



Community Planning, Regulation and Mobility Committee Meeting Agenda

Date: May 12, 2020
Time: 1:00 pm
Location: Council Chambers - members participating remotely

Pages

1. Declarations of Interest:

2. Statutory Public Meetings:

Statutory public meetings are held to present planning applications in a public forum as required by the Planning Act.

3. Delegation(s):

Due to COVID-19 this meeting will be conducted as a virtual meeting. Only the chair of the meeting, along with a clerk and audio/visual technician, will be in council chambers, with all other staff, members of council and delegations participating in the meeting by calling in remotely. The meeting will be live webcasted, as usual, and archived on the city website.

Requests to delegate to this virtual meeting can be made by completing the online [delegation registration form](http://www.burlington.ca/delegate) at www.burlington.ca/delegate or by submitting a written request by email to the Clerks Department at clerks@burlington.ca by noon the day before the meeting is to be held. All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all Members of Committee in advance as a backup should any technology issues occur. If you do not wish to delegate, but would like to submit feedback, please email your comments to clerks@burlington.ca. Your comments will be circulated to committee members in advance of the meeting and will be attached to the minutes, forming part of the public record.

4. 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.

- | | | |
|-----|--|-------|
| 4.1 | Amendment to Nuisance and Noise By-Law No.19-2003 (BB-01-20) | 1 - 4 |
| 4.2 | Amendment to Physical Distancing By-law 17-2020 (BB-04-20) | 5 - 9 |

5. Regular Items:

- | | | |
|-----|--|-----------|
| 5.1 | Red Tape Red Carpet (RTRC) implementation update - Q1 2020 (BEDC-02-20) | 10 - 37 |
| 5.2 | Amendments to Heritage Designation By-law for 2411 Lakeshore Road (PL-27-20) | 38 - 109 |
| 5.3 | Deregistration by-law for existing registered plans of subdivision within the Millcroft neighbourhood (PL-34-20) | 110 - 117 |

6. Confidential Items:

Confidential reports may require a closed meeting in accordance with the Municipal Act, 2001. Meeting attendees may be required to leave during the discussion.

7. Procedural Motions:

8. Information Items:

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:



**SUBJECT: Amendment to Nuisance and Noise By-Law No.19-2003,
as amended**

TO: Community Planning, Regulation & Mobility Cttee.

FROM: Building and By-law Department

Report Number: BB-01-20

Wards Affected: All

File Numbers: 110-04-1

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Approve the amendment of the Nuisance and Noise By-law 19-2003, as amended, by amending definition "(4) ***Chief Noise Control Officer***" means the Director of Building and By-law and/or their designate who is appointed by council for administration and enforcement of this by-law;" as noted in Appendix A to building and by-law department report BB-01-20.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

Executive Summary:

To be consistent with the authority of enforcement of the Nuisance and Noise By-law 19-2003, as amended, and to ensure consistency with all other municipal by-laws within the City of Burlington.

Background and Discussion:

The current by-law defines the “**Chief Noise Control Officer**” as the **Director of Building** who is appointed by council for administration and enforcement of the by-law. Restricting the enforcement to a single person only, who is not directly involved in the day to day operations of the Municipal Law Enforcement team is not an efficient practice. To ensure seamless operation of the team, designates need to be appointed for the administration and enforcement of the Nuisance and Noise By-law.

Strategy/process

By amending the definition to read, “**Chief Noise Control Officer**” means the **Director of Building and By-law and/or their designate** who is appointed by council for administration and enforcement of this by-law, would allow the Municipal Law Enforcement team more flexibility for staff to enact and enforce the by-law.

Financial Matters:

Not Applicable

Total Financial Impact

Not Applicable

Source of Funding

Not Applicable

Other Resource Impacts

Not Applicable

Climate Implications

Not Applicable

Engagement Matters:

None

Conclusion:

Revising the definition of the Chief Noise Control Officer in the Nuisance and Noise By-law will ensure a more efficient practice in the administration and enforcement of the by-law in the City of Burlington.

Respectfully submitted,

Grant Ziliotto

Manager of Municipal Law Enforcement, Licensing and Animal Services

905-335-7600, Ext. 7628

Appendices:

A. Draft amending by-law

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.

THE CORPORATION OF THE CITY OF BURLINGTON

BY-LAW XX-2020

A by-law to amend Nuisance and Noise Control By-law 19-2003, as amended, being a by-law to prohibit and regulate certain public nuisances and noises in the City of Burlington
File: 110-04-1 (BB-01-20)

WHEREAS Council deemed it appropriate to enact a by-law to prohibit and regulate certain public nuisances and noises within the City of Burlington pursuant to sections 128 and 129 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended;

AND WHEREAS Council deems it appropriate to amend the Nuisance and Noise Control By-law to amend the definition of Chief Noise Control Officer;

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

1. That Section 3 be amended to read the definition of “Chief Noise Control Officer” as follows:

3.(4) “**Chief Noise Control Officer**” means the Director of Building and By-law and/or their designate who is appointed by council for the purpose of administration and enforcement of this by-law;
2. That in all other aspects, By-Law 19-2003, as amended, be and is hereby confirmed.

ENACTED AND PASSED this 25th day of May, 2020.

Marianne Meed Ward MAYOR

Kevin Arjoon CITY CLERK



SUBJECT: Physical Distancing By-law Amendment

TO: Mayor and Members of Council

FROM: Building and By-law Department

Report Number: BB-04-20

Wards Affected: All

File Numbers: 110-04

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Approve the amendments to Physical Distancing By-law 17-2020 as contained in Appendix A to building and by-law department report BB-04-20.

Vision to Focus Alignment:

Vision to Focus identifies key priorities like the environment and climate change, transit, and the health and well-being of our residents and businesses. There is no specific alignment to any of the key actions from the Alignment of Vision to Focus in the proposed amendment to this by-law.

Background and Discussion:

1.0 Background

On March 11, 2020 the World Health Organization declared a worldwide pandemic regarding the Novel Coronavirus 19 ("COVID-19 Pandemic").

On March 17, 2020, the Province of Ontario declared an emergency relating to the COVID-19 Pandemic under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 ("*Emergency Management Act*").

On March 21, 2020 an emergency was declared by the Mayor of the City of Burlington, under the provisions of the *Emergency Management Act*, relating to the COVID-19 Pandemic.

The Council of the City of Burlington considers the protection of health and safety of the public to be a paramount concern, and has suspended the operations of all City facilities, other than those deemed essential for the welfare of the citizens of the City of Burlington, during the COVID-19 emergency.

The direction for the proposed by-law comes from the City's Emergency Control Group as our priority is to keep people safe and minimize the spread of COVID-19.

2.0 Discussion

The Physical Distancing by-law currently does not address physical distancing for every person while on public property, who owns or controls an animal, to keep the animal on a leash not exceeding 2 metres in length at all times, in which enforcement is restricted.

Also, the Physical Distancing by-law does not address any person while on public property who owns or controls an animal to ensure that the animal does not come within 2 metres of any other person or animal that does not reside with them in a single household.

This amendment would enhance the enforcement duties of any person empowered by the municipality to enforce the Physical Distancing by-law.

Strategy/process

Options Considered

Financial Matters:

None

Total Financial Impact

None

Source of Funding

None

Other Resource Impacts

Not Applicable

Climate Implications

Not Applicable

Engagement Matters:

City's Communications staff will prepare any updates to the City's website to ensure public awareness of changes to the by-law.

Conclusion:

With this amendment to the Physical Distancing By-law, this will assist and support City staff and reinforce the Province's physical distancing orders and complement the intent of the physical distancing ordered by the Province by the City staff in the field.

Respectfully submitted,

Grant Ziliotto

Manager of Municipal Law Enforcement, Licensing and Animal Services

905-971-9645

Appendices:

A. Amendment to Physical Distancing By-law

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.

THE CORPORATION OF THE CITY OF BURLINGTON

BY-LAW XX-2020

A by-law to amend By-Law 17-2020, being a by-law to promote and regulate physical distancing during the COVID-19 Pandemic State of Emergency

Whereas on March 11, 2020 the World Health Organization declared a worldwide pandemic regarding the Novel Coronavirus 19 ("COVID-19 Pandemic"); and

Whereas on March 17, 2020, the Province of Ontario declared an emergency relating to the COVID-19 Pandemic under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 ("*Emergency Management Act*"); and

Whereas section 4 of the *Emergency Management Act* provides that the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as they consider necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area; and

Whereas on March 21, 2020 an emergency was declared by the Mayor of the City of Burlington, under the provisions of the *Emergency Management Act*, relating to the COVID-19 Pandemic; and

Whereas the Provincial Government's modelling and forecast projects that the State of Emergency will last months and will result in a severe and long-term challenge to the health care system; and

Whereas the Council of the City of Burlington considers the protection of health and safety of the public to be a paramount concern, and has suspended the operations of all City facilities, other than those deemed essential for the welfare of the citizens of the City of Burlington, during the COVID-19 emergency; and

Whereas the Medical Officer of Health recommended physical distancing measures to prevent the spread of COVID-19, including maintaining a distance of at least 2 metres from other individuals who are not members of the same household; and

Whereas The Corporation of the City of Burlington considers it necessary to enact a regulation to support the intent and purpose of the Provincial Orders made under the *Emergency Management Act* in order to protect property and the health, safety and welfare of the citizens of the City of Burlington, by prohibiting certain activities and regulating physical distancing during the COVID-19 Pandemic Emergency; and

Whereas sections 8, 9 and 11 of the *Municipal Act, 2001* authorize the City of Burlington to pass by-laws necessary and desirable for municipal purposes, and in particular, paragraphs 5, 6, and 8 of subsection 11(2) authorize by-laws respecting public assets of the municipality, the economic, social and environmental well-being of City, the health, safety and well-being of persons, the protection of persons and property; and

Whereas section 425 of the *Municipal Act, 2001* provides that any person who contravenes any by-law of the municipality is guilty of an offence; and

Whereas on April 6, 2020, Council of The Corporation of the City of Burlington passed By-Law 17-2020, being a By-law to Promote and Regulate Physical Distancing During the COVID-19 Pandemic State of Emergency;

Whereas an amendment to By-law 17-2020 is required to regulate the physical distancing of animals on Public Property;

Now therefore the Council of the Corporation of the City of Burlington hereby enacts as follows:

1. By-law 17-2020 Part 1: Definitions 1 is amended by adding the following definitions:

"Animal" means any member of the animal kingdom other than a human;

"Leash" means a line or for leading or restraining an animal, including a dog, while the animal is being transported from place to place outside of a cage;

"Owns" includes possess, or have control over, or keeps or have care or custody of;

2. By-law 17-2020 is amended by adding the following new Section 7 immediately following Section 6, with all subsequent sections renumbered accordingly:

7. (1) While on public property, every person who owns an animal shall keep the animal on a leash not exceeding 2 metres in length at all times.

(2) While on public property, every person who owns an animal shall ensure that the animal does not come within 2 metres of any other person or animal that does not reside with them in a single household.

3. Subject to the amendments made in this by-law, in all other respects, By-law 17-2020 is hereby confirmed unchanged.

4. This by-law comes into force on the date of its passing.

PASSED this 25th day of May, 2020.

Mayor Marianne Meed Ward _____

City Clerk Kevin Arjoon _____



SUBJECT: Red Tape Red Carpet (RTRC) implementation update - Q1 2020

TO: Community Planning, Regulation & Mobility Cttee.

FROM: Burlington Economic Development Corporation

Report Number: BEDC-02-20

Wards Affected: All

File Numbers: 125

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Receive and file burlington economic development report BEDC-02-20 regarding Red Tape Red Carpet (RTRC) implementation update for Q1 2020.

PURPOSE:

Vision to Focus Alignment:

- Increase economic prosperity and community responsive city growth
- Deliver customer centric services with a focus on efficiency and technology transformation

Background and Discussion:

On September 23, 2019, City Council approved the 22 recommendations arising from the Mayor's Red Tape Red Carpet (RTRC) Task Force initiative to better serve our customers as part of the City's commitment to continuous improvement. A draft implementation plan was presented at the October 8th Planning and Development Committee and approved by City Council on October 21st, 2019.

An online Red Tape Red Carpet Dashboard was launched and presented at the December 3rd Planning and Development Committee to provide regular updates on implementation of the recommendations and ensure transparency and accountability. It

breaks out each of the 22 recommendations and provides interactive tools to review the status and what's been done so far. The dashboard has been updated to reflect progress against RTRC Implementation in Q1 2020 and is available for review at <https://www.burlington.ca/en/your-city/red-tape-red-carpet-task-force-progress.asp>. A spreadsheet outlining progress against the 22 recommendations is also detailed in Appendix A.

Key Actions on the Implementation of Red Tape Red Carpet Recommendations

Action Area 1: Organizational Redesign to Enhance Economic & Business Development

1. Executive Director Structure & Strategy & Risk Team (SRT)
 - A new Strategy and Risk Team (SRT) has been created who will work to understand the broader perspective by looking out onto the horizon for what might affect the organization as a whole, what opportunities the City of Burlington can take advantage of, and evaluating the potential impacts to the organization as a whole. SRT's focus is on organizational strategy and risk.
 - New role Executive Director of Strategy, Risk & Accountability position has been created to have corporate responsibilities for strategy execution, business performance, service reviews, continuous improvement, and change and risk management.
2. Customer Experience Management
 - New role Executive Lead – Customer Experience has been created to provide strategic oversight on the new focus on the customer's experience allowing the City of Burlington to better meet the needs of our residents and businesses. This new role will oversee the new positions of Customer Experience Managers, the implementation of the CRM and the transformation of the customer service experience at city hall.
 - New role Customer Experience Manager – Business Development has been implemented. A staff member has been assigned to this role since October 2019 and open recruitment is underway for a permanent staff member. This role is focused on strategic management of high impact business development files and acting as a concierge for businesses as they navigate regulatory processes.
3. Process Improvements
 - Performance Concepts and Dillon Consulting have completed a review of pre-building permit development approval processes, with recommendations on workflow for processing these applications. Staff are

currently evaluating staffing requirements to implement workflow. Based on current staffing levels, a target of 3 to 4 weeks is established for initial response from respective departments to applicants. Staffing consideration through Phase II of the organizational structure is being approached with the intent of reducing response time. The Residential Development Technical role has been repositioned to implement a coordinated review of Zoning Clearance Certificates, Grading and Drainage Certificates, and Forestry Permits. Within Q2 2020 these certificates and permits will be reviewed in tandem and issued as a package. This will provide clarity to the customer as to when they are able to apply for their building permit.

- Committee of Adjustment has implemented a pre-consultation process, initially limited to new dwellings and properties within Special Planning Areas. The pre-consultation provides customers with insights into the challenges and opportunities with their proposal, explains the process and identifies potential fees that will be associated with the review. The objective is for a clear process for the applicant and improved quality of applications to reduce the number of resubmissions.

4. Burlington Economic Development Governance Review

- MDB Insights and Urban Metrics have been selected to lead the governance review process. A detailed workplan and milestones were approved by the Steering Committee composed of City Manager Tim Commisso, Mayor Meed Ward, Councillor Sharman, Councillor Galbraith, and Burlington Economic Development Board Chair Randy Smallbone. Stakeholder interviews began in March, along with comparative analysis with other cities' economic development strategies. Work to be completed in Q3 2020.

Action Area 2: Clear Vision & Strategy for Business Attraction, Retention & Development

1. Coordinated Communications & Story Telling

Corporate Communications, Economic Development and members of Council are working closely to help create coordinated messaging for businesses and support members of Council in their roles as Chief Salespeople. Examples of key activities include:

- Development of new materials including the newly released provincial report for supporting investment attraction in Ontario available [here](#). Led by the Ministry of Economic Development Job Creation and Trade, the purpose of the report is to encourage doing business in Ontario. Based

on the Ministry's key target sectors, the Province is distributing the report to International Trade Offices worldwide. It will also be distributed at the Ontario pavilion at tradeshow conferences and events both abroad and at home. Finally, the report will be distributed by Ministers attending speaking engagements. We are looking to leverage key opportunities to tell our story and tap into existing business attraction networks.

- Redevelopment of the Business in Burlington webpage to provide targeted content for businesses. This page is available at www.burlington.ca/en/services-for-you/business-in-burlington and new content will be launched in Q2 2020.
- Members of Council have been supporting economic development by acting as Chief Salespeople to attract investment to Burlington; key highlights include:
 - Turkish Electrical Delegation hosted by Mayor Meed Ward & Councillor Kelvin Galbraith in 2019 to pitch Burlington as a destination for Turkish electrical distribution companies looking to invest in Canada.
 - LatAm Startup delegation supported by Councillor Galbraith which has already seen three Latin American companies invest in Burlington in 2020.
 - Multiple business events where members of Council have helped communicate Burlington's value proposition, demonstrate Council's commitment to supporting the business community, and affirm that we are open for business.

2. One Brand

- The One Brand Work Plan was discussed at the December 3rd Planning & Development Committee and approved at the December 16th Council Meeting. Following this an Advisory Committee was formed composed of key internal and external stakeholders to guide the development of the One Brand. An RFP has been issued for an agency to support the development of the One Brand. As a result of Covid-19 crisis the timing for the One Brand may be shifted.

3. Municipal Advocacy for Burlington's Economic Goals

- At the 2019 Association of Municipalities of Ontario Annual Conference, the Mayor and members of Council and the City Manager held meetings with key provincial ministers about development applications. The materials developed to help tell the story of Burlington's economic goals and opportunities for ministerial support are included in Appendix B.

4. Post-Secondary Attraction

- The Post-Secondary Attraction Framework was presented at the October 7, 2019, Committee of the Whole and approved at October 28, 2019, Council meeting. Burlington Economic Development has been working closely with post-secondary partners to advance opportunities for post-secondary engagement and expansion in Burlington. Regular discussions are taking place with committee on post-secondary partnership opportunities.

5. Business Attraction & Retention Strategy

- Business Attraction – Following the presentation of Burlington Economic Development's Business Attraction Strategy at the October 8, 2019, Planning and Development Committee efforts have been focused on the key industry sector niches where Burlington has a strong value proposition.
 1. Clean Tech – Water & Wastewater Technology – Priority Sector
 2. Biomedical & Life Sciences – Cannabis HQ and R&D – Priority Sector
 3. Advanced Manufacturing – Robotics & Process Engineering, Additive & Composite Manufacturing
 4. Business & Professional Services – Regional Head Offices
 5. Information Technology – Smart Tech, Sensors, Software & Property Tech
 6. Creative Industries & Film
- In light of the economic consequences of the Covid-19 crisis Team Burlington has developed a crisis support plan for businesses and will be developing a Team Burlington Economic Recovery Task Force to focus on the supports needed to help businesses to continue to locate, start and grow in Burlington. A report on the economic impacts of Covid-19 and planning for recovery was approved at the April 20th Council meeting.

6. Innovation and Entrepreneurship (I&E) Strategy

- Burlington Economic Development's 2016 I&E Strategy involved stakeholder consultations and a study that revealed a gap and a clear need to have a physical space to better connect the innovation and entrepreneurship ecosystem.
- Since opening in June 2017, TechPlace has supported over 15,000 users through more than 300 learning opportunities and has provided services to over 371 innovative, high-growth businesses, including 53% (196) that have been introduced/attracted to the Burlington ecosystem. TechPlace's \$370,000 annualized investment leverages over \$700,000 in Provincial

and Federal funding and helped Burlington entrepreneurs generate over \$35 Million in revenue and create 257 jobs in the 2018/2019 Fiscal Year. (This is based on 63 Haltech clients in Burlington for the Fiscal Year ending March 31, 2019).

- Supporting the growth of Innovative Companies is a focus area through both TechPlace and business, retention and expansion programming. Confidential Appendix C discusses an innovative high growth company under separate cover due to confidentiality and intellectual property.

Action Area 3: Innovative Tools to Support Business Attraction, Retention & Development

1. Community Improvement Plan (CIP)

- A CIP Project Team was formed in 2019 and consultants were engaged to deliver recommendations to Council on a Brownfield Community Improvement Plan, along with recommendations for future CIPs as part of a comprehensive CIP workplan in Q3 2020. A workshop took place on March 2020 to engage the employment development community on initial directions for the Brownfield CIP. Based on input from the Project Team and workshop, draft directions for the Brownfield CIP have been developed. The Draft Directions are contained in Appendix C. Municipal Development Corp (MDC)
- The development of a Municipal Development Corporation is being considered as part of an integrated workplan for the Burlington Economic Development Governance Review. Stakeholder engagement is taking place to help guide initial directions and we anticipate bringing recommendations to committee in Q4 2020.

2. TechPlace Business Model and Innovation & Entrepreneurship Strategy

- As an integrated part of the Burlington Economic Development Governance Review, we are engaging stakeholders in the Innovation & Entrepreneurship ecosystem on the success of TechPlace to-date and the best model to support job creation and the economic impact of start-up and scale-up companies. The work includes one-on-one interviews, a stakeholder workshop and comparisons to other cities' approaches to supporting Innovation & Entrepreneurship.

Connections: Vision to Focus

The Red Tape Red Carpet Task Force recommendations contribute to the City's work towards Council's 2018-2022 Plan: From Vision to Focus. Business Growth is a top priority of Focus Area 1, Increasing Economic Prosperity and Community Responsive City Growth Management. The implementation of the Red Tape Red Carpet Task Force recommendations will make it easier for businesses to locate and thrive in Burlington. A Customer first approach is a top priority of Focus Area 5, Customer Centric Services with a Focus on Efficiency and Technology Transformation. The City's development application review process and new customer experience approach are examples of the commitment to make the process easier and seamless for customers. The recommendations from the Red Tape Red Carpet Taskforce will be fully integrated into the next iteration of Vision to Focus in Spring 2020.

Connections: Team Burlington

Since the emergence of the COVID-19 crisis, Team Burlington has been taking a coordinated approach with Burlington's business support organizations, which includes Burlington Economic Development, Burlington Chamber of Commerce, Burlington Downtown Business Association, Aldershot Village BIA, and Tourism Burlington, in supporting businesses during COVID-19. During this challenging time, Team Burlington are focusing their efforts on:

1. Keeping our business community well informed as relevant and timely information becomes available.
2. Providing key tools/resources to support organizations during this very difficult time.
3. Working closely with our community partners to play a key leadership role for the business community and connecting organizations to support business.
4. Advocating for the interests of business and the provision of relief measures to ensure the viability of businesses into the future with all levels of government.
5. Developing recovery plans so we are poised to support the restart of business and welcome new development when we are able.

Strategy/process

The recommendations brought forward by the Red Tape Red Carpet Taskforce involved extensive engagement with the business community to develop the 22 recommendations. Extensive work is underway by staff to deliver on the recommendations and regular updates will be made to Council on progress against objectives.

Ongoing feedback from the business community will be collected via the Customer Relationship Management (CRM) system and annual business survey to inform further

strategies and recommendations to better support businesses to start, locate and grow in Burlington.

Financial Matters:

At this time there are no current financial impacts to the implementation of the Red Tape Red Carpet recommendations.

