



**Regular Meeting of Council  
Agenda**

**Date:** January 28, 2019  
**Time:** 6:30 pm  
**Location:** Council Chambers Level 2, City Hall

Pages

1. **Call to Order:**
2. **National Anthem:**
3. **Regrets:**
4. **Proclamations:**
  - 4.1 Be That Guy Day - January 13, 2019
  - 4.2 Special Olympics Week - February 18 - 22, 2019
  - 4.3 Heritage Month - February 2019
5. **Motion to Approve Council Minutes:**
  - 5.1 Regular meeting of Council December 17, 2018
  - 5.2 Special meeting of Council January 14, 2019
6. **Recognitions and Achievements:**
7. **Presentations:**
8. **Declarations of Interest:**
9. **Delegations:**

In order to speak at a Council meeting, individuals must register as a delegation no later than 12:00 noon 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. 7805.
10. **Recommendations from Standing Committees:**

10.1	Committee of the Whole - Workshop meeting of January 7, 2019	1 - 2
10.2	Committee of the Whole meeting of January 14, 2019	3 - 6
	a. Grant from Community Heritage Fund for 2349 Lakeshore Road (PB-02-19)	
10.3	Planning and Development Committee meeting of January 15, 2019	7 - 10
	a. Official plan and zoning by-law amendments for 2421-2431 New Street (PB-05-19)	
	b. Official plan and zoning by-law amendments for 1497-1511 Old Plains Road West (PB-01-19)	
10.4	Committee of the Whole - Budget meeting of January 17, 2019	11 - 13
	a. Asset Management Program (CW-02-19)	
	b. Expenses excluded from the budget (F-01-19)	
	c. 2019 operating and capital budget overview (F-02-19)	
	d. Direction to coordinate a workshop regarding asset management and financing plan (SD-01-19)	
	e. Direction to report back regarding government relations matters (SD-02-19)	
10.5	Committee of the Whole - Workshop meeting of January 21, 2019	14 - 15
<b>11.</b>	<b>Motion to Approve Standing Committee Minutes:</b>	
11.1	Committee of the Whole - Workshop meeting of January 7, 2019	
11.2	Committee of the Whole meeting of January 14, 2019	
11.3	Planning and Development Committee meeting of January 15, 2019	
11.4	Committee of the Whole - Budget meeting of January 17, 2019	
11.5	Committee of the Whole - Workshop meeting of January 21, 2019	
<b>12.</b>	<b>Reports of Municipal Officers:</b>	
12.1	Citizen Advisory Committee Appointment Report (CL-01-19)	16 - 19

Confidential Appendix A to be delivered under separate cover

**13. Motion to Receive and File Council Information Packages:**

13.1 Council Information Package January 11, 2019

13.2 Council Information Package January 18, 2019

13.3 Council Information Package January 25, 2019

**14. Motion to Receive and File Information Items:**

**15. Motion to Consider Confidential Items:**

**16. Motion to Approve By-Laws:**

16.1 3-2019: A by-law to amend building permit by-law 13-2018, as amended.

**17. Motion to Confirm Proceedings of the Council Meeting:**

**18. Statements by Members:**

**19. Motion to Adjourn:**



## Committee of the Whole - Workshop Meeting

### Minutes

Date: January 7, 2019  
Time: 1:00 pm  
Location: Paletta Mansion - The Great Room

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

Staff Present: Tim Commisso, Mary Battaglia, Laura Boyd, Sue Connor, Joan Ford, Chris Glenn, Sheila Jones, David Lazenby, Heather MacDonald, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Vito Tolone

#### 1. **Declarations of Interest:**

None

#### 2. **Regular Items:**

2.1 Workshop on Good Governance and Respect in the Workplace - Lauren Bernardi, Bernardi Human Resource Law.

#### 3. **Procedural Motions:**

3.1 Committee moved into closed session at 1:05 p.m. in accordance with the following provisions under the Municipal Act:

Section 3.1 educational or training of the members where at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee with respect to good governance and respect in the workplace training.

**CARRIED**

3.2 Move into Open Session

Committee moved into public session at 3:47 p.m.

**4. Information Items:**

Moved by: Councillor Sharman

Receive and file the following item, having been given due consideration by the Committee of the Whole - Workshop:

4.1 PowerPoint presentation from Lauren Bernardi, entitled Leading Together.

**5. Staff Remarks:**

**6. Committee Remarks:**

**7. Adjournment:**

Chair adjourned the meeting at 3:53 p.m.



