



Regular Meeting of Council
Agenda

Date: June 22, 2020
Time: 1:00 pm
Location: Council Chambers Level 2, City Hall

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

Pages

1. **Call to Order:**
2. **National Anthem:**
3. **Regrets:**
4. **Proclamations:**
 - 4.1 Longest Day of Smiles - June 20, 2020
5. **Motion to Approve Council Minutes:**

Confirm the minutes of the following meeting of Council:

 - 5.1 Regular meeting of Council May 25, 2020
 - 5.2 Special meeting of Council June 3, 2020
 - 5.3 Special meeting of Council June 11, 2020
 - 5.4 Special meeting of Council June 18, 2020
6. **Recognitions and Achievements:**
7. **Presentations:**
8. **Declarations of Interest:**

9. Delegations:

Requests to delegate to this virtual meeting can be made by completing the online delegation registration form at www.burlington.ca/delegation, or by submitting a written request by email to the Clerks Department at clerks@burlington.ca by 9:00 am on the day 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 Council 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 Council members in advance of the meeting and will be attached to the minutes, forming part of the public record.

10. Recommendations from Standing Committees:

10.1 Environment, Infrastructure & Community Services meeting of June 8, 2020

1 - 4

- a. Contract for purchase of structural firefighting turnout gear (BFD-01-20)

Approve the award of a single source contract for Burlington fire department's standardized structural firefighting turnout gear with Starfield Lion for two-year term, with the option to extend the contract for three additional one-year terms; and

Authorized the Manager of Procurement Services to issue a purchase order and/or sign any associated agreements subject to the approval of the Executive Director of Legal Services with Starfield Lion; and

Authorize the Manager of Procurement Services to extend the contract for the term of the agreement subject to mutual agreement with Starfield Lion.

- b. Stormwater management design guidelines update (CW-14-20)

This item was referred to the Community Planning, Regulation & Mobility meeting of June 9, 2020.

- c. Construction and mobility management for low density residential development (CW-15-20)

Approve the amendment to the Construction and Mobility Management Policy with the addition of Schedule B, as phase one of an ongoing amendment process to return to Council by

Q1 2021, as included in Appendix A to capital works department report CW-15-20; and

Approve the amendment to the Grading and Drainage Clearance Certificate By-law 52-2018 with the addition of condition 15 (i.e.: the requirement for a construction and mobility management plan for low density residential development), in the terms and conditions of Schedule A, as included in Appendix B to capital works department report CW-15-20; and

Direct the Executive Director of Environment, Infrastructure and Community Services to report back to Council in Q4 2020 regarding staffing resources necessary to ensure effective implementation and enforcement of the construction and mobility management guidelines for low rise residential development, including the Grading and Drainage Clearance Certificate By-law 52-2018 and the Noise and Nuisance By-law 19-2003. (SD-09-20)

10.2 Community Planning, Regulation & Mobility meeting of June 9, 2020

5 - 9

a. SPLIT pass agreement update (TR-01-20)

Authorize the Director of Transit to continue the delivery of the Subsidized Passes for Low Income Transit (SPLIT) Program; and

Direct the City Manager and City Clerk to negotiate and execute, on behalf of the Corporation of the City of Burlington, all necessary Transportation Pass funding agreements, renewals and ancillary documents between the City of Burlington and the Regional Municipality of Halton, in a form acceptable to the Director of Transit and in a form satisfactory to the Executive Director of Legal Services, required to continue the delivery of the Subsidized Passes for Low Income Transit Program.

b. Transit single source approval – scheduling software & services (TR-04-20)

Authorize the Manager of Procurement Services to issue a revised purchase order for Courval Scheduling Inc. (CSched) of Laval, Quebec in the amount of \$128 979.96 + HST for the continued use of HASTUS by CSched for transit workforce scheduling and consulting services.

- c. Shared streets during COVID-19 (TS-18-20)

Approve a responsive approach related to road closures to aid social distancing during the COVID-19 emergency as indicated in transportation services report TS-18-20.

- d. Subdivision agreement extension for Garden Trails subdivision (PL-31-20)

Direct the Director of Community Planning to extend the Draft Plan Approval for the Garden Trails Subdivision at 550 Genista Drive up to six months, expiring December 30, 2020.

- e. Shadow and wind studies (PL-08-20)

Approve, in principle, the Shadow Study Guidelines and Terms of Reference attached as Appendix A to community planning report PL-08-20; and

Approve, in principle, the Pedestrian Level Wind Study Guidelines and Terms of Reference attached as Appendix B to community planning report PL-08-20; and

Direct the Director of Community Planning to prepare the necessary by-laws to amend the current Official Plan and adopted Official Plan through a future housekeeping amendment and/or modification, respectively, substantially in accordance with the recommendations attached in Appendix E to community planning report PL-08-20.

- f. Bill 108 timelines (PL-06-20)

Direct the Director of Community Planning to process future development applications in accordance with Option One outlined in community planning department report PL-06-20.

- g. Verbal update - Burlington Economic Recovery Network (BERN) (CPRM-02-20)

Endorse the Burlington Economic Recovery Network (BERN) Guiding Principles; and

Commit to working with BERN in developing the critical path and recommendations for economic recovery, through the city representatives on BERN including the Mayor, Ward 1 Councillor and City Staff; and

Request BERN report back to committee with specific recommendations for city involvement in economic recovery, for endorsement by committee and once approved, integrate recovery recommendations into the City of Burlington Strategic Plan and 2018-22 Work Plan.

- h. Stormwater management design guidelines update (CW-14-20)

Approve the updated Stormwater Management Design Guidelines for the City of Burlington, attached as Appendix A to capital works department report CW-14-20.

10.3 Audit Committee meeting of June 10, 2020

10 - 12

- a. Financial highlights for period ended December 31, 2019 (F-03-20)

Receive and file finance department report F-03-20 providing financial highlights for the period ended December 31, 2019.

- b. Financial highlights as at March 31, 2020 (F-18-20)

Receive and file finance department report F-18-20 providing financial highlights as at March 31, 2020.

- c. 2019 compliance rates for mandatory employee training (HR-02-20)

Receive and file human resources department report HR-02-20 providing information about the 2019 compliance rates for mandatory employee training.

- d. COVID-19 emergency response verbal update (A-01-20)

Receive and file the June 10, 2020 staff presentation providing an update on the COVID-19 emergency response.

- e. External audit contract (F-17-20)

Appoint the firm of Deloitte LLP to provide external audit services to the City of Burlington for a period of up to five years.