Climate Implications

The implementation of the Red Tape Red Carpet Recommendations has the following climate implications:

- Through the approval and implementation of a Brownfield Community Improvement Plan, contaminated sites will be made ready for future uses.
 - As part of the Business Attraction Strategy a focus will be on Cleantech which will attract companies that provide solutions to climate and environmental issues.
 - Coordinated communications and marketing for business development will take a digital first approach focusing on digital assets such as websites and electronic distribution of information to reduce paper consumption.
 - Burlington Economic Development's Business Attraction & Retention and policy initiatives also help support GHG emissions reduction through the GO Corridor Vision and Master Planning which will encourage increased employment density and mixed-use development. As well, initiatives are being developed with Burlington Transit to increase transit connectivity to employment areas and create more opportunities for employees to use public transit for their day-to-day commutes, thereby reducing the production of GHGs by private vehicles.
-

Engagement Matters:

Public feedback informed the Red Tape Red Carpet Task Force recommendations and was gathered from a series of events (town hall, focus groups and task force sessions) along with other studies, surveys and anecdotal feedback to identify the challenges and obstacles facing growth and relocation of businesses in Burlington, and develop actionable solutions. In addition, there are other actions that are recently completed or underway to communicate this initiative and to continue the receipt of feedback, including:

1. Updated website content: www.Burlington.ca/RTRC

2. New email address: RTRC@burlington.ca – routes to Customer Experience Manager-Business Development
 3. Ongoing blog posts for example: <https://mariannemeedward.ca/red-tape-red-carpet-task-force/redtape-red-carpet-recommendations-approved/>
 4. RTRC Newsletter distribution with same content as blog posts
 5. Social posts following Council September 23rd approval of recommendations and ongoing progress reports to Council
 6. Feedback intake survey completed via <https://www.getinvolvedburlington.ca/>
 7. Postcard handout for customer-serving staff
 8. Updated dashboard available publicly at <https://www.burlington.ca/en/your-city/red-tape-red-carpet-task-force-progress.asp>.
-

Conclusion:

The implementation of the recommendations developed as part of the Mayor's Red Tape Red Carpet Task force initiative is well underway and regular progress reports will be ongoing.

Respectfully submitted,

Anita Cassidy

Executive Director, Burlington Economic Development

905-332-9415 ext. 7258

Appendices:

- A. Red Tape Red Carpet Implementation Update Q1 2020
- B. Advocacy materials presented to the Minister of Transportation at AMO 2019
- C. Draft Directions for a Burlington Brownfield Community Improvement Plan

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.

Red Tape Red Carpet Progress Status

Type	#	Recommendation	Owner	Status	Key Target Dates	What have we done so far?
Cutting Red Tape	RT1	Establish a position at City Hall to act as our Chief of Business Development, serving as a primary outreach for attracting new businesses to Burlington, overseeing and expediting applications through the system and reporting progress and obstacles regularly to City Council and the City Manager	Executive Lead Customer Service	In Progress	Ongoing	<p>New role of Customer Experience Manager - Business Development created as part of the new Customer Experience Team and recruitment is ongoing. RTRC email setup to be monitored directly by Customer Experience Manager - Business Development. Monthly report on RTRC issues raised by businesses that are resolved and outstanding will be managed by BEDC and Customer Experience Manager - Business Development. Q1 2020 draft report will be presented to council on business development interactions in conjunction with RTRC implementation plan.</p> <p>Focus of new role will be business support related to developments and red tape. Sales, promotion, marketing, branding and business attraction activities will be led by Burlington Economic Development.</p>
Cutting Red Tape	RT2	Develop and implement targets and Key Performance Indicators (KPIs), including timelines for processing business applications, for all staff in planning, building & development teams	Community Planning	In Progress	Ongoing	<p>Performance Concepts and Dillon consulting have completed a review of pre-building permit development approval processes, with recommendations on workflow for processing these applications. Staff are currently evaluating staffing requirements to implement workflow. Based on current staffing levels, a target of 3 to 4 weeks is established for initial response from respective departments to applicants. Staffing consideration through Phase II of the organizational structure is being approached with the intent of reducing response time.</p>
Cutting Red Tape	RT3	Streamline and optimize the zoning, site grading and Committee of Adjustment processes for faster execution and resolution, considering recommendations from industry professionals	Community Planning	In Progress	Ongoing	<p>Performance Concepts and Dillon consulting have completed a review of pre-building permit development approval processes, with recommendations on workflow for processing these applications.</p> <p>The Residential Development Technical role has been repositioned to implement a coordinated review of Zoning Clearance Certificates, Grading and Drainage Certificates and Forestry Permits. Within Q2 2020 these certificates and permits will be reviewed in tandem and issued as a package. This will provide clarity to the customer as to when they are able to apply for their building permit</p> <p>Committee of Adjustment has implement a preconsultation process, initially limited to new dwellings and properties within Special Planning Areas. The preconsultation provides customers with insights into challenges and opportunities with their proposal, explains the process and identifies potential fees that will be associated with the review. The objective is for a clear process for the applicant, and improved quality of applications to reduce the number of resubmissions.</p>
Cutting Red Tape	RT4	Optimize the City of Burlington website with relevant, informative and easy-to-find content that is search-optimized and externally marketed in order to support businesses through their journey with us	Corporate Communications & Economic Development	In Progress	Ongoing	<p>New Red Tape Red Carpet webpage created.</p> <p>Economic Development and Corporate Communications coordinating marketing, communications and ongoing projects.</p> <p>New targeted content developed for www.burlington.ca/en/services-for-you/business-in-burlington and will be launched in Q2.</p>
Cutting Red Tape	RT5	Implement improved customer service technology including a self-serve online portal for applicants including the ability to submit and check on the status of their applications.	IT with Community Planning	In Progress	Unknown	CofA has initiated accepting and circulating applications in digital format as first step.
Cutting Red Tape	RT6	Explore additional paid "Fast Track" options for rush projects and business applications in areas in addition to the existing fast track for building permits, while also ensuring the delivery date results in a firm decision.	Community Planning	Not Started	Q2 2021	Other options for fast track applications will be reviewed as part of Comprehensive Fee Review. RFP for review in Q2 2020.

Cutting Red Tape	RT7	Foster a strong and meaningful culture of high performance and employee recognition	City Manager	In Progress	Ongoing	Created new role Customer Service Experience Manager and council approved new organizational structure implemented September 24th. Review of customer service business process completed Q4 2019. Developing a culture of performance assessment will be integrated with the customer service commitment.
Cutting Red Tape	RT8	Review the agribusiness rules, zoning, and definitions to encourage diversified use and help support economic sustainability for our rural/farming businesses.	Community Planning	In Progress	Ongoing	Agribusiness Guide being developed by Burlington Economic Development to support rural business.
Cutting Red Tape	RT9	Establish a rural-point-of-contact person who can navigate agriculture requests (business or otherwise) with other agencies.	Community Planning	In Progress	Q4 2020	Planner assigned as interim key point of contact for rural business support. Reviewing planning support for Agribusiness and integration as part of new process reviews and organizational changes.
Cutting Red Tape	RT10	Target completion of all minor site plan reviews and zoning clearances within 30 days.	Community Planning	In Progress	Ongoing	Performance Concepts and Dillon consulting have completed a review of pre-building permit development approval processes, with recommendations on workflow for processing these applications. Staffing consideration through Phase II of the organizational structure is being approached with the intent of reducing response time.
Cutting Red Tape	RT11	Implement an acceptable Standard Deviation for development related plans and drawings that better accounts for the use of imperial measurements (e.g. 0.00m or 3/16").	Community Planning	Completed	Complete	Staff are accepting applications which include imperial dimensions in addition to the required metric dimensions, should the applicant decide to include the both measurement systems. Staff are accepting two decimal places as a standard conversion deviation.
Rolling out the Red Carpet	RC12	Develop a clear vision and associated branding strategy at the City of Burlington with respect to business attraction and development.	Economic Development in coordination with City Manager's Office	In Progress	Investment Attraction Ongoing New Burlington Brand launch Q1 2021	<p>New Business Attraction Strategy focused on 6 niche sectors developed and to be presented to council in October. The following Sectors have been defined as a focus for Investment Attraction where Burlington has a strong value Proposition:</p> <ul style="list-style-type: none"> 1 - Advanced Manufacturing – Robotics & Process Engineering, Additive & Composite Manufacturing 2 - Business & Professional Services – Regional Head Offices 3 - Clean Tech – Water & Waste Water Technology 4 - Information Technology – Smart Tech, Sensors, Software & Property Tech 5 - Biomedical & Life Sciences – Cannabis HQ & R&D 6 - Creative Industries & Film <p>Value propositions, investment attraction partners, lead gen channels and marketing materials are being developed for each cluster. An update on the Investment Attraction Strategy and new Burlington Brand will be provided as part of the Red Tape Red Carpet update to council.</p> <p>Funding, Project Team and Advisory Committee in place for One Brand.</p>

Rolling out the Red Carpet	RC13	Mayor and leadership team act as Chief Salespeople, actively seeking out opportunities to bring new business to Burlington.	Economic Development	In Progress	Ongoing	<p>Burlington key messaging for business and sector specific one pagers with value propositions are in development. Opportunities to engage Members of Council and leadership team being on an ongoing basis as part of Investment Attraction Strategy.</p> <p>Sister City economic opportunities. Business Development Day added to Itabashi agenda and economic activities integrated into Apeldoorn Agenda.</p> <p>Members of council supporting key business activities including: Burlington pitch with Turkish Electrical Delegation in September 2019. Equation Angels launch in X 2019. Relationship development with key business attraction partners including the Turkish Consul General.</p>
Rolling out the Red Carpet	RC14	Make business attraction/retention a standing item for discussion at all Planning & Development Committee meetings.	City Manager	Completed	Q4 2019	Regular updates taking place to Council on Business Attraction & Retention in additional to RTRC Implementation Updates.
Rolling out the Red Carpet	RC15	Launch monthly Subject Matter Expert (SME) drop-in sessions where businesses can come ask questions and get advice and guidance from experts from the City of Burlington and partner organizations.	Customer Experience Manager - Business Development	In Progress	Q1 2020	2 internal staff sessions completed in December 2019 and discussions to take place for sessions with business community.
Rolling out the Red Carpet	RC16	Create an “Open for Business” customer service window, ideally on the first floor of City Hall, co-locating key staff from different business-related departments for easy public access and on-the-spot collaboration & problem solving.	Environment Infrastructure & Community Services in partnership with Community Planning	In Progress	Q3 2020	Commencing development on comprehensive space plan with integration of public space in City Hall. Coordinating with Customer Experience Steering Committee.
Rolling out the Red Carpet	RC17	Review the efficiency, effectiveness and optimal structure of the Burlington Economic Development Corporation and TechPlace, as well as the opportunity for a Municipal Development Corporation, in achieving the city's business attraction and retention goals (see companion report listed on July 8, 2019 COW agenda: M0-04-19).	City Manager	In Progress	Q2 2020	MDB Insight and Urban Metrics selected to lead governance review process. Detailed workplan and milestones approved by Steering Committee composed of City Manager, Mayor Meed Ward, Councillor Sharman, Councillor Galbraith and the Chair of Burlington's Economic Development Board. Stakeholder interviews beginning in March along with comparative analysis with other cities economic development. Work to be completed in Q2 2020.
Rolling out the Red Carpet	RC18	City Manager to review and implement changes to the City's organizational structure and business processes to give priority strategic focus to enhanced economic and business development working closely with the BEDC.	City Manager	In Progress	Ongoing	New Council approved organizational design implemented September 24th. Phase II organizational changes in development.
Rolling out the Red Carpet	RC19	Explore opportunities to use city parking supply as a leverage for business attraction and address existing downtown parking challenges.	Economic Development	In Progress	Q4 2020	Internal working group formed with Burlington Economic Development, Downtown Business Association and City of Burlington to look at problems and solutions in leveraging parking to attract employment.
Rolling out the Red Carpet	RC20	Consider the establishment of a venture capital fund to support business attraction (use Innisfil Accelerates as an example/model – innisfilaccelerates.ca).	Economic Development	In Progress	TBD	RFP issued for Economic Development Strategic Review. The use of a venture capital fund will be addressed through this process.
Rolling out the Red Carpet	RC21	Continue municipal advocacy by the Mayor and senior leaders at the City of Burlington with other levels of government and partner agencies to speed up their approvals as part of the overall development process.	City Manager	In Progress	Ongoing	Engaged key ministers on issues at Association of Municipalities of Ontario Conference in August 2019. Ongoing discussions taking place with Corporate Communications & Government Relations, Burlington Economic Development and city leadership.
Rolling out the Red Carpet	RC22	Develop a Brownfield Community Improvement Plan for the City of Burlington with said plan to include redevelopment goals, specific targets, actions, and an implementation and monitoring strategy.	Economic Development	In Progress	Q3 2020	CIP Working Group formed and consultants engaged to deliver recommendations on a Community Improvement Plan to Council in Q3 2020.

The City of Burlington and the Province of Ontario

Partners in Public Service



**Ranked Canada's best
community and best
place to raise a family.**

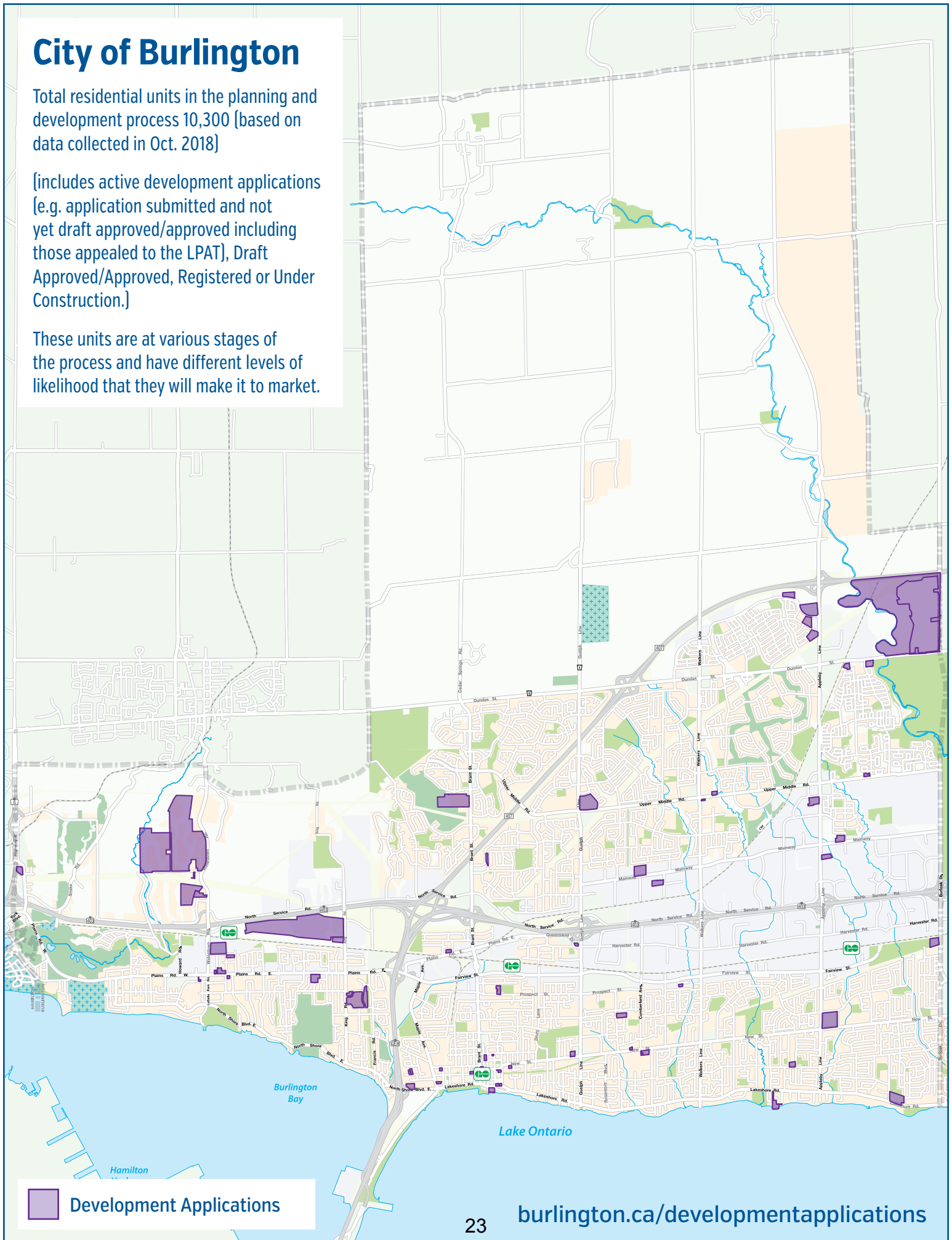
- Ranking based on Maclean's magazine
"Best Communities in Canada 2019".

City of Burlington

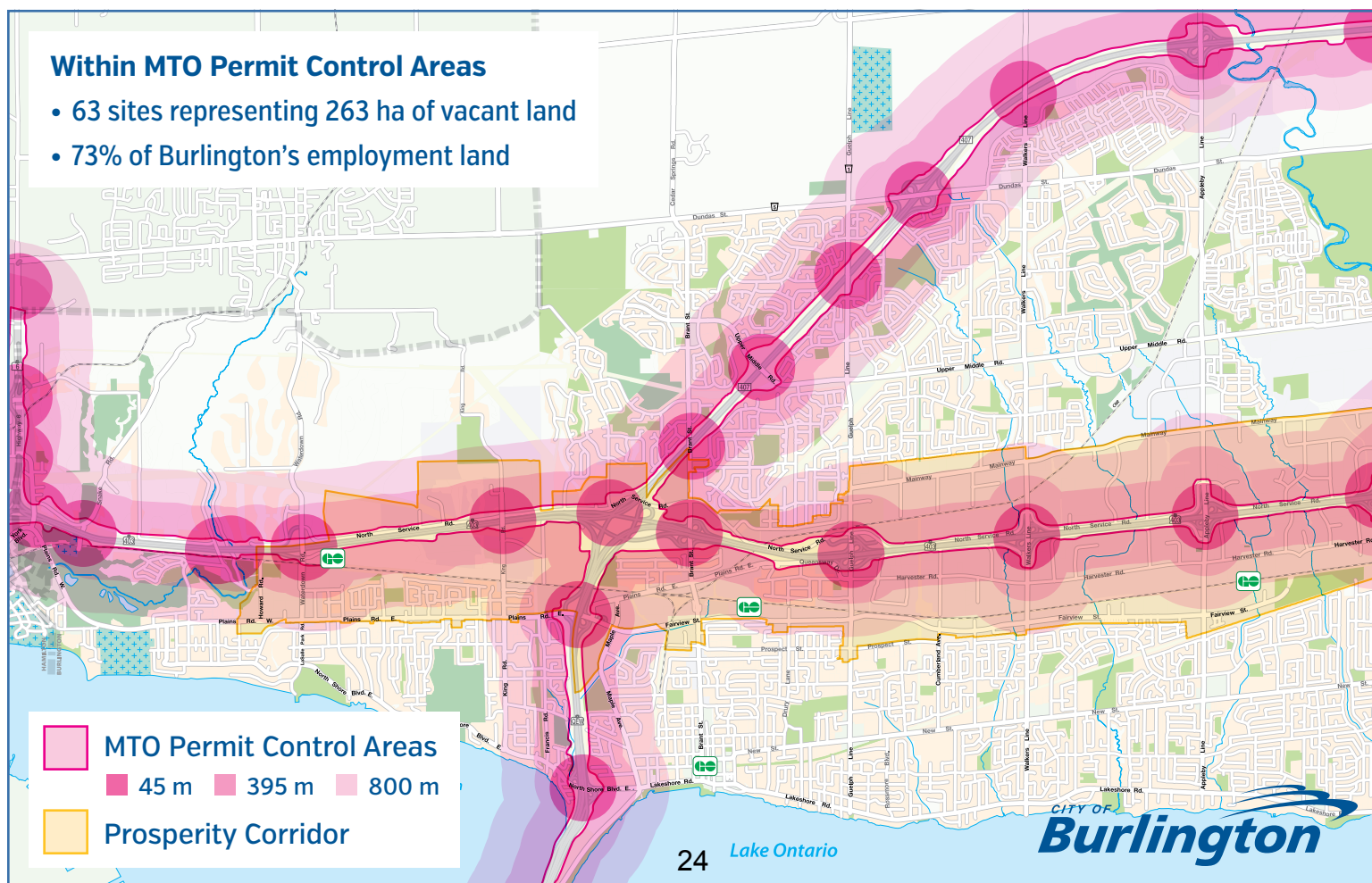
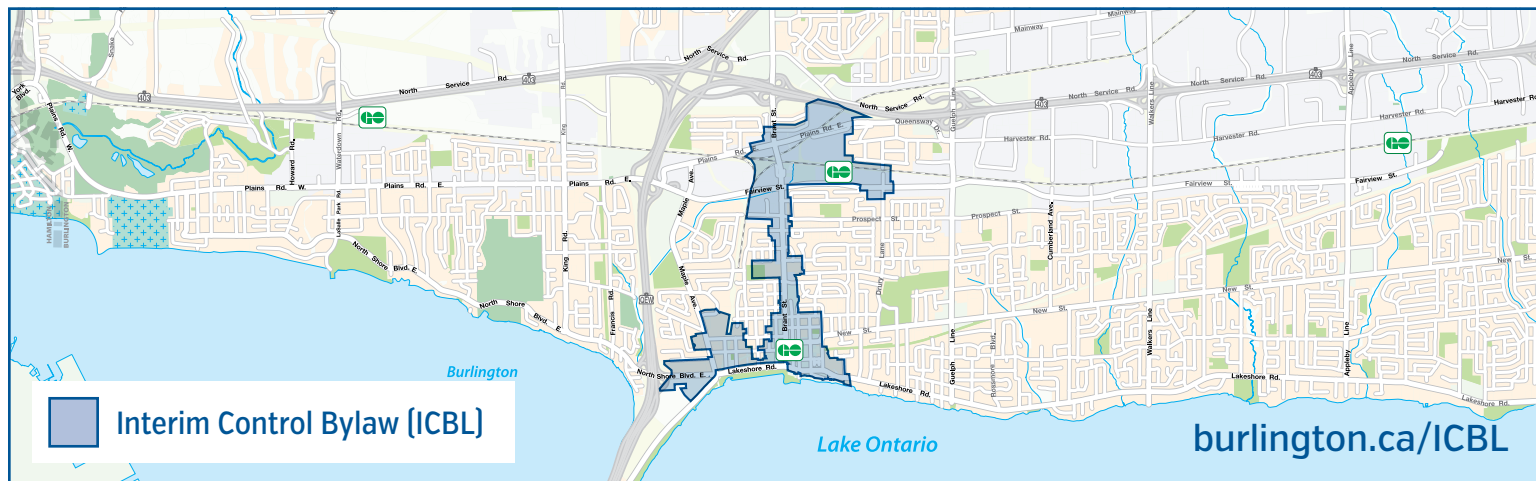
Total residential units in the planning and development process 10,300 (based on data collected in Oct. 2018)

(includes active development applications [e.g. application submitted and not yet draft approved/approved including those appealed to the LPAT], Draft Approved/Approved, Registered or Under Construction.)

These units are at various stages of the process and have different levels of likelihood that they will make it to market.













