



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.

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](http://www.burlington.ca/delegation), or by submitting a written request by email to the Clerks Department at [clerks@burlington.ca](mailto: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](mailto: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

#### 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

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

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

- 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)

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)
- 16.2 Memo from Joan Ford, Chief Financial Officer, regarding finance department report, consideration of property tax relief extension (CSSRA-02-20)
- 16.3 Memo from Michelle Moore, Coordinator of Financial Reporting regarding reserve and reserve fund review (F-28-20)

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

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

indicated below:

- 17.1 41-2020: A by-law to amend By-law 86-2007, as amended, being a by-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.