



Environment, Infrastructure and Community Services Committee Meeting
Agenda

Date: May 12, 2020
Time: 9:30 a.m.
Location: Council Chambers - members participating remotely

Pages

1. Declarations of Interest:

2. Delegation(s):

Due to COVID-19 this meeting will be conducted virtually. 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 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 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.

3. Consent Items:

Reports of a routine nature, which are not expected to require discussion and/or debate. Staff may not be in attendance to respond to queries on items contained in the Consent Agenda.

3.1 Sustainable Development Committee Annual Report (EICS-02-20)

1 - 19

4. Regular Items:

4.1 Elgin Promenade phase 4 design (CW-02-20)

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SUBJECT: Sustainable Development Committee Annual Report

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Environment, Infrastructure and Community Services

Report Number: EICS-02-20

Wards Affected: N/A

File Numbers: 130-02

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Receive and file Environment, Infrastructure and Community Services report EICS-02-20 regarding the Sustainable Development Committee annual report for 2019.

PURPOSE:

Vision to Focus Alignment:

- Increase economic prosperity and community responsive city growth
- Improve integrated city mobility
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture

This report is written on behalf of the Burlington Sustainable Development Committee (SDC) to present their 2019 Year End Report and 2020 Objectives.

Background and Discussion:

This year the Sustainable Development Committee (SDC) celebrates 30 years as an advisory body to Burlington City Council as the city declared itself a Sustainable Development Community in 1990. The SDC fosters dialogue on sustainability initiatives by participating on stakeholder committees, attending public meetings, hosting special

events such as their library events, participating in community environmental events, and by providing comments and guidance to staff and council.

The attached reports were prepared and approved by the SDC. Appendix A includes the 2019 Year End Report and Appendix B includes the 2020 Objectives. The reports are broken down by the SDC Committee of the Whole and each of the two sub-committees - Awareness, and Policy and Development.

In 2019 the Committee reviewed and commented on the Downtown Policies in the Adopted Official Plan and the Downtown concepts, as well as a number of development applications. They hosted a Climate Action public event at Central Library featuring city staff as guest speakers; responded to the Take Action Burlington 2019 Environmental Report completed by city staff with recommendations; and supported the Climate Emergency Declaration.

In 2020, the Committee will continue to be actively engaged in reviewing policy documents and development applications, as well as participate in other initiatives such as the Bay Area Climate Change Council, the Community Stakeholder Advisory Committee for the Climate Action Plan and the Integrated Transportation Advisory Committee.

For all the details on the SDC's 2019 initiatives and 2020 objectives, please refer to Appendices A and B to this report.

Financial Matters:

In 2019 the committee remained within their allocated operating budget for their activities.

Climate Implications

Climate change is one of the more significant issues that the city is dealing as was highlighted in the Climate Emergency Declaration approved by Council earlier in 2019. The SDC has an important role to plan in supporting the city and community to take action. The committee has representatives on both the Community Stakeholder Advisory Committee for the Climate Action Plan as well as on the Bay Area Climate Change Council.

The SDC is engaged by fostering dialogue on the links between sustainable development and climate change action, whether its reducing the community carbon footprint and working towards the goal of becoming a net carbon zero community. As noted above the committee hosted a Climate Action public session in the fall of 2019

and is planning an event to promote electric vehicles in 2020 featuring Plug'n Drive (pending whether public gatherings will be permitted). The committee will also be involved in the development of the city's Climate Adaptation Plan and can assist in promoting climate change adaptation measures.

Engagement Matters:

The committee continues to be active in participating on stakeholder committees, attending public meetings, engaging the community by hosting special events, and by providing comments and guidance to staff and council.

Conclusion:

The Sustainable Development Committee is pleased to present their 2019 Year End Report and 2020 Objectives for Council's information. They look forward to continue their efforts to advise city staff and council, and engage the public on a variety of sustainable development and climate change related initiatives in 2020.

Respectfully submitted,

Lynn Robichaud

Sr. Sustainability Coordinator (and clerk to the Sustainable Development Committee)

905-335-7600 x7931

Appendices:

- A. Sustainable Development Committee 2019 Year End Report
- B. Sustainable Development Committee 2020 Objectives

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.

APPENDIX A – EICS-02-20

Sustainable Development Committee 2019 Year End Report

Committee of the Whole 2019 Year End Report

Objectives:	Results:
1. Continue to participate in the public engagement process for the new Official Plan and submit comments on issues of sustainability.	Members of the Sub-committee remained involved in the re-examination of the Downtown Policies in the Adopted Official Plan. The SDC provided comments on the two Downtown Concepts in November.
2. Effectively engage with our network of contacts including, city staff, alumni and other organizations to: <ul style="list-style-type: none">• Communicate events we undertake;• Draw on their expertise and experience;• Develop support for initiatives we undertake or ideas we are pursuing such as zero waste, net carbon zero community and improving transportation.	The SDC hosted an event in November entitled 'Climate Action'. City staff presented on the expected impacts of climate change in Burlington, stormwater management, forestry and corporate energy use. An overview was provided of the Climate Action Plan and how the community could provide input. The evening was well attended with approximately 60 people and there was a lot of discussion during and after the event.

3. Actively participate in various external committees and groups, and bring findings back to the committee, staff and council.

The SDC is represented on:

- The Stakeholders Advisory Committee for the Climate Action Plan (CAP).
- The Integrated Transportation Advisory Committee (ITAC).
- The Bay Area Climate Change Committee (BACCC) (a multi-stakeholder group focused on regional climate action).
- The Hamilton Harbour Remedial Action Plan (RAP) Stakeholder Forum, which reconvened in November 2019.

4. Invite representatives from various external organizations, (e.g. other municipal sustainability committees), to speak about the goals and objectives of their groups. Follow up on recommendations and proposals presented.

Presentations made to the Committee of the Whole:

- In April, Robbie MacGregor provided a history of the grassroots community recycling initiative which started in Aldershot in 1970.
- In May, Gerry Tischler of MHBC Consultants provided an update on the Lakeside Plaza redevelopment.
- At the June meeting, Kyle Vander Linden, a Program Manager at Credit Valley Conservation presented 'Addressing 21st Century Water Management Challenges'.

5. Encourage committee members to share articles about a topic, issue, book or organization for the purpose of educating other members.

Members shared information on issues such as:

- Affordable housing
- Parking requirements for new developments
- Tree canopy and by-laws
- Zoning around transit hubs

- 6. Work with staff to complete the *Take Action Burlington: 2019 Environment Update* (successor to the State of the Environment Report). Complete the accompanying recommendation report. Promote the *Take Action Burlington: 2019 Environment Update* in the community and encourage council and staff to implement its recommendations.**

City staff led the research and writing of the report while engaging the SDC through the process. The report was completed in June 2019. A recommendation report based on the findings was prepared by the SDC.

A full copy of the report is available online at: [Take Action Burlington: 2019 Environment Update](#). Copies of the report were made available at special events.

- 7. Support the City's efforts to take action on climate change through mitigation and adaptation initiatives and continue to collaborate with other municipalities and organizations to have a collective impact.**

The City declared a Climate Emergency in April of 2019 and the Climate Action Plan (CAP) was tabled in December 2019. The SDC provided input and comments on both the Declaration and the CAP and will continue to be involved in 2020.

Low carbon building and transportation measures are encouraged in the SDC's comments on all development applications.

The SDC is represented on the Stakeholders Advisory Committee for the CAP and the Bay Area Climate Change Council (BACCC).

Policy and Development Sub-committee 2019 Year End Results

The Policy and Development Sub-committee remained active in 2019, reviewing a number of development applications, as well as many policies and studies. We greatly appreciate the support provided by staff liaison Suzanne McInnes who was extremely helpful throughout the year.

Objectives:

Results:

1. Monitor progress on the City's Official Plan review and key supporting documents and provide input as appropriate.

Members of the Sub-committee remained involved in the re-examination of the Downtown Policies in the Adopted Official Plan. An SDC member attended the Downtown Action Lab on November 2. The SDC provided comments on the two Downtown Concepts in November.

2. Provide input on policy, planning and development items sent to the Sub-committee for comment per the P&D protocol. Monitor comments from staff on our reviews and dialogue with them when appropriate.

The Sub-committee reviewed and/or commented on the following items:

- 1157-1171 North Shore Blvd.
- 2069, 2079 Lakeshore Rd., 383-385 Pearl St.
- 1085 Clearview Dr.
- 2082-2090 James St.
- 441 Maple Ave.
- Eagle Heights
- 2093, 2097, 2102 Old Lakeshore Rd. & 2096, 2100 Lakeshore Rd.
- 2085 Pine St.
- 4103 Palladium Way
- Provided comments on the City-wide Tree Bylaw

- Discussed construction at 421 Brant St.
- Discussed 418-442 Guelph Line
- Discussed Tremaine Dundas (Evergreen) Secondary Plan
- Discussed the City-wide Parking Standards

Todd Evershed, Urban Designer, COB, met with the SDC in January to discuss the Midrise Design Guidelines.

In October the SDC followed up with the Georgian Court developer. Quad Real Property Group informed the committee that they were still analyzing community input and deciding on next steps.

Thomas Douglas, Planner, COB, presented on the re-examination of the Downtown Policies in October.

3. Promote our Principles & Objectives and guidelines at the pre-consultation stage with a clear message that Burlington is a Sustainable Development community. Work with City staff on applying the principles of sustainable neighbourhood and site design (such as those found in LEED Neighbourhood Development, COB Sustainable Building and Development Guidelines and similar standards) to urban design and other guidelines, secondary plans, and major development applications. Develop a document identifying

The Sustainable Building and Development Guidelines were highlighted in the SDC's comments on all development applications, as well as comments on the Downtown Concepts and the Climate Action Plan.

opportunities for application of the Sustainable Building Guidelines throughout the various stages of the development process.