Development Applications



From Vision to Focus | Burlington's Corporate Work Plan/Priorities

The City's Key Strategic Directions and Initiatives

Our vision; A City that Grows, A City that Moves, A Healthy and Greener City, and An Engaging City cannot be achieved without the support of partners like the Province of Ontario. We look forward to working together as “Partners in Public Service” to achieve our shared priorities.

Top Priority	Goal	Key Action	Achievable Performance Target (4-year workplan)	Alignment with Provincial Priorities
Top Priorities for Focus Area 1 - Increasing Economic Prosperity and Community Responsive City Growth				
Business Growth	Increasing options for employment opportunities across the City	Implement the recommendations of the Red Tape Red Carpet Taskforce to make it easier for businesses to locate and thrive in Burlington, attracting more investment Q4-2019	Annually increase the overall growth of businesses by 1% = to 55 new businesses per year	
Housing	Increasing options for housing across the city	Complete the scoped Official Plan Review and Interim Control By-law Studies by Q1-2020 Complete the City's Housing Strategy and implement the plan to address the needs related to young families, senior's housing, affordable housing, special need's housing, and newcomers by Q2-2022	Approve 1 affordable housing project per year	
Top Priorities for Focus Area 2 - Improving Integrated City Mobility				
Transit Utilization	Increasing Burlington Transit service levels and growing overall ridership	Complete the Burlington Transit 5-Year Business Plan by Q4-2019	Annually increase transit ridership by 1%	
Modal Split	Improving the transit and transportation modal split	Complete the Integrated Mobility Plan and implementation schedule by Q4-2020	Annually increase modal split between car use (82%), transit (10%) and active transportation (8%) by 2022	
Top Priorities for Focus Area 3 - Supporting Sustainable Infrastructure and a Resilient Environment				
Infrastructure Gap	Reducing the infrastructure funding gap for all city owned assets	Implement the Asset Management Financial Strategy starting in Q3-2019	Decrease the City's infrastructure funding gap by 25% by 2022	
Climate Action	Promoting and working towards a lower carbon footprint community	Develop Burlington's Climate Action Plan, addressing Burlington's Climate Emergency declaration and focusing on reducing the community's greenhouse gas emissions by Q4-2019	Reduce the greenhouse gas emissions from City operations and in the community overall by 21% over the next 4 years	
Top Priorities for Focus Area 4 - Building More Citizen Engagement, Community Health and Culture				
Tree Canopy	Increase the tree canopy city wide	Complete the Urban Forestry Master Plan Update by Q4-2020	Achieve a 1:1 tree removal/tree replacement ratio by 2022	
Community Engagement	Being a municipal leader in community engagement, collaboration and volunteerism	Annually employ a range of communication and engagement tactics to ensure citizen engagement represents all residents while also focusing on diverse demographic groups and communities starting in Q3-2019	Increase the number of residents using the City's online engagement tool getinvolvedburlington.ca by 10% each year	
Top Priorities for Focus Area 5 - Delivering Customer Centric Services with a Focus on Efficiency and Technology Transformation				
Service Excellence	Ensuring efficient, effective and economical service delivery	Initiate a corporate-wide service review program in Q3-2019	Increase the tax rate at the rate of inflation [excluding infrastructure and increase in services]	
Customer First Approach	Enhancing and emphasizing a customer first approach in all city service areas	Establish innovative techniques, processes, locations and technology for connecting with customers and delivering service options starting in Q3-2019	Increase the community satisfaction with City services by 5% by 2022	

Draft Directions for a Burlington Brownfield Community Improvement Plan

BEDC/City of Burlington

Brownfield Focus Community Improvement Plan Draft Directions

April 14, 2020



Brownfields in Burlington

- **“Brownfields”** - abandoned, idled or underutilized properties where past actions caused known or suspected environmental contamination, but where there is an active potential for redevelopment.
- Fewer brownfields in Burlington than other municipalities, but Environmental Risk Database (ERD) prepared in 2006 identified about a dozen known brownfield sites and potentially as many as 294 brownfield sites in Burlington;
- Brownfields are impacting ability to meet intensification and growth targets, attract employment, increase assessment.
- Sites range from large manufacturing to gasoline stations and dry cleaners.
- One tool municipalities can use is a Community Improvement Plan (CIP).



2

What is a Community Improvement Plan?

- S. 106 of Municipal Act prohibits “bonusing”, but S. 28 of Planning Act provides an exception for CIP’s.
- Municipality designates a community improvement project area where the CIP will apply.
- Once the CIP is approved, the municipality can provide grants and loans for:
 - i. development, redevelopment, construction and reconstruction of land and buildings for rehabilitation purposes;
 - ii. environmental site assessment/ remediation;
 - iii. provision of energy efficient uses, buildings, structures, works, improvements or facilities.



3

Brownfield CIP Best Practices

Type of Financial Incentive Program	Number of Municipalities	% of all Municipalities (52) with Brownfield CIPs
Tax Increment Grant	50	96%
Tax Assistance	40	77%
Environmental Study Grant	30	58%
Planning/Building Fees Grant	28	54%
Development Charge Reduction/Exemption	27	52%
Façade Grant/Loan	21	40%
Rehabilitation and Redevelopment Grant/Loan	2	4%

Source: Ontario MMAH, 2012

- Most Brownfield CIPs cover entire urban area/municipality.
- Some municipalities use a “hybrid” approach that provides greater incentives to “priority areas” in the municipality.
- Innovative CIP trends include tying the incentive amount to project performance (economic, design, sustainability)



4

Brownfield CIP Best Practices

Type of Program	Municipality							
	Cornwall	Guelph	Kingston	Hamilton	Niagara Falls/ Niagara Region	Ottawa	Kitchener, Cambridge, Waterloo/ Waterloo Region	Oakville
1) Environmental Study Grant	X	X	X	X	X	X	X	X
2) Project Feasibility Study Grant	X					X		
3) Property Tax Assistance (Freeze/ Cancellation)	X	X	X	X	X	X	X	X
4) Tax Increment Grant (TIG)	X	X	X	X	X	X	X	X
5) Development Charge Reduction				X	X	X	X	
6) Remediation Loan				X				
7) Municipal Tipping Fees Grant	X							
8) Planning/ Building Permit Fees Grant	X					X		
9) Payment-in-Lieu of Parkland Dedication Grant	X							



5

Brownfield CIP Best Practices

• Oakville Brownfield CIP

Priority Area	Base TIG for Qualifying Project	Plus the Project	Achieves Minimum Employment Density specified by Town (See Appendix F)	Achieves exemplary building/site design implementation or restores a designated heritage building/ property (see Appendix G)	Includes a minimum of 20% of residential units that are: - Affordable; - Assisted; - Special needs; or a combination of the three. (See Appendix H)	Achieves Sustainability Initiative Status (see Appendix I)	Maximum Duration of TIG Payment
1 Employment Areas	80%		100%	100%	n/a	100%	12 years
1 (Midtown Oakville/Major Transit Station Areas	80%		100%	100%	100%	100%	12 years
2 Nodes and Corridors	70%		90%	90%	90%	90%	10 years
3 Rest of Urban Area	60%		80%	80%	80%	80%	8 years



6

Work to Date

- Project Team includes City and Regional staff and a BEDC Board Member.
- Tasks completed:
 - ✓ Review of previous Brownfield Reports
 - ✓ Tour, Photos and Characterization of Potential Brownfield Sites
 - ✓ Policy Direction Review
 - ✓ Community Improvement Needs Analysis
 - ✓ Goals and Targets
 - ✓ Preliminary Incentive Program Concepts
 - ✓ Stakeholder Workshop
 - ✓ Draft Incentive Programs



7

Policy Directions

- Strong support and direction for Brownfield Focus CIP in City, Regional, and Provincial policies.
- Mayor's Red Tape Red Carpet Task Force Report and new OP recommend a Brownfield CIP that promotes business development and the **development of employment land for new, more intensive uses**.
- Other key policies stress:
 - ✓ Protection of employment lands;
 - ✓ Removal of constraints on availability of employment lands;
 - ✓ Employment land intensification;
 - ✓ Directing business growth to employment lands along QEW, Hwy. 403 and 407;
 - ✓ Directing growth and intensification to urban centres and sustainable mixed use and employment areas in Mobility Hubs;
 - ✓ Improve sustainability of development.



8

Community Improvement Needs

- Reviewed 2009 Brownfield Variables and Options Report and 2010 Brownfields Assistance Program Report (MMM).
- Consultant conducted tour of Employment Lands with BEDC staff.
- Consultant toured Employment Lands, Mobility Hubs, Urban Centres, and Urban Corridor
- Reviewed input received from Project Team.
- 2009 Report identified 294 potential brownfield properties:
 - 192 (65%) moderate risk – 8 were vacant at the time;
 - 102 (35%) high risk – 5 were vacant at the time;
 - Actual number of brownfield sites (contaminated) estimated to be 30 to 90.



9

Community Improvement Needs

- Most potential brownfield sites are primarily located along QEW, Hwy 403, Hwy 407, and CNR corridor.
- Some potential brownfield sites are also located in the Urban Centres, Mobility Hubs, and Mixed Use Nodes and Intensification Corridors.
- Potential brownfield sites in the following areas were visited:
 - Aldershot Mobility Hub;
 - King Road General Employment Area;
 - Burlington Mobility Hub;
 - Industrial Street General Employment Area;
 - Mainway Road General Employment Area;
 - Appleby Mobility Hub;
 - Uptown Urban Centre.



10

Community Improvement Needs

- Based on Zoning:
 - 131 sites (197.6 ha.) zoned for General Employment Uses;
 - 23 sites (54.3 ha.) zoned for Commercial Uses;
 - 42 sites (31.6 ha.) zoned Mixed Use; and,
 - 7 sites (1.3 ha) zoned Downtown Mixed Use Centre.
- Wide variety of potential brownfield sites (location, size, intensity of use)
- Some also have functionally obsolete buildings.



11

Goals

- **Primary Goal of BF Focus CIP** - stimulate brownfield redevelopment for purposes of generating employment intensification and employment growth in Burlington, particularly on Employment Lands.
- **Additional Goals**
 - Protect City's existing employment land base from conversion to non-employment uses.
 - Make redevelopment of brownfields for employment uses more attractive to private land and building owners.
 - Expand assessment base and increase long-term property tax revenues.
 - Improve quality and comprehensiveness of environmental studies done on potential brownfield sites.



12

Goals

- **Additional Goals (cont'd)**
 - Ensure remediated and risk assessed brownfield sites are environmentally suitable for the proposed use(s).
 - Improve physical and visual qualities of brownfield sites.
 - Improve and restore City's natural environment.
 - Reduce environmental impact of brownfield redevelopment by promoting environmentally sustainable buildings and sites.
 - Enhance quality of living and working environments within the City as a result of the remediation of brownfield properties.
 - Promote development of sustainable mixed use and employment areas within the Mobility Hubs that encourage transit use.
 - Ensure City's participation in this CIP, including the offering of incentive programs, is within the financial capabilities of the City.



13

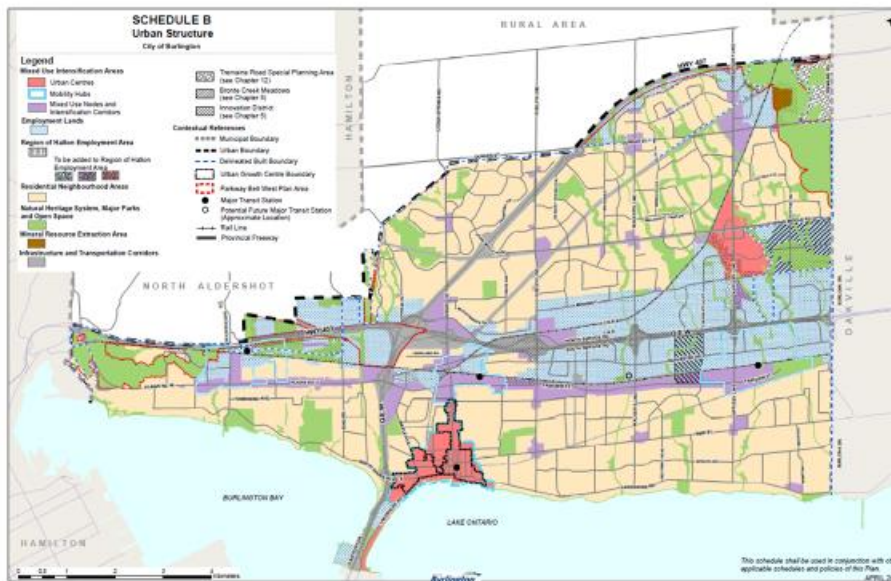
Community Improvement Project Area

- Current OP – CIPA can be part or all of Urban Area and part or all of one or more RSAs.
- Newly Adopted OP - CIPA can be part or all of entire City.
- Only a few potential brownfield sites in the Rural Area - do not need to be a significant priority in a CIP.
- Development policies in Rural Area are also fairly restrictive.
- Draft Community Improvement Project Area (CIPA) for Brownfield Focus CIP = **“all land within the urban area of the City of Burlington, as amended from time to time”**.



14

Community Improvement Project Area



Preliminary Draft Incentive Programs

- We developed and examined the following range of options for brownfield redevelopment incentive programs to address the key community improvement needs and goals.
- Option 1 – Geographic Focus** - brownfield redevelopment will be promoted (regardless of proposed land use) but prioritized in certain geographic areas as follows:

Priority	Area
1	Employment Lands
2	Mobility Hubs
3	Urban Centres and Mixed Use Nodes and Intensification Corridors
4	Rest of Urban Area

- Option 2 – Employment Focus** - brownfield redevelopment will be promoted only for employment uses and then prioritized in the geographic areas.
- Option 3 – Hybrid Focus** – same as Option 1 but employment uses given a higher incentive versus non-employment uses in all geographic areas.



Preliminary Draft Incentive Programs

- ***Option 2 (Employment Focus) was chosen as the preferred option because it best aligns with the City's policy goals and is within the financial capabilities of the City.***
- What are employment uses? NAICS Codes:
 - Sector 23: Construction
 - Sector 31-33: Manufacturing
 - Sector 42: Wholesale Trade
 - Sector 48-49: Transportation and Warehousing
 - Sector 51: Information
 - Sector 52: Finance and Insurance
 - Sector 53: Real Estate and Rental and Leasing
 - Sector 54: Professional, Scientific, and Technical Services
 - Sector 55: Management of Companies and Enterprises
 - Sector 56: Administrative, Support and Waste Management and Remediation Services



17

Preliminary Draft Incentive Programs

Program Name	Program Description
Environmental Study Grant (ESG) Program	- Grant equal to 50% of the cost of eligible environmental studies to a maximum: a) grant of \$3,000 for a Phase I ESA; b) grant of \$20,000 for any other eligible environmental study; c) of two (2) studies per project and \$30,000 per project.
Tax Assistance Program (TAP)	- Cancellation of the City property taxes and education property taxes for up to 3 years. - Cancellation of education property taxes is subject to approval by the Minister of Finance.
Tax Increment Grant (TIG) Program	- Annual grant equal to a percentage (%) of the municipal property tax increase generated by the project for up to 12 years after project completion. (see TIG Table). - The percentage and duration of the annual grant payments is dependent on the location of the project and whether or not the project achieves certain employment densities and demonstrates environmental sustainability.
Remediation Loan Program (RLP)	- Low interest loan to a maximum of \$400,000 for eligible remediation expenses with the loan repaid through the TIG.
Fees Grant Program (FGP)	- A grant equal to the costs of planning application fees and demolition/building permit fees to a maximum grant of \$20,000. The FGP applies only to properties approved for the TAP, TIG or RLP.



18

Preliminary Draft Incentive Programs

Key General Program Requirements

- Programs available only to employment uses.
- No retroactivity
- Property must be contaminated as per O. Reg 153/04.
- With exception of the ESG, applicant must be owner of property.
- City will require legal agreements for major programs.
- Other sources of government funding must be declared and prorated adjustment will be made.
- Polluting owners cannot apply and only Council can make an exception to this rule.
- Studies and eligible works must be started and completed within time frames set by City.
- Staff review applications and make a recommendation to Council or Council's designate.
- City can audit eligible costs at expense of applicant.



19

Preliminary Draft Incentive Programs

1. Environmental Study Grant (ESG) Program

- 50% grant for Phase I, II ESAs, DSHMS, RWPs, and RAs to a maximum:
 - Grant of \$3,000 for a Phase I ESA;
 - Grant of \$20,000 for any other eligible environmental study;
 - Of 2 studies and \$30,000 per project.

2. Tax Assistance Program (TAP)

- City (and possibly Regional) and Education property taxes cancelled for a maximum of 3 years or point where eligible costs have been repaid.
- Eligible costs are the costs of:
 - Environmental studies (net of ESG);
 - Environmental remediation;
 - Environmental controls/works specified in RA or RWP and,
 - Environmental insurance premiums.



20

Preliminary Draft Incentive Programs

3. Tax Increment Grant (TIG) Program

- Eligible costs are the costs of:
 - Environmental studies (net of ESG);
 - Environmental remediation;
 - Environmental controls/works specified in RA or RWP;
 - Environmental insurance premiums;
 - LEED Program components (up to 10% of construction costs);
 - Building demolition (including foundations/structures);
 - Building rehabilitation, renovation, and retrofit works.
- Eligible uses = employment uses.
- Annual Grant equal to a % of City (and Regional?) property tax increase paid after project completed, reassessed by MPAC and property taxes paid.
- Grant is paid for a set number of years or point where eligible costs are repaid, whichever comes first.
- The TIG % increases based on project performance (employment density and sustainability).



21

Preliminary Draft Incentive Programs

3. Tax Increment Grant (TIG) Program

Employment Focus – (Applies only to Employment Uses)

Priority Area	Base TIG for Qualifying Project	Plus the Project	Achieves minimum Employment Density specified by the City (TBD)	Achieves minimum LEED Silver Certification or minimum Sustainability Score as specified by the City's Sustainable Building Design Guidelines (TBD)	Maximum Duration of TIG Payment
1 Employment Lands	70%		100%	90%	12 years
2 Mobility Hubs	60%		90%	80%	11 years
3 Urban Centres, Mixed Use Nodes and Intensification Corridors	50%		70%	70%	9 years
4 Rest of Urban Area	40%		60%	60%	6 years



22

Preliminary Draft Incentive Programs

4. Remediation Loan Program (RLP)

- Low interest (0%) loan = to 75% of remediation costs to max. of \$400,000 for eligible remediation expenses.
- Loan amortized and repaid to City over a 5 year period through the TIG payments.
- Any shortfall made up by owner via annual payments.
- Remediation and redevelopment must be completed within set timeframes.

5. Fees Grant (FGP)

- Grant equal to planning fees, and building demolition and permit fees to a maximum of \$20,000.
- Available only to approved TIG applications.
- Paid after project completed.



23

Next Steps

1. Project Update to Committee/Council – receive comments.
2. Prepare Draft CIP.
3. Project Team Meeting to review Draft CIP.
4. Hold Stakeholder Workshop #2 and receive comments.
5. Finalize Draft CIP.
6. Agency Circulation.
7. Finalize CIP.
8. Statutory Public Meeting.
9. Council Adoption.



24



SUBJECT: Amendments to Heritage Designation By-law for 2411 Lakeshore Road

TO: Community Planning, Regulation & Mobility Cttee.

FROM: Community Planning Department

Report Number: PL-27-20

Wards Affected: 2

File Numbers: 501-06-02

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

State an intention to amend By-law 8-1995 pursuant to Part IV of the *Ontario Heritage Act*, section 30.1, as shown in the draft amending by-law attached as Appendix D of this report; and

Direct staff to provide notice of Council's intention to amend By-law 8-1995, in accordance with section 30.1 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 8-1995; 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 8-1995 pursuant to Part IV of the *Ontario Heritage Act*, section 29(7).

PURPOSE:

This report recommends amendments to Heritage Designation By-law 8-1995 to correct the legal description for 2411 Lakeshore Road and to comply with legislation in accordance with the *Ontario Heritage Act*.

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture
-

Background and Discussion:

Description of the Property

The subject property known as 2411 Lakeshore Road is located on the north side of Lakeshore Road, between Market Street and St. Paul Street. It currently supports a three-story residence in the Queen Anne style, as demonstrated by the many characteristic architectural features including the irregular façade, multiple surfaces with intricate decorative wooden elements, multiple rooflines and gables, verandah, tall windows, bay windows, and tall chimneys. The subject property also contributes to the character of Lakeshore Road through its setback, historic architecture, mature trees, and massing.



Figure 1: Photo of 2411 Lakeshore Road (left) taken in April 2019.

Relevant Background

Designation By-law 8-1995

The property at 2411 Lakeshore Road was designated under Part IV, section 29 of the *Ontario Heritage Act* in 1995 through By-law 8-1995 (attached to this staff report as Appendix A). The by-law also designates four other properties in addition to 2411 Lakeshore, including 5772 Guelph Line, 6042 Guelph Line, 3077 Lakeshore Road, and 2349 Lakeshore Road. However, the amendments proposed in this report pertain exclusively to the property at 2411 Lakeshore Road.

Schedule A-3 of By-law 8-1995 outlines that the reasons for the designation of 2411 Lakeshore Road include the property's cultural heritage value as a "well preserved

Queen Anne style” home. The by-law primarily protects the heritage attributes of the front (south) and side (west) façade, including the gabled porch with its “dentil and dowel cornice, ornate sun motif, columns and balustrade with turned members”, the bay window, and the oak front doors.

Related Application History and Proposed Amendments to Designation By-law 8-1995

In August 2019, the current property owner of 2411 Lakeshore Road was granted provisional consent to sever the westerly portion of the existing lot by the Committee of Adjustment (see survey attached as Appendix B). The application also required several variances for both the severed and retained parcel to facilitate the severance. The variances for the retained lot related to reduced lot width and front yard setback, which in the latter case recognized and legalized the existing non-conforming setback of the heritage house from the front property line. A further variance was requested and approved to permit an existing accessory structure (gazebo) with a height higher than permitted in Zoning By-law 2020. The variances related to the severed parcel pertained to reduced lot width and increased total hard surface width.

As a condition of approval, Heritage Planning staff noted the requirement to amend the legal description in Schedule B-3 of By-law 8-1995 to reflect the changes to the property parcel. Staff noted that section 30.1(10) of the *Ontario Heritage Act* requires that, because By-law 8-1995 was enacted in 1995 prior to the Heritage Act amendments of 2005, it is not possible to only amend the legal description contained within the by-law. On the occasion of amending the legal description, Council must additionally make the necessary changes to ensure that requirements in section 29 of the Heritage Act “as it read on the day the *Ontario Heritage Amendment Act, 2005* received Royal Assent” are met. For this reason, this report recommends additional technical amendments to Designation By-law 8-1995.

Strategy/process

In order to satisfy the requirements of the *Ontario Heritage Act*, as amended in 2005, it is necessary for Council to demonstrate that the subject property meets criteria for cultural heritage value prescribed by Ontario Regulation 9/06. These criteria are as follows:

1. The property has design value or physical value because it,
 - i. Is a rare, unique, representative or early example of a style, type, expression, material, or construction method,
 - ii. Displays a high degree of craftsmanship or artistic merit, or
 - iii. Demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,

- i. Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - ii. Yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it,
- i. Is important in defining, maintaining or supporting the character of an area,
 - ii. Is physically, functionally, visually or historically linked to its surroundings, or
 - iii. Is a landmark.

