlington Council, City staff and the community with a clear and consistent framework for decision-making and to ensure that a lasting legacy for future generations will be created through a sustainable Public Art Program.

## Part 1: Objective, Background, Definitions and Exclusions

### 1.1 Objective

The Public Art Policy guides the development and implementation of the Public Art Master Plan and Program. The policy is intended to provide Council, staff, the arts and general community with a mechanism through which the City of Burlington assesses and acquires pieces of Public Art for municipally owned public spaces through purchase, commission or donation.

#### **The City of Burlington or its designate will;**

- manage cultural resources in a way that contributes to increased cultural vibrancy and diversity in the community;
- increase the amount of publicly visible art throughout the City;
- manage a City-wide Public Art Program that will make art more visible;
- throughout the City and encourage public engagement.

### 1.2 Guiding Principles

# Corporate Policy

- Context of social purpose; enhancing social connections; contributing to health of community;
- Accessibility, through:
  - placement in public space
  - content
  - community knowledge and experience as context for creation
- Commitment to artistic merit through qualified adjudication and selection;
- Community engagement through a process that elicits public input early, and stimulates an artistic process that reflects and interprets people's experience and aspirations;
- Artistic content that addresses Burlington's context of landscape, history, and cultures;
- Integration into City fabric through functional pieces and integration into infrastructure, as well as independent site-specific artwork;
- Diversity, through:
  - artists (emerging and established)
  - selection committee members
  - media, scale and style of artwork
  - traditional media and experimental forms
  - balance of major works which serve as City landmarks and community oriented works
  - distribution across the City
  - long-term care of public art works

## 1.3 Definitions

- **Public Art:**
  - an original work of art
  - in a publicly accessible location
  - created with the intention of reflecting and/or engaging the community
  - works may be permanent, temporary or mobile

Public Art is located in "Public space" and can take a variety of forms and media; it may have functional as well as aesthetic qualities; it may be integrated into its site, or it may be a discrete piece.

- **Artist:**  
A person who is critically recognized as an artist, possesses skill, training

# Corporate Policy

and/or experience in his or her artistic discipline; is active in and committed to his or her art practice, has a history of public presentation; and who is not exempted by the conflict of interest provision included in this policy.

- **Public Spaces:**  
Municipally owned areas available and frequently used by the public and can include, but is not limited to, parks, open space, trail systems, waterways, road allowances, tunnels, boulevards, streets, courtyards, squares, bridges, building exteriors, foyers, and publicly accessible interior areas.
- **Public Art Inventory:**  
Original art created for, or located in, public space including; permanent, temporary or mobile works acquired by the City of Burlington. The Public Art Inventory may include;
  - sculptures,
  - murals,
  - memorials or monuments,
  - fountains or water features that contribute aesthetically to their surroundings (i.e. not spray pads),
  - hard and soft landscaping components; which are not a mere extension of the landscape architecture and,
  - special engineering or architectural features of existing capital projects that contribute aesthetically to their surroundings.
- **External Body:**  
A body that is external to the workings of the Corporation of The City of Burlington.
- **De-accessioning:**  
The process of permanently removing a piece of art from the City's Public Art Inventory.

## 1.4 Exclusions

This policy does not include the following;

- art on private lands;
- directional elements such as signage, except where these elements are integral parts of the original work of art or public art project;
- landscape architecture and landscape gardening except where these elements are an integral part of the original works of arts, or are the result of collaboration among design professionals including at the least one artist;

# Corporate Policy

- easily moveable art works such as paintings, drawings, models and books.

## Part 2: Acquisition, Purchase, Commission, Donation and Loan

The City of Burlington through its Public Art Policy will create an atmosphere that encourages and supports the development of Public Art throughout the City.

The City of Burlington may delegate some or all responsibility for the administration of Public Artworks for the City of Burlington to an external body. This may include site selection, acquisition, de-accessioning, maintenance and restoration of public art, as well as fund development.

### 2.1 Acquisition:

The City or its designate may acquire works of art for the City of Burlington's public art inventory through:

- 2.1.1 Purchasing an existing piece of art or commissioning a piece of art through a competition or proposal call;
- 2.1.2 Accepting a donation of an existing piece of art, where the ownership is transferred to the City from an individual, organization, group, corporation, or other municipality;
- 2.1.3 Each piece of art that is being considered for acquisition or donation to the City's Public Art Inventory will be evaluated according to the following criteria:
  - 2.1.3.1 Relevance to the Public Art Policy;
  - 2.1.3.2 Relevance to the City of Burlington's natural or built environment, cultural heritage, and/or history;
  - 2.1.3.3 Quality of the piece of art;
  - 2.1.3.4 Suitability of the artwork for display in a public space;
  - 2.1.3.5 Authenticity of the artwork;
  - 2.1.3.6 Condition of the artwork;
  - 2.1.3.7 City's ability to maintain and conserve the artwork;



# Corporate Policy

2.1.3.8 Ethical and legal considerations regarding ownership.

## 2.2 Purchase or Commission

The City or its designate may elect to purchase works of art, which would become a part of the City's Public Art Inventory. Public Art may be purchased, or artists may be commissioned to produce artworks for purchase. In all cases, purchase or commissioning will involve a fair and transparent process, at which time it will be determined whether an Expression of Interest or a Request for Proposal will be issued, depending on the nature of the artwork. The criteria for selection will be available to all participants prior to the commencement of the acquisition.

## 2.3 Donation

All donations of existing artworks considered for the Public Art Inventory will be subject to a juried process. All donations will have an accompanied maintenance plan, provided by the donor, in accordance with the maintenance policy and to the satisfaction of the City or its designate. All donations must be unencumbered. No work of art will be accepted if the donor requires the City to locate the work of art in a specific location in perpetuity.

The donor is responsible for meeting Government of Canada criteria to receive a tax credit for the work of art. Donated public artworks will normally include a funding donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of an acceptance agreement.

## 2.4 Loan

The City may secure on a temporary basis works of public art for display in public spaces (e.g. City Hall), which are not owned by the City. All artworks to be displayed in public spaces will be evaluated against the following criteria:

Relevance to the Public Art Policy

- 2.4.1 Quality of the piece of artwork;
- 2.4.2 Suitability of the artwork for display in a public space;
- 2.4.3 Condition of the artwork;
- 2.4.4 City's ability to safely display and conserve the work;
- 2.4.5 Exposure provided for Burlington artists;
- 2.4.6 Promotion of Burlington's cultural heritage;
- 2.4.7 Degree of fit with existing mandates or programs in public exhibition spaces.

# Corporate Policy

In the event that unsolicited works of art are found in public spaces, the City, at its discretion, may require these works to be removed, at the owner's expense. Ownership of public artworks loaned for a defined period of time will remain with the owner.

## **Part 3: Site Selection, Installation, Maintenance, Storage and Insurance**

### **3.1 Site Selection**

The City of Burlington or its designate will coordinate the site selection of appropriate locations for the installation of public art on municipally owned public space. Identification through a Public Art Master Plan will allow for the strategic placement of public art in Burlington.

### **3.2 Installation**

The artist is generally responsible for the installation of all works of art that the Corporation has acquired. All contractual requirements with the Artist will be overseen by the City; and are identified, in advance, through the agreement of purchase, commission, donation or rental contract. All acquired works will be condition reported upon receipt, and any problems found will be referred to the artist/lender for resolution.

### **3.3 Maintenance**

It is the responsibility of the City of Burlington to maintain all permanent works of art within the Public Art Inventory, in accordance with the approved maintenance plan and/or conservation plan required for each piece. Development of the maintenance plan and/or conservation plan is the responsibility of the artist and must be submitted with the proposal at the time it is being reviewed and considered through the Public Art Program. The plans will include, but not be limited to, a maintenance dossier, shop drawings, manufacturers' lists, key contacts including the artist, maintenance and/or conservation specifications and budgets. The City will be responsible for the care and maintenance of the artwork, in accordance with the approved maintenance plan. City staff or its designate will monitor the existing inventory for maintenance requirements. The appropriate City department will undertake an inspection of the artwork according to a pre-determined schedule. The City may choose to retain a qualified professional to undertake the inspection, if deemed necessary.

# Corporate Policy

## 3.4 Storage

The City will ensure appropriate short-term and long-term storage, as needed, for all works within its Public Art Inventory. This does not include new works being created by an artist.

## 3.5 Insurance

All permanent, temporary or mobile public art works owned by the City through purchase, commission and/or donation are the property of the City and are insured under the City's Insurance Policy.

## Part 4: Agreements and De-accessioning

### 4.1 Agreements

The Artist will enter into a written agreement with the City of Burlington following the approval of the acquisition of the Public Artwork. This agreement will address the artist's obligations, which will include, but not be limited to:

- Materials
- Timelines
- Installation
- Maintenance and/or Conservation plans
- Warranty
- Copyright
- Payments to sub-contractors

### 4.2 De-accessioning

The de-accessioning of Public Art will only occur after a comprehensive assessment is undertaken by the City of Burlington or its designate.

Public Art work may be de-accessioned under any of the following situations:

- The Public Art is deteriorating and restoration is not a feasible solution;
- The Public Art is no longer relevant to the City's Public Art Inventory;
- The Public Art is discovered to have been stolen, or was offered to the City for acquisition using fraudulent means.

# Corporate Policy

The City of Burlington and its designate will be responsible for preparing a report providing the justification for recommending de-accessioning and the method of disposal.

In the event of accidental loss, theft or vandalism, the City retains the right to determine whether replacement or de-accessioning of the artwork is appropriate.

The de-accessioned art may be moved, sold, returned to the artist or destroyed, with any monies received through the sale of the work(s) being placed in the Public Art Reserve Fund for new acquisitions.

## Part 5: Conflict of Interest

### 5.1 Conflict of Interest

Staff of the City of Burlington, members of Council, any directly related citizen committee, staff, board and members of related committees of any external designate, and members of the jury selection panel shall declare a conflict of interest and remove themselves in all cases from a juried selection process where a project comes before the committee in which he or she is involved either directly or indirectly.

## Part 6: Community Engagement and Awareness

### 6.1 Community Engagement

The City of Burlington or its designate will be responsible for ensuring that the community has the opportunity to engage with public art through:

- Providing opportunities for community input and involvement;
- Including community art projects led by professional artists when appropriate;
- Expanding the level of knowledge of the City's Public Art Inventory in the community.

### 6.2 Community Awareness

The City of Burlington or its designate will be responsible for ensuring that the community is aware of any public art components in association with buildings or any installations or de-accessioning in outdoor public spaces (e.g. parks and open spaces) as part of the City's normal business practices. When appropriate

# Corporate Policy

official unveilings will be undertaken in order to allow all citizens of Burlington to take part in celebrating new additions to our Public Art Inventory.

## Part 7: Encouraging Public Art

### 7.1 Encouraging Public Art

The City of Burlington will:

- Encourage the inclusion of public art on properties under the jurisdiction of the city, its agencies and boards. Council may require a public art component in specific types of municipal capital projects.
- Encourage the inclusion of public art in all significant private sector development across the City, using applicable planning tools and processes. Private sector developers will be encouraged to follow the best practices established by the City for the acquisition and selection of public art. The City will provide assistance in the application of these practices.

### Roles:

**Accountable:**

Director of City Building

**Responsible:**

Manager of Arts and Culture

### References:

Public Art Master Plan

**Appendix 4:**  
**Community Initiated Public Art Policy**

## **Culture**

### **Community Initiated Public Art Policy**

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Report Number: PB-25-18

Wards Affected: All

File Numbers: 960-03

Date to Council: July 16, 2018

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#### **Policy Statement:**

The City of Burlington through the Community Initiated Public Art Policy will create an atmosphere that encourages and supports the development of community-initiated public art projects. This policy will ensure that all community projects align with the identified Vision of the Public Art Policy.

#### **Scope:**

This policy applies to the Arts and Culture Section and PADIT (Public Art Development Implementation Team) to guide community members that develop and implement community-initiated public art projects.

#### **Vision:**

Public art will contribute to Burlington's unique and vibrant community identity by affirming a sense of place, strengthening connections between people and place, and celebrating the social, historical, cultural, and natural environment. Through the creative vision of artists, public spaces will become focal points for dialogue and delight, attracting visitors and residents, and creating a sense of civic pride. Burlington's Public Art Program will be realized through processes that engage the community, foster neighbourhood sustainability, and stimulate excellence in the built environment.

# Corporate Policy

## Part 1: Objective, Background, Definitions and Exclusions

### 1.1 Objective

The objective of the Community Initiated Public Art Policy is to provide a framework to guide the development and implementation of community-initiated public art projects. This policy will ensure that all community projects align with the identified vision of the Public Art Policy.

The Community Initiated Public Art Policy guides citizens through participation in the creative process and the development of art that adds vibrancy to a neighbourhood and showcases local stories.

### 1.2 Background

In 2009, the City of Burlington approved a Public Art Policy that defines its own commitment to public art in the public realm. This policy also notes the potential for projects driven by external granting bodies, community fundraising and other community-initiated projects however, the 2009 Public Art Master Plan does not provide an operational framework in which to assess and support these initiatives.

### 1.3 Definitions

- **Artist**  
A person who is critically recognized (i.e. by the artist's peers, curators, professional arts organizations) as an artist, possesses skill, training and/or experience in their artistic discipline; is active in and committed to their art practice, has a history of public presentation; and who is not exempted by the Conflict of Interest provision included in the Public Art Policy.
- **Community Members**  
For the purposes of the Community Initiated Public Art Policy, community members are defined as individuals, ad hoc community groups, not-for-profit or charitable organizations that initiate a public art project.
- **Community Public Art**  
Community Public Art projects are artworks created by community members, artists and/or educators in public space. For the purposes of this Policy, artwork may include but is not limited to sculpture, visual and graphically designed art, sculptured landscaping, fountains, and artistic treatment of exterior publicly accessible areas (public sidewalks, exterior walls or other building elements). The artwork is installed on civic public



# Corporate Policy

space and is accessible to the general public in a temporary or permanent capacity.

The project is initiated and managed by community members and supported with funding sources outside of the Public Art Reserve (i.e. via grants, community fundraising, in-kind funding, etc.). The City of Burlington through the Public Art Development Implementation Team (PADIT) provides project approval and oversight.

All artwork created through this process will remain under the ownership of the artist or community group that initiated the project and thus, will not become part of the Public Art Inventory. As such, the community group will be responsible for all long-term costs associated with insurance, maintenance and/or de-installation of the artwork. In a limited number of cases, the City of Burlington may consider the donation of the artwork into the Public Art Inventory, in which case ownership would be transferred to the city.

- **Public Space – Civic**

Municipally owned areas available and frequently used by the public and can include, but are not limited to parks, open space, trail systems, waterways, road allowances, tunnels, boulevards, streets, courtyards, squares, bridges, building exteriors, foyers, and publicly accessible interior areas.

## 1.4 Exclusions

This policy does not include the following:

- Directional elements such as signage, except where these elements are integral parts of the original work of art or public art project;
- Landscape architecture and landscape gardening except where these elements are an integral part of the original work of art or public art project;
- Architectural or design enhancements such as stamped or coloured concrete, lighting treatments, fencing, etc. except where these elements are integral parts of the original work of art or public art project;
- Easily moveable art works such as paintings, drawings, models and books;
- Public Art that is commissioned through the City of Burlington's Public Art Program;
- Artwork or projects to be installed on private property.

# Corporate Policy

## Part 2: Implementation

### 2.1 Eligibility

Community Initiated Public Art Projects must adhere to the following criteria:

- Projects must serve a community located in Burlington, Ontario;
- Artwork(s) must be installed on City-owned public space that is accessible to the general public;
- Project is initiated and managed by community members;
- Project is consistent with the Vision outlined in the Public Art Policy;
- Project is not funded through the Public Art Reserve Fund.

### 2.2 Assessment

Community Initiated Public Art Projects will be assessed every two months using the following process:

- Applicants will submit a project proposal outlining:
  - The goals and scope of the project
  - A preliminary project budget
  - The secured or requested funding source(s)
  - The commitment of required City land or other City resources
  - A plan for the ongoing maintenance of the completed artwork (if permanent) or de-installation plan.
- The City of Burlington staff responsible for the project will present the applicant's project proposal to PADIT. PADIT typically meets every two months.
- PADIT will assess the proposal and approve or deny the application.

### 2.3 Project Approval and Support

If approved, the applicant will enter into an agreement with the City of Burlington for use of any city owned land or facility. The agreement will be managed by the city staff who is working with the community group and is responsible for the project (project lead), before work begins on the art work(s). Depending on the scope and complexity of the project, PADIT may be required to provide project advice and support. The level of support will be determined on a case-by-case basis.

# Corporate Policy

## Part 3: Roles and Responsibilities

- **Artist and/or Educator**  
In some cases, the Community Initiated Public Art Project will engage a professional artist and/or educator to lead the project. This may be a paid or volunteer position.
- **Arts and Culture Section – Planning, Building and Culture**  
The Arts and Culture Section is responsible for the development and management of all public art projects in Burlington. Arts and Culture staff will be the primary point of contact for community members wishing to propose a Community Public Art Project.
- **Community Member(s)**  
Community Members will initiate the Community Public Art project. This will include securing the required funding and preparing a project proposal. The community member(s) will be the primary point of contact between the City and project stakeholders and will provide general project oversight and management in collaboration with city staff responsible for the project (if applicable).
- **PADIT (Public Art Development and Implementation Team)**  
PADIT provides expertise from various city departments, including technical review of public art projects. PADIT is the body responsible for final approval of all public art projects. Proposals received or referred to PADIT from community members will be reviewed and approved by PADIT. PADIT will consider: project alignment with Public Art Policy and Master Plan, technical feasibility, financial feasibility, legal considerations, environmental impact, maintenance plan, and safety considerations.

**Accountable:**

Director of City Building

**Responsible:**

Manager of Arts and Culture

**References:**

Public Art Master Plan,  
Public Art Policy

**Appendix 5:  
Private Sector Public Art Policy**



**Corporate Policy**

**Culture**

**Private Sector Public Art Policy**

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Report Number: PB-25-18

Wards Affected: All

File Numbers: 960-03

Date to Council: July 16, 2018

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**Policy Statement:**

The City of Burlington through the Private Sector Public Art Policy will encourage the inclusion of public art in all significant private sector development across the City.

**Scope:**

This policy applies to the Arts and Culture section and PADIT (Public Art Development Implementation Team) to provide a flexible set of options to private sector developers to contribute to public art development as well as the opportunity to voluntarily participate in the Private Sector Public Art Program.

**Vision**

Public art will contribute to Burlington’s unique and vibrant community identity by affirming a sense of place, strengthening connections between people and place, and celebrating the social, historical, cultural, and natural environment. Through the creative vision of artists, public spaces will become focal points for dialogue and delight, attracting visitors and residents, and creating a sense of civic pride. Burlington’s Public Art Program will be realized through processes that engage the community, foster neighbourhood sustainability, and stimulate excellence in the built environment.

**Part 1: Objective, Background, Definitions and Exclusions**

# Corporate Policy

## 1.1 Objective

The Private Sector Public Art Policy guides the integration of public art into privately owned public places in Burlington. This policy is intended to provide Council, staff, developers, the arts community, and public with a mechanism through which the City of Burlington will encourage the inclusion of public art in all significant private sector development across the City.

Developers see the benefits inherent to public art as a means to enhance their project by adding interest and character to their developments. Public art can improve the public realm, whether publicly or privately owned, and create a destination for residents and visitors alike.

This policy provides a flexible set of options to private sector developers as well as the opportunity to voluntarily participate in the Private Sector Public Art Program.

## 1.2 Background

In 2009, the City of Burlington approved a Public Art Policy that defines its own commitment to public art in the public realm. This policy does not include art on private lands. Section 37 of the Planning Act authorizes municipalities to grant increases in height and density of development, in exchange for community benefits in the provision of facilities, services or matters. The City of Burlington has used Section 37 provisions for community benefit contributions toward the Public Art Program. Chapter 3 of the Official Plan (Complete Communities - 3.4.3 d) states: “The City will encourage the inclusion of public art in all significant private sector development across the city, using applicable planning tools and processes. Private sector developers will be encouraged to follow the best practices established by the City for the acquisition and selection of public art. The City will provide assistance in the application of these practices.”

Similarly, the City of Burlington’s Strategic Plan 2015 – 2040 states: “the city will expand the Public Art Program by developing policies and programs such as public art on private property” (Section 4.2, Public Engagement through Culture and Community Activities). As such it is necessary to develop a companion policy to the Public Art Policy that guides the site selection and commissioning process of art on private property.

# Corporate Policy

## 1.3 Definitions

- **Artist**  
A person who is critically recognized (i.e. by the artist's peers, curators, professional arts organizations) as an artist, possesses skill, training and/or experience in their artistic discipline; is active in and committed to their art practice, has a history of public presentation; and who is not exempted by the Conflict of Interest provision included in the Public Art Policy.
  
- **Community Public Art Jury**  
The role of the Community Public Art Jury is to evaluate public art proposals in Options 1, 3 and 4 (Part 2 – Implementation Options). Jury members shall be independent of the City and Council.
  
- **Public Art**
  - An original work of art,
  - In a publicly accessible location,
  - Created with the intention of reflecting and/or engaging the community,
  - Works may be permanent, temporary or mobile.
  
- **Public Space – Civic**  
Municipally owned areas available and frequently used by the public and can include, but are not limited to, parks, open space, trail systems, waterways, road allowances, tunnels, boulevards, streets, sidewalks, courtyards, squares, bridges, building exteriors, foyers, and publicly accessible interior areas.
  
- **Public Space – Private**  
Public Space – Private are those spaces that remain in private ownership such as entrances, building facades, private open space and other features that are privately owned but are accessed by the general public. The governing principle for public art is that it must be freely available to be viewed and experienced by the public. Where public art is located on private space, it must be clearly visible at all times from the publicly accessible areas.
  
- **Public Art Inventory**  
Original art created for, or located in, public space, including; permanent, temporary or mobile works acquired by the City of Burlington. The Public Art Inventory may include;
  - Sculptures;
  - Murals;
  - Memorials or Monuments;
  - Fountains or water features that contribute aesthetically to their surroundings;

# Corporate Policy

- Hard and soft landscaping components; which are not a mere extension of the landscape architecture and;
- Special engineering or architectural features of existing capital projects that contribute aesthetically to their surroundings.
- **Public Art Consultant**  
A consultant hired by the private developer to provide qualified advice on the development and installation of a public art project on private property.

## 1.4 Exclusions

This policy does not include the following:

- Directional elements such as signage, except where these elements are integral parts of the original work of art or public art project;
- Landscape architecture, except where these elements are an integral part of the original work of art or public art project;
- Architectural or design enhancements, such as stamped or coloured concrete, lighting treatments, fencing, etc. except where these elements are integral parts of the original work of art or public art project;
- Easily moveable art works such as paintings, drawings, models and books.

## Part 2: Implementation Options

This policy provides 4 options to encourage participation of the private sector to the voluntary Private Sector Public Art Program.

### 2.1 Option 1: On-site contribution – City Managed

The applicant makes a financial contribution to Burlington's Public Art Reserve Fund in trust for the commissioning of public art on the site of the private property. The applicant uses the expertise of the City of Burlington to produce the work through the Public Art Policy process. On-site public artworks remain in the ownership of the property owner and the maintenance and conservation costs of the artwork remain with the property owner.

The placement of the public art that is on private property will be considered in the pre-consultation phase of the Development Review process. The City of Burlington will be responsible for managing the production on behalf of the property owner following the Public Art Policy.

Prior to the issuance of the first Building Permit for the Development, the applicant shall deliver to the City a certified cheque in the amount of the Public Art Contribution.



# Corporate Policy

The ownership of the artwork will remain under the ownership of the property owner and thus, will not become part of the Public Art Inventory but will be considered part of the private public art inventory. As such, the property owner will be responsible for all long-term costs associated with insurance, maintenance and/or de-installation of the artwork.

## 2.2 Option 2: On-site contribution – Privately Managed

If the applicant wishes to undertake its own public art project, then the process would require the input and agreement of PADIT for it to be considered a public art project for negotiated benefits. The City of Burlington will work cooperatively with the property owner to achieve mutual benefits.

Prior to Site Plan Approval for the Development, the applicant shall prepare a Public Art Plan for the provision of public art upon the site and submit the Public Art Plan to PADIT for approval. The public art plan must include the degree of collaboration, the proposed location of the public artwork, the jury composition, the budget, the distribution of the budget, the proposed timing of each part of the public art plan in relation to the development of the site and if the call for proposals is to be by invitation, a draft proposal call and a list of the artists to whom the proposal call is intended to be sent. The applicant should consider site potential in terms of public use, scale, coherence, visibility, safety, accessibility and urban design objectives.

As demonstrated in other successful public art programs, the City expects these projects to be developed professionally and through accountable processes that offer opportunities for artists to collaborate with architects and landscape architects in the creation of high quality public spaces.

The property owner may wish to hire an independent Public Art Consultant to assist with the project.

The ownership of the artwork will remain under the ownership of the property owner and thus, will not become part of the Public Art Inventory but will be considered part of the private public art inventory. As such, the property owner will be responsible for all long-term costs associated with insurance, maintenance and/or de-installation of the artwork.

## 2.3 Option 3: Off-site contribution – Public Property

# Corporate Policy

The applicant makes a financial contribution to Burlington's Public Art Reserve Fund. The resulting off-site public art project becomes municipal property and is accessioned into the Public Art Inventory. The project will be undertaken by the City of Burlington following the Public Art Policy. The funds can be earmarked for a specific project in a specific location or can be placed in reserve for the undertaking of a major public art project. Site location is negotiated, with the City of Burlington having final approval.

For development projects unable to identify suitable on-site locations for public art or where the public art contribution is an amount too small to be effectively used to create on-site public art installations, the applicant's contribution may be pooled to Public Art Reserve Fund.

Prior to the issuance of the first Building Permit for the Development, the applicant shall deliver to the City a certified cheque in the amount of the Public Art Contribution.

Ownership of the artwork will be transferred to the City of Burlington. At the point of transfer, the City of Burlington will become responsible for all long-term costs associated with insurance, maintenance and/or de-installation of the artwork.

## **2.4 Option 4: Combination on/off-site contribution – Public and Private Property**

Public art is commissioned on the subject property or publicly owned lands adjacent thereto and the remaining portion of the public art contribution is allocated to the City's Public Art Reserve Fund.

The applicant makes a financial contribution to Burlington's Public Art Reserve Fund in trust for the commissioning of public art works to be located both on site and off site. The City of Burlington will execute the project following the Public Art Policy. Agreement with the property owner and City of Burlington will occur on the placement of the public art. The nature of the artwork and ongoing operating and maintenance costs may be negotiated.

If the public art is situated within the development area and spills over on the public right of way, the ownership and maintenance obligations will be negotiated.

Prior to the issuance of the first Building Permit for the Development, the applicant shall deliver to the City a certified cheque in the amount of the Public Art Contribution.

## **Part 3: Roles and Responsibilities**

Page 6 of 8

**Private Sector Public Art Policy**

# Corporate Policy

## **Council**

- Approves the Public Art Master Plan and all related public art policies.

## **Development Review – City Building**

- The City of Burlington, when reviewing new developments, will encourage developers to incorporate public art in their projects. The possible financial contribution for public art from the private sector will be negotiated through Burlington’s Development and Planning Section and encouraged in all other development application types in collaboration with the Arts and Culture Section.

The negotiation will be fair and equitable in its application and based on best practices. Developer benefits may include incentives as part of the negotiated process with Burlington.

## **Arts and Culture Section – City Building**

- The Arts and Culture Section is responsible for the development and management of all public art projects in Burlington. Arts and Culture Staff will work with Development Review staff in the negotiation of the financial contribution from the private sector for public art. Following the accepted negotiation, Arts and Culture Staff will be the primary point of contact for ongoing project coordination and administration.

## **Community Jury**

- In the case of Options 1, 3 and 4 (Part 2 – Implementation Options), a community jury will be convened by the Arts and Culture Section to review and select the winning artwork proposal. The community jury will consider: aesthetic and artistic excellence, public feedback, technical feasibility, maintenance plan and safety considerations. The jury will be selected based on the project-specific expertise that is required. The property owner or a designated representative selected by the property owner may participate as a voting member of the jury.

## **PADIT (Public Art Development and Implementation Team)**

- PADIT provides expertise from various city departments, including technical review of public art projects. PADIT is the body responsible for final approval of all public art projects. Proposals received or referred to PADIT from private property owners will be reviewed and approved by PADIT. PADIT will consider: project alignment with Public Art Policy and Master Plan, technical feasibility, financial feasibility, legal considerations, environmental impact, maintenance plan, and safety considerations.

# Corporate Policy

**Accountable:**

Director of City Building

**Responsible:**

Manager of Arts and Culture

**References:**

Public Art Master Plan,  
Public Art Policy

## Appendix 6: Public Art Site Selection Matrix

<p>This matrix will only be used to evaluate locations that are either on City-owned land / facilities or sites in which there is the potential for long-term agreements (i.e. Region of Halton, Burlington Public Library, etc.). Potential Donations and Private Sector Public Art (i.e. art located on publicly accessible, private property) will be assessed using a different process and criteria.</p>		
Site Criteria	Scoring /120	Scoring Rationale
<b>Visibility and Accessibility</b>		
Proposed site is a location of high pedestrian use and visibility	Max 15	<p>15 - very high pedestrian traffic public space with city-wide use that has vehicular access (public and private transportation)</p> <p>13 - high pedestrian traffic public space with local use that has vehicular access</p> <p>11 - high pedestrian traffic public space with local use</p> <p>9 - moderate pedestrian traffic public space with local use</p> <p>7 - infrequent pedestrian use and visibility</p> <p>5 - very infrequent pedestrian use and visibility</p>
Proposed site is visible to passing cars and other vehicles	Max 10	<p>10 - very high vehicular traffic use</p> <p>8 - high vehicular traffic use</p> <p>6 - moderate vehicular traffic use</p> <p>4 - infrequently passed by vehicles</p> <p>2 - very infrequently passed by vehicles</p>
<b>Context and Theme</b>		
Proposed site was well received during public consultation	Max 15	<p>15 - more than five people suggested the site</p> <p>13 - five people suggested the site</p> <p>11 - four people suggested the site</p> <p>9 - three people suggested the site</p> <p>7 - two people suggested the site</p> <p>5 - one person suggested the site</p> <p>0 - site not mentioned during public consultation</p>
Relevance of the site (i.e. historical, cultural significance,, site of community activity or development, etc.)	Max 15	<p>15 - many themes possible within the context of the site</p> <p>9 - this site has a number of themes that could work</p> <p>5 - limited opportunities for a theme that would create a meaningful public artwork</p>

<b>Funding</b>		
Funding is available outside of Public Art Reserve Fund	Max 10	10 - 100% funding 5 - partial funding 0 - no funding
<b>Project Alignment</b>		
Proposed site is identified as a priority in other Council-approved documents (i.e. Master Plans, Official Plan, etc.) and is tied to a capital project	Max 20	20 - project is identified in Council-approved documents and in capital budget 10 - project is identified in Council-approved document 0 - project is not identified in Council-approved document or capital budget
<b>Geographic Distribution</b>		
There exists, or is currently planned, public art within 2 km of the proposed site	Max 10	10 - no 0 - yes
<b>Logistics</b>		
Site is not subject of any policy constraints or accessibility issues that could limit installation or maintenance in relation to proposed scale	Max 15	<b>Site loses 2 marks for each instance of the following:</b> - physical space constraints to the site - site may be thematically restrictive to artists - access for installation would be difficult - future development of location could compromise location and/or safety of the artwork - permission from land owner would be required (i.e. Region, Conservation Halton, etc.)
Proposed site has other existing uses that may pose a conflict (i.e. festivals, sports, seasonal usage, etc.)	Max 10	10 - no conflict; public art will not impede current use of site 5 - minimal / occasional conflict; project planning will require additional research and consultation 0 - significant conflict; public art will significantly alter / impede current use of site

## **Public Art Master Plan Update: FAQ**

### **1. Why are we doing a PAMP Update?**

- The original PAMP is set to expire in 2018
- The research and resulting potential public art locations identified in the original plan was conducted in 2008/09. Burlington has changed substantially since this time and the PAMP Update ensures that the public art program reflects a changing community.

### **2. What is different / new in the PAMP Update?**

- Renewed list of priority and secondary projects.
- Community Initiated Public Art Policy and Private Sector Public Art Policy (the original PAMP noted the need for such policies in the future).

### **3. What is the same in the PAMP Update?**

- The core of the PAMP will remain the same. This includes: what is public art and benefits of public art, vision, guiding principles, project types and scale.