## Committee of the Whole Meeting

### Minutes

Date: January 14, 2019  
Time: 6:30 pm  
Location: Council Chambers Level 2, City Hall

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

Staff Present: Tim Commisso, Heather MacDonald, Mary Lou Tanner, David Thompson (Audio/Video Specialist), Lisa Palermo (Clerk)

#### 1. **Declarations of Interest:**

None.

#### 2. **Council Orientation:**

2.1 Access to information and protection of privacy

Note: this item deferred to February 2019.

#### 3. **Delegation(s):**

3.1 Jon Csordas, Spirit Leaf spoke in support of the report recommendation regarding cannabis legislation and retail cannabis sales (CM-03-19)

3.2 Selina Eckersall, Yala Group Inc., spoke in support of the report recommendation regarding cannabis legislation and retail cannabis sales (CM-03-19)

3.3 Xin Yi Zhang spoke in opposition of the report recommendation regarding cannabis legislation and retail cannabis sales (CM-03-19)

3.4 Christine Wei spoke in opposition of the report recommendation regarding cannabis legislation and retail cannabis sales (CM-03-19)

3.5 Mark Upsdell, Rapid Dose Therapeutics spoke in support of the report recommendation regarding cannabis legislation and retail cannabis sales (CM-03-19)

3.6 Stewart Schneider spoke in support of the report recommendation regarding cannabis legislation and retail cannabis sales (CM-03-19)

**4. Consent Items:**

None.

**5. Regular Items:**

5.1 Grant from Community Heritage Fund for 2349 Lakeshore Road (PB-02-19)

Moved by Mayor Meed Ward

Approve the application for a grant in the amount of \$1,687.50 for window replacement at 2349 Lakeshore Road; and

Direct the Director of City Building, in consultation with the Heritage Burlington Advisory Committee, to review criteria for the Community Heritage Fund to determine improvements to the program.

**CARRIED**

5.2 Cannabis legislation and retail cannabis sales (CM-20-18)

Moved by Councillor Sharman

Receive and file City Manager's Office memo dated December 14, 2018 providing a cannabis retail sales update.

**CARRIED**

5.3 Cannabis legislation and retail cannabis sales update (CM-03-19)

Moved by Mayor Meed Ward

Direct the City Clerk to send confirmation of the City of Burlington's decision to not "opt out" of retail cannabis stores; **and**

**Direct the City Clerk and City Manager's Office to create a citizen task force with a terms of reference that includes bylaw recommendations and the creation of guidelines for future retail cannabis stores and report back in Q2 with next steps for a task force.**

**CARRIED**

**Amendment:**

Moved by Councillor Kearns

Direct the City Clerk and City Manager's Office to create a citizen task force with a terms of reference that includes bylaw recommendations and the creation of guidelines for future retail cannabis stores and report back in Q2 with next steps for a task force.

**CARRIED**

**6. Confidential Items:**

None.

**7. Procedural Motions:**

7.1 Motion to proceed beyond the adjournment hour

Moved by Councillor Nisan

Suspend the rules of procedure to allow the meeting to proceed beyond the hour of 10 p.m., in accordance with procedure by-law 64-2016 s. 26.

**CARRIED**

**8. Information Items:**

Moved by Councillor Bentivegna

Receive and file the following two items, having been given due consideration by the Committee of the Whole.

**CARRIED**

8.1 Staff presentation regarding refusal of grant from Community Heritage Fund for 2349 Lakeshore Road (PB-02-19)

8.2 Delegate presentation from Christine Wei regarding cannabis legislation and retail cannabis (CM-03-19)

**9. Staff Remarks:**

**10. Committee Remarks:**

**11. Adjournment:**

8:55 p.m. (recessed), 9:05 p.m. (reconvened)



Chair adjourned the meeting at 10:26 p.m.

**12. Special Council Meeting Video:**

Agenda, minutes and related material can be found at [www.burlington/calendar.ca](http://www.burlington/calendar.ca) (January 14, 2019)

Chair adjourned the meeting at 10:29 p.m.



## Planning and Development Committee Meeting

### Minutes

Date: January 15, 2019  
Time: 6:30 pm  
Location: Council Chambers Level 2, City Hall

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

Staff Present: Tim Commisso, Heather MacDonald, David Thompson (Audio/Video Specialist), Jo-Anne Rudy (Clerk)

#### 1. **Declarations of Interest:**

None

#### 2. **Statutory Public Meetings:**

##### 2.1 Official plan and zoning by-law amendments for 2421-2431 New Street (PB-05-19)

The Planning and Development Committee, in accordance with Section 34 of the Planning Act, as amended, held Public Meeting No. 1-19 on January 15, 2019 to receive the proposed official plan and zoning by-law amendments for 2421-2431 New Street. Having considered the oral and written comments received from staff and delegations, the Planning and Development Committee received PB-05-19 for consideration.

