



## Regular Meeting of Council Agenda

**Date:** April 20, 2020  
**Time:** 9:30 am  
**Location:** Council Chambers Level 2, City Hall

Due to COVID-19 this meeting will be conducted as a virtual meeting, with no public attendance. Only the Mayor, along with a clerk and audio/visual technician, will be in council chambers, with all other staff and members of council participating in the meeting by calling in remotely. The meeting will be live web streamed, as usual, and archived on the city website.

1. **Call to Order:**
2. **National Anthem:**
3. **Regrets:**
4. **Proclamations:**
  - 4.1 Parental Alienation Awareness Day - April 25, 2020
5. **Motion to Approve Council Minutes:**

Confirm the minutes of the following meetings of Council:

  - 5.1 Regular meeting of Council February 24, 2020
  - 5.2 Special meeting of Council March 9, 2020
  - 5.3 Special meeting of Council March 12, 2020
  - 5.4 Special meeting of Council #1 March 24, 2020
  - 5.5 Special meeting of Council #2 March 24, 2020
  - 5.6 Special meeting of Council April 6, 2020
6. **Recognitions and Achievements:**

**7. Presentations:**

**8. Declarations of Interest:**

**9. Delegations:**

Due to COVID-19 and this meeting being conducted as a virtual meeting, with no public attendance, the public will be able to submit delegation material in writing only, in advance, to the clerk at [clerks@burlington.ca](mailto:clerks@burlington.ca) Please submit delegation material by noon on Friday, April 17, 2020, and include your contact information in case a member of council has a question for you. This procedure will be followed until further notice.

**10. Recommendations from Standing Committees:**

**10.1 Environment, Infrastructure & Community Services meeting of March 9, 2020**

- a. Low Density Residential and Infill Development – Managing Grading and Drainage (CW-08-20)

Note: This item was referred to the Community Planning, Regulation and Mobility Committee meeting of Tuesday March 10, 2020.

- b. Climate Action Plan for Burlington (EICS-01-20)

Note: This item was referred to the Community Planning, Regulation and Mobility Committee meeting of Tuesday March 10, 2020.

- c. Tyandaga - Park and Golf Course (RS-02-20)

Note: This item was referred to the Community Planning, Regulation and Mobility Committee meeting of Tuesday March 10, 2020.

**10.2 Community Planning, Regulation & Mobility meeting of March 10, 2020**

- a. Official plan and zoning by-law amendments and plan of subdivision for 2294 & 2300 Queensway Drive (PL-17-20)

Refer community planning department report PL-17-20 regarding official plan and zoning by-law amendments and plan of subdivision for 2294 and 2300 Queensway Drive back to staff to work with the applicant on a revised plan.

- b. Kilbride Street Community Safety Zone (TS-08-20)

Direct the Director of Transportation Services to prepare an amending by-law for the approval of Council to designate Kilbride Street as a community safety zone.

- c. Terms of Reference update for Housing and Development Liaison Committee (MO-03-20)

Direct the Interim Director of Community Planning to review and report back on revised terms of reference for the City's Housing and Development Liaison Committee.

- d. Burlington Economic Development Strategic Planning Overview and 2020 Priorities (BEDC-01-20)

Receive and file Burlington economic development corporation report BEDC-01-20 regarding Strategic Planning Overview and 2020 Performance Management Plan, including confidential appendices A & B.

- e. Pop-Up Patio Program in downtown Burlington (PL-11-20)

Approve the continuation of the Pop-Up Patio Program for downtown Burlington; and

Authorize the Mayor and City Clerk to execute any documents in connection with this matter, subject to the satisfaction of the Executive Director of Legal Services.

- f. Climate Action Plan for Burlington (EICS-01-20)

Approve the Burlington Climate Action Plan in Appendix A to report EICS-01-20; and

Approve the interim target for Burlington to reduce community emissions by 50% below 2016 levels by 2030; and

Approve the target for Burlington to become a net zero carbon community by 2050 (reducing emissions 100% below 2016 levels by 2050); and

Direct the Executive Director of Environment, Infrastructure and Community Services to report back in Q2 2020 after the release of the federal budget with the latest information and updated proposed timelines for the home energy retrofit program and human resource requirements to meet the goals of the climate action plan.

- g. Tyandaga - Park and Golf Course (RS-02-20)

Direct the Director of Recreation Services to complete an engagement process with the broader community and Tyandaga neighborhood on opportunities to further enhance both the golf experience and Park program for consideration in future budgets; and

Direct the Director of Recreation Services to review and investigate

alternative financial models for Tyandaga, both operating and capital considerations and present options to Council in Q3 2020 with staff recommendations.