### **4. Was there any public consultation? How is this information being used?**

- Public consultation ran from December 2017 – April 2018.
- In-person consultation took place at five locations (Tansley Woods Community Centre, Haber Recreation Centre, Art Gallery of Burlington, City Hall, Burlington Public Library - Central Branch)
- On-line public survey and mapping activity (to suggest potential locations)
- Approximately 300 participants
- Information used to help select priority and secondary projects and to inform project types, potential themes, etc. for future projects.

### **5. Was there staff consultation?**

- One-on-one interviews with Mayor and members of Council
- Consultation with city staff across multiple departments
- Worked with PADIT and staff to score all potential public art locations and identify opportunities, site constraints, etc.

### **6. How were the priority projects selected?**

- A scoring matrix was developed (approved by PADIT) to evaluate all potential public art opportunities identified through public and staff consultation.

- Priority projects represent projects that scored the highest and are best opportunities over next 5 years (i.e. are linked to existing / proposed capital projects).

**7. Will there be other projects occurring over the next 5 years?**

- Yes, the local artist programs (Burlington Mural Project, Park Marker Project) will continue on an annual basis. The sites for these projects will be selected using the secondary project list. Priority will be given to wards that have fewer priority projects to ensure fair geographic distribution.
- Additional projects will likely come through the Community Initiated Public Art and Private Sector Public Art program streams. These will be evaluated on a case-by-case basis.
- New / not yet identified projects can also be evaluated on a case-by-case basis using the site selection matrix.
- Public art program will also continue to accept donations (when appropriate).

**8. Why are there so many parks in the priority projects when the public survey ranked parks as 7<sup>th</sup> (9%) on the list of interest / priority?**

- The survey results showed a fairly equal distribution of interest in types of locations. The top scoring 5 ranged from 10 – 17%. Since no one location type got a significant portion of the vote, we can assume that the public is interested in a variety of locations.
- Many of the park locations also represent other location types on the list. For example, Burlington Beach Regional Waterfront Park represents parks, downtown and the lakefront. City View Park represents parks as well as facilities, etc. Kilbride Park represents parks as well as a defined neighbourhood that currently does not have any public art.

**9. How / why was the Private Sector Public Art Policy developed?**

- Previous PAMP noted the need for such a policy in the future.
- Public art is currently one of the options for Section 37 contributions but there is no policy to formally guide the process.
- Policy also allows for voluntary contributions – intention is to keep policy broad to allow for a wide range of projects / contributions
- Best practice research: City of Richmond, BC, City of Markham, ON, City of Richmond Hill, ON, City of Newmarket, ON, City of Toronto, ON.
- Policy reviewed by staff from Development and Planning, Halton Development Liaison Advisory Committee (HDLAC) and PADIT.



### **10. How / why was Community Initiated Public Art Policy Developed**

- Internal granting programs such as the Neighbourhood Community Matching Fund, allow for community public art projects to be funded outside of the public art program.
- There are also instances where community groups or organizations want to initiate and fund a project.
- There is need for a policy to ensure these projects do not conflict with planned public art projects and to ensure they follow basic safety protocols, etc.
- Best practice research: City of Winnipeg, MB, City of Coquitlam, BC, City of Guelph, ON.
- Policy reviewed by staff from Community Development Services and PADIT.

### **11. How are public art projects funded?**

- There is a wide range of mechanisms used to fund public art projects, including:
  - Public Art Reserve Fund was established when PAMP was approved in 2009. Annual contribution into reserve fund is considered as part of annual budget process (currently \$50,000/year).
  - Public art is one of the options for Section 37 contributions.
  - Work with asset teams to determine if there is capacity within capital budget to include public art component. Often, this may mean leveraging some funds from capital budget with Public Art Reserve – i.e. – if money is budgeted for benches, can reserve fund add to budget to achieve public art benches, etc. Funding becomes part of the capital projects that Council approves on a yearly basis with the budget process.
  - Private donations (cash or artwork)
  - Community fundraising

### **12. How is public art maintained?**

- 10% of every public art project budget is transferred into the Public Art Maintenance Reserve Fund.
- Arts and Culture staff regularly monitor the condition of artwork and schedule preventative maintenance (i.e. cleaning and repair).
- Major repairs due to age, damage or vandalism also covered through the reserve fund.



**SUBJECT: Zoning By-law amendment at 5219 Upper Middle Road and 2004-2005 Georgina Court**

**TO: Committee of the Whole**

**FROM: Department of City Building - Planning Building and Culture**

Report Number: PB-46-18

Wards Affected: 5

File Numbers: 520-05/17

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Approve the application submitted by Bloomfield Developments Inc. to amend the Zoning By-law on property located at 5219 Upper Middle Road, 2004 – 2005 Georgina Court and Blocks 262 & 263 Plan 20M-824 to permit a medium density development consisting of 2 detached dwellings, 2 semi-detached dwellings and 14 condominium townhouse units; and

Deem that section 17(21) of the Planning Act has been met; and

Enact amending Zoning By-law 2020.395, rezoning the lands at 5219 Upper Middle Road, 2004 Georgina Court, 2005 Georgina Court, and Blocks 262 & 263 Plan 20M-824 from “D” and “RM3-138” to RO2-487 and RO2-488 as contained in Appendix B to Report PB-46-18; and

Deem that By-law 2020.395 conforms to the Official Plan for the City of Burlington.

**Purpose:**

The purpose of this report is to recommend approval of the Zoning By-law amendment application for 5219 Upper Middle Road, 2004 & 2005 Georgina Court and Blocks 262 & 263 – Plan 20M 824 to allow 2 detached dwellings, 2 semi-detached dwellings (4 units) and 2 townhouse buildings (14 Units).

The report relates to the following objectives of the City of Burlington Strategic Plan:

#### A City that Grows

- Targeted Intensification
  - Higher densities in key intensification areas (including mobility hubs, downtown, uptown and along major roads and commercial plazas) that will build neighbourhoods that are environmentally friendly, infrastructure-efficient, walkable, bikeable and transit-oriented.
  - Architecture and buildings are designed and constructed to have minimal impact on the environment reflecting urban design excellence that create buildings and public spaces where people can live, work or gather.
- Focused and Directed Population Growth
  - Future development will be higher density, walkable and accessible, transit-oriented with appealing streetscapes. The City will become a leader in walkability and bikeability scores in the province and will be fully aligned with provincial strategy and goals.

#### A City that Moves

- Increased Transportation Flows and Connectivity
  - Walkability and cycling has guided the development of new and transitioning neighbourhoods and the downtown so people rely less on automobiles.

#### A Healthy and Greener City

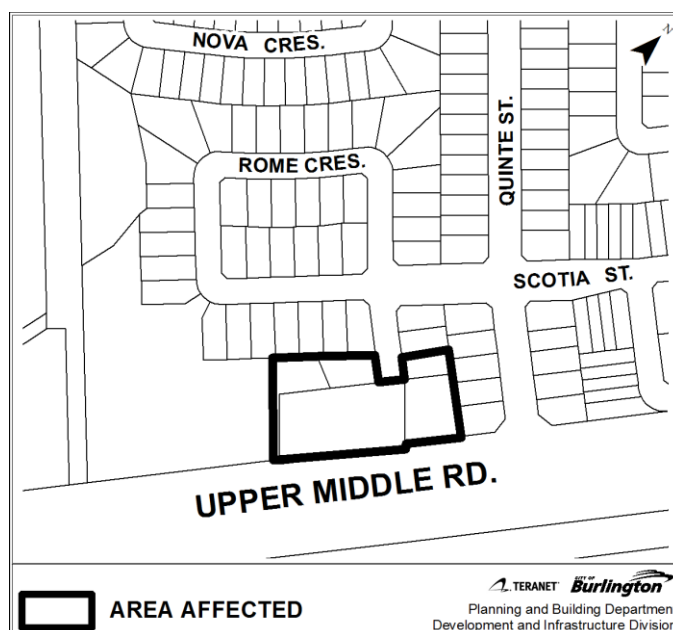
- Healthy Lifestyles
  - Every resident of Burlington lives within a 15-20 minute walk from parks or green spaces.

<b>REPORT FACT SHEET</b>			
<b>RECOMMENDATIONS:</b>		<i>Approval</i>	<b>Ward No.:</b> 5
<b>Application Details</b>	<b>APPLICANT:</b> <b>OWNER:</b> <b>FILE NUMBER:</b> <b>TYPE OF APPLICATION:</b> <b>PROPOSED USE:</b>	<i>Bloomfield Developments Inc.</i> <i>Upper Middle Road Enclave Inc.</i> <i>520-05/17</i> <i>Zoning By-law Amendment</i> <i>2 detached residential units, 4 semi-detached residential units and 14 townhouse units</i>	
<b>Property Details</b>	<b>PROPERTY LOCATION:</b> <b>MUNICIPAL ADDRESSES:</b> <b>PROPERTY AREA:</b> <b>EXISTING USE:</b>	<i>North side of Upper Middle Road, west of Quinte Street</i> <i>5219 Upper Middle Road, 2004, 2005 Georgina Court, Blocks 262 &amp; 263, Plan 20M-824</i> <i>0.5 hectares (1.23 acres)</i> <i>Single detached residential dwelling at 5219 Upper Middle Road and abutting vacant remnant parcels</i>	
<b>Documents</b>	<b>OFFICIAL PLAN Existing:</b> <b>OFFICIAL PLAN Proposed:</b> <b>ZONING Existing:</b> <b>ZONING Proposed:</b>	<i>Residential – Medium Density</i> <i>No change</i> <i>5219 Upper Middle Road – D ‘Development’</i> <i>2004, 2005 Georgina Court and Blocks 262 &amp; 263, Plan 20M-824 ‘RM3-138’ – (Medium Density Residential - 138)</i> <i>Modified ‘RO2’ (Orchard Community Residential) with site specific exception</i>	
<b>Processing Details</b>	<b>NEIGHBOURHOOD MEETINGS:</b> <b>PUBLIC COMMENTS:</b>	<i>May 23, 2017</i> <i>December 12, 2017</i> <i>Staff have received 22 emails, 1 neighbourhood meeting comment sheet</i> <i>Note: Some constituents sent multiple letters</i>	

## Background and Discussion:

### Site Description:

The subject application applies to five properties, known municipally as 5219 Upper Middle Road; 2004 & 2005 Georgina Court; and 2 remnant parcels of the adjacent subdivision (Blocks 262 & 263 – Plan 20M 824). The subject lands are located on the north side of Upper Middle Road, east of Appleby Line. 5219 Upper Middle Road currently contains a single detached residential dwelling accessed from Upper Middle Road, while the other properties are vacant of any buildings or structures and are accessed from Georgina Court. The subject lands comprise a total area of approximately 0.5 hectares (1.23 acres).



To the north of the subject properties are single detached residential dwellings; to the east are single detached residential dwellings; to the south of Upper Middle Road is a secondary school and vacant employment lands (Bronte Meadows); and to the west is a stormwater management pond and a townhouse development.

### Description of Application

On May 4, 2017, the Planning and Building Department acknowledged that a complete application had been received for a Zoning By-law amendment for 5219 Upper Middle Road, 2004 & 2005 Georgina Court and Blocks 262 & 263 – Plan 20M 824. The applicant originally requested an amendment to the City's Zoning By-law 2020 for the subject properties in order to permit 22 residential dwelling units consisting of 8 semi-detached residential dwelling units and 14 townhouse units on the subject lands. The

townhouse block included 3 separate buildings ranging from four to six units. Based on public consultation, the plan was revised to include 20 residential dwelling units consisting of 2 single detached residential dwelling units, 4 semi-detached residential dwelling units and 14 townhouses (in 2 separate buildings) as illustrated in Appendix 1 – Detail Sketch. The revised plan also includes a public walkway between Georgina Court and Upper Middle Road.

The single detached dwellings and two of the semi-detached dwellings front directly onto an extension of Georgina Court. The 2 semi-detached dwellings adjacent to the townhouses will have frontage and pedestrian access directly to Upper Middle Road. The townhouse units are proposed to be condominium units that would front onto an internal condominium common element road that would be accessed from the Georgina Court extension. The townhouse condominium is proposed to include 4 visitor parking spaces including 1 accessible space. The townhouse blocks will have vehicle access from the proposed condominium common element road; however, the southern blocks would have frontage and pedestrian access directly to Upper Middle Road.

Following the receipt of the Zoning By-law Amendment application, the applicant submitted a plan of subdivision application to extend Georgina Court and create the development parcels, as well as a site plan application.

### **Technical Reports**

The following technical reports were submitted in support of the applications:

- [Planning Justification Report](#), prepared by Weston Consulting, dated March 2017
  - The document outlines details of the proposal, including the site context and applicable policy framework. The document concludes that the requirements of the Provincial Policy Statement, the Places to Grow Act, Regional Official Plan and the City of Burlington Official Plan have been met.
- [Site Plan](#) prepared by Weston Consulting, dated April 12, 2018
  - This plan shows the extent of the proposed development including the proposed lots, blocks, public pedestrian walkway and visitor parking.
- [Urban Design Brief](#), prepared by Weston Consulting, dated March 2017
  - This document provides the applicants' assessment of how the proposed development meets the Design Guideline policies in the Burlington Official Plan (Part II-6.5) and the Council adopted Orchard Community Urban Design Guidelines for Transit Corridors (Burlington Official Plan, Part IX-Appendices, Appendix B, Item B8).
- [Noise Impact Study](#), prepared by Rubidium Environmental, dated April 3, 2018
  - This report assesses the potential impact of noise on the subject site and proposed mitigation measures to address these impacts.

- [Noise Impact Memo](#), prepared by Rubidium Environmental, dated April 16, 2018
  - This memo updates the Noise Impact Study (April 3, 2018) with information about warning clauses, noise wall and associated easements in favour of the Region of Halton.
- [Traffic and Parking Report](#), prepared by NexTrans Consulting, dated March 2017
  - The report outlines the amount of trips generated by the original 22 residential units proposed and possible impacts the development will have on the surrounding area. The report concludes that the traffic impacts will be minimal. The report also provides recommendations for parking.
- [Functional Servicing & Stormwater Management Report](#), prepared by Odan Detech, dated March 29, 2018
  - The report addresses how servicing will be provided using existing and proposed infrastructure. The report concludes that the site will be serviceable in accordance with City and Regional standards. Included in the report are a Servicing Plan, Grading Plan and Drainage Plan.
- [Phase 1 Environmental Site Assessment](#), prepared by Candec Engineering Consultants Inc., dated January 22, 2018
  - The Phase 1 Environmental Site Assessment (ESA) concluded that there is unlikely to be a condition on the subject property that constitutes a significant environmental liability. It was also concluded that a Phase 2 assessment of the property is not necessary at this time.
- [Tree Inventory and Preservation Study](#), prepared by Geometric Studio Inc., dated September 19, 2017
  - The drawing identifies all trees on site as well as their condition and whether they are able to be preserved.

The application along with these materials has been circulated to various departments and agencies for technical review. The technical reports can be accessed and reviewed on the City's website at [www.burlington.ca/5219UpperMiddle](http://www.burlington.ca/5219UpperMiddle).

## **Discussion**

### **Policy Framework**

The proposed Zoning By-law amendment application is subject to the following policy framework: the Provincial Policy Statement (PPS), 2014; Places to Grow, Growth Plan for the Greater Golden Horseshoe, 2017; Halton Region Official Plan; City of Burlington Official Plan, Orchard Community Secondary Plan and the City of Burlington Zoning By-law 2020.

## Planning Act

Municipalities, when dealing with their responsibilities under the Planning Act, shall have regard to a wide range of matters of provincial interest. A number of these matters of provincial interest are relevant to this site-specific development application, key matters are highlighted below with further analysis discussed throughout the report.

<b>Matters of Provincial Interest</b>	<b>Staff Analysis</b>
The adequate provision and efficient use of communication, transportation, sewage and water services and waste management system.	Sufficient infrastructure exists to support the proposed development application.
The orderly development of safe and healthy communities.	The proposed development application is within the urban area of the City of Burlington in an existing community (Orchard Community) and seeks to develop remnant parcels, therefore, it represents orderly development.
The adequate provision of a full range of housing, including affordable housing.	The proposed development proposes a variety of housing types (single detached, semi-detached and townhouses) and varying price levels to appeal to a variety of household types.
The protection of the financial and economic well-being of the Province and its municipalities.	The proposed development is located within an area well serviced by infrastructure and public service facilities and will not require significant public sector investment to support the development.
The appropriate location of growth and development.	The proposed development is located within Urban Area in the City's Official Plan, adjacent to an arterial road and seeks to develop remnant parcels of land which represents an appropriate location for growth and development.
The promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians.	The development is designed with a public pedestrian walkway linking Georgian Court to Upper Middle Road. The walkway can be used by secondary school students walking from the neighbourhood to attend Corpus Christi Secondary School located across Upper Middle Road from the development. The walkway also provides access to transit on Upper Middle Road. The site has access to transit routes that connect to key destinations (e.g. Appleby GO Station and Burlington GO station).



## **Provincial Policy Statement (PPS) 2014**

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. It sets the policy foundation for regulating the development and use of land. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system. The PPS focuses growth and development within settlement areas while encouraging the wise management and efficient land use and development patterns. Decisions affecting planning matters made on or after April 30, 2014 “shall be consistent with” the PPS.

Subsection 1.1.1 e) of the Provincial Policy Statement states that healthy, livable and safe communities are sustained by *“promoting cost-effective developments and standards to minimize land consumption and servicing costs”*; and subsection 1.1.3.2 a) 2) states that land use patterns within settlement areas shall be *“appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion”*.

Adequate servicing exists for the proposed development. The subject lands are located within the Urban Area in the City of Burlington Official Plan. The subject lands are part of a larger area designated Medium Density Residential located on the north side of Upper Middle Road between Sheldon Creek and Sutton Drive. Upper Middle Road, at this location, is one of three transit corridors identified in the Orchard Secondary Plan. Section 7.1 of the Secondary Plan indicates that medium density residential (primarily ground oriented attached housing) will be developed along transit corridors. The subject lands are one on the few remaining undeveloped areas of land within the Orchard Community Secondary Plan. Further, the proposed development seeks to intensify a property that includes vacant and underutilized lands along with the consolidation of remnant lands. As such, existing infrastructure and land can be used efficiently and responsibly.

Subsection 1.1.3.2 a) 5) states that land use patterns within settlement areas shall be “transit supportive, where transit is planned, exists or may be developed”. Transit supportive means: “development that makes transit viable and improves the quality of the experience of using transit.”

As noted above, the property is located on one of three transit corridors within the Orchard Community Secondary Plan. Upper Middle Road is identified as a Major Arterial in the City of Burlington Official Plan where transit supportive land uses are encouraged along right-of-ways within urban areas. There are 2 transit stops on Upper Middle Road near the proposed development (one near proposed walkway between Georgina Court and Upper Middle Road and another on the east side of the intersection

of Quinte Road and Upper Middle Road.). The site has access to transit routes that connect to key destinations (e.g. Appleby GO Station and Burlington GO station). The development is designed with a public pedestrian walkway linking Georgian Court to Upper Middle Road. The walkway can be used by secondary school students walking from the neighbourhood to attend Corpus Christi Secondary School located across Upper Middle Road from the development. The walkway also provides access to transit on Upper Middle Road. Staff is of the opinion that these development criteria are met if the proposal is approved as recommended.

Policy 1.1.3.3 states that planning authorities must “*identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs*”.

The PPS definition of intensification includes the development of vacant and/or underutilized lots within previously developed areas. The subject lands include a detached residential unit at 5219 Upper Middle Road, vacant lots at 2004 & 2005 Georgina Court and two vacant blocks of land from the original plan of subdivision. The subject lands are one of the few remaining undeveloped parcels of land within the Orchard Community Secondary Plan. The proposed development seeks to intensify a property that includes vacant and underutilized lands. Staff is of the opinion that the subject lands are an appropriate location for the proposed development.

Subsection 1.1.3.4 of the Provincial Policy Statement requires planning authorities to promote appropriate development standards “*which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety*”.

The City of Burlington Official Plan contains a set of evaluation criteria for intensification that must be carefully considered. These criteria help to ensure that development does not mitigate risks to public health and safety. The proposed development is analyzed in accordance with the City’s intensification policies further in this report, and staff is of the opinion that the criteria are met if the proposal is approved as recommended.

Subsection 1.4.3 e) states that “*planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety*”, and, in subsection 1.4.3 d), “*promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed*”.

The proposed development supports population growth and intensification and contributes to the establishment of a range and mix of housing types. The proposed changes to the Zoning will support compact built form while having regard for public health and safety. The development proposal will also promote walkability by providing a walkway from Georgina Court to Upper Middle Road for students attending Corpus Christi Secondary School and individuals using the transit stops on Upper Middle Road.

The City of Burlington has established development standards for residential intensification through the Intensification Evaluation Criteria in its Official Plan. This application has been assessed against these criteria and meets them as recommended by staff. The development proposal is consistent with the PPS as it facilitates intensification in the built-up area, accommodates an appropriate range of uses to meet long-term needs of the community and proposes to use existing infrastructure.

### **Growth Plan for the Greater Golden Horseshoe**

The Growth Plan for the Greater Golden Horseshoe came into effect on July 1, 2017 and provides a growth management policy direction for the defined growth plan area. Through the Growth Plan, growth is focused in the existing urban areas through intensification. The guiding principles of the Growth Plan include building compact, vibrant and complete communities, and optimizing the use of existing and new infrastructure to support growth in an efficient, well-designed form.

Subsection 2.2.1.2 a) of the Growth Plan states that *“the vast majority of growth will be directed to settlement areas that have a delineated built boundary; have existing or planned municipal water and wastewater systems; and can support the achievement of complete communities”*.

The subject lands are located within the delineated built boundary of the City of Burlington. The application proposes to intensify an existing property through the development of vacant, underutilized lots and remnant parcels within a previously developed area. The subject property is located in an area which is comprised of a mix of residential uses, and the proposed development would contribute to a complete community. The proposed development would use existing infrastructure and would be promoting growth and intensification within the urban area.

Part 2.2.2, Delineated Built-up Areas, Policy 4 states that *“all municipalities will develop a strategy to achieve the minimum intensification target and intensification throughout the delineated built-up areas, which will identify the appropriate type and scale of development and transition of built form to adjacent areas.”*

The subject lands are identified as “Residential-Medium Density” within the City’s Official Plan. The land use designation allows for a density range of 26 to 50 units per net hectare which allows intensification to occur in a manner that is an appropriate type

and scale of development that transitions to the built form of the surrounding neighbourhood. The net density for the subject lands is 45.4 units per hectare.

While the Burlington Official Plan is supportive of potential growth and intensification, it must also be compatible with the character of the existing neighbourhood. The proposed development meets the evaluation criteria for intensification projects in the City and is therefore consistent with the Places to Grow Act.

### **Halton Region Official Plan (ROP)**

The subject lands are designated “Urban Area” within the Regional Official Plan. Urban areas are locations where urban services (water and wastewater) are or will be made available to accommodate existing and future development. The Regional Official Plan states that permitted uses shall be in accordance with local Official Plans and Zoning By-laws and other policies of the Regional Official Plan.

Objective 78(1) of the Regional Official Plan is to *“provide an urban form that is complementary to existing developed areas, uses space more economically, promotes live-work relationships, fosters social interaction, enhances public safety and security, reduces travel by private automobile, promotes active transportation and is environmentally more sustainable”*.

As previously mentioned, the City developed evaluation criteria for intensification proposals based on the above-noted requirements, among others. Staff is of the opinion that the applicant has worked with staff and the public to ensure that the proposed built form can be compatible with the variety of land uses surrounding the subject lands.

In order to enforce the compatibility of the proposed development in the context of the surrounding area, the City’s Official Plan contains Evaluation Criteria for intensification. A full analysis of the proposal in relation to the Evaluation Criteria is included in the City of Burlington Official Plan section of this report.

The proposed development is located within the Orchard Community. The secondary plan for the Orchard Community focused on transit corridors, residential communities (including pedestrian connectivity), transit corridors and a connected open space system.

Policy 86(6) of the Regional Official Plan requires that *“at least 50 per cent of new housing units produced annually in Halton be in the form of townhouses or multi-storey buildings”*.

The proposed development is for 2 single detached dwelling units, 4 semi-detached dwelling units and 14 townhouses. which are also permitted forms of development

within the City of Burlington Official Plan. As such, the proposed development meets this criteria.

For the reasons noted above, staff is of the opinion that the proposed development is in keeping with the Halton Region Official Plan; and that the City's evaluation criteria for intensification proposals help to implement these policies.

### **City of Burlington In Force Official Plan (1994 as amended)**

According to Part III, Section 2, the subject lands are designated as Residential – Medium Density.

According to the Residential Areas policies, residential areas are intended to provide housing and other land uses that are part of a residential environment, and may take forms ranging from detached homes to high-rise apartment structures. One of the objectives of the Residential designation is to encourage new residential development and residential intensification within the Urban Planning Area in accordance with Provincial growth management objectives, while recognizing that the amount and form of intensification must be balanced with other planning considerations, such as infrastructure capacity, compatibility, integration with existing residential neighbourhoods, and protection of the natural environment. Another objective of this designation is to provide housing opportunities that encourage usage of public transit, pedestrian and bicycle transportation networks and decrease dependence on the car. The designation also encourages the integration of a wide range of housing types and tenure, while requiring new residential development to be compatible with surrounding properties.

According to the Residential – Medium Density designation, either ground or non-ground-oriented housing units with a density ranging between 26 and 50 units per new hectare shall be permitted. Within the Orchard Community, there are site specific policies which permit the following housing forms within the Residential – Medium Density designations: townhouses; street townhouses and stacked townhouses; semi-detached, duplexes, three-plexes and four-plexes. This designation also permits detached dwelling units up to a maximum of 15 percent of the total housing mix on each property. This proposal is consistent with the Residential Medium Density designation because it includes ground-oriented housing with a net density of 45.4 units per hectare.

#### **Housing Intensification**

The Housing Intensification section of the Official Plan (Part III, 2.5) provides criteria that are to be considered when evaluating development proposals within established neighbourhoods. The objective of these policies is to encourage residential intensification as a means of increasing the amount of available housing stock within existing neighbourhoods provided the additional housing is compatible with the scale,

urban design and community features of the neighbourhood. The City's Official Plan contains thirteen evaluation criteria for intensification proposals. The proposed intensification has been assessed within Housing Intensification criteria as follows:

- i) Adequate municipal services to accommodate the increased demands are provided, including such services as water, wastewater and storm sewers, school accommodation and parkland;

The development application was circulated to Halton Region, the City's Capital Works Department and the local school boards for comment. The Region confirmed that there are no capacity-related servicing constraints associated with the proposed development which can be serviced through existing services adjacent to the site.

The two local school boards have advised that they have no objections to the application and that there will be sufficient capacity to accommodate the students generated from the proposed development. Halton District School Board advised that potential students are within the catchment areas for Orchard Park Public School and Dr. Frank J. Hayden Secondary School. The Halton District School Board advises that the secondary school is projected to be over building and portable capacity and pupils may be accommodated in temporary facilities and/or be directed to schools outside the area. The Halton Catholic School Board noted that potential students can be accommodated at St Elizabeth Seton Catholic Elementary School and Corpus Christi Catholic Secondary School.

Parks and Open Space staff advises that there is adequate parkland available to accommodate the proposed development. Brada Woods Park is a neighbourhood park located within 0.8 km from the site and Orchard Community Parks located approximately 2.4 km from the site. Due to the availability of adequate parkland, the City's Parks and Open Space staff will require cash-in-lieu of parkland dedication, which will be addressed at the subdivision stage.

Parks and Open staff note that a driveway in the west side of the proposed townhouse block. This driveway is immediately adjacent to the existing service road/walkway access around the storm water pond facility. The city will not permit snow to be deposited on the storm pond lands and or trail. The developer has agreed to install a solid masonry garden wall between the development and the city storm water facility to ensure that snow storage from this development will not encroach onto City property. This requirement will be finalized through the Site Plan process.

There are adequate municipal services, school accommodation and parkland available to accommodate the proposed development. This criterion is met.

- ii) Off-street parking is adequate;

The subject property will be rezoned to RO2 – exception. The RO2 zone stipulates the required residential parking standards for the proposal being 2 parking spaces per unit for the Single detached and Semi-detached dwellings. The Townhouses are required to have 2 occupant spaces per unit and 0.5 visitor parking spaces per unit (7 visitor spaces). The applicant is proposing 4 visitor parking spaces.

Transportation Services staff recommended 0.25 visitor parking spaces per residential unit based on the City Wide Parking Standards Review (IBI, 2017). The applicant has provided 4 visitor parking spaces including 1 accessible space. Staff is of the opinion that off-street parking is adequate and that this criterion is met.

iii) Capacity of the municipal transportation system;

Concerns were raised by the public about the amount of traffic generated by the proposal as well as concerns about accessing the townhouses from Georgina Court instead of Upper Middle Road.

The traffic study was based on the original 22 units proposed. The proposal is now reduced to 20 units. Based on 22 units, the proposed development is expected to generate 15 two-way trips (3 inbound and 12 outbound) during the weekday morning peak hour and 17 two-way trips (11 inbound and 6 outbound) during the afternoon peak hour. The 20 unit proposal will generate slightly fewer trips. Transportation Services staff have reviewed this application and the submitted Traffic Impact Study and are satisfied with the analysis, conclusions and recommendations of the study that the surrounding street network has adequate capacity to accommodate additional traffic demands associated with this development.

In response to feedback received at the neighbourhood meeting (May 23<sup>rd</sup> 2017) regarding the potential for a traffic signal at the intersection of Quinte Street and Upper Middle Road, Transportation Services staff conducted a traffic signal warrant for this location. Based on the traffic data available for this intersection (taking into account the estimated number of trips proposed to be generated by this development in the AM and PM peak hours), it was determined that a traffic signal is not warranted. The transportation system criterion is met.

iv) The proposal is in proximity to existing or future transit facilities;

The subject lands are also located on existing transit routes (11, 12, 48 and 51). Route 11 operates between Highway 407 Carpool Lot and Appleby GO Station. Route 12 operates between Burlington GO Station and Dundas Street and Sutton Drive. Route 48 is the Millcroft bus route operating between Upper Middle Road, Sutton Drive and Haber Community Centre. Route 51 is a late night bus service. Pedestrian access is provided via a sidewalk located on the west side of Georgina Court and a public walkway connecting Georgina Court to Upper Middle Road. This criterion is met.

- v) Compatibility is achieved with the existing neighbourhood character in terms of scale, massing, height, siting, setbacks, coverage, parking and amenity area so that a transition between existing and proposed buildings is provided;

The Official Plan defines compatibility as “development or redevelopment that is capable of co-existing in harmony with, and that will not have an undue physical (including form) or functional adverse impact of, existing or proposed development in the area or pose an unacceptable risk to environmental and / or human health. Compatibility should be evaluated in accordance with measurable / objective standards where they exist, based on criteria such as aesthetics, noise, vibration, dust, odours, traffic, safety and sunshading, and the potential for serious adverse health impacts on humans or animals.” This definition, although deferred to the OMB, helps guide staff in reviewing applications with respect to compatibility.

A portion of subject property has been designated and zoned for medium density development for a number of years. The property at 5219 Upper Middle Road was not part of the original subdivision surrounding it and therefore had a development (D) zone assigned to it. The current developer assembled this property and remnant lands from the surrounding subdivision. The area is characterized by a mix of residential units including townhouse units and single detached dwellings. The proposed land use is similar to existing medium density land uses within the surrounding area and can be considered compatible land use.

#### Scale, Massing, Height and Siting

Scale is defined in the Official Plan as “the proportion of a building or building element created by the placement and size of the building or element in comparison with adjacent buildings or building elements and to human dimension”.

The Orchard Community Design Guidelines for Transit Corridors (Section 7.1) indicate that medium density residential development in the form of ground-oriented attached housing will be developed along transit corridors. Upper Middle Road is a transit corridor. The Guidelines indicate that townhouse buildings should be a minimum of 22 m in length and a maximum of 50 m in length. Building 2 is 44.1 m in length (8 units) within the massing range anticipated by the guidelines.

The building heights proposed within this development are within the heights established by By-law 2020 (see Table 1). The existing homes on Quinte Street that abut the proposed development range in height from 7.1 m to 9.7 m. The existing homes on Rome Crescent abutting the proposed development range in height from 9.5 m to 10.0 m.



Table 1: Building Height

Proposed Development	By-law 2020 Height	Proposed Height
Single-detached units	1 storey to 9.0 m 2 storey to 11.5 m	8.8 m
Semi-detached units	3 storey to 14 m	3 storey to 12.7 m
Townhouse units	2 storey to 11.5 m 3 storey to 14 m	3 storey to 11.5 m

The proposed single detached dwellings are lower in height than anticipated by By-law 2020 and lower in height than the existing homes on Quinte Street (except for the one that is 7.1 m in height). The proposed semi-detached dwelling doesn't have any rear neighbours as they back onto Upper Middle Road.