In order to confirm the subject property's cultural heritage value in accordance with O. Reg. 9/06, staff retained Archaeological Research Associates Ltd (ARA) to study the property. ARA provided the City with an evaluation report (attached as Appendix C). The report finds that the subject property satisfies two criteria for cultural heritage value, as summarized in Table 1 below, and is therefore eligible for designation under current legislation.

Table 1: Summary of ARA's Evaluation of Cultural Heritage Value or Interest of 2411 Lakeshore Road

Criteria	Description	ARA Comment
Design or Physical Value	Is a rare, unique, representative or early example of a style, type, expression, material or construction method.	"2411 Lakeshore Road is a representative example of a Queen Anne style residence. It is unique as despite having had a half-storey added to the structure it retains many Queen Anne characteristics."
Contextual Value	Is important in defining, maintaining or supporting the character of an area.	"In its setback, historic architecture, mature trees and grand massing, 2411 Lakeshore Road contributes to the general historic character of Lakeshore Road."

ARA completed a site visit to the subject property on January 22, 2020 in order to conduct an in-depth review of the building. Permission to Enter was provided by the property owner through the City. No interior elements are included in this report.

Staff recommend that Schedule A-3 of By-law 8-1995 be amended by being replaced with the "Statement of Cultural Heritage Value or Interest" contained in section 8.0 of the ARA report (page 29). The Statement of Cultural Heritage Value or Interest satisfies

the requirements of the Act by outlining how the subject property meets the prescribed criteria for designation.

The Statement of Cultural Heritage Value or Interest also includes a list of Cultural Heritage Attributes that are important in defining and supporting the cultural heritage value of the subject property. If the proposed by-law amendment is approved, this list of attributes will be included in Schedule A-3 of the designation by-law and referred to by staff when reviewing future Heritage Permit applications. The by-law will require the listed attributes to be protected so that future changes to the property are managed and do not negatively impact the property's heritage value. The listing of these attributes in the Statement of Cultural Heritage Value or Interest provides improved clarity for the City and the property owner about what attributes must be protected, whereas the current Schedule A-3 of By-law 8-1995 is less explicit in defining these attributes. The list of Cultural Heritage Attributes will also be used in the review of any future applications for financial assistance from the Community Heritage Fund, to determine what attributes are eligible for funding for restoration projects.

As the required amendments outlined in this report pertain to only one of five properties protected by By-law 8-1995, the amendment process is to proceed as a minor amendment in accordance with section 30.1(2) to (10) of the *Ontario Heritage Act*. These sections of the Act allow municipalities to follow an abbreviated process that does not require the public notice required for designation. If Council approves staff's recommendation to amend the relevant schedules to By-law 8-1995, notice will be served on the property owner of 2411 Lakeshore Road regarding the amendments. If no notice of objection is received within the thirty-day period, then Council may proceed to enact the by-law amendment.

If a notice of objection is received within the thirty-day period, the City must refer the matter to the Conservation Review Board (CRB), an adjudicative tribunal that considers matters under the *Ontario Heritage Act*. A hearing will ensue and the CRB will prepare a report back to City Council, who must make the final decision on whether to withdraw or enact the by-law amendments.

Options Considered

Should the by-law not be amended, the designation would continue to include both the retained lot and the severed lot despite the latter not containing elements of cultural heritage value or interest. Maintaining the designated status on the severed lot would present an undue burden to owners of that lot. It is therefore necessary for Council to amend the legal description pertaining to 2411 Lakeshore Road in Designation By-law 8-1995 to reflect property changes resulting from an application to sever the existing lot (along with other amendments required by legislation).

Financial Matters:

Should Council approve the proposed amendments to By-law 8-1995 as recommended, the property owner of 2411 Lakeshore Road will have the opportunity to submit a notice of objection. This would trigger a hearing before the Conservation Review Board, and costs associated with a hearing would be accrued. However, as the proposed amendments are needed to facilitate the applicant's proposed severance, an appeal is unlikely to be received.

Engagement Matters:

Heritage Burlington was consulted on the consent and minor variances application to the Committee of Adjustment at their meeting on July 10, 2019. The Committee passed a motion indicating that they did not object to the proposal. Heritage Burlington was consulted on this report and had no objections to the proposed amendments.

As the required amendments outlined in this report pertain to only one of five properties protected by By-law 8-1995, the amendment process is to proceed as a minor amendment in accordance with section 30.1(2) to (10) of the *Ontario Heritage Act*. These sections of the Act allow municipalities to follow an abbreviated process that does not require the public notice required for designation.

Conclusion:

Pursuant to a decision from the Committee of Adjustment to grant provisional consent to sever the property at 2411 Lakeshore Road, the legal description requires amendment to reflect changes to the property parcel. The *Ontario Heritage Act* requires that on the occasion of correcting the legal description, Council must make additional amendments to ensure the property's designation is in conformity with the 2005 amendments to the Act. Staff therefore recommend that Council state an intention to amend designation By-law 8-1995 as discussed in this report and as attached as Appendix D in order to comply with legislation.

Respectfully submitted,

Danika Guppy

Planner I, Development Review & Heritage

(905) 335-7600 ext. 7427

Appendices:

- A. Designation By-law 8-1995
- B. Survey of 2411 Lakeshore Road severance proposal
- C. Evaluation of 2411 Lakeshore Road by Archaeological Research Associates Ltd. (ARA, 25/03/2020)
- D. Draft Amending By-law

Notifications:

Owner of 2411 Lakeshore Road (Planning staff to provide contact information)
Erin Semande, Provincial Heritage Register, Ontario Heritage Trust
Heritage Burlington, c/o Jo-Anne Rudy, Committee Clerk, City of Burlington

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.

THE CORPORATION OF THE CITY OF BURLINGTON

BY-LAW NUMBER 8-1995

A By-law to designate properties known as 5772 Guelph Line, 6042 Guelph Line, 2411 Lakeshore Road, 3077 Lakeshore Road and 2349 Lakeshore Road, as property having historical and architectural value and interest pursuant to the Ontario Heritage Act.

WHEREAS by Section 29(6)(a) of the Ontario Heritage Act, R.S.O. 1990, chapter O.18, as amended, the Council of a municipality shall pass a by-law designating property to be of historical and architectural value and interest where no Notice of Objection to the designation has been served on the City Clerk within thirty days after the date of first publication of the Notice of Intention to designate in a newspaper having general circulation in the municipality;

AND WHEREAS Notice of Intention to Designate 5772 Guelph Line, 6042 Guelph Line, 2411 Lakeshore Road, 3077 Lakeshore Road and 2349 Lakeshore Road was published in a local newspaper and served on the owners of the property and on the Ontario Heritage Foundation by registered mail;

AND WHEREAS the reasons for the said designation are set out in Schedules "A-1" to "A-5" attached hereto and forming part of this by-law;

AND WHEREAS no Notice of Objection was served on the City Clerk of the City of Burlington.

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

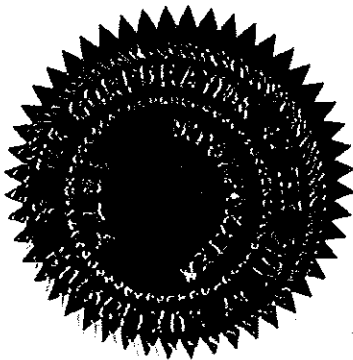
1. THAT 5772 Guelph Line, 6042 Guelph Line, 2411 Lakeshore Road, 3077 Lakeshore Road and 2349 Lakeshore Road, more particularly described in Schedules "B-1" to "B-5" attached hereto and forming part of this by-law, be designated as being of architectural and historical value and interest.


BY-LAW NUMBER 8-1995


- 2 -

2. THAT the City Clerk be directed to cause a Notice of this by-law to be published in a local newspaper having general circulation in the municipality.
3. THAT the City Clerk be directed to cause a certified true copy of this by-law to be served upon the owners of 5772 Guelph Line, 6042 Guelph Line, 2411 Lakeshore Road, 3077 Lakeshore Road and 2349 Lakeshore Road, and the Ontario Heritage Foundation.
4. THAT this by-law shall take effect on the date of this registration in the Land Registry Office for the Land Registry Division of Halton (No. 20).

ENACTED AND PASSED this 13th day of February, 1995.



 MAYOR

 CITYCLERK

BY-LAW NUMBER 8-1995

SCHEDULE "A-1"

REASONS FOR DESIGNATION

5772 GUELPH LINE

Built between 1890 and 1900 for John Readhead, the owner of a sawmill in Lowville, this large cross-gabled brick structure in late Victorian vernacular style has decorative "gingerbread" bargeboards in the front and side gables. The original windows with cut-out decorative trim and rough-relief brick voussoirs have been preserved. The setting of this property at Lowville Heights makes a strong contribution to the heritage character of Lowville, especially in relation to the neighbouring designated structures on the historic Guelph Line.

BY-LAW NUMBER 8-1995

SCHEDULE "A-2"

REASONS FOR DESIGNATION

6042 GUELPH LINE

Built in 1872 for Thomas Colling, one of the sons of Joseph Colling, who had immigrated to Lowville in 1819, raised his family there, and gradually acquired the farmland known as the Colling Block. The property remained a mixed farm in the Colling-Coulson family for almost a century, and the large brick house with many gables has been owned and maintained by them for more than 120 years. Its arched windows with tear-drop tracery are almost unique in Burlington. The front entrance with transom, sidelights, and original panelled door, is recessed with excellent wood panelling which is repeated in the interior. The location of the house at Lowville Heights makes it a strong asset to the heritage character of Lowville, especially in relation to neighbouring designated structures, the former Wesleyan Church and Manse, both on land donated by the Colling family, on the historic Guelph Line.

BY-LAW NUMBER 8-1995

SCHEDULE "A-3"

REASONS FOR DESIGNATION

2411 LAKESHORE ROAD

Originally owned by the Thomas Hiram Alton family, this building contributes to the character of the Lakeshore streetscape, as well as all of Burlington. The building is one of two such ornate and well preserved Queen Anne style homes in Burlington. When built, one could look out the windows to the busy, bustling Port Nelson with its many ships waiting to pick up products.

The facade is exceptional with the gabled porch with its dentil and dowel cornice, ornate sun motif, columns and balustrade with turned members. The gables and dormers with bisecting chimneys have dentil wood shingles and wide wooden cornices. All building openings have plain wide wood trim. The bay window with its fluted frieze and ornate brackets add style to the plain windows below. The oak front doors has an attractive arrangement of leaded and etched glass windows.

BY-LAW NUMBER 8-1995

SCHEDULE "A-4"

REASONS FOR DESIGNATION

3077 LAKESHORE ROAD

This home is an outstanding example of a Craftsman Style bungalow, with stucco, natural uncut fieldstone and cedar shingled construction, in almost original condition. The home boasts a large central peaked gable with two sets of three, nine-paned windows. Fieldstone chimneys are also original, along with the full width front porch decorated with exposed rafter tails. The sunroom has many six over one and nine over one windows which are typical of the other elevations as well. Wood trim brackets are the only decorative additions on the gable ends. Concrete front steps from the street lead up to a well landscaped lot with mature trees.

The home was built in 1910 in W.D. Flatt's Pine Cove Survey for Rober Morley Hoose and sold in 1920 to Lt. Col. Lionel H. Miller. Located across from Flatt's own Craftsman style home, the former Lakeshurst Villa and next to other houses featured in Flatt's Lake Shore Surveys Development, this property makes a strong contribution to the Heritage Streetscape of Lakeshore Road.

BY-LAW NUMBER 8-1995

SCHEDULE "A-5"

REASONS FOR DESIGNATION

2349 LAKESHORE ROAD

Built in 1881 for Benjamin Johnson and his wife Hannah, in a vernacular farmhouse style. The cross-gabled brick structure with a T-plan and a large kitchen wing at the rear is nearly symmetrical, but oriented towards Green Street. The corners have relieved brick quoins, not often seen on heritage homes in Burlington. The arched windows are original, and it is planned to restore the lost arched shutters. The property was inherited from Hannah Johnson's father George Nelson Will, whose widow Eliza lived here until 1887. Unspoiled by later alterations and located in the midst of the historic houses of Green Street and Lakeshore Road, this house makes a very strong contribution to the heritage district of old Village of Port Nelson.

BY-LAW NUMBER 8-1995

SCHEDULE "B-1"

DETAILED PROPERTY DESCRIPTION

5772 GUELPH LINE

Part of Lot 5, Concession 3, N.S., City of Burlington, Regional Municipality of Halton.
(Two-storey cross-gabled Brick Structure only).

BY-LAW NUMBER 8-1995

SCHEDULE "B-2"

DETAILED PROPERTY DESCRIPTION

6042 GUELPH LINE

Part of Lots 6 and 7, Concession 3, N.S., in the City of Burlington, Regional Municipality of Halton.

BY-LAW NUMBER 8-1995

SCHEDULE "B-3"

DETAILED PROPERTY DESCRIPTION

2411 LAKESHORE ROAD

ALL AND SINGULAR that certain parcel or tract of land and premises, situate, lying and being in the City of Burlington, in the Regional Municipality of Halton and Province of Ontario and being composed of parts of Lots 1, 2, 9, 11 and 12 in Block H according to a plan of the village of Burlington registered in the Land Registry Office for the Registry Division of Halton as No. 45 and which parcel or tract of land may be more particularly described as follows that is to say:

PREMISING that the bearings used herein are assumed astronomic and are referred to Lakeshore Road (formerly Water Street) on a course of North sixty-two degrees, fifty minutes East (N62°50" E) as shown on registered Plan No. 45

COMMENCING at a point in the south eastern limit of the said Lot No. 12 (being a point in the northwestern limit of Lakeshore Road) distant seventy-seven feet (77') measured thereon on a course of south sixty-two degrees fifty minutes (62°50" W) west from the eastern corner of said Lot No. 1 (being a point in the southwestern limit of St. Paul Street).

THENCE North twenty-nine degrees, forty minutes west (29°40" W) one hundred and fifty feet (150') to a point;

THENCE North thirty-five degrees, two minutes west (35°2" W) forty-four and seventy-three one hundredths feet (44.73') more or less to a point in the northwestern limit of the said Lot No. 2 the said point being distant forty-nine and twenty-five one-hundredths feet (49.25') measured along the northwestern limit of the said Lot No. 2 on a course of south sixty-two degrees fifty-nine minutes West (62°59" W) from the northern corner thereof;

THENCE South sixty-two degrees fifty-nine minutes West (62°59" W) along the northwestern limits of the said Lots Nos. 2 and 9 one hundred and fifteen feet and sixty-one one-hundredths feet (115.61') more or less to a point. The said point being distant one hundred feet (100') measured along the northwestern limit of the said Lot No. 9 from the western corner thereof.

THENCE South thirty-nine degrees ten minutes East (39°10" E) one hundred and ninety-eight and eight-three one-hundredths feet (198.83') more or less to a point in the aforesaid northwestern limit of Lakeshore Road, the said point being distance One Hundred Feet measured thereon on a course of North sixty-two degrees, fifty minutes East (62°50" E) from the northeastern limit of Market Street.

.../2

BY-LAW NUMBER 8-1995

SCHEDULE "B-3"

DETAILED PROPERTY DESCRIPTION

2411 LAKESHORE ROAD

- 2 -

(Continued)

THENCE North sixty-two degrees, fifty minutes East (62°50" E) along the last mentioned limit eighty-six and eighty-seven one-hundredths feet (86.87') more or less to the point of commencement.

SAVE AND EXCEPT Part 1 on Reference Plan 20R-9173 registered in the Registry Office for the Registry Division of Halton.

BY-LAW NUMBER 8-1995

SCHEDULE "B-4"

DETAILED PROPERTY DESCRIPTION

3077 LAKESHORE ROAD

Lots 17, 18 and Part Lot 19, Registered Plan 136 in the City of Burlington, Regional Municipality of Halton.

BY-LAW NUMBER 8-1995

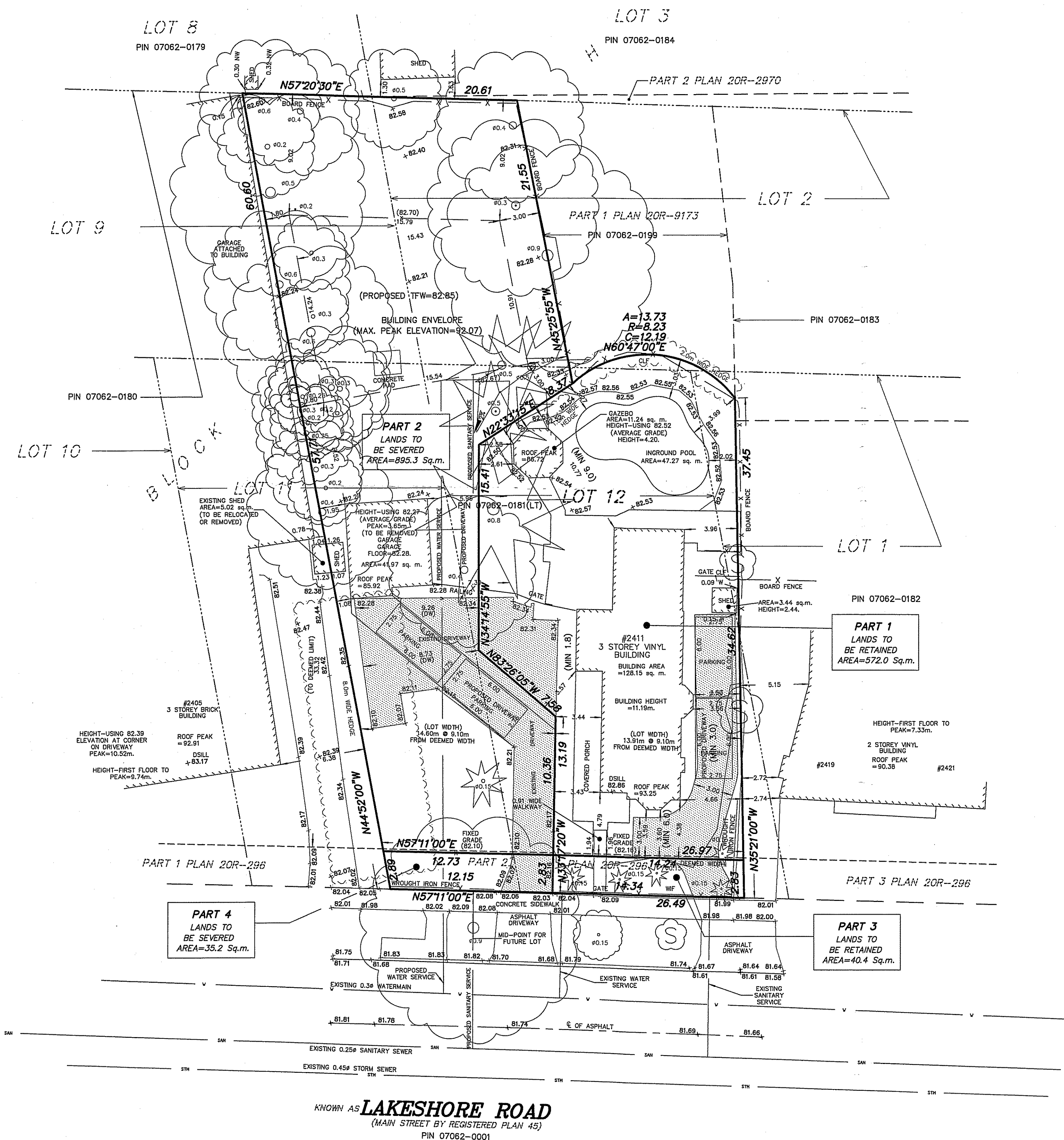
SCHEDULE "B-5"

DETAILED PROPERTY DESCRIPTION

2349 LAKESHORE ROAD

Part of the North-easterly half of Lot 6, Concession 3, N.S., in the City of Burlington,
Regional Municipality of Halton.

s:\clerks\rg\bylaw8.95



LANDS TO BE RETAINED	
PART 1	572.0 sq.m.
PART 3	40.4 sq.m.
TOTAL	612.4 sq.m.
LANDS TO BE SEVERED	
PART 2	895.3 sq.m.
PART 4	35.2 sq.m.
TOTAL	930.5 sq.m.

ALL UNDERGROUND SERVICES MUST BE LOCATED BY CONTRACTOR PRIOR TO ANY CONSTRUCTION. CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND JOB CONDITIONS BEFORE PROCEEDING WITH WORK.

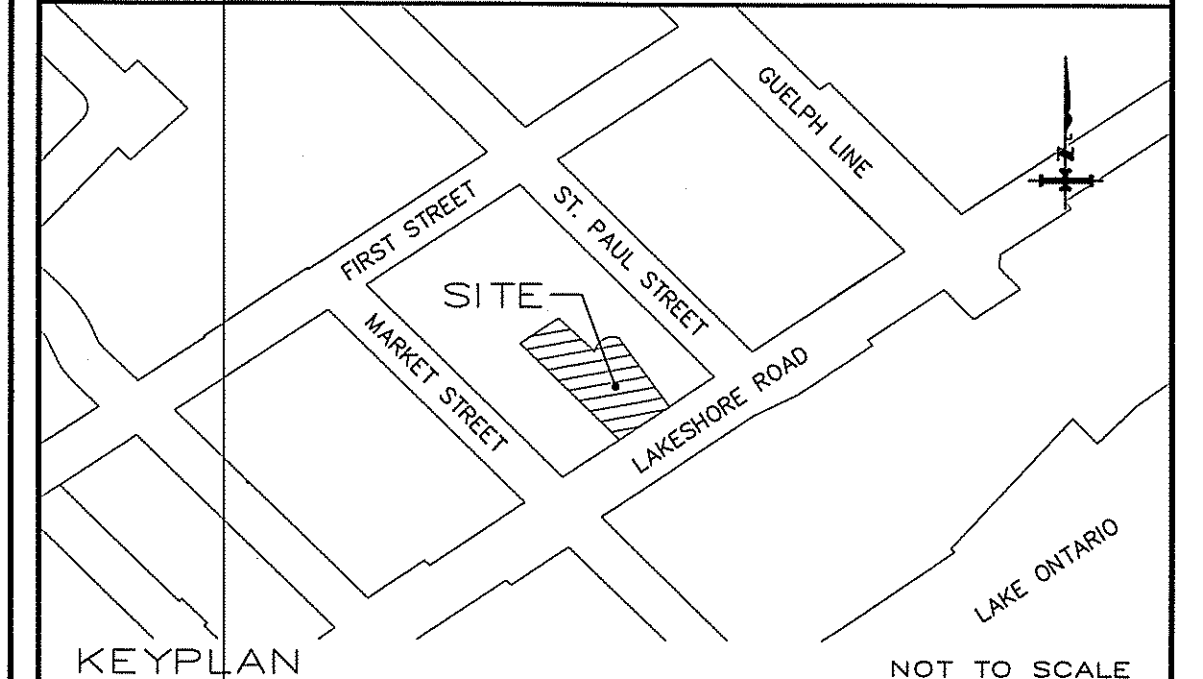
PROPOSED SEVERANCE OF
2411 LAKESHORE ROAD CLIENT: **DAVID BARKER**

PART OF LOTS 1,2,9,11 & 12 BLOCK H REGISTERED PLAN 45

BEING IN THE
CITY OF BURLINGTON
REGIONAL MUNICIPALITY OF HALTON
SCALE: 1:200

MacKAY, MacKAY & PETERS LIMITED - ONTARIO LAND SURVEYORS
© 2019

"METRIC" DISTANCES SHOWN ON THIS SEVERANCE SKETCH ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



NOTE: BOUNDARY DATA SHOWN HEREON WAS COMPILED FROM SURVEY RECORDS & REGISTRY OFFICE INFORMATION.