- f. Risks and opportunities in COVID-19 emergency response and service re-design strategies (CM-15-20)

Receive and file city manager's office report CM-15-20 providing risks, mitigations and opportunities from both COVID-

19 emergency response strategy and service re-design strategy as detailed in Appendix A.

10.4 Corporate Services, Strategy, Risk & Accountability meeting of June 11, 2020 13 - 17

a. Annual report of the Integrity Commissioner (CL-12-20)

Receive and file clerks department report CL-12-20 providing the annual report from Principles *Integrity*, Integrity Commissioner for the City of Burlington.

b. COVID-19 emergency response update (CSSRA-04-20) (SD-10-20)

Receive and file the June 11, 2020 staff and Burlington Hydro presentations providing updates on the COVID-19 emergency response; and

Direct the Chief Financial Officer to present the 2021 Budget Framework Report at the September CSSRA meeting including budget timelines to reflect a budget approval in Q1 2021. (SD-10-20)

c. Financial results for Burlington Hydro for the period ended December 31, 2019 (F-24-20)

Receive and file finance department report F-24-20 providing financial results for Burlington Enterprises Corporation.

d. Debt policy review (F-15-20)

Approve the City of Burlington's amended debt policy as per Appendix A of finance department report F-15-20.

e. Reserve and reserve fund review (F-28-20)

Receive and file finance department report F-28-20, reserve and reserve fund review; and

Repeal by-laws 092-1991, 072-1992, 061-1993, 089-1995, 26-1998, 062-1999, 061-2002, 062-2002, 3-2007, 45-2008 and 077-2013, as described in F-28-20; and

Authorize the Chief Financial Officer to transfer fund balances as outlined in F-28-20; and

Approve the establishment of new and or renamed reserve

funds as outlined in F-28-20 with associated by-laws to be brought forward to Council for approval.

f. Corporate project governance and status updates (CM-10-20)

Receive and file city manager's office report CM-10-20 providing an overview of the governance for corporate projects and status reports as provided in Appendix A.

g. Consideration of property tax relief extension (CSSRA-02-20)

Direct the Chief Financial Officer to report back to the June 22, 2020 council meeting outlining what Burlington, Oakville, Milton, Halton Hills and the Region of Halton are providing in terms of further property tax relief, and identify the options available to Burlington.

h. Confidential real estate matters (L-14-20)

Approve the recommendations contained in confidential legal department report L-14-20; and

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

11. Motion to Approve Standing Committee Minutes:

Approve the following minutes:

11.1 Environment, Infrastructure & Community Services meeting minutes of June 8, 2020

11.2 Community Planning Regulation & Mobility meeting minutes of June 9, 2020

11.3 Audit Committee meeting minutes of June 10, 2020

11.4 Corporate Services, Strategy, Risk & Accountability meeting minutes of June 11, 2020

12. Reports of Municipal Officers:

12.1 LaSalle Park Community Marina (RS-06-20)

18 - 24

Note: Revised as of June 19, 2020

Receive and file Recreation Services report RS-06-20 regarding the

LaSalle Park Community Marina and the public boat launch.

13. Notices of Motion:

14. Motions:

15. Motion to Receive and File Council Information Packages:

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

15.1 Council Information Package June 4, 2020

15.2 Council Information Package June 11, 2020

15.3 Council Information Package June 19, 2020

16. Motion to Receive and File Information Items:

Receive and file information items, having been considered by Council:

16.1	Memo from Vito Tolone, Director of Transportation Services regarding Shared Streets during COVID-19 (TS-18-20)	25 - 26
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16.2	Memo from Joan Ford, Chief Financial Officer, regarding finance department report, consideration of property tax relief extension (CSSRA-02-20)	27 - 32
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16.3	Memo from Michelle Moore, Coordinator of Financial Reporting regarding reserve and reserve fund review (F-28-20)	33 - 34
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17. Motion to Approve By-Laws:

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

17.1 41-2020: A by-law to amend By-law 86-2007, as amended, being aby-law for the regulation of traffic.

17.2 42-2020: A by-law to amend By-law 61-2008 to update the legal description and the reasons for designation of 3083 Lakeshore Road.

17.3 43-2020: A by-law to establish a reserve fund and guidelines for the accumulation of monies received from net surplus revenues from the operations of the Burlington Public Library.

17.4 44-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Development Charges Exemption Reserve Fund.

- 17.5 45-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Fire Dispatch Reserve Fund.
- 17.6 46-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Parking Growth Reserve Fund.
- 17.7 47-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Election Reserve Fund.
- 17.8 48-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Emergency Plan Reserve Fund.
- 17.9 49-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Fire Suppression Reserve Fund.
- 17.10 50-2020: A by-law to establish a reserve fund for the accumulation of monies towards investment in creating a Green Community.
- 17.11 51-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Itabashi Garden Reserve Fund.
- 17.12 52-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Mundialization Reserve Fund and repeal by laws 092-1991, 061-1993, 089-1995 and 062-1999.
- 17.13 53-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Parking Renewal Reserve Fund.
- 17.14 54-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Transit Vehicle Depreciation Reserve Fund and repeal by laws 072-1992, 061-2002, and 062-2002.
- 17.15 55-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Tree Planting Initiative Reserve Fund.
- 17.16 56-2020: A by-law to establish a reserve fund and guidelines for the utilization of the Youth Initiatives Reserve Fund and repeal by law 077-2013.
- 17.17 57-2020: A by-law to exempt Blocks 289, 290, 291, 292 and 293, Plan 20M1193 in the City of Burlington, from the provisions of Part Lot Control under the Planning Act, R.S.O. 1990, c. P.13 as amended.

18. Motion to Confirm Proceedings of the Council Meeting:

Enact and pass By-law Number 58-2020, being a by-law to confirm the proceedings of Council at its meeting held Monday, June 22, 2020 being read a

first, second and third time.

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

20. Statements by Members:

21. Motion to Adjourn:

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



Environment, Infrastructure & Community Services Committee Meeting
Minutes

Date: June 8, 2020
Time: 1:00 pm
Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Chris Glenn, Scott Hamilton, Allan Magi, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

- 2.1 Lloyd Rapini, Rapini Homes, spoke regarding construction and mobility management for low density residential development (CW-15-20)
- 2.2 Albert Faccenda, Coral Gable Homes, spoke regarding construction and mobility management for low density residential development (CW-15-20)
- 2.3 Varun Gupta, Infini Homes and Development, spoke regarding construction and mobility management for low density residential development (CW-15-20)
- 2.4 Mary Alice St. James, A.C.T., spoke regarding construction and mobility management for low density residential development (CW-15-20)
- 2.5 Daintry Klein, We Love Millcroft, spoke regarding construction and mobility management for low density residential development (CW-15-20)

3. Consent Items:

- 3.1 Contract for purchase of structural firefighting turnout gear (BFD-01-20)

Moved by Councillor Kearns

Approve the award of a single source contract for Burlington fire department's standardized structural firefighting turnout gear with Starfield Lion for two-year term, with the option to extend the contract for three additional one-year terms; and

Authorized the Manager of Procurement Services to issue a purchase order and/or sign any associated agreements subject to the approval of the Executive Director of Legal Services with Starfield Lion; and

Authorize the Manager of Procurement Services to extend the contract for the term of the agreement subject to mutual agreement with Starfield Lion.

