



Regular Meeting of Council
Agenda

Date: October 19, 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. World Polio Day: October 24, 2020
 - 4.2. Rett Syndrome Awareness Month: October 2020
 - 4.3. Taoist Tai Chi Arts 50th Anniversary Day: November 7, 2020
5. **Motion to Approve Council Minutes:**

Confirm the minutes of the following meeting of Council:

 - 5.1. Regular meeting of Council September 28, 2020
 - 5.2. Special meeting of Council October 7, 2020
6. **Recognitions and Achievements:**
7. **Declarations of Interest:**
8. **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.

9. Recommendations from Standing Committees:

9.1. Environment, Infrastructure and Community Services meeting of October 5, 2020

1 - 3

a. Little free libraries (RS-08-20)

b. Naming of three multi-use recreational trails (CW-26-20) (SD-19-20)

c. 2020 Emerald Ash Borer management program update (RPF-27-20) (SD-20-20)

a. Little free libraries (RS-08-20)

Receive and file recreation services report RS-08-20 regarding an update on free little libraries.

b. Naming of three multi-use recreational trails (CW-26-20) (SD-19-20)

Approve Crosstown Trail as the name for the multi-use recreational trail located north of the QEW between the North Service Road and Berwick Drive, extending to Dundas Street in the future; and

Approve Maple Trail as the name for the multi-use recreational trail located east of Maple Avenue between Ontario Street and Graham's Lane; and

Approve Palmer Trail as the name for the multi-use recreational trail located east of Centennial Drive between Upper Middle Road and Heathfield Drive, extending to Mainway in the future; and

Direct the Director of Corporate Communications and Government Relations to amend the Naming of Corporate Assets Policy to support a broader sense of social and community values, our history and heritage for Council approval. (SD-19-20)

- c. 2020 Emerald Ash Borer management program update (RPF-27-20) (SD-20-20)

Receive and file roads, parks, and forestry department report RPF-27-20 regarding an update on the 2020 Emerald Ash Borer management program; and

Direct the Director of Roads, Parks and Forestry to work with the Chief Financial Officer and bring forward a business case for council consideration during the 2021 budget discussions to accelerate tree planting as part of the Emerald Ash Borer Program. (SD-20-20)

9.2. Community Planning, Regulation and Mobility meeting of October 6, 2020

4 - 7

- a. December Free P Parking Program (TS-24-20)
- b. Response to Staff Direction – Nelson Quarry (PL-52-20)
- c. advancing a Municipal Development Corporation (CM-29-20)
- d. Confidential update on an MOU (BEDC-08-20)

- a. December Free P Parking Program (TS-24-20)

Approve the amendment to By-law 39-2016, otherwise known as the “Parking and Idling By-law”, to discontinue December free parking in all downtown parking facilities effective December 1st, 2020.

- b. Response to Staff Direction – Nelson Quarry (PL-52-20)

Receive and file community planning department report PL-52-20 providing a response to staff direction SD-29-20 regarding the Nelson Quarry expansion.

- c. Advancing a Municipal Development Corporation (CM-29-20)

Receive and file Appendix A of city manager’s office report CM-29-20 - report of urbanMetrics - Burlington MDC Review & Strategic Real Estate Analysis; and

With respect to Appendix B of city manager’s office report CM-29-20 - report on Strategic Land Priorities and Business Model Framework Options:

Direct the City Manager to proceed as follows to affirm and enable the City of Burlington’s focus on strategic lands related to the following key priorities:

- maximize business development opportunities and advance future economic growth and job creation.
- implement major city building projects that enhance the quality of life for all citizens.
- deliver increased supply of affordable housing through proactive long-term strategies and innovative partnerships.
- Establish in principle a new corporate structure for a Burlington Lands Partnership (BLP) including consideration and approval by City Council of a comprehensive terms of reference, governance and decision-making framework, operating model including financial plan, 2021/2022 Proposed Business Plan including strategic goals and key performance indicators and communications plan.
- Include for consideration by Council in the proposed 2021 Operating Budgets a detailed business case for a one-time funding provision of \$250,000 to support the Year 1 operation of the Burlington Lands Partnership including, but not limited to, external service due diligence service providers (e.g. Strategic Land economic analysis, professional services – architectural/urban design, engineering, legal, financial/fiscal impact etc.). Proposed one-time BLP Funding for 2022 to be considered based on future consideration of status report in Q4 2021 with separate business case as required.
- Report back to Council, in Q3 2022, with a status update on the Burlington Lands Partnership including overall Business Plan performance, detailed financial report including both operating and capital budget related and recommendations for future consideration Strategic Land management options; and

Direct the City Manager to engage further with the Burlington Economic Development Corporation and key City staff in the development of the Burlington Lands Partnership Terms of Reference and the Proposed 2021/2022 Business Plan and report back for Council consideration and approval in December 2020.