The townhouses in Building 1 are three storeys in height up to 11.5 m and not the 14 m permitted by By-law 2020. Building 1 is 36 m in length and contains 6 units.

The proposed development has achieved compatibility in terms of scale, massing and height by providing a transition from the existing detached homes to the north by locating the smaller of the two townhouse buildings adjacent to the detached residential to the north and proposing a building design that is within the 11.5 m associated with a 2 storey structure.

The proposed development has achieved compatibility in terms of scale, massing and height by revising the plan to include detached residential units abutting the detached residential units on Quinte Street and limiting the building height to 8.8 m.

This criterion is met.

#### Setbacks

The rear yard setback for all housing types in the RO2 Zone is 6 m. It is achieved for the detached dwellings (Lots 1 & 2). Lot 3 (semi-detached) has a 5.4 m setback to the existing lots on Quinte Road. Lot 4 (semi-detached) has a 2.8 m rear yard setback to Upper Middle Road. While the 2.8 m is calculated as a rear yard setback in accordance with By-law 2020, it functions as a front yard facing onto Upper Middle Road with a porch, front door and windows facing the street.

The setbacks for the townhouses are calculated in two different ways. The first looks at the entire townhouse block fronting onto Georgina Court where the rear yard abuts the City's stormwater management property to the west. The second calculation is for the Parcels of Tied Land (POTL's) for the individual townhouse units.

#### Building 1 (north block of townhouses)

The townhouses abutting the single-detached residential homes on Rome Crescent are physically set back from the rear lot lines of the existing homes by 7.6 m to address the neighbour's privacy concerns. The rear yards are shown in the proposed By-law at 4.6 m because the remaining 3 m is part of a landscape buffer and drainage swale that is included in the common element of the condominium for 5 of the 6 units. This allows for the condominium corporation to maintain the swale and vegetation in a consistent manner. The rear yard of Unit 1 in Building 1 is 7.6 m because the landscape buffer could not be accommodated on the site because there is a pipe at the rear of the property where trees and shrubs could not be planted. The pipe conveys stormwater from the lands to the north to the drainage swale included in the common element/landscape buffer at the rear of the remaining townhouse lots. The setbacks and the height of Building 1 will provide an appropriate transition from the existing detached homes on Rome Crescent and are compatible.

#### Building 2 (south block of townhouses)

The townhouses are designed with front porches, doors and windows fronting on Upper Middle Road, consistent with the Orchard Community Design Guidelines for Transit Corridors. While they appear as the "front" of the townhouse, according to By-law 2020 they are in the rear yard and thus the reduction to 3 m to achieve urban design elements associated with the Upper Middle Road transit corridor. The street wall to the west of the subject lands includes the City's stormwater management facility. The street wall to the east of the subject lands includes the walkway between Georgina Court and Upper Middle Road and the Semi-detached dwellings in the development that also have their front door and porch fronting on Upper Middle Road. The setbacks and the height of Building 2 provide an appropriate transition between the stormwater management facility to the west and the walkway and semi-detached unit east of the walkway.

#### Coverage

By-law 2020 permits 50% lot coverage in the RO2 Zone for single-detached and semi-detached and maximum lot coverage of 60% for stacked townhouses. The lot coverage for the detached and semi-detached units in the proposed development is 35.2%. The lot coverage for the stacked townhouses in the proposed development is 53.4%. The lots to the north and east of the site are located within the RM3-138 zone which allows for a maximum 50% lot coverage for detached residential units. The lot coverage in the proposed development is comparable to the surrounding development. This criterion is met.

## Parking

Staff supports the reduction in the number of visitor parking spaces based on the City Wide Parking Standards Review (IBI, 2017) which identifies the need for 0.25 visitor spaces/unit based on Burlington specific data. Based on the study, 3.5 visitor parking spaces would be required for this site. Some of the public commented that homeowners don't use their garage for cars but for storing household items and sports gear. The developer has responded by agreeing to include the room behind the garage as a flexible space that could be developed as a family room or a storage area depending on the purchasers' interest. This is compatible with the neighbourhood because it is providing occupant and visitor parking for the development and not causing residents and their guests to park in the surrounding neighbourhood.

## Amenity Area

The Official Plan defines Amenity Area as "An interior area within a residential building or an outdoor area exterior to the residential building which is designed and intend primarily for the leisure and recreation of the occupants of the dwelling". The townhouses in Building 1 exceed the RO2 zone requirement of a 20m<sup>2</sup> privacy area per unit (rear yard and balcony). The townhouses in Building 2 have an amenity area of 14.9m<sup>2</sup> comprised of the front porch, walkway and landscaping fronting on Upper Middle Road.

The RO2 zone requires a 3 m landscape buffer between the townhouses and any other residential use. There is a 3 m landscape buffer at the rear of 5 of the 6 units which includes landscape plant material and a drainage swale. It is included in the common element of the condominium so that it can be maintained in a consistent manner without the risk of individual homeowners filling in the swale or building accessory structures on top of it. There is no landscape buffer at the rear of Unit 1 because the drainage swale in that location is piped and trees cannot be planted on top of the pipe. The lot associated with unit 1 is a larger than the other townhouse lots and opportunities for landscape planting away from the drainage pipe can be addressed through the site plan process. The combination of the vegetative buffer and the setbacks from the townhouses provide a 7.7 m from the rear lots of the homes to the north. This 7.7 m distance is larger than the 6 m rear yard setback of the detached residential units to the north.

The amenity area for Building 2 is smaller than Building 1, but suits the location abutting Upper Middle Road where it provides a human scale interface with the pedestrian public realm. It also suits the homeowner who wants to have minimal yard maintenance requirements.

This criterion is met.

- vi) Effects on existing vegetation are minimized, and appropriate compensation is provided for significant loss of vegetation, if necessary to assist in maintaining neighbourhood character;

There are 5 private trees located within the future road widening of Upper Middle Road, but are identified on the Tree Preservation Plan and in the Arborist Report as municipal trees. These trees are considered private trees until such time as a road widening has been dedicated to the Region. Two trees located within the future road widening are proposed to be removed. City staff has no objection to the removal of these trees prior to the road widening being dedicated as they will likely be heavily impacted by the construction.

The remainder of trees on site to be removed total 12, with a combined diameter of 367cm. These trees are overwhelmingly non-native species, range from good to very poor condition. There is good opportunity to immediately recoup some of that canopy loss on site through the re-planting of trees on site post-construction. There are 25 x 70mm caliper trees proposed to be planted on municipal right of way. There is also additional planting on site. This is almost three times the adjusted caliper of all removed trees on site. The Landscape concept and tree planting plan is reviewed only in the context of number and size of tree replacements proposed. Further species and location and other landscaping materials will be reviewed as part of the larger site plan application technical review.

Based on the figures provided, we can expect that this development will help to grow the urban forest, helping to achieve our Strategic Plan goal of a Greener City.

Significant sun-shadowing for extended periods on adjacent properties, particularly outdoor amenity areas, is at an acceptable level;

Not applicable – the proposed dwellings will not produce significant sun shadowing.

- vii) Accessibility exists to community services and other neighbourhood conveniences such as community centres, neighbourhood shopping centres and health care;

The development proposal includes a sidewalk that connects Georgina Court to Upper Middle Road and will improve connectivity for individuals accessing transit or walking to Corpus Christi Secondary School. The Millcroft shopping centre is located within 1 km of the site.

- viii) Capability exists to provide adequate buffering and other measures to minimize any identified impacts;

Provisions for a landscape buffer have been addressed through the zoning by-law amendment and are included in the common element of the condominium plan.

- ix) Where intensification potential exists on more than one adjacent property, any re-development proposals on an individual property shall demonstrate that future re-development on adjacent properties will not be compromised, and this may require the submission of a tertiary plan, where appropriate;

Not applicable – the lots to the north, east and west of the site are fully developed. There are lands designated for employment uses across Upper Middle Road to the south of the site that will the subject a separate planning application.

- x) Natural and cultural heritage features and areas of natural hazard are protected;

Not applicable – no natural and cultural heritage features on this site.

- xi) Where applicable, there is consideration of the policies of Part II, Subsection 2.11.3 g) and m);

These policies have been reviewed and considered not applicable to this application as there are no floodplains or watercourses impacting the subject property nor is the proposed development located in the South Aldershot Planning Area.

- xii) Proposals for non-ground oriented housing intensification shall be permitted only at the periphery of existing residential neighbourhoods on properties abutting, and having direct vehicular access to, major arterial, minor arterial or multi-purpose arterial roads and only provided that the built form, scale and profile of development is well integrated with the existing neighbourhood so that a transition between existing and proposed residential buildings is provided.

Not applicable-proposal is for ground oriented development.

The proposed development meets the City's Intensification evaluation criteria because it has adequate municipal services, provides adequate off-street parking, the municipal transportation system can accommodate the development, compatibility is achieved with existing neighbourhood and the effects on existing vegetation is minimized.

### **Orchard Community Secondary Plan**

The Orchard Community Secondary Plan final report, dated February 1995, identified three key elements of the community structure as the transit corridors, residential neighbourhoods and a connected open space system. At the time, the Orchard Community was expected to develop at generally higher densities than those found throughout the existing suburban areas of Burlington.

The subject lands are located in the southern portion of the Orchard Community and are identified as Residential – Medium Density. In Medium Density Residential areas, either ground or non-ground oriented housing units with a density between 26 and 50

units per hectare shall be permitted. This designation permits housing forms such as street, block and stacked townhouses, semi-detached, duplexes, three-plexes and four-plexes. The designation also permits detached dwelling units up to a maximum of 15 percent of the total housing mix on each property.

The Residential Neighbourhood Policies (Section 7.1) indicate that Medium Density Residential areas will be developed primarily as ground oriented attached housing along transit corridors like Upper Middle Road.

The Secondary Plan also included Design Guidelines for Transit Corridors which were adopted by Council and included in Appendix IX of the Burlington Official Plan (Section 11.0 Orchard Community: Secondary Planning Study Report: Final Report, February 1995). Section 11.4 of the Guidelines provides direction on built form which is relevant to this application including:

- Buildings shall have front walls parallel to the street with front doors and windows on the street,
- Porches (covered or uncovered), stairs, canopies and other entrance features shall be permitted to encroach beyond the build-to line.

The townhouses in Building 2 (fronting on Upper Middle Road) and the semi-detached units (fronting on Upper Middle Road) meet the design guidelines for Transit Corridors in the Orchard Secondary Plan.

### **City of Burlington Adopted Official Plan – Grow Bold (2018)**

On April 26, 2018, Council adopted the City's new Official Plan. The new Official Plan designates the subject lands as Residential Neighbourhood Areas, and more specifically Residential – Medium Density. The Residential Neighbourhood Areas are intended to provide for housing and other residential supportive land uses that are part of an urban residential environment. New residential housing within the Residential Neighbourhood Areas shall be accommodated primarily through infill or intensification, of existing areas, where compatible. Section 7.3.2 a) i) provides criteria for assessing compatibility in existing neighbourhood for site and building design that are similar to those in the inforce Official Plan.

On lands designated Residential – Medium Density, ground and non-ground oriented dwellings including single-detached and semi-detached dwellings, townhouses, street townhouses, stacked townhouses, back-to-back townhouses and low-rise residential buildings may be permitted. Lands within this designation shall be permitted at a density of 26 to 75 units per net hectare, with a maximum height of three storeys for ground-oriented dwellings and four storeys for non-ground oriented dwellings. The density range in the adopted Official Plan is greater than the existing Official Plan (26 to 50

units per net hectare). The four storey non-ground oriented housing is also a new permission that is not currently in the in force Official Plan.

The Design Excellence policies for Existing Communities (7.3.2 a) (i)) include compatibility criteria Upper Middle Road is identified as a Transit Supportive Corridor. Transit Policy 6.2.3(2) c) indicates it “services lower density areas and employment uses and are intended to provide a basic level of service, such as peak service, connecting to the *frequent transit corridors*”. The proposed development helps to achieve this by providing a walkway from Georgina Court to Upper Middle Road to allow pedestrians from the neighbourhood to access the transit stops on Upper Middle Road. The townhouses and semi-detached unit that front onto Upper Middle Road provide pedestrian comfort and human scale at the street level for pedestrian accessing transit on Upper Middle Road.

### City of Burlington Zoning By-law 2020

5219 Upper Middle Road is currently zoned ‘Development (D)’, while the remaining properties subject to this application are zoned ‘Medium Density Residential (RM3-138)’, as shown in Appendix 1.

The ‘D’ zone only permits a single detached dwelling. The ‘RM3-138’ zone permits a variety of dwelling types from a detached dwelling to an apartment building, as well as a retirement home or community institutional use. The site specific provision applying to the vacant parcels (138) sets out zoning regulations for detached dwellings, semi-detached dwellings and street townhouse dwellings, and sets a maximum limit of 15% of all dwelling units located within all lots and blocks zoned ‘RM3-138’ to be detached units.

The applicants are proposing to amend the Zoning By-law by changing the zoning of the subject properties from ‘D’ and ‘RM3-138’ to two site specific exceptions. Exception 487 addresses the proposed single-detached and semi-detached dwellings. Exception 488 addresses the two townhouse buildings. The regulations for the ‘RO2’ zone are listed below. For comparison, Tables 2, 3, 4 and 5 below list the zone requirements for townhouses, Parcels of Tied Land (POTLs), semi-detached dwellings and detached dwellings in relation to the proposed development.

**Table 2 – Zoning Regulations for Townhouses**

Zone Regulation	RO2 (Orchard Community Residential)	Proposed	Staff Comment
<b>Permitted Uses</b>	townhouses permitted	14 townhouses	No changes required.

<b>Lot Width</b>	40 m	24.2 m <sup>2</sup>	Staff supports this reduction The measurement only includes the distance from the rear lot line on Rome Crescent to where the Condominium road begins. It does not include the width of the road nor the part of the lot that fronts onto the public walkway.
<b>Lot Area</b>	1,200 m <sup>2</sup>	2,867 m <sup>2</sup>	No changes required.
<b>Front &amp; Street Side Yard</b>	3 m Abutting a street with a width of 26 m or greater – 6 m Garage – 5.5 m	2.8 m abutting Georgina Court 3m abutting Upper Middle Road	Staff supports the reduction on Georgina Court because it is a minor change that does not impact how the road or entrance functions.  Staff supports the reduction on Upper Middle Road because the front entrances to the townhomes are on Upper Middle Road.
<b>Rear Yard</b>	6m	9.8 m	No changes required.
<b>Building Height</b>	Max 2 storey up to 11.5 m	3 storeys to 11.5 m	Staff support the change from 2 storeys to 3 storeys as the overall building height allowed by the zoning will remain at 11.5 m.
<b>Lot Coverage</b>	Max 60%	53.4%	No changes required.
<b>Density</b>	Min 26 units/hectare Max 50 units/hectare	48.7 units/hectare	No changes required.
<b>Parking Space Dimensions</b>	Min width – 2.5 m Min area – 16.5 m <sup>2</sup>	3.0 m wide Min area – 20 m <sup>2</sup>	No changes required.
<b>Parking Spaces</b>	2 spaces / unit	2 spaces / unit	No changes required.
<b>Visitor Parking Spaces</b>	0.5 visitor spaces / unit (7 spaces required)	4 spaces including 1 accessible space	Staff supports the reduction in the number of visitor parking spaces based on the City Wide Parking



			<p>Review Standard (2017) which identifies the need for 0.25 visitor spaces/unit based on Burlington specific data. The study indicates that 3.5 parking spaces would be required for this site.</p> <p>Some of the public commented that homeowners don't use their garage for cars but storing household items and sports gear. The developer has responded by agreeing to include the room behind the garage as a flexible space that could be developed as a family room or a storage area depending on the purchaser's interest.</p>
<b>Accessible Parking Space Dimension</b>	Accessible aisle – 2 m width	2.0 m	No changes required.
<b>Landscape Buffer</b>	min 3 m between townhouses and any other residential use	3.0 m on 5 of 6 units in Building 1.	<p>There is a 3 m landscape buffer at the rear of Building 1 that is included in the common element of the condominium. It contains the vegetation buffer and a drainage swale that drains to the stormwater management facility to the west of the property. The drainage swale is open at the rear of 5 of the 6 units. At the rear of Unit 1, the drainage feature is contained within a pipe underground and trees and shrubs cannot be planted on top of the pipe. The lot associated with Unit 1 is larger than the rest and</p>

			there are opportunities for other landscaping that can be addressed through the site plan.
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**Table 3 – Zoning Regulations for Parcels of Tied Land (POTL's)**

<b>Zone Regulation</b>	<b>Parcels of Tied Land (POTLs)</b>	<b>Proposed</b>	<b>Staff Comment</b>
<b>Front Yard abutting a common element road</b>	3.0 m	Bldg 1 – 2.7 m Bldg 2 – 2.2 m	Staff is satisfied that the proposed front yard setbacks will not have a negative impact on surrounding development. The measurement of 2.7 m and 2.2 m is taken from the smallest setback point.
<b>Driveway length</b>	6.7 m	6.7 m	No changes required.
<b>Side Yard adjacent to an exterior wall of a building</b>	1.2 m	0.6 m	Staff is satisfied that the proposed side yard setbacks will not have a negative impact on surrounding development. The measurement of 0.6 m is taken from the smallest setback point. The 0.6 m setback on Building 1 is next to the visitor parking. The 0.6 m setback on Building 2 is next to the visitor parking on the west and next to the public walkway to the east.
<b>Yard abutting a Public Street</b>	3.0 m	2.8 m to Georgina Court	Staff is satisfied that the proposed side yard setback will not have a negative impact on the surrounding development.
<b>Rear Yard</b>	6.0 m	Bldg 1 – 4.6 m Bldg 2 – 3.2 m	Bldg 1 – Because staff is requiring a 3 metre landscape buffer, which will be of common element

			<p>tenure, the Parcel of Tied Land (POTL) boundaries will become smaller. This will result in a setback of 4.6 m to the POTL line. Staff note that while the setback to the POTL line will be reduced, the setback to the external property boundary will remain at 7.6 m.</p> <p>Bldg 2 – Staff are satisfied that the proposed rear yard setback is appropriate given that the porch, front door and windows will be on Upper Middle Road. While defined as a Rear Yard in the Zoning, it functions as a front yard in the development.</p>
<b>Rear Yard setbacks to balconies &amp; decks</b>	4.5 m	Bldg 1 – 3 m	<p>Bldg 1 – Because staff is requiring a 3 metre landscape buffer, which will be of common element tenure, the Parcel of Tied Land (POTL) boundaries will become smaller. This will result in a setback of 4.6 m to the POTL line. Staff note that while the setback to the POTL line will be reduced, the setback to the external property boundary will remain at 7.6 m.</p>
<b>Porch Setback</b>	2.0 m	1.3 m from Georgina Court	<p>Staff is satisfied that the proposed setback will not have a negative impact on the surrounding development.</p>
<b>Setbacks to rear decks</b>	2.0 m	1.0 m from Upper Middle Rd	<p>Staff is satisfied that the proposed rear yard setback is appropriate given that the porch, front door and</p>

			windows will be on Upper Middle Road. While defined as a Rear Yard in the Zoning, it functions as a front yard in the development.
<b>Setback to landscape steps</b>	2.0 m	0.0 m from Upper Middle Rd	Staff is satisfied that the proposed rear yard setback is appropriate given that the porch, front door and windows will be on Upper Middle Road. While defined as a Rear Yard in the Zoning, it functions as a front yard in the development.

**Table 4 – Zoning Regulations for Semi-Detached Dwellings**

<b>Zone Regulation</b>	<b>RO2 (Orchard Community Residential)</b>	<b>Proposed</b>	<b>Staff comments</b>
<b>Permitted Uses</b>	Semis permitted	4 semis	No changes required.
<b>Lot Width</b>	6.5 m/unit	6.1 m/unit	Staff is satisfied with the reduction in lot width. It is a result of the lot being located on a cul-de-sac, The lot is wider in the rear yard as a result of the lot configuration.
<b>Lot Area</b>	200 m <sup>2</sup>	128 m <sup>2</sup>	Staff is satisfied with the reduced lot area. It reflects a good use of a parcel of land in an infill situation.
<b>Front Yard</b>	3 m	5.4 m for dwellings abutting Georgina Court	No changes required.

<b>Rear Yard</b>	6 m	Lot 3 – 5.4 m Lot 4 – 2.5 m	Lot 3 – this is a minor reduction to a rear in an infill situation.  Lot 4 – this reduction is to reflect that while this is a rear lot calculation in accordance with By-law 2020, it functions as the front yard with front porch, doors and windows facing Upper Middle Road.
<b>Side Yard</b>	1.2 m	Lot 4 - 0.6 m	Staff is satisfied with the reduced side yard. The side yard on Lot 4 is reduced where it abuts the public walkway.
<b>Building Height</b>	3 storey to 14 m	3 storeys to 12.7 m	No changes required.
<b>Parking Space Dimensions</b>	Min width – 2.5 m Min area – 16.5 m <sup>2</sup>	Width – 3.0 m Min Area – 20 m <sup>2</sup>	No changes required.
<b>Parking Spaces</b>	2 spaces / unit	2 spaces / unit	No changes required.
<b>Maximum width of driveway and walkway</b>	4.5 m	5.0 m	Staff is satisfied that this is a minor change that will provide connectivity between the driveway and the porch.

Table 5 – Zoning Regulations for Detached Dwellings

<b>Zone Regulation</b>	<b>RO2 (Orchard Community Residential)</b>	<b>Proposed</b>	<b>Staff comments</b>
<b>Permitted Uses</b>	Detached permitted. Limits a maximum of 15% of the total of all dwelling units located within all lots and blocks zoned 'RM3-138' to be detached units.	10 % of units are detached	No changes required.

<b>Building Height</b>	2 storey to 11.5 m	2 storey – 8.8 m	No changes required.
<b>Lot Width</b>	7.5 m	Lot 1 - 15.02 m Lot 2 – 16.1 m	No changes required.
<b>Lot Area</b>	250 m <sup>2</sup>	Lot 1- 289.5 m <sup>2</sup> Lot 2 – 438.4 m <sup>2</sup>	No changes required.
<b>Front Yard</b>	3 m	Lot 1 -3.0 m Lot 2 – 5.1 m	No changes required.
<b>Lot Line, Front (definition)</b>	9.1 m	Lot 1 – 12.4 m Lot 2 – 8 m	Staff supports the reduction. It's a technical issue resulting from the lot being located on a cul-de-sac and doesn't affect the use of the property.
<b>Rear Yard</b>	6 m	Lot 1 – 6.1 m Lot 2 – 6.1 m	No changes required.
<b>Side Yard</b>	1.2 m abutting a dwelling 0.6 m abutting an attached or detached garage	Lot 1 – 1.2 m Lot 2 – 1.2 m	No changes required.
<b>Parking</b>	2 spaces per unit	2 spaces per unit	No changes required.

### Technical Review

The rezoning application and supporting documents were circulated to internal departments and external agencies for review. Internal departments who commented on this application include Capital Works, Transportation Planning, Landscaping and Forestry and Tax. External agencies who have commented on this file include Halton Region, Halton District School Board and Halton Catholic District School Board.

#### *Site Engineering*

Site Engineering staff have provided extensive comments on the development proposal for the subject lands, including comments on the submitted technical reports and studies. Technical site engineering issues have been resolved.

### *Landscaping and Forestry*

Staff have reviewed the plans submitted with the rezoning application, conducted a site visit and provided comments to the applicant with respect to the landscape plan that would be required at the subsequent site plan stage.

### *Transportation*

Transportation Planning has reviewed the Transportation Brief for the application and are satisfied with the conclusions/recommendations outlined in the report (In response to feedback received at the neighbourhood meeting (May 23<sup>rd</sup> 2017) regarding the potential for a traffic signal at the intersection of Quinte Street and Upper Middle Road, Transportation Services staff conducted a traffic signal warrant for this location. Based on the traffic data available for this intersection (taking into account the estimated number of trips proposed to be generated by this development in the AM and PM peak hours), it was determined that a traffic signal is not warranted.

The single-detached, semi-detached and the townhouses all have 2 parking spaces each on their property. Four visitor parking spaces, including one accessible parking space, are provided. The City Wide Parking Standards Review (2017) recommends 0.25 visitor parking spaces for each townhouse unit. For 14 townhouses the requirement is 3.5 parking spaces. The applicant is providing 4 visitor parking spaces for the townhouses including 1 accessible space. Transportation staff supports the amount of visitor parking provided by the applicant.

### *Region of Halton*

The Region of Halton has provided comments on the development proposal. The Region indicates that all new development in the Urban Area be on the basis of connections to Regional Servicing. Regional The Region of Halton has no objection to the proposal.

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## **Financial Matters:**

In accordance with the Development Application Fee Schedule, all fees determined have been received.

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## **Public Engagement Matters:**

The application was subject to the standard circulation requirements and a public notice and request for comments were circulated in May 2017 to all owners and tenants within 120 metres of the subject property. A notice sign was also posted on the subject property.

All of the technical studies, supporting materials, and any revisions to the documents for this development were posted on the City’s website at [www.burlington.ca/5219UpperMiddle](http://www.burlington.ca/5219UpperMiddle).

A neighbourhood meeting was held on May 23, 2017 at Corpus Christi Secondary School and was attended by approximately 45 members of the public and the Ward Councillor. Key concerns raised by the public at the meeting included issues of compatibility with the existing neighbourhood; traffic and safety, lack of visitor and on-street parking, concerns that all traffic is proposed through internal streets, not from Upper Middle Road, number of units and building height.

On December 12, 2017, an informal Open House was held to discuss a revised development concept with 20 units instead of 22 units. It was attended by City Staff, the Ward Councillor, the applicant and approximately 7 members of the public. Members of the public were able to discuss their concerns with the applicant. Concerns were similar to the meeting held on May 23, 2017: however there was a focus on a revised site plan which replaced two of the semi-detached units with two single detached units, added a walkway between Georgina Court and Upper Middle Road and revised the two townhouse buildings fronting onto Upper Middle Road into one townhouse building.

Public Comment	Staff Response
Development should be accessed from Upper Middle Road.	Upper Middle Road is a Regional Road and the Region has decided that access will not be provided there.
Increased traffic is a safety concern for neighbourhood children.	Transportation Services staff have reviewed this application and the submitted Traffic Impact Study and are satisfied with the analysis, conclusions and recommendations of the study that the surrounding street network has adequate capacity to accommodate additional traffic demands associated with this development.
3 storey townhouses with 3 m setback provide inadequate privacy for neighbours & blocks sunlight.	The design now includes a 7.6 m setback from the townhouses to the property line of the single detached dwellings. There is a 3 m dense vegetative zone at the rear of 5 of 6 units. The rear of lot 1 does not include the 3m dense vegetative zone because the plant material cannot be planted on top of the stormwater pipe at the rear yard. The lot is bigger than the other lots and there are other opportunities to include landscaping on the lot to provide a visual separation between the townhouse lot and the single detached lot to the north.



Public Comment	Staff Response
Lot size not in keeping with neighbourhood.	The property is designated in the Official Plan as Medium Density Residential that permits 26-50 units per net hectare. The original plan proposed 8 single semi-detached dwelling units. The plan was revised to include two single detached lots abutting the neighbouring single detached residential units to the east. The remaining 4 semi detached units do not abut neighbouring single detached units.
Too many units, should be single detached as originally proposed.	The property is designated in the Official Plan as Medium Density Residential that permits a variety of housing types with a density of 26-50 units per net hectare.
Georgina court currently used as a place for neighbourhood kids to play. No parks/playgrounds within a reasonable walking distance of the neighbourhood.	Capital Works, Parks and Open Space staff indicate that adequate parkland is available to accommodate this development at Brada Woods Park and Orchard Woodlot are within is located within the 0.8km distance for a neighborhood park and 2.4 km distance for a community park. Additionally, the trail in the stormwater management facility immediately to the west of this site provides access to the trail system in the Orchard Woodlot.
Not enough visitor parking.	Four visitor parking spaces, including one accessible parking space, are provided. The City Wide Parking Standards Review (2017) recommends 0.25 visitor parking spaces for each townhouse unit. For 14 townhouses the requirement is 3.5 parking spaces.
Parking – no one uses their garage Not enough street parking in neighbourhood now, this development will make it worse.	The original proposal for the townhouses included a family room on the first floor behind the garage. The developer has agreed to keep the use of the space flexible such that those with large storage needs can use the space to store large items (e.g. bikes, sports equipment) and leaving the garage space available for parking a vehicle.
Include a condition of the rezoning approval to require the developer to enter into a Master Servicing Agreement with the Orchard Community landowners group.	No development can take place on the subject lands until the lots and blocks are created through a plan of subdivision. A condition regarding the Master Servicing Agreement can be included in the conditions of draft approval of the subdivision.

## **Conclusion:**

The applicant has made changes to the proposed development which has improved its compatibility with the existing neighbourhood.

Staff's analysis of the application for a Zoning By-law amendment considered the applicable policy framework and the comments submitted by technical agencies and the public. It is the opinion of staff that the proposal meets the requirements of the Provincial Policy Statement, the Places to Grow Act and the Regional Official Plan in that it proposes compact and efficient development, uses existing infrastructure and has regard for public health and safety. Further, the proposed development meets the City's evaluation criteria for intensification, which were created as a tool to meet the intensification requirements of the upper-tier policy documents.

It is recommended that Council approve Zoning By-law 2020.395 in Appendix B to facilitate the development of this property including 2 single detached dwellings, 2 semi-detached dwellings and 14 townhouses.

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Respectfully submitted,

Suzanne McInnes, MCIP, RPP

Senior Planner

905-335-7600 ext. 7555

## **Appendices:**

- A. Sketches
- B. Zoning By-law Amendment
- C. Public Comments

## **Notifications:**

Upper Middle Road Enclave Inc. [selva@bloomfieldhomes.ca](mailto:selva@bloomfieldhomes.ca)

Martin Quarcoopome [mquarcoopome@westonconsulting.com](mailto:mquarcoopome@westonconsulting.com)

## **Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

Sketch No. 1 Appendix A of PB-46-18  
**LOCATION / ZONING SKETCH**



Zoning By-law Amendment to permit 2 single detached units, 4 semi detached units and 14 townhouses.

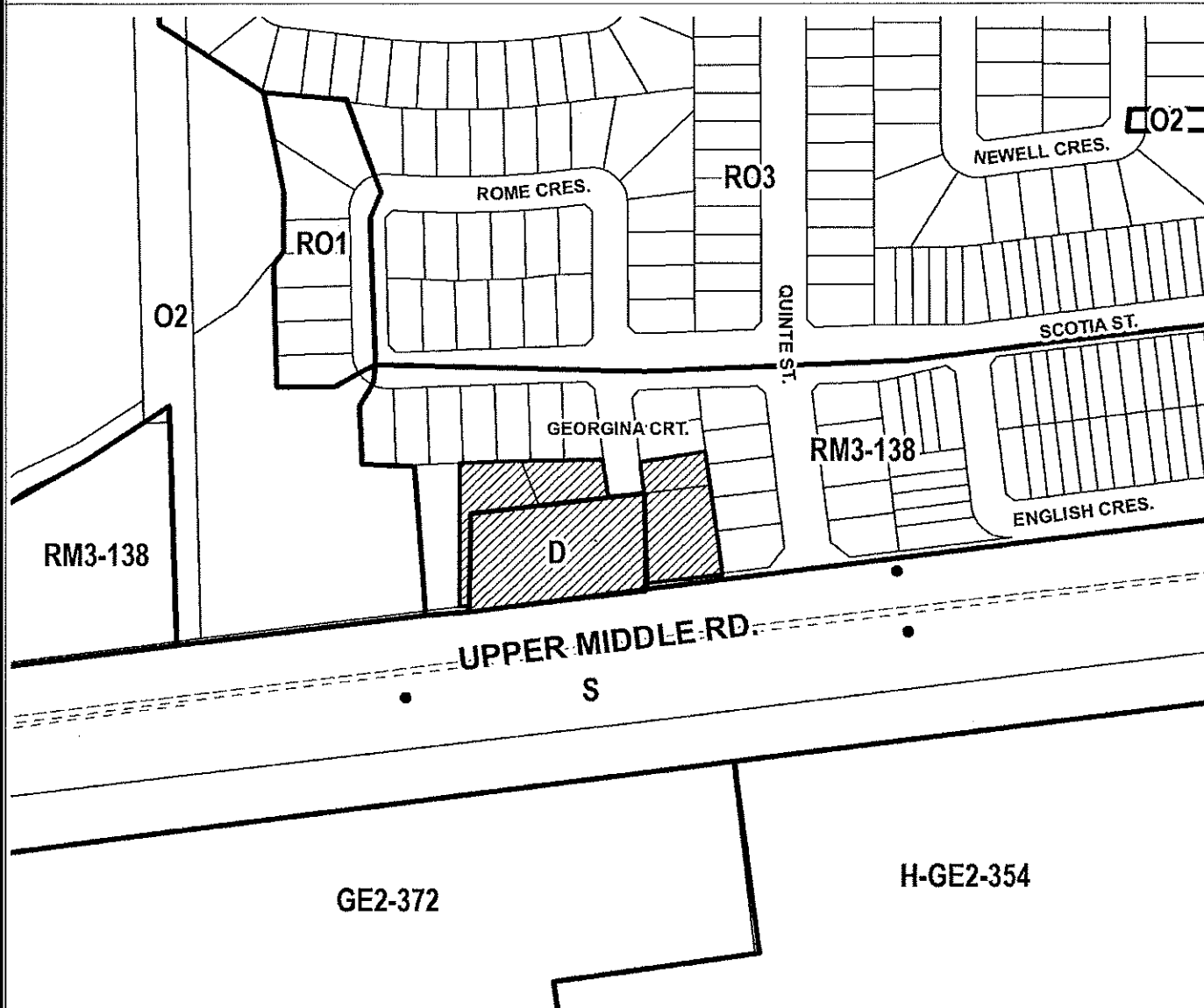


**SUBJECT PROPERTY**

----- Bus Routes

● Bus Stops

FILE No. 520-05/17



**GENERAL ZONING LEGEND**

Low Density	Medium Density	High Density	Mixed Use	Commercial	Employment	Other
RO1 RO3	RM3				GE2	O2 S D

DATE: APRIL 27, 2017  
 Planning and Building Department



Sketch No. 2  
**DETAIL SKETCH**

Zoning By-law Amendment to permit 2 single detached units, 4 semi detached units and 14 townhouses.

