



**Regular Meeting of Council
Agenda**

Date: February 24, 2020
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 Rare Disease Day - February 29, 2020
 - 4.2 School Crossing Guard Awareness Day - March 25, 2020
 - 4.3 In Memoriam Day in the City of Burlington - March 26, 2020
5. **Motion to Approve Council Minutes:**
 - 5.1 Regular Council Meeting Minutes of January 27, 2020
 - 5.2 Special Council Meeting Minutes of January 30, 2020
6. **Recognitions and Achievements:**

None
7. **Presentations:**

None
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, email

cityclerks@burlington.ca or phone 905-335-7600 ext. 7805.

10. Recommendations from Standing Committees:

- | | | |
|------|--|---------|
| 10.1 | Council Workshop meeting of January 28, 2020

There were no recommendations from this meeting. | 1 - 2 |
| 10.2 | Environment, Infrastructure & Community Services Committee meeting of February 10, 2020

a. Neighbourhood workshop (RS-01-20)

b. Framework for community recreation (PR-11-19) | 3 - 5 |
| 10.3 | Community Planning, Regulation & Mobility Committee meeting of February 11, 2020

a. By-law updates to establish positions and appoint Hearing and Screening Officers (TS-02-20)

b. Amendments to Heritage Designation By-law for 3083 Lakeshore Road (PL-04-20)

c. Region of Halton 2020 Allocation Program (PL-10-20) | 6 - 8 |
| 10.4 | Audit Committee meeting of February 12, 2020

a. Summary of in-progress management action plans (CA-02-20)

b. Status of 2019 - 2020 audit work plan, budget and performance metrics (CA-03-20)

c. External audit service plan for 2019 (F-04-20)

d. Summary of audit results - CRM implementation & on-going operations (CA-01-20)

e. Summary of audit results - accounts payable and purchase card program (CA-04-20)

f. Enterprise risk management – 2019 risk register (CM-06-20)

g. Internal audit resourcing (CM-07-20) | 9 - 12 |
| 10.5 | Corporate Services, Strategy, Risk & Accountability Committee meeting of February 13, 2020 | 13 - 16 |

- a. Investigation report from Burlington Ombudsman (CL-05-20)
- b. Changes to Development Charges Act and related regulations (F-09-20)
- c. Enterprise Resource Planning (ERP) program update (IT-01-20)
- d. Burlington Hydro business plan (F-02-20)
- e. Burlington Hydro Board compensation (CSSRA-01-20)
- f. 2019 community survey results (CC-01-20)
- g. Staff directions from 2020 budget (F-46-19-2)
- h. Confidential update on a litigation matter (L-03-20)

11. Motion to Approve Standing Committee Minutes:

- 11.1 Council Workshop meeting minutes of January 28, 2020
- 11.2 Environment, Infrastructure & Community Services Committee meeting minutes of February 10, 2020
- 11.3 Community Planning, Regulation & Mobility Committee meeting minutes of February 11, 2020
- 11.4 Audit Committee meeting minutes of February 12, 2020
- 11.5 Corporate Services, Strategy, Risk & Accountability Committee meeting minutes of February 13, 2020

12. Reports of Municipal Officers:

- 12.1 City Position on Expanded Cannabis sale and Consumption (MO-02-20)
To be delivered under separate cover.

13. Notices of Motion:

None

14. Motions:

- 14.1 Nelson Quarry Staff Direction (SD-29-20)

Direct the Director of City Building to report back to the Planning and Development Committee on the land use development application and review process related to the proposed Nelson Quarry expansion, including but not limited to the following **by April 2020**:

- summary of the process including decision points
- anticipated timeline for process steps
- roles and responsibilities of review agencies
- a summary of process and outcomes of the previous proposal for expansion
- a summary of any new provincial legislation related to aggregate resources (SD-29-19); **and**

Direct the Executive Director of Legal Services & Corporation Counsel to brief Council on pertinent legal matters related to the Nelson Quarry by April 2020; and

Direct the City Manager to develop a detailed communications strategy to ensure the public is well briefed on the quarry process by April 2020.

15. Motion to Receive and File Council Information Packages:

15.1 Council Information Package January 30, 2020

15.2 Council Information Package February 14, 2020

16. Motion to Receive and File Information Items:

16.1 Memo from Councillor Nisan regarding Nelson Quarry staff direction (SD-29-19)(ADM-01-2020)

17 - 17

17. Motion to Consider Confidential Items:

None

18. Motion to Approve By-Laws:

18.1 8-2020: A by-law to appoint a city clerk.

18.2 9-2020: A by-law to establish and appoint positions of screening officer and hearing officer.