CARRIED

4. Regular Items:

4.1 Stormwater management design guidelines update (CW-14-20)

Moved by Mayor Meed Ward

Refer capital works department report CW-14-20 regarding stormwater management design guidelines to the Community Planning, Regulation and Mobility meeting of June 9, 2020.

CARRIED

4.2 Construction and mobility management for low density residential development (CW-15-20)

Moved by Councillor Stolte

Approve the amendment to the Construction and Mobility Management Policy with the addition of Schedule B, as included in Appendix A to capital works department report CW-15-20; and

Approve the amendment to the Grading and Drainage Clearance Certificate By-law 52-2018 with the addition of condition 15 (i.e.: the requirement for a construction and mobility management plan for low density residential development), in the terms and conditions of Schedule A, as included in Appendix B to capital works department report CW-15-20.

Amendment

Moved by Councillor Stolte

Add the wording '**as phase one of an ongoing amendment process to return to Council early Q1 2021**' after Schedule B.

CARRIED

Moved by Councillor Sharman

Approve the amendment to the Construction and Mobility Management Policy with the addition of Schedule B, **as phase one of an ongoing amendment process to return to Council by Q1 2021**, as included in Appendix A to capital works department report CW-15-20; and

Approve the amendment to the Grading and Drainage Clearance Certificate By-law 52-2018 with the addition of condition 15 (i.e.: the requirement for a construction and mobility management plan for low density residential development), in the terms and conditions of Schedule A, as included in Appendix B to capital works department report CW-15-20: **and**

Direct the Executive Director of Environment, Infrastructure and Community Services to report back to Council in Q4 2020 regarding staffing resources necessary to ensure effective implementation and enforcement of the construction and mobility management guidelines for low rise residential development, including the Grading and Drainage Clearance Certificate By-law 52-2018 and the Noise and Nuisance By-law 19-2003. (SD-09-20)

CARRIED

5. Confidential Items:

None.

6. Procedural Motions:

None.

7. Information Items:

Moved by Councillor Bentivegna

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

CARRIED

- 7.1 Delegation notes from Daintry Klein, We Love Millcroft, regarding construction and mobility management for low density residential development (CW-15-20)
- 7.2 Correspondence from West End Home Builders' Association regarding construction and mobility management for low density residential development (CW-15-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

2:28 p.m. (recessed), 2:35 p.m. (reconvened)

Chair adjourned the meeting at 4:05 p.m.



Community Planning, Regulation & Mobility Committee Meeting

Minutes

Date: June 9, 2020

Time: 9:30 am

Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Heather MacDonald, Sue Connor, Sheila Jones, Allan Magi, Jamie Tellier, Vito Tolone, David Thompson (Audio/Video Specialist), Jo-Anne Rudy (Clerk)

1. Declarations of Interest:

None

2. Statutory Public Meetings:

None

3. Delegation(s):

3.1 Dana Anderson, MHBC Planning Urban Design & Landscaping, representing Emshih Developments Inc., requested that the extension for Garden Trails subdivision be granted. (PL-31-20)

4. Consent Items:

4.1 SPLIT pass agreement update (TR-01-20)

Moved by Councillor Galbraith

Authorize the Director of Transit to continue the delivery of the Subsidized Passes for Low Income Transit (SPLIT) Program; and

Direct the City Manager and City Clerk to negotiate and execute, on behalf of the Corporation of the City of Burlington, all necessary Transportation

Pass funding agreements, renewals and ancillary documents between the City of Burlington and the Regional Municipality of Halton, in a form acceptable to the Director of Transit and in a form satisfactory to the Executive Director of Legal Services, required to continue the delivery of the Subsidized Passes for Low Income Transit Program.

CARRIED

- 4.2 Transit single source approval – scheduling software & services (TR-04-20)

Moved by Councillor Galbraith

Authorize the Manager of Procurement Services to issue a revised purchase order for Courval Scheduling Inc. (CSched) of Laval, Quebec in the amount of \$128 979.96 + HST for the continued use of HASTUS by CSched for transit workforce scheduling and consulting services.

CARRIED

5. Regular Items:

- 5.1 Shared streets during COVID-19 (TS-18-20)

Moved by Councillor Kearns

Approve a responsive approach related to road closures to aid social distancing during the COVID-19 emergency as indicated in transportation services report TS-18-20.

CARRIED

- 5.2 Subdivision agreement extension for Garden Trails subdivision (PL-31-20)

Moved by Councillor Galbraith

Direct the Director of Community Planning to extend the Draft Plan Approval for the Garden Trails Subdivision at 550 Genista Drive up to six months, expiring December 30, 2020.

CARRIED

- 5.3 Shadow and wind studies (PL-08-20)

Moved by Councillor Sharman

Approve, in principle, the Shadow Study Guidelines and Terms of Reference attached as Appendix A to community planning report PL-08-20; and

Approve, in principle, the Pedestrian Level Wind Study Guidelines and Terms of Reference attached as Appendix B to community planning report PL-08-20; and

Direct the Director of Community Planning to prepare the necessary by-laws to amend the current Official Plan and adopted Official Plan through a future housekeeping amendment and/or modification, respectively, substantially in accordance with the recommendations attached in Appendix E to community planning report PL-08-20.

CARRIED

5.4 Bill 108 timelines (PL-06-20)

Moved by Councillor Bentivegna

Direct the Director of Community Planning to process future development applications in accordance with Option One outlined in community planning department report PL-06-20.

CARRIED

5.5 Verbal update - Burlington Economic Recovery Network (BERN) (CPRM-02-20)

Moved by Councillor Galbraith

Endorse the Burlington Economic Recovery Network (BERN) Guiding Principles; and

Commit to working with BERN in developing the critical path and recommendations for economic recovery, through the city representatives on BERN including the Mayor, Ward 1 Councillor and City Staff; and

Request BERN report back to committee with specific recommendations for city involvement in economic recovery, for endorsement by committee and once approved, integrate recovery recommendations into the City of Burlington Strategic Plan and 2018-22 Work Plan.