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- 4. Support the Community Energy Plan (CEP) and the principle of environmental protection through the objectives of energy conservation and a balanced transportation system in a manner that reduces greenhouse gas emissions and the community impact on climate change. We will encourage the use of electric/hybrid vehicles, district heating including renewable energy, and switching building heating from fossil fuels to electricity-based alternatives.**

The Community Energy Plan (CEP) has been replaced by the Climate Action Plan (CAP). The SDC is represented on the Stakeholders Advisory Committee for the Climate Action Plan.

The City declared a Climate Emergency in April of 2019. The SDC submitted comments supporting the Declaration but requested that the following be added “include[s] performance metrics to track progress and timelines for achieving key deliverables/major milestones, and a strategy to report back publicly on progress.” The Climate Action Plan (CAP) was tabled in December 2019. The SDC provided detailed comments on the CAP and will continue to be involved in 2020.

Low carbon building and transportation measures are encouraged in the SDC’s comments on all development applications.

The SDC is represented on the Bay Area Climate Change Council (BACCC).

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- 5. Explore opportunities to encourage net zero energy developments in Burlington using the FCM/GMF Feasibility Study: Municipal Tools for Catalyzing Net Zero Energy Development as a reference document.**

The FCM study was highlighted in the SDC’s comments on all development applications.

The FCM study was also discussed when meeting with MHBC Consultants on the Lakeside Plaza redevelopment.

6. Promote our Principles & Objectives and guidelines by providing input and participating in municipal, regional and provincial planning and policy groups regarding transit and transportation such as:

- Metrolinx
- Regional Transportation Plan
- Travel Demand Management Policy
- Transportation Master Plan
- Cycling Master Plan
- Parks, Master Plan
- Transit Master Plan

SDC is represented on the Burlington Integrated Transit Advisory Committee (ITAC).

In 2019, ITAC continued to monitor and comment on the Cycling Master Plan and other cycling related issues.

ITAC also followed the Transit 5-year business plan and the Transportation Master Plan and will continue to do so in 2020.

7. Promote our Principles & Objectives and guidelines by participating in public meetings and stakeholder committees.

The following is a list of some of the events in which P&D Sub-committee members participated:

- A member of the SDC attended the Urban Parks Strategy session with Gil Penalosa (Chair, World Urban Parks) in January
- A member of the SDC participated in the Downtown Action Lab in November.
- A member of the SDC joined the Hamilton Harbour Remedial Action Plan (RAP) Stakeholder Forum, which reconvened in November 2019.

- SDC members attended numerous events and consultations related to climate change and the CAP:
 - The 'Cities in Action Climate Summit' at the RBG in March (organized by the Centre for Climate Change Management at Mohawk College).
 - The April COB COW Workshop on climate change planning.
 - The Clean Air Partnership's 'Getting to Zero Case Studies' meeting at Mohawk College in May.
 - The BACCC strategy session in June at the Joyce Centre at Mohawk College.
 - The COB CAP Community Workshop in September.
 - The 'Building Climate Ambition in a Globalized World' presentation at the McMaster Innovation Park in October.
 - The COB CAP drop-in consultation at the Haber Community Centre in October.

8. Provide education and training to SDC members:

- **Invite guest speakers to provide education and information on topics of interest. Speakers could include people who work in sustainable development in nearby municipalities of similar size;**

- New members of the SDC were provided with an overview of the SDC & City Staff Protocol and the SDC Terms of Reference and the planning process by City staff. They were also provided with SDC documents such as the procedure for doing development reviews.
- New members received a presentation on the Principles & Objectives early in the year.
- New members received Planning 101 training in March presented by Roz Minaji from the City of Burlington.

- **Organize a trip or visit that may relate to an area of focus or generally to the concept of sustainability in connection with the Principles & Objectives;**
- **Review P&D material with the Sub-committee;**
- **Investigate new technologies;**
- **Provide yearly training on planning knowledge and the Principles & Objectives.**

- Several SDC members visited West 5 which is a new greenfield net-zero community being developed by Sifton Properties in London, Ontario. There is no fossil fuel supply to the community. Electricity is generated on site with solar panels.

9. Set expectations and effectively utilize and recognize the unique talents of the Sub-committee members.

The Sub-committee worked in diverse teams both in experience and skill sets to:

- Draw on the capabilities of all team members;
- Permit new members to learn from those members with more experience.

10. Upgrade, maintain and grow the P&D shared directory.

In 2019 a project was started with the City using SharePoint as a tool to help groups comment on developments and policies online (to help make the process more efficient). The SDC will continue to work with and improve our document sharing and commenting process.

11. Hold a workshop with City staff to discuss various issues including SDC mandate, protocols, templates and how to improve effectiveness.

This was deferred due to the municipal election and then the Advisory Committee Review. SDC members attended a Citizen Action Lab for the Advisory Committee Review in May. Comments were sent on the advisory committee review in the fall and discussion will continue into 2020.

12. Promote opportunities to increase the supply of affordable housing and the adoption of universal design principles in the COB. Engage with local stakeholders on these issues.

The Sub-committee highlighted the need for assisted affordable/housing in comments on all development applications as well as the Downtown Concepts. The Sub-committee reviewed Halton Region reports on assisted/affordable housing. Several committee members attended a workshop on housing held by the Region in November. A meeting with the Region and City staff was held in January 2020 to explore opportunities to increase supply and next steps are being determined.

Awareness Sub-committee 2019 Year End Report

The Awareness Sub-committee had a successful year in 2019 hosting one well attended public event entitled 'Climate Action Plan', holding a '100 in 1 Day' event related to environmental education on water pollution, as well as attending a number of events through the year. The Sub-committee is very grateful for the excellent support provided by staff liaison Fleur Storace-Hogan.

Objectives:	Results:
1. Support the City's sustainability initiatives, such as the Climate Action Plan and community engagement.	The Climate Action Plan (CAP) was promoted at all events in which SDC members participated. Climate action was the focus of the SDC's fall library event. The CAP was also promoted at the Community Display Table in the lobby of Central Library (April 27-May 4 and August 17-24). The SDC is represented on the CAP's Stakeholder Advisory Committee.
2. Support the City in creating the new <i>Take Action Burlington – 2019 Environment Update</i> report, which replaces the State of the Environment Report.	The SDC assisted with the creation of the new <i>Take Action Burlington – 2019 Environment Update</i> report. This was presented to Burlington City Council in June and was well received. The SDC also created an accompanying recommendations report.
3. Participate in the '100 in 1 Day' event in June pertaining to environmental education.	The SDC participated in the '100 in 1 Day' in June by holding a 'Yellow Fish Road' event. The Yellow Fish Road program educates the public about the impact of pollution entering our storm drains and how storm water pollution can harm fish, wildlife and reduce water quality for human use. Volunteers painted the yellow fish symbol by storm drains and distributed 120 door hangers in the Palmer neighbourhood.

4. Co-host, with the Burlington Public Library, one event in the fall pertaining to a sustainability issue.	The SDC hosted an event in November entitled 'Climate Action'. City staff presented on the expected impacts of climate change in Burlington, stormwater management, forestry and corporate energy use. An overview was provided of the Climate Action Plan and how the community could provide input. The evening was well attended with approximately 60 people and there was a lot of discussion during and after the event.
5. Participate in relevant community events such as BurlingtonGreen's Clean Up Green Up event, Appleby Line Street Festival, etc.	<p>The SDC participated in the Clean Up Green Up on April 27. The SDC did a clean-up of the sides of Rambo Creek south of the No Frills plaza on Brant Street. Approximately 10 people participated.</p> <p>The Appleby Line Street Festival (September) was very well attended with many residents picking up items from the table and asking questions.</p> <p>The SDC participated in a Bruce Trail event at City View Park in October.</p>
6. Assist the City to engage the community to take action on climate change.	The November library event highlighted the action the City is taking on climate change and encouraged residents to comment on the Climate Action Plan (which was tabled in December).
7. Employ social media to promote SDC events. Recommend topics for the "Take Action Burlington" blog.	The blog is written and managed by City staff. SDC events were promoted and discussed in several 'Take Action Burlington' blogs.
8. Plan an educational field trip for membership.	In November, the SDC toured the West 5 net zero community being developed by Sifton Properties in London, Ontario. All of the site's energy needs will be met with on-site solar electricity generation.
9. Update information on the SDC webpage.	This was not completed and is part of the 2020 objectives.

Appendix B – EICS-02-20

Sustainable Development Committee 2020 Objectives

Committee of the Whole 2020 Objectives:

1. Continue to participate in the public engagement process for the Adopted Official Plan and submit comments on issues of sustainability.
2. Effectively engage with our network of contacts including City staff, alumni and other organizations to:
 - a. Communicate events we undertake;
 - b. Draw on their expertise and experience;
 - c. Develop support for initiatives we undertake or ideas we are pursuing such as net carbon zero community, improving transportation and zero waste.
3. Actively participate in various external committees and groups, and bring findings back to the committee, staff and Council.
4. Invite representatives from various external organizations, (e.g. other municipal sustainability committees), to speak about the goals and objectives of their groups. Follow up on recommendations and proposals presented.
5. Encourage committee members to share information about a topic, issue, book or organization for the purpose of educating other members.
6. Support the City's efforts to take action on climate change through mitigation and adaptation initiatives and continue to collaborate with other municipalities and organizations to have a collective impact. Wherever possible, the SDC will take an integrated approach to support the Climate Action Plan (CAP) that considers interdependencies with other policy, planning and program development activities and instruments.