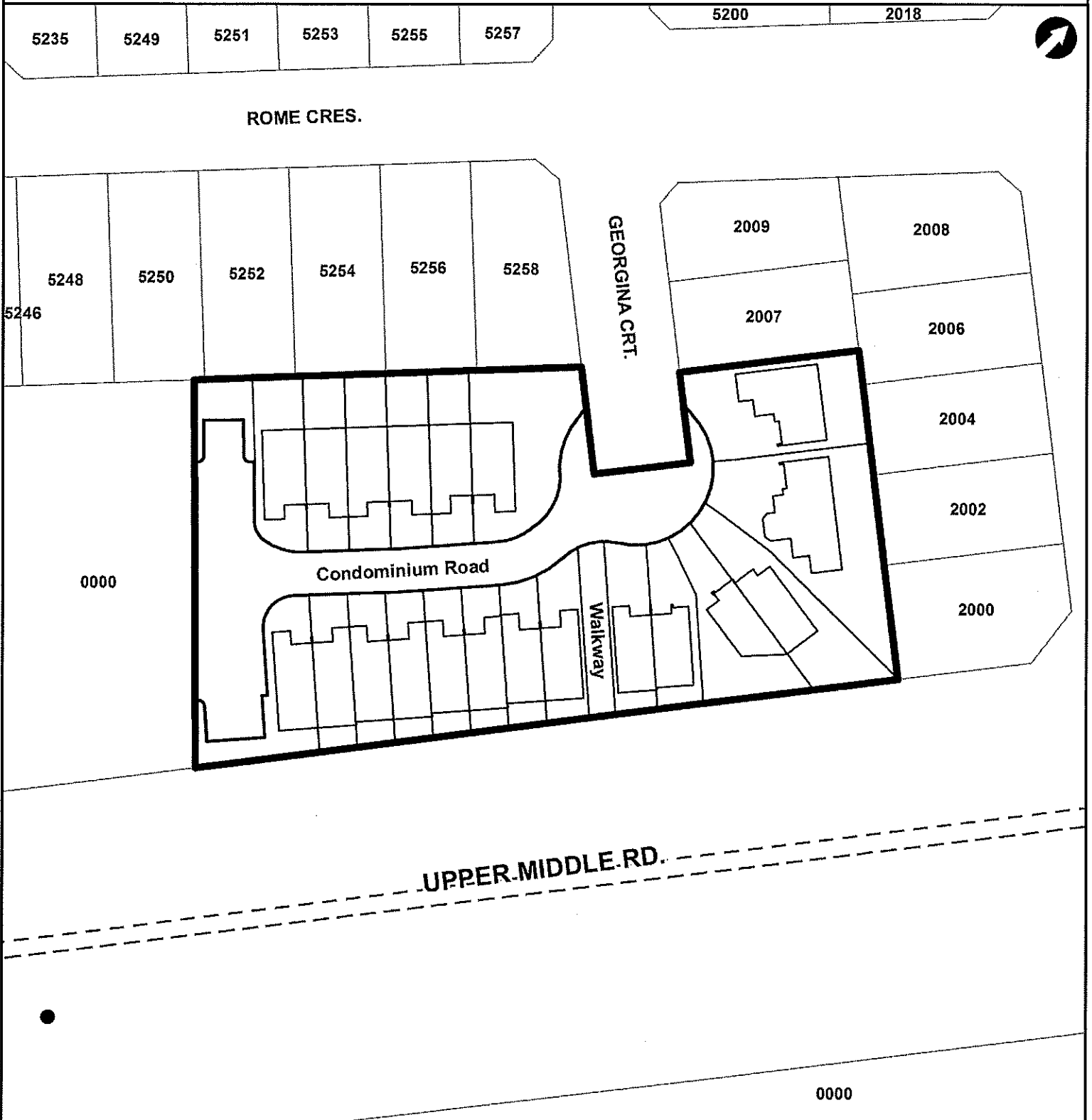


SUBJECT PROPERTY

----- Bus Route

• Bus Stop

FILE No. 520-05/17



**ZONING BY-LAW**

**BY-LAW NUMBER 2020.395,**  
**SCHEDULE 'A' AND EXPLANATORY NOTE**

**THE CORPORATION OF THE CITY OF BURLINGTON**

**BY-LAW NUMBER 2020.395**

A By-law to amend Zoning By-law 2020, as amended; to permit the development of two detached dwellings, two semi-detached dwellings and 14 townhouse units.  
File No.: 520-05/17 (PB-46-18)

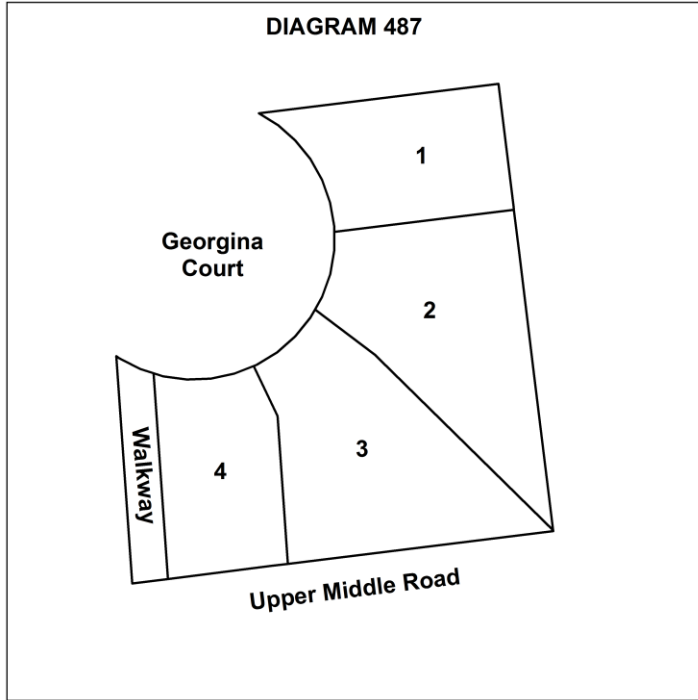
WHEREAS Section 34(1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, states that Zoning By-laws may be passed by the councils of local municipalities; and

WHEREAS the Council of the Corporation of the City of Burlington approved the recommendations in Report PB-46-18 on July 9, 2018, to amend the City's existing Zoning By-law 2020, as amended, to permit a residential development consisting of two detached dwellings, two semi-detached dwellings and two townhouse blocks.

**THE COUNCIL OF THE CORPORATION OF THE CITY OF BURLINGTON HEREBY ENACTS AS FOLLOWS:**

1. Zoning Map Number 29-W of PART 15 to By-law 2020, as amended, is hereby amended as shown on Schedule "A" attached to this By-law.
2. The lands designated as "A" on Schedule "A" attached hereto are hereby rezoned from 'RM3-138' and 'D' to 'RO2-487'.
3. The lands designated as "B" on Schedule "A" attached hereto are hereby rezoned from 'RM3-138' and 'D' to 'RO2-488'.
4. PART 14 of By-law 2020, as amended, Exceptions to Zone Designations, is amended by adding Exception 487 as follows:

Exception 487	Zone RO2	Map 29-W	Amendment 2020.395	Enacted (date)
<b>1. <u>Regulations for Entire Property:</u></b>				
a. Part 1 – General Conditions and Provisions, Section 2.3 - Patios, Decks, Balconies and Porches – Residential, shall apply				
b. Part 2 – Residential Zones, Section 18.10 (a) and (b) – Encroachments, shall not apply				
<b>2. <u>Regulations for Detached Dwellings (Lots 1 and 2 in Diagram 487):</u></b>				
a. Maximum number of dwellings: 2				
b. Notwithstanding the definition of Lot Line, Front, the straight line joining the two points where the side lot lines intersect the street line shall not be less than 8 m for Lot 2.				
<b>3. <u>Regulations for Semi-Detached Dwellings (Lots 3 and 4 in Diagram 487):</u></b>				
a. Maximum number of units: 4				
b. Lot Area: 128 m <sup>2</sup>				
c. Lot Width: 6.1 m				
d. Rear Yard: Lot 3: 5.4 m Lot 4: 2.5 m				
e. Maximum Building Height: 3 storeys to 12.7 m				
f. Maximum Lot Coverage: 58.5 %				
g. Side Yard for Lot 4: 0.6m				
h. Setbacks for Lot 4: To landscape steps in rear yard: 0 m To roofed over deck: 1.0 m To rear balcony: 1.5 m				
i. Maximum width of driveway plus walkways: 5 m				



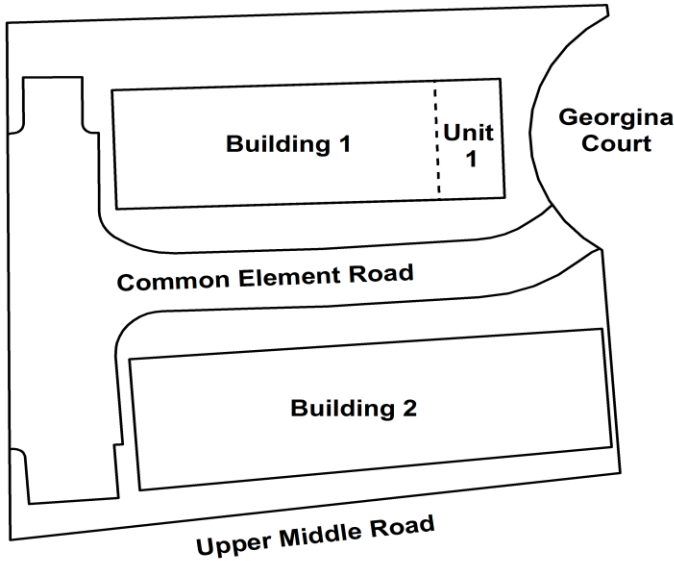
5. PART 14 of By-law 2020, as amended, Exceptions to Zone Designations, is amended by adding Exception 488 as follows:

Exception 488	Zone RO2	Map 29W	Amendment 2020.395	Enacted (date)																												
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<b>2. <u>Regulations for Townhouses (Buildings 1 and 2 in Diagram 488):</u></b>																																
<table border="0"> <tr> <td data-bbox="240 619 941 655">a. Maximum number of units:</td> <td data-bbox="966 619 1003 655">14</td> </tr> <tr> <td data-bbox="240 686 695 722">b. Front Yard (Georgina Court):</td> <td data-bbox="966 686 1057 722">2.8 m</td> </tr> <tr> <td data-bbox="240 756 865 791">c. Setback to front porch: (Georgina Court):</td> <td data-bbox="966 756 1049 791">1.3 m</td> </tr> <tr> <td data-bbox="240 825 704 861">d. East Side Yard for Building 2:</td> <td data-bbox="966 825 1049 861">0.6 m</td> </tr> <tr> <td data-bbox="240 909 769 945">e. Yard abutting Upper Middle Road:</td> <td data-bbox="966 909 1019 945">3 m</td> </tr> <tr> <td data-bbox="240 978 659 1014">f. Maximum Building Height:</td> <td data-bbox="966 978 1240 1014">3 storeys to 11.5 m</td> </tr> <tr> <td data-bbox="240 1050 505 1085">g. Visitor Parking:</td> <td data-bbox="966 1050 1419 1123">4 spaces including 1 accessible space</td> </tr> <tr> <td data-bbox="240 1136 873 1209">h. Privacy Areas for Building 1 may be open on the side opposite the building</td> <td></td> </tr> <tr> <td data-bbox="240 1224 805 1297">i. Landscape Buffer abutting any other residential use for Building 1, Unit 1:</td> <td data-bbox="966 1224 1019 1260">0 m</td> </tr> <tr> <td data-bbox="240 1331 699 1367">j. Privacy Areas for Building 2:</td> <td data-bbox="966 1331 1143 1367">Not required</td> </tr> <tr> <td data-bbox="240 1400 711 1436">k. Amenity Areas for Building 2:</td> <td data-bbox="966 1400 1143 1436">14.9 m<sup>2</sup> unit</td> </tr> <tr> <td data-bbox="240 1470 850 1543">l. Setbacks for rear decks abutting Upper Middle Road (including roof overhang):</td> <td data-bbox="966 1470 1019 1505">1 m</td> </tr> <tr> <td data-bbox="240 1577 837 1650">m. Setbacks for landscape steps abutting Upper Middle Road:</td> <td data-bbox="966 1577 1019 1612">0 m</td> </tr> <tr> <td data-bbox="240 1684 873 1787">n. Setback to driveways and parking from a wall of a building containing windows of habitable rooms:</td> <td data-bbox="966 1684 1019 1719">1 m</td> </tr> </table>					a. Maximum number of units:	14	b. Front Yard (Georgina Court):	2.8 m	c. Setback to front porch: (Georgina Court):	1.3 m	d. East Side Yard for Building 2:	0.6 m	e. Yard abutting Upper Middle Road:	3 m	f. Maximum Building Height:	3 storeys to 11.5 m	g. Visitor Parking:	4 spaces including 1 accessible space	h. Privacy Areas for Building 1 may be open on the side opposite the building		i. Landscape Buffer abutting any other residential use for Building 1, Unit 1:	0 m	j. Privacy Areas for Building 2:	Not required	k. Amenity Areas for Building 2:	14.9 m <sup>2</sup> unit	l. Setbacks for rear decks abutting Upper Middle Road (including roof overhang):	1 m	m. Setbacks for landscape steps abutting Upper Middle Road:	0 m	n. Setback to driveways and parking from a wall of a building containing windows of habitable rooms:	1 m
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3. **POTL Regulations:** Notwithstanding Part 1-General Conditions and Provisions, Subsection 2.33 Parcels of Tied Land (POTL), the following regulations shall apply:
- a. Front Yard abutting a common element road:
    - Building 1: 1.7 m
    - Building 2: 2.2 m
  - b. Side yard adjacent to an exterior wall of a building: 0.6 m
  - c. Yard abutting Georgina Court: 2.8 m
  - d. Rear Yard:
    - Building 1: 4.6 m
    - Building 2: 3.2 m
  - e. Rear yard setback to balconies and decks on Building 1: 3 m
  - f. Setback to porch from Georgina Court: 1.3 m
  - g. Setback to rear decks from Upper Middle Road (including roof overhangs): 1 m
  - h. Setback to landscape steps from Upper Middle Road: 0 m

DIAGRAM 488



Except as amended herein, all other provisions of this By-law, as amended, shall apply.

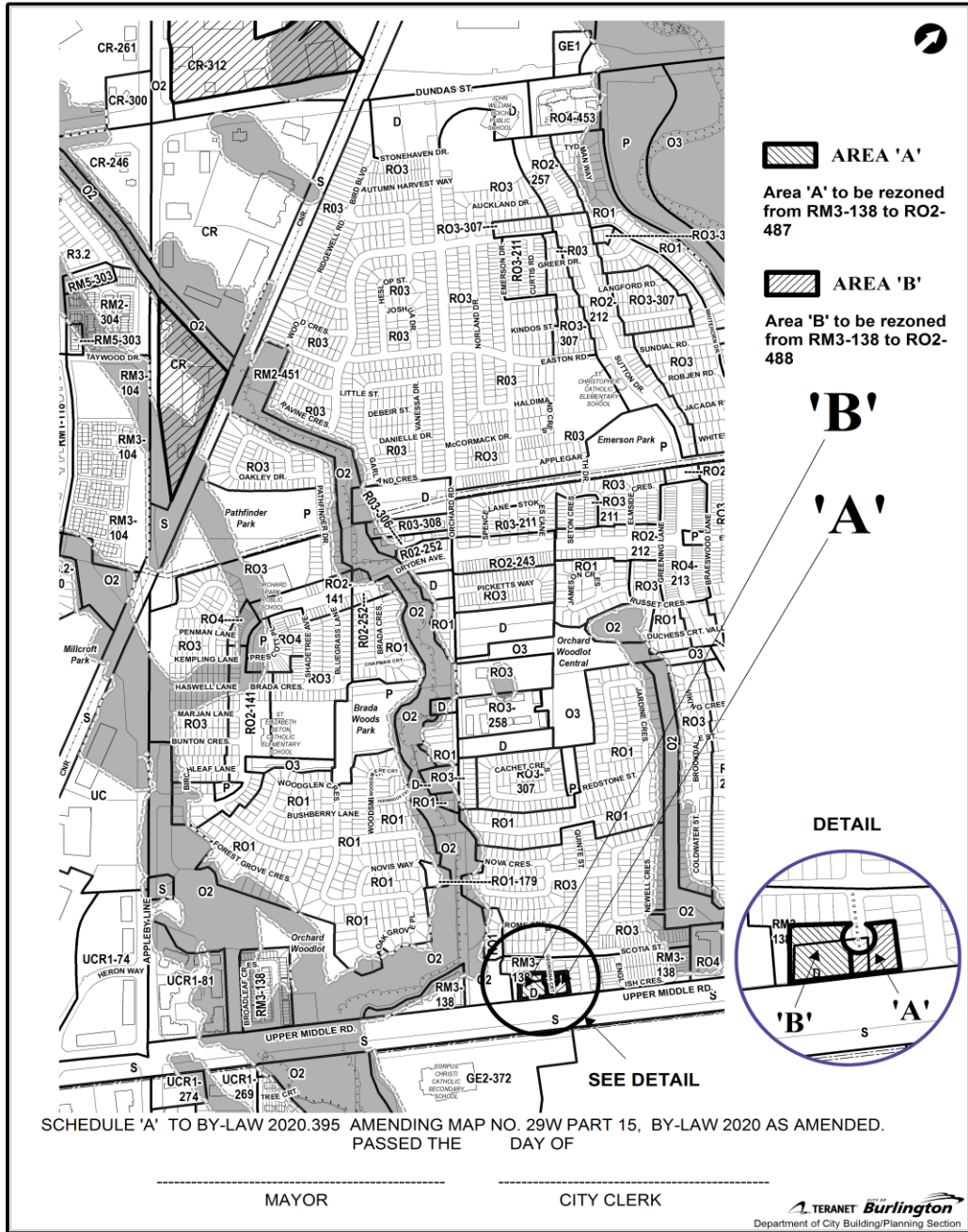
- 6 a) When no notice of appeal is filed pursuant to the provisions of the Planning Act, R.S.O. 1990, c.P.13, as amended, this By-law shall be deemed to have come into force on the day it was passed;
- 6 b) If one or more appeals are filed pursuant to the provisions of the Planning Act, as amended, this By-law does not come into force until all appeals have been finally disposed of, and except for such parts as are repealed or amended in accordance with an order of the Local Planning Appeal Tribunal this By-law shall be deemed to have come into force on the day it was passed.

**ENACTED AND PASSED** this.....day of .....2018.

\_\_\_\_\_MAYOR

\_\_\_\_\_CITY CLERK

# Schedule A to By-law 2020.395



## **EXPLANATION OF PURPOSE AND EFFECT OF BY-LAW 2020.395**

By-law 2020.395 rezones lands 5219 Upper Middle Road, 2004 Georgina Court, 2005 Georgina Court, Block 262 & 263 - Plan 20M 824, to permit a residential development consisting of two detached dwellings, two semi-detached dwellings (4 units) and 14 townhouse units.

For further information regarding By-law 2020.395, please contact Suzanne McInnes of the City of Burlington Department of City Building at (905) 335-7600, extension 7555.

Andrew Raymond,  
[REDACTED] Georgina Court,  
Burlington, Ontario, Canada, [REDACTED]

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December 11, 2017

Suzanne McInnes  
426 Brant St.  
Burlington, On  
L7R 3Z6

**Email:** [suzanne.mcinnnes@burlington.ca](mailto:suzanne.mcinnnes@burlington.ca)  
**Phone:** 905-335-7600, ext. 7555

Ms. McInnes,

Further to our community meeting held on May 23, 2017, and our upcoming Open House discussion December 12, 2017, I would like to formally voice my strong objection to the proposed development and the revised proposal. This proposal fails to address our concerns, especially the access from Georgina Court rather than Upper Middle Road.

I live at [REDACTED] Georgina Court and the neighborhood children all play on the street and often in the Georgina Court area as it is not a thoroughfare for traffic. There are no park playgrounds within a reasonable walking distance of our home so the street is where everyone is out playing. The proposal of accessing the development from Georgina Court is not acceptable as this will significantly increase the traffic and there already is not enough street parking for homeowners guests.

I believe that the traffic impact study was incorrectly performed as it fails to consider the already over-congested traffic flow on the traffic circle of Quinte St. and Rome Cres. This is already a dangerous circle but with the proposed traffic from this development this will be unsustainable and dangerous for the children in the neighborhood. As such a simple alternative access for this development from Upper Middle would solve this issue and be consistent with townhouse development approximately 100 meters west of this proposed development which is accessed directly off Upper Middle.

The planned parking of 4 visitor spots for the 22 homes is completely insufficient and there is no room in the plan for parking on any of the roads. Georgina Court cannot be parking as there is no room and the west side of Georgina Court has a fire hydrant and cars are appropriately prohibited from parking there for safety reasons (which I fully support to protect my family and my neighbors family).

In addition the development proposes to shorten the minimum side-year setbacks, back-yard setbacks and minimum rear yards. This is not in character with the rest of the neighborhood and I object to this amendment to reasonable in-place current setback standards.

The noise impact from traffic is so unacceptable that the developer must advise their "Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the Municipality's and the Ministry of the Environment's noise criteria." So given they require this special notice the immediately surrounding homes will also be negatively impacted by this higher noise level and this is unacceptable.

From a safety perspective I also wish to object to the proposal with the private lane to the townhouses which is very dangerous as it would only take one errant visitor temporarily parking in front of the lane to delay Emergency Vehicles from accessing the homes. That could lead to additional time in the event of a fire and increase the risk of human loss of life. We cannot accept this risk and this "laneway" should be expanded in size to a full width road, accessed from Upper Middle.

The proposed densification is also inconsistent with the immediate homes on Georgina Court and Rome Cres and hence we object to this change to the fit of the neighborhood.

There is also a lack of parks for children of our neighborhood to play. I recommend the city expropriate this land at 5219 Upper Middle from the current owner and develop a neighborhood park, or provide additional park land across the street at or beside Corpus Christie High School.

I also am particularly surprised and disappointed that the developer revised their proposal to include a new sidewalk in front of our house. There is no need for that as there is an existing sidewalk on the other side of Georgina Court. I feel this was added to the revised plan to retaliate for our community objecting to the proposed development plan.

Thank you for your time and consideration.

Sincerely,

**Andrew Raymond, Homeowner at [REDACTED] Georgina Court Burlington Ontario**

[REDACTED]

The information in this e-mail is intended solely for the addressee(s) named, and is confidential. Any other distribution, disclosure or copying is strictly prohibited.

♻️ Please consider the environment before printing this email.

Andrew Raymond,  
[REDACTED] Georgina Court,  
Burlington, Ontario, Canada, [REDACTED]

---

May 31, 2017

Kyle Plas  
426 Brant St.  
Burlington, On  
L7R 3Z6

Email: [kyle.plas@burlington.ca](mailto:kyle.plas@burlington.ca)  
Phone: 905-335-7600, ext. 7555

Mr. Plas,

Further to our community meeting held on May 23, 2017, I would like to formally voice my strong objection to the proposed Zoning Bylaw Amendment: 520-05/17 for the proposed development at 5219 Upper Middle Road.

I live at [REDACTED] Georgina Court and the neighborhood children all play on the street and often in the Georgina Court area as it is not a thoroughfare for traffic. There are no park playgrounds within a reasonable walking distance of our home so the street is where everyone is out playing. The proposal of accessing the development from Georgina Court is not acceptable as this will significantly increase the traffic and there already is not enough street parking for homeowners guests.

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Thank you for your time and consideration.

Sincerely,

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♻️ Please consider the environment before printing this email.



From: Ghazawan and Baidaa Alchi

████ Rome Crescent

Burlington, Ontario

████

To: Kyle Plas, MCIP, RPP - Senior Planner, Development Review

Burlington Planning and Building Department

PO Box 5013, 426 Brant St.,

Burlington, Ontario L7R 3Z6

May 31, 2017

**Re: Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court**

**File: 520-05/17**

Dear Mr. Plas:

We are writing with respect to the above noted planning application. We attended the public meeting held on May 23, 2017 and appreciate the information that was provided. We have further reviewed the plans and wish to object to the proposed development. We have attached a document outlining our concerns and questions as it pertains to the development, of which, we would like to highlight the following three issues listed below as our primary concerns:

1. Entrance of the planned Townhouse/Condo units on to Georgina court. The the road design as proposed parking and road infrastructure cannot support the additional vehicles. Additionally, the increased traffic is a safety concern for our kids playing outside and walking to school. The entrance of the townhouse complex should be on Upper Middle Road using existing driveway and turning lane for 5219 Upper Middle Road, reducing the traffic infiltration on local streets.
2. Proposed reductions in setbacks, lot coverage and height do not meet the zoning requirements of the Orchard community. The 3-storey townhouses with 3 metre setback will provide inadequate privacy and block out light for existing homes surrounding the proposed development. In addition, the proposed lot area of 200m<sup>2</sup> is nearly half the current allowable lot area in the Orchard. This lot size is not in keeping with the character of the existing planning Orchard community. We request setbacks align to the other developments in the community and meet the current requirements the RM3-138 zone.

3. The number of homes proposed exceeding the maximum units per hectare currently permitted. We understand the adding mid-density homes in a transportation zone is important for growth and prosperity of Burlington; however, the proposed plans appear to be pushing the number of units without taking into consideration the built form character of the adjacent community. In addition, the extent to which changes to the existing zoning by-law are being requested (parking, setbacks, heights, lot area etc) are illustrative of the inappropriate intensity of this proposed development in this local context.

When we purchased our home 5 years ago and requested information regarding Georgina Court, the City provided us details on what was anticipated (8 single family homes). This proposal is nearly three times that amount and does not remotely reflect the intent of the original plans. We understand that owners have the right to submit an application and develop the way that they see fit. We just ask that the City and the Planning department considers the original plan and support the community by approving a development that better reflects the character of the Orchard than the proposal in front of us now. We trust that you will review the proposal keeping in mind the public interest and consider the overall impact of the proposed development will have on the existing families living within the surrounding homes.

Sincerely,

**From:** Afi Aroujalian [REDACTED]  
**Sent:** Friday, June 02, 2017 9:20 PM  
**To:** Minaji, Rosalind  
**Cc:** Sharman, Paul  
**Subject:** Rome and Georgina Court / 5219 Upper Middle - Letter to Participate in the planning process

From: Afi Aroujalian & Babak Seyedan  
[REDACTED] Rome crescent, Burlington,  
[REDACTED]

To: Kyle Plas, MCIP, RPP - Senior Planner, Development Review  
Burlington Planning and Building Department  
PO Box 5013, 426 Brant St.,  
Burlington, Ontario L7R 3Z6

May 31, 2017

**Re: Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court**  
**File: 520-05/17**

Dear Mr. Plas:

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3. The number of homes proposed exceeding the maximum units per hectare currently permitted. We understand the adding mid-density homes in a transportation zone is important for growth and prosperity of Burlington; however, the proposed plans appear to be pushing the number of units without taking into consideration the built form character of the adjacent community. In addition, the extent to which changes to the existing zoning by-law are being requested (parking, setbacks, heights, lot area etc) are illustrative of the inappropriate intensity of this proposed development in this local context.

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Sincerely,  
Afi Aroujalian

**From:** Basu, Shibaji [REDACTED]  
**Sent:** Monday, December 11, 2017 11:25 PM  
**To:** Emberson, Lola  
**Subject:** Planning Applications for: 5219 Upper Middle Road & 2004 - 2005 Georgina Court - File: 520-05/17  
**Importance:** High

Hello Lola

This is further to my earlier communications (attached) on the above to Senior Planner Kyle Plas and Councilor Paul Sharman.

I am again saying "No" to this proposal in no unclear terms as the neighborhood, being provisioned for single detached units only, does not have the capacity to support even the revised application.

So once again request you to consider the overall impact this proposed development will have on surrounding neighborhood and the cumulative impact of such developments on the city and its future before arriving at a decision.

Thanks & Regards,  
Shibaji Basu  
[REDACTED] Quinte St.

**From:** Basu, Shibaji [REDACTED]  
**Sent:** Thursday, June 08, 2017 9:25 PM  
**To:** Plas, Kyle  
**Cc:** Minaji, Rosalind; Sharman, Paul; 'Giovanni Stea (gstea)'  
**Subject:** RE: Planning Applications for: 5219 Upper Middle Road & 2004 - 2005 Georgina Court - File: 520-05/17  
**Importance:** High

Hi Kyle

This is further to my communication below and the public meeting we had on May 23, 2017 at Corpus Christie school.

In the meeting and also in other correspondences, the proposal has been scrutinized and specific concerns around proposed design has been brought up which are all very valid points.

However, the real issue is bigger. We as a community would certainly not like that many units to come up in an area currently provisioned for single detached units only (I know I am speaking on behalf of the community but I am sure everyone's thinking the same way).

Question is, what is the city thinking? It is not just doing things as per rules and standards (I have full faith in the system that rules will be followed whether in approving the proposal or otherwise). It is going beyond and thinking about the future of the city and decide whether a construction plan is to be approved.

If this zoning by-law amendment is approved, what's next? Approving construction in green belt areas?

Once again, request you to consider the overall impact this proposed development will have on surrounding neighborhood and the cumulative impact of such developments on the city and its future.

Thanks & Regards,  
Shibaji Basu  
[REDACTED] Quinte St.

**From:** Brez, Ryan [REDACTED]  
**Sent:** Monday, June 05, 2017 9:58 PM  
**To:** Plas, Kyle  
**Cc:** Minaji, Rosalind; Sharman, Paul; Brian.Hudson@halton.ca; 'Eunice Brez [REDACTED]  
**Subject:** 5219 Upper Middle Road 2004-2005 Georgina Court Letter of Concern

Dear Mr. Plas,

I am filing this formal notice of concerns with respect to the above planning application on behalf of myself and my wife Eunice Brez and daughters Aria (4) and Evelyn (2).

I attended the public meeting held on May 23, 2017 and a community meeting held by residences of Georgina Court and Rome Crescent and we have come away with some substantial concerns to the proposed plans/application in the area of Safety & Fit. I have included in copy Paul Sharman (Councilor City Burlington) and Brian Hudson (Senior Planner Halton Region) because as an Ontario, Halton & Burlington resident and taxpayer I ask that all key stakeholders from all levels of government work collaboratively together to assess this application and make the appropriate amendments to reflect the voice and needs of their constituents.

We were drawn to "Bronte Woods in the Orchard" and Rome Crescent in 2008 as a place where we could safely & happily start a family due to its layout and infrastructure. The Orchard is a bustling family community that was built with pockets of small courts that enabled neighbor relationships to be forged & a safe environment for our kids to play and socialize on the street. The proposed plan under file: 520-05/17 we believe undermines this small court and low density community that we all bought into. Instead the current proposal is to maximize densification & developer profits through variance requests to most building size guidelines under the current zoning. As many of my fellow neighbors have pointed out the original plan was that 5 single detached homes were to complete the Rome Cres court extension known as Georgina Court.

In addition to the above 2 major areas of concern for my family are Safety & Fit.