- h. Low Density Residential and Infill Development - Managing Grading and Drainage (CW-08-20)

Approve the revised version of the Grading and Drainage Certification By-law 52-2018, as amended in Appendix A of capital works department report CW-08-20; and

Approve the revised version of the Drainage By-law 17-2018, as amended in Appendix B of capital works department report CW-08-20.

- i. Heritage study staff direction (SD-02-20)

Note: This staff direction is from the Community Planning, Regulation & Mobility meeting minutes of January 16, 2020.

Direct the Director of Community Planning, in consultation with Heritage Burlington, to assess the heritage value and appropriate protections (including possible Heritage Act designations) for the potential built heritage resources and potential cultural heritage landscapes identified by ASI in their September 2019 “Cultural Heritage Resource Assessment of the Downtown Mobility Hub”, with funding source to be determined, and report back to Council with the assessment and associated recommendations by Q4 of 2020.

- j. Lions Park staff direction (SD-03-20)

Note: This staff direction is from the Community Planning, Regulation & Mobility meeting minutes of January 16, 2020.

Direct the Executive Director of Legal Services, working with the Executive Director of Environment, Infrastructure, and Community Services, to report back with options for the future of Lions Park.

### 10.3 Corporate Services, Strategy, Risk & Accountability meeting of March 12, 2020

- a. Remuneration and expenses paid to Council and appointees for 2019 (F-06-20)

Note: This item was ratified at the March 24, 2020 Special Council Meeting.

- b. Financial status report as at December 31, 2019 (F-07-20)

Receive and file finance department report F-07-20 providing a financial

status report as at December 31, 2019.

- c. 2020 proposed budget and tax levy for the Burlington Downtown Business Improvement Area (F-10-20)

Approve the 2020 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in appendix A of finance department report F-10-20 incorporating a Burlington Downtown BIA members' levy of \$815,700; and

Authorize the Chief Financial Officer to incorporate the resulting Burlington Downtown BIA tax rates into the 2020 tax levy by-law.

- d. 2020 proposed budget and tax levy for the Aldershot Village Business Improvement Area (F-11-20)

Approve the 2020 proposed budget for the Aldershot Village Business Improvement Area (BIA) as presented in appendix A of finance department report F-11-20 incorporating an Aldershot Village BIA members' levy of \$205,925; and

Authorize the Chief Financial Officer to incorporate the resulting Aldershot Village BIA tax rates into the 2020 tax levy by-law.

- e. 2019 retained savings (F-12-20)

Direct the Chief Financial Officer to allocate the 2019 retained savings based on the strategy outlined in finance department report F-12-20.

- f. 2020 Halton Court Services budget and business plan (L-05-20)

Approve the 2020 Halton Court Services budget as presented; and

Contribute \$50,000 from net revenues to the reserve fund during 2020 to ensure that requirements of the Reserve Fund Policy are met; and

Approve \$27,000 for computer hardware and software requirements with costs to be funded through the reserve fund.

- g. Mayor's travel for 2020 (MO-01-20)

Receive and file office of the mayor's report MO-01-20 providing information on the Mayor's planned travel in 2020 on behalf of the City of Burlington.

- h. 2019 status update on community engagement (CC-02-20)

Receive and file corporate communications and government relations report CC-02-20 providing a status update on community engagement.

- i. Proposed high-level corporate strategy workplan (CM-08-20)

Endorse the City of Burlington's high-level corporate strategy workplan as proposed and outlined in appendix A of city manager's office report CM-08-20.

- j. Advisory committee review (MO-04-20)

Direct the City Clerk to complete the review of advisory committees as follows:

New Consistency-Based Initiatives:

1. For all existing and future committees, review and create consistent terms of reference that provide standardized information about the role of the committee including:

- the general role of an advisory committee, what it is, what it isn't, and its relationship to council
- the unique purpose of the committee
- any specific tasks/activities expected to be undertaken by the committee in addition to advice being given to council (for example: public engagement, educational workshops or seminars, cycling or walking tours, etc.)
- the expected tenure of committee and whether it will be a) legislated, b) standing (permanent), or c) task-oriented with a sunset provision
- a provision for mandated review, whether coinciding with each term of council or some other frequency
- details related to chair and membership, including alternates, and terms of office
- standardized training and orientation for new and returning members
- standardized recruitment and appointment procedures, including a broader range of methods used to recruit/notify the community of opportunities to volunteer
- the expected meeting schedule and frequency
- related budget, and the appropriate mechanism to request changes to budget
- the expected level of administrative support to be provided by clerks and the council-member-designate on the committee
- a dispute resolution process
- a code of conduct for members at meetings and when dealing with

staff, the public and council

- a communications protocol for the committee, including stand-alone websites, webpages, and social feeds
- other matters arising as needed.