Policy & Development (P&D) Sub-committee 2020 Objectives

1. Monitor progress on the City's Official Plan review and key supporting documents and provide input as appropriate.
2. Provide input on policy, planning and development items sent to the Sub-committee for comment per the P&D protocol. Monitor comments from staff on our reviews and dialogue with them when appropriate. Review criteria for preparing detailed comments. Develop a "short form" response template for developments that do not meet the criteria for a full review.
3. Promote our Principles & Objectives and guidelines at the pre-consultation stage with a clear message that Burlington is a Sustainable Development community. Work with City staff on applying the principles of sustainable neighbourhood and site design (such as those found in LEED Neighbourhood Development, COB Sustainable Building and Development Guidelines and similar standards) to urban design and other guidelines, secondary plans, and major development applications.
4. Support the Climate Action Plan (CAP) as it moves into the implementation stage. The CAP is currently focused on mitigation and prioritizes deep energy building retrofits, electrification of vehicles and the creation of a new renewable energy cooperative. Support the development of detailed metrics and milestones in the plan. Contribute to the update of the Sustainable Building and Development Guidelines as described in the CAP (to strengthen or make them mandatory). Support the development of the adaptation component of the CAP.
5. Promote our Principles & Objectives and guidelines by providing input and participating in municipal, regional and provincial planning and policy such as:
 - Metrolinx Regional Transportation Plan
 - Greater Golden Horseshoe Regional Transportation Plan
 - Halton Region OP Review, and, Integrated Growth Management Strategy
 - Integrated Mobility Plan (COB)
 - Cycling Master Plan, and, Rural Active Transportation Strategy (COB)
 - Transit Master Plan (COB)

- Mobility Hub Plans (COB)
 - Parks Master Plan (COB)
 - Urban Forest Master Plan (COB)
 - Waterfront Plan (COB)
 - Housing Strategy (COB)
6. Promote our Principles & Objectives and guidelines by participating in public meetings and stakeholder committees.
 7. Provide education and training to SDC members:
 - Invite guest speakers to provide education and information on topics of interest;
 - Review P&D material with the Sub-committee;
 - Investigate new technologies;
 - Provide yearly training on planning knowledge and the Principles & Objectives.
 8. Set expectations and effectively utilize and recognize the unique talents of Sub-committee members.
 9. Upgrade, maintain and grow the P&D shared directory. Continue to use SharePoint for document sharing for both commenting on development proposals and City and Regional policies.
 10. Work with City staff following the completion of the Advisory Committee Review to update the SDC's Terms of Reference. Confirm or update protocols, templates and feedback process on SDC comments. Work on process and timeline to complete comments based on changes as a result of Bill 108.
 11. Promote opportunities to increase the supply of affordable/assisted housing and the adoption of universal design principles in the COB. Engage with local stakeholders on these issues.

Awareness Sub-committee 2020 Objectives

1. Support the City's sustainability initiatives, such as the Climate Action Plan (CAP) and community engagement. The CAP will continue to be advertised at all events in which SDC members participate. The SDC is represented on the CAP's Stakeholder Advisory Committee.
2. Co-host, with the Burlington Public Library, an event focused on electric vehicles (EV). An event with Plug 'n Drive is planned for May 7. There will be a presentation and EV test drives will be available to the public.
3. Co-host, with the Burlington Public Library, a fall event pertaining to a sustainability issue. (Note that this event is contingent on the results of the Advisory Committee Review.)
4. Participate in relevant community events such as BurlingtonGreen's Clean Up Green Up events, Appleby Line Street Festival, etc.
5. Employ social media to promote SDC events and the City's 'Take Action Burlington' blog.
6. Organize a trip or visit that may relate to an area of focus or generally to the concept of sustainability, in connection with the Principles & Objectives.
7. Update information on the SDC webpage.



SUBJECT: Elgin Promenade phase 4 design

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Capital Works Department

Report Number: CW-02-20

Wards Affected: 2

File Numbers: 750-01

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Receive and file capital works department report CW-02-20 regarding the Elgin Promenade phase 4 design.

PURPOSE:

Vision to Focus Alignment:

The purpose of this report is to provide an overview of the Elgin Promenade project. This report includes the proposed conceptual design of Phase 4 and associated transportation related topics which include crosswalk connections along this new multi-use pathway and surface parking within the project boundary.

This project aligns with the following sections of the city's Vision to Focus Plan:

- Improve integrated city mobility
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture

Background and Discussion:

Project Overview

The Elgin Promenade serves as a pedestrian and cycling corridor that extends from Brant Street to Martha Street connecting the downtown core to the Centennial Multi-Use

Pathway that extends to Burloak Drive. Refer to Appendix A – Elgin Promenade Project Overview. The design and implementation of this multi-use pathway has been separated out into various phases as listed below:

Table #1:

	Location	Construction Timing
Phase One	Elizabeth Street to Pearl Street.	June 2017- open for use
Phase Two	John Street to Elizabeth Street	June 2018 – open for use
Phase Three	Brant Street to John Street	June 2018 – open for use
Phase Four	Pearl Street to Martha Street	Spring 2021

To understand current use, a pedestrian counter was installed along the Elgin Promenade at John Street from October 25th, 2019 to December 2, 2019. Data is showing approximately 346 people per day which is significant number of users, especially in the off-season. A second pedestrian counter was also installed for all of 2019 at Martha Street and the Centennial Multi-Use Trail which is located beside the east end of the Elgin Promenade. The 2019 daily average count for 12 months at this location was 688.

The Elgin Promenade Phase 4 - Site Constraints

The final phase of the Elgin Promenade, that connects Pearl Street to Martha Street, comes with a series of challenges and site constraints including land ownership, vehicular circulation of the adjacent parking lot and underground utilities.

1. The land for this proposed walkway is not owned the City however Realty Services is in negotiation with the landowner of 425 Pearl Street to acquire the northern section of this parking lot in order to build the connecting link of the Elgin Promenade.
2. The proposed walkway is on top of two easements; Transnorthern (high-pressure gas pipeline) and Halton Region (sanitary and water). In advance of tendering this project, all permits and approvals from these agencies must in place.
3. In order to build Phase 4, the existing two-way driveway into the parking lot at 425 Pearl Street must be converted into a one-way in drive lane. A secondary driveway further south along Pearl Street will be built to accommodate egress from the existing parking lot.

The Elgin Promenade Phase 4 – Design Program

Even with the above constraints, the success of this project will be constructing a 4m wide pedestrian facility that is uninterrupted by cars (except at intersecting streets). The design

will include a 3.6m clear path of travel for safe movement of pedestrian and cyclists adhering to City of Burlington Accessibility Design Standards.

Preliminary design illustrations of Phase 4 are provided in Appendix B. The design language and material section will be consistent with the rest of the walkway such as lighting, bollards and pavements. Where there is enough space and area clear of utilities, new trees will be planted. Where possible, the design will take all opportunity to expand the use from mobility to incorporate destination areas for resting and outdoor gathering. The illustrations in Appendix B represent approximately 60% design completion.

Proposed Crossovers

As shown in Appendix A, three (3) pedestrian crossovers will be added where the Elgin Promenade crosses Martha Street, Pearl Street and Elizabeth Street. The addition of these pedestrian crossovers will improve the walkability within the downtown and supports Focus Area 2 - Improving Integrated City Mobility within the City's from Vision to Focus plan.

Martha Street and Pearl Street will be installed in conjunction with Phase 4 of the Elgin Promenade. Transportation Services staff are reviewing the Elizabeth Street pedestrian crossover to determine if it can be installed prior to completion of the Elgin Promenade.

In addition to the three pedestrian crossovers proposed, John Street is still under evaluation given the additional movements related to the Downtown Terminal.

Parking Summary

The overall parking count from phases 1 to 3 resulted in a net zero loss of city parking stalls. The table below represents the number of parking stalls removed or added to the inventory within a tight boundary around the Elgin Promenade. It does reflect the new parking lot at James Street.

Table #2:

Project	Location	# parking stalls
Phase 1	Parking Lot 1	-7
Phase 2	Parking Lot 4	+6
Phase 3	Parking Lot 5	-5
Phase 2 & 3	On-street Elizabeth St.	+2
Phase 2 & 3	On-street John St.	-1
Phase 2 & 3	On-street Pearl St.	+2
Phase 2 & 3	On-street Brant St.	+3

TOTAL LOSS/GAIN	0
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Phase 4 of this project will result in 17 parking stalls being removed from a privately-owned parking lot at 425 Pearl Street. Currently, the owners of the lot do allow the public to use the space during evenings and weekends. From the city's perspective, this is seen as overflow parking during major events so the loss of space will not have a major impact on regular operations. Capital funds have been committed in 2020 (PK-PK-87) to complete a needs assessment with the goal of developing a plan to add parking supply to the downtown.

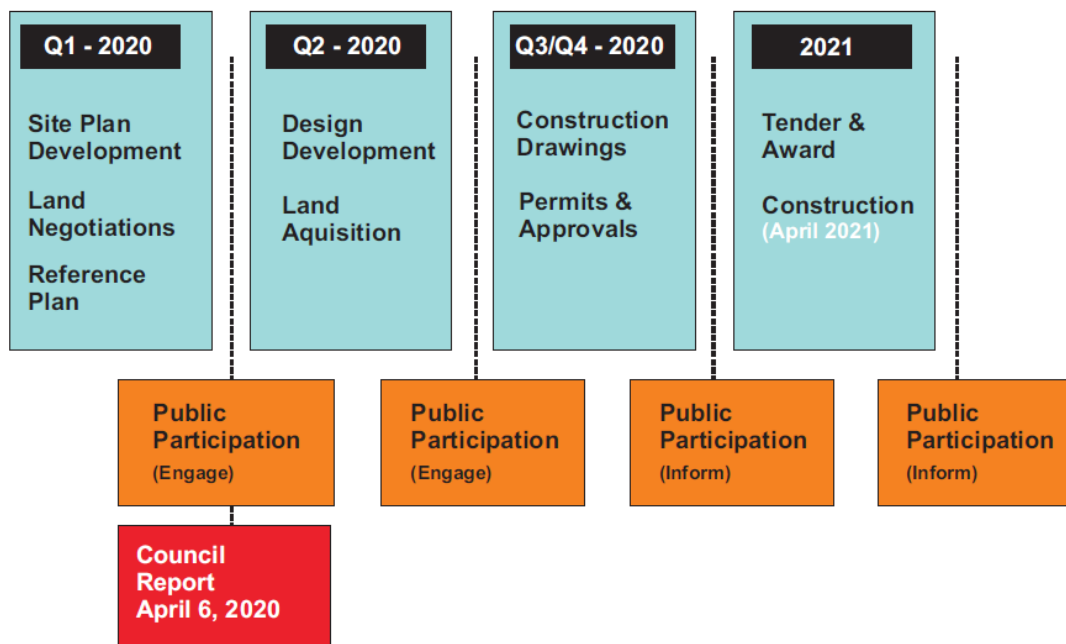
Based on the current design, there is no net loss of parking due to the proposed crosswalks.