**Safety:** We live on a child rich and friendly street in which we as a Rome Cres/Georgina Crt community pride ourselves on enabling our children to play as collective in a safe environment. I have concerns as current traffic and street parking has greatly increased in the community and our street. Changes in street parking bi-laws and increased vehicles in the community have led to safety concerns. The current court layout causes blind corners and frequent close calls with our children on our street. The current entrance to Rome Cres is a blind right onto our street and with limited street parking due to small home frontages. Cars currently line the side of the street creating increased visual blind spots and risk for all. The Planning application is proposing to increase this incoming traffic on Rome Cres by at minimum +53%, as +22 households is being proposed (currently 41 households Rome/Georgina, vs proposed 63). The developer's position (based on the public meeting) is that with just 4 able bodied visitors' parking spots, single car garages & single car driveways that this will be sufficient to accommodate the increased

traffic/vehicles. Based on common sense and first-hand knowledge of current traffic/parking habits on our street this is not viable solution. Additionally, at the public meeting it became clear that the condo road would be built so narrow that no parking in the street would be allowed for fire/safety reasons thus pushing the vehicles back onto Rome Cres. & intensifying our current safety concerns. This is a dramatic increase in traffic flow onto our “quiet” court that is simply unacceptable! Public works/EMS services to keep the street safe are also a concern. The proposal as presented at the public meeting had no solution for snow removal/disposal and the limitations of EMS vehicles entry and exit (must back out) creates an undesirable and ideal situation.

**Fit:** As I mentioned in my opening statement the “Bronte Woods in the Orchard” community was a built as pockets of courts with “like fit” homes being grouped together. Our section is entirely built with Single Detached family homes. This was a significant feature that enticed us to move to Rome Cres. vs moving to another region or city in the GTA. I believe Semi-Detached & Townhouse medium density zoning does not “Fit” with the “Low Density” street/community we bought into.

**Recommendation:** We ask that the Condo Townhouses and road entry point be reoriented off of Upper Middle Rd using existing driveway and turning lane for 5219 Upper Middle Road. This access point would ensure consistency with all other Condo Townhouse communities along Upper Middle Rd (from Burloak Drive to Guelph Line) and reduce the proposed Rome Cres traffic/densification by 34%. Additionally, we recommend that remaining land on Georgina Court be used as originally intended as 5 Single Detached homes (5 households) vs the 8 households being requested.

We trust that you will review the proposal keeping in mind the public interest and consider the overall impact of the proposed development will have on the existing families living within the surrounding homes.

Regards,

Ryan Brez

**Ryan Brez** [REDACTED]  
[REDACTED]



-----Original Message-----

From: gary-and-tracy gary-and-tracy [REDACTED]  
Sent: Friday, June 02, 2017 11:17 AM  
To: Plas, Kyle  
Subject: Rome Cres. / Georgina Court development

Good morning Mr. Plas,

My wife and I are original owners on Rome Cres. We have been fortunate to have lived here since the summer of 2003 and it has been a great street to raise our family. We have some concerns in regards to the proposed plans to develop the land adjacent to Georgina Court, which runs off of Rome Crescent. I will outline our concerns below.

When we purchased on this street over 14 years ago, we were informed that the future development of the land in question would be made up of detached homes. This new proposal is for 4 semi-detached homes and 18 town homes. We are concerned that the amount and type of dwellings being proposed will negatively affect our property value.

Also of great concern is the additional traffic that will be accessing our quiet street. The proposal as it is could increase the amount of traffic entering our street by 50% (taking into account the current number of homes on the street, averaging 2 cars/ house, plus the 22 new homes). Rome Crescent has been a wonderful, quiet street on which our kids frequently play. The closest park is a kilometre away and our small yards do not allow our kids much room to run around. Our children's safety on our street will be greatly reduced if all this traffic ends up accessing this new development from our street, not to mention the additional cars that will be parked on the street due to limited parking spaces that will be available to the new homes.

How will the city deal with snow and garbage removal for the new development? A city garbage truck will not be able to get down Georgina and be able to turn around. Where will they pile the excess snow in winter time? It was suggested at the community meeting that private garbage removal would be utilized for the townhomes. Will they pile up the garbage on Georgina until a city truck picks it up? Not only would this "solution" be unsightly, but also unsanitary. What will happen in the winter, when snow banks are high? How will garbage be dealt with then? How will an emergency vehicle access those homes if necessary?

We strongly urge you to consider routing the traffic to the new development off of Upper Middle Road. This is the best option to keep our street as safe as possible for our kids, to avoid extra traffic and parking on our street, and to (as best as possible) allow the residents of Rome Crescent to be unaffected by this new development.

We have attached a photo taken last week of our kids at play. This is an almost daily occurrence on Rome Cres, on all parts of the street. We'd like it to continue.

We appreciate your consideration in this matter.

Gary, Tracy, Quinn and Reese Creamer  
[REDACTED] Rome Cres.

June 8, 2017

Kyle Plas  
Senior Planner – Development Review  
City of Burlington

Re: Proposed Development for 5219 Upper Middle Road & 2004-2005 Georgina Court

Dear Kyle,

Thank you for allowing concerned residents to participate in the process regarding the future development in our neighbourhood. Many of the concerns raised at the meeting are shared by many of us – the two main issues I have heard consistently are with respect to the road access /entry point for the condominiums (traffic concerns) and the number of buildings and as a result, the increased height of the condos. This impacts me personally as I back onto Upper Middle and am impacted by the potential of three-storey town houses behind our house.

My specific concerns are articulated below:

- **Road access / entry point for condominiums** – with 22 additional houses, that will mean up to an addition 40 cars coming and going out of our street and along Quinte. I have reviewed the traffic reports and I don't think they're realistic. At certain times of the day it is very challenging to turn left onto Upper Middle from Quinte. It can also be challenging to get onto Quinte from Rome – many cars going along Quinte believe they have the right of way and speed through the round-about. **My suggestion would be to have the entry off of Upper Middle.** This would be consistent with other townhouse developments in the area. **Has the city considered adding in a stop sign at Quinte and Rome? Has the city considered adding a traffic light at Quinte and Upper Middle?** These are the steps needed to ensure safety.
- **Height of town houses** – While the builders said that they had not decided on the design of the condos, the fact that they are asking for maximum height of 3 storeys indicates to me that there is a good chance that they will utilize that allowance. Looking at the specs of the condos, they are asking for many exceptions to the by-law and creating narrow houses – the only way to add square footage is to build up. This will directly impact our sun exposure and privacy.
- **Parking** – there is already very little parking on Rome Crescent and Quinte. Although the builders indicated that the condos have 2 parking spots each (driveway and garage), we all know that very few people actually park in their garage. Especially if they have less area in the house or yard; many

use the garage for storage. That means these cars will be parked on Rome Crescent and Quinte. My biggest concern with this is safety – a lot of children live on Rome Crescent and we can't have cars whipping around the crescent looking for a spot. Same goes on Quinte – there is no room. You would need the same structure as Sutton – with a wider street with parking along the side.

In addition – the visitor parking is not enough for 14 condos – there are really only four usable spots as one is a handicap spot. Visitors will also be looking to park on Rome Crescent – and the safety concern is greater as they won't know or respect the neighbourhood and may drive too quickly around Rome Crescent looking for a spot. There will be a lot of frustration on the part of residents and visitors. Not a good experience for anyone.

- Number of houses – the applicant is requesting relief from many specifications in the zoning by-law: min lot area, min lot width, min front yard setback, min side yard setback, min rear yard, max building height, min visitor parking. I can only assume that the reason for all of the exceptions is to fit as many houses in the area as possible. My question is what would the development look like if they had to stay within the specifications? There would still be many houses and a lot of money made for the developer – but in a more respectful way of the current and future residents. I don't see why they would be allowed to have so many concessions – I believe the rules were made for a reason and to allow so much relief would be a bad precedent and would be a slap in the face of current residents. There needs to be a balanced approach here that all parties can live with.

There are several residents already looking to move from Rome Crescent because of the potential for 22 new houses and a roadway through our street. This is very disappointing and sad to think about the families who thought they had their 'forever' home, now looking to move to another neighbourhood, school, etc. because of this development. Again, I think people would feel very different if the builder lived within the zoning specifications and had a more respectful plan.

Thank you.

Heather & Alex Finnerty

█ Rome Crescent

**From:** Frattina, Rosemary [REDACTED]  
**Sent:** Thursday, May 25, 2017 10:27 AM  
**To:** Plas, Kyle  
**Cc:** 'Rosemary and Kris Szkodzinski'  
**Subject:** Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court

Dear Mr. Plas:

I write in connection with the above planning application. I have examined the plans and attended the neighborhood meeting and wish to present my concerns as identified in the attached presentation. I would appreciate them being considered when making the final decision.

My key concern is the safety of my kids, and that of other kids in the neighborhood. I strongly feel that their safety will be comprised by the increased traffic flow and parking challenges that will accompany the addition of so many more houses onto an already small street. I understand, and was aware at time of purchase, that Georgina Court would one day have additional single-family homes built to complete the design, however, access to a private condo road with an additional 14 units off of Georgina was never part of the plan and it is that aspect that presents major concern. Once built, no-one will be able to control the overspill of cars from those residents and/or their visitors onto Georgina and Rome Crescent both from a drive-by and a parking perspective. It will undoubtedly have a negative impact on the existing residents, particularly the many, many children that currently play outside on our beautiful, quaint and safe street. I really hope and would appreciate if the quality of life and safety of our children are factors you will consider when making the final decision. I think there are better ways for the builder to accomplish their build without having such a negative impact on the existing residents.

Thank you so much.  
Rosemary Frattina

[REDACTED] Rome Crescent  
[REDACTED]

**From:** Moira Leslie [REDACTED]  
**Sent:** Tuesday, May 16, 2017 10:49 AM  
**To:** Plas, Kyle  
**Subject:** RE: 5219 Upper Middle Road

In light of the future development being planned for Rome Crescent/Georgina Court/Upper Middle Road we as homeowners on Rome Crescent would like our objections on record.

Our home is on a "Crescent" which in turn has a "Court" within it, when buying into the Crescent/Court we assured ourselves of a safe environment for our children to grow and play, the crossroad of the Court and Crescent is a baseball diamond most of the year, the court is a basketball playing court, the slight hill of the Court allows for sledding in the winter, so how will any of the children on Rome or Georgina ever be able to play outdoors again if the proposed development goes through? By todays standards 22 homes will probably have 2 cars each putting a constant stream of over 40 vehicles each and every day coming and going not to mention weekend visitors, parties, Christmas etc: The access to the townhomes should and must be from Upper Middle Road.

Secondly the proposed condominium lane is so small it will also contribute to safety concerns, surely emergency vehicles will have a terrible time accessing this laneway? what of garbage collection? if there is to be a common area for the condominium residents to pool their garbage/recycle where is it to be located?

The third point we wish to address is the 3 metre set back, looking at the proposed plans the townhomes will be built within 10' of the existing homes and tower above them being 3 stories high, surely this is never acceptable to anyone, the density of this proposed development will destroy a whole community and create traffic nightmares not seen before.

Please have my points placed on record for the planning committee to address.

Kind regards  
Moira and Mitchell Leslie  
[REDACTED] Rome Crescent  
Burlington [REDACTED]

Hi Kyle,

Francesco Lo Greco  
[REDACTED] Rome Cres  
Burlington, On  
[REDACTED]

Also I would like to add there are many (about 40-50) children under the age of 10 on this Crescent and it would pose a greater danger to these children with an increased traffic flow into this crescent. Not to mention that it will diminish the value to many of our homes on our street. As no other crescent off of Quinte that have low density housing have high density homes their backyard or on the same street. As well, the plan for this three story townhouses will block 3-4 house of sun in there backyards thus the enjoyment of the home owners property. The fact is that this area was zoned for low density single detached homes and it was original done to keep the flow of housing and low traffic. I want to repeat we do not OBJECT to new single detach family homes being built here. And with the demand of single detach homes in the area they would fetch a extremely high price. New custom built homes on this court could go for 2million plus each. Rather then 14 townhouses and 8 semi detach. The original plan called for 9 single detach homes and that is what should be built.

Sent from my iPhone  
Frank Lo Greco

> On May 10, 2017, at 2:17 PM, Plas, Kyle <[Kyle.Plas@burlington.ca](mailto:Kyle.Plas@burlington.ca)> wrote:  
>  
> Good afternoon,  
>  
> Thank you for your below comments dated May 10, 2017. In order to stay notified of the file's status and to preserve your appeal rights, please submit your full mailing address.  
>  
> Your comments will be considered in the preparation of our report to the Planning & Development Committee of Council. A copy of your comments will be included in the report. Please note that the report will be posted on the City's web site.  
>  
> The City has set up the following webpage ([www.burlington.ca/5219UpperMiddle](http://www.burlington.ca/5219UpperMiddle)) which you can visit for updates on this file. Also, please note that there is a public neighbourhood meeting being held on May 23, 2017 at 7pm at Corpus Christi Secondary (Auditorium / Theatre) to provide details on this application.  
>  
> The Planning & Development Committee will hold a Public Meeting in accordance with Sections 17, 22 & 34 of the Planning Act to consider this application and you will be notified of the date and time of the Public Meeting, once details are available.  
>  
> If you have any further questions with respect to these applications, please contact me.  
>  
> Regards,

>  
> Kyle Plas MCIP, RPP  
> Senior Planner - Development  
> Planning and Building Department  
> City of Burlington  
> 426 Brant Street, PO Box 5013  
> Burlington, ON L7R 3Z6  
> t (905) 335-7600 ext. 7555  
> e [kyle.plas@burlington.ca](mailto:kyle.plas@burlington.ca)  
>  
>  
> Please consider the environment before printing this email.  
>  
>  
> -----Original Message-----  
> From: [REDACTED]  
> Sent: Wednesday, May 10, 2017 11:31 AM  
> To: Plas, Kyle  
> Subject: File 520-05/17 5219 UpperMiddle Rd and 2004-2005 Georgina Court  
>  
> Hi Kyle,  
>  
> I am writing to you as a resident of Rome Cres which backs on to your new proposal.  
> I am total outraged that the city of Burlington is entertaining this proposal. I object to this on a few grounds. One our street is a quiet crescent with limited parking and with this new development you will create a mess with parking and unbelievably more traffic. The proposal of 4 parking spots and 1 disability parking spot will not be enough for all these homes, that you will allow this developer to build. Thus this will place a stress on parking on a street that already has limited street parking. Plus the fact is 22 extra homes on the court will amass to 44 more cars on a daily basis entering Rome Cres. This will create more traffic on Quinte which only has a stop sign to exit onto UpperMiddle and make Rome a through way. The original proposal back in the early 2000s suggested 9 detached homes and that is what should be built here.  
> All the neighbours of Rome and Georgina will fight this proposal every step of the way and we will not allow our street to become a traffic through way. I am voicing my option and I object to this development. I hope you have a change of heart and build what should have gone there when the subdivision was proposed.  
>  
> Sent from my iPhone  
> Frank Lo Greco





I have copied from the Planning Justification Report from Weston Consulting, these extracts are in italics where they are the regulatory requirements and in bold italics where they by Weston Consulting.

My comments on the Weston Report are shown in normal font.

*Planning Justification Report*

*Report by Weston Consulting*

*7.1 Provincial Policy Statement, 2014*

***Summary: The proposed development is consistent with the PPS in relation to development efficiency, housing provisions and intensification. The subject lands are located within the urban and built-up area and the PPS supports development in such locations that have consideration for compatibility with surrounding land uses, support the efficient use of land, optimize municipal and transit infrastructure, and provide additional housing options within the community.***

***The development proposal contemplates semi-detached and townhouse type dwellings, a compatible medium-density housing form within the Orchard Community and will contribute to the provision of an increased range and mix of housing to meet future demand, as required in Section 1.4 of the PPS. Additionally, the proposal introduces moderately intensified residential uses to a site that can be better utilized through infill development within the City of Burlington urban area. The development also respects and is appropriately set back from existing residential uses. Based on the foregoing, it is our opinion, that the proposed development and applications are consistent with the PPS.***

The report does not show how the development “respects” the existing residential uses. The report indicates “appropriate” set backs from the existing residential community, however these are not as required by the Orchard Residential 2.

***The proposed development introduces an appropriate housing forms to the area at an increased density. As such, the proposed development increases the mix of housing type and density while providing housing at a more affordable market price than what currently exists.***

*Growth and Intensification Section 2.2.2 of the Growth Plan addresses managing growth and states:*

***The proposed development is located within the built-up area in the City of Burlington and is of a medium density residential form compatible with the context and character of the surrounding area.***

This obviously depends on what you define as the surrounding area. I would define the surrounding area to be that between Upper Middle Road to Blue Spruce Avenue and west of Quinte Street. That area comprises exclusively single family detached homes. High density townhouses are not compatible with the context and character of the surrounding area.

7.4 Region of Halton Official Plan, 2010 (January 2016)

*31(2) where residents take part in, and have a sense of control over, decisions that affect them*

Based on the meeting of December 12<sup>th</sup>, 2017 I do not consider that the residents feel that they have a sense of control over any decisions regarding this development.

*Halton's Regional Structure*

***The proposed development introduces an appropriate housing forms to the area at an increased density. As such, the proposed development increases the mix of housing type and density while providing housing at a more affordable market price than what currently exists.***

I take this to mean that the housing in the new development will be cheaper (more affordable) than the surrounding area. How is this compatible with the requirements of *Growth and Intensification Section 2.2.2 Growth and Intensification Section 2.2.2* commented on above? I.e. how is this *compatible with the context and character of the surrounding area?*

7.5 City of Burlington Official Plan (Office Consolidation 2015)

7.5.2 Transportation

***A total of 5 visitor parking spaces will be provided for the 14 townhouse block at an approximate visitor parking rate of 0.35 spaces per unit. A Traffic Brief and Parking Study has prepared by NexTrans Consulting supports this rate where the average parking rate from other municipalities is 0.29 spaces per unit.***

A resident made the interesting comment in the meeting that the townhouses have no basement, and are of a compact size. Many families accumulate large items that require storage (e.g. bikes, coolers, camping supplies). With no basement it seems reasonable to presume that these may be stored in the garage, reducing the parking available at some units to one and putting increased pressure on all parking in the area.

*The proposed development is facilitated by the extension of Georgina Court into a cul-de-sac and a private laneway for local and emergency vehicles to access the townhouse units. The cul-de-sac is proposed to be a public roadway extension of the current dead end of Georgina court and will complete the planned network for the Orchard community. In addition, a common element condominium road intended for access emergency services. The proposed laneway is appropriate as it only intends to service the townhouse units and cannot be extended as it is bounded by a stormwater management pond directly to the west and is terminated by a hammerhead. The private laneway will appropriately extend the cul-de-sac to facilitate the completion of Orchard community.*

I do not know how the extension of Georgina Court into a cul-de-sac facilitates the completion of the Orchard community. If Georgina Court was developed as envisaged on the original sketch (appendix B, Georgina Court configuration), i.e. with detached single family homes, would that not also facilitate the completion of the Orchard community?

*7.5.3 Design Section 6 of the City of Burlington Official Plan provides policies on development design. It is the objective of the City of Burlington to ensure that 'the design of the built environment preserves, enhances and connects natural features and landscapes'. It is also the objective of the Plan to 'ensure the design of the built environment strengthens and enhances the character of existing distinctive locations and neighbourhoods, and that proposals for intensification and infill within the existing neighbourhoods are designed to be compatible and sympathetic to existing neighbourhood character and; to ensure consistency, compatibility and quality in the built environment while allowing for a diverse design expression'.*

*A concept plan has been submitted which takes into consideration the existing character and context of the surrounding residential area.*

I have difficulty understanding how the proposed development complies with the regulatory requirements. Interestingly this is one section where the consultant's report does not say that the proposed development complies with the relevant regulatory requirements only that it "takes into consideration" as noted above. Perhaps because the addition of compact townhouses does not "**take into consideration the existing character and context of the surrounding residential area**".

*Design Guidelines Policies Design Guidelines policies are discussed below:*

*a) The density, form, bulk, height, setbacks, spacing and materials of development are to be compatible with its surrounding area.*

*b) The compatibility of adjacent residential and non-residential development shall be encouraged through site design and buffering measures, including landscape screening and fencing.*

***It is our opinion that the proposed development is compatible with the surrounding area in terms of density, form, bulk, height and setbacks. The proposed development at 50.3 units per net hectare is generally within the density threshold of its Medium Density Residential land use designation of 50 units per net hectare. Further, the surrounding neighbourhood is generally indicative of new single detached dwellings with a traditional architectural style and treatments of two to three storeys. Appropriate setbacks will be provided to maintain privacy, daylight penetration, and landscaping opportunities with adjacent properties.***

The proposed development requests setbacks less than the Orchard requirements. They consider the setbacks to be "appropriate" but not complying with the regulatory requirements.

The townhouses have very small rear gardens, so the land available for landscaping opportunities is very limited.

### 7.5.5 Housing Intensification

*(v) compatibility is achieved with the existing neighbourhood character in terms of scale, massing, height, siting, setbacks, coverage, parking and amenity area so that a transition between existing and proposed buildings is provided;*

*v) Compatibility is achieved as the proposed development is consistent with the existing neighbourhood character and context;*

*ix) Appropriate buffering and setbacks have been indicated on the proposed development concept in consultation with engineering consultants; x) The proposed development does not inhibit the future development of adjacent properties and provides access to the proposed Georgian Court and Rome Crescent. A Tertiary Plan has not been noted by staff as a requirement.*

Again the use of the term “appropriate” rather than complying with the regulatory requirements.

### 7.6 City of Burlington Official Plan Review

*Established Neighbourhood Areas will be intended to accommodate existing development, redevelopment and intensification opportunities which are already currently permitted through a site’s Official Plan land use designation. As such, Established Neighbourhood Areas will not be considered essential towards achieving population/employment growth to 2031 and beyond.*

Is the proposed use of the area of the proposed development designated as such in the Official Plan? If it is not it would appear that it would not be considered essential and so the many references in the report to “*The proposed development will add 22 residential units which will contribute to the minimum 8,300 of new housing units to be added to the built-up area between 2015 and 2031*” would not be relevant.

### 12. Conclusion

*These lands, one of the largest remaining infill development blocks in the Orchard Community, offer the opportunity to build-out the boundaries of the residential subdivision and construct the unfinished and approved cul-de-sac at Georgina Court.*

Interestingly the US edition of the Oxford dictionaries defines a cul-de-sac as “a street or passage closed at one end”. This has been one of the major arguments by the current residents that Georgina Court is a cul-de-sac and as such it is not appropriate for the townhouses to be accessed through Georgina Court which would then not be closed at one end.

-----Original Message-----

From: gary-and-tracy gary-and-tracy [REDACTED]  
Sent: Friday, June 02, 2017 11:26 AM  
To: Plas, Kyle  
Subject: Rome Cres. / Georgina Court development

Dear Mr. Plas,

My name is Quinn Creamer and I am 11 years old. I live at [REDACTED] Rome Cres. It's a great street to live on and play on. I have a little sister Reese, who is 3 years old. She loves to play outside with all of the little kids on our street.

Sometimes cars drive too fast on the street and don't watch out for kids playing. I'm worried that once all the new houses are built there will be even more cars on our street and my sister or her friends could get hurt. I like to play basketball and hockey in the street with all of our neighbours. I get upset when a car parks in front of my house because then I can't put my hockey net there. The park is too far away from our house and my parents can't always take us there to play. Please don't let any more cars use our street. The new houses should have their own driveway from Upper Middle Road. Us kids need a safe place to play.

From  
Quinn Creamer

**From:** E LS [REDACTED]  
**Sent:** Wednesday, May 24, 2017 12:40 AM  
**To:** Plas, Kyle  
**Subject:** Concerns RE: Georgina / Rome / proposed new development

Mr. Plas

I hope all is well with you.

I was unable to attend the meeting on Wednesday night. Both my wife and I volunteer with BOMBA -- serving as coaches for our son's Little League team.

Thus, I wanted to reach out with an email.

I was born and raised in Burlington (Centennial Drive)...moved to Toronto for 20+ yrs...and came back to Burlington just under 5 yrs ago.

Part of what brought me back to my roots was the sense of community and safety -- not just in the city overall but in the street/neighbourhood we were lucky enough to find and successfully buy a home on: Rome Cres.

I feel that the new proposed development at the base of Georgina -- just off Rome -- could have a major (negative) impact on the very foundation that motivated me to return to Burlington and to this street/area specifically.

Many neighbours who have lived here from the beginning -- some original home owners from 12+ yrs ago -- have mentioned that there has always been chatter about Georgina eventually being extended into a cul-de-sac of sorts.....with perhaps 4-5 more homes. That has always been in the back of many folks' minds.

But nobody ever fathomed having EIGHT semi-detached homes and a whopping FOURTEEN townhomes as well (plus the additional parking spaces). Furthermore, the fact that all of these homes will enter, solely, through Rome and Georgina -- with no entrance/exit off Upper Middle - - seems quite excessive and, for lack of a better term, it would seem like "false advertising" to the many families that have invested hundreds of thousands of dollars in their homes to only find out that the largest investment of their lives could be hindered by a major (unexpected) development in their backyard. Literally.

However, the potential impact to our land value is only the beginning. The increased traffic will almost certainly create an increased danger to our children that play outside on our currently-quiet Crescent, and our streets/boulevards could become overrun with more parked cars (from residents and/or visitors) in this new development.

I have opted to contact you directly -- rather than 'talking' through social media or the newspapers, etc -- simply because I really don't want the public knowing exactly where I live.

I'm sure you can respect and appreciate that.

But I definitely take this matter seriously and I hope a resolution -- or at least a compromise -- can be met. I respect that the business world doesn't always work this way but I often live my life -- personally and professionally -- by my gut. Or perhaps a better analogy would be: By my nose. If something stinks...you'll know it. And this proposal doesn't smell right. It's not something anyone on Rome ever imagined when planting their roots. Myself included.

Please feel free to contact me any time. And I am going to forward a similar note to Mayor Goldring as well.

All the best.

Eric Smith

A large black rectangular redaction box covers the signature and contact information of Eric Smith. The redaction consists of several overlapping horizontal bars of varying lengths, completely obscuring the text underneath.



**From:** Lori Sousa [REDACTED]  
**Sent:** Thursday, June 08, 2017 10:19 PM  
**To:** Plas, Kyle  
**Cc:** Sharman, Paul  
**Subject:** 5219 Uppermiddle Road

To: Kyle Plas, MCIP, RPP - Senior Planner, Development Review  
Burlington Planning and Building Department  
PO Box 5013, 426 Brant St.,  
Burlington, Ontario L7R 3Z6

From resident at [REDACTED] Rome Crescent

**Re: Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court**  
**File: 520-05/17**

Dear Mr. Plas:

We are writing with respect to the above noted planning application. We attended the public meeting held on May 23, 2017 and appreciate the information that was provided. We have further reviewed the plans and wish to object to the proposed development. My primary concerns are as follows:

1. Entrance of the planned Townhouse/Condo units on to Georgina court. The the road design as proposed parking and road infrastructure cannot support the additional vehicles. Additionally, the increased traffic is a safety concern for our kids playing outside and walking to school. The entrance of the townhouse complex should be on Upper Middle Road using existing driveway and turning lane for 5219 Upper Middle Road, reducing the traffic infiltration on local streets.

2. Proposed reductions in setbacks, lot coverage and height do not meet the zoning requirements of the Orchardcommunity. The 3-storey townhouses with 3 metre setback will provide inadequate privacy and block out light for existing homes surrounding the proposed development. In addition, the proposed lot area of 200m2 is nearly half the current allowable lot area in the Orchard. This lot size is not in keeping with the character of the existing planning Orchard community. We request setbacks align to the other developments in the community and meet the current requirements the RM3-138 zone.

3. The number of homes proposed exceeding the maximumunits per hectare currently permitted. We understand the adding mid-density homes in a transportation zone is important for growth and prosperity of Burlington; however, the proposed plans appear to be pushing the number of units without taking into consideration the built form character of the adjacent community. In addition, the extent to which changes to the existing zoning by-law are being requested (parking, setbacks, heights, lot area etc) are illustrative of the inappropriate intensity of this proposed development in this local context.

We just ask that the City and the Planning department considers the original plan and support the community by approving a development that better reflects the character of the Orchard than the

proposal in front of us now. We trust that you will review the proposal keeping in mind the public interest and consider the overall impact of the proposed development will have on the existing families living within the surrounding homes.

Much appreciated,

Lori and Denny Sousa [REDACTED] Rome crescent

From: Giovanni Stea and Angela Stea

█ Georgina Court

Burlington, Ontario

█

To: Kyle Plas, MCIP, RPP - Senior Planner, Development Review

Burlington Planning and Building Department

PO Box 5013, 426 Brant St.,

Burlington, Ontario L7R 3Z6

May 31, 2017

**Re: Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court**  
**File: 520-05/17**

Dear Mr. Plas:

We are writing with respect to the above noted planning application. We attended the public meeting held on May 23, 2017 and appreciate the information that was provided. We have further reviewed the plans and wish to object to the proposed development. We have attached a document outlining our concerns and questions as it pertains to the development, of which, we would like to highlight the following three issues listed below as our primary concerns:

1. Entrance of the planned Townhouse/Condo units on to Georgina court. The the road design as proposed parking and road infrastructure cannot support the additional vehicles. Additionally, the increased traffic is a safety concern for our kids playing outside and walking to school. The entrance of the townhouse complex should be on Upper Middle Road using existing driveway and turning lane for 5219 Upper Middle Road, reducing the traffic infiltration on local streets.
2. Proposed reductions in setbacks, lot coverage and height do not meet the zoning requirements of the Orchard community. The 3-storey townhouses with 3 metre setback will provide inadequate privacy and block out light for existing homes surrounding the proposed development. In addition, the proposed lot area of 200m<sup>2</sup> is nearly half the current allowable lot area in the Orchard. This lot size is not in keeping with the character of the existing planning Orchard community. We request setbacks align to the other developments in the community and meet the current requirements the RM3-138 zone.

3. The number of homes proposed exceeding the maximum units per hectare currently permitted. We understand the adding mid-density homes in a transportation zone is important for growth and prosperity of Burlington; however, the proposed plans appear to be pushing the number of units without taking into consideration the built form character of the adjacent community. In addition, the extent to which changes to the existing zoning by-law are being requested (parking, setbacks, heights, lot area etc) are illustrative of the inappropriate intensity of this proposed development in this local context.

When we purchased our home 5 years ago and requested information regarding Georgina Court, the City provided us details on what was anticipated (8 single family homes). This proposal is nearly three times that amount and does not remotely reflect the intent of the original plans. We understand that owners have the right to submit an application and develop the way that they see fit. We just ask that the City and the Planning department considers the original plan and support the community by approving a development that better reflects the character of the Orchard than the proposal in front of us now. We trust that you will review the proposal keeping in mind the public interest and consider the overall impact of the proposed development will have on the existing families living within the surrounding homes.

Sincerely,  
Giovanni and Angela Stea

# Questions to Address

- What is the definition of compatible built form?
- Does a cul-de-sac turn into a condo road consist of compatible form?
- Do semi-detached set backs fit into detached dwellings?
- Will emergency services access/turning radius survey?
- Do the parking spaces protect the visual integrity of the existing trail system?
- Do you determine 5 (incl. 1 handicap parking) visitor spots is sufficient for 14 townhomes? (city plan suggest 7 based on # of units)
- Where will visitors from Georgina court park?
- Are fire/emergency services reviewed and commented on the proposal?

# Questions to address

Are you plan to have garbage disposal and what will be used (i.e. garbage bins)?

Is it the street scape appearance backyard to upper middle?

What is the definition of appropriate transition? (elaborate on example given in neighborhood “gradual transition” and “neighboring single residence”)

Does OSCP indicate you must have higher density homes along a transportation corridor?

Are proposed homes entry on Georgina cul-de sac a “dead end street”?

Are there a cross-section that shows the heights of the proposed TH and the heights of the existing single family homes on Rome and Georgina?

# Questions to address

How is a private laneway acceptable within a cul-de-sac?

Explain what is being done for “adequate privacy”?

How is the proposed residential development “constant with the established character of the immediate area” ?

What are the set backs required between a low and high density?

What is the density of proposed development when the road-widening, cul-de-sac and other road is removed from the calculation (What is the net density?)

What is the cross-section between existing homes and proposed development? Heights of 3 storey towns may be perceived as taller because of changes in grade.

# Concerns

is a secondary Plan, prior to purchase of real-estate, the city advised a single dwelling unit development was in place on Georgina Court.

Termination of cul-de-sac is unacceptable. Homes were purchased under a pretense.

Construction of 22 unit build

Construction? – request construction mitigation plan)

Cul-de-sac does not provide appropriate termination with entrance (private road) to.

Visitor parking spots for 14 added town houses. Increase of cars parked on streets (Rome, Quinte, Georgina) if private road built.