CARRIED

5.6 Stormwater management design guidelines update (CW-14-20)

Moved by Councillor Kearns

Approve the updated Stormwater Management Design Guidelines for the City of Burlington, attached as Appendix A to capital works department report CW-14-20.

CARRIED

6. Confidential Items:

None

7. Procedural Motions:

None

8. Information Items:

Moved by Mayor Meed Ward

Receive and file the following 11 items, having been given due consideration by the Community Planning, Regulation and Mobility Committee.

8.1 Correspondence from Thomas Deley regarding shared streets during COVID-19 (TS-18-20)

8.2 Staff presentation regarding subdivision agreement extension for Garden Trails subdivision (PL-31-20)

8.3 Correspondence from Dana Anderson, MHBC Planning Urban Design & Landscaping, regarding subdivision agreement extension for Garden Trails subdivision (PL-31-20)

8.4 Correspondence from Dr. Michael Shih of Emshih Developments Inc., regarding subdivision agreement extension for Garden Trails subdivision (PL-31-20)

8.5 Staff presentation regarding shadow and wind studies (PL-08-20)

8.6 Correspondence from Bob Osborne regarding shadow and wind studies (PL-08-20)

8.7 Correspondence from Kirstin Jensen, Manager of Planning & Government Relations, West End Home Builders' Association, regarding shadow and wind studies (PL-08-20)

- 8.8 Correspondence from Kirstin Jensen, Manager of Planning & Government Relations, West End Home Builders' Association, regarding Bill 108 timelines (PL-06-20)
- 8.9 Presentation and correspondence from Anita Cassidy, Executive Director, Burlington Economic Development Corporation regarding verbal update - Burlington Economic Recovery Network (BERN) (CPRM-02-20)
- 8.10 Correspondence from Burlington Economic Development Corporation regarding verbal update - Burlington Economic Recovery Network (BERN) (CPRM-02-20)
- 8.11 Staff presentation regarding stormwater management design guidelines update (CW-14-20)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

11:32 a.m. (recessed), 11:37 a.m. (reconvened), 12:35 p.m. (recessed), 1:17 p.m. (reconvened), 2:38 p.m. (recessed), 2:44 p.m. (reconvened)

Chair adjourned the meeting at 4:04 p.m.



Audit Committee Meeting

Minutes

Date: June 10, 2020
Time: 3:30 pm
Location: Council Chambers - members participating remotely

Members Present: Paul Sharman (Chair), Lisa Kearns, Phillip Chisulo, Etienne Durafour, Mathew Moore, Angelo Bentivegna, Mayor Marianne Meed Ward

Member Regrets: Aaron Mendaglio

Staff Present: Tim Commisso, Kwab Ako-Adjei, Laura Boyd, Joan Ford, Sheila Jones, Christine Swenor, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Financial highlights for period ended December 31, 2019 (F-03-20)

Moved by: Mayor Meed Ward

Receive and file finance department report F-03-20 providing financial highlights for the period ended December 31, 2019.

CARRIED

3.2 Financial highlights as at March 31, 2020 (F-18-20)

Moved by: Mayor Meed Ward

Receive and file finance department report F-18-20 providing financial highlights as at March 31, 2020.

CARRIED

3.3 2019 compliance rates for mandatory employee training (HR-02-20)

Moved by: Mayor Meed Ward

Receive and file human resources department report HR-02-20 providing information about the 2019 compliance rates for mandatory employee training.

CARRIED

4. Regular Items:

4.1 COVID-19 emergency response verbal update (A-01-20)

Moved by: Mayor Meed Ward

Receive and file the June 10, 2020 staff presentation providing an update on the COVID-19 emergency response.

CARRIED

4.2 External audit contract (F-17-20)

Moved by: Mayor Meed Ward

Appoint the firm of Deloitte LLP to provide external audit services to the City of Burlington for a period of up to five years.

CARRIED

4.3 Risks and opportunities in COVID-19 emergency response and service re-design strategies (CM-15-20)

Moved by: Mathew Moore

Receive and file city manager's office report CM-15-20 providing risks, mitigations and opportunities from both COVID-19 emergency response strategy and service re-design strategy as detailed in Appendix A.

CARRIED

5. Confidential Items:

None.

6. Procedural Motions:

None.

7. Information Items:

Moved by: Mayor Meed Ward

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

CARRIED

7.1 Staff presentation for the COVID-19 emergency response verbal update (A-01-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

Chair adjourned the meeting at 5:07 p.m.



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: June 11, 2020
Time: 9:30 am
Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Kwab Ako-Adjei, Kevin Arjoon, Mary Battaglia, Laura Boyd, Joan Ford, Karen Roche, Chris Glenn, Jeff Thompson, Sheila Jones, Heather MacDonald, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

None.

4. Regular Items:

4.1 Annual report of the Integrity Commissioner (CL-12-20)

Moved by Councillor Kearns

Receive and file clerks department report CL-12-20 providing the annual report from Principles *Integrity*, Integrity Commissioner for the City of Burlington.

CARRIED

4.2 COVID-19 emergency response update (CSSRA-04-20) (SD-10-20)

Moved by Councillor Kearns

Receive and file the June 11, 2020 staff and Burlington Hydro presentations providing updates on the COVID-19 emergency response; and

Direct the Chief Financial Officer to present the 2021 Budget Framework Report at the September CSSRA meeting including budget timelines to reflect a budget approval in Q1 2021. (SD-10-20)

CARRIED

4.3 Service re-design interim modifications and resumptions (CM-16-20)

Note: This item was approved at a Special Council meeting on June 11, 2020.

Moved by Mayor Meed Ward

Direct the City Manager to proceed with the interim service delivery program recommendations as outlined in Appendices A, B, and C of city manager's office report CM-16-20 related to arenas - recreation services, aquatics – recreation services and summer youth programming – recreation services **and, at the discretion of the City Manager, add inventory and expedite as needed to meet demand for arenas, aquatics and summer youth programming in accordance with provincial guidelines to an upset limit of \$300,000 in total**; and

Receive and file Appendix D of city manager's office report CM-16-20 providing interim service delivery modifications approved by the Burlington Leadership Team, Emergency Control Group and/or service leads for sport fields - recreation services; and

Receive and file Appendix E of city manager's office report CM-16-20 providing interim service delivery modifications approved by the Library Board for the Burlington Public Library; and

Direct the Chief Financial Officer to track and monitor the financial implications of the above service delivery program changes in the ongoing COVID-19 financial impact reporting to Council.