2. In service to recommendation #1 above, schedule a workshop for council to gain a consensus on the role, function, structure, standardized terms of reference, recruitment and tasks of advisory committees in general, and specifically the ones under the review section.

3. Review the input received from the public, council, action labs, and advisory committee review volunteer working team report and advise how the recommendations will be used.

4. Report back on options for greater engagement opportunities using digital technologies, civic lotteries, and other tools, and in what circumstances each tool would be best deployed.

5. Report back with a plan for open government to enhance transparency, accountability, and connection between community members and city hall.

6. Report back on options for resident recognition programs and/or events, and exploring, among other possibilities:

a) revised/rebranded Burlington's Best/Civic Recognition/Inspire Burlington;

b) partnership with the Key to the City program; and/or

c) incorporating recognition into the annual Burlington Day festivities being developed by the mayor's office in partnership with the recreation services department to launch in 2021.

Status Quo/Existing Initiatives:

7. Maintain the provincially legislated committees intact - specifically Accessibility Advisory and Heritage Advisory - and complete recruitment of any new members and alternates where there are vacancies. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

8. Maintain those committees intact which have a clear mandate, longstanding history and are functioning well, specifically the Mundialization Committee, Downtown Parking Advisory Committee, and Sustainable Development Advisory Committee. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

9. Maintain, as-is, the newly formed Agricultural and Rural Affairs Advisory Committee which, as a new committee, already has updated terms of reference, current membership and a workplan. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees.

New Review-Based Initiatives:

10. Report back on the possibility of creating one advisory committee related to mobility that would incorporate the existing Cycling Advisory Committee and Integrated Transportation Advisory Committee. Determine whether to incorporate the proposed Transit Committee or establish as a stand-alone committee, using the terms of reference of the former Transit Committee (Appendix A) as a starting point for review.

11. Strike a task force of community members to review the terms of reference developed for the former Waterfront Access and Protection Advisory Committee (Appendix B), and the recommendations arising from their final report to council (Appendix C) and report back with a recommendation on a structure moving forward for a Waterfront Committee, whether task-oriented/temporary, permanent standing committee, or other structure.

12. Consult with the Millennial, Seniors' Advisory, and Inclusivity Advisory Committees on items including, but not limited to role, activities, staff support, structure, membership selection and recruitment, tenure (standing or task-oriented), recommendations from the residents' report, and report back to council with options. Once the consistency exercise of recommendation #1 is complete, update the terms of reference accordingly to include standardized information applicable to all committees. Items unique to specific committees to be discussed:

a) for the Millennial Committee: a name change to reflect the young adult population, and an age range to be determined (eg. 25-40, post-high-school 19-40, etc.).

b) for the Seniors' Advisory Committee: a name change to reflect older adults, and an age range review (eg. starting at 55+).

c) for the Inclusivity Advisory Committee: options to incorporate inclusivity in each advisory committee, with a dedicated member, or maintain a stand-alone committee.

13. Consult with the recreation services department to build on and potentially formalize the newly established Burlington Youth Council to engage high school students in Burlington and provide a connection to city



council.

- k. Staff directions from 2020 budget (F-46-19-2) (SD-04-20) (SD-05-20)  
  
Defer staff direction 68 from appendix B of finance department report F-46-19-2 to the April 9, 2020 Corporate Services, Strategy, Risk and Accountability Committee.  
  
Direct the Executive Director of Environment, Infrastructure & Community Services to review the impact of increasing the gas tax allocation to transit from 75/25 to 70/30.  
  
Direct the Chief Financial Officer to plan a Council Workshop in June of 2020 with the subject matter of "Vision to Focus - Budget 2021". The purpose is to allow staff and Council the opportunity to collaborate on high level priorities, values and vision leading into the 2021 budget process in an effort to concentrate the focus and priorities of Council.
  - l. Confidential litigation report - October 1, 2019 to January 31, 2020 (L-02-20)  
  
Direct the Executive Director of Legal Services or her designate to proceed in accordance with the instructions sought in matters 20, 21, 26, 32, 34 and 35 and that the balance of legal department report L-02-20 be received and filed.
  - m. Confidential contingency reserve report - December 31, 2019 (F-08-20)  
  
Receive and file finance department report F-08-20 providing the contingency report as at December 31, 2019.
  - n. Confidential 2020 insurance renewal (L-08-20)  
  