Private road used as short cut from Upper Middle onto Georgina and surrounding streets

Loss of continuity and appeal with 3 types of building forms

Urban design of townhouse – towns to front onto rears of other towns – poor quality design



# Concerns

Upper Middle - out of character, poor urban design and poor CPTED (Crime Prevention through Environmental Design) very unsafe for residents and students walking to school - there will be no 'eyes' on the street for that section of Upper Middle

Witnessed close calls with traffic circles those entering circle with both Rome and Scotia (private road access to Georgina will increase traffic)

Traffic in the morning is already excessive (Quinte to Upper Middle) adding a potential 22 house holds (i.e. 44 cars)

With having so many homes in such a confined area increases volume of cars, adding to frustration in the driving conditions, in turn compromising the safety of pedestrians (young children in neighborhood and students walking to the high school)

# Concerns

Towering town homes invade privacy of those backing onto homes (backyards) on Rome Cres & Quinte.

Natural lighting impact on homes backing onto potential 3 story townhomes development

3 meter set back invading privacy and inconsistent with neighborhood

Traffic Analysis done on February 23rd a record breaking weather day of 15 degrees on the tail end of family day weekend (Feb 20th) - no traffic analysis looked at the intersection of Upper Middle and Quinte and the directional traffic along upper middle the analysis of traffic patterns was purely Rome Cr and Georgina Cr, as well as Quinte and Rome

Traffic and children safety. Currently no stop sign at Rome and and Georgina court. Adding additional congestion to a blind corner.

Environmental concerns – drainage, flooding, increase impact to the retention pond. Large 70 year old tree providing landscape view.

Snow removal – where would the snow pile up, how can they get around?

Remove private road entrance of Townhouse to Georgina court and have all access points from Upper Middle. Replace Semi Detached Dwellings with Single Detached. Similar to the townhouse development west of the site

2 story townhomes - This is a two-storey community with mixed use at major intersections, this 3 storey development cannot be considered compatible with surround developments

Keep setback, lot sizes and other development criteria in keeping with RO2 development standards – this will likely reduce the amount of units that can be crammed into the site, and the reduction in units will reduce the visitors parking requirements and traffic impacts on our local roads and community services

We would like our councilor to request the planning division put together a working group to improve this proposal so that it is more in keeping with the intent of the Orchard Secondary Plan and supportable by the community

# Discussion

Richard Rumas and Heather Swietek

[REDACTED]  
Burlington, Ontario  
L7L 7B7

June 7, 2017

Kyle Plas, MCIP, RPP - Senior Planner, Development Review  
Burlington Planning and Building Department  
PO Box 5013, 426 Brant St.,  
Burlington, Ontario L7R 3Z6

**Re: Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court**  
**File: 520-05/17**

Dear Mr. Plas:

We are writing with respect to the above noted planning application. We attended the public meeting held on May 23, 2017 and appreciate the information that was provided. We have further reviewed the plans and wish to raise objections to the proposed development. Our main concerns are as follows:

1. **Entrance of the subdivision via Rome Crescent and Georgina Court.** Our crescent is home to several young families with small children. The increased traffic of approximately 44 more cars will put these children at risk while playing and walking to school. We believe the entrance to the new development should be accessed via the existing driveway and turning lane for 5219 Upper Middle Road.
2. **Insufficient visitors parking in the Condominium Corporation.** Due to the insufficient number of visitor parking spaces allotted in the proposed condominium corporation our already clogged streets (Rome Crescent and Georgina Court) will become severely clogged. We have lived on Rome Crescent for 6 years and not one day has gone by where the parking spot in front of our house is not occupied. Visitors to our home already have to park several home away and sometimes around the corner as residents and guests of Rome Crescent and Georgina Court are already parking in the available street parking.
3. **Proposed reductions in setbacks, lot coverage and height do not meet the zoning requirements of the Orchard community.** The 3-storey townhouses with 3 metre

setback will provide inadequate privacy and block out light for existing homes surrounding the proposed development. In addition, the proposed lot area of 200m<sup>2</sup> is nearly half the current allowable lot area in the Orchard. This lot size is not in keeping with the character of the existing planning Orchard community. We request setbacks align to the other developments in the community and meet the current requirements the RM3-138 zone.

4. **The number of homes proposed exceeding the maximum units per hectare currently permitted.** We understand the adding mid-density homes in a transportation zone is important for growth and prosperity of Burlington; however, the proposed plans appear to be pushing the number of units without taking into consideration the built form character of the adjacent community. In addition, the extent to which changes to the existing zoning by-law are being requested (parking, setbacks, heights, lot area etc) are illustrative of the inappropriate intensity of this proposed development in this local context.

We are not opposed to the development in its entirety and we welcome the changes happening in our subdivision and City. We would just like to ensure the safety of the children and residents of Rome Crescent and Georgina Court. We request that you take our concerns into consideration for modification to the above noted planning application.

Yours truly,  
Richard Rumas and Heather Swietek

From: Janusz and Agnieszka Szczepaniak

████ Rome Crescent

Burlington, Ontario

████

To: Kyle Plas, MCIP, RPP - Senior Planner, Development Review

Burlington Planning and Building Department

PO Box 5013, 426 Brant St.,

Burlington, Ontario L7R 3Z6

June 5, 2017

**Re: Planning Applications for: 5219 Upper Middle Road & 2004 – 2005 Georgina Court**  
**File: 520-05/17**

Dear Mr. Plas:

We this letter we are providing you with the list of concerns and questions as they pertain to the proposed above development.

1. Entrance of the planned Townhouse/Condo units on to Georgina court. The the road design as proposed parking and road infrastructure cannot support the additional vehicles. Additionally, the increased traffic is a safety concern for our kids playing outside and walking to school. The entrance of the townhouse complex should be on Upper Middle Road using existing driveway and turning lane for 5219 Upper Middle Road, reducing the traffic infiltration on local streets.
2. Proposed reductions in setbacks, lot coverage and height do not meet the zoning requirements of the Orchard community. The 3-storey townhouses with 3 metre setback will provide inadequate privacy and block out light for existing homes surrounding the proposed development. In addition, the proposed lot area of 200m<sup>2</sup> is nearly half the current allowable lot area in the Orchard. This lot size is not in keeping with the character of the existing planning Orchard community. We request setbacks align to the other developments in the community and meet the current requirements the RM3-138 zone.
3. The number of homes proposed exceeding the maximum units per hectare currently permitted. We understand the adding mid-density homes in a transportation zone is important for growth and prosperity of Burlington; however, the proposed plans appear to be pushing the number of units without taking into consideration the built form character of the adjacent community. In addition, the extent to which changes to the existing zoning by-law are being

requested (parking, setbacks, heights, lot area etc) are illustrative of the inappropriate intensity of this proposed development in this local context.

4. Our greatest concern is the increased traffic in already busy neighborhood creating unsafe environment for the walking and playing children and increased pollution. As noted above the number of available parking places is inadequate for a number of units in the proposed new development. This will force the new occupants and their guests to use existing parking places on Georgina Court and Rome Crescent. One solution to this problem would be the return of 3 hour parking limit on both roads and no overnight parking.

Regards,

Janusz and Agnieszka Szczepaniak



**From:** Allen Teska [REDACTED]  
**Sent:** Wednesday, May 10, 2017 11:29 PM  
**To:** Plas, Kyle  
**Cc:** allen.teska  
**Subject:** [REDACTED] Rome Crescent Concerns on Proposed Development and Ask

Hello Kyle:

Thank you for taking the time to reach out to our community about the new development.

Since we moved in it has always been clear to me and many of the community that the land currently under proposal was eventually going to be developed into homes and potentially town homes. I understand the developers requests and their analysis and i want to share my thoughts and concerns. I would ask as follows in terms of consideration.

Reorientation of Townhouse development - i would love the developers to consider running the private road from the already created access point off Upper middle and not off Georgina Court to support traffic density.

If the townhouse is not re-oriented - further traffic analysis on traffic patterns at Quinte and Upper Middle should be made as the lack of a traffic light or traffic support south off quinte can cause some challenges for those looking to turn onto upper middle or quinte as this is one of 2 main arteries into the neighbourhood (Quinte being the other)

Construction Traffic: i would hope that consideration for construction traffic is made from Upper middle directly into the development through the already created access point that currently resides on the single dwelling property and not up Quinte.

Further Parking Consideration - the inability for visitor parking on Quinte causes additional visitor parking concerns regularly on Rome Crescent and the current support for visitors i

believe is under estimated in the current analysis plus it is reduced from 7 to 5 spots with the new townhouse structure

Further analysis into the impact on the local schools and the anticipated number of children these new dwelling will add to the current Orchard park and St Elizabeth Seton school, as our neighbourhood was already re-zoned for density purposes 5 years ago and I believe with this development I would hope there is no impact on the school zones currently in place.

Overall i am very sure that more research will be done by the city to insure traffic pattern and parking analysis and school zoning is revisited but i had the following concerns about the current reports.

The traffic analysis submitted was done the week of family day (feb 23rd Thursday - Feb 20th the monday was family day) and on a day that was unseasonably warm and pleasant temperatures (record breaking 16degrees in February according to the web). Traditionally these short weeks are lighter as more holiday are used in to tie in the extra day for families who look to take a week off and extend a vacation especially with the local high school Corpus Christi starting their second semester at that time . I would love to see further traffic analysis used to assess traffic flow in a busier traffic time, as well as look into traffic flow at the south end of Quinte at Upper middle where congestion is usually a factor due to the amount of traffic off upper middle.

I do have concerns for parking on the street as the street of Rome without additional parking on the end of

Rome which is often full will push parking up the street where it is already tight, and as a result there will definitely be future parking constraints.

I am concerned about the construction traffic on the street and how it will impact the young families currently on the street that have a current preference to play in the street vs the back yard, this is a very nice social construct associated with our neighbourhood that will be lost with any construction traffic and vehicle associated with construction idling on Rome and Georgina.

I am filing this formal notice on behalf of myself and my wife Lara Hinton and sons Charlie (3) and Gabriel (3 weeks) who would like to be on public record stating that more research on the above mentioned concerned should be done before a final decision on the orientation and access points of the new townhouse property is made. Please take this email as our formal opposition to the plans.

Thank you for your time, consideration and openness to dialogue

Allen

**From:** Rutherford, Kevin [REDACTED]  
**Sent:** Thursday, March 15, 2018 3:17 PM  
**To:** McInnes, Suzanne  
**Subject:** Question about Proposed Development on Georgina Court

Good afternoon Suzanne,

My wife and I moved into [REDACTED] Georgina Court last week and I wanted to see if there was any approvals or final designs for the new homes beside our house?

We are new to Burlington and being new in our home we didn't attend any of the neighborhood meetings but I was reviewing the information over lunch today and noticed in the revised conceptual site plan that the sidewalk for the street was being moved from where it currently sits on the west side of the street to our side on the east. I was hoping you could confirm if this is the final layout or if there and option to leave the sidewalk in its current location?

Kevin Rutherford

# NEIGHBOURHOOD MEETING COMMENT SHEET

Subject: Zoning By-law Amendment Application  
Address: 5219 Upper Middle Road & 2004-2005 Georgina Court  
Files: 520-05/17

Please Indicate Below Any Comments or Special  
Concerns You May Have About This Project

① access from upper middle only  
not Georgina Court

② condominium lane is too narrow so  
dangerous for fire access + snow removal  
if one visitor parks illegally on  
the lane then fire risk

③ Need a park for children's play as  
we now have to play on the street

④ new traffic study for quiet + round  
circle (report)



May 24, 2017

City Of Burlington  
426 Brant Street  
Burlington, ON L7R 3Z6

Attention: Mr. Kyle Plas. MCIP, RPP  
Senior Planner  
Development Review  
Planning & Building Department

Dear Kyle:

Re: **Proposed Rezoning & Site Plan Applications For Upper Middle Road Enclave Inc.  
5219 Upper Middle Road & 2004-2005 Georgina Court  
City File: 520-05/17**

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Further to the May 23, 2017 Neighbourhood Meeting, this letter has been submitted on behalf of the Orchard Community East Master Servicing Cost Sharing Agreement ( OCEMSCSA ) Group regarding their concerns regarding the above noted development application. As a result, please be advised that the OCEMSCSA Group has no objections to the development application subject to the following development condition being incorporated into the conditions of rezoning approval;

**“Prior to the approval of any engineering drawings, enter into a Master Servicing Agreement with other landowners in the Orchard Community which would include, among other things, an agreement to construct roads, infrastructure and stormwater management facilities and external servicing as well as provision for cost sharing and construction.”**

Should you have any questions regarding the comments outlined herein, give me a call. In addition, it would be greatly appreciated if you could keep me advised of the on-going status of the subject development application.

Yours truly,

R.M. Young, P. Eng.

Cc: All OCEMSCSA Group Members  
B. Lipson, Torkin Manes  
N. Zamperin, Torkin Manes



**SUBJECT: Zoning By-law amendment and plan of subdivision at 1159 Bellview Crescent**

**TO: Committee of the Whole**

**FROM: Department of City Building - Planning Building and Culture**

Report Number: PB-52-18

Wards Affected: 1

File Numbers: 520-24/17 and 510-04/17

Date to Committee: July 9, 2018

Date to Council: July 16, 2018

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**Recommendation:**

Approve the application submitted by David Faye & Associates Inc. on behalf of 1435487 Ontario Inc. (Markay Homes) to draft approve a residential plan of subdivision consisting of five lots and a private roadway block at 1159 Bellview Crescent, as shown in Appendix A of department of city building report PB-52-18, and subject to the conditions contained in Appendix C of that report; and

Approve, as modified, the Zoning By-law amendment application submitted by David Faye & Associates Inc. to rezone the property at 1159 Bellview Crescent from "R3.2" to "R3.2-483" and "R3.4-484", to permit the development of five single detached dwellings on the basis that it conforms to the Provincial Policy Statement, the Places to Grow Act and the Regional Official Plan; and

Adopt Zoning By-law 2020.398, attached as Appendix C of department of city building report PB-52-18, rezoning the lands at 1159 Bellview Crescent from "R3.2" to "R3.2-483" and "R3.4-484"; and

Deem that Zoning By-law 2020.398 conforms to the Official Plan of the City of Burlington.

**Purpose:**

The purpose of this report is to recommend draft approval of the proposed residential plan of subdivision, and approval with modifications of the proposed Zoning By-law

amendment at 1159 Bellview Crescent. The applications will allow for the development of a five single detached dwellings and completion of the private road.

The development proposal aligns with the following objectives in Burlington's Strategic Plan 2015-2040:

A City that Grows:

- Intensification
    - 1.2.e Older neighbourhoods are important to the character and heritage of Burlington and intensification will be carefully managed to respect these neighbourhoods.
  - Focused Population Growth
    - 1.3.a Burlington is an inclusive and diverse city that has a growing proportion of youth, newcomers and young families and offers a price range and mix of housing choices.
  - A City that Moves:
    - 2.1.g Walkability and cycling has guided the development of new and transitioning neighbourhoods and the downtown so that people rely less on automobiles.
  - A Healthy and Greener City:
    - 3.1.a Every resident of Burlington lives within a 15 to 20-minute walk from parks or green spaces.
-



**Executive Summary:**

<b>RECOMMENDATIONS:</b>		<i>Modified approval</i>	<b>Ward No.:</b>	1
<b>Application Details</b>	<b>APPLICANT:</b>	<i>David Faye, David Faye + Associates Inc.</i>		
	<b>OWNER:</b>	<i>1435487 Ontario Inc. (Markay Homes)</i>		
	<b>FILE NUMBERS:</b>	<i>520-24/17 and 510-04/17</i>		
	<b>TYPE OF APPLICATION:</b>	<i>Zoning By-Law Amendment and Plan of Subdivision</i>		
	<b>PROPOSED USE:</b>	<i>Residential</i>		
<b>Property Details</b>	<b>PROPERTY LOCATION:</b>	<i>North side of Bellview Crescent, east of the QEW</i>		
	<b>MUNICIPAL ADDRESSES:</b>	<i>1159 Bellview Crescent</i>		
	<b>PROPERTY AREA:</b>	<i>0.23 hectares</i>		
	<b>EXISTING USE:</b>	<i>1 detached dwelling (to be demolished)</i>		
<b>Documents</b>	<b>OFFICIAL PLAN Existing:</b>	<i>Residential – Low Density</i>		
	<b>OFFICIAL PLAN Proposed:</b>	<i>Residential – Low Density (no change)</i>		
	<b>ZONING Existing:</b>	<i>R3.2</i>		
	<b>ZONING Proposed:</b>	<i>R3.2-483; and R3.4-484</i>		
<b>Processing Details</b>	<b>NEIGHBOURHOOD MEETING:</b>	<i>February 22, 2018</i>		
	<b>STATUTORY PUBLIC MEETING:</b>	<i>May 8, 2018</i>		
	<b>PUBLIC COMMENTS:</b>	<i>Staff have received 1 email</i>		

## Background and Discussion:

### Site Description:

The subject property is located on the north side of Bellview Crescent, east of the QEW as shown on Figure 1 (below) and Sketch No. 1 (Appendix A). The property has an area of 0.23 hectares, with 32.3 metres of frontage on Bellview Crescent, and a lot depth of 76.2 metres. A single detached dwelling currently exists on the property and is proposed to be demolished.

The property is surrounded by single detached dwellings of varying sizes to the north, west and south.

The lands immediately to the east of the subject property, at 1169 Bellview Crescent, are also owned by the applicant. The lands are currently vacant but are subject to a draft approved plan of subdivision and consent applications which allow for the creation of seven detached lots and the extension of the existing common element road to the east at 1173 Bellview Crescent (Halton Condominium Plan #338).

The site is located approximately 370m from Maple Avenue.



Figure 1 – Air photo (2017) with subject property outlined

## Site History

In 1998, Council approved the Bellview Crescent/Regina Development Plan (Development Plan) “to be used as the basis for assessing future development applications affecting 1159, 1167, 1179 and 1185 Bellview Crescent and vacant land fronting Regina Drive located east of 1185 Bellview Drive.” The Development Plan, attached as Sketch 3 (Appendix A) to this report, identified up to 25 lots in the study area on a proposed looped public road accessing Bellview Crescent, including five lots on the subject property.

However, a March 16, 1999 Ontario Municipal Board Order concerning the redevelopment of 1179 Bellview Crescent (since renumbered to 1173 Bellview, and now known as HCC #388) provided conditional approval for 7 condominium detached dwellings on a *private* road. This decision impacts the redevelopment of 1167 and 1159 Bellview Crescent, as access to potential lots at the rear of these properties would also now be from a private road. Conditions addressing the extension of the private road to the west are included in the Section 41 site plan agreement registered for the 1179 Bellview Crescent development as follows:

“15. (b) the development of the site shall allow for:

- (i) the potential continuation of the internal roadway over the abutting lands to the west.
- (ii) The extension of the internal storm, sanitary and water services to the west.

(c) the owner shall agree to:

- (i) grant the necessary easements and/or rights-of-way for servicing and access to Bellview Crescent to the owners of the lands to the west if developed under separate ownership.”

Similarly, in May 2016, Council approved a draft plan of subdivision at 1167 Bellview Crescent subject to conditions for the owner to:

- “(a) Agree to permit the potential completion of the 5 m one-way road segment along the west property boundary as a two-way 10 m road should dedication of the remaining 5 m be provided by the adjacent property owner to the west upon future redevelopment of the property at 1159 Bellview Crescent;
- (b) Agree to negotiate cost-sharing and grant the necessary easements and/or rights-of-way for servicing and access to Bellview Crescent to the owner(s) of the lands to the west at 1159 Bellview Crescent if developed under separate ownership.”

## Application Details and Processing History

On February 16, 2018, the Department of City Building acknowledged that complete applications had been received as of February 1, 2018 for a plan of subdivision and to amend the Zoning By-law to allow the development of five detached lots at 1159 Bellview Crescent.

Staff circulated the applications to the public and agencies/departments for comment in February 2018 and held a neighbourhood meeting on February 22, 2018 at Burlington City Hall. The neighbourhood meeting was attended by approximately 7 members of the public.

Information report PB-40-18 was presented to the Planning and Building Committee on May 8, 2018. A Statutory Public Meeting was also held on this date. One delegation was made. City Council received and filed report PB-40-18 on May 22, 2018. All public comments are attached as Appendix D to this report.

## Background Reports

The applicant submitted the following technical reports and plans in support of the applications. These documents were circulated to technical staff and agencies for review and comment and posted on the City's website

([www.burlington.ca/1159Bellview](http://www.burlington.ca/1159Bellview)) to facilitate public review.

- [Draft Plan of Subdivision](#), [Plan of Survey](#), and [Topographic Survey](#) prepared by Ashenurst Nouwens & Associates Inc., and signed by Surveyor on December 12, 2017;
- [Concept Plan](#), prepared by Ashenurst Nouwens & Associates Inc., and signed by Surveyor on December 13, 2017;
- [Planning Justification Report](#), prepared by David Faye & Associates Inc., dated December 2017;
  - The report includes a Draft Amending Zoning By-law.
  - The report concludes that the proposed development is consistent with provincial, regional and City planning documents, such as the City's official plan neighbourhood compatibility criteria, and represents good planning. The report recommends that the applications be approved.
- [Tree Inventory and Preservation Plan](#) and [Tree Inventory and Preservation Plan Figure 1](#), prepared by Kuntz Forestry Consulting Inc., dated October 18, 2017;
  - The Plan identifies 6 trees on the subject property and recommends the removal of 3 trees, including one hazardous privately owned tree.

The Plan also provides recommendations on how impacts to the remaining trees may be minimized.

- [Environmental Site Screening Questionnaire](#), completed December 13, 2017;
- [Phase 1 Environmental Site Assessment](#), prepared by Soil-Mat Engineers & Consultants, dated November 28, 2017;
  - The assessment did not reveal any former industrial or commercial uses on the property and finds that the lands in the general vicinity are not expected to have an adverse environmental impact on the site. The assessment concludes that the potential of site contamination on the subject property is low and recommends that additional investigations are not required.
- [Functional Servicing Report](#), prepared by Trafalgar Engineering Ltd., dated December 15, 2017
  - This report concludes that the development can be adequately serviced by the existing private services at 1173 Bellview Crescent and by existing municipal services on Bellview Crescent.
- [Grading, Storm Drainage, Servicing Plans](#) and [Details](#), prepared by Trafalgar Engineering Ltd., dated December 2016
- [Geotechnical Investigation](#), prepared by Soil-Mat dated December 20, 2017
  - This report provides background information on subsurface soil and groundwater condition of 1159 and 1169 Bellview Crescent, and provides recommendations for construction and how excavated soil may be reused.

After initial circulation, additional information was provided by the applicant:

- [Surveyor's Area and Frontage Certificate](#)
- [Sketch of Building Heights in Vicinity of 1159 Bellview Crescent](#)

## **Discussion:**

### **Conformity Analysis and Policy Framework Review**

The rezoning and subdivision applications are subject to the following policy framework: The Planning Act, Provincial Policy Statement, 2014; Growth Plan for the Greater Golden Horseshoe, 2017; Halton Region Official Plan; Burlington Official Plan; and Zoning By-law 2020.

Staff have reviewed and analyzed the planning merits of these applications within this policy framework, as described below.

***Planning Act: Matters of Provincial Interest***

Municipalities, when dealing with their responsibilities under the *Planning Act*, shall have regard to a wide range of matters of provincial interest. A number of these matters of provincial interest are relevant to this site-specific development application. Key matters are highlighted below and are discussed in greater detail in the remainder of this report.

<b>Matter of Provincial Interest</b>	<b>Staff Analysis</b>
The adequate provision and efficient use of communication, transportation, sewage and water services and waste management system.	Sufficient infrastructure exists to support the proposed development application.
The orderly development of safe and healthy communities.	The development of these lands with five single detached dwellings was anticipated in the 1998 Council approved Bellview Crescent/Regina Drive Development Plan. The proposed development is generally in accordance with that plan. Accessibility for all persons has been considered. The application seeks to complete the anticipated development in the area.
The protection of the financial and economic well-being of the Province and its municipalities.	The proposed development is located within an area well serviced by infrastructure and public service facilities, and will not require significant public sector investment to support the development.
The appropriate location of growth and development.	The proposed development is located in a residential low-density neighbourhood, adjacent to Downtown Burlington, and within walking distance of transit. Staff are of the opinion that the proposed development, with modifications, is compatible with the existing low-density character of the neighbourhood and represents appropriate intensification.
The promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians.	The proposed development includes a sidewalk on the proposed private road, and is located within walking distance of two bus routes.

***Planning Act: Draft Plan of Subdivision Criteria***

Section 51(24) of the Planning Act prescribes considerations that Council shall have regard to when considering a draft plan of subdivision, in addition to the above mentioned matters of Provincial interest. These considerations are:

- *Whether the proposed subdivision is premature or in the public interest;*

There is adequate water, wastewater servicing, transportation infrastructure, school capacity, and parks to support the proposed subdivision. The proposed subdivision will also help to create a more compact built form that is compatible with the existing neighbourhood. Therefore, the proposed subdivision is not premature, and is in the public interest.

- *Whether the plan conforms to the official plan and adjacent plans of subdivision, if any;*

As discussed in the “City of Burlington Official Plan, 1998” section of this report, the proposed subdivision conforms to the Official Plan. The proposed subdivision will also complement the 1169 Bellview Crescent subdivision by providing a block to complete the private road.

- *The suitability of the land for the purposes for which it is to be subdivided; and if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;*

A Geotechnical Investigation was included in the submission of these applications. City Site Engineering staff have reviewed the report and comment that because there is a high water table, a warning clause will be required for all offers of purchase and sale indicating the high ground water table. The Owner will also be required to agree to provide measures to prevent basement flooding in the proposed dwellings. These comments have been included in the Draft Plan of Subdivision Proposed Conditions (Appendix C), and discussed in more detail in the “Technical Review” section of this report. Site Engineering staff have no objections to the proposed development.

No affordable housing units are being proposed.

- *The number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;*

The subject lands are located within 200 m of the QEW. The Ministry of Transportation Ontario was circulated the applications and have no objections to the proposed development.

- *The dimensions and shapes of the proposed lots;*

The dimensions and shapes of the proposed lots are compatible with the existing neighbourhood, and consistent with the general size and dimensions of the lots to be created at 1169 Bellview Crescent.

- *The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;*

The servicing of the proposed subdivision is dependent on the subdivision to the east at 1169 and 1173 Bellview Crescent. Conditions addressing the extension of storm, sanitary and water services, and access to Bellview Crescent have been included in the Section 41 Site Plan agreement and registered on title for 1173 Bellview Crescent. Moreover, one condition of draft approval for 1169 Bellview Crescent is that the owner to agree to grant similar easements to the subject subdivision if developed under separate ownership.

- *Conservation of natural resources and flood control;*

No natural heritage features, as defined in the City's Official Plan, exist on site. The subject lands are not within a floodplain.

- *The adequacy of utilities and municipal services; The adequacy of school sites;*

Adequate utility and municipal services and school sites exist to support the proposed development, as described in further detail below.

- *The area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;*

No lands are to be conveyed or dedicated for public purposes. City Capital Works staff have advised that Bellview Crescent is at its deemed width. The proposed block for road is for the completion of a private road. City Parks and Open Space staff recommend cash-in-lieu of parkland dedication, given the availability of existing parks nearby.

- *The extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and*

Burlington Hydro has reviewed the application and has no objections. The applicant will be required to work with and satisfy the requirements of Burlington Hydro.

- *The interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of [the Planning Act].*



The proposed development is not subject to site plan control. In June 2017, City Council enacted By-law 35-2017, a new Site Plan Control By-law that exempts single detached dwellings used solely for residential use from site plan control.

***Provincial Policy Statement (2014)***

The Provincial Policy Statement (PPS) provides broad policy direction on matters of provincial interest related to land use planning and development and sets the foundation for regulating development and land use in Ontario. The PPS promotes appropriate development based on efficient land use patterns that optimize the use of land, resources, and infrastructure and public service facilities and contain an appropriate range and mix of uses to meet long-term needs. Intensification is encouraged, provided that it is appropriate.

- *Efficient Development and Land Use Patterns*

Subsection 1.1.1.a) and e) of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns that sustain the financial well-being of the Province and municipalities, and by promoting cost-effective development patterns to minimize land consumption and servicing costs. The PPS directs growth and development to settlement areas, and promotes land use patterns that are based on densities and a mix of land uses which “1. *efficiently use land and resources; 2. are appropriate for, and effectively use the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion*” (PPS, 1.1.3.2a)).

The proposed development will contribute to an efficient land use pattern and compact form by intensifying a property where adequate infrastructure and public service facilities exist. According to Regional staff, City Transportation and City Parks and Open Space staff, and the Halton District and Halton Catholic District School Boards, existing water and wastewater servicing, transportation infrastructure, parks, and school capacity is available to support the development.

- *Air Quality, Climate Change, Active Transportation, Transit*

Subsection 1.1.3.2a) 3 to 6 of the PPS states that densities and land use mix should also minimize negative impacts to air quality and climate change, and support active transportation and transit.

The subject lands are located approximately within 500 m from Burlington Transit Routes 10 and 50 on Maple Avenue. The proposed development will introduce four additional dwellings to the neighbourhood, and consequently increase the overall density of the neighbourhood to support transit.

The proposed site specific exemptions to the side yard and lot coverage requirements for Lots 1 and 2 will allow for the provision of a sidewalk on one side of the proposed private road, and thereby support active transportation.

By supporting transit and active transportation, the proposed development will help reduce greenhouse gas emissions and minimize negative impacts to air quality and climate change.

- *Appropriate Intensification*

The PPS also states that land use patterns within settlement areas shall be based on a range of uses and opportunities for intensification and redevelopment (PPS, 1.1.3.2b). Planning authorities are directed by the PPS to identify appropriate locations and promote opportunities where intensification and redevelopment can be accommodated, taking into consideration existing building stock or areas, infrastructure and public service facilities. Planning authorities are also directed to promote appropriate development standards that facilitate intensification, redevelopment and compact development, while avoiding or mitigating risks to public health and safety (PPS, 1.1.3.3 and 1.1.3.4).

The City has set out standards for housing intensification in established neighbourhoods in section 2.5.2a) of the City's Official Plan. These criteria include adequate servicing and compatibility with the existing neighbourhood character. The redevelopment of the subject lands is also guided by the 1998 Council-approved Bellview Crescent/Regina Drive Development Plan.

The proposed five single detached dwellings are generally in accordance with the Bellview Crescent/Regina Drive Development Plan. Moreover, as discussed in detail in the "City of Burlington Official Plan, 2008" section of this report, the proposed development, with staff recommended modifications, satisfies the City's housing intensification criteria and is compatible with the existing low density character of the neighbourhood. Therefore staff are of the opinion that the proposed development represents appropriate intensification and is consistent with the intensification policies of the PPS.

Summary: Planning staff are of the opinion that the proposed development conforms to the Provincial Policy Statement, 2014 because it will contribute to an efficient land use pattern and compact form, minimize negative impacts to air quality and climate change, support transit and active transportation, and represents appropriate intensification.

***Growth Plan for the Greater Golden Horseshoe (2017)***

The new Growth Plan for the Greater Golden Horseshoe (Growth Plan) came into effect on July 1, 2017. All planning decisions made on or after July 1, 2017 must conform to the Growth Plan. The Growth Plan builds on the policy foundation set out in the PPS

and provides a framework for implementing the Province's vision for building stronger, prosperous, complete communities by better managing growth.

The Growth Plan contains population and employment forecasts to plan for and manage growth to 2041. The policies direct the vast majority of growth to settlement areas and, more specifically, within delineated built-up areas and strategic growth areas, locations with existing or planned transit, and areas with existing or planned public service facilities (Growth Plan, 2.2.1.2a); 2.2.1.2c)).

Municipalities are also required to develop and implement, through their official plans and supporting documents, a strategy to achieve intensification and the minimum intensification target set out in the Growth Plan (Growth Plan, 2.2.2.4). The strategy is to "*encourage intensification generally to achieve the desired urban structure*" and "*identify the appropriate type and scale of development and transition of built form to adjacent areas*", as well as identify strategic growth areas (Growth Plan, 2.2.2.4a) and b)).

The City's Official Plan provides an intensification strategy for Burlington. It directs a significant amount of population and employment growth to mixed use intensification corridors and centres, while also providing criteria for evaluating intensification proposals in existing neighbourhoods (Official Plan, 2.5.2a); 2.5.4).

Staff are of the opinion that the proposed development is in conformity with the Growth Plan. The development is an intensification of lands within the City's built-up area, where adequate municipal water and wastewater infrastructure, public transit, parks and school facilities exist. It is also located adjacent to Downtown Burlington - a strategic growth area. Furthermore, as discussed in the "City of Burlington Official Plan" section of this report, the proposed development, with modifications, satisfies the City's intensification criteria, and therefore represents an appropriate type and scale of development.