- d. Confidential update on an MOU (BEDC-08-20)

Instruct the Mayor and Clerk to proceed in accordance with the direction contained in confidential Burlington Economic Development Corporation report BEDC-08-20.

9.3. Corporate Services, Strategy, Risk and Accountability meeting of October 8, 2020

- a. Small Claims Court – claim limit increase to \$35,000 (L-23-20)
- b. COVID-19 emergency response verbal update (CSSRA-10-20)
- c. Corporate project status updates (CM-30-20)
- d. Confidential verbal update on phase 2 evolving the organization (CSSRA-11-20)
- e. Confidential insurance reporting (L-13-20)
- f. Confidential legal update on a litigation matter (L-28-20)

- a. Small Claims Court – claim limit increase to \$35,000 (L-23-20)

Authorize the Executive Director of Legal Services & Corporation Counsel or their designate to commence, defend, and/or settle claims in the Small Claims Court, as deemed necessary and advisable by the Executive Director of Legal Services & Corporation Counsel or their designate, for claims up to the Small Claims Court jurisdiction limit of \$35,000, with such matters being reported in all future litigation reports; and

Authorize the Executive Director of Legal Services & Corporation Counsel or their designate to sign any agreements, releases, indemnities, minutes of settlement and other documents required for the settlement of any Small Claims Court claims, actions or other proceedings commenced by or against the City of Burlington up to the Small Claims Court jurisdiction limit of \$35,000 plus interest and costs.

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

Receive and file the October 8, 2020 staff presentation providing an update on the COVID-19 emergency response.

- c. Corporate project status updates (CM-30-20)

Receive and file city manager's office report CM-30-20 providing status reports for designated corporate projects detailed in Appendix A and an overview of change management as provided in Appendix B.

- d. Confidential verbal update on phase 2 evolving the organization (CSSRA-11-20)

Approve the complement increase of 2 full-time equivalent and direct the Executive Director of Human Resources to proceed

with the recruitment of the Director of Capital Works and the Director of Community Planning and include the total financial impact in the 2021 proposed operating budget.

e. Confidential insurance reporting (L-13-20)

Receive and file legal department report L-13-20 providing a status update on 2020 asset valuations and the 2021 insurance renewal.

f. Confidential legal update on a litigation matter (L-28-20)

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-28-20.

10. Motion to Approve Standing Committee Minutes:

Approve the following minutes:

10.1. Environment, Infrastructure and Community Services meeting minutes of October 5, 2020

10.2. Community Planning, Regulation and Mobility meeting minutes of October 6, 2020

10.3. Corporate Services, Strategy, Risk and Accountability meeting minutes of October 8, 2020

11. Reports of Municipal Officers:

11.1. Service Re-design Interim Modifications and Resumptions (CM-28-20) 12 - 20

Direct the City Manager to proceed with implementing the interim service delivery program recommendations as outlined in Appendix A of city manager's office report CM-28-20 outlining Park Washrooms – Winter Operations (Roads, Parks & Forestry);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.

11.2. Interest Allocation Policy 21 - 23

Approve the allocation of interest policy as presented in Municipal Officers report F-48-20.

12. Notices of Motion:

13. Motions:

14. Motion to Receive and File Council Information Packages:

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

14.1. Council Information Package October 1, 2020

14.2. Council Information Package October 8, 2020

14.3. Council Information Package October 15, 2020

15. Motion to Receive and File Information Items:

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

16. Motion to Approve By-Laws:

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

16.1. 79-2020: A By-law to amend By-law 39-2016 being a by-law to regulate parking and idling in the City of Burlington.

17. Motion to Confirm Proceedings of the Council Meeting:

Enact and pass By-law Number 80-2020, being a by-law to confirm the proceedings of Council at its meeting held Monday, October 19, 2020, being read a first, second and third time.

18. Statements by Members:

19. Motion to Adjourn:

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



Environment, Infrastructure & Community Services Committee Meeting

Minutes

Date: October 5, 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, Kwab Ako-Adjei, Mary Battaglia, Chris Glenn, Scott Hamilton, Allan Magi, Karen Roche, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Little free libraries (RS-08-20)

Moved by Councillor Nisan

Receive and file recreation services report RS-08-20 regarding an update on free little libraries.