CARRIED

- 4.4 Financial results for Burlington Hydro for the period ended December 31, 2019 (F-24-20)

Moved by Councillor Bentivegna

Receive and file finance department report F-24-20 providing financial results for Burlington Enterprises Corporation.

CARRIED

- 4.5 Debt policy review (F-15-20)

Moved by Councillor Sharman

Approve the City of Burlington's amended debt policy as per Appendix A of finance department report F-15-20.

CARRIED

- 4.6 Reserve and reserve fund review (F-28-20)

Moved by Mayor Meed Ward

Receive and file finance department report F-28-20, reserve and reserve fund review; and

Repeal by-laws 092-1991, 072-1992, 061-1993, 089-1995, 26-1998, 062-1999, 061-2002, 062-2002, 3-2007, 45-2008 and 077-2013, as described in F-28-20; and

Authorize the Chief Financial Officer to transfer fund balances as outlined in F-28-20; and

Approve the establishment of new and or renamed reserve funds as outlined in F-28-20 with associated by-laws to be brought forward to Council for approval.

CARRIED

- 4.7 Corporate project governance and status updates (CM-10-20)

Moved by Mayor Meed Ward

Receive and file city manager's office report CM-10-20 providing an overview of the governance for corporate projects and status reports as provided in Appendix A.

CARRIED

4.8 Consideration of property tax relief extension (CSSRA-02-20)

Moved by Mayor Meed Ward

Direct the Chief Financial Officer to report back to the June 22, 2020 council meeting outlining what Burlington, Oakville, Milton, Halton Hills and the Region of Halton are providing in terms of further property tax relief, **and identify the options available to Burlington.**

CARRIED

5. Confidential Items:

NOTE: There was an error in the publishing of the agenda referencing an incorrect closed session item. The Chair and Clerk provided clarification.

5.1 Confidential verbal update on an organizational matter

5.2 Confidential real estate matters (L-14-20)

Moved by Councillor Stolte

Approve the recommendations contained in confidential legal department report L-14-20; and

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

CARRIED

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by Mayor Meed Ward

Move into closed session in accordance with the following provision under the Municipal Act, section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees, with respect to a confidential verbal update on an organizational matter.

CARRIED

7. Information Items:

Moved by Councillor Sharman

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

CARRIED

- 7.1 Presentation from Burlington Hydro regarding the COVID-19 emergency response verbal update (CSSRA-04-20)
- 7.2 Staff presentation regarding the COVID-19 emergency response verbal update (CSSRA-04-20)
- 7.3 Staff presentation regarding Corporate project governance and status updates (CM-10-20)
- 7.4 Correspondence from the Region of Halton regarding consideration of property tax relief extension (CSSRA-02-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

10:44 a.m. (recessed), 10:50 a.m. (reconvened), 12:18 p.m. (recessed), 1:22 p.m. (reconvened), 2:35 p.m. (recessed), 2:43 p.m. (reconvened), 4:37 p.m. (closed), 5:05 p.m. (public)

Chair adjourned the meeting at 5:10 p.m.



SUBJECT: REVISED - LaSalle Park Community Marina

TO: Mayor and Members of Council

FROM: Recreation Services Department

Report Number: RS-06-20

Wards Affected: 1

File Numbers: 945-02

Date to Committee: NA

Date to Council: June 22, 2020

Recommendation:

Receive and file Recreation Services report RS-06-20 regarding the LaSalle Park Community Marina and the public boat launch.

PURPOSE:

The purpose of this report is to provide Council with an update on the operating status of the LaSalle Park Community Marina and public boat launch for the upcoming boating season.

Vision to Focus Alignment:

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

Background and Discussion:

The LaSalle Park Marina Association (LPMA) is a non-profit organization that has operated the LaSalle Park Community Marina (Marina) since the early 1980's under an agreement with the City of Burlington (City). LPMA had been in discussions with the City for several years regarding the replacement of an aging floating wave break that protects boats and the Marina infrastructure.

In 2019 Council approved the purchase of a new floating wave break for the Marina. Subsequently, staff negotiated a new license agreement with LPMA giving them the authority to operate the Marina in a similar manner as in the past and included an annual license fee to pay for a portion of the new wave break. Staff also issued a tender for the construction and installation of the wave break that was anticipated to be completed in early April 2020.

The completion of the wave break was delayed due to impacts of COVID-19. The wave break installation was completed on June 5, 2020. During the delay in the completion of the wave break, LPMA's Board indicated to staff that the Marina would not open for the 2020 boating season due to concerns and restrictions related to COVID-19.

The Burlington Sailing and Boating Club (BS&BC) which provides storage for boats, sailing programs, camps and races indicated to staff that their Board decided programs would not operate this year due to COVID-19. As well, since boats will not be put in the water due to the Marina closure, the storage compound for boats will remain in place on a portion of the parking lot used for boat trailers.

Following a recent discussion at Committee regarding the status of the Marina, Councillor Galbraith and staff spoke to both organizations. The purpose of this discussion was to determine if they would reconsider their decision not to operate following the Provincial announcement allowing marinas to open. Both organizations confirmed the Marina and sailing programs would not operate this year and was for the most part, supported by their members. Reasons for not operating are included below:

- COVID-19 delayed the installation of the wave break initially planned for early April. The wave break was completed in early June and LPMA estimates it takes 4 – 5 weeks to put docks and boats in the water. As a result, the Marina would not open until late July and the boating season would be significantly shorter. Typically, the boating season starts in May and ends in early October.
- LPMA would incur the same costs to install the Marina infrastructure as in previous years but would anticipate a reduction in revenue. Some boaters will not put their boats in the water for a shorter season in consideration of COVID-19 measures. LPMA is concerned that operating the Marina with a shorter season in addition to COVID-19 measures and impacts would result in a significant loss.
- Volunteers from LPMA install the Marina infrastructure. LPMA expressed concerns with volunteers working in an environment where they are unable to physical distance in work boats when installing the docks. Some of the volunteers stated that they would not volunteer to do this work due to COVID-19.
- LPMA is concerned that if there is a second wave of COVID-19 in the fall and the Province implements stricter measures, there may be challenges removing docks and boats from the water prior to winter.

- LPMA received comments from boaters indicating that it's not worth the effort and cost to put their boat in the water for a shortened boating season. As well, for many people boating is a social activity and physical distancing will restrict having visitors on board.
- BS&BC sailing lessons cannot be held with physical distancing measures in place. Physical distancing also restricts boaters and organizers of races.