Moved by Mayor Meed Ward

Receive and file department of city building report PB-05-19 regarding official plan and zoning by-law amendments for 2421-2431 New Street.

**CARRIED**

- a. Martin Quarcoopome, Weston Consulting, representing TRG (New-Guelph) Inc., provided information on the proposed official plan and zoning by-law amendments for 2421- 2431 New Street. (PB-05-19)

- b. Bill Hunig expressed concern with the proposed official plan and zoning by-law amendments for 2421-2431 New Street, specifically as it relates to contamination and privacy. (PB-05-19)
  - c. John Lee, expressed concern with the proposed official plan and zoning by-law amendments for 2421-2431 New Street, specifically as it relates to the loss of his laundromat and oriental medicine clinic. (PB-05-19)
  - d. Dino Mozzan expressed concern with the proposed official plan and zoning by-law amendments for 2421-2431 New Street, specifically as it relates to the walkability of the area and requested that the definition of uses be clarified. (PB-05-19)
  - e. David Cooper expressed concern with the proposed official plan and zoning by-law amendments for 2421-2431 New Street, specifically as it relates to traffic issues. (PB-05-19)
  - f. Staff presentation regarding official plan and zoning by-law amendments for 2421-2431 New Street (PB-05-19)
  - g. Correspondence from John Lee, Guelph Line & New Street Coin Laundry and Traditional Chinese Medicine Practitioner of John's Acupuncture & Oriental Medicine Clinic, regarding official plan and zoning by-law amendments for 2421-2431 New Street. (PB-05-19).
- 2.2 Official plan and zoning by-law amendments for 1497-1511 Old Plains Road West (PB-01-19)

The Planning and Development Committee, in accordance with Section 34 of the Planning Act, as amended, held Public Meeting No. 2-19 on January 15, 2019 to receive the proposed official plan and zoning by-law amendments for 1497-1511 Old Plains Road West. Having considered the oral and written comments received from staff and delegations, the Planning and Development Committee received PB-01-19 for consideration.

Moved by Councillor Galbraith

Receive and file department of city building report PB-01-19 regarding official plan and zoning by-law amendments for 1497-1511 Old Plains Road West.

**CARRIED**

- a. Sarah Knoll, GSP Group Inc., provided information on the proposed official plan and zoning by-law amendments for 1497-1511 Old Plains Road West. (PB-01-19)
- b. Mark Galasso expressed concern with the proposed official plan and zoning by-law amendments for 1497-1511 Old Plains Road West, specifically as it relates to traffic issues and the desire to see residential development rather than commercial. (PB-01-19)
- c. Heidi Schumacher expressed concern with the proposed official plan and zoning by-law amendments for 1497-1511 Old Plains Road West, specifically as it relates to traffic issues and the desire to see more residential development in the area. (PB-01-19)
- d. Jeff Paikin, New Horizon Development Group, advised of the lack of support that he has received for residential development in the area. (PB-01-19)
- e. Virginia Richman expressed concern with the proposed official plan and zoning by-law amendments for 1497-1522 Old Plains Road West, specifically as it relates to traffic issues. (PB-01-19)
- f. Staff presentation regarding Official Plan and zoning by-law amendments for 1497-1511 Old Plains Road West (PB-01-19)

**3. Delegation(s):**

None

**4. Consent Items:**

None

**5. Regular Items:**

None

**6. Confidential Items:**

None

**7. Procedural Motions:**

None

**8. Information Items:**

None

**9. Staff Remarks:**

**10. Committee Remarks:**

**11. Adjournment:**

Chair adjourned the meeting at 9:13 p.m.



## Committee of the Whole - Budget Meeting

### Minutes

Date: January 17, 2019  
Time: 9:30 am  
Location: Council Chambers Level 2, City Hall

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

Staff Present: Tim Commisso, Mary Lou Tanner, Mary Battaglia, Sue Connor, Joan Ford, Chris Glenn, Sheila Jones, David Lazenby, Heather MacDonald, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Vito Tolone, David Thompson (Audio/Video Specialist), Lisa Palermo (Clerk)

**1. Declarations of Interest:**

None.

**2. Delegation(s):**

None.

**3. Consent Items:**

None.

**4. Regular Items:**

4.1 Asset Management Program (CW-02-19)

Moved by Paul Sharman

Receive and file Capital Works Department Report CW-02-19 regarding the City of Burlington Asset Management Program

**CARRIED**

4.2 Expenses excluded from the budget (F-01-19)

Moved by Paul Sharman

Receive and file finance department report F-01-19 regarding expenses excluded from the budget to meet the requirements of Regulation 284/09 Municipal Act, 2001.