CARRIED

4. Regular Items:

4.1 Naming of three multi-use recreational trails (CW-26-20) (SD-19-20)

Moved by Councillor Kearns

Approve Crosstown Trail as the name for the multi-use recreational trail located north of the QEW between the North Service Road and Berwick Drive, extending to Dundas Street in the future; and

Approve Maple Trail as the name for the multi-use recreational trail located east of Maple Avenue between Ontario Street and Graham's Lane; and

Approve Palmer Trail as the name for the multi-use recreational trail located east of Centennial Drive between Upper Middle Road and Heathfield Drive, extending to Mainway in the future; and

Direct the Director of Corporate Communications and Government Relations to amend the Naming of Corporate Assets Policy to support a broader sense of social and community values, our history and heritage for Council approval. (SD-19-20)

CARRIED

- 4.2 2020 Emerald Ash Borer management program update (RPF-27-20) (SD-20-20)

Moved by Councillor Sharman

Receive and file roads, parks, and forestry department report RPF-27-20 regarding an update on the 2020 Emerald Ash Borer management program; and

Direct the Director of Roads, Parks and Forestry to work with the Chief Financial Officer and bring forward a business case for council consideration during the 2021 budget discussions to accelerate tree planting as part of the Emerald Ash Borer Program. (SD-20-20)

CARRIED

Amendment (SD-20-20)

Moved by Councillor Nisan

Direct the Director of Roads, Parks and Forestry to work with the Chief Financial Officer and bring forward a business case for council consideration during the 2021 budget discussions to accelerate tree planting as part of the Emerald Ash Borer Program.

CARRIED

5. Confidential Items:

None.

6. Procedural Motions:

None.

7. Information Items:

None.

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

Chair adjourned the meeting at 2:04 p.m.



Community Planning, Regulation & Mobility Committee Meeting

Minutes

Date: October 6, 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, Jamie Tellier, Kwab Ako-Adjei, Joan Ford, Vito Tolone, David Thompson (Audio/Video Specialist), Jo-Anne Rudy (Clerk)

1. Declarations of Interest:

None

2. Statutory Public Meetings:

None

3. Delegation(s):

None

4. Consent Items:

None

5. Regular Items:

5.1 December Free P Parking Program (TS-24-20)

Moved by Councillor Galbraith

Approve the amendment to By-law 39-2016, otherwise known as the "Parking and Idling By-law", to discontinue December free parking in all downtown parking facilities effective December 1st, 2020.

CARRIED

5.2 Response to Staff Direction – Nelson Quarry (PL-52-20)

Moved by Councillor Nisan

Receive and file community planning department report PL-52-20 providing a response to staff direction SD-29-20 regarding the Nelson Quarry expansion.

CARRIED

5.3 Advancing a Municipal Development Corporation (CM-29-20)

Moved by Mayor Meed Ward

Receive and file Appendix A of city manager's office report CM-29-20 - report of urbanMetrics - Burlington MDC Review & Strategic Real Estate Analysis; and

With respect to Appendix B of city manager's office report CM-29-20 - report on Strategic Land Priorities and Business Model Framework Options:

Direct the City Manager to proceed as follows to affirm and enable the City of Burlington's focus on strategic lands related to the following key priorities:

- maximize business development opportunities and advance future economic growth and job creation.
- implement major city building projects that enhance the quality of life for all citizens.
- deliver increased supply of affordable housing through proactive long-term strategies and innovative partnerships.
- Establish in principle a new corporate structure for a Burlington Lands Partnership (BLP) including consideration and approval by City Council of a comprehensive terms of reference, governance and decision-making framework, operating model including financial plan, 2021/2022 Proposed Business Plan including strategic goals and key performance indicators and communications plan.
- Include for consideration by Council in the proposed 2021 Operating Budgets a detailed business case for a one-time funding provision of

\$250,000 to support the Year 1 operation of the Burlington Lands Partnership including, but not limited to, external service due diligence service providers (e.g. Strategic Land economic analysis, professional services – architectural/urban design, engineering, legal, financial/fiscal impact etc.). Proposed one-time BLP Funding for 2022 to be considered based on future consideration of status report in Q4 2021 with separate business case as required.

- Report back to Council, in Q3 2022, with a status update on the Burlington Lands Partnership including overall Business Plan performance, detailed financial report including both operating and capital budget related and recommendations for future consideration Strategic Land management options; and

Direct the City Manager to engage further with the Burlington Economic Development Corporation and key City staff in the development of the Burlington Lands Partnership Terms of Reference and the Proposed 2021/2022 Business Plan and report back for Council consideration and approval in December 2020.

6. Confidential Items:

6.1 Confidential update on an MOU (BEDC-08-20)

Moved by Mayor Meed Ward

Instruct the Mayor and Clerk to proceed in accordance with the direction contained in confidential Burlington Economic Development Corporation report BEDC-08-20.