Receive and file legal department report L-08-20 providing a status update on the 2020 insurance renewal.
  - o. Confidential update on a litigation matter (L-09-20)  
  
Instruct the City Solicitor or her designate to proceed in accordance with the instructions sought in confidential legal department report L-09-20.
- 10.4 Environment, Infrastructure & Community Services Committee meeting of April 6, 2020
- a. Tender Award – Belvenia Road, Lomond Crescent and Ayr Place reconstruction (CW-07-20)  
  
Award the tender for contract CW-20-02, Belvenia Road, Lomond Crescent and Ayr Place Reconstruction to DESO Construction Limited, 135 Highway

56, Caledonia, ON, for \$4,516,610.00 including HST, subject to the approval of Halton Region; and

Authorize the Mayor and City Clerk to sign any required agreements with the bidder named above, subject to the satisfaction of the City Solicitor; and

Approve the total cost of \$4,644,075 (Net HST) to be charged to Capital Order RL0327 and funded as follows;

Infrastructure Renewal Reserve Fund	\$542,850
Federal Gas Tax	\$1,284,176
City of Burlington Funding	\$1,827,026
Halton Region	\$2,817,049
Total Project Financing	\$4,644,075

- b. 2019 annual building permit revenues and expenses (BB-02-20)

Receive and file building and by-law department report BB-02-20 providing related information for the 2019 annual building permit revenues and expenses.

- c. Operating budget performance report as at December 31, 2019 (F-13-20)

Receive and file finance department report F-13-20 regarding operating budget performance report as at December 31, 2019.

- d. 2087-2103 Prospect Street - Section 37 community benefits (PL-07-20)

Approve community benefits in relation to the development proposal at 2087-2103 Prospect Street submitted by Children's Financial Group, c/o Ruth Victor & Associates, consisting of direct benefits as outlined in report PL-07-20; and

Direct Legal staff to prepare and execute an agreement pursuant to Section 37 of the *Planning Act* securing the benefits agreed to and to the satisfaction of the Director of Community Planning and the City Solicitor and that such Agreement be registered on title to the lands in a manner satisfactory to the City Solicitor to secure said community benefits; and

Direct the City Clerk and the Mayor to execute the amending by-law once the owner enters into the Section 37 Agreement.

- e. Integrated mobility plan – travel demand model funding (TS-11-20)

Award the auxiliary contract for the development of the travel demand model of the Integrated Mobility Plan to Dillon Consulting Limited for \$192,902.30 including HST as outlined in Appendix A of transportation department report T-11-20; and

Authorize the execution of any contracts or contract amendments as may be required, subject to the satisfaction of the Executive Director of Legal Services and Corporation Counsel; and

Approve funding of \$250,000 for the purposes of expanding the scope of the Integrated Mobility Plan to include the development of a multi-modal travel demand model.

- f. Current Value Assessment and Taxation for Burlington Downtown Business Improvement Area (F-01-20)

Receive and file finance department report F-01-20 providing information on assessment and taxation for the Burlington Downtown Business Improvement Area (BDBIA).

- g. Legal update on a litigation matter (L-10-20)

Direct the Executive Director of Legal Services and Corporate Counsel or her designate to proceed in accordance with the instructions given in legal department report L-10-20.

## **11. Motion to Approve Standing Committee Minutes:**

Approve the following minutes:

- 11.1 Environment, Infrastructure & Community Services meeting minutes of March 9, 2020
- 11.2 Community Planning, Regulation & Mobility meeting minutes of March 10, 2020
- 11.3 Corporate Services, Strategy, Risk & Accountability meeting minutes of March 12, 2020
- 11.4 Environment, Infrastructure & Community Services meeting minutes of April 6, 2020

## **12. Reports of Municipal Officers:**

- 12.1 Comments on Bill 108 Regulations (CC-03-20)

Receive the comments and feedback contained in Appendix A of this report and forward to the Province of Ontario, Minister of Municipal Affairs and Housing, as the City of Burlington's response to the consultation on the Proposed Regulatory

Matters Pertaining to Community Benefits Authority under the Planning Act, the Development Charges Act, and the Building Code Act, ERO 019-1406;

12.2 Winter Road Maintenance (RPF-05-20) - Time Sensitive

Award contract RFT-307-20 Winter Road Maintenance to PAVE-TAR CONSTRUCTION LTD, 419 Attwell Drive, Etobicoke, ON M9W 5C4, for including HST; and

Authorize the Manager of Procurement Services to issue a purchase order, and/or sign any associated agreements subject to the satisfaction of the Executive Director of Legal Services, with the bidder named above; and

Authorize the Manager of Procurement Services to extend the contract for the term of the agreement subject to the conditions of the contract.