Staff have not received any complaints from boaters since LPMA announced the Marina would not open this year.

Staff will report to Committee and Council in the fall on matters related to recovery of fees payable by LPMA pursuant to their license agreement and other agreements with LPMA and BS&BC.

There is also a City owned public boat launch at the Marina. The public boat launch is free to use and is not monitored or supervised.

Strategy/process

There have been inquiries about the opening of the boat launch from the public. With the closure of the Marina, staff have investigated several items related to the boat launch including the installation of docks, signage, traffic flow and parking at the Marina and in LaSalle Park.

After considerable discussion regarding the operation of the boat launch, staff decided to close the boat launch to boats that require a trailer and only kayaks and canoes can use the boat launch. Typically, kayaks and canoes are transported on vehicle roof racks and do not require parking for a trailer. Large cement blocks will be placed in front of the boat launch to prevent trailers from entering the launch but will allow boaters to carry kayaks and canoes to the water. Reasons for restricting the use of the boat launch include:

Lack of Parking for Trailers: The parking lot at the Marina is considerably smaller because the docks that are stored on the parking lot in the fall and winter will remain there for the summer. These docks take up 16 parking spaces and the exit lane. As well, boats will remain in the storage compound for the summer that eliminates all 12 trailer parking spaces. Appendix A contains an aerial view of the parking lot identifying these impacts.

With all trailer parking eliminated in the Marina parking lot, there is no other area in LaSalle Park to accommodate trailers. In the past, a grassed area off the parking lot in LaSalle Park by the bocce courts was used for overflow parking for 4 – 5 trailers. Staff investigated enlarging this area and determined it cannot accommodate additional parking spaces for vehicle and trailers.

Impeded Traffic Flow: The Marina parking lot typically has separate lanes for entry and exit but because the docks and boat storage compound infringe on the parking lot, parking and traffic flow are impacted. Vehicles are not able to circulate through the parking lot but now must turn around. The revised parking lot now has a single lane that acts as a two-way entry/exit and cannot accommodate any vehicles with boat trailers because there is not enough space to turn around. As well, vehicles with trailers can only maneuver into the boat launch if additional parking spaces are removed by the LPMA office.

Safety and Liability: Staff anticipate LaSalle Park will be extremely busy this summer even though the Marina is not operating. Managing the boat launch with impacts to parking and traffic flow along with a lack of trailer parking presents safety concerns when considering the amount of vehicle and pedestrian traffic in and around the area.

Options Considered

Marina: Staff considered engaging the services of a contractor to install docks in order to open the Marina. The installation of docks is labour intensive, requires the use of a crane and work boats and takes a considerable amount of time. LPMA does not have the funds to support this and staff recommends the City not provide the funding. With a shorter boating season, it is highly unlikely the cost of installing the docks would be recovered. Therefore, this option was not recommended.

Boat Launch: Staff considered operating the boat launch in the same manner as in the past; no charge and without staff on site to monitor its use. For the reasons listed above in strategy and process, this option was not recommended.

Staff investigated options for the paid use of the boat launch that would include a fee for launching a boat with a parking space. Options for payment included ticket or pass purchase through a pay and display terminal or book a launch time through Recreation Services' scheduling software Perfect Mind. For the reasons listed above in strategy and process, this option was not recommended.

Staff considered having Park Ambassadors on site throughout the summer on weekends and holidays to manage the use of the boat launch and parking. For the reasons listed above in strategy and process, this option was not recommended.

Financial Matters:

Total Financial Impact

Staff will arrange to place barriers on the boat launch and have signage for traffic flow, parking and the boat launch installed at the Marina, in LaSalle Park and along the road leading to the Marina at an estimated cost of \$1,000.

Staff installed temporary fencing around the docks on the parking lot of the Marina to prevent vandalism until the end of September at a cost of \$1,600.

Source of Funding

These items will be funded through the COVID cost centre 429300.

Climate Implications:

There will be less vehicle traffic in the area with limited parking at the Marina less use of the boat launch.

Engagement Matters:

Staff will educate the public and boaters through information on the City's website and signage at the Marina by the boat launch.

Conclusion:

It is unfortunate that the Marina and sailing programs will not operate this year at the LaSalle Park Community Marina. With the reduced size of the parking lot and lack of trailer parking the public boat launch will not be available to boats but can be used to launch kayaks and canoes for this season.

Respectfully submitted,

Doug Pladsen

Recreation Planner

905-335-7600 ext. 7627

Appendices:

- A. Marina Parking Lot Impacts

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.

Marina Parking Lot Impacts



To: Mayor and Members of Council

From: Vito Tolone, Director of Transportation Services

**cc: Kevin Arjoon, City Clerk
Tim Commisso, City Manager
Heather MacDonald, Executive Director of CPRM
Kwab Ako-Adjei, Director of Corporate Communications and Government Relations
Brian Dean, Executive Director, Burlington Downtown Business Association**

Date: June 10, 2020

Re: Downtown Streets - Re-opening Preparation TS-18-20

At the Community Planning, Regulation and Mobility Committee of June 9, 2020, Councillor Kearns raised the issue of a proactive plan to address areas of the downtown where there is a reasonable expectation that conflicts between street users will continue and likely increase as we move to reopen the City and businesses.

Staff met with the Ward Councillor in order to address the issues raised and agreed that this situation is dynamic and timely communications is critical to respond to needs of both the Burlington Downtown Business Association (BDDBA) and the community. The following actions were agreed to in order to best position Downtown Burlington businesses for success:

1. Continued proactive two-way communication between Transportation Services staff, the BDDBA, Ward Councillor and business owners on issues related to public/customer space needs and the potential need for reconfiguration/modification.
2. Staff will work with the BDDBA and Ward Councillor on options and a plan to implement street reassignments as necessary. These options include but are not limited to sidewalk modifications/markings/signage, removal of on street parking to expand the sidewalks and possible partial or limited road closures. It was agreed that not all areas of the downtown experience the same issues therefore creativity and flexibility is required.
3. The plan above will be communicated with Downtown businesses with the assistance of the Ward Councillor and the BDDBA.

...2

4. Staff will provide the BDBA and Ward Councillor with the most recent information concerning provincial announcements that could impact gathering sizes and sidewalk capacity. At this time indications are that a Phase 2 re-opening could be June 19th which may include allowances for restaurants/patios and other businesses, therefore, it is crucial that a plan be developed and agreed to for that eventuality.
5. Staff will research the best practices of other municipalities for further discussion and possible implementation in Burlington.

Any recommendation to close streets to vehicular traffic will be brought forward for Council consideration and approval.