Strategy/process

Over the past year staff have been working with various internal departments, external agencies and project stakeholders to move this project forward. Based on project complexities and the dynamic nature of this work, it is important to present that status of this project to Council and to use this forum as an opportunity to springboard future public engagement for Phase 4.

Project Schedule

In order to procure this project with all the required permits, have the land in place and tender at the ideal time of year to achieve the most favorable pricing, the Elgin Promenade construction is anticipated to start in spring of 2021. Below is high-level schedule for the balance of this project.



Heritage Study

On January 16, 2020, Council passed the following staff direction (SD-02-20):

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

One of the potential cultural heritage landscapes referred to in Staff Direction SD-02-20 includes the properties known as 431 and 435 Pearl Street, which are adjacent to the Elgin Promenade on the east side of Pearl Street. These properties will therefore be included in the area to be considered in a heritage study. Community Planning Department staff will report back to Council in spring 2020 concerning the scope and financial considerations for the heritage study.

The proposed works on the Elgin Promenade Phase 4 discussed in Report CW-02-20 include new landscape construction on the rear portion of the city-owned property at 431 Pearl Street, which is within the Heritage study area. The proposed work on and adjacent to this property are consistent with the work that has already occurred on other portions of the Elgin Promenade and are not expected to have any impacts on cultural heritage resources or potential cultural heritage resources.

Financial Matters:

The total project cost for the design and construction of phase 4 of the Elgin Promenade is \$700,000. The land purchase will be presented to Council through an in-camera report by Realty Services when negotiations are finalized.

Total Financial Impact

Source of Funding

The source of funding for the \$700,000 is from one-time federal gas tax funds approved in 2019. The source of funding for land acquisition will be identified as part of the confidential Realty Services report. Roads Parks & Forestry staff estimate an increase in operating costs for the expansion of the Elgin Promenade and will address this through the 2021 Proposed Operating Budget.

Climate Implications

The land used to develop Phase 4 will be improved to include urban design features that integrate climate change mitigation. Surface run off will not be dependent on traditional storm sewers with surface runoff being absorbed in the adjacent creek block and the design will yield an increase in urban forest canopy which helps improve air quality and counteracts the effects of artificially higher temperatures by providing shade over the hard surfaces. This project will encourage walking and cycling with less dependency on the car. It is a small but positive step towards building a more resilient landscape within the downtown core.

Engagement Matters:

The success of the Elgin Promenade to date is a direct result of the number of stakeholders that have participated in the development of this multi-use pathway facility. Formal engagement with the downtown business community, members of council, advisory committees and area residents started in 2017. Since the project start, there have been two formal PIC sessions as well other related initiatives such as the Urban Parks Strategy Workshop and Downtown Streetscape Guidelines public engagement process.

In Q2 of 2020 staff will host a design session, open to project stakeholders and members of Council, in order to complete the conceptual design for the area behind 431 Pearl

Street. Refer to Appendix D – Elgin Promenade Phase 4 Activation Area. Following this step in the engagement process, the Elgin Promenade Phase 4 project will be presented to Burlington’s Urban Design Advisory Panel for review in order to finalize the design. The project webpage will be regularly updated with new information as the project evolves.

Conclusion:

This final segment of the Elgin Promenade represents a key link in vital east west pedestrian corridor that ties the heart of the downtown to the broader community. It represents the city’s vision to increase walkability and mobility in the downtown and it contributes to building a healthy and vibrant city.

Respectfully submitted,

Marion Rabeau
Senior Landscape Architect
(905) 335-7600 x7716

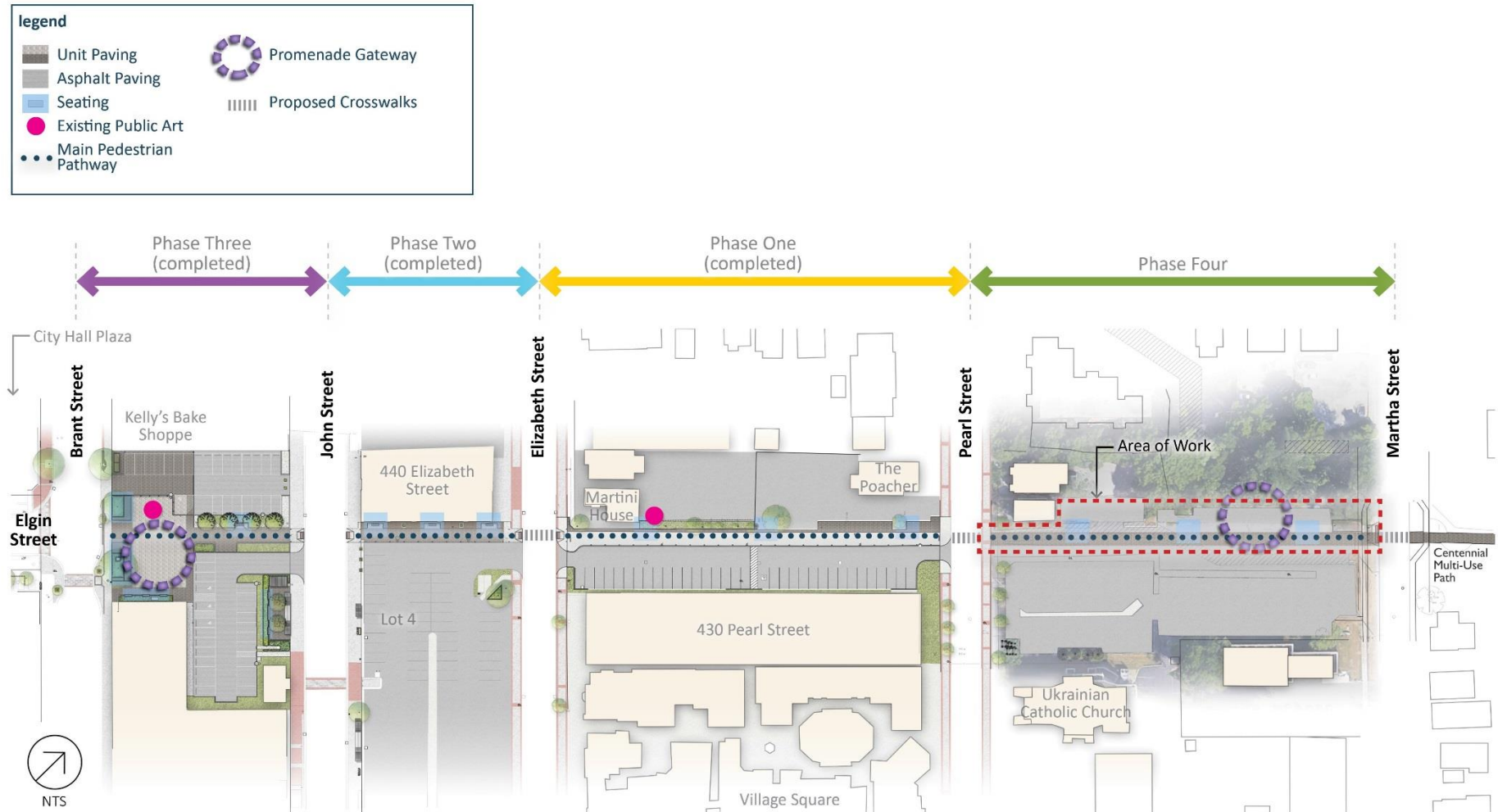
Appendices:

- A. Elgin Promenade - Project Overview
- B. Elgin Promenade Phase 4 – Concept Plan and Enlargement Area #1
- C. Elgin Promenade Phase 4 – Enlargement Area #2
- D. Elgin Promenade Phase 4 – Activation Area
- E. Elgin Promenade Phase 4 – View from Pearl Street
- F. Elgin Promenade Phase 4 – View looking Northwest at Night
- G. Elgin Promenade Phase 4 – View from Martha Street