MAY 16, 2019
DATE
MacKAY, MacKAY & PETERS LIMITED
FERROSS A. CLARKE, O.L.S.

CITY OF BURLINGTON ZONING BY-LAW 2020 ZONING REGULATION - R3.2

ZONE	REQUIRED	RETAINED PROVIDED	SEVERED PROVIDED
LOT WIDTH	15 (min)	13.91	14.60
LOT AREA	425 sq.m. (min)	612.4 sq.m.	930.5 sq.m.
FRONT YARD	6 (min)	3.59	33.22
REAR YARD	9 (min)	10.41	9.02
SIDE YARD	(WITHOUT ATTACHED GARAGE OR CARPORT) 1.2 (min) (1 OR 1-1/2 STOREY SIDE) 3 (min) (OTHER SIDE) 1.8 (min) (2 OR MORE STOREY SIDE) 3 (min) (OTHER SIDE) (WITH ATTACHED GARAGE OR CARPORT) 1.2 (min) (1 OR 1-1/2 STOREY SIDE) 1.8 (min) (2 OR MORE STOREY SIDE)	3.43 3.53	1.8 3
STREET SIDE YARD	N/A	(EXISTING STRUCTURES) 128.15 sq.m. (PROPOSED STRUCTURES) 128.15 sq.m. (TOTAL AREA)	N/A
LOT COVERAGE	(WITHOUT ATTACHED GARAGE) 27% + 8% occ. building (max) PROPOSED 2.63 ROAD WIDENING AREA = 75.5 sq.m.	20.9%	N/A

Legend:
PIN DENOTES PROPERTY IDENTIFICATION NUMBER
BF DENOTES BOARD FENCE
WF DENOTES WROUGHT IRON FENCE
CLF DENOTES CHAIN LINK FENCE
DSLL DENOTES ELEVATION AT DOOR SILL
(OW) DENOTES DRIVEWAY WIDTH
OWW DENOTES OVERHEAD WIRE
TFW DENOTES TOP OF FOUNDATION WALL
S DENOTES TREE STUMP
*100.00 DENOTES EXISTING ELEVATION
*100.00 DENOTES PROPOSED ELEVATION
- DENOTES DIRECTION OF DRAINAGE

NOTE:
BUILDING HEIGHT IS AS PER
CITY OF BURLINGTON BY-LAW
-PEAK OF ROOF TO MID-POINT
OF STREET ELEVATION

ALL BUILDING TIES ARE TO FOUNDATION, UNLESS OTHERWISE NOTED.

CAUTION
UTILITIES AND SERVICES SHOWN ON THIS SKETCH ARE
APPROXIMATE AND MUST BE VERIFIED BEFORE CONSTRUCTION

CAUTION: THIS IS NOT AN ORIGINAL COPY UNLESS EMBOSSED WITH SEAL.
CAUTION: THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE
USED FOR TRANSACTION OR MORTGAGE PURPOSES.

No.	DATE	REVISIONS	STAMP
10	MAY 15, 2019	REVISED AS SEVERANCE AS PER CLIENT	REVISED MAY 29 2019 COMMITTEE OF ADJUSTMENT A-1331/2018 A-060/2018
9	APR 9, 2018	REVISED AS PER CITY COMMENTS	
8	FEB 15, 2018	REVISED AS PER CLIENT COMMENTS	
7	JAN 16, 2019	REVISED AS PER CITY COMMENTS	
6	NOV 27, 2018	REVISED AS PER CITY COMMENTS	
5	NOV 16, 2018	REVISED AS PER CITY COMMENTS	
4	SEPT 28, 2018	SHOWED BUILDING HEIGHT	
3	SEPT 26, 2018	SHOWED BUILDING ENVELOPE ON SEVERANCE	
2	AUG 23, 2018	UPDATED SEVERANCE SKETCH, AS PER CLIENT	
1	JULY 20, 2018	PREPARED SKETCH	

MAC KAY
MAC KAY & PETERS
LIMITED
Established 1906
ONTARIO LAND SURVEYORS
3380 SOUTH SERVICE ROAD
BURLINGTON, ONTARIO L7N 3J5
PHONE: (905) 639-1375
FAX: (905) 333-9544
e-mail: halton@mmpplimited.com
Records of Sewell & Sewell
and Yates & Yates LTD.

CAD FILE: E:\20\HALTON\REGISTERED PLANS\RD045\BLOCK H\LOT 1, 9, 11, 12\18-132\18-132-BLD ENV-SK.DWG
DRAWN BY: E.L./M.S. PARTY CHIEF: J.M. CHECKED BY: K.J.D. PROJECT No. 18-132-BLD ENV-SK DWG. No. 1

**Evaluation of 2411 Lakeshore Road
According to *Ontario Regulation 9/06*
City of Burlington**

Prepared for
Danika Guppy
Heritage Planner
City of Burlington
426 Brant Street
Burlington, ON L7R 3Z6

By
Archaeological Research Associates Ltd.
219-900 Guelph Street
Kitchener, ON N2H 5Z6
Tel: (519) 804-2291 Fax: (519) 286-0493
www.arch-research.com

Project # HR-180-2019 (2019-0333)

25/03/2020

Original

TABLE OF CONTENTS

TABLE OF CONTENTS	I
1.0 INTRODUCTION	1
2.0 METHOD	1
2.1 Site Visit	1
2.2 Research	1
2.3 Method Conclusion	1
3.0 PROPERTY INFORMATION	2
4.0 PHOTOGRAPHS	3
5.0 MAPS	19
7.0 EVALUATION OF SIGNIFICANCE	28
8.0 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST	29
9.0 CONCLUSIONS	30
10.0 BIBLIOGRAPHY AND SOURCES	31

LIST OF IMAGES

Image 1: Façade (South elevation)	4
Image 2: Façade showing detached garage, mature trees and setback	4
Image 3: Detail of front gable, window openings, fish scale shingles and red-brick chimneys	5
Image 4: Detail of façade, first storey bay window	5
Image 5: Detail front door, covered porch and decorative frieze	6
Image 6: Detail front door, covered porch and fine decorative woodwork	6
Image 7: Detail front door, stained glass detail and glass door handle	7
Image 8: Southwest Corner	7
Image 9: Detail of door under porch in south elevation	8
Image 10: West elevation	8
Image 11: Detail of wood frame basement window opening in west elevation	9
Image 12: Detail of door under porch in west elevation	9
Image 13: Detail of door latch in doors under porch in west and south elevations	10
Image 14: Detail of covered porch along west elevation with decorative details	10
Image 15: Chimney at west elevation	11
Image 16: West elevation of addition	11
Image 17: Northwest corner	12
Image 18: Northeast corner and north elevation (addition)	12
Image 19: East elevation detail of parged stone foundation and basement window opening	13
Image 20: East elevation detail of original wood cladding beneath vinyl siding	13
Image 21: East elevation detail of painted brick chimney	14
Image 22: East elevation detail of chimney access door “Kerr & Coombs Foundry Co. Ltd., Hamilton”	14
Image 23: Southeast corner	15

Image 24: View to the north along new western property line (denoted by orange spray paint in foreground)	15
Image 25: Contextual view of the mature trees	16
Image 26: Contextual view of the mature trees and rear yard	16
Image 27: Contextual view of the subject property and neighbouring house	17
Image 28: Contextual view of streetscape along Lakeshore Road	17
Image 29: Contextual view of streetscape along Lakeshore Road	18

LIST OF MAPS

Map 1: Subject Property in the City of Burlington	2
Map 2: Photo Locations at 2411 Lakeshore Road	3
Map 3: Subject Property on Plan 45	19
Map 4: Subject Property on 1858 Historic Map	20
Map 5: Subject Property on 1877 Historic Map	21
Map 6: Subject Property on Topographic Map (1909)	22
Map 7: Subject Property on 1924 Fire Insurance Plan	23

LIST OF TABLES

Table 1: Characteristics of “Queen Anne residences” of frame construction	26
Table 2: Evaluation of the CHVI of 2411 Lakeshore Rd. in Accordance with O. Reg. 9/06	28
Table 3: Abstract Index for Lot 1, Block H, Plan 45, City of Burlington (LRO #20)	38
Table 4: Abstract Index for Lot 2, Block H, Plan 45, City of Burlington (LRO #20)	39
Table 5: Abstract Index for Lot 9, Block H, Plan 45, City of Burlington (LRO #20)	40
Table 6: Abstract Index for Lot 11, Block H, Plan 45, City of Burlington (LRO #20)	41
Table 7: Abstract Index for Lot 12, Block H, Plan 45, City of Burlington (LRO #20)	42

LIST OF PLATES

Plate 1: Circa 1993 photo of subject property with east driveway before third storey and rear addition were added	34
Plate 2: Circa 1989 photo of subject property	34
Plate 3: Circa 1989 painting of subject property and neighbouring house	35
Plate 4: Drawing of a typical Queen Anne style house	35
Plate 5: Example of a typical Queen Anne style house	36
Plate 6: Example of a frame Queen Anne style house	36
Plate 7: Thomas Hiram Alton and Agnes Cole Marriage Registration, 1891	37
Plate 8: Thomas Hiram Alton Death Registration, 1943	37

PERSONNEL

Principal: P.J. Racher, MA, CAHP

Heritage Operation Manager: K. Jonas Galvin, MA, RPP, MCIP, CAHP

Project Manager: J. McDermid, BA

Site Visit: J. McDermid and P. Young MA, CAHP

Historical Research: S. Clarke, BA

Photography: J. McDermid

Cartographer: K. Brightwell (GIS)

Technical Writers: K. Jonas Galvin, J. McDermid and L. Benjamin, MAES, RPP, MCIP, CAHP

1.0 INTRODUCTION

The City of Burlington has retained Archaeological Research Associates Ltd. (ARA) to amend a by-law for the designated property at 2411 Lakeshore Road, Burlington. The property is currently designated under By-law 8-1995 under the *Ontario Heritage Act* (OHA). The owner of the subject property has received conditional approval from the City's Committee of Adjustment to sever the present lot. The land division requires a revised by-law to address the change in lot description. As the by-law was completed in 1995, prior to the 2005 amendments to the *Ontario Heritage Act*, the content of the by-law, including the necessary Statement of Significance with heritage attributes, also needs to be completed.

2.0 METHOD

This report examines the design of the property, presents its history and describes its context.

2.1 Site Visit

A site visit was conducted on January 22, 2020 (see Map 2). Permission to Enter (PTE) was provided by the property owner through the City. PTE allows for an in-depth review of the building in order to better determine if elements have been installed or modified after the original construction date. A walk through of the interior of the building was conducted with the homeowner; however, no interior elements are included in this report.

2.2 Research

Background information was obtained from historical maps (i.e., illustrated atlases), archival sources (i.e., historical publications and Burlington Library records) and published secondary sources (online and print). Available tax assessment rolls for the years 1856-1917 (coverage for all years was not available) enumerate non-resident property owners only, and as such were not consulted for this project. Assessment rolls related to resident property owners may be located elsewhere, however time allocated for this report did not allow for additional searches. Further, building permits and newspapers may provide additional details, but time allocated for their consultation was beyond the scope of this report.

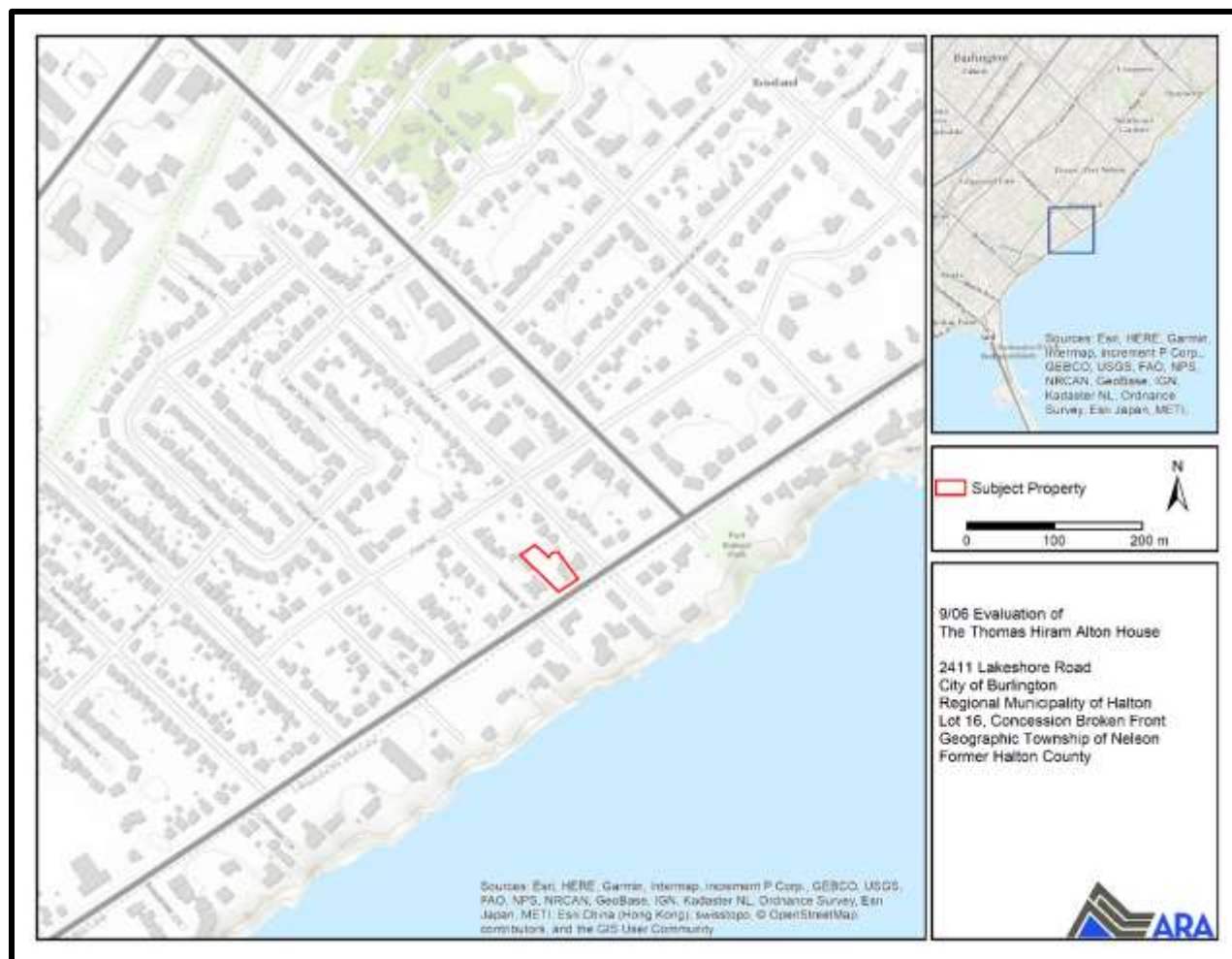
2.3 Method Conclusion

Using the results of the site visit and research detailed above, as well as a review of the existing by-law document, the cultural heritage value or interest of 2411 Lakeshore Road is evaluated against the criteria prescribed in O. Reg. 9/06 of the OHA. If the property meets any of the criteria, a Statement of Cultural Heritage Value or Interest (CHVI) is then provided including a list of heritage attributes.

3.0 PROPERTY INFORMATION

Civic Address: 2411 Lakeshore Road

Common Name: Thomas Hiram Alton House



Map 1: Subject Property in the City of Burlington
(Produced by ARA under licence using ArcGIS® software by Esri, © Esri)

4.0 PHOTOGRAPHS



Map 2: Photo Locations at 2411 Lakeshore Road
 (Produced by ARA under licence using ArcGIS® software by Esri, © Esri)



Image 1: Façade (South elevation)
(Photo taken on January 22, 2020; Facing Northwest)



Image 2: Façade showing detached garage, mature trees and setback
(Photo taken on January 22, 2020; Facing Northwest)



Image 3: Detail of front gable, window openings, fish scale shingles and red-brick chimneys
(Photo taken on January 22, 2020; Facing Northeast)



Image 4: Detail of façade, first storey bay window
(Photo taken on January 22, 2020; Facing North)



Image 5: Detail front door, covered porch and decorative frieze
(Photo taken on January 22, 2020; Facing East)



Image 6: Detail front door, covered porch and fine decorative woodwork
(Photo taken on January 22, 2020; Facing East)



Image 7: Detail front door, stained glass detail and glass door handle
(Photo taken on January 22, 2020; Facing East)



Image 8: Southwest Corner
(Photo taken on January 22, 2020; Facing North)



Image 9: Detail of door under porch in south elevation
(Photo taken on January 22, 2020; Facing North)



Image 10: West elevation
(Photo taken on January 22, 2020; Facing East)



Image 11: Detail of wood frame basement window opening in west elevation
(Photo taken on January 22, 2020)



Image 12: Detail of door under porch in west elevation
(Photo taken on January 22, 2020; Facing East)



Image 13: Detail of door latch in doors under porch in west and south elevations
(Photo taken on January 22, 2020)



Image 14: Detail of covered porch along west elevation with decorative details
(Photo taken on January 22, 2020; Facing South)



Image 15: Chimney at west elevation
(Photo taken on January 22, 2020; Facing East)



Image 16: West elevation of addition
(Photo taken on January 22, 2020; Facing East)



Image 17: Northwest corner
(Photo taken on January 22, 2020; Facing Southeast)



Image 18: Northeast corner and north elevation (addition)
(Photo taken on January 22, 2020; Facing Southwest)



Image 19: East elevation detail of parged stone foundation and basement window opening
(Photo taken on January 22, 2020)



Image 20: East elevation detail of original wood cladding beneath vinyl siding
(Photo taken on January 22, 2020)



Image 21: East elevation detail of painted brick chimney
(Photo taken on January 22, 2020)



Image 22: East elevation detail of chimney access door "Kerr & Coombs Foundry Co. Ltd., Hamilton"
(Photo taken on January 22, 2020)



Image 23: Southeast corner
(Photo taken on January 22, 2020; Facing Northwest)

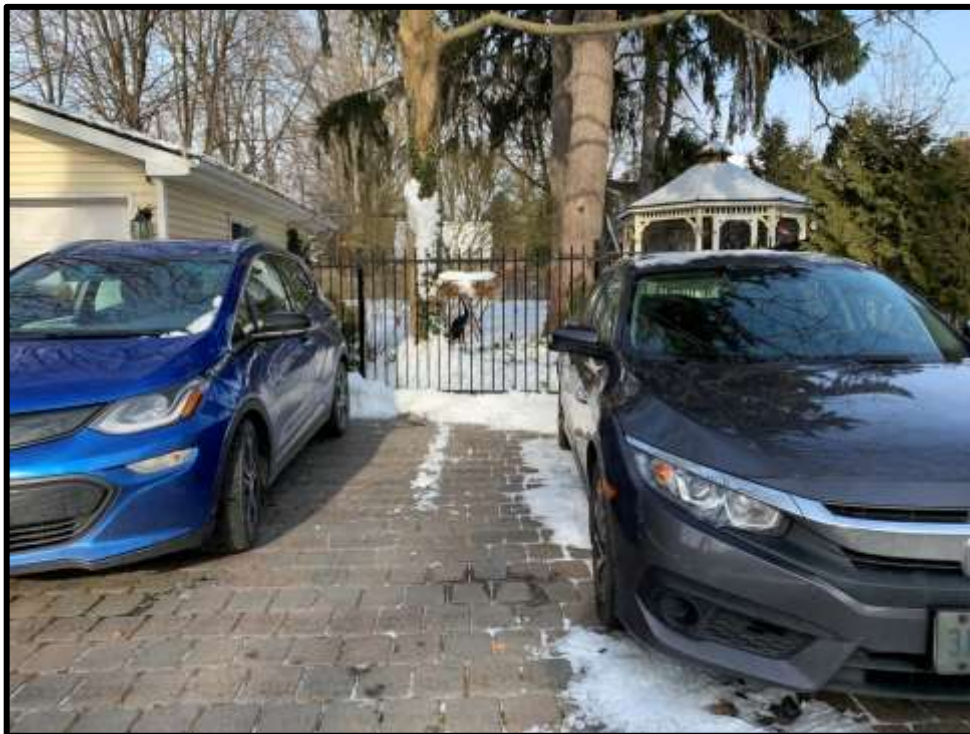


Image 24: View to the north along new western property line (denoted by orange spray paint in foreground)
(Photo taken on January 22, 2020; Facing North)



Image 25: Contextual view of the mature trees
(Photo taken on January 22, 2020; Facing Northwest)



Image 26: Contextual view of the mature trees and rear yard
(Photo taken on January 22, 2020; Facing Northwest)



Image 27: Contextual view of the subject property and neighbouring house
(Photo taken on January 22, 2020; Facing Northwest)