Respectfully submitted,



Vito Tolone
Director of Transportation Services

To: Mayor and Members of Council

From: Joan Ford
Chief Financial Officer

Date: Thursday June 18, 2020

Re: Corporate Services, Strategy, Risk and Accountability Committee
(CSSRA) - Property Tax Relief Extension (CSSRA-02-20)

At the June 11th, CSSRA Committee meeting the following staff direction was brought forward for a staff response at the June 22nd Council meeting.

Direct the Chief Financial Officer to report back to the June 22, 2020 council meeting outlining what Burlington, Oakville, Milton, Halton Hills and the Region of Halton are providing in terms of further property tax relief and identify the options available to Burlington.

In response to the COVID-19 pandemic, in April Council approved tax relief for payment of the April property tax instalment, up until June 30th, without incurring late payment charges. As such, the current property tax relief program implemented by the city provides relief up until June 30th.

On May 25th, Council provided additional relief by delaying final billing instalment dates to August 20th and October 20th (normally June and September) which provides additional time for the two remaining property tax instalments. Also, a new program was established for property taxpayers who continue to experience financial hardship due to COVID-19 and require additional assistance for repayment of the April 21 instalment beyond June 30. The City is offering enrollment in a new monthly pre-authorized payment plan. This plan provides for monthly withdrawals from Aug. 1 to Dec. 1 to pay the remaining 2020 property taxes (April, August, and October instalments). No penalty or interest is charged for taxpayers enrolled in this plan.

Halton Municipalities

Staff have worked closely with our Halton municipal partners to provide similar support to our taxpayers. Whereas Oakville is providing relief of penalty and interest until the end of the year, Milton like Burlington have opted to provide a program to help taxpayers defer their payments to start later in the year, while ensuring taxes are paid by the end of the year or early in 2021. The City of Burlington relief program offers 5 equal pre-authorized payments from August to December to pay the remaining 2020 property taxes without incurring penalty and interest. A review of some other Ontario municipalities indicates penalty and interest re-commencing between the months of June to September.

2020 Taxation Year								
	February Installment		April Installment		June Installment		September Installment	
	Due Date	Arrears Flexibility	Due Date	Arrears Flexibility	Due Date	Arrears Flexibility	Due Date	Arrears Flexibility
Burlington Council Reports: F-25-20 F-16-20	February 21	No interest or penalties if paid on or before June 30 for all property classes	April 21	No interest or penalties if paid on or before June 30 for all property classes	August 20 (60 day deferral)	Interest and penalties resume June 30; Monthly pre-authorized payment plan*	October 20 (30 day deferral)	Interest and penalties resume June 30; Monthly pre-authorized payment plan*
Halton Hills Council Reports: CORPSERV-2020-0018	February 26	Interest and penalties waived April 1 to June 30	April 28	Interest and penalties waived April 1 to June 30	August 27 (60 day deferral)	Lowering penalty from 1.25% to 1.00% for July 1 - December 31	October 28 (30 day deferral)	Lowering penalty from 1.25% to 1.00% for July 1 - December 31
Milton Council Reports: CORS-0020-20	February 28	No interest or penalties if paid on or before June 30 for all property classes	April 30	No interest or penalties if paid on or before June 30 for all property classes	August 31 (60 day deferral)	Application-based COVID-19 Deferral Program available**	October 30 (30 day deferral)	Application-based COVID-19 Deferral Program available**
Oakville Council Reports: COVID-19 Pandemic, Property Tax Assistance 2020 Tax Levy By-Law	February 25	No interest or penalties if paid on or before June 30 for all property classes	April 24	No interest or penalties if paid on or before June 30 for all property classes	August 25 (60 day deferral)	Waiver of penalty and interest extended to December 31 2020	October 26 (30 day deferral)	Waiver of penalty and interest extended to December 31 2020

* City of Burlington Monthly pre-authorized payment plan: For those taxpayers impacted by COVID19 that require additional assistance for repayment of the April 21st instalment beyond June 30th, the City is offering enrollment in a monthly pre-authorized payment plan. This plan will provide monthly withdrawals from August 1st to December 1st to pay the remaining 2020 property taxes (April, August and October installments). No penalty or interest will be charged to taxpayers enrolled in this plan

** Town of Milton Deferral program allows a payment plan to January 2021 for those financially affected by COVID-19

As the local municipalities have provided tax relief measures, Halton Region extended the April property tax requisition payment from April 30th to June 30th. Given that all four local municipalities have delayed the final billing instalment dates, Halton Region has approved delaying the June remittance to August 31st and the September remittance to October 30th.

Based on the April council decision, penalty and interest would resume on June 30, 2020. Other options to further extend this relief are outlined below.

Option 1 (recommended by staff) – waive interest (all property classes) for June 30th, July 31st and waive penalty for August 20th (due date) and October 20th (due date). Therefore, re-instate interest beginning August 31st and for each subsequent month for the balance of the year. This option would provide clarity when mailing out the tax bills in July regarding outstanding taxes on the account. This option would result in a **projected revenue loss of \$670,000**.

Option 2 – begin charging interest on Sept 30th and at end of each month for the balance of the year. This includes waiving penalty for August 20th (due date) and October 20th (due date). Reflects reinstatement of interest based on the end of the 3rd quarter. This option would result in a **projected revenue loss of \$950,000**.

Option 3 – begin charging interest on October 31st and at end of each month for balance of the year. This includes waiving penalty for August 20th (due date) and October 20th (due date). This aligns with final instalment due date month. This option would result in a **projected revenue loss of \$1,220,000**.

Option 4 – begin charging interest on December 31st. This includes waiving penalty for August 20th (due date) and October 20th (due date). This option aligns with Oakville but has the largest dollar impact on city. This option would result in a **projected revenue loss of \$1,515,000**.

Staff did review the consideration to waive penalty and interest for business properties only. In consultation with our legal department, under provincial legislation, such a proposal would be contrary to section 106 of the Municipal Act.

Financial Impacts

The chart below summarizes the lost penalty and interest revenue associated with each option as well as what this means for taxpayers.

Option	Penalty/Interest to Commence	Lost Revenue (\$,000s)	Incremental Yearend Impact (\$,000s)	What this means for taxpayers
Current	June 30, 2020	\$ 450		Payment of April instalment by June 30 th
1	August 31, 2020	\$ 670	\$220	Payment of April & August instalment by August 31 st
2	September 30, 2020	\$ 950	\$500	Payment of April & August instalment by September 30 th
3	October 31, 2020	\$ 1,220	\$770	Payment of April, August & October instalment by October 31 st
4	December 31, 2020	\$ 1,515	\$1,065	Payment of April, August & October instalment by December 31 st

We currently have over 100 accounts that have opted to re-start their payments under the new deferral plan (August to December) representing \$2.6 million in monthly collections. While we encourage taxpayers to pay if they can, waiving late payment charges to later in the year would deter taxpayers from joining this plan resulting in significant cash flow issues. Of the \$2.6 million we are set to collect monthly, business properties account for \$2.1 million of that monthly payment.