19. Motion to Confirm Proceedings of the Council Meeting:

20. **Statements by Members:**

21. **Motion to Adjourn:**



Council Workshop Meeting

Minutes

Date: January 28, 2020
Time: 1:00 pm
Location: Room 247, Level 2, City Hall

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

Staff Present: Tim Commisso, Kwab Ako-Adjei, Mary Battaglia, Leah Bisutti, Laura Boyd, Joan Ford, Chris Glenn, Scott Hamilton, Sheila Jones, Heather MacDonald, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Vito Tolone, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

None.

4. Regular Items:

4.1 Strategy and risk model

5. Confidential Items:

None.

6. Procedural Motions:

None.

7. Information Items:

Moved by: Mayor Meed Ward

Receive and file the following one item, having been given due consideration by the Council Workshop Committee.

CARRIED

7.1 Staff and consultant presentation regarding a new strategy and risk model

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

2:16 p.m. (recessed), 2:24 p.m. (reconvened)

Chair adjourned the meeting at 4:06 p.m.



Environment, Infrastructure & Community Services Committee Meeting

Minutes

Date: February 10, 2020
Time: 1:00 pm
Location: Council Chambers Level 2, City Hall

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

Staff Present: Tim Commisso, Mary Battaglia, Chris Glenn, David Lazenby, Allan Magi, Vito Tolone, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

2.1 Kathy Parker, SCOOBY Soccer, spoke in support of the framework for community recreation (PR-11-19)

3. Consent Items:

None.

4. Regular Items:

4.1 Neighbourhood workshop (RS-01-20)

Moved by Councillor Sharman

Receive and file recreation services report RS-01-20 regarding community development initiatives Beyond Your Front Door and Blue Zones.

CARRIED

4.2 Framework for community recreation (PR-11-19)

Moved by Councillor Nisan

Approve the Framework for Community Recreation in the City of Burlington ("New Framework") as presented in Appendix A of report PR-11-19 to be the guiding policy document for the department of recreation services; and

Rescind the following Council approved polices; Leisure Service Delivery Policy (PR-7-00), Community Development (Rec-017), and Gender Equity in the Allocation of Public Recreation Spaces (PR-05-07)

CARRIED

5. Confidential Items:

None.

6. Procedural Motions:

None.

7. Information Items:

Moved by Councillor Kearns

Receive and file the following 6 items, having been given due consideration by the Environment, Infrastructure and Community Services Committee.

- 7.1 Staff presentation regarding neighbourhood workshop (RS-01-20)
- 7.2 Staff presentation regarding framework for community recreation (PR-11-19)
- 7.3 Correspondence from Shawna Scale regarding framework for community recreation (PR-11-19)
- 7.4 Correspondence from Mary McBain regarding framework for community recreation (PR-11-19)
- 7.5 Correspondence from Qiong Pan regarding framework for community recreation (PR-11-19)
- 7.6 Correspondence from Olivia Luo regarding framework for community recreation (PR-11-19)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

3:11 p.m. (recessed, 3:22 p.m. (reconvened), 4:15 p.m. (recessed), 6:30 p.m. (reconvened)

Councillor Kearns left the meeting at 6:35 p.m. and returned at 7:05 p.m.

Chair adjourned the meeting at 7:24 p.m.



Community Planning, Regulation & Mobility Committee Meeting

Minutes

Date: February 11, 2020
Time: 9:30 am
Location: Council Chambers Level 2, City Hall

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

Member Regrets: Paul Sharman

Staff Present: Tim Commisso, Jamie Tellier, Vito Tolone, David Thompson (Audio/Video Specialist), Jo-Anne Rudy (Clerk)

1. Declarations of Interest:

None

2. Statutory Public Meetings:

None

3. Delegation(s):

None

4. Consent Items:

4.1 By-law updates to establish positions and appoint Hearing and Screening Officers (TS-02-20)

Moved by Councillor Kearns

Repeal Screening and Hearing Officer By-law 40-2018; and

Approve the enactment of a by-law to establish and appoint positions of Screening Officer and Hearing Officer in the City of Burlington, attached as Appendix A to transportation services department report TS-02-20, in a form satisfactory to the City Solicitor, as its replacement.

CARRIED

5. Regular Items:

- 5.1 Amendments to Heritage Designation By-law for 3083 Lakeshore Road (PL-04-20)

Moved by Councillor Galbraith

State an intention to amend By-law 61-2008 pursuant to Part IV of the *Ontario Heritage Act*, section 30.1(1), as shown in the draft amending by-law attached as Appendix C to community planning report PL-04-20; and

Direct the Director of Community Planning to provide notice of Council's intention to amend By-law 61-2008, in accordance with section 30.1(1) of the *Ontario Heritage Act*; and

Authorize the City Clerk to present the amending by-law to Council, provided there is no objection to the statement of intention to amend designation By-law 61-2008; and

Authorize the City Clerk to take the necessary actions in the event of any objection to the statement of intention to amend By-law 61-2008 pursuant to Part IV of the *Ontario Heritage Act*, section 29(7).