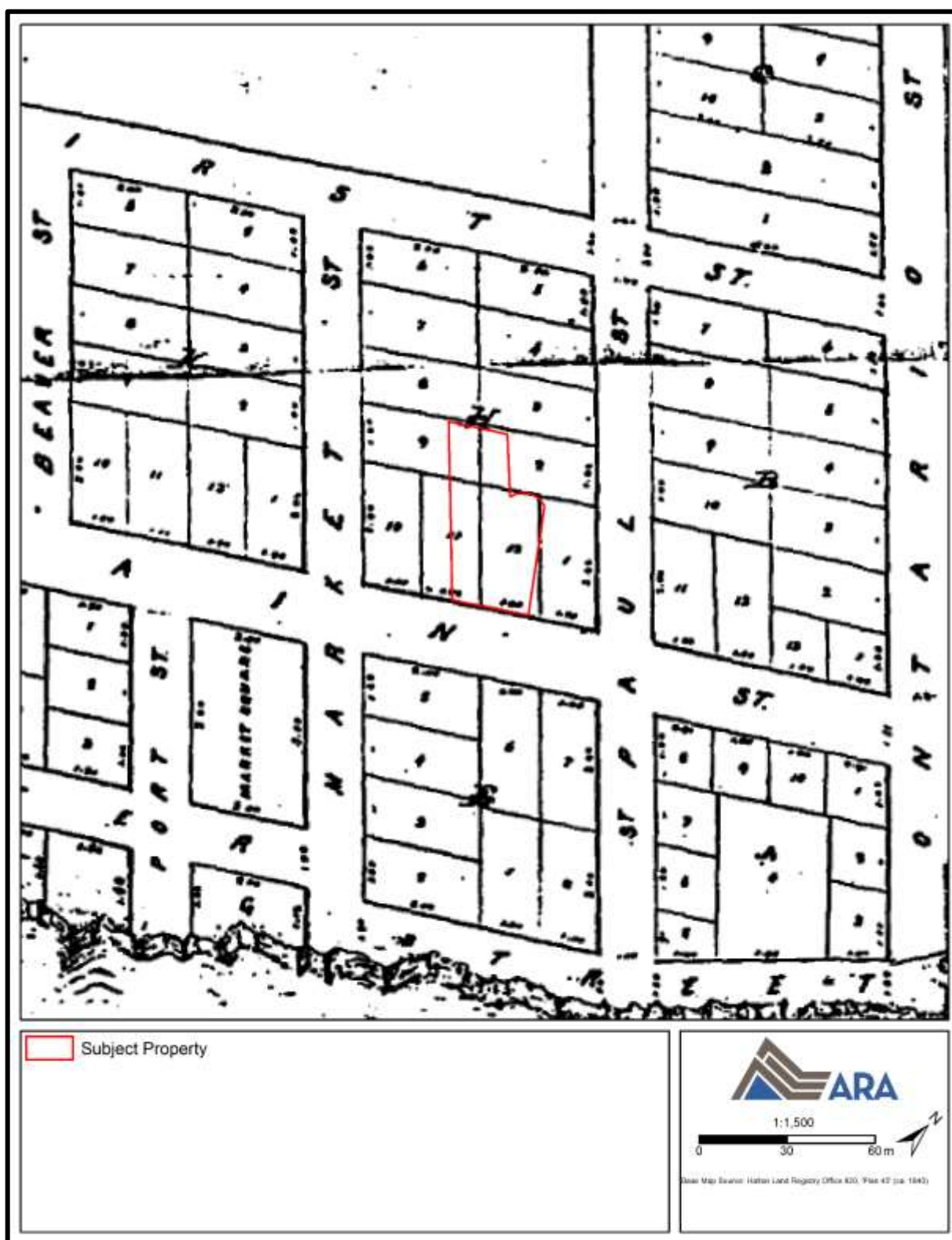


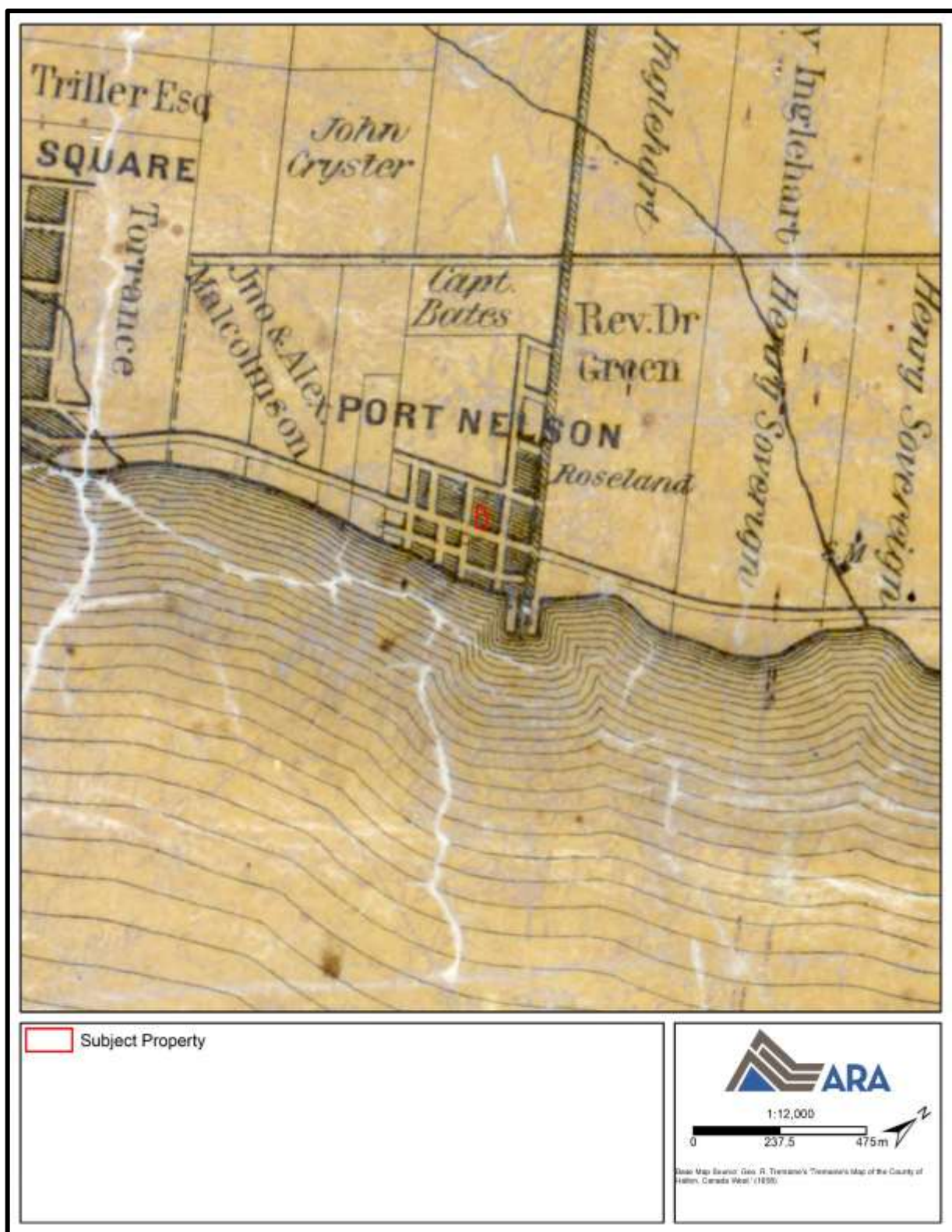
Image 28: Contextual view of streetscape along Lakeshore Road
(Photo taken on January 22, 2020; Facing Northeast)



Image 29: Contextual view of streetscape along Lakeshore Road
(Photo taken on January 22, 2020; Facing Southwest)

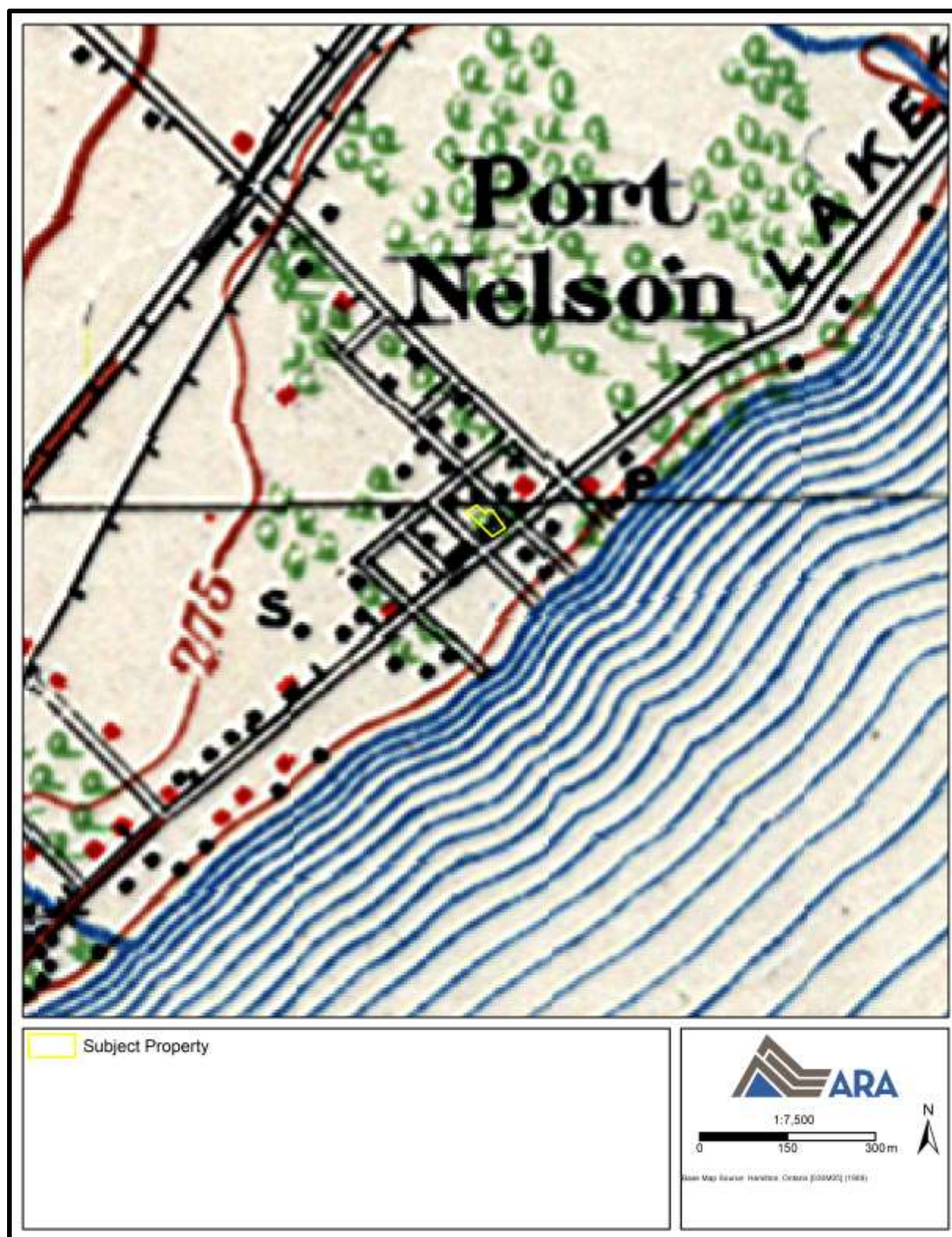
5.0 MAPS



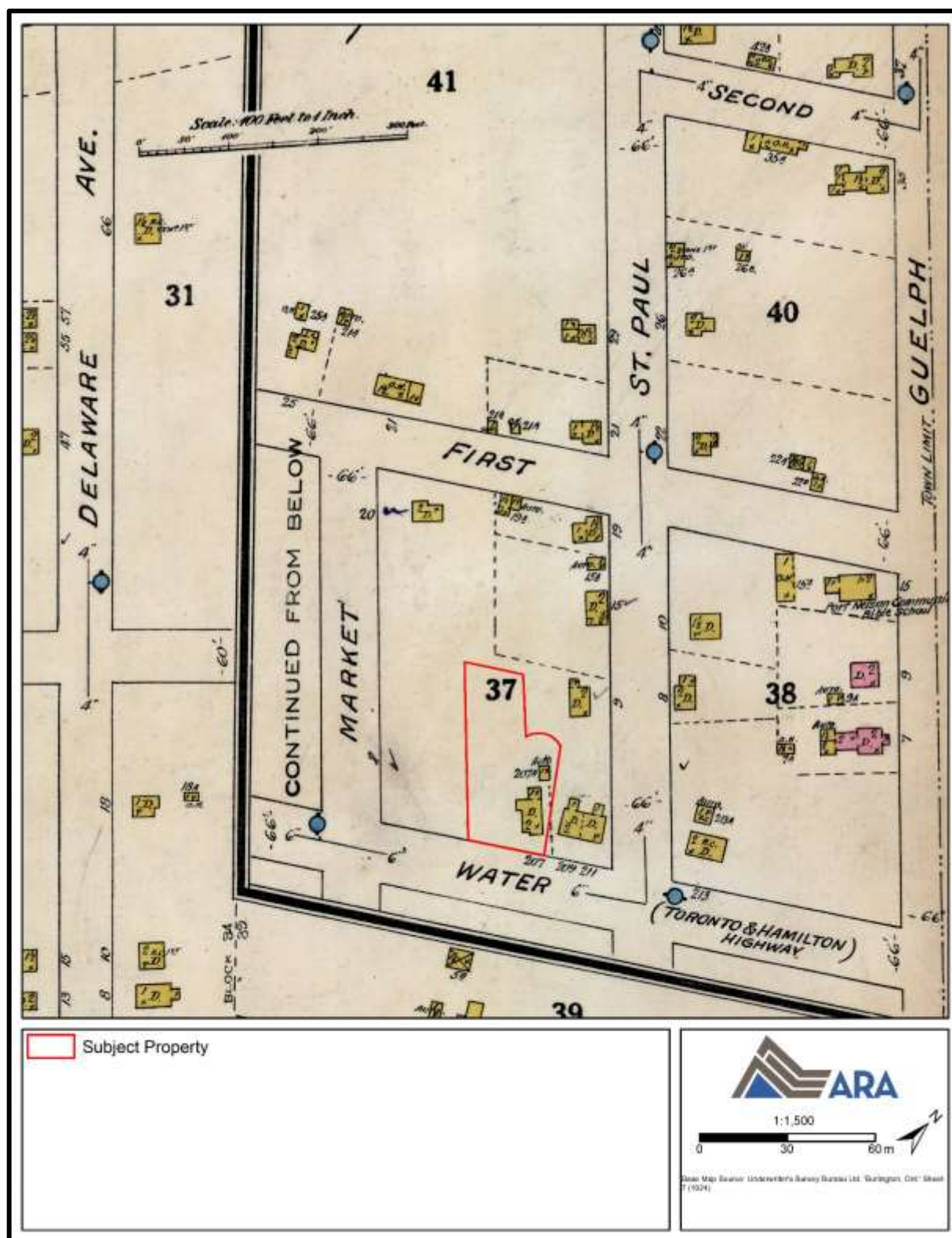


**Map 4: Subject Property on 1858 Historic Map
(Tremaine 1858)**





Map 6: Subject Property on Topographic Map (1909)
 (Produced under licence using ArcGIS® software by Esri, © Esri; OCUL 2018)



6.0 BACKGROUND INFORMATION

6.1 Architecture or Design

- Three storey Queen Anne style residence (HRC 2009:12; Blumenson 1990:102-115; Kyles 2020; Mikel 2004:91-99; Fram 1988:27; see Image 1-Image 7, Plate 1-Plate 6);
- The Queen Anne architectural style is evident in the subject property with the irregular façade, multiple surfaces with intricate decorative wooden elements, multiple rooflines and gables, verandah, tall windows, bay windows and tall chimneys (Image 1-Image 24);
 - According to Blumenson's *Ontario Architecture*, North American Queen Anne style residences were commonly asymmetrically constructed with different materials of different textures and shapes, gables and dormers, various window shapes and sizes, mixed vergeboard and ornately decorated verandas (with a particular mention of a stylized keyhole motif (see Plate 5), as well as fine round columns supporting a spindle frieze of verandahs). These elements are all typical of the Queen Anne style from the late-19th through to the early-20th century in Ontario and are exhibited on the subject property (Blumenson 1990:102-105);
 - According to the Heritage Resources Centre's *Ontario Architectural Styles Guide* (2009:12), "The Queen Anne style is irregular, busy and ornate with lots of complexity in detail, often has a turret";
 - The textbook Queen Anne style displays multiple textures, fishscale shingles, radiating ornament, brackets, a pillar design with a bullseye pattern and "...always has a verandah" (Kyles, 2020);
 - The Queen Anne style is often exemplified in buildings that typically have "two or more storeys, steep hipped roofs and tall chimneys. The facade may have more than one sheathing or several patterns" as noted in *Buildings of Canada* (Parks Service 1980:7);
- The house's wood cladding has been covered with vinyl siding that has been sympathetically added, laid in the same manner as the original wood beneath (see Image 20);
 - Similar to Blumenson's comparison of brick and wood frame types of this style (see Plate 6), it should be noted that while simpler in composition and silhouette, the subject building at 2411 Lakeshore Road exhibits no less than three different cladding types: short skirting of vertical board under the first storey windows, above which are horizontal boards as well as fish scale cladding in the gables (1990:104);
- The house has an irregular massing and footprint with a rear addition (see Image 18);
- Tall, top-heavy chimneys, common on this style are observed (Blumenson 1990:103, see Image 3, Image 8, Image 15, Image 21-Image 23);
- The asymmetrical façade features two offset gable ends;
 - Each gable end has stacked fenestration. The projecting third storey gable has a newer arch window opening over the second storey twin rectangular window opening that is stacked over the first storey and features a three window bay with a hip roof supported by a fluted frieze with triple decorative brackets exhibiting the bullseye feature. The receding gable end of the façade features a third storey small offset rectangular window over the second storey single rectangular window opening that is located above the main entryway (see Image 1-Image 4 and Image 8);
- An identical three window bay is located in the east elevation of the house (see Image 18 and Image 23);

- The offset main entryway has a rectangular opening with a single oak door with three coloured glass lites featuring the bullseye placed above one large window pane. The door is elaborately decorated with square panels that feature the bullseye (see Image 5 and Image 7);
- A verandah runs from the front entryway along the west side of the house and ends at a gabled projection. Two wooden paneled doors, each with a window, are located at the rear end of the porch;
 - The verandah has a front gable roof supported by fine ornate turned post columns with a bullseye decorative element and top brackets;
 - The front-facing pediment features a radiating sun (characteristic of the Queen Anne style), with a dentil frieze running below and around the verandah roofline below which is a wood spindle cornice (also indicative of the Queen Anne style);
 - Between the two sets of three posts at the front of the verandah is a keyhole decorative element in the panels at the tops of the posts, an element common of Queen Anne decoration;
- The rear addition was sympathetically designed with tall twin window openings, a continuation of the previous roofline shelf, a gable feature for the rear door opening, and a large Palladian window, indicative of this style (Blumenson 1990:102, see Image 16-Image 18);
- A photo of the subject property featured in a realtor's flyer from 1993, a circa 1989 photo of the house from the LACAC (see Plate 1 and Plate 2), as well as a painting of the property and neighbouring house (Plate 3) show that the structure was originally two-and-a-half-storeys. It also indicates that the twin square windows in the projecting gable end of the façade and west elevations have been replaced with an arched window, that the partial hip roof is now a front gable roof and that it has been raised by a half storey. The raising of the roof has resulted in the reconstruction of the chimneys, which now appear shorter than the originals. The original roofline is readable in a ledge that remains around the perimeter of the house. The fishscale shingles in the gables has been replicated. The house retains most of the features illustrated in the historic images (see Image 1, Image 2 and Image 8);
- The driveway was originally located on the east side of the house (Personal communication with the property owner; see Plate 1 and Plate 2)
- There are three large mature evergreen trees at the new western property line (see Plate 1, Image 1, Image 2, Image 23, Image 25, Image 27);
- As indicated above, according to the current property owner, the house was enlarged from two-and-a-half-storeys to three-storeys during his ownership.

When examined against the typical characteristics of the Queen Anne style as outlined in the *Ontario Architectural Style Guide* (UW 2009), *Ontario House Styles* (Mikel 2004), *Well-Preserved: The Ontario Heritage Foundations Manual of Principles and Practice for Architectural Conservation* (Fram 2003), and *Queen Anne Revival Style (1870-1910)* in *Ontario Architecture* (Kyles 2020), the building exhibits many of the characteristics of the style and can therefore be considered a representative example of a Queen Anne style residence (see Table 1).

Table 1: Characteristics of “Queen Anne residences” of frame construction

Characteristics	Characteristics of 2411 Lakeshore Road
2 ½ storeys plus	Yes
Multiple surface treatments	Yes – Horizontal and vertical cladding and fish scale shingles
Multiple rooflines and gables	Yes
Steep hip roof	No
Tall, top-heavy chimney	Yes – Two
Tall windows	Yes
Bay window	Yes – Two one storey, three window bays
Irregular façade	Yes
Asymmetrical	Yes
Palladian window	Yes – In addition
Wood spindle cornice	Yes – Verandah
Brackets	Yes – Verandah and bay windows
Pillar design with bullseye pattern	Yes – Verandah columns, coloured glass panels in front door, brackets on verandah and bay windows
Pressed wood decoration	No
Radiating ornament	Yes – Sun in verandah pediment
Colourful	No
Tower/turret	No
Key-hole motif	Yes – Wooden panels between trio of verandah columns
Verandah	Yes

6.2 History

Below is a chronological history of the subject property including details that place the property's history within the development of the City of Burlington.

- The Crown Patent to Lot 16, Broken Front Concession went to John Brant in February 1816 (see Table 3–Table 7);
 - John Brant, son of Joseph Brant, held multiple lots at Wellington Square, later to be renamed Burlington;
- John Brant's executors sold 84 acres of Lot 16, Broken Front Concession to Philo Bates in July 1840;
 - Philo D. Bates was Captain of William Chisholm's ship, the *Telegraph*, and was a Master of the British schooner, the *Peacock* (Irwin 2011:4);
 - Plan 45, Village of Port Nelson was registered by Bates in 1869 (Irwin 2012);
- Bates sold 1/5 acre townlots within Plan 45 to settle Port Nelson, including Lots 1, 2, 9, 11 and 12, Block H (subject property) (see Map 3–Map 5; LRO #20);
 - Lots 1, 2, 9, 11, and 12, Block H, Plan 45 were under varied ownership until 1889, when they were purchased by Thomas Hiram Alton (LRO #20);
- Thomas Hiram Alton purchased Lot 1, Block H Plan 45 from Carolyn and Harry Grainger (LRO #20, Instrument 1139); Lots 2, 9, 11 and 12 Block H, Plan 45 from George Anderson and Thomas Haslett (LRO #20, Instrument 1129);
 - Thomas Hiram Alton was a dry goods clerk in 1891 and a shipper in 1921 (LAC 1891; LAC 1921);
 - Thomas Hiram Alton's grandparents, Thomas Alton and Charlotte (Cleaver) Alton, were among the first to settle Nelson Township at Appleby around 1819 after

- acquiring land on the north side of Middle Road, two lots east of Appleby; eventually amassing 1,250 acres (Liddell 2013);
 - The Alton family at Appleby was eventually related by marriage to other well-known Nelson Township families, including the Breckons, Blanchards, Clines, Stephensons, Walkers, Bells, Cummings, Tansleys, Atkinsons, Woods and Springers (Turcotte 1989:165);
 - The Thomas and Charlotte Alton House at 3215 Settlement Court in Burlington is designated under the *OHA* (By-Law 33-2015);
- Thomas Hiram Alton took out a mortgage on his property in November 1889 from Thaddeus Ghent for \$1,000 (LRO # 20, Instrument 1163);
 - It is believed that the 1889 mortgage was obtained to fund the construction of the subject residence;
- Thomas Hiram Alton married Agnes E. Cole of Burlington in 1891 (AO 1891 #904580);
- In 1898, Thomas Hiram and Agnes Alton took out a mortgage for \$3,700 from the Federal Life Assurance Company;
- In 1899, (now) 2411 Lakeshore Road was transferred to Henry Metcalfe by Power of Sale (LRO #20, Instrument 1971);
- Thomas Hiram and Agnes Alton continued to reside elsewhere in Burlington;
- Thomas Hiram Alton died March 16, 1943 at the age of 80 while residing at 12 Hager Avenue in Burlington (AO 1943, see Plate 8);
- T.H. Alton losing his home after having had to take out a sizable mortgage just the previous year may be reflective of the shipping industry's decline around the end of the 19th century, an industry that seems to have been T.H. Alton's livelihood at the time (dry goods and shipping);
- Henry Metcalfe sold the property to Ross Metcalfe in April of 1900, at which time the property remained part of the Village of Port Nelson (LRO #20, Instrument 2016; Map 6);
- Ross Metcalfe resided at the property with his wife [Laura], children [Ruby], Percy and Henry and niece Minnie Thompson in 1901 (LAC 1901);
- In 1907, Ross Metcalfe (widower) sold his property to Thomas Tuck (LRO #20);
- Thomas Tuck and his wife Elizabeth resided at the property until they sold it to Nathaniel Irvine in 1920 (LAC 1911; LRO #20);
- In 1924, the municipal address for the property was 207 Water Street (See Map 7);
- Nathaniel Irvine and his wife Melissa resided at the property until 1943 when it was sold to Ernest and Catherine Summerfield (LAC 1921; LRO #20);
- Ernest and Catherine Summerfield retained ownership of 2411 Lakeshore Road until they sold it to Corrine Rogers and Bill Whelan in 1981 (Vernon 1959:496; LRO #20);
- The Whelans sold 2411 Lakeshore Road to Janine Stanton in 1986 (LRO #20);
- Janine Stanton granted the property to Spags Holdings Limited in 1988 (LRO #20);
- In 1988, Spags Holdings Limited granted the property to Victoria and John Mathews, who then granted the same, on the same date, to Rodney Bennett (LRO #20);
- The Bennetts retained ownership of the property until 1993, when they sold 2411 Lakeshore Road to David Barker (LRO #20).