Further, at the most recent monthly financial update (June 11th CSSRA committee), the 2020 year-end projections were provided reflecting a projected net shortfall position of approximately \$3.3 million increasing to \$3.9 million with the service re-design plans on that same agenda. This includes mitigation measures of \$14.9M (including draws from program specific reserve funds) to offset \$18.2M of revenue losses.

The above yearend shortfall projection included the waiving of penalty and interest for the months of April and May with lost revenue of approximately \$450,000 against the annual budgeted revenues of \$2,125,000. Any further relief of penalty and interest will increase the short fall projection for yearend as noted in the chart above. As a reminder, the Tax Rate Stabilization Reserve Fund uncommitted balance at March 31, 2020 was \$3.3 million.

Senior Government Programs

The Federal and Provincial Government offers several programs for the business industry to provide relief for businesses experiencing financial hardship due to the pandemic. Some of the programs are broad and others industry specific. Attached as Appendix A is a list of the current programs, with a brief description of each.

In summary, providing penalty and interest relief further into the year will deter those that have joined one of our pre-authorized payment plans thereby cancelling planned payments. This will cause significant cash flow issues especially as we are required to make remittance payments to the Region in August and October regardless of whether the taxes have been paid.

Tax staff are available to work with taxpayers to discuss a repayment plan based on each individual financial situation such as our existing Ratepayer Defined Payment plan.

Whatever option Council chooses will be communicated to taxpayers through the city's website and social media channels. The Taxpayer Information Brochure is being finalized on June 23rd, as such, any decision from council will need to be included in the final version for delivery with the tax bills.

Enclosure – Appendix A

Wage Subsidy and Relief Measures

Relief Measure	Description	Website
Regional Recovery and Relief Fund (RRRF)	Provides financial contributions (interest-free loans) to help support fixed operating costs of SMEs, that are unable to access other COVID-19 business supports, through Canada's Regional Development Agencies	www.feddevontario.gc.ca/
Canada Emergency Commercial Rent Assistance (CECRA)	Offers forgivable loans to eligible commercial property owners to: reduce the rent owed by their impacted small business tenants	Applications open May 25 www.cmhc-schl.gc.ca
Canada Emergency Response Benefit (CERB)	Payment of up to \$2,000 per month for up to 4 months to help employees and self-employed individuals who lose their income because of COVID-19 (work shortage, illness or taking care of their children).	Apply for CERB at www.canada.ca/
Canada Emergency Wage Subsidy (CEWS)	Businesses will be eligible for up to a 75% wage subsidy (CEWS) if they experience at least a 15% revenue reduction in March resulting from the COVID-19 pandemic, retroactive to March 15, 2020; for April and May, the revenue reduction threshold is 30%	Apply for CEWS www.canada.ca Extended until August 29

Loans and Access to Credit

Relief Measure	Description	
Lending Program for Small and Medium-Sized Enterprise	Co-Lending Program will bring the Business Development Bank of Canada (BDC) together with financial institutions to co-lend term loans to SMEs for their operational cash flow requirements.	www.canada.ca
Loan Guarantee for SMEs	Small and Medium Enterprise Loan and Guarantee program established to enable lending, supported through Export Development Canada (EDC).	www.bdc.ca
Canada Emergency Business Account (CEBA)	Will provide interest-free loans of up to \$40 000 to small businesses and not-for-profits, covering operating costs for a period where revenues have been reduced, due to economic impacts of COVID-19.	www.canada.ca
Business Credit Availability Program (BCAP)	Established to allow BDC and Export Development Canada (EDC) to provide more than \$10 billion of additional support to businesses.	www.canada.ca

Tax Deferrals, Exemptions and Payments

Relief Measure	Description	Website
Employee Health Tax	Retroactive reduction of the Employer Health Tax (EHT) and temporary increase of the exemption from \$490,000 to \$1 million	budget.ontario.ca
Workplace Safety and Insurance Board Payment Deferral	Deferral of \$1.9 billion of Workplace Safety and Insurance Board (WSIB) premiums for employers for 6 months	www.wsib.ca
Income Tax Deferral	Canada Revenue Agency (CRA) will allow all businesses to defer, until after August 31, 2020, the payment of any income tax amounts owing on or after March 18 and before September 2020	www.canada.ca
Deferral of Custom Duties and Sales Tax for Importers	Businesses, including self-employed individuals, will be allowed to defer all Goods and Services Tax/Harmonized Sales Tax (GST/HST) payments until June, as well as customs duties owed for import	www.canada.ca

Digital Main Street: Programs for Ontario Business

As part of a partnership between the Government of Canada and the Province of Ontario, Digital Main Street has announced three new programs to support businesses across Ontario.

shopHERE	Ontario Grants	Future Proof
A program that provides independent small businesses and artists with a quick, easy and no-cost way to get selling online right away. More information here .	Providing main street businesses with \$2,500 Digital Transformation Grants, and municipalities / local communities with grants to implement a Digital Service Squad. More information here .	A program delivered in partnership with Communitech and Invest Ottawa helps businesses identify new markets, pivot their business model, and develop and implement a deep digital transformation plan. More information here

To: Mayor and Members of Council

From: Michelle Moore, Coordinator of Financial Reporting

Cc: Joan Ford, Chief Financial Officer

Date: June 22, 2020

Re: Finance Report F-28-20 – Reserve and Reserve Fund Review

Update regarding Parking By-law 3-2007

Regarding comments from the June 11th Corporate Services, Strategy, Risk and Accountability Committee with respect to report F-28-20 Reserve and Reserve Fund Review, staff were requested to review the recommendation to repeal by-law 3-2007. This matter has been reviewed with Legal staff and it has been suggested that a replacement by-law to 3-2007 that defines the parking area boundaries, provides for the levy against business properties within the area and establishes the Defined Parking Area Reserve Fund (stabilization reserve fund) be brought forward to Council at a future meeting once consultation with internal services is complete at which time by-law 3-2007 would be repealed.

As a result of this further review by staff, two new reserve fund by-laws related to downtown parking (Renewal and Growth) will be approved by council on June 22, 2020.