**CARRIED**

4.3 2019 operating and capital budget overview (F-02-19)

Moved by Paul Sharman

Receive the proposed 2019 operating budget book; and

Receive the proposed 2019-2028 capital budget and forecast book; and

Direct staff to present the recommendations in Appendix A to the Committee of the Whole – Budget meeting of February 21, 2019 for review and approval, taking into consideration committee amendments.

**CARRIED**

4.4 Direction to coordinate a workshop regarding asset management and financing plan (SD-01-19)

Moved by Councillor Kearns

Direct the City Clerk to review the current schedule of meetings and allocate time for a workshop to discuss the asset management and financing plan prior to the February 7, 2019 Committee of the Whole – Budget meeting.

**CARRIED**

4.5 Direction to report back regarding government relations matters (SD-02-19)

Moved by Mayor Meed Ward

Direct the City Manager to review our current committee cycles to incorporate regular opportunities for the proactive and strategic consideration and discussion of government relations matters including existing and emerging developments at the Regional, Provincial and Federal level that affect the City of Burlington; and

Direct the City Manager to report back to the March 7, 2019 Committee of the Whole - Workshop meeting with a presentation/workshop session leading to a strategic action plan related to priority government relation issues and opportunities.

**CARRIED**

**5. Confidential Items:**

None.

**6. Procedural Motions:**

None.

**7. Information Items:**

Moved by Councillor Stolte

Receive and file the following three items, having been given due consideration by the Committee of the Whole - Budget.

**CARRIED**

7.1 Staff presentation regarding asset management program (CW-02-19)

7.2 Staff presentation regarding 2019 operating and capital budget overview (F-02-19)

7.3 Memo from staff regarding budget options (F-02-19)

**8. Staff Remarks:**

**9. Committee Remarks:**

**10. Adjournment:**

11:58 a.m. (recessed), 12:34 p.m. (reconvened)

Chair adjourned the meeting at 2:24 p.m.





## Committee of the Whole - Workshop Meeting

### Minutes

Date: January 21, 2019  
Time: 9:10 am  
Location: Paletta Mansion - The Great Room

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

Staff Present: Tim Commisso, Mary Battaglia, Laura Boyd, Joan Ford, Chris Glenn, David Lazenby, Heather MacDonald, Allan Magi, Nancy Shea-Nicol, Christine Swenor, Mary Lou Tanner, Vito Tolone, Kwab Ako-Adjei, Leah Bisutti, Angela Morgan (Clerk)

#### 1. **Declarations of Interest:**

#### 2. **Regular Items:**

- 2.1 Workshop presented by Mike Galloway, CAO, Town of Caledon entitled "Governance for Elected Officials and Senior Management"
- 2.2 Workshop presented by Jeff Abrams and Janice Atwood-Petkovski, Principles Integrity on Code of Conduct and responsibilities of the Integrity Commissioner

#### 3. **Procedural Motions:**

- 3.1 Committee moved into closed session at 9:13 a.m. in accordance with the following provisions under the Municipal Act:

Section 3.1 educational or training of the members where at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee with respect to good governance and respect in the workplace training.

**CARRIED**

3.2 Move into open Session:

Committee moved into open session at 3:55 p.m.

**CARRIED**

**4. Information Items:**

Receive and file the following item, having been given due consideration by the Committee of the Whole - Workshop:

**CARRIED**

4.1 PowerPoint presentation from Mike Galloway, entitled Governance for Elected Officials and Senior Management.

4.2 PowerPoint presentation from Jeff Abrams and Janice Atwood-Petkovski, entitled Ethics and Integrity.

**5. Staff Remarks:**

**6. Committee Remarks:**

**7. Adjournment:**

12:15 p.m. (recessed), 1:20 p.m. (reconvened)

Mayor Meed Ward attended the meeting until 3:00 p.m.

Chair adjourned the meeting at 3:58 p.m.