Summary: The proposed development conforms to the Growth Plan because it is located in the built up area, in proximity to transit and other public services, and is an appropriate type and form of intensification.

### ***Region of Halton Official Plan***

The Region's Official Plan (ROP) provides goals, objectives and policies to direct physical development and change in Halton Region. The subject lands are designated "Urban Area" in the ROP. Urban Areas are areas where municipal water and/or wastewater services are or will be made available to accommodate existing and future urban development and amenities (ROP, 74). The objectives of the Urban Area include: "*to accommodate growth in accordance with the Region's desire to improve and maintain regional unity, retain local community identity, create healthy communities...; to support a form of growth that is compact and supportive of transit and non-motorized*

*forms of travel, makes efficient use of space and services; ...and to facilitate and promote intensification and increased densities” (ROP, 72(2), (9)).*

The ROP also states that the range of permitted uses and the creation of new lots within the Urban Area shall be in accordance with local official plans and zoning by-laws. However, all development is subject to the policies of the ROP. (ROP, 76)

The proposed development is in keeping with the Halton Region Official Plan. The proposed development will introduce four additional dwellings to the neighbourhood and thereby contribute to a compact built form, increase the overall density of the neighbourhood, and make efficient use of land and existing water and wastewater, transit, parks and education facilities and services. The proposed low density residential use and single detached dwelling form is permitted by the City’s Official Plan. Although the proposed lots do not currently comply with the Zoning By-law, staff are of the opinion that the proposed size and dimensions of the lots are compatible with the existing neighbourhood, and the proposed development, with staff’s recommended modifications, satisfies the City’s Official Plan criteria for housing intensification in existing neighbourhoods.

Regional staff have also reviewed the subject applications, and comment that they are satisfied that the proposed development conforms to the Urban Area policies of the ROP.

Summary: The proposed development is in conformity to the Halton Region Official Plan because it contributes to a compact form of growth, supports transit, and is for a use that is permitted by the City’s Official Plan. The proposed development, with staff recommended modifications, is for intensification of an existing neighbourhood that meets the City’s intensification criteria.

***City of Burlington Official Plan, 2008***

The property is designated as “Residential – Low Density” on Schedule B, Comprehensive Land Use Plan – Urban Planning Area of the Official Plan. This designation permits single-detached and semi-detached housing units with a maximum density of 25 units per net hectare. The applicant is proposing five single detached units, with a density of 22 units per net hectare.

The Official Plan also contains criteria to be considered when evaluating proposals for residential intensification within established neighbourhoods. These criteria are set out in Part III, Policy 2.5.2a) of the Official Plan and discussed below:

- (i) *Adequate municipal services to accommodate the increased demands are provided, including such services as water, wastewater and storm sewers, school accommodation and parkland.*

The Region has no objections to the proposed development and has advised that they are generally satisfied that the proposed development can be serviced via the existing Regional water and wastewater system.

According to Halton District School Board, the students generated from this development can be accommodated at Central Public School, Burlington Central Elementary, and Burlington Central High School with minimal impact to the facilities, and at Tom Thompson PS with the addition of portables. Halton Catholic District School Board notes that students from the proposed development would be accommodated at St. John (Burlington) Catholic Elementary School and Assumption Catholic Secondary School. Neither school boards have objections to the proposed development.

City Parks and Open Space staff have advised that adequate parkland is available to accommodate this development, as neighbourhood parks (Brock Park and Apeldoorn Park) are located within a 0.8 km distance of the site, and city/community parks (Spencer Smith Waterfront Park and Maple Avenue) are within 0.8 to 2.4 km of the site. As such, cash-in-lieu of parkland dedication is recommended for this development.

Thus, adequate municipal services are available to accommodate the proposed development.

*(ii) Off-street parking is adequate*

The applicant is proposing two parking spaces in the garage and two spaces on the driveway for the two lots fronting onto Bellview Crescent (Lots 1 & 2). This will exceed the Zoning By-law requirement for two spaces per dwelling.

For the proposed three detached dwellings fronting on the common element road at the rear of the property, the Zoning By-law requires a minimum of 1.5 spaces per unit, where one space shall be on a parcel of tied land (POTL), and 0.5 space shall be for visitor parking and located within the common element roadway. 1.5 visitor spaces are therefore required for the proposed development. The Zoning By-law also requires that driveways be 6.7 m in length for units within a plan of condominium.

The applicant is proposing to provide at least one space in the garage and one space on the driveway on each POTL, no visitor spaces on the common element road, and a reduced driveway length of 6 m.

Staff are of the opinion that off-street parking is adequate, with the exception of the proposed reduction in driveway lengths for the three proposed POTLs. While no visitor parking is proposed on the common element road, sufficient parking would be available on each POTL. However, the City's Transportation Services staff have advised that the reduction to 6 m in driveway length for the three freehold lots would not be adequate for longer vehicles to park. A modification to the requested zoning by-law amendment to

require a 6.7 m driveway length to ensure adequate off-street parking is therefore recommended.

With the modification to accommodate a 6.7 m driveway length on the POTLs, staff are of the opinion that off-street parking is adequate for the proposed development.

*(iii) The capacity of the municipal transportation system can accommodate any increased traffic flows, and the orientation of ingress and egress and potential increased traffic volumes to multi-purpose, minor and major arterial roads and collector streets rather than local residential streets;*

Given the scale of the development, City Transportation Services staff do not anticipate significant impact to the transportation system from the trip generation of the site, and comment that traffic mitigation measures are not required.

Thus, the existing transportation system can accommodate the proposed development.

*(iv) The proposal is in proximity to existing or future transit facilities;*

The subject lands are located in proximity to existing transit services. Two bus routes along Maple Avenue, with stops at the intersection of Bellview Crescent and Maple Avenue, are located approximately 470 m (walking distance) to the subject lands.

*(v) Compatibility is achieved with the existing neighbourhood character in terms of scale, massing, height, siting, setbacks, coverage, parking and amenity area so that a transition between existing and proposed buildings is provided.*

**Scale** - The applicant is proposing to exceed the permitted maximum building height and lot coverage, and not meet minimum rear, side and front yard to dwelling setback requirements of the Zoning By-law. Staff are of the opinion that taken together, the proposed zoning exceptions would result in overdevelopment of the lands with dwellings that are incompatible with the scale of the existing neighbourhood. Modifications to the requested height, lot coverage, front and side yards are therefore recommended to ensure that the development can exist harmoniously with the existing neighbourhood.

**Massing** - The requested reduction in front yard to dwelling setback and increase in maximum porch projection was intended to support the massing of buildings such that the garage would be located behind the main face of the proposed dwellings. The proposed massing will be compatible with the existing neighbourhood, as it would help to create a more active street frontage, and exist in harmony with existing dwellings on Bellview.

**Height** - Buildings surrounding the subject site are generally 8.9 m in height, and the Zoning By-law permits 2 storey buildings up to 10 m in height in the R3 zone. The applicant is proposing to develop the lands with two-storey single detached dwellings, and is requesting an increase in the maximum permitted building height to 11.5 m. However, plans submitted by the applicant show buildings 9.9 m in height and the

applicant has informed staff that the increase in height was for a construction allowance to mitigate grading changes. Staff recommend that the requested height exemption be modified to 10.2 m to ensure that the buildings will be similar to the surrounding buildings in height.

*Siting* - The subject rezoning application will enable the proposed dwellings to be sited on the proposed lots in a manner that is similar to that at 1169 Bellview, and compatible with adjacent properties.

*Setbacks* - The applicant is seeking to reduce the required front yard to dwelling, rear yard, and side yard setbacks.

Staff are of the opinion that the requested front yard to dwelling reduction for the two lots fronting onto Bellview would be incompatible with the existing neighbourhood, because the front yard setbacks of dwellings on Bellview are at or well over the minimum requirement. The requested front yard setbacks for the internal lots, however, are similar to what is permitted at the internal lots at 1167 Bellview, and therefore would generally be compatible. The requested reduced rear and side yard setbacks are also similar to that permitted on adjacent properties, and are therefore compatible.

*Coverage* - The applicant proposes to increase the maximum permitted lot coverage to 40-45% for the two lots fronting Bellview and 45% for the internal lots. Staff find that the proposed lot coverages would be incompatible and out of character with the existing neighbourhood, and recommend modifications as outlined in Tables 1 and 2 of this report.

*Parking* - The applicant is proposing no visitor parking spaces, whereas the Zoning By-law requires a minimum of 2 visitor parking spaces in total for the proposed POTLs. However, the applicant proposes to exceed the minimum required resident parking spaces by providing at least 2 spaces per unit. Staff are satisfied that the proposed parking will be sufficient and not result in an adverse impact on neighbouring streets.

*Amenity Area* - Amenity areas will be provided in the rear yards of the proposed dwellings. The reduced rear yards for the two lots fronting Bellview is the same as the adjacent lots to the east and will be compatible with the surrounding properties. The proposed rear yard reduction for the internal lots would provide sufficient amenity area and is compatible with the surrounding neighbourhood.

A more detailed discussion on the compatibility of the proposed site specific exemptions with the existing neighbourhood is presented in Tables 1 and 2 of this report. Staff are of the opinion that the proposed zoning exemptions, subject to minor modifications, will yield a compatible form of development that can co-exist in harmony with the existing neighbourhood and the proposed development at 1167 Bellview Crescent.

- (vi) *Effects on existing vegetation are minimized, and appropriate compensation is provided for significant loss of vegetation, if necessary to assist in maintaining neighbourhood character.*

The submitted Tree Preservation Plan indicates that of the six trees on the site, only three are proposed for removal. There is one large Norway maple currently owned by the City adjacent to the property. It is proposed to be retained.

Of the trees proposed to be removed, one is located on the property line and is considered hazardous. The City's Urban Forestry and Landscaping staff have reviewed the Tree Preservation Plan and are supportive of the arborist's recommendation for immediate removal. As the tree is located on the property line, the neighbouring co-owner of the tree must be consulted prior to removal.

Forestry staff note that they have no objections with the applications.

- (vii) *Significant sun-shadowing for extended periods on adjacent properties, particularly outdoor amenity areas, is at an acceptable level.*

The applicant has requested to increase the maximum permitted building height for 2-storey dwellings from 10 m to 11.5 m. Staff recommend that the maximum height be modified to 10.2 m to be more consistent with the existing neighbourhood. The modified maximum height allowance is unlikely to cause significant sun-shadowing for extended periods of time on adjacent properties.

- (viii) *Accessibility exists to community services and other neighbourhood conveniences such as community centres, neighbourhood shopping centres and health care.*

The proposed development is located beside Downtown Burlington and is accessible to area schools, shopping, medical services and community facilities.

- (ix) *Capability exists to provide adequate buffering and other measures to minimize any identified impacts.*

Landscape buffers are typically used to minimize impacts where different land uses or different intensities of land use are in proximity to each other. Since the proposed development will introduce a more compact form of detached dwellings, staff recommend modifications to the requested zoning changes to lot coverage and building height to ensure that the development is compatible with adjacent uses. With these modifications, staff find that additional landscape buffering would not be required.

- (x) *Where intensification potential exists on more than one adjacent property, any redevelopment proposals on an individual property shall demonstrate that future redevelopment on adjacent properties will not be compromised, and this may require the submission of a tertiary plan, where appropriate.*



The coordinated redevelopment of the subject lands and adjacent lands to the east is set out in the Bellview Crescent/Regina Drive Development Plan. The proposed development is generally in keeping with the Development Plan.

*(xi) Natural and cultural heritage features and areas of natural hazard are protected.*

Not applicable – no natural or cultural heritage features on this site.

*(xii) Where applicable, there is consideration of the policies of Part II, Subsection 2.11.3, g) and m).*

Not applicable – These sections relate to measures to address potential increased downstream flooding or erosion resulting from development occurring in South Aldershot. Neither is applicable to this application.

*(xiii) Proposals for non-ground oriented housing intensification shall be permitted only at the periphery of existing residential neighbourhoods on properties abutting, and having direct vehicular access to, major arterial, minor arterial or multi-purpose arterial roads and only provided that the built form, scale and profile of development is well integrated with the existing neighbourhood so that a transition between the existing and proposed residential buildings is provided.*

Not applicable – The proposed development is for detached dwellings, which are a form of ground-oriented housing.

Summary: Staff are of the opinion that the proposed subdivision and rezoning, with staff recommended modifications, conforms to the City's Official Plan because the proposed single detached dwellings and net density is permitted by the Official Plan, and satisfies the City's intensification criteria. The proposed development, with staff's recommended modifications, will be compatible with the character of the existing neighbourhood.

***New City of Burlington Official Plan (Council Adopted)***

The proposed new Official Plan was approved by Council on April 26, 2018 and has been developed to reflect the opportunities and challenges facing the City as it continues to evolve. The new Official Plan will not come into effect until it has been approved by Halton Region; however the City's proposed new Official Plan reflects Council's vision and as such, should be acknowledged as part of the proposal.

The subject lands are designated "Residential – Low Density" in accordance with the new Official Plan. This designation permits single-detached dwellings, to a maximum density of 25 units per net hectare. The proposed development is for five single detached dwellings at a density of 22 units per net hectare, and is therefore in keeping with the permitted uses of the new Official Plan.

The new Official Plan also contains intensification criteria that are similar to those in the current Official Plan. Therefore the proposed development is also in keeping with the intensification criteria of the new Official Plan.

***City of Burlington Zoning By-law 2020***

The property is currently zoned R3.2 in the City’s Zoning By-Law 2020, as shown on Sketch No. 1, Appendix A of this report. This zone permits single detached dwellings on lots having a minimum width of 15 m and a minimum area of 425 m<sup>2</sup>. The applicant seeks to rezone the two proposed lots fronting onto Bellview Crescent to a modified R3.2 zone, and the three proposed lots fronting onto a private road to a modified R3.4 zone. Staff are generally in support of the requested rezoning, but recommend modifications ensure compatibility with the existing neighbourhood character and support a pedestrian oriented streetscape.

Table 1 provides an overview of the existing R3.2 regulations, the requested modified R3.2 regulations for the two proposed lots fronting onto Bellview Crescent, and staff’s comments on the applicant’s proposal.

**Table 1 – R3.2 regulation zoning and applicant requested zoning for 2 lots fronting Bellview**

	<b>Existing R3.2</b>	<b>Proposed R3.2-483</b>	<b>Staff Comment</b>
Lot width	15 m	13 m	<u>Support as 13.4 m.</u> Surveyor’s Area and Frontage Certificate indicates that the smallest lot width will be 13.4 m. The reduced lot widths are similar to the adjacent lots to the east and compatible with lots in the immediate area. The reduced lot width would also allow for an easement to be provided on the eastern edge of the subdivision.
Lot area	425 m <sup>2</sup>	400 m <sup>2</sup>	<u>Support.</u> This is a minor change from the existing requirement. The proposed lots will be generally consistent with the severed and retained lots immediately to the east of the subject lands (423 m <sup>2</sup> and 403 m <sup>2</sup> ).
Front yard	6 m	4.5 m (to dwelling) 6 m (to garage)	<u>Do not support.</u> The reduced front yard setback to dwelling would be incompatible with the existing character of Bellview Crescent. Existing front yard setbacks on the north side of Bellview Crescent are well over 6 m (ranging from approximately 9 to 15 m)

			to the west of subject lands, and are 6 m at 1167 Bellview. A 6 m minimum setback, as per the existing zoning regulations, would provide for a more consistent street edge and appropriate transition from 1167 Bellview to the lots on the west.
Rear yard	9 m	7.5 m	<u>Support</u> . The reduced rear yards will be consistent with the lots to the east. The 7.5 m yard will provide adequate amenity space and separation from the proposed lots fronting the private road.
Side yard	1.8 m	1.2 m	<u>Support</u> . The requested side yard is sufficient for access to the rear yard and drainage.
Lot coverage for 2-storey dwelling	35%	45% (Lot 1) 40% (Lot 2)	<u>Recommend modification to 40% for Lot 1 and 37% for Lot 2</u> . It is staff's opinion that development at 45% lot coverage would be incompatible and out of character with adjacent developments. 37% and 40% lot coverages would be more consistent and compatible with the adjacent, yet-to-be developed lots to the east on Bellview Crescent.
Maximum porch projection into front yard	0.65 m	1.5 m	<u>Support</u> . The increased porch projection is the same as that approved at 1169 Bellview. The projection would add visual interest and support a more pedestrian oriented streetscape.
Building height for 2-storey dwelling	10 m (peaked roof) 7 m (flat roof)	11.5 m	<u>Recommend modification to 10.2 m</u> . It is staff's opinion that a 11.5 m building height would be incompatible with the existing neighbourhood, as the height of existing 2 storey buildings are generally 8.9 m. Staff have met with the applicant and understand that the increase in height was for a construction allowance to mitigate grading changes. Plans submitted by the applicant show buildings 9.9 m in height. Staff are of the opinion that 10.2 m height would ensure compatibility while providing sufficient construction allowance.

Table 2 provides an overview of the R3.4 zone regulations, the requested modified R3.4 regulations for the three proposed lots fronting a private road, and staff’s comments on the applicant’s proposal.

**Table 2 – R3.4 regulation zoning and applicant requested zoning for 3 new lots on private road**

	<b>R3.4 zoning regulations</b>	<b>Proposed R3.4-484</b>	<b>Staff Comment</b>
Lot width	12 m	11 m	<u>Support.</u> Proposed lot width is the same as the width of the lots at 1167 Bellview that also front onto the private road.
Lot area	400 m <sup>2</sup>	300 m <sup>2</sup>	<u>Support as 325 m<sup>2</sup>.</u> Size of lots will be generally consistent with the size of adjacent freehold lots permitted at 1167 Bellview. Surveyor’s Frontage and Area certificate indicates that the size of smallest POTL will be 325 m <sup>2</sup> , and the other lots will range from 360 m <sup>2</sup> to 574 m <sup>2</sup> .
Front yard	6 m	4.5 m (to dwelling) 6 m (to garage)	<u>Support 4.5 m (to dwelling) and recommend modification to 6.7 m (to garage).</u>  The requested setback to dwelling would be consistent with the permitted setbacks of the other lots fronting on the private road at 1167 Bellview.  However, City Transportation staff have advised that a 6.7 m driveway length is required. The requested front yard setback to garage is therefore recommended to be 6.7 m to be consistent with driveways that are 6.7 m in length.
Rear yard	7.5 m	6 m	<u>Support.</u> The proposed reduction in rear yard setback would provide sufficient privacy and separation between the existing surrounding dwellings and the proposed dwellings because the existing abutting rear yards at 1168 and 1170 Carol Street, and 1153 Bellview Crescent are fairly deep.

Side yard	10% of actual lot width: Lot 3 – 1.1 m Lot 4 – 1.2 m Lot 5 – 2.1 m	1.2 m/0.6 m (Lots 3, 4) 1.8 m/1.2 m (Lot 5)	<u>Support as requested for Lot 4 and 5, and recommend modification to 1.2 m/0.9 m (Lot 3).</u> The requested side yards will be sufficient for access and drainage, and are generally in keeping with the zone requirements. The modified side yard for Lots 3 and 4 is generally consistent with that approved at 1167 Bellview Crescent.
Lot coverage for 2-storey dwelling with attached garage	40%	45% (Lots 3, 4)	<u>Do not support.</u> The increase in lot coverage would not be compatible with the character of the existing neighbourhood and the yet-to-be-developed lots at 1167 Bellview. The maximum lot coverage for the internal lots at 1167 Bellview is 40%. A lot coverage of 45% was not supported by staff when it was requested for 1167 Bellview.
Maximum porch projection into front yard	0.65 m	2 m	<u>Support.</u> The applicant initially requested 1.5 m, excluding stairs. Staff are supportive of 2 m, inclusive of stairs. The increased porch projection is similar to that approved at 1169 Bellview. The increased projection would add visual interest and support a more pedestrian oriented streetscape.
Driveway length for Parcels of Tied Land	6.7 m	6 m	<u>Do not support.</u> Transportation staff advise that a 6 m driveway length is not sufficient to accommodate longer vehicles.
Building height for 2-storey dwelling	10 m (peaked roof) 7 m (flat roof)	11.5 m	<u>Recommend modification to 10.2 m.</u> The proposed 11.2 m is not compatible with the height of surrounding buildings, which are generally 8.9 m. Staff are of the opinion that 10.2 m height would provide sufficient construction allowance and be compatible with existing buildings.
Width of attached garage	Max. 50% of dwelling width	No maximum	<u>Do not support.</u> The purpose of the maximum 50% of dwelling width requirement is to ensure that building facades contribute to a pedestrian oriented streetscape. Staff recommend that the 50% requirement be maintained.

<p>Off-street Parking</p>	<p>1.5 spaces/unit, where one space shall be located on the POTL, and 0.5 space/unit for visitor parking shall be located within the common element condominium block with contains the condominium roadway. A total of 1.5 visitor spaces is required for the proposed development .</p>	<p>At least 2 spaces per unit; no visitor parking on condominium roadway</p>	<p><u>Support with requirement to provide minimum 2 resident parking spaces.</u> The applicant proposes to provide at least two spaces on each POTL, which exceeds that required by the Zoning By-law. Given the increase in resident spaces, staff support the reduction in visitor parking.</p>
<p>Lot Line, Front</p>	<p>9.1 m</p>	<p>6.7 m (Lot 5)</p>	<p><u>Support.</u> The 6.7 m front lot line would be wide enough to accommodate at least a single car driveway on Lot 5.</p>
<p>Maximum width of all hard surfaces (driveways plus walkways)</p>	<p>5.5 m for front lot lines equal to or greater than 9 m and less than 12 m in width (i.e. Lot 3 and 4);  4.5 m for front lot lines less than 9 m in width</p>	<p>Concept plan shows driveway widths of 6 m for all three internal lots.</p>	<p><u>Support 6 m, including walkways, for all three internal lots.</u> The purpose of the maximum width is to ensure adequate landscape open space area to support a visually interesting, pedestrian oriented streetscape. Staff are of the opinion that 6 m would be sufficient to accommodate two cars and a walkway.  While the increased width would result in reduced landscape open space area, staff are of the opinion that the resultant area would be compatible with the existing and to-be-developed dwellings that front on the</p>

	(i.e. Lot 5)		private road. Furthermore, the width would enable sufficient parking to be provided on each POTL. Given the irregular shape of Lot 5, an increase in width to 6 m would still allow for some landscape open space to be provided on the lot.
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Summary: Staff are generally supportive of the proposed rezoning application, but recommend some modifications to ensure that the development is compatible with the existing neighbourhood.

For the two lots fronting onto Bellview, staff recommend refusal of the requested front yard to dwelling setback, and recommend modifications to the requested maximum lot coverage and building height.

For the three internal lots, staff recommend refusal of the requested lot coverage, driveway length for POTL, and maximum width of attached garage. Staff recommend modifications to the requested front yard to garage setback, side yard setback for Lot 3, and maximum building height.

### **Technical Review**

On February 26, 2018, the Zoning By-law Amendment and Plan of Subdivision applications and supporting documents were circulated to internal departments and external agencies for review. The following agencies have provided no objection to the development proposal, but may have conditions of draft approval for the Subdivision application, included in Appendix C: Halton District School Board, Halton Catholic District School Board, Canada Post, Union Gas, Ministry of Transportation Ontario, Halton Region, Burlington Hydro, Capital Works, Fire and Emergency Services, Transportation, Zoning, Tax, and the Burlington Economic Development Corporation.

### ***Grading and Drainage***

The submitted Geotechnical Investigation suggests that there is a high ground water table. Consequently, Site Engineering staff recommend that a warning clause be required for all offers of purchase and sale indicating the high ground water table. Staff also request that as conditions of draft approval, the owner agree to provide a cash deposit to be used by the City for dealing with requirements for control of grading issues; and to either agree that all buildings are to be provided with sump pumps or agree to provide hydraulic grade line calculations for the minor drainage system to demonstrate that basement flooding is precluded during the 1 in 100 year storm.

Site Engineering also note that the submitted Functional Servicing Report provides a framework for how the development can be serviced; detailed design will take place at through the draft approval.

Site Engineering staff have no objections to the proposed rezoning and subdivision applications.

***Width of Private Road***

The width of the private road was anticipated by the 1167 Bellview subdivision to be completed at 10 m (5 m on 1167 Bellview and 5 m on 1159 Bellview) in order to accommodate visitor parking on the private road. The subject subdivision application proposes a 3 m wide block for the private road, and therefore proposes to complete the north-south portion of the road at a width of 8 m. City Transportation and Site Engineering staff have no objections to the proposed 3 m wide block because visitor parking on the private roadway is not proposed at 1159 Bellview. Transportation staff comment that in order to ensure the functional operation of two-way traffic on the proposed roadway, the travel lanes combined are required to be at least 6 m wide. The proposed final road width will exceed this requirement.

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**Financial Matters:**

In accordance with the Development Application Fee Schedule, all fees determined have been received.

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**Public Engagement Matters:**

A public notice sign about the development proposal was posted on the property by the applicant on February 1, 2018. A public notice and request for comments were circulated on February 2, 2018 to surrounding property owners and tenants. All technical studies and required supporting materials for the development were posted on the City's website, at [www.burlington.ca/1159-Bellview](http://www.burlington.ca/1159-Bellview).

A Neighbourhood Meeting was held on February 22, 2018 at City Hall. Ward 1 Councillor Craven and staff from the Department of City Building, as well as the applicant and his planning consultant were present. The meeting was attended by approximately 7 members of the public. Questions about the phasing of development, size of proposed dwellings and proposed setbacks, and concern about mud from construction were heard at the meeting.

A Statutory Public Meeting was held on May 8, 2018. The Planning and Development Committee heard from one delegate, a resident of 1153 Bellview Crescent. The



delegate expressed concern that drainage from the subject property will affect his property, and asked about how drainage plans for the subject development will be enforced.

Staff have also received 1 email from the public, attached as Appendix D to this report.

Table 3 below summarizes comments received from the public and staff's response.

**Table 3 – Summary of Public Comments and Staff Response**

<b>Public Comment</b>	<b>Staff Response</b>
Worry that drainage of proposed development will impact adjacent properties to the east and west.	<p>As conditions of draft approval, the owner will be required to provide cash deposit to the City to deal with any grading issues, and agree to provide measures to prevent basement flooding in the proposed dwellings.</p> <p>The submitted Functional Servicing Report provides a framework for how the development can be serviced, and detailed design will take place through the draft approval.</p> <p>Site Engineering staff have no objections to the proposed development.</p>
Suggestion to modify side yard setback from 1.2 to 1.5 m for properties fronting onto Bellview Crescent.	Staff are supportive of the 1.2 m proposed by the applicant. The spacing between the proposed houses is compatible with existing single detached homes.
Concern about potential mud on Bellview Crescent and Bellview Street as a result of construction.	As conditions of draft approval, the owner will be required to prepare and implement siltation and erosion control plans; and provide a cash deposit to the City to be used for dealing with non-compliance with City requirements for control of mud, dust and debris on roads.

## **Conclusion:**

Staff's analysis of the application for a Zoning By-law Amendment and Plan of Subdivision considered the applicable policy framework and the comments submitted by technical agencies and the public. Staff find that the application is consistent with the Provincial Policy Statement and conforms to the Places to Grow Act and the Regional and City Official Plans. This report recommends that the subject rezoning application be approved with modifications as outlined in Tables 1 and 2, and that Zoning By-law 2020-398 attached as Appendix B, to department of city building report PB-52-18 be adopted. Furthermore, this report recommends that draft approval be given for a residential plan of subdivision to facilitate the creation of five single detached lots and a block for part of a private road, subject to the conditions attached as Appendix C to department of city building report PB-52-18.

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Respectfully submitted,

Rebecca Lau

Planner I

905-335-7600 Ext. 7860

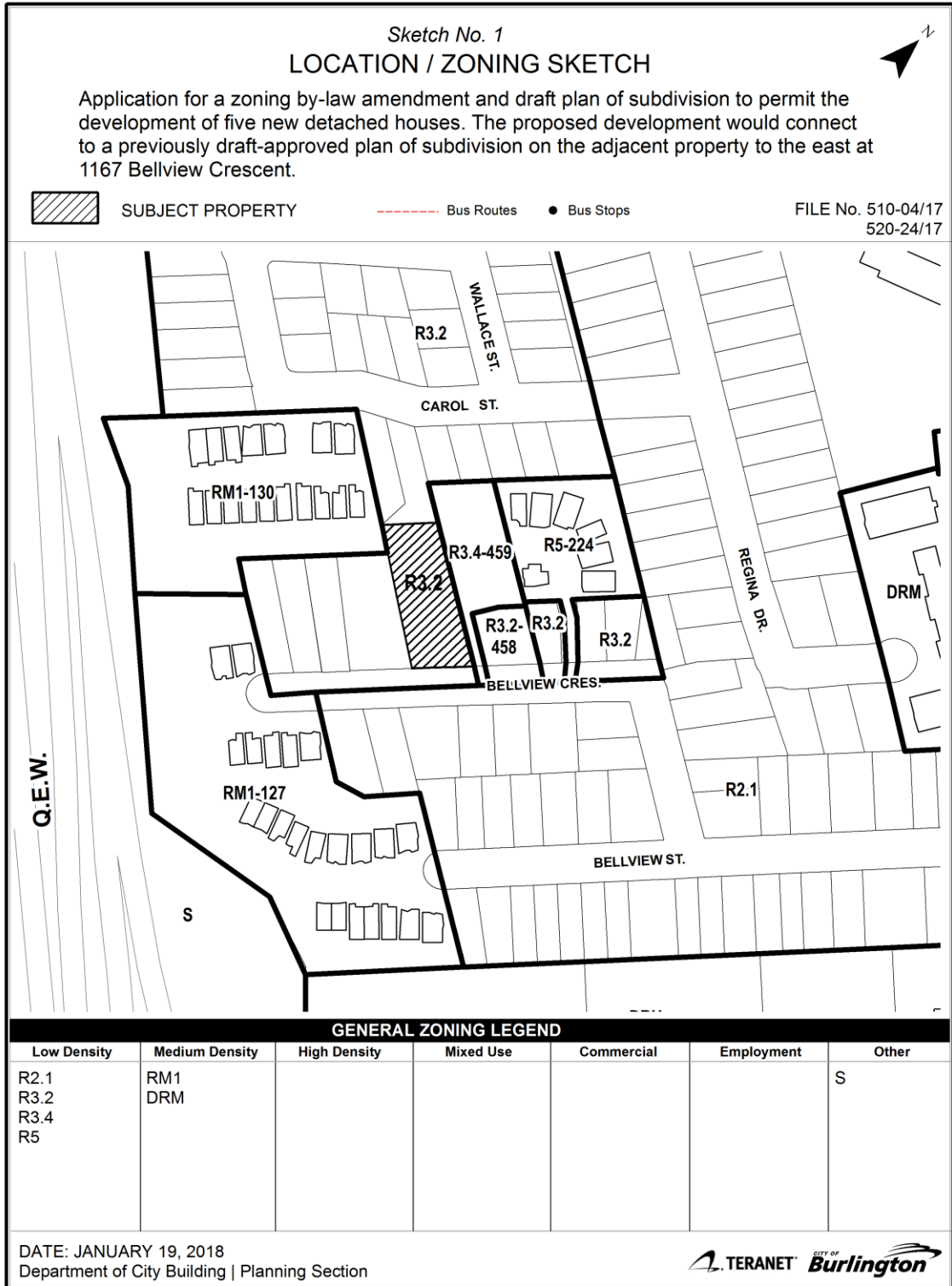
## **Appendices:**

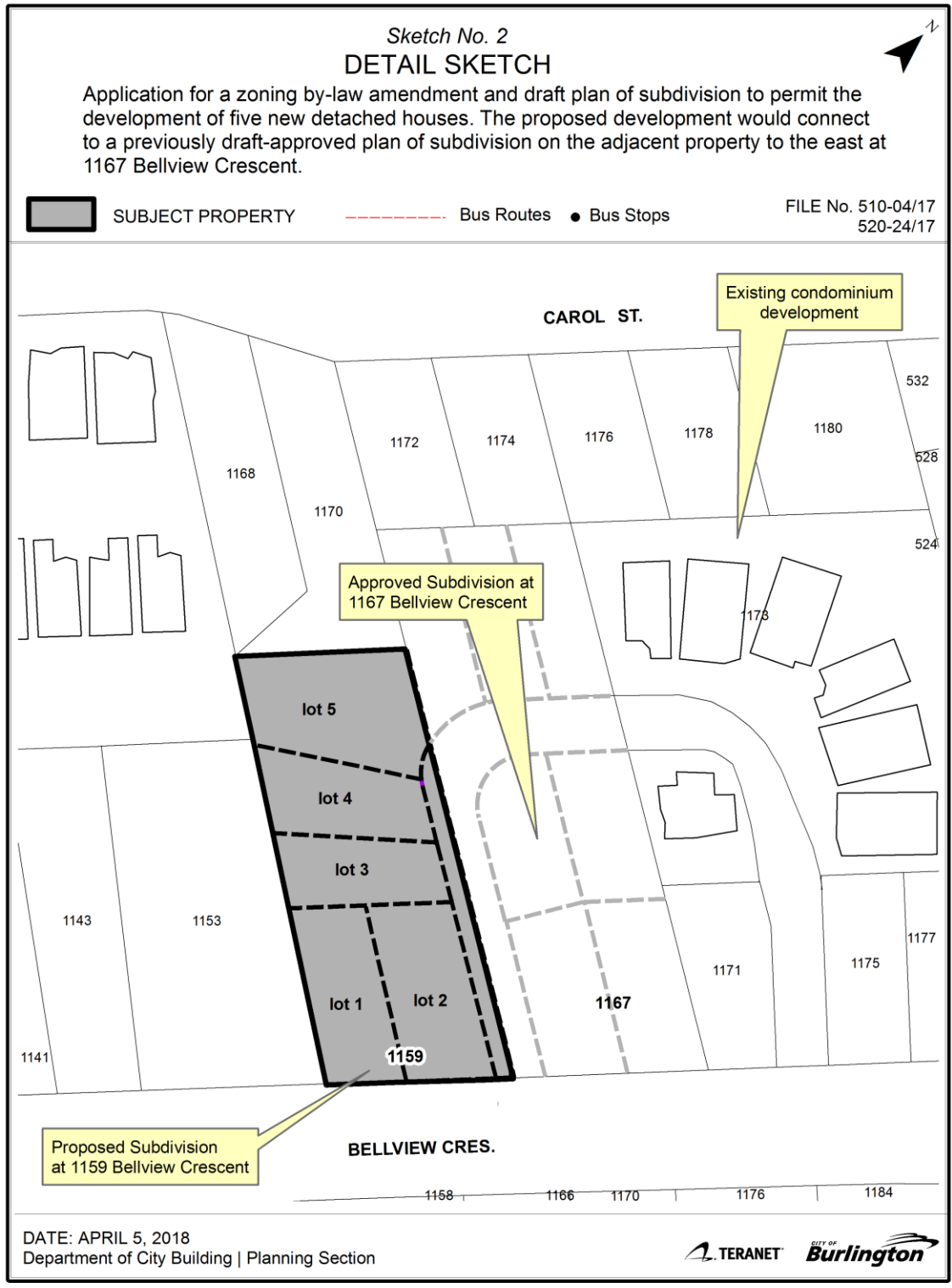
- A. Sketches
- B. Proposed Zoning By-law Regulations
- C. Draft Plan of Subdivision – Proposed Conditions
- D. Public Comments