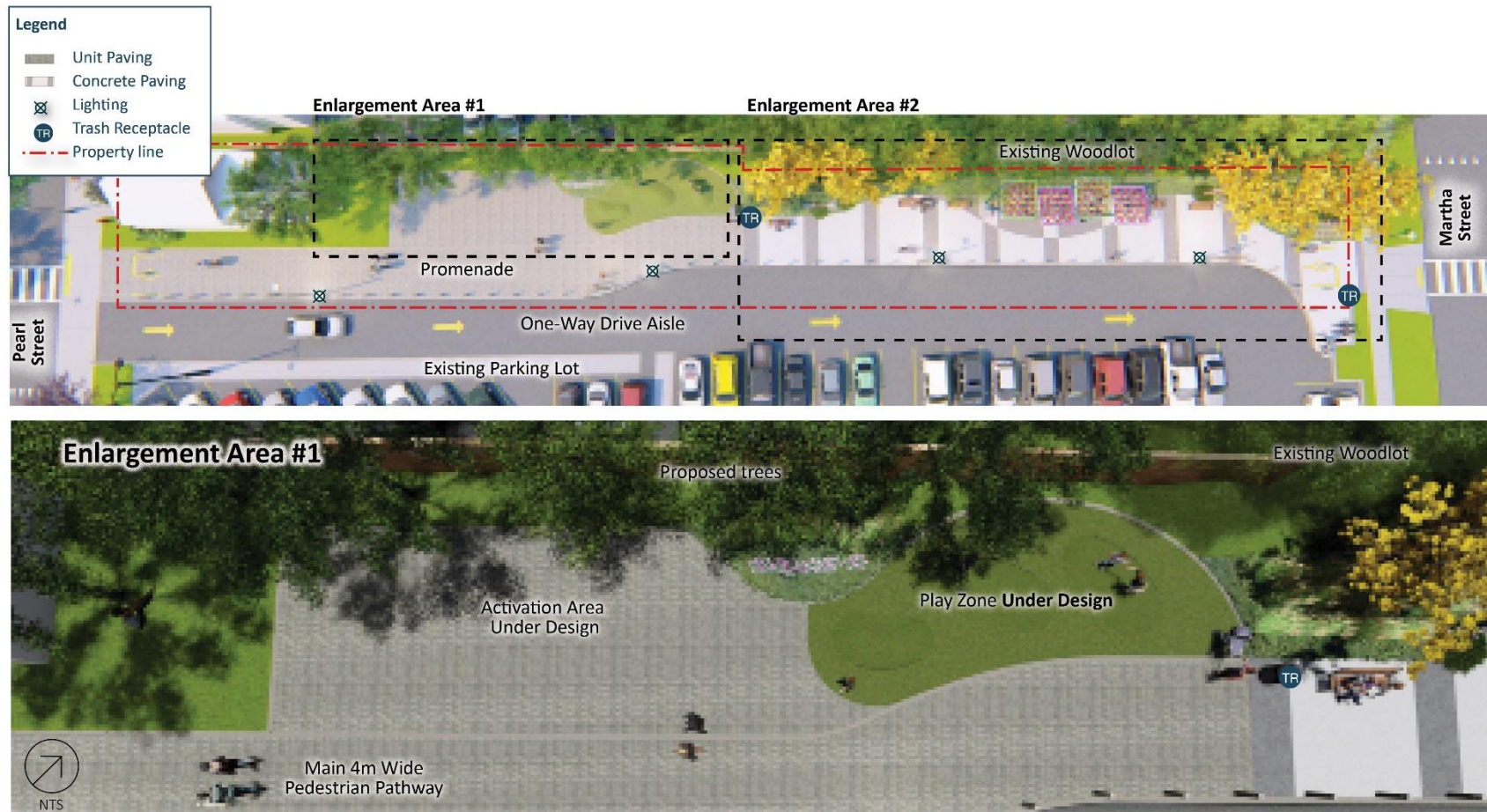
Report Approval:

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.

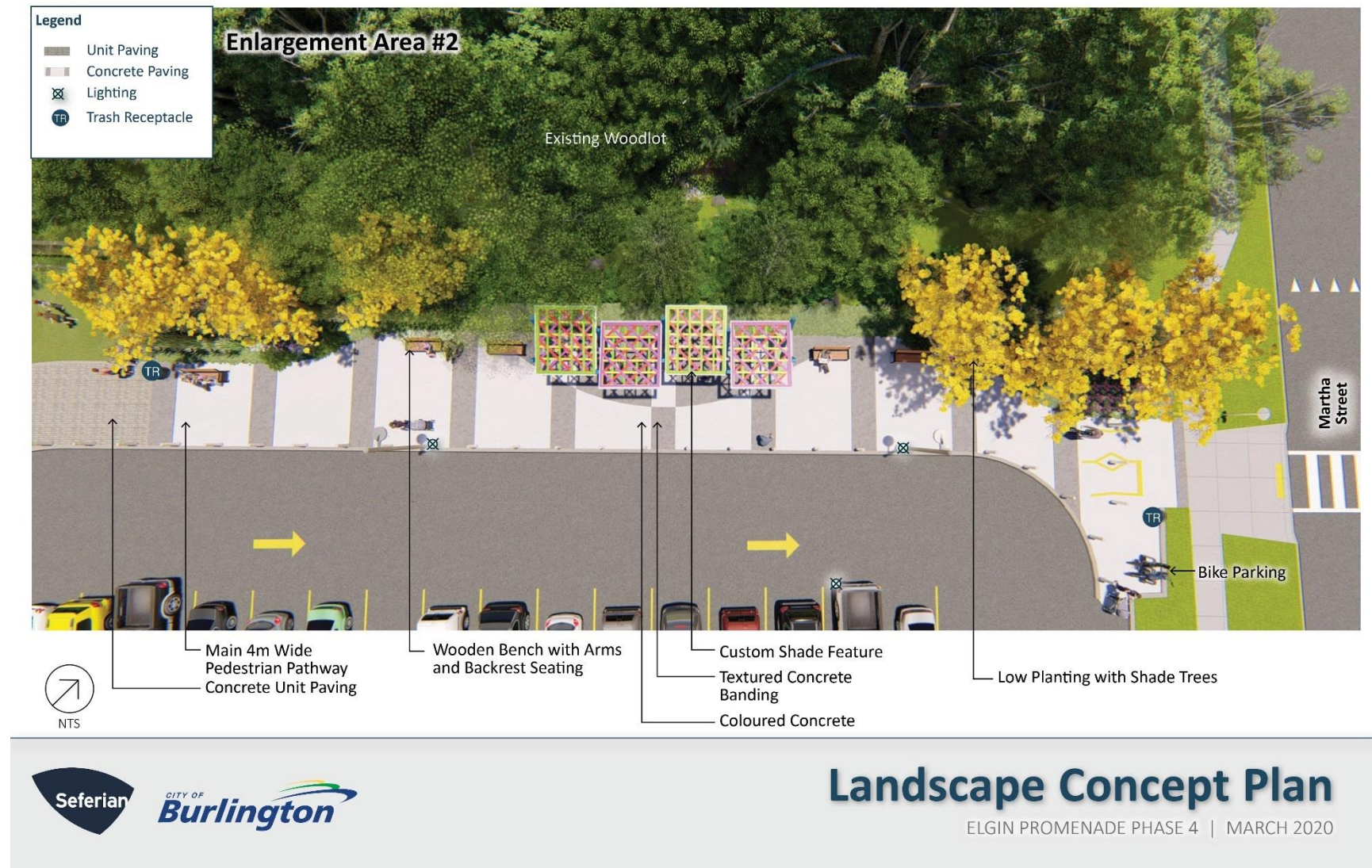
Appendix A - Elgin Promenade Project Overview



Appendix B - Elgin Promenade Phase 4 – Concept Plan & Enlargement Area #1



Appendix C - Elgin Promenade Phase 4 – Enlargement Area #2



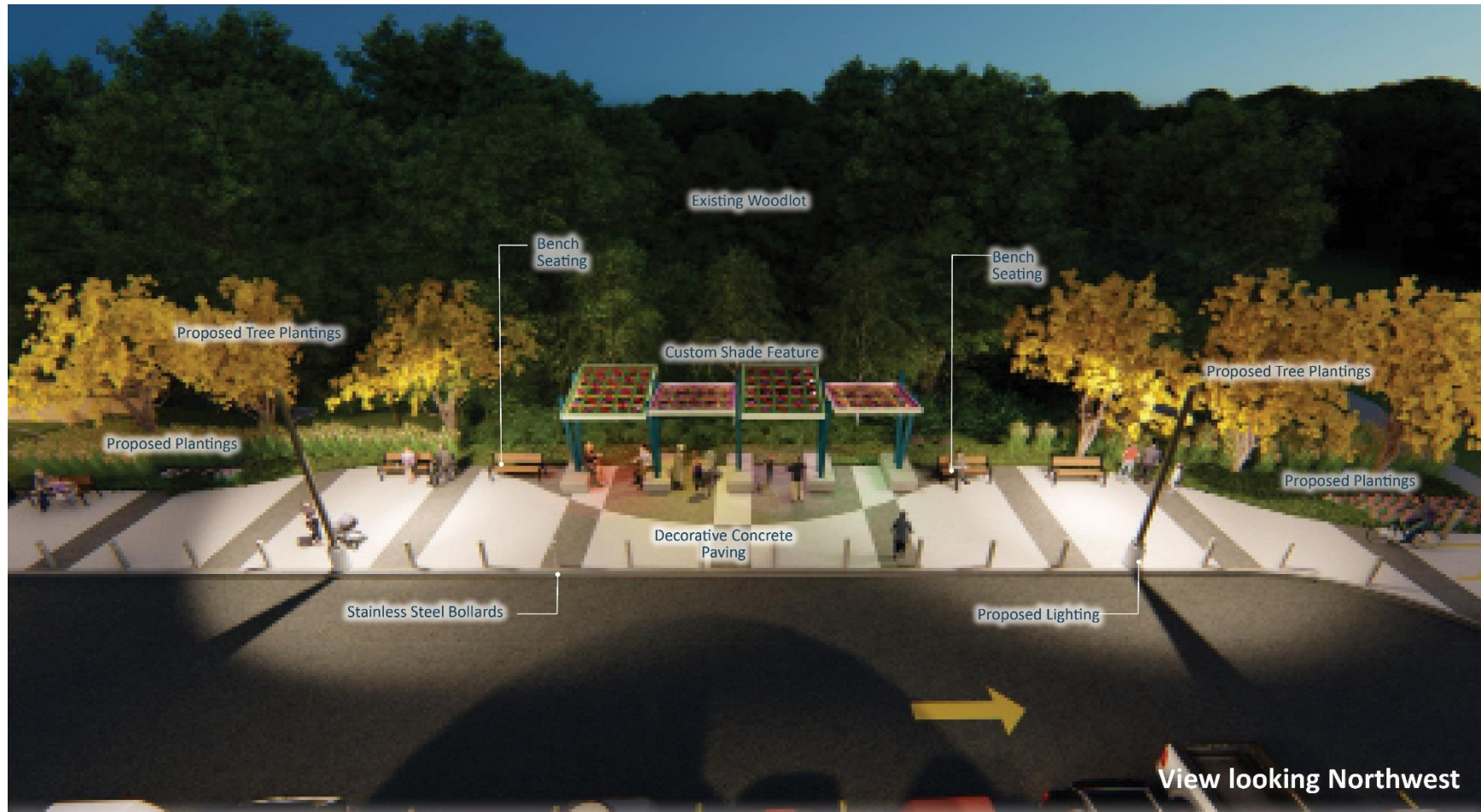
Appendix D - Elgin Promenade Phase 4 – Activation Area