CARRIED

- 5.2 Region of Halton 2020 Allocation Program (PL-10-20)

Moved by Councillor Kearns

Endorse the distribution of servicing allocation through the 2020 Regional Allocation Program to the landowners / developers of lands described in the Allocation Request (attached as Appendix 1 to community planning department report PL-10-20), and as shown on the Allocation Request Map (attached as Appendix 4 to community planning department report PL-10-20); and

Authorize the Director of Community Planning to endorse any minor changes to the distribution of servicing allocation which may arise as the Region advances the program; and

Direct the City Clerk to forward a copy of community planning department report PL-10-20 together with Council resolution to the Region of Halton and the Towns of Oakville, Milton and Halton Hills.

CARRIED

6. Confidential Items:

None

7. Procedural Motions:

None

8. Information Items:

Moved by Councillor Galbraith

Receive and file the following item, having been given due consideration by the Community Planning, Regulation & Mobility Committee.

CARRIED

8.1 Staff presentation regarding amendments to Heritage Designation By-law for 3083 Lakeshore Road (PL-04-20)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

Chair adjourned the meeting at 9:45 a.m.



Audit Committee Meeting

Minutes

Date: February 12, 2020
Time: 3:30 pm
Location: Council Chambers Level 2, City Hall

Members Present: Paul Sharman (Chair), Lisa Kearns (Vice Chair), Phillip Chisulo, Aaron Mendaglio, Angelo Bentivegna, Mayor Marianne Meed Ward

Member Regrets: Etienne Durafour, Mathew Moore

Staff Present: Tim Commisso, Joan Ford, Sheila Jones, Angela Morgan, Christine Swenor, Vito Tolone, Leah Bisutti, Sandy O'Reilly, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Summary of in-progress management action plans (CA-02-20)

Moved by: Aaron Mendaglio

Receive and file city auditor's office report CA-02-20 providing a summary of the management action plans in progress to address high-, medium-, and low-risk issues as detailed in Appendix A.

CARRIED

- 3.2 Status of 2019 - 2020 audit work plan, budget and performance metrics (CA-03-20)

Moved by: Aaron Mendaglio

Receive and file city auditor's office report CA-03-20 providing the status of the 2019 audit work plan as of January 24, 2020 (Appendix A), performance metrics as of January 24, 2020 (Appendix B), and budget as of December 31, 2019.

CARRIED

4. Regular Items:

- 4.1 External audit service plan for 2019 (F-04-20)

Moved by: Councillor Bentivegna

Approve the external audit service plan for the fiscal year ended December 31, 2019 as presented by Deloitte LLP outlined in finance department report F-04-20.

CARRIED

- 4.2 Summary of audit results - CRM implementation & on-going operations (CA-01-20)

Moved by: Mayor Meed Ward

Receive and file city auditor's office report CA-01-20 providing a summary of audit results – CRM implementation and ongoing operations audit in Appendix A.

CARRIED

- 4.3 Summary of audit results - accounts payable and purchase card program (CA-04-20)

Moved by: Mayor Meed Ward

Receive and file city auditor's office report CA-04-20 providing a summary of audit results – accounts payable and purchase card audit in Appendix A.

CARRIED

4.4 Enterprise risk management – 2019 risk register (CM-06-20)

Moved by: Mayor Meed Ward

Receive and file city manager's office report CM-6-20 providing an update on the city's enterprise risk management register for 2019.

CARRIED

4.5 Internal audit resourcing (CM-07-20)

Moved by: Mayor Meed Ward

Direct the City Manager to initiate recruitment of an internal auditor as an in-house resource with functional reporting to the Audit Committee and administrative reporting to the City Manager as outlined in Option 1 of CM-07-20.

CARRIED

5. Confidential Items:

None.

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by: Aaron Mendaglio

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (a) the security of the property of the municipality or local board, with respect to finance department report F-04-20 regarding the external audit service plan for 2019, specifically as it relates to the risk of fraud.

CARRIED

7. Information Items:

Moved by: Councillor Bentivegna

Receive and file the following item, having been given due consideration by the Audit Committee.

CARRIED

7.1 Presentation regarding external audit service plan for 2019 (F-04-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

3:52 p.m. (closed), 4:04 p.m. (public)

Mayor Meed Ward was in attendance from 4:08 p.m.