CARRIED

7. Procedural Motions:

None

8. Information Items:

Moved by Councillor Galbraith

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

CARRIED

8.1 Confidential presentation regarding an update on an MOU (BEDC-08-20)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

11:36 a.m. (recessed), 11:45 a.m. (reconvened), 11:46 a.m. (closed), 12:18 p.m. (public)

Chair adjourned the meeting at 12:21 p.m.



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: October 8, 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, Laura Boyd, Joan Ford, Sheila Jones, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Jamie Tellier

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Small Claims Court – claim limit increase to \$35,000 (L-23-20)

Moved by Councillor Galbraith

Authorize the Executive Director of Legal Services & Corporation Counsel or their designate to commence, defend, and/or settle claims in the Small Claims Court, as deemed necessary and advisable by the Executive Director of Legal Services & Corporation Counsel or their designate, for claims up to the Small Claims Court jurisdiction limit of \$35,000, with such matters being reported in all future litigation reports; and

Authorize the Executive Director of Legal Services & Corporation Counsel or their designate to sign any agreements, releases, indemnities, minutes of settlement and other documents required for the settlement of any

Small Claims Court claims, actions or other proceedings commenced by or against the City of Burlington up to the Small Claims Court jurisdiction limit of \$35,000 plus interest and costs.

CARRIED

4. Regular Items:

4.1 COVID-19 emergency response verbal update (CSSRA-10-20)

Moved by Councillor Kearns

Receive and file the October 8, 2020 staff presentation providing an update on the COVID-19 emergency response.

CARRIED

4.2 Corporate project status updates (CM-30-20)

Moved by Councillor Sharman

Receive and file city manager's office report CM-30-20 providing status reports for designated corporate projects detailed in Appendix A and an overview of change management as provided in Appendix B.

CARRIED

5. Confidential Items:

5.1 Confidential verbal update on phase 2 evolving the organization (CSSRA-11-20)

Moved by Councillor Sharman

Approve the complement increase of 2 full-time equivalent and direct the Executive Director of Human Resources to proceed with the recruitment of the Director of Capital Works and the Director of Community Planning and include the total financial impact in the 2021 proposed operating budget.

CARRIED

5.2 Confidential COVID-19 emergency response verbal update

Committee members received a verbal update on this matter.

5.3 Confidential insurance reporting (L-13-20)

Moved by Councillor Stolte

Receive and file legal department report L-13-20 providing a status update on 2020 asset valuations and the 2021 insurance renewal.

CARRIED

5.4 Confidential legal advice respecting a planning matter (L-25-20)

This item was withdrawn from the agenda.

5.5 Confidential legal update on a litigation matter (L-28-20)

Moved by Councillor Galbraith

Instruct the Executive Director of Legal Services and Corporation Counsel or their designate to proceed in accordance with the instructions sought in confidential legal department report L-28-20.

CARRIED

6. Procedural Motions:

6.1 Proceed into closed session

Moved by Councillor Sharman

Move into closed session in accordance with the following provisions under the Municipal Act:

Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees regarding Item 5.1 Confidential verbal update on phase 2 evolving the organization and Item 5.2 Confidential COVID-19 emergency response verbal update; and

Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose regarding Item 5.5 Confidential legal update on a litigation matter (L-28-20).

CARRIED

7. Information Items:

Moved by Councillor Kearns

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

CARRIED

7.1 Staff presentation regarding COVID-19 emergency response verbal update (CSSRA-10-20)

7.2 Staff presentation regarding corporate project status updates (CM-30-20)

7.3 Confidential staff presentation regarding phase 2 evolving the organization (CSSRA-11-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

11:23 a.m. (closed), 12:50 p.m. (recessed), 1:33 p.m. (reconvened), 2:40 p.m. (recessed), 2:46 p.m. (reconvened), 3:08 p.m. (public)

Chair adjourned the meeting at 3:26 p.m.



SUBJECT: Service Re-design Interim Modifications and Resumptions

TO: Mayor and Members of Council

FROM: City Manager's Office

Report Number: CM-28-20

Wards Affected: all

File Numbers: 155-03-01

Date to Committee: October 19, 2020

Date to Council: October 19, 2020

Recommendation:

Direct the City Manager to proceed with implementing the interim service delivery program recommendations as outlined in Appendix A of city manager's office report CM-28-20 outlining Park Washrooms – Winter Operations (Roads, Parks & Forestry); 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.