Appendix E - Elgin Promenade Phase 4 – View from Pearl Street



Appendix F - Elgin Promenade Phase 4 – View Looking Northwest at Night



Appendix G - Elgin Promenade Phase 4 – View from Martha Street





SUBJECT: Public Tree Removal Report - 556 Woodview Road

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Roads, Parks and Forestry Department

Report Number: RPF-07-20

Wards Affected: 4

File Numbers: 820-02

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Approve the request by the applicant to remove the three city trees to accommodate the proposed driveway for a new property; and

Instruct the applicant, Yousif Kazandji, to provide compensation for the tree removal by providing cash in lieu of replacement totaling \$7020.00. The funds are equivalent to 14 replacement trees (\$500 each) for vacant area of city road allowance. A portion of the funds will provide for new tree plantings in front of the proposed houses and provide care and maintenance for the first two years; and

Direct that all associated costs with respect to the removal of the trees (including stump removal) will be the responsibility of the applicant, and the contractor hired to remove the trees will require approval by the Manager of Urban Forestry or designate; and

Enlarge the tree protection zone for the preserved Red Oak during construction to the maximum allowable space to minimize damage and ensure its survival post construction. No utility installations shall be within the trees tree protection zone unless installed using trenchless technologies with daylighting pits located outside the protection zone. Resurfacing the existing driveway on the South side of the oak shall be done with a Certified Arborist on site using hand tools where possible.

PURPOSE:

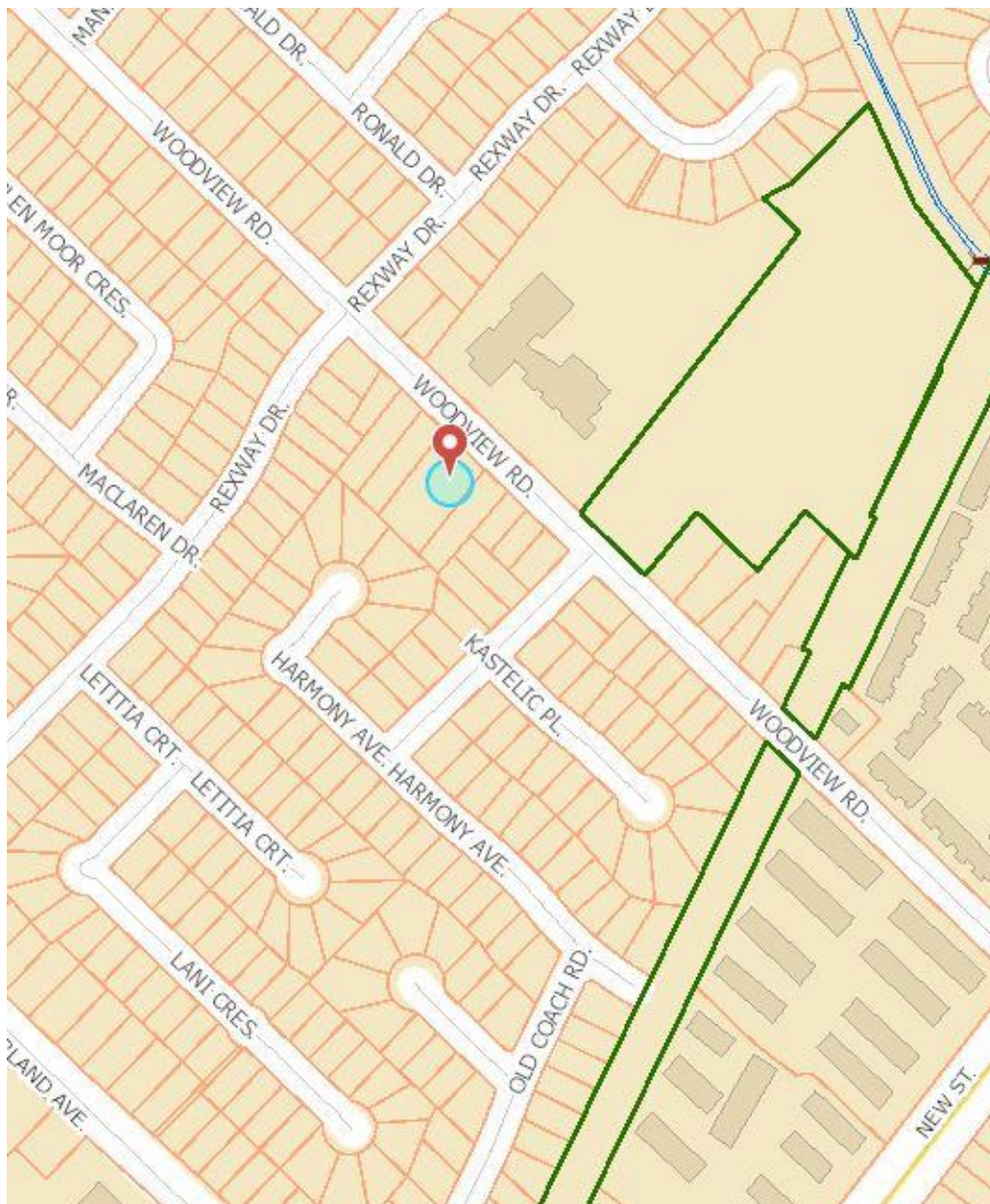
Vision to Focus Alignment:

- Support sustainable infrastructure and a resilient environment

Background and Discussion:

The applicant contacted the Roads, Parks & Forestry department on December 4, 2019 to request information regarding the process for removing trees on the city road allowance. Forestry staff inspected the site on January 10, 2020. The applicant wishes to sever the property into three lots and the trees conflict with the proposed location of a driveway.

The subject property is located between Guelph and Walkers Line, north of New Street (See Fig. 1).



Strategy/process

The subject trees are Norway Spruce (*Picea abies*) measuring 35, 49, and 31cm diameter at breast height. The tree closest to the road has been poorly pruned due to the proximity to hydro and has poor structure as a result. The other two trees are in fair condition.

Options Considered

Reducing the number of lots created or moving the proposed driveways would have a negative impact on the much larger Red Oak tree that is adjacent. The Oak tree is in good condition and can be preserved through the construction.

Financial Matters:

A total of \$7020 shall be paid by Yousif Kazandji as compensation for the loss of the tree. These funds will be utilized to replace the loss in canopy. The costs of tree and stump removal will be borne entirely by the applicant.

Total Financial Impact

Not applicable

Source of Funding

Not applicable

Other Resource Impacts

Not applicable

Conclusion:

The City's Forestry section have reviewed the proposed tree removal and support the removal as per the recommendations listed above.

Respectfully submitted,

Brianna Thornborrow
Supervisor of Forest Health and Planning
(905) 333-6166 ext. 6145

Appendices:

- A. Photos
- B. Proposed Site Plan

Notifications:

Yousif Kazandji
ykazandji@orchdalehomes.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.

Three trees to be removed; Norway Spruce 35cm, 49, 31cm.





Red Oak to be preserved; 135cm.