6.3 Context

- Lakeshore Road, previously known as Water Street, was developed within the alignment of an early Indigenous Trail leading east-west along the north shore of Lake Ontario from Burlington Bay to Toronto; later forming part of Highway 2 (MacIntosh 1961:81);
 - This trail originally followed the lake shore from Niagara to Toronto (MacIntosh 1961:81);

- Lakeshore Road features single-detached dwellings of varying ages. Modern houses are mixed in with century houses, creating a cohesive streetscape formed by the consistent setback of houses and mature vegetation (Image 27-Image 29);
- According to the LACAC, 2411 Lakeshore Road is one of two historic Queen Anne houses in Burlington, the other being the Part IV designated “Gingerbread House” at 1375 Ontario Street. This is likely untrue as other examples of Queen Anne architecture have been observed on side streets immediately off Lakeshore Road as well as on Lakeshore Road approximately 1 km east of the subject property (on Burlington Avenue, at the northeast corner of Lakeshore Road and Smith Avenue).

7.0 EVALUATION OF SIGNIFICANCE

Table 2: Evaluation of the CHVI of 2411 Lakeshore Rd. in Accordance with O. Reg. 9/06

Criteria	Description	✓
Design or Physical Value	Is a rare, unique, representative or early example of a style, type, expression, material or construction method	✓ 2411 Lakeshore Road is a representative example of a Queen Anne style residence. It is unique as despite having had a half-storey added to the structure it retains many Queen Anne characteristics.
	Displays a high degree of craftsmanship or artistic value	2411 Lakeshore Road does not display a high degree of craftsmanship or artistic value.
	Displays a high degree of technical or scientific achievement	2411 Lakeshore Road does not display a high degree of technical or scientific achievement.
Historical or Associative Value	Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community	2411 Lakeshore Road is associated with the Alton family, one of the early settler families around Appleby in Nelson Township. Thomas Hiram Alton, the grandson of the original pioneer Thomas Alton, is associated with the subject property. He is listed as a dry goods clerk in 1891 and later in 1921, a shipper. Although the Alton family is important within Nelson Township, it is difficult to attribute value to the property through the grandson of a Nelson Township pioneer for whom little contribution to the community was noted in the research.
	Yields or has the potential to yield information that contributes to the understanding of a community or culture	2411 Lakeshore Road does not yield or have the potential to yield information that contributes to the understanding of a community or culture.
	Demonstrates or reflects the work or ideas of an architect, builder, artist, designer or theorist who is significant to a community	The architect and builder of 2411 Lakeshore Road is unknown.
Contextual Value	Is important in defining, maintaining or supporting the character of an area	✓ In its setback, historic architecture, mature trees and grand massing, 2411 Lakeshore Road contributes to the general historic character of Lakeshore Road.
	Is physically, functionally, visually or historically linked to its surroundings	Lakeshore Road, formerly Water Street/Highway 2, was developed within the alignment of an early Indigenous Trail skirting the shores of Lake Ontario from Toronto through to Burlington and on toward Niagara. There is no evidence that physically, functionally, visually or historically links the property at 2411 Lakeshore Road to the establishment or development of early Port Nelson.
	Is a landmark	As one of many large residences along Lakeshore Road, 2411 Lakeshore Road does not stand out as a landmark.

8.0 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

Introduction and Description of Property

2411 Lakeshore Road is located on the north side of Lakeshore Road in the City of Burlington. The property consists of a three-storey Queen Anne style frame house constructed in 1890.

Statement of Cultural Heritage Value or Interest

2411 Lakeshore Road is a representative example of a Queen Anne style residence. Built in 1890 as a two-and-a-half-storey building, the now three-storey residence exhibits characteristics of the style including the irregular and asymmetrical façade, multiple surface treatments, rooflines and gables, tall window openings, bay windows and the conspicuous verandah. The verandah on the west elevation espouses many more Queen Anne characteristics including the brackets, fine wood turned columns with bullseye motif, radiating ornament as seen in the decorative sun motif in the pediment and dentils with a wood spindle cornice. The quintessential Queen Anne style key-hole motif is present in the wooden panels between the columns at the front of the verandah. The heavy oak front door is panelled and features three coloured glass windows. Each wood and window panel of the front door includes the bullseye motif. The residence at 2411 Lakeshore Road is unique as despite having had a half-storey added to the structure it retains many Queen Anne characteristics.

2411 Lakeshore Road is important in maintaining and supporting the character of Lakeshore Road. Through its setback, historic architecture, mature trees and grand massing, it contributes to the general historic character of Lakeshore Road.

Cultural Heritage Attributes

The heritage attributes that contribute to the cultural heritage value or interest of 2411 Lakeshore Road include, but are not limited to:

- Three-storey Queen Anne style house
- Irregular and asymmetrical façade with offset gable ends and floor plan
- Various surface treatments including horizontal shiplap, vertical board and batten and fishscale shingles
- Bay window on façade and east elevation with dentils and wood brackets featuring a bullseye motif
- Off-centre entryway with large panelled oak door with three coloured-glass windows that feature a bullseye motif
- Gable roof covered verandah
 - Triangular pediment with radiating sunburst
 - Dentil frieze and wooden spindle cornice
 - Fine wood turned columns with bullseye motif
 - Wood panels at the tops of the posts under the pediment with a keyhole decorative motif
- Tall rectangular window openings

9.0 CONCLUSIONS

O. Reg. 9/06 of the OHA requires that to be designated, a property must meet one or more of the criteria grouped into the categories of design or physical value, historical or associative value and contextual value. 2411 Lakeshore Road meets two of the criteria for determining CHVI as outlined in O. Reg. 9/06.

The *Provincial Policy Statement* notes that CHVI is bestowed upon cultural heritage resources by communities (MMAH 2014). Accordingly, the system by which heritage is governed in this province places an emphasis on the decision-making of local municipalities in determining CHVI. It is hoped that the information presented in this report will be useful in those deliberations.

10.0 BIBLIOGRAPHY AND SOURCES

Archives of Ontario (AO)

1891 'Thomas Hiram Alton and Agnes E. Cole in *Registrations of Marriages, 1869–1928*. Reel 71.

1943 'Thomas Hiram Alton' in *Registrations of Deaths, 1943*. Registration # 019839. MS 935, Reels 1–694.

Blumenson, J.

1990 *Ontario Architecture. A Guide to Styles and Building Terms 1784 to the present*. Fitzhenry & Whiteside.

City of Burlington

2019 *Committee of Adjustment Consent and Minor Variance Staff Reports file no's. B-020/18, A-132/18(Severed), A-060/18(Retained)*

Craig, M.

1902 *The Garden of Canada: Burlington, Oakville and District*. Toronto: William Briggs.

Cumming, R.

1976 *Historical Atlas of Halton County, Ontario* [Second Reprint Edition]. Stratford: Cumming Atlas Reprints.

Evans Shaw, S.

2004 *Heritage Treasures: The Historic Homes of Ancaster, Burlington, Dundas, East Flamborough, Hamilton, Stoney Creek and Waterdown*.

Fram, M.

2003 *Well-Preserved: The Ontario Heritage Foundations Manual of Principles and Practice for Architectural Conservation*, 3rd ed. Erin, Ontario: The Boston Mills Press.

Government of Ontario

2006 *Ontario Regulation 9/06 made under the Ontario Heritage Act*. Accessed online at: www.e-laws.gov.on.ca/html/regs/english/elaws_regs_060009_e.htm.

2009 *Ontario Heritage Act, R.S.O. 1990, c. O.18*. Accessed online at: www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90o18_e.htm.

Heritage Resources Centre (HRC), University of Waterloo

2009 *Ontario Architectural Style Guide*. Accessed online at: https://uwaterloo.ca/heritage-resources-centre/sites/ca.heritage-resources-centre/files/uploads/files/heritage_resources_centre_architectural_styles_guide_reduced.pdf.

Irwin, J.

2011 "From the Archive" in *The Burlington Historical Society's Gazette*. Volume 6, Issue 5, Page 4. Accessed online at: http://burlingtonhistorical.ca/wp/wp-content/uploads/media/2011/newsletter/BHS_NL_2011.pdf

2012 "225 St. Paul Street, Burlington" in *Halton Images*. Accessed online at: <http://images.halinet.on.ca/3077061/data?q=d>

Kyles, S.

2020 *Queen Anne Revival Style (1870-1910)*. In *Ontario Architecture*. Accessed online at: www.ontarioarchitecture.com/QueenAnne.htm.

LACAC

n.d. *2411 Lakeshore Road*. Provided by the City of Burlington.

Land Registry Office (LRO) #20

Lot 16, Concession 4; Lots 1,2,9,11,12, Block H, Plan 45, City of Burlington, Nelson Township, Halton County, Ontario. Accessed online at: www.onland.ca.

Library and Archives Canada (LAC)

1891 'Thomas Hiram Alton' in the *Census of Canada*. Burlington Village, Halton County, Ontario. Roll T-6340, Page 53, Family 267, Line 17.

1901 'Ross Metcalfe' in the *Census of Canada*. Burlington Village, Halton County, Ontario. Roll T-6248–T-6556, Page 23, Family 245, Lines 1–6.

1911 'Thomas Tuck' in the *Census of Canada*. Enumeration District 1, Burlington, Halton County, Ontario. Reels T-20326–T-20460, Page 19, Family 224, Lines 43–44.

1921 'Nathaniel Irvine' in the *Census of Canada*. Enumeration Sub-District 1, Burlington, Halton County. RG 31, Folder 61, Page 10, Family 98, Lines 1–2.

1921 'Thomas Hiram Alton' in the *Census of Canada*. Enumeration Sub-District 1, Burlington, Halton County. RG 31, Folder 61, Page 19, Family 190, Lines 35–39.

Liddell, G.

2013 "It All Had to Start Somewhere – and This is How the Alton Village got Started" in *Burlington Gazette*. Accessed online at: www.burlingtongazette.ca/it-all-had-to-start-somewhere-and-this-is-where-it-started-the-alton-village/.

Machan, C.E.

1997 *From Pathway to Skyway Revisited: The Story of Burlington*. Burlington, ON: Burlington Historical Society Book Committee.

MacIntosh, R.

1961 *Earliest Toronto*. Renfrew: General Store Publishing House.

McGill University

2001 *The Canadian County Atlas Digital Project*. Accessed online at: <http://digital.library.mcgill.ca/countyatlas/default.htm>.

Mikel, R.

2004 *Ontario House Styles*. James Lorimer & Company Ltd., Publishers: Toronto.

Ministry of Municipal Affairs and Housing (MMAH)

2014 *Provincial Policy Statement, 2014*. Toronto: Ministry of Municipal Affairs and Housing.

Ontario Council of University Libraries (OCUL)

2018 *Historical Topographic Map Digitization Project*. Access online at: ocul.on.ca/topomaps/. Hamilton sheet: ocul.on.ca/topomaps/map-images/HTDP63360K030M05_1909TIFF.jpg.

Parks Service

1980 *Buildings of Canada*. Accessed online:
www.historicplaces.ca/media/7173/buildingsofcanada.pdf.

Tremaine, G. R.

1858 *Tremaine's Map of the County of Halton, Canada West*.

Turcotte, D.

1989 *Burlington: Memories of Pioneer Days*. Burlington, ON: Burlington Historical Society.

Underwriter's Survey Bureau (USB)

1924 'Burlington, Ont.' Sheet 7. Accessed online at: <https://library.mcmaster.ca/maps/fire-insurance-plan-burlington-ont-may-1924>.

University of Waterloo (UW)

2009 *Ontario Architectural Style Guide*. Accessed online at: www.therealtydeal.com/wp-content/uploads/2018/06/Heritage-Resource-Centre-Achitectural-Styles-Guide.pdf.

Vernon

1959 *Vernon's Hamilton Suburban, Miscellaneous, Business, Alphabetical and Street Directory for the Year 1959*. Hamilton: Vernon Directories Limited. Accessed online at: <http://burlingtonhistorycollection.bpl.on.ca:8080/vital/access/services/Download/bpl:202211/DS2?view=true>.

Appendix A: Background Material



**Plate 1: Circa 1993 photo of subject property with east driveway before third storey and rear addition were added
(Photo provided by property owner)**



**Plate 2: Circa 1989 photo of subject property
(LACAC n.d.)**



Plate 3: Circa 1989 painting of subject property and neighbouring house (LACAC n.d.)

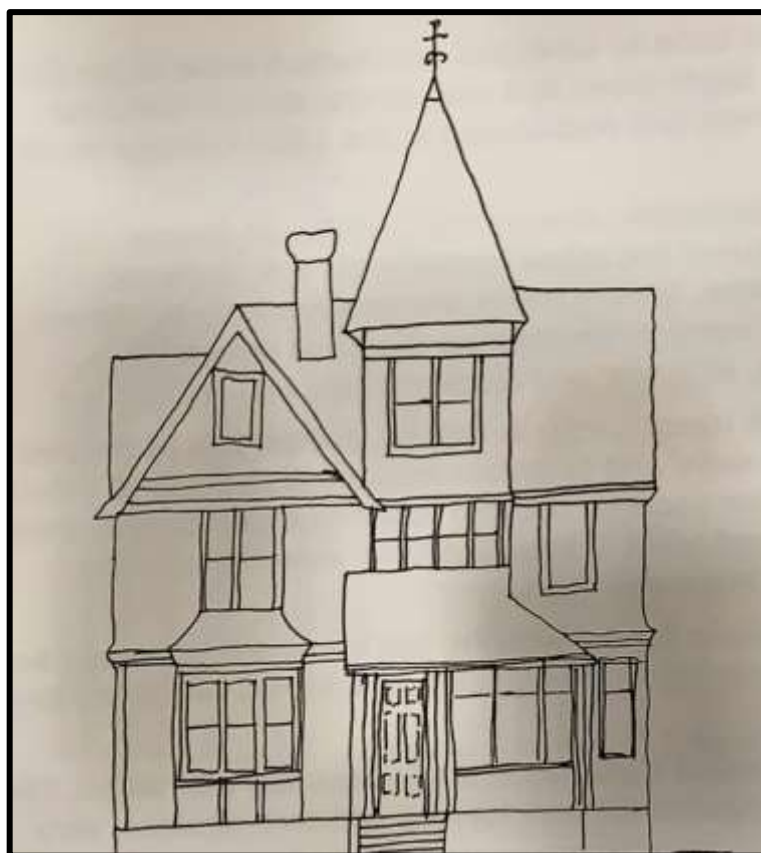


Plate 4: Drawing of a typical Queen Anne style house (Fram 1988:27)



**Plate 5: Example of a typical Queen Anne style house
(Blumenson 1990:103)**



**Plate 6: Example of a frame Queen Anne style house
(Blumenson 1990:104)**

100-1580

Thos H Alton
24
Burlington
Nelson Township
B.
Merchant
Dana B. Alton
Julia A. Alton
Agnes E. Cole
23
Burlington
do
5
Richard Cole
Annie Cole
Andrew Pettit Nelson
Maggie Cole
Burlington
Sept 21 - 41
Burlington

Plate 7: Thomas Hiram Alton and Agnes Cole Marriage Registration, 1891
(AO 1891)

FORM 1
This form if placed in an envelope, marked "Dominion Statistics-Free, penalty for improper use \$200," and properly addressed will pass through the mail "FREE."

PROVINCE OF ONTARIO - CERTIFICATE OF REGISTRATION OF DEATH

1. PLACE OF DEATH: County or District of Halton Township of Nelson
If in City, Town or Village Burlington Street Hager House No. 12

2. LENGTH OF STAY (in years, months and days): (a) In City, Town or Township where death occurred 55 yrs (b) In Province ont (c) In Canada (if immigrant)

3. PRINT FULL NAME OF DECEASED: ALTON THOMAS HIRAM
RESIDENCE No. 12 Street Hager City, Town, Village or Township Burlington Province ont

4. Sex: Male 5. Nationality: Canadian 6. Racial Origin: English 7. Single, Married, Widowed or Divorced: married

8. BIRTHPLACE: ont aro

9. DATE OF BIRTH: Nov 22 1866

10. AGE in: 80 Years 3 Months 20 Days If less than one day old: hrs. or mins.

11. Trade, profession or kind of work as Retired
12. Kind of industry or business, as retired

24. DATE OF DEATH: Mar 14

25. I HEREBY CERTIFY that I attended deceased from: Dec 1942 Mar 14
and last saw him in alive on Mar 13

CAUSE OF DEATH: myocardial
arteriosclerosis

Plate 8: Thomas Hiram Alton Death Registration, 1943
(AO 1943)

Table 3: Abstract Index for Lot 1, Block H, Plan 45, City of Burlington (LRO #20)

Instrument Number	Instrument	Date	Grantor	Grantee	Comments
	Patent	1 Feb 1816	Crown	John Brant	All
93	B&S	27 Oct 1834	Executors to John Brant	Philo Bates	84 acres, Lot 16, Concession 4 Nelson
629	B&S	10 Jul 1840	Philo Bates and wife	Gilbert Davis	Lot 1
221	B&S	10 Jan 1844	Gilbert Davis	Philo Bates	Lot 1
189	B&S	20 May 1850	Philo Bates	Elijah B Halsted	Lot 1
309	B&S	5 Feb 1855	Elijah B. Halsted	James Irving	Lot 1
1039	B&S	22 Mar 1859	James Irving and wife	Elijah B. Halsted	Lot 1
63	B&S	28 Feb 1860	Elijah B. Halsted and wife	James Irving	Lot 1
612	B&S	30 Jun 1863	James Irving and wife	Elijah B. Halsted	Lot 1
384	B&S	23 Dec 1879	Arthur Halsted	James Harvey Buckbee	Lot 1
580	B&S	20 May 1880	James Harvey Buckbee	Rachel Buckbee	Lot 1
1135	B&S	27 May 1889	Rachel Buckbee, widow	Caroline and Harry Granger	Lot 1
1139	B&S	5 Jun 1889	Caroline and Harry Granger	Thomas Hiram Alton	Lot 1
1163	Mortgage	2 Nov 1889	Thomas Hiram Alton	Thaddeus Ghent	\$1000
1680	Discharge	19 Nov 1895	Thaddeus Ghent	Thomas Hiram Alton	Discharge #1163
1854	Mortgage	11 Feb 1898	Thomas Hiram Alton and wife	The Federal Life Assurance Company of Ontario	\$3700
1971	Conveyance under Power of Sale	24 Jul 1899	The Federal Life Assurance Company of Ontario	Ross Metcalfe	\$3000
2783	B&S	3 Jan 1907	Ross Metcalfe, widower	Thomas Tuck	Part of Lot 1
5324	Grant	24 Apr 1920	Thomas Tuck and wife	Nathaniel Irvine	Part of Lot 1
11329	Grant	6 Nov 1943	Nathaniel Irvine, widower	Ernest and Catherine Summerfield	Part of Lot 1
547692	Deed	30 Sep 1981	Ernest and Catherine Summerfield	Corinne Rogers and Blair Whelan	Part of Lot 1
638300	Grant	1 Apr 1986	Corinne Rogers and Blair Whelan	Janine Stainton	Part of Lot 1
684678	Grant	25 Jan 1988	Janine Stainton	Spags Holdings Limited	Part of Lot 1
688891	Grant	5 Apr 1988	Spags Holdings Limited	Victoria and John Mathews	Part of Lot 1
688892	Grant	5 Apr 1988	Victoria and John Mathews	Rodney Bennett	Part of Lot 1
807465	Transfer	2 Jul 1993	Rodney and Debra Bennett	David Barker	Part of Lot 1

Table 4: Abstract Index for Lot 2, Block H, Plan 45, City of Burlington (LRO #20)

Instrument Number	Instrument	Date	Grantor	Grantee	Comments
	Patent	1 Feb 1816	Crown	John Brant	All
93	B&S	27 Oct 1834	Executors to John Brant	Philo Bates	84 acres, Lot 16, Concession 4 Nelson
629	B&S	10 Jul 1840	Philo Bates and wife	Gilbert Davis	Lot 2
221	B&S	10 Jan 1844	Gilbert Davis	Philo Bates	Lot 2
157	B&S	30 Jun 1868	Philo Bates	William Douglas	Lot 2
328	Power of Attorney	4 Sep 1859	Philo Bates	William [Brunton]	Lot 2
157	B&S	30 Jun 1868	Philo Bates, power of Attorney	William Douglas	Lot 2
1833	Will	24 Apr 1871	Philo Bates	Lot 12	
144	B&S	25 Apr 1876	William [Brunton] acting under a Power of Attorney	John Haldie	Lot 2
1128	Trust Deed	21 Jan 1889	Anabella Douglas et. al	George Anderson and Thomas Haslett	Lot 2
1129	Deed	27 Mar 1889	George Anderson and Thomas Haslett	Thomas Hiram Alton	Lot 2
1163	Mortgage	2 Nov 1889	Thomas Hiram Alton	Thaddeus Ghent	\$1000
1680	Discharge	19 Nov 1895	Thaddeus Ghent	Thomas Hiram Alton	Discharge #1163
1854	Mortgage	11 Feb 1898	Thomas Hiram Alton and wife	The Federal Life Assurance Company of Ontario	\$3700
1969	Conveyance under Power of Sale	24 Jul 1899	The Federal Life Assurance Company of Ontario	Henry Metcalfe	Lot 2
2016	B&S	10 Apr 1900	Henry Metcalfe	Ross Metcalfe	Lot 2
2783	B&S	3 Jan 1907	Ross Metcalfe, widower	Thomas Tuck	Lot 2
5324	Grant	24 Apr 1920	Thomas Tuck and wife	Nathaniel Irvine	Lot 2
11329	Grant	6 Nov 1943	Nathaniel Irvine, widower	Ernest and Catherine Summerfield	Lot 2
547692	Deed	30 Sep 1981	Ernest and Catherine Summerfield	Corinne Rogers and Blair Whelan	Lot 2
638300	Grant	1 Apr 1986	Corinne Rogers and Blair Whelan	Janine Stainton	Lot 2
684678	Grant	25 Jan 1988	Janine Stainton	Spags Holdings Limited	Lot 2
688891	Grant	5 Apr 1988	Spags Holdings Limited	Victoria and John Mathews	Lot 2
688892	Grant	5 Apr 1988	Victoria and John Mathews	Rodney Bennett	Lot 2
807465	Transfer	2 Jul 1993	Rodney and Debra Bennett	David Barker	Lot 2