**SUBJECT: Citizen Advisory Committee Appointment Report**

**TO: Mayor and Members of Council**

**FROM: Clerks Department**

Report Number: CL-01-19

Wards Affected: All

File Numbers: 130-01

Date to Council: January 28, 2019

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**Recommendation:**

Approve appointments to Burlington’s citizen advisory committees as outlined in Confidential Appendix A of clerk’s department report CL-01-19 and following approval from Council, make the recommended names for appointments public; and

Appoint the following two members of Council to sit on the Development Charges Consultation Committee:

- Mayor Marianne Meed Ward
- Councillor Paul Sharman

**Purpose:**

A City that Grows

- Promoting Economic Growth

A City that Moves

- Increased Transportation Flows and Connectivity

A Healthy and Greener City

- Healthy Lifestyles
- Environmental and Energy Leadership

An Engaging City

- Good Governance
  - Community Building through Arts and Culture via Community Activities
-

## **Background and Discussion:**

The Clerks department conducted a recruitment process for citizen committees and Boards that had vacancies in 2018. Recruitment opportunities were advertised on the City website, through social media as well as in the Burlington Post.

Recruitment for boards and committees are ongoing as vacancies arise throughout the year. Terms of membership vary on each committee and are staggered allowing for new opportunities annually. A volunteer fair where the public can learn about the various boards and committees and opportunities available, will be organized in the Fall of 2019. In response to this recruitment process over 120 applications were received from several individuals expressing interest in the committees and boards.

### **Audit Committee:**

The recruitment for the Audit Committee is in progress and recommendations for appointments will come to Council for approval on February 25, 2019.

### **Development Charges Committee**

The *Development Charges Act, 1997* (DCA) and associated regulations requires that each Development Charges By-law expire five years after the day it comes into force, unless it specifies an earlier expiry date or is repealed sooner. The City of Burlington's current DC by-law (By-law 46-2014) will expire July 1, 2019, consequently the new by-law must be enacted prior to this date. The *Development Charges Act, 1997*, details the rules to be followed when calculating development charges and prescribes the information to be contained in the required background study, including the timing of its availability to the public as part of the process.

As in previous DC studies, there will be community engagement of the development industry and the public. Similar to the 2014 DC study review, the 2019 DC update will include community involvement of stakeholders and the public representation as part of the process through establishment of the Development Charges Consultation Committee. The committee is an advisory committee with the mandate to advise and assist the city with respect to the city development charge update as follows:

- Review the methodology and assumptions used in formulating the city's development charges and policies,
- Provide input on recommendations dealing with the proposed development charge by-law and/or amendments.

The committee is comprised of up to 9 members from the development industry, business sector, city taxpayers and council. All public representatives have been selected through engaged process with the respective agencies. The composition and membership of the committee is complete, awaiting the selection of two council representatives.

Through this report staff are requesting the appointment of two councilors to be selected as Chair and Vice Chair of the committee. The Chair presides over the meetings and assists the committee in reaching consensus on fundamental policy issues of concern. The committee is administered and supported through finance staff.

There will be approximately 3-4 meetings scheduled between February and May. Meetings will be scheduled based on requirements of the DC process.

Staff will be reporting to committee with the 2019 DC Study and By-law in the spring of 2019, at which time details and further information will be provided.

### **Strategy/process**

Efforts were made to complete recruitment interviews in January of 2019. Interview teams for each were comprised of Board members, Chair or Vice Chairs of the Committees, staff liaisons and Council members.

The interview teams made their selection recommendations based on the respective committee's needs as well as the applicant's knowledge of the role, relevant skills and experience, expressed dedication/commitment/time availability, and communication skills.

The names of the recommended appointees are included within Confidential Appendix A. The terms of reference for the Boards and citizen committees specify the duration of the appointments and provide for staggered terms to ensure continuity in the operation of each Board and committee.

In December 2018, Council approved MO-01-18 and requested staff to conduct an overall review of citizen advisory committees, a community consultation program is in development to engage citizen committee members and the public to provide feedback on how to enhance volunteer's experience on citizen advisory committees. This review will bring recommendations and outcomes of the engagement to Council in Spring of 2019.

Following this review and consultation, the intention is to further recruit for committees that Council adopted in December 2018.

### **Public Engagement Matters:**

Following Council approval of the recommendations, the clerk's department will formally advise all applicants of Council's decision and provide an orientation session for the new citizen committee members at each respective committee. Appointees will receive a copy of the Terms of Reference for their respective committees and will undergo any further required training.

Individuals who are not appointed to a citizen committee at this time will be contacted individually and advised of other City of Burlington volunteer opportunities and applications will be held for any vacancies that should occur on boards and committees throughout the year.

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### **Conclusion:**

As a member of one of the City's boards or committees, citizens can actively participate in local government, which contributes to the high quality of life that Burlington residents enjoy.

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Respectfully submitted,

Danielle Manton

Manager of Committee and Election Services

(905) 335-7600 ext 7490

### **Appendices:**

- a. Confidential Appendix A – Recommended Appointments to Burlington Citizen Advisory Committees

### **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.