Site Plan Statistics					reference
Legal Description - Block 97, 98 and 99, Registered Plan M-308 and Part of Lot 12, Concession 3 S.D.S., City of Burlington, Regional Municipality of Halton)					Surveyor's real property report
By-law	By-Law 2020, R3.2				Burlington website
Zone designation	R3.2				Interactive zoning map
Lot number		part 1	part 2	part 3	
Municipal address - 556 Woodview Road		-	-	-	
Permitted Uses	Permitted	Detached Dwelling			Part 2.3, Table 2.3.1
Permitted Uses	Detached Dwelling 1 accessory dwelling unit	no accessory dwelling unit provided			
Minimum lot width	15 m	15.27 m	15.27 m	19.02 m	Part 2.4.1, Table 2.4.1
Minimum lot area	425 sq m	925.43 sq m	892.16 sq m	1127.44 sq m	
Minimum front yard, east lot line	6 m	8.27 m	9.87 m	12.17 m	
Minimum rear yard, west lot line	9 m	35.46 m	33.42 m	29.61 m	
Min. side yard with attached garage, less than 2 storey, north	1.2 m	n/a	n/a	1.28 m	Spoke with Mark Dalrymple on Oct. 1 and confirmed that 1.2m is compliant at 1 storey garage with a 2 storey above at 1.8m
Min. side yard with attached garage, 2 storey, north	1.8 m	1.85 m	1.85 m	1.85 m	
Min. side yard with attached garage, less than 2 storey, south	1.2 m	1.25 m	1.25 m	n/a	
Min. side yard with attached garage, 2 storey, south	1.8 m	1.86 m	1.86 m	1.85 m	
Maximum lot coverage, two storeys	35%	20.8%	21.8%	21.6%	Part 2.4.2, Table 2.4.3
This property is not in designated areas for lot coverage		192.59 sq m	194.07 sq m	243.41 sq m	
Minimum number of required parking spaces	2	2	2	2	Part 2.4.3, Part 1.2.25, Table 1.2.6
Building height, 2 storey	10.0 m	9.98 m	9.87 m	9.87 m	Part 2.4.4, Part 1.2.31, Table 2.31.1
Floor area ratio	not applicable				Part 2.4.5
This property is not in designated areas for lot coverage					Part 2.4.6
Maximum dwelling depth	18.0 m	17.02 m	17.32 m	17.98 m	Part 2.4.7
Architectural features, height of columns on the 1st storey shall not exceed the height of the ceiling of the first storey	complies, see building elevations				Part 2.4.8
The width of a front loading attached garage shall not exceed 50% of the width of its building elevation.	garage width	5.79 m	5.79 m	7.42 m	Part 2.4.8 (c)
	dwelling width	12.14 m	12.14 m	15.34 m	
An attached garage with a garage door facing the street is not permitted to project beyond the front wall on the first storey of a dwelling.	garage %	47.7%	47.7%	48.4%	Part 2.4.8 (b)
	complies, see building plans				
Decks, none provided	complies, see site plan				Part 1.2.3.2
Balconies, none provided	not applicable				Part 1.2.3.3
Porches	see site plan				Part 1.2.3.4
Fences	not applicable				Part 1.2.4
Swimming pools, inground	not applicable				Part 1.2.5
Encroachment of chimney, pilaster, overhang, sill, belt course	0.5 m	see site plan			Part 1.2.13.1 (c)
Lintel, eave or gutter, cornice, ornamental projection into side yard	1.0 m				
Encroachment of chimney, pilaster, overhang, sill, belt course					
Lintel, eave or gutter, cornice, ornamental projection into other yards					
Encroachment of roofed-over unenclosed 1 storey porch					
Minimum driveway length	0.65 m	0.15 m	0.00 m	0.00 m	Part 1.2.13.1 (c)
Combined maximum width of all hard surfaces for 12m to 18m lots	6.00 m	8.45 m	10.48 m	12.68 m	Part 1.2.24.3
Combined maximum width of all hard surfaces for over 18m lots	7.50 m	7.50 m	7.50 m	n/a	Part 1.2.24.4 (c)
Minimum internal dimension of a private garage	50% of front lot	n/a	n/a	9.44 m	Part 1.2.24.4 (e)
Minimum internal dimension of a private garage	6.0m depth x 3.0m wide x 2.0m high	6.71m depth x 5.64m wide x 2.7m high	6.71m depth x 5.64m wide x 2.7m high	6.1m depth x 7.11m wide x 2.7m high	Part 1.2.26.1 (c)
Minimum unobstructed internal dimension of a private garage	5.5m depth x 3.0m wide x 2.0m high	6.46m depth x 5.64m wide x 2.7m high	6.21m depth x 5.64m wide x 2.7m high	5.6m depth x 7.11m wide x 2.7m high	
Building Statistics					
Floor Areas		part 1	part 2	part 3	
Ground floor		151.2 sq m	152.6 sq m	192.4 sq m	
Second floor		180.6 sq m	182.1 sq m	229.0 sq m	
Gross floor area, sq ft		331.8 sq m	334.7 sq m	421.4 sq m	
Open to below areas		5.9 sq m	7.2 sq m	43.9 sq m	
Net floor area (gross - open to below)		325.9 sq m	327.6 sq m	377.6 sq m	
Garage		41.4 sq m	41.4 sq m	51.0 sq m	
Front covered porch		5.7 sq m	11.1 sq m	7.2 sq m	
Coverage area (garage + ground floor)		192.6 sq m	194.1 sq m	243.4 sq m	
Rear yard uncovered patio		0.0 sq m	0.0 sq m	19.7 sq m	
Grading					
Finished first floor elevation		93.95 m	94.40 m	94.50 m	
Height from FFE to roof peak		8.66 m	8.44 m	8.64 m	
Fixed grade		92.63 m	92.97 m	93.20 m	

REVISED

RECEIVED

JAN - 6 2020

COMMITTEE OF ADJUSTMENT

Revisions		Date	
#	Description	By	
1.	Issued for review	JM	2019-12-20



www.mackitecture.ca
21 Simcoe Street South, Ontario, ON L1H 4G1
Tel: 416-735-8170 Email: info@mackitecture.ca

The undersigned has reviewed and takes responsibility for this design, as well as having the qualifications and requirements mandated by the Ontario Building Code (O.B.C.) to be a Designer.

Qualification Information

Jamie Mack 35923 1-1-11-11-11
Name Signature
Registration Information **Mackitecture** 103532



www.orchdalehomes.com
150010 DVA182 4A6
647-691-5500 info@orchdalehomes.com

Site Plan Statistics

Project name **Part 1, 2 and 3 of 556 Woodview Road**

Project no. **JM** down by **MAC** checked by **MAC** scale **19-020**

municipality **Burlington, ON** filename **19-020-GRADING-V1**

lot no.

sheet no. **SP0**

Parts 1, 2 and 3 (556 Woodview Road) of Block 97, 98 & 99, Registered Plan M-308 and Part of Lot 12, Concession 3 S.D.S. in the City of Burlington, (Regional Municipality of Halton)

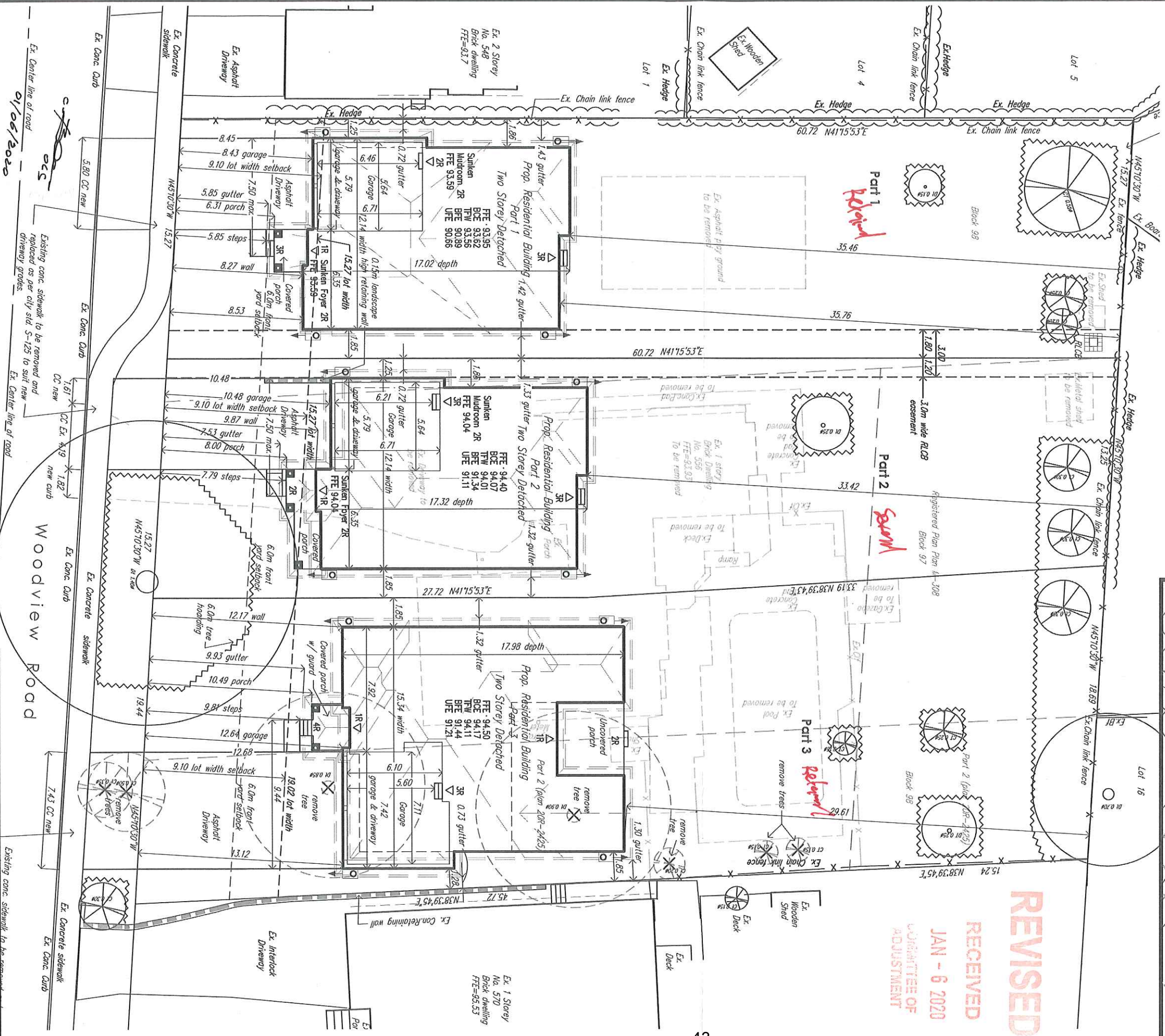
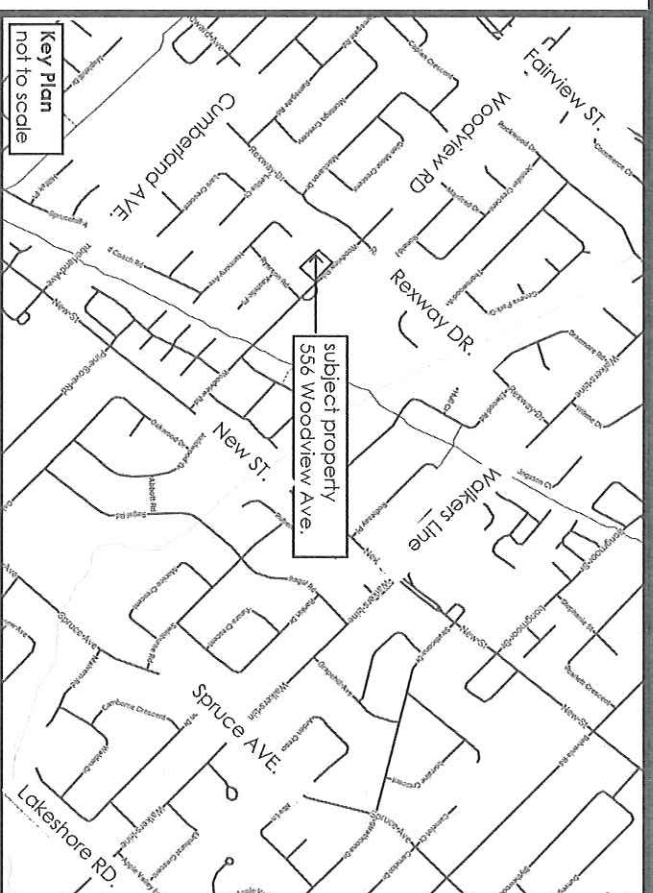
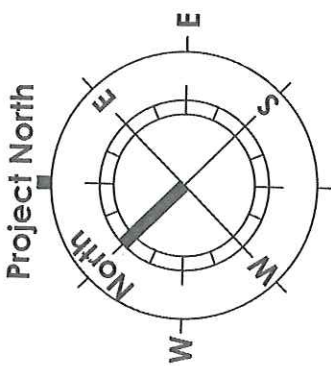
Legend	RHW	Ovenmaga wire
AC	Air conditioner	R Risers
AD	Area drain	SP Sump pump
BCE	Basement ceiling elevation	SE Sanitary sewage ejector
BE	Balcory elevation	SAN Sanitation
BFE	Basement floor elevation	STM Storm
CB	Catch basin	TW Top of foundation wall
CC	Curb cut	elevation
CO	Clear-out	UF Underside of footing elevation
CS	Curb catch	UP Utility pole
DCB	Double catch basin	WW Window well
DS	Roof downspout	WS Water service
DW	Driveway	
EG	Egress grade	
EH	Egress height	
ES	Egress sill	
EX	Existing	
FEE	First floor elevation	
INV	Invert	
MH	Manhole	