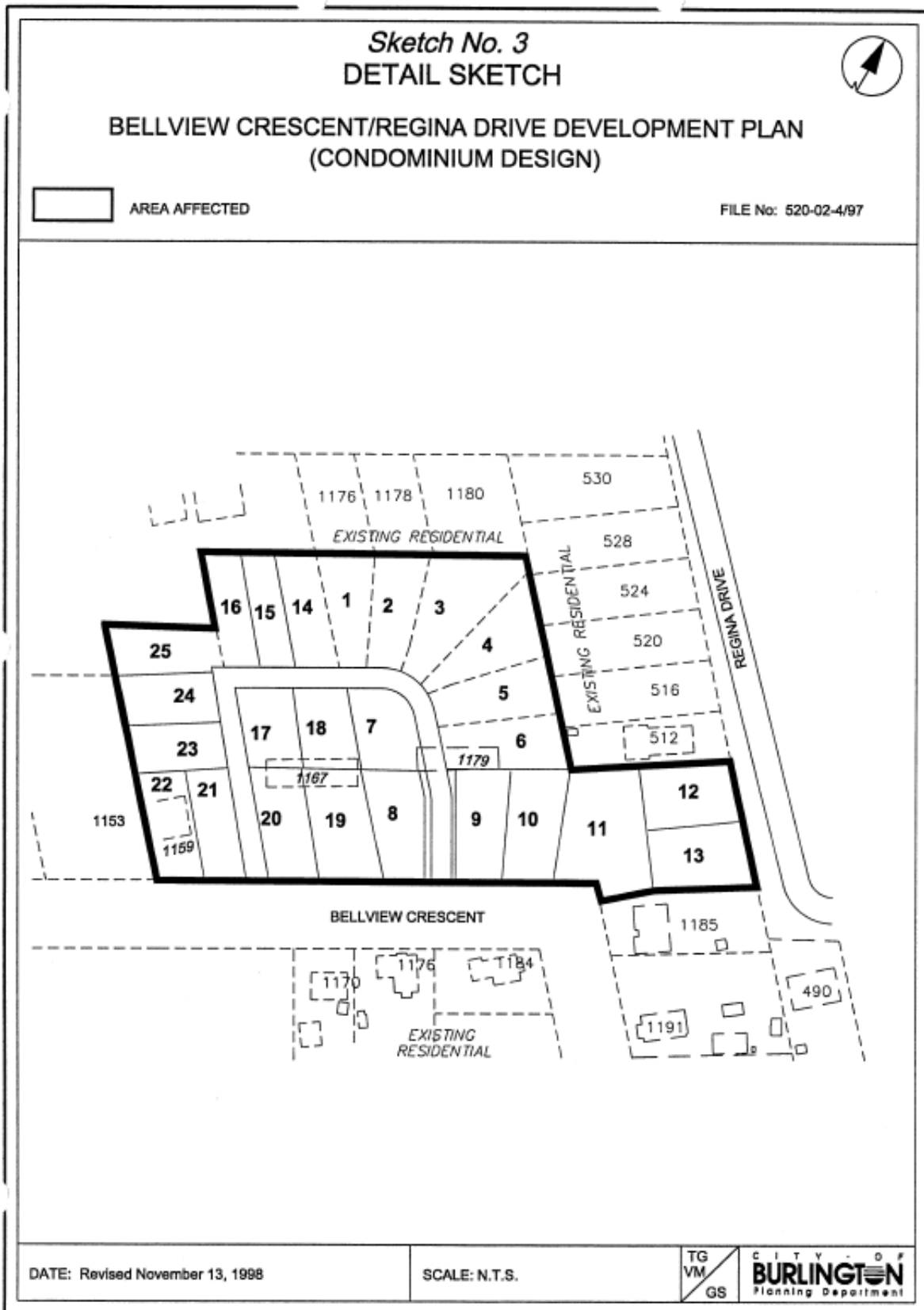
## **Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

### Appendix A: Sketches







**APPENDIX B**

**BY-LAW NUMBER 2020.398, SCHEDULE 'A' AND EXPLANATORY NOTE**

**THE CORPORATION OF THE CITY OF BURLINGTON**

**BY-LAW NUMBER 2020.398**

A By-law to amend By-law 2020, as amended; 1159 Bellview Crescent  
File No.: 520-24/17

WHEREAS Section 34(1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, states that Zoning By-laws may be passed by the councils of local municipalities; and

WHEREAS the Council of the Corporation of the City of Burlington approved Recommendation PB-52-18 on \_\_\_\_\_, to amend the City's existing Zoning By-law 2020, as amended, to permit detached dwellings;

**THE COUNCIL OF THE CORPORATION OF THE CITY OF BURLINGTON  
HEREBY ENACTS AS FOLLOWS:**

1. Zoning Map Numbers 9A and 9W of PART 15 to By-law 2020, as amended, is hereby amended as shown on Schedule "A" attached to this By-law.
2. The lands designated as "A" on Schedule "A" attached hereto are hereby rezoned from R3.2 to R3.2-483.
2. The lands designated as "B" on Schedule "A" attached hereto are hereby rezoned from R3.2 to R3.4-484.
4. PART 14 of By-law 2020, as amended, Exceptions to Zone Classifications, is amended by adding Exception 483 as follows:

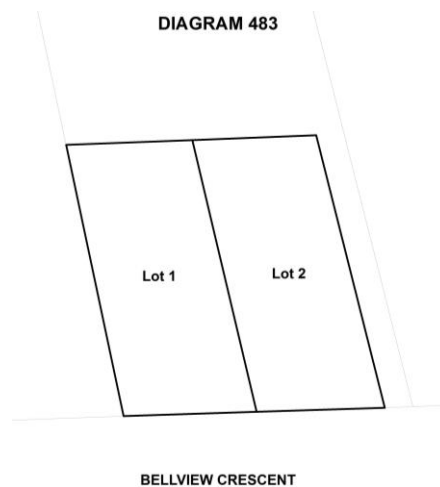
Exception 483	Zone R3.2	Map 9A-W	Amendment 2020.398	Enacted
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1. Regulations:

Lot width: 13.4 m  
 Lot area: 400 m<sup>2</sup>  
 Rear yard: 7.5 m  
 Side yard: 1.2 m  
 East side yard for Lot 2: 3 m  
 Maximum lot coverage on Lot 1: 40%  
 Maximum lot coverage on Lot 2: 37%

Height: Maximum 2 storeys to 10.2 m

Maximum porch projection into required front yard including roof overhang and stairs: 1.5 m



Except as amended herein, all other provisions of this By-law, as amended, shall apply.

5. PART 14 of By-law 2020, as amended, Exceptions to Zone Classifications, is amended by adding Exception 484 as follows:

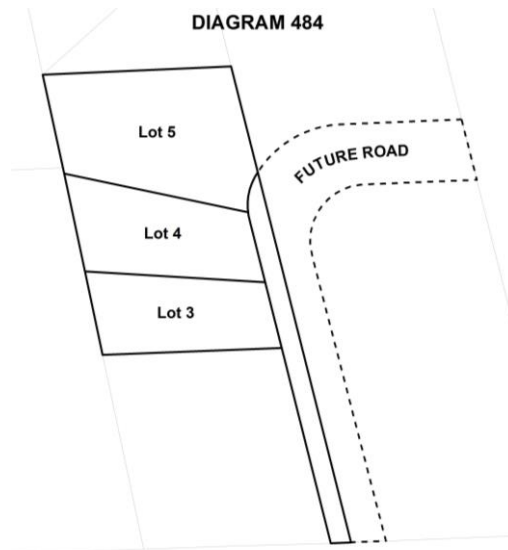
Exception 484	Zone R3.4	Map 9A-W	Amendment 2020.398	Enacted
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1. Regulations from external property boundaries:

Lot width on Bellview Crescent: 3 m

2. Regulations for Lots/Parcels of Tied Land shown on Diagram 484:

- Lot width: 11 m
- Lot area: 325 m<sup>2</sup>
- Front yard (to dwelling): 4.5 m
- Front yard (to garage): 6.7 m
- Rear yard: 6 m
- Side yard for Lot 3: 0.9 m; 1.2 m other side
- Side yard for Lot 4: 0.6 m; 1.2 m other side
- Side yard for Lot 5: 1.2 m; 1.8 m on the north side
  
- Resident parking: 2 spaces per unit
  
- Visitor parking: None required
  
- Height: Maximum 2 storeys to 10.2 m
  
- Maximum porch projection into required front yard including roof overhang and stairs: 2 m
  
- Front lot line for Lot 5: 6.7 m
  
- Maximum permitted width of all hard surfaces (driveways plus walkways): 6 m



Except as amended herein, all other provisions of this By-law, as amended, shall apply.



- 6 a) When no notice of appeal is filed pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, this By-law shall be deemed to have come into force on the day it was passed
  
- 6 b) If one or more appeals are filed pursuant to the provisions of the *Planning Act*, as amended, this By-law does not come into force until all appeals have been finally disposed of, and except for such parts as are repealed or amended in accordance with an order of the Local Planning Appeal Tribunal this By-law shall be deemed to have come into force on the day it was passed.

**ENACTED AND PASSED** this .....day of ..... 201 .

\_\_\_\_\_MAYOR

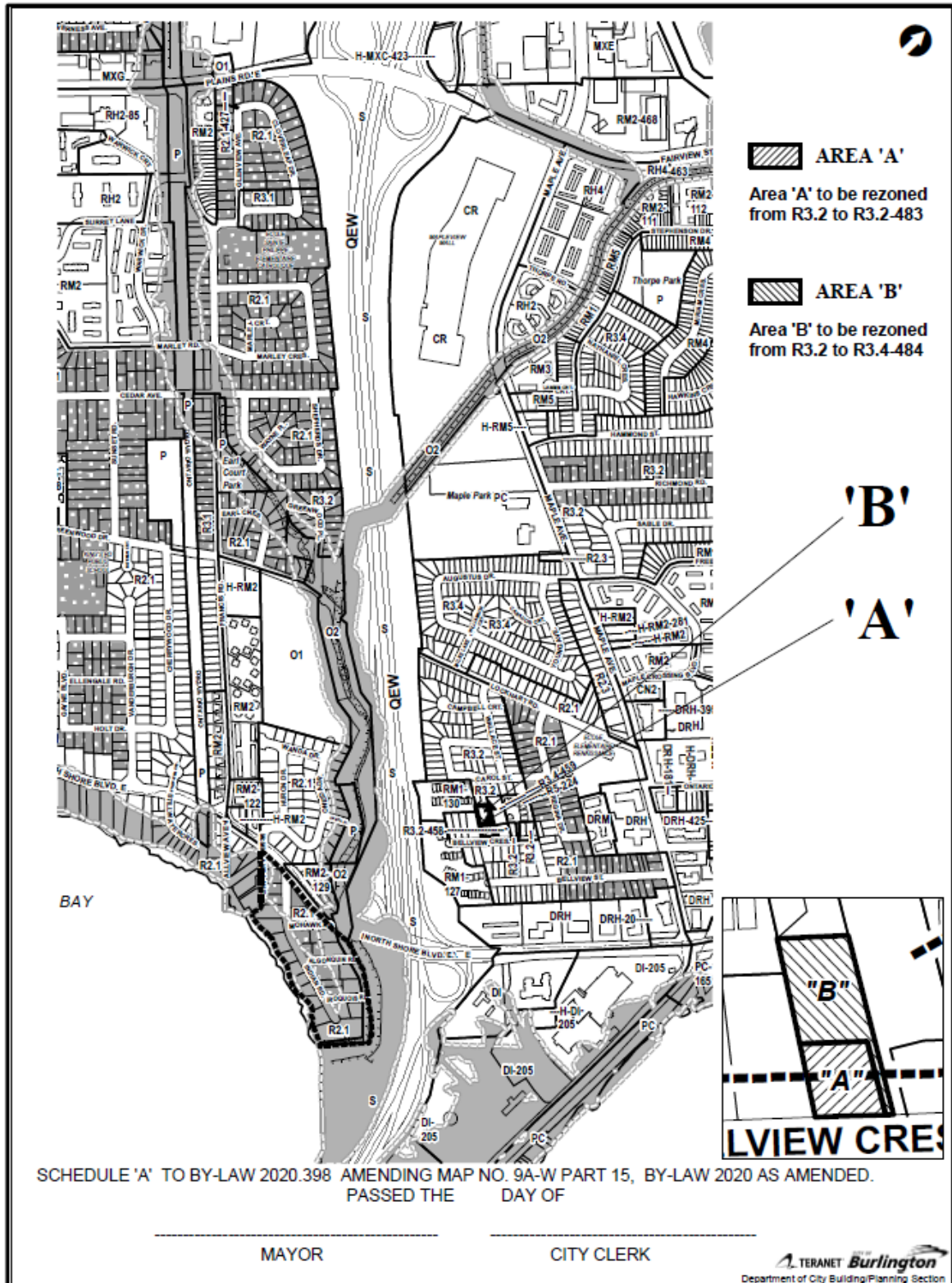
\_\_\_\_\_CITY CLERK

## EXPLANATION OF PURPOSE AND EFFECT OF BY-LAW 2020.398

By-law 2020.398 rezones lands on 1159 Bellview Crescent to permit five single detached dwellings and a private road.

For further information regarding By-law 2020.398, please contact Rebecca Lau of the Burlington City Building Department at (905) 335-7600, extension 7860.

SCHEDULE 'A' TO ZONING BY-LAW 2020.398



**Appendix C****CONDITIONS OF DRAFT PLAN APPROVAL****CONDITIONS APPLYING TO THE APPROVAL OF THE FINAL PLAN  
FOR REGISTRATION OF A PLAN OF SUBDIVISION BY:**

1435487 Ontario Inc.

FILE: 510-04/17 (24T-17004/B)

The Conditions which shall be fulfilled prior to final approval of this Plan of Subdivision are as follows:

1. This approval applies to the draft plan of subdivision certified by Harry Kalantzakos, O.L.S. on December 12, 2017, consisting of 5 lots and 1 block.
2. The Owner shall sign the City's Standard Subdivision Agreement and any other necessary agreement(s) in effect on the date of signing thereof, within three years of the date of Council approval; and acknowledge the implications of the standard conditions contained in the City's Standard Subdivision Agreement, failing which, Council's approval shall lapse.
3. The Owner shall complete the following to the satisfaction of the Executive Director of Capital Works of the City of Burlington:
  - a) Dedicate to the City free of charge any easements over the subject property required for drainage, services and/or utilities.
  - b) Any easements over adjacent properties as required to accommodate services and/or overland flow swales.
  - c) Prepare and deposit all reference plans required for the foregoing dedications and a reference plan showing the boundaries of the property to UTM, NAD 83 Datum, and provide the City an electronic copy of the plan in AutoCAD 14 with all points and line work on separate layers.
  - d) Agree to pay for any alterations to existing utilities, pavement and services that may be necessary to accommodate the development with adjacent lands.
  - e) Agree that should the development be phased, a phasing plan must be submitted prior to the registration of the first phase of subdivision. The phasing plan will incorporate an Agreement (to the satisfaction of the Executive Director of Capital Works) that must indicate the timing and sequence of development (including tree removal) for each phase and include securities to guarantee the implementation of the plan.
  - f) Agree to implement the recommendations of the approved Tree Inventory and Preservation Study.

- g) Agree to obtain the necessary demolition permit(s) and post the necessary securities to ensure the proper removal of all existing on site buildings and structures.
- h) Submit a copy of the updated parcel register when survey plans are submitted for the preparation of the Subdivision Agreement.
- i) Agree to implement the recommendation of the approved Geotechnical Study of the subdivision servicing and road construction.
- j) Prepare a postal service report and implement all necessary recommended facilities. All proposed facilities are to be shown on the engineering drawings.
- k) Agree to comply with the City Policy in effect at the time of subdivision Registration with respect to "Site Conditions in Subdivisions".
- l) Agree to provide a cash deposit to be used by the City for contracted or in-house expenses for dealing with non-compliance with City requirements for control of mud, dust and debris on roads and further agree that inspection staff time for invoicing on work undertaken will be charge at double the normal rate.
- m) Agree to hire a contractor on retainer to deal with after hour problems related to unsafe situations in active subdivisions and provide the City with the contractor's 24 hour/7 days a week emergency contact phone number.
- n) Agree to install "Illegal Dumping Prohibited" signs all blocks intended for future development.
- o) Agree to regrade and seed within 7 days, and cut weeds and remove debris within 48 hours, of a request by the City on any undeveloped lots or blocks as may be requested.
- p) Agree to provide a cash deposit to be used by the City for contracted or in-house expenses for dealing with City requirements for control of grading issues, weed control and debris removal, and further agree that inspection staff time for invoicing on work undertaken will be charged at double the normal rate.
- q) Agree to grade, place topsoil and seed any lot or block within 7 days of initial grading or topsoil stripping which is not intended for development within 45 days. This requirement may vary depending on the season of the activity.
- r) Agree to provide an overall phasing schedule identifying proposed house construction (start dates/occupation dates), tentative grading, sodding and tree planting schedules in accordance with the City's grading and sodding policy and schedule.
- s) Ensure that construction access is to the satisfaction of the Executive Director of Capital Works during all stages of servicing and house building construction and agree to pay for any required signage, barricades or other measure needed to achieve this.

- t) Agree to provide street tree planting and landscaping to the satisfaction of the Manager of Urban Forestry or delegate.
- u) Prior to commencement of any excavation, install solid board barriers around all trees to be preserved, to be maintained during all phases of servicing and development and ensure that trees designated for preservation are not removed or damaged.
- v) Agree that any trees identified for preservation which are removed or damaged as a result of construction activity shall be replaced with an equivalent value of tree planting, as determined by the Manager of Urban Forestry or delegate.
- w) Acknowledge and agree to prepare an overall utility distribution plan addressing the location (shared or otherwise), timing and phasing of all required utilities (on grade, below-grade or above-grade), including gas, electrical, telecommunications, water, wastewater and stormwater services.
- x) Prior to servicing of the plan, the Owner agrees to inform the City which telecommunications and electrical utilities will be installing what services in the subdivision. Once identified, these telecommunications and electrical utilities shall confirm in writing with the City that their requirement have been satisfied.
- y) Prepare and implement the siltation and erosion control plan in order to control siltation and erosion during servicing and building construction.
- z) Agree either that all buildings are to be provided with sump pumps or provide hydraulic grade line calculations for the minor drainage system to demonstrate that basement flooding is precluded during the 1 in 100 year storm.
- aa) Provide storm sewer video inspection as per current City Standard.
- bb) Provide an area for snow storage, or agree to put a warning clause in all offers to purchase and sale that snow will be removed off site.
- cc) Include the following clauses in a registered portion of the subdivision agreement, and agree that the Owner ensures that warning clauses to this effect are included on all offers to purchase and sale and reservation agreement for all residential units:

“Purchaser/tenants are advised that a drainage swale may exist across the rear of the property and that the drainage swale as indicated on the approved engineering drawings is not to be altered or blocked in any way, nor are any structures, (shed, etc.) fencing excepted to be erected within the drainage swale without the prior approval of the City of Burlington.”

“Ground water levels are high and sump pump may run frequently.”

- dd) Agree to provide a 1.0 m sidewalk along the westerly edge of Block 6 of the approved plan of subdivision that is designed to the satisfaction of the Executive Director of Capital Works.
4. The Owner shall complete the following to the satisfaction of the Director of City Building and Planning of the City of Burlington:
- a) Provide with the final plan a list of lot and block widths and areas, prepared by an Ontario Land Surveyor, to ensure all lots and blocks conform to Zoning By-law 2020, as amended.
  - b) Agree that Lots 3 to 5 shall be subject to a restrictive covenant preventing the transfer of ownership until such time as the future common element condominium is registered, subject to the satisfaction of the City Solicitor.
  - c) Agree to display a copy of the approved draft plan of subdivision and draft plan condition in the sales office for the information of purchasers.
  - d) Agree to provide copies of the draft plan approval conditions for the review of the purchasers, if requested.
  - e) Agree to display copies of the signed engineering drawings in the sales office when they become available, for the information of purchasers.
  - f) Agree to make available to all purchasers a copy of the City of Burlington "Information Sheet for New Home Buyers."
5. The Owner shall complete the following to the satisfaction of the Director of Finance of the City of Burlington:
- a) Pay property taxes, including all installments levied.
6. The Owner shall complete the following to the satisfaction of the City Solicitor of the City of Burlington:
- a) Acknowledge that the subdivision agreement would include a warning clause inserted that warns that park dedication is payable for each lot at the building permit stage based on 5% of the value of the lot as of the value of the land the day before building permit issuance as calculated by the Manager of Realty of the City of Burlington.
7. The Owner shall complete the following to the satisfaction of Burlington Hydro Incorporated:
- a) Agree to satisfy all of the conditions and requirements, financial or otherwise, of Burlington Hydro Incorporated and provide the Executive Director of Capital Works with a clearance letter from Burlington Hydro Incorporated when its requirements have been met.
8. The Owner shall complete the following to the satisfaction of Union Gas Limited:

- a) Provide to Union Gas Limited the necessary easements and/or agreements required by Union Gas Limited for the provision of gas services for this development, in a form satisfactory to Union Gas Limited.
9. The Owner shall complete the following to the satisfaction of the Region of Halton:
- a) Prior to registration of the plan, the Owner shall agree to apply to Halton Region's Public Works Department to review any servicing concerns relating to the water and wastewater main systems and to obtain water and wastewater main (sanitary sewer) Services Permits and pay all necessary fees as required.
  - b) The Owner agrees to satisfy all the requirements (financial or otherwise) of the City of Burlington and the Region including, but not limited to, the phasing of the plan for registration, the provision of roads, watermains, wastewater mains, stormwater facilities and utilities, and entering into a Regional Agreement or Regional Subdivision Agreement, if required.
  - c) The Owner agrees that registration of all or part of this plan of subdivision may not take place until notification by Halton's Development Project Manager that the Region is satisfied that sufficient private servicing operations and maintenance practices are spelled out for longevity.
  - d) All works which are the responsibility of the Owner to complete shall be supervised during construction by a licensed Professional Engineer of the Province of Ontario with all professional engineering fees paid by the Owner. The Owner's engineer must provide competent full time inspection staff on site during construction activities to obtain the required "as constructed" field information, and to ensure compliance with the approved drawings and the Region's Current Construction and Design Standards.
  - e) The Owner acknowledges that there may not be sufficient water or sanitary capacity to accommodate this development and that additional capacity may not be available within the term of this draft plan approval. The Owner acknowledges that granting of draft plan approval does not imply a guarantee by the Region to service this development within the term of the draft plan approval.
10. The Owner shall complete the following to the satisfaction of the Halton District School Board:
- a) The Owner agrees to place the following notification in all offers of purchase and sale for all lots/units and in the City's subdivision agreement, to be registered on title:
    - i) Prospective purchasers are advised that schools on sites designated for the Halton District School Board in the community are not guaranteed. Attendance at schools in the area yet to be constructed is also not



guaranteed. Pupils may be accommodated in temporary facilities and/or be directed to schools outside of the area.

- ii) Prospective purchasers are advised that school busses will not enter cul-de-sacs and pick up points will be generally located on through streets convenient to the Halton District School Board. Additional pick up points will not be located within the subdivision until major construction activity has been completed.

In cases where offers of purchase and sale have already been executed, the Owner is to send a letter to all purchasers which includes the above statements.

- b) The developer agrees that, should the development be phased, a copy of the phasing plan must be submitted prior to final approval to the Halton District School Board. The phasing plan will indicate the sequence of development, the land area, the number of lots and blocks and units for each phase.
  - c) The Owner shall supply, erect and maintain signs at all major entrances into the new development advising prospective purchasers that pupils may be directed to schools outside of the area. The Owner will make these signs to the specifications of the Halton District School Board and erect them prior to the issuance of building permits.
  - d) The Owner shall submit a copy of the approved sidewalk plan, prepared to the satisfaction of the City of Burlington, to the Halton District School Board.
  - e) The Owner shall provide to Halton District School Board a geo-referenced AutoCAD file of the Draft M-plan once all Lot and Block numbering has been finalized. Should any changes occur after the initial submission to Lot and Block configuration or numbering on the draft M-plan, the Owner shall provide a new AutoCAD file and a memo outlining the changes.
11. The owner shall complete the following to the satisfaction of the Halton Catholic District School Board:
- a) The Owner agrees to place the following notification in all offers or purchase and sale for all lots/units and in the City's subdivision agreement to be registered on title:
    - i) Prospective purchasers are advised Catholic school accommodation may not be available for students residing in this area, and that you are notified that students may be accommodated in temporary facilities and/or bused to existing facilities outside the area.
    - ii) Prospective purchasers are advised that the Halton Catholic District School Board will designate pick up points for the children to meet the bus on roads presently in existence or other pick up areas convenient to the Board, and that you are notified that school busses will not enter cul-de-sacs.

In cases where offers of purchase and sale have already been executed, the Owner is to send a letter to all purchasers which includes the above statements.

- b) The Owner agrees, to the satisfaction of the Halton Catholic District School Board, to erect and maintain signs at all major entrances into the new development, advising prospective purchasers that if a permanent school is not available, alternative accommodation and/or busing will be provided. The Owner will make these signs to the specifications of the Halton Catholic District School Board and erect them prior to the issuance of building permits.
  - c) The Owner shall provide Halton Catholic District School Board a geo-referenced AutoCAD file of the Draft M-plan once all Lot and Block numbering has been finalized. Should any changes occur after the initial submission to Lot and Block configuration or numbering on the draft M-plan, the Owner shall provide a new AutoCAD file and a memo outlining the changes.
12. The Owner shall complete the following to the satisfaction of Canada Post:
- a) The Developer agrees to consult with Canada Post to determine suitable permanent locations for the Community Mail Box(es) and to show the location(s) on the appropriate servicing plans.
  - b) The Developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
  - c) The Developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The Developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
  - d) The Developer shall provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations.
  - e) The Developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
    - A concrete pad(s) (consult Canada Post for detailed specifications)
    - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)

13. The Owner shall complete the following to the satisfaction of Bell Canada:
  - a) The Owner shall agree in the Agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the Owner/Developer shall be responsible for the relocation of such facilities or easements.
  - b) Bell Canada requires one or more conduit or conduits of sufficient size from each unit to the room(s) in which the telecommunication facilities are situated and one or more conduits from the room(s) in which the telecommunication facilities are located to the street line.
14. All of the above conditions shall be satisfied within three years of the granting of draft approval, being July 16, 2021.

NOTES:

1. The Owner is advised that additional fees are required by the City of Burlington and the Region of Halton for each Extension to Draft Approval and for Major Revisions to the draft plan of conditions.
2. The Owner, its successors and assigns, is hereby notified that City development charges may be payable in accordance with By-law No. 46-2014, as may be amended, upon issuance of a building permit at the rate in effect on the date issued.
3. The Owner will be required to pay all applicable Regional development charges prior to the issuance of any building permits, unless a subdivision (or other form of development) agreement is required, in which case, the water, wastewater and road portions of the Regional development charges are payable upon execution of the agreement. Please visit our website at [www.halton.ca/developmentcharges](http://www.halton.ca/developmentcharges) to obtain the most current development charge information, which is subject to change.
4. Educational Development Charges are payable in accordance with the applicable Education Development Charge by-law and are required at the issuance of a building permit. Any building permits which are additional to the maximum unit yield which is specified by the Subdivision Agreement are subject to Education Development Charges prior to the issuance of a building permit, at the rate in effect at the date of issuance.
5. At any time prior to final approval of the plan for registration, the City or Region may amend, delete or add to the conditions and this may include the need for amended or new studies in accordance with Section 51(18) of the Planning Act, 1990.

## **Appendix D – Public Comments Received to Date**

### **Email 1**

Good day Thomas,

We offer qualified support of the proposed development on 1159 Bellview Crescent Burlington, subject to following conditions:

1. Increase the proposed side yard setback to a minimum of 1.5 meters for each property fronting onto Bellview Crescent. This is closer to the actual standard of 3.2 zoning and more in line with the minor variances granted in the past to the adjacent property located at 1167 Bellview Crescent. It will also more closely replicate the existing urban environment of both newer and older homes in the area, while having a minimal impact on the proposed building envelope.
2. Provide appropriate grading to ensure no water transmission onto 1171 Bellview Crescent from the site during and after development.

Should you have any questions regarding these comments please feel free to contact me.

Sincerely yours,

Joe Taylor Val Taylor  
Burlington, On L7S1C9

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Chair & members of the Committee of the Whole

This letter is sent in support of the DBIA request to restrict any races in the core area on Saturdays throughout the month of December. My comments are the following.

1. Most retailers work 9 to 10 months of the year at a very low level of profitability. They depend upon sales in the last 3 months of the year to earn a respectable income. They depend very much on December and on Saturdays in particular.
2. These retailers are the lifeblood of the community through their taxes, their payroll, and their support of the community at large in a variety of ways throughout the year.

The decision to allow VRPro to conduct their Santa Run on a Saturday in December goes against these truths. To be clear:

1. This run is a 'for profit' activity. With an expected attendance of 5000 runners plus others, the core will be overrun by those whose primary objective is to run, not shop in the core. While the event serves Burlington runners, it will be primarily populated with out of town guests

2. Their presence absorbs all the available parking for an extended period of time thus denying parking for the consumers whom the retailers anticipate on one of the two busiest shopping days of the year.
3. Last year I spoke directly with VRPro's race director, Mark, to express my concerns about the date of the event. He stated that as a former retailer himself he fully understood my concerns and that he would have no problem scheduling his event so as to not conflict with the seasonal shopping.
4. His comment is further amplified by the scheduling that he has done for a similar event in Hamilton which will take place on Sunday November 25<sup>th</sup>.
5. Large events of this nature do not need to be held in the core. As example, the highly successful and highly attended "Run for the Cure" is conducted out of Central Park. There is no organizational necessity of this Santa 5K run that requires the core as an essential element of success.

I add my voice to those of others represented here today to implore that a fair minded decision be made to overturn the approval for this event. There is still more than enough time to

change it a Sunday in December or preferably a Sunday in November, either of which would serve the race organizers just as well without impacting the core retailers in such a dramatic manner.

Respectfully,

Jim Brown

Village Square Quilt Shop