Table 5: Abstract Index for Lot 9, Block H, Plan 45, City of Burlington (LRO #20)

Instrument Number	Instrument	Date	Grantor	Grantee	Comments
	Patent	1 Feb 1816	Crown	John Brant	All
93	B&S	27 Oct 1834	Executors to John Brant	Philo Bates	84 acres, Lot 16, Concession 4 Nelson
161	B&S	13 May 1840	[no name recorded]	Theodore Bates	Lot 9
298	B&S	4 May 1844	Theodore Bates	Michael Kelly	Lot 9
35	Confirmation Deed	10 Jan 1867	Michael Kelly	Dennis Keliher	Lot 9
36	B&S	15 Dec 1867	Dennis Keliher	William Douglas	Lot 9
1128	Trust Deed	21 Jan 1889	Anabella Douglas et. al	George Anderson and Thomas Haslett	Lot 9
1129	Deed	27 Mar 1889	George Anderson and Thomas Haslett	Thomas Hiram Alton	Lot 9
1163	Mortgage	2 Nov 1889	Thomas Hiram Alton	Thaddeus Ghent	\$1000
1680	Discharge	19 Nov 1895	Thaddeus Ghent	Thomas Hiram Alton	Discharge #1163
1854	Mortgage	11 Feb 1898	Thomas Hiram Alton and wife	The Federal Life Assurance Company of Ontario	\$3700
1971	Conveyance under Power of Sale	24 Jul 1899	The Federal Life Assurance Company of Ontario	Henry Metcalfe	\$3000
2016	B&S	10 Apr 1900	Henry Metcalfe	Ross Metcalfe	Lot 9
2783	B&S	3 Jan 1907	Ross Metcalfe, widower	Thomas Tuck	Lot 9
5324	Grant	24 Apr 1920	Thomas Tuck and wife	Nathaniel Irvine	Lot 9
11329	Grant	6 Nov 1943	Nathaniel Irvine, widower	Ernest and Catherine Summerfield	Lot 9
547692	Deed	30 Sep 1981	Ernest and Catherine Summerfield	Corinne Rogers and Blair Whelan	Lot 9
638300	Grant	1 Apr 1986	Corinne Rogers and Blair Whelan	Janine Stainton	Lot 9
684678	Grant	25 Jan 1988	Janine Stainton	Spags Holdings Limited	Lot 9
688891	Grant	5 Apr 1988	Spags Holdings Limited	Victoria and John Mathews	Lot 9
688892	Grant	5 Apr 1988	Victoria and John Mathews	Rodney Bennett	Lot 9
807465	Transfer	2 Jul 1993	Rodney and Debra Bennett	David Barker	Lot 9

Table 6: Abstract Index for Lot 11, Block H, Plan 45, City of Burlington (LRO #20)

Instrument Number	Instrument	Date	Grantor	Grantee	Comments
	Patent	1 Feb 1816	Crown	John Brant	All
93	B&S	27 Oct 1834	Executors to John Brant	Philo Bates	84 acres, Lot 16, Concession 4 Nelson
629	B&S	10 Jul 1840	Philo Bates and wife	Gilbert Davis	Lot 11
221	B&S	10 Jan 1844	Gilbert Davis	Philo Bates	Lot 11
297	B&S	6 Feb 1844	Philo Bates	Michael Kelly	Lot 11
35	Confirmation Deed	10 Jan 1867	Michael Kelly	Dennis Keliher	Lot 11
36	B&S	15 Dec 1867	Dennis Keliher	William Douglas	Lot 11
1128	Trust Deed	21 Jan 1889	Anabella Douglas et. al	George Anderson and Thomas Haslett	Lot 11
1129	Deed	27 Mar 1889	George Anderson and Thomas Haslett	Thomas Hiram Alton	Lot 11
1163	Mortgage	2 Nov 1889	Thomas Hiram Alton	Thaddeus Ghent	\$1000
1680	Discharge	19 Nov 1895	Thaddeus Ghent	Thomas Hiram Alton	Discharge #1163
1854	Mortgage	11 Feb 1898	Thomas Hiram Alton and wife	The Federal Life Assurance Company of Ontario	\$3700
1971	Conveyance under Power of Sale	24 Jul 1899	The Federal Life Assurance Company of Ontario	Henry Metcalfe	\$3000
2016	B&S	10 Apr 1900	Henry Metcalfe	Ross Metcalfe	Lot 11
2783	B&S	3 Jan 1907	Ross Metcalfe, widower	Thomas Tuck	Lot 11
5324	Grant	24 Apr 1920	Thomas Tuck and wife	Nathaniel Irvine	Lot 11
11329	Grant	6 Nov 1943	Nathaniel Irvine, widower	Ernest and Catherine Summerfield	Lot 11
547692	Deed	30 Sep 1981	Ernest and Catherine Summerfield	Corinne Rogers and Blair Whelan	Lot 11
638300	Grant	1 Apr 1986	Corinne Rogers and Blair Whelan	Janine Stainton	Lot 11
684678	Grant	25 Jan 1988	Janine Stainton	Spags Holdings Limited	Lot 11
688891	Grant	5 Apr 1988	Spags Holdings Limited	Victoria and John Mathews	Lot 11
688892	Grant	5 Apr 1988	Victoria and John Mathews	Rodney Bennett	Lot 11
807465	Transfer	2 Jul 1993	Rodney and Debra Bennett	David Barker	Lot 11

Table 7: Abstract Index for Lot 12, Block H, Plan 45, City of Burlington (LRO #20)

Instrument Number	Instrument	Date	Grantor	Grantee	Comments
	Patent	1 Feb 1816	Crown	John Brant	All
93	B&S	27 Oct 1834	Executors to John Brant	Philo Bates	84 acres, Lot 16, Concession 4 Nelson
629	B&S	10 Jul 1840	Philo Bates and wife	Gilbert Davis	Lot 12
221	B&S	10 Jan 1844	Gilbert Davis	Philo Bates	Lot 12
328	Power of Attorney	4 Sep 1859	Philo Bates	William [Brunton]	Lot 12
157	B&S	30 Jun 1868	Philo Bates, power of Attorney	William Douglas	Lot 12
1833	Will	24 Apr 1871	Philo Bates		Lot 12
144	B&S	25 Apr 1876	William [Brunton] acting under a Power of Attorney	John Haldie	Lot 12
1128	Trust Deed	21 Jan 1889	Anabella Douglas et. al	George Anderson and Thomas Haslett	Lot 12
1129	Deed	27 Mar 1889	George Anderson and Thomas Haslett	Thomas Hiram Alton	Lot 12
1163	Mortgage	2 Nov 1889	Thomas Hiram Alton	Thaddeus Ghent	\$1000
1680	Discharge	19 Nov 1895	Thaddeus Ghent	Thomas Hiram Alton	Discharge #1163
1854	Mortgage	11 Feb 1898	Thomas Hiram Alton and wife	The Federal Life Assurance Company of Ontario	\$3700
1971	Conveyance under Power of Sale	24 Jul 1899	The Federal Life Assurance Company of Ontario	Henry Metcalfe	\$3000
2016	B&S	10 Apr 1900	Henry Metcalfe	Ross Metcalfe	Lot 12
2783	B&S	3 Jan 1907	Ross Metcalfe, widower	Thomas Tuck	Lot 12
5324	Grant	24 Apr 1920	Thomas Tuck and wife	Nathaniel Irvine	Lot 12
11329	Grant	6 Nov 1943	Nathaniel Irvine, widower	Ernest and Catherine Summerfield	Lot 12
547692	Deed	30 Sep 1981	Ernest and Catherine Summerfield	Corinne Rogers and Blair Whelan	Lot 12
638300	Grant	1 Apr 1986	Corinne Rogers and Blair Whelan	Janine Stainton	Lot 12
684678	Grant	25 Jan 1988	Janine Stainton	Spags Holdings Limited	Lot 12
688891	Grant	5 Apr 1988	Spags Holdings Limited	Victoria and John Mathews	Lot 12
688892	Grant	5 Apr 1988	Victoria and John Mathews	Rodney Bennett	Lot 12
807465	Transfer	2 Jul 1993	Rodney and Debra Bennett	David Barker	Lot 12

THE CORPORATION OF THE CITY OF BURLINGTON

BY-LAW NUMBER XX-2020

A by-law to amend by-law 8-1995 to update the legal description and the reasons for designation of 2411 Lakeshore Road ("Thomas Hiram Alton House"), in the City of Burlington, Regional Municipality of Halton, to be of cultural heritage value or interest pursuant to the provisions of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended.

File:

WHEREAS Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, authorizes the Council of a municipality to enact by-laws to designate real property, including all the buildings and structures thereon, to be of cultural heritage value or interest; and

WHEREAS on February 13th, 1995, the Council of The Corporation of the City of Burlington enacted by-law 8-1995, being a by-law to designate 2411 Lakeshore Road together with four other properties to be of cultural heritage value or interest pursuant to the provisions of the *Ontario Heritage Act*; and

WHEREAS on August 26th, 2019, the Committee of Adjustment for the City of Burlington granted approval of the Application to Sever 2411 Lakeshore Road, and the conditions of provisional consent have been satisfied and a certificate of consent has been issued;

WHEREAS the Council of The Corporation of the City of Burlington deems it advisable to amend by-law 8-1995 to reflect the updated legal description of 2411 Lakeshore Road, the site of the "Thomas Hiram Alton House", a property of cultural heritage value and interest pursuant to the provisions of the *Ontario Heritage Act*;

WHEREAS the Council of the Corporation of the City of Burlington also deems it advisable to amend the Reasons for Designation of 2411 Lakeshore Road pursuant to Section 30.1(2) of the *Ontario Heritage Act*; and

WHEREAS the requirement for Council to consult with its Municipal Heritage Committee pursuant to Section 30.1(5) prior to amending a designation by-law has been fulfilled;

WHEREAS the notice requirements pursuant to Section 30.1(4) of the *Ontario Heritage Act* have been fulfilled; and

AND WHEREAS no appeals have been received;

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

1. THAT by-law 8-1995 be amended by deleting Schedules "A-3" and "B-3" and replacing them with the attached Schedules "A-3" and "B-3".
2. THAT the City Clerk shall cause a copy of this by-law to be served upon the owners of the property at 2411 Lakeshore Road and upon the Ontario Heritage Trust as required by the *Ontario Heritage Act*.
3. THAT in all other respects, By-law 8-1995 is confirmed and this by-law shall take effect on the date of its passing;
4. THAT the City Clerk shall cause a copy of this by-law to be registered against the property described in Schedule "B-3" to this by-law in the Land Registry Office for Halton.

ENACTED AND PASSED THIS XX of XXXX, 2020.

Marianne Meed Ward MAYOR

Kevin Arjoon CITY CLERK

SCHEDULE "A-3"

Statement of Cultural Heritage Value or Interest, and the List of Cultural Heritage Attributes.

2411 LAKESHORE ROAD

Introduction and Description of Property

2411 Lakeshore Road is located on the north side of Lakeshore Road in the City of Burlington. The property consists of a three-storey Queen Anne style frame house constructed in 1890.

Statement of Cultural Heritage Value or Interest

2411 Lakeshore Road is a representative example of a Queen Anne style residence. Built in 1890 as a two-and-a-half-storey building, the now three-storey residence exhibits characteristics of the style including the irregular and asymmetrical façade, multiple surface treatments, rooflines and gables, tall window openings, bay windows and the conspicuous verandah. The verandah on the west elevation espouses many more Queen Anne characteristics including the brackets, fine wood turned columns with bullseye motif, radiating ornament as seen in the decorative sun motif in the pediment and dentils with a wood spindle cornice. The quintessential Queen Anne style key-hole motif is present in the wooden panels between the columns at the front of the verandah. The heavy oak front door is panelled and features three coloured glass windows. Each wood and window panel of the front door includes the bullseye motif. The residence at 2411 Lakeshore Road is unique as despite having had a half-storey added to the structure it retains many Queen Anne characteristics.

2411 Lakeshore Road is important in maintaining and supporting the character of Lakeshore Road. Through its setback, historic architecture, mature trees and grand massing, it contributes to general historic character of Lakeshore Road.

Cultural Heritage Attributes

The heritage attributes that contribute to the cultural heritage value or interest of 2411 Lakeshore Road include, but are not limited to:

- Three-storey Queen Anne style house
- Irregular and asymmetrical façade with offset gable ends and floor plan
- Various surface treatments including horizontal shiplap, vertical board and batten and fishscale shingles
- Bay window on façade and east elevation with dentils and wood brackets featuring a bullseye motif
- Off-centre entryway with large panelled oak door with three coloured-glass windows that feature a bullseye motif
- Gable roof covered verandah
 - Triangular pediment with radiating sunburst
 - Dentil frieze and wooden spindle cornice
 - Fine wood turned columns with bullseye motif
 - Wood panels at the tops of the posts under the pediment with a keyhole decorative motif
- Tall rectangular window openings

SCHEDULE "B-3"

DETAILED PROPERTY DESCRIPTION

2411 LAKESHORE ROAD

Part of Lots 1, 2 and 12, Block H, Plan 45, designated as Parts 1 and 3,
20R21581, City of Burlington, Regional Municipality of Halton.



SUBJECT: Deregistration By-law for existing registered plans of subdivision within the Millcroft neighbourhood

TO: Community Planning, Regulation & Mobility Cttee.

FROM: Community Planning Department

Report Number: PL-34-20

Wards Affected: 6

File Numbers: 510-01

Date to Committee: May 12, 2020

Date to Council: May 12, 2020

Recommendation:

Approve By-law 28-2020 (attached as Appendix A), being a by-law to deem Blocks 107 and 108, Plan 20M-414; Block 247, Plan 20M-535; and Block 109, Plan 20M-694 as not being registered blocks within a Plan of Subdivision, pursuant to Section 50(4) of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended.

PURPOSE:

Vision to Focus Alignment:

This report aligns with the following focus area of the *2018-2022 Burlington's Plan*:
From Vision to Focus

- Increase economic prosperity and community responsive city growth
 - Increasing options for housing across the city
 - Maintaining and continually developing a safe city

Background and Discussion:

In February 2020, the owners of the Millcroft Golf Course approached the City with a development proposal, which contemplated the redevelopment of portions of the existing golf course with new pockets of residential development.

As shown on Appendix B, the reconfiguration of the existing golf course would enable the redevelopment of four (4) low-density residential pockets as follows:

- Parcel A – 33 single detached dwellings proposed on an internal condominium road;
- Parcel B – 42 single detached dwellings proposed on an internal condominium road;
- Parcel C – 16 single detached dwellings proposed on an internal condominium road;
- Parcel D – 7 single detached dwellings proposed on an internal condominium road.

The proponents proposed that these residential pockets would be developed on private roads with connections to existing public roads and servicing systems.

On March 4, 2020, the City held a Pre-Consultation meeting, in which City staff and external agencies provided the proponents with preliminary feedback and identified the application requirements and processing steps required to facilitate the proposed development. At this meeting, planning staff noted that a plan of subdivision application may be required depending upon the type of condominium being proposed. The applicants indicated that they would like to proceed with a common element condominium and as such, they were of the opinion that a plan of subdivision application was not required to facilitate the proposed development, as the development pockets were already identified as blocks within registered plans of subdivision. The applicants indicated that it was their desire to submit a part lot control exemption and plan of condominium applications to facilitate the proposed development, in lieu of plan of subdivision applications. Notwithstanding, City staff committed to investigate the need for plan of subdivision applications further. City staff have now completed that review and are of the opinion that new plan of subdivision applications should be required to facilitate the proposed development.

As indicated by the proponents, the aforementioned pockets of development are currently shown as blocks within three (3) separate registered plans of subdivision, as follows:

- Parcels A & B: Blocks 107 & 108 of Plan 20M-414; Registered in 1987
- Parcel C: Block 247 of Plan 20M-535; Registered in 1990
- Parcel D: Block 109 of Plan 20M-694; Registered in 1998

Given that the proposed development areas are within registered plans of subdivision, the proponents indicated that it would be their preference to further subdivide these blocks into individual freehold residential lots and common element roadway blocks by way of removing or exempting Part Lot Control from parts of the registered plans of subdivision.

Once a plan of subdivision has been registered, a landowner can sell any complete lot shown within the plan; however, a landowner cannot sell a piece of a lot in the registered plan of subdivision without further approvals under *The Planning Act*. This is referred to as Part Lot Control and has the effect of preventing the division of land in a registered plan, without further approvals. A municipality can pass a by-law removing part lot control from all of part of a registered plan of subdivision (exempting land from part lot control) to permit the division of land into smaller parcels or lots. Exemption from part lot control is appropriate when a number of land transactions are involved, but the resulting changes will not affect the nature or character of the subdivision, as approved by municipal council. For example, exemption from part lot control can be used to facilitate the development of industrial subdivisions, where large blocks are further subdivided to accommodate the needs of each individual purchaser. Exemption from part lot control is also commonly used for semi-detached or townhouse development, as individual semi-detached or townhouse lots are not normally indicated on a registered plan of subdivision. This approach is used because of the difficulty the builder would have in ensuring that the common centre wall between two dwelling units was constructed exactly on the property line. In this scenario, exemption from part lot control allows the lot lines to be established with accuracy during or after construction of the semi-detached or townhouse units. It is important to note that in both of these examples, the resulting lot creation from the part lot control exemption did not affect the nature or character of the subdivision, as originally approved.

Many municipalities will only process exemptions from part lot control, that will have the effect of creating additional lots within existing communities, if the proposed development has been subject to a recent planning application, which clearly indicated the proposed changes to the lot configuration and which involved public participation. The reason for this is that the part lot control exemption process does not provide the opportunity for a municipality to complete a comprehensive review of the proposed development; conduct meaningful public engagement; include conditions of approval; enter into agreements; or collect fees / securities to ensure appropriate development. The proper tool to complete that type of review under *The Planning Act*, is the Plan of Subdivision process.

The plan of subdivision process is considered to be the main method of providing new lots in the City. Any development which proposes the creation of a new public road and / or the creation of more than 3 lots must do so by way of a plan of subdivision application. Subdivision applications are processed under Section 51 of *The Planning Act*, and ensure that land is suitable for the proposed use; that the proposal conforms to the applicable policy framework; and that the development can be appropriately serviced and accessed. A registered plan of subdivision is a legal document that shows the exact surveyed boundaries and dimensions of lots which buildings are to be constructed upon; the location, width and names of streets; and any open space blocks.

A plan of subdivision must be surveyed by an Ontario land surveyor, approved by the municipality, and registered in the local land registry system. A registered plan of subdivision creates new parcels of land which can be legally used for the sale of lots. Municipalities have the ability to designate any plan of subdivision, or part thereof, that has been registered for eight (8) or more years, not to be in a registered plan of subdivision. Doing so would remove the ability for landowners to create new lots through the part lot control exemption process, as outlined earlier.

When the Millcroft area was being designed and the associated plans of subdivision were being approved, the blocks where residential development is currently being proposed were designed and intended to be open space blocks, not intended for residential use. Given that the proposed changes would significantly alter the nature and character of the subdivisions, as originally approved, staff is of the opinion that it is not appropriate to utilize the part lot control exemption process to further subdivide these open space blocks for single detached residential purposes. In addition, the part lot control exemption process does not provide the ability for the City to complete a comprehensive review of the proposed development; conduct meaningful public engagement; include conditions of approval; enter into agreements; or collect fees / securities to ensure appropriate development. As such, staff is of the opinion that the subject blocks should be removed from the existing registered plans of subdivision, which would ensure that the proper planning applications are submitted to allow the City to conduct a proper evaluation of the proposed development. Staff also note that there is no right of appeal for property owners, of Council's exercise of its authority to remove lots or blocks from a registered plan of subdivision, under Section 50(4) of *The Planning Act*.

Options Considered

If the City does not pass the deeming by-law, the blocks will continue to be separately conveyable blocks within registered plans of subdivision. As outlined earlier, these blocks could be further subdivided by way of part lot control exemption, which is not considered an appropriate process in which to complete a comprehensive review of a complex residential development proposal.

Staff also considered amending the City's Site Plan Control By-law in an effort to review the proposed development comprehensively through a Site Plan application. Staff do not recommend this approach as there are timing implications which could render this solution ineffective, as well as issues relating to reviewing single detached dwellings through the site plan process. Planning staff recommend that the Plan of Subdivision process is the correct process for this type of comprehensive residential development proposal, not the site plan process.

Financial Matters:

Not applicable.

Total Financial Impact

Not applicable.

Source of Funding

Not applicable.

Other Resource Impacts

Not applicable.

Climate Implications

Not applicable.

Engagement Matters:

Notice of the passing of the by-law will be given within 30 days of the passing in accordance with Section 50(29) and (30) of the Planning Act. No notice is required prior to the passing of a by-law under Section 50(4).

Conclusion:

Community Planning staff recommends the enactment and passing and subsequent registration of a by-law under section 50(4) of the Planning Act to deem Blocks 107 and 108, Plan 20M-414; Block 247, Plan 20M-535; and Block 109, Plan 20M-694 as not being registered blocks within a Plan of Subdivision.

Respectfully submitted,

Kyle Plas, MCIP, RPP

Coordinator of Development Review

905-335-7600 ext. 7824

Appendices:

- A. Draft By-law 28-2020
- B. Proposed Development Sketch

Notifications:

Glenn Wellings – Wellings Planning Consultants Inc.

glenn@wellingsplanning.ca

Frank Bon – FBDev Consulting Inc.

frank@fbdevconsulting.com

Kevin Singh – Argo Development Corporation

kevin@argoland.com

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.

THE CORPORATION OF THE CITY OF BURLINGTON

CITY OF BURLINGTON BY-LAW 28-2020

A By-law deeming Blocks 107 and 108, Plan 20M-414; Block 247, Plan 20M-535; and Block 109, Plan 20M-694 not to be lots or blocks in a registered plan of subdivision for the purpose of Section 50(4) of the Planning Act,

File: 510-01 (PL-34-20)

WHEREAS subsection 50(4) of the Planning Act, R.S.O. 1990, c. P.13, as amended, provides that a council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight (8) years or more, not to be a registered plan of subdivision for the purposes of subdivision control under subsection 50 (3) of the Planning Act;

AND WHEREAS the lands described below are lots and blocks within a registered plan of subdivision registered for a period of eight (8) years or more;

Now therefore the Council of the Corporation of the City of Burlington hereby enacts as follows:

1.THAT those lands described as Blocks 107 and 108, Plan 20M-414; Block 247, Plan 20M-535; and Block 109, Plan 20M-694 in the City of Burlington, Regional Municipality of Halton, are hereby deemed not to be Lots and Blocks within a registered plan of subdivision for the purpose of Section 50(3) of the *Planning Act*.

2.THAT this by-law shall take effect on the date of its registration in the Land Titles Office for Halton (No. 20).

3.THAT notice of the passing of this by-law shall be given within 30 days of the passing thereof in accordance with Section 50(29) of the Planning Act.

Enacted and passed this 12th day, of May, 2020.

Mayor Marianne Meed Ward _____

City Clerk Kevin Arjoon _____