The diagram illustrates a cross-section of a building's exterior and interior features. From top to bottom, it shows:

- A roof section with a double catch basin (DCB) and a roof downspout (DS).
- An existing (EX) driveway (DW) leading to a proposed (P) driveway.
- An existing (EX) egress grade (EG) and an existing (EX) egress height (EH) measurement.
- An existing (EX) egress sill (ES) and an existing (EX) first floor elevation (FEE).
- An existing (EX) curb catch (CX) and an existing (EX) curb cut (CC).
- An existing (EX) utility pole (UP) and an existing (EX) window well (WW).
- An existing (EX) water service (WS) connection.
- An existing (EX) direction of surface flow indicated by arrows pointing towards the foundation.
- An existing (EX) proposed elevation (PE) and an existing (EX) tree protection/hearding (TH) area.
- An existing (EX) roof drain and splash pad (RDSP) at the base.

Dimensions are shown as follows:

- A total height dimension of $\times 100.00$.
- A partial height dimension of $\times 92.63$.



RECEIVED
JAN - 6 2020
COMMITTEE OF
ADJUSTMENT



SUBJECT: Public Tree Removal - 374 Pomona Avenue

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Roads, Parks and Forestry Department

Report Number: RPF-14-20

Wards Affected: 4

File Numbers: 820-02

Date to Committee: May 12, 2020

Date to Council: May 25, 2020

Recommendation:

Approve the request by the homeowner to remove the city owned 17cm (diameter at breast height) Ivory Silk Lilac to accommodate a new driveway; and

Instruct the homeowner, Mary Mitar, to provide compensation for the tree removal by providing cash in lieu of replacement totaling \$1200. The funds are equivalent to 2 replacement trees (\$500 each) for vacant area of city road allowance. A portion of the funds will provide for a new tree to be planted in front of the house and provide care and maintenance for the first two years; and

Direct that all associated costs with respect to the removal of the trees (including stump removal) will be the responsibility of the homeowner, and the contractor hired to remove the tree will require approval by the Manager of Urban Forestry or designate; and

Direct that the recommendations laid out in the Arborist Report dated March 25, 2020 be followed; removal of existing driveway as well as any root excavation for the new foundation to be done by hand, air spade, or hydro vac with a Certified Arborist on site to conduct root pruning as necessary. Further, some compaction mitigation shall occur under the existing driveway.

PURPOSE:

Vision to Focus Alignment:

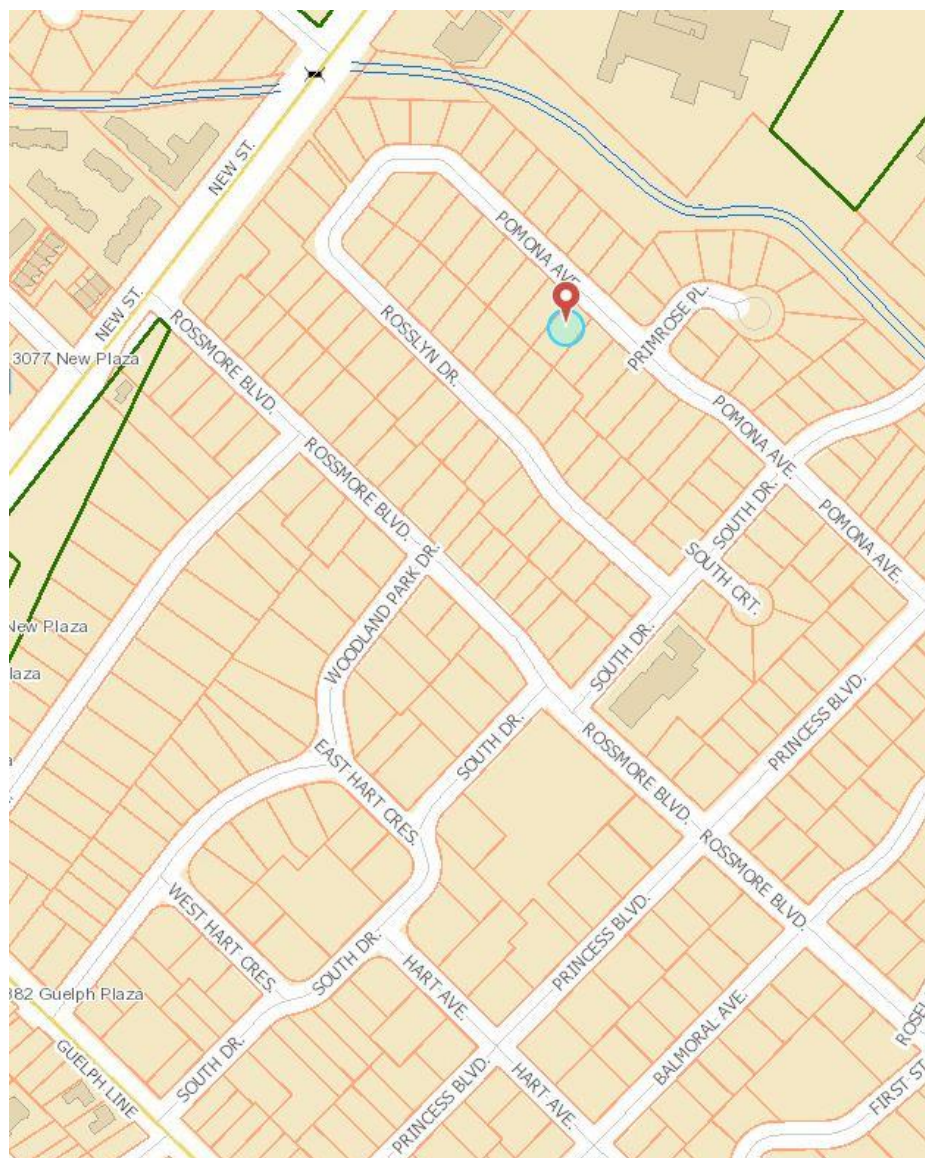
- Support sustainable infrastructure and a resilient environment
-

Background and Discussion:

An application was made for Zoning clearance and Grading and Drainage clearance on February 26, 2020. The nature of the proposed work is demolition of the existing home, rebuild a new home with a larger footprint and relocate the driveway to the North side of the property. The proposed relocation of the driveway would require the removal of a 17cm Ivory Silk Lilac located in the public road allowance.

A Private Tree Permit application was filed on March 6, 2020. Forestry staff attended the site March 8, 2020.

The subject property is located between Guelph and Walkers Line, South of New Street.



Strategy/process

The subject tree is an Ivory Silk Lilac (*Syringa reticulata*) measuring 17cm diameter at breast height. The tree is located within the city's road allowance. The tree is in fair condition.

Options Considered

There is an existing privately owned red oak (fair condition) located at the corner of the existing residence, and adjacent to the existing driveway. The current location of the driveway is limiting the growing space for the large red oak. Extending the new home further into the rear yard will further reduce the amount of root area for the tree. Moving the driveway location and enhancing the soil area underneath existing driveway it will allow the tree to utilize this area more readily.

Financial Matters:

A total of \$1200 shall be paid by Mary Mitar as compensation for the loss of the existing city owned tree. These funds will be utilized to replace the loss in canopy. The costs of tree and stump removal will be borne entirely by the applicant.

Total Financial Impact

Not applicable

Source of Funding

Not applicable

Other Resource Impacts

Not applicable

Conclusion:

The City's Forestry section have reviewed the proposed tree removal and support the removal as per the recommendations listed above.

Respectfully submitted,

Brianna Thornborrow
Supervisor of Forest Health and Planning
(905) 333-6166 ext. 6145

Appendices:

- A. Photos
- B. Proposed Site Plan

Notifications:

Mary Mitar

Mary.Mitar@ariva.ca

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.

Appendix A – Photos
RPF-14-20

Ivory Silk Lilac to be removed.



Appendix A – Photos
RPF-14-20

Red Oak to be preserved.



Appendix B – Proposed Site Plan
RPF-14-20