12.3 Burlington Economic Development Corporation providing Team Burlington – COVID-19 Business Update (BEDC-03-20)

Receive and file burlington economic development corporation report BEDC-03-20 providing Team Burlington – COVID-19 Business Update April 2020.

12.4 COVID-19 (CM-03-20)

Receive and file city manager's office report CM-03-20 with presentations as follows:

- CoVID-19 Emergency Response Strategy – presented by Executive Director Strategy, Risk & Accountability
- High-level financial impacts – presented by Chief Financial Officer; and

Direct the City Manager to provide ongoing monthly updates, as required, related to the CoVID-19 City service strategy and the CoVID-9 financial update.

12.5 Legislative framework during COVID-19 (CL-09-20)

Approve By-law 21-2020 to amend By-law 04-2020, as amended, the City of Burlington Procedure By-law to allow for virtual delegations at electronic meetings, and to establish Committee of the Whole, as outlined in Appendix A to clerks department report CL-09-20.

12.6 COVID-19 Special Parking Enforcement Areas (TS-17-20)

Approve the amendment to the City of Burlington Parking and Idling By-law 39-2016 to establish special enforcement areas and increased fines due to the COVID-19 Emergency, as attached as Appendix A to Report TS-17-20, in a form satisfactory to the City Solicitor.

**13. Notices of Motion:**

**14. Motions:**

14.1 Shared Streets Burlington Motion (ADM-02-20)

Direct the Director of Transportation Services to assess, create and implement as soon as possible, and with input from other city departments and members of the Cycling and ITAC Committees, a “Shared Streets Burlington” Pilot Project with the goal of temporarily closing portions of roadways to allow for safer physical distancing for pedestrians and cyclists for the duration of the COVID-19 pandemic.

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

Receive and file the following Information Packages, having been prepared and distributed to Council:

15.1 Council Information Package February 27, 2020

15.2 Council Information Package March 5, 2020

15.3 Council Information Package March 12, 2020

15.4 Council Information Package March 20, 2020

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

Receive and file the following items, having been considered by Council:

16.1 Delegation correspondence from James Feilders regarding climate action plan for Burlington (EICS-01-20)

16.2 Correspondence from Hunter Lawson regarding Integrated mobility plan – travel demand model funding (TS-11-20)

16.3 Memo from Lynn Robichaud, Sr. Sustainability Coordinator, Environment, Infrastructure & Community Services regarding Climate Action Plan for Burlington (EICS-01-20)

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

Enact and pass the following by-laws which are now introduced, entitled and numbered as indicated below:

17.1 19-2020: A by-law to exempt Lot 2 and Part Lot 3 as in 187648, Plan 408 in the City of Burlington, in the Regional Municipality of Halton, from the provisions of Part Lot Control.

17.2 20-2020: A by-law to amend Traffic By-law 86-2007, as amended, for installation of

traffic control changes and designation of Kilbride Street as a community safety zone.

- 17.3 21-2020: A by-law to amend By-law 04-2020 to provide for the rules of order of Council and its Committees.
- 17.4 22-2020: Official Plan Amendment 115 – to redesignate a portion of lands at 2087-2103 Prospect Street to “Residential – High Density” to permit the development of 36 stacked townhouses, dwelling units at 2087-2103 Prospect Street.
- 17.5 23-2020: A by-law to amend By-law 17-2018 being a by-law to regulate the drainage of property in the City of Burlington.
- 17.6 24-2020: A by-law to amend By-law 52-2018, being a by-law to regulate the altering of grades or drainage on Low Density Residential Lands.
- 17.7 25-2020: A by-law to amend By-law 39-2016 being a by-law to regulate parking and idling in the City of Burlington to create special parking enforcement areas with increased penalties during the COVID-19 pandemic state of emergency.
- 17.8 26-2020: A by-law to authorize a request for the issuing of debentures by the Regional Municipality of Halton for Tender Award – New Street Resurfacing - Walkers Line to Burloak Drive.
- 17.9 2020-412: A by-law to amend By-law 2020, as amended; to permit the development of 36 stacked townhouses in two blocks to replace 8 existing fourplex at 2087-2103 Prospect Street.

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

Enact and pass By-law Number 27-2020, being a by-law to confirm the proceedings of Council at its meeting held Monday, April 20, 2020 being read a first, second and third time.

**19. Verbal update on COVID-19 from City Manager Tim Commisso and Mayor Marianne Meed Ward.**

**20. Statements by Members:**

**21. Motion to Adjourn:**

Adjourn this Council now to meet again at the call of the Mayor.