Councillor Kearns was in attendance until 5:43 p.m.

Chair adjourned the meeting at 5:47 p.m.



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: February 13, 2020
Time: 9:30 am
Location: Council Chambers Level 2, City Hall

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

Staff Present: Tim Commisso, Kwab Ako-Adjei, Nick Anastasopoulos, Leah Bisutti, Joan Ford, Sheila Jones, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. **Declarations of Interest:**

- Councillor Galbraith - L-03-20 - confidential update on a litigation matter. Kelvin Galbraith indicated that his family residence is within 50 metres of the development and left council chambers during the closed session discussion and public session vote on this matter.

2. **Delegation(s):**

- 2.1 Lawson Hunter shared concerns about climate change regarding Burlington Hydro business plan. (F-02-20)

3. **Consent Items:**

- 3.1 Investigation report from Burlington Ombudsman (CL-05-20)

Moved by Councillor Sharman

Receive the investigation report from ADR Chambers, Ombudsman for the City of Burlington.

CARRIED

3.2 Changes to Development Charges Act and related regulations (F-09-20)

Moved by Councillor Sharman

Receive finance department report F-09-20 regarding changes to the Development Charges Act and related regulations.

CARRIED

4. Regular Items:

4.1 Enterprise Resource Planning (ERP) program update (IT-01-20)

Moved by Councillor Stolte

Receive and file information technology services department report IT-01-20 providing an update on the Enterprise Resource Planning (ERP) program.

CARRIED

4.2 Burlington Hydro business plan (F-02-20)

Moved by Councillor Stolte

Receive and file finance department report F-02-20 regarding the 2020 Burlington Hydro business plan.

CARRIED

4.3 Burlington Hydro Board compensation (CSSRA-01-20)

Moved by Councillor Stolte

Approve the Burlington Hydro board of directors' compensation adjustment as outlined in Burlington Hydro letter dated January 28, 2020, item number CSSRA-01-20, with implementation to take place in the current 2020 calendar year.

CARRIED

4.4 2019 community survey results (CC-01-20)

Moved by Councillor Stolte

Receive and file corporate communications and government relations department report CC-01-20 providing the 2019 community survey results.

CARRIED

4.5 Staff directions from 2020 budget (F-46-19-2)

Moved by Mayor Meed Ward

Defer staff directions 65 to 70 from Appendix B of F-46-19-2 to the March 12, 2020 Corporate Services, Strategy, Risk and Accountability Committee.

CARRIED

5. Confidential Items:

5.1 Confidential update on a litigation matter (L-03-20)

Moved by Councillor Sharman

Instruct the City Solicitor or her designate to proceed in accordance with the instructions sought in confidential legal department report L-03-20.

CARRIED

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by Councillor Sharman

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (e) litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals, with respect to legal department report L-03-20 regarding a litigation matter.

CARRIED

7. Information Items:

Moved by Councillor Stolte

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

CARRIED

- 7.1 Delegation material from Lawson Hunter regarding Burlington Hydro business plan (F-02-20)
- 7.2 Presentation from MDB Insight regarding the 2019 community survey results (CC-01-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

11:53 a.m. (closed), 11:56 a.m. (public), 11:57 a.m. (closed), 12:16 p.m (public)

Councillor Galbraith was in attendance until 11:56 a.m.

Chair adjourned the meeting at 12:18 p.m.



• • • Memo

To: Mayor Marianne Meed Ward & Members of Council
From: Councillor Rory Nisan
c.c. Kevin Arjoon, City Clerk
 Debbie Hordyk, Clerk
Date: February 24, 2020
Re: Nelson Quarry

The following staff direction was brought forward at the September 10, 2019 Planning & Development Committee meeting and approved at the September 23, 2019 Council meeting:

Direct the Director of City Building to report back to the Planning and Development Committee on the land use development application and review process related to the proposed Nelson Quarry expansion, including but not limited to the following:

- summary of the process including decision points
- anticipated timeline for process steps
- roles and responsibilities of review agencies
- a summary of process and outcomes of the previous proposal for expansion
- a summary of any new provincial legislation related to aggregate resources (SD-29-19)

I will be bringing the following staff direction to the February 24, 2020 Council Meeting to amend the above noted staff direction to include a deadline of April 2020 to report back; and add the following:

“Direct the Executive Director of Legal Services & Corporation Counsel to brief Council on pertinent legal matters related to the Nelson Quarry by April 2020.”; and

“Direct the City Manager to develop a detailed communications strategy to ensure the public is well briefed on the quarry process by April 2020.”

Thank you for your consideration,

Rory