PURPOSE:

Vision to Focus Alignment:

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

Background and Discussion:

City Manager's Office report CM-12-20 (CSSRA May 14, 2020) contained the City's service re-design strategy outlining a responsive and highly measured approach to

resuming delivery of City services and operations considering the Province's direction for continued protections for vulnerable populations and continued practice of physical distancing, hand washing, respiratory hygiene and significant mitigation plans to limit health risks.

This strategy was necessary to address the fundamental principle that the way we interact with our community and customers to deliver services in the post-pandemic environment will not be the same way we delivered our services pre-pandemic.

The service re-design strategy report (CM-12-20) included direction for the City Manager to bring service re-design interim modifications to Committee, as required, in accordance with the following criteria:

- Service Level impacts (each stage)
 - Increase and/or decrease of service levels – longer-term
 - Commission and/or decommission of services
- Financial Impacts
 - 2020 operating and capital budget implications
- Corporate policy impacts
- Community Impacts
- Reputation and other risks

Service resumption within the authority of the Burlington Leadership Team, Emergency Control Group, and/or service leads are reported CSSRA Committee for information purposes.

Strategy/process

Through implementation of this strategy, management and staff are realizing opportunities to advance the way we deliver services to continue to protect the health and safety of our community and staff and do our part to limit the spread of COVID-19. With the community and customer in mind, taking advantage of these opportunities to improve service delivery and identification and mitigation of risk are key to successful re-design.

Every service is different; yet there are common processes and areas of work. As such, the degree of change will vary service to service. For some services, there may be cycles of change dependent on the Province's staged re-opening and the guidelines provided under their orders.

In keeping with the need to re-design and to be agile to respond to the time-sensitive nature of some decisions, this report serves as a template for bringing decisions and

information to the CSSRA Committee. As such, it is beneficial to provide an overview of how and what is expected in this report format.

Recommendations and Appendices

Recommendations are either one of or both “approval” and “receive and file”, depending on the nature of the information being brought forward. Regardless of the type of recommendation, each recommendation has a reference to appendices where Committee will find details supporting the recommendation.

Approval: the recommendation(s) is specific to the service and references the relevant appendix with an executive summary and information related to service level impacts, financial impacts, human resource implications, community impacts, corporate policy impacts and reputation and other risks.

Receive and file: the recommendation references the relevant appendix where Committee will find the executive summary(ies) of the service re-design plan(s) for identified services. Demonstrate your thorough review, discuss other options beyond recommendation.

Financial Matters:

The full financial impact of service re-design will not be understood until all stages of the Province’s re-opening framework have been implemented and the City has had the time to implement the necessary changes it has identified. Where possible, incremental or comparative financial information will be provided with the understanding this information is subject to change.

Other Resource Impacts

Similar to the financial impact, the impact on human resources may not be fully known until all stages of the Province’s re-opening framework have been implemented and the City has had the time to implement the necessary changes it has identified. Where possible, information on redeployment and other resource measures will be provided.

With respect to financial and human resource impacts, an underlying assumption for service re-design and resumption is the unknown nature of customer behaviour. It is assumed there will be slow uptake of programming (e.g. recreation programs) and services (e.g. transit, development applications, etc.) during, and potentially after, the

Province's re-opening. This slow uptake may affect both revenue and costs and human resource requirements.

Climate Implications

The effect of the actions taken by the City as it re-designs services to ensure the continued protection of the health and safety of the Burlington community and City of Burlington staff and to limit the spread of CoVID-19 pandemic may result in reductions of fossil fuel use and other environmental impacts of facility and vehicle/equipment operations

Engagement Matters:

A principle of the service re-design strategy is the customer's perspective. During the course of service re-design, the City will engage with internal and external stakeholders and partners. Notwithstanding, the Provincial guidelines serve as our basis for re-design and re-opening. It is possible the changes needed to meet these guidelines will have an impact on the customer experience and City staff will do what is possible to minimize the impact.

Conclusion:

These service re-design recommendations address the fundamental principle that the way we interact with our community and customers to deliver services in the post-pandemic environment are not the same way we delivered our services pre-pandemic. Management and staff are realizing opportunities to advance the way we deliver services to continue to protect the health and safety of our community and staff and do our part to limit the spread of COVID-19.

Respectfully submitted,

Sheila M. Jones
Executive Director, Strategy, Risk &
Accountability
905-335-7600 ext. 7872

Mary Battaglia
Director, Road, Parks & Forestry
ext. 6134

Appendices:

- A. CM-28-20 Appendix A: Park Washrooms - Winter Operations – Roads, Parks & Forestry

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.

Appendix A

CM-28-20

Service Re-design Interim Program Changes and Modifications

Park Washrooms Winter Operations – Roads, Parks & Forestry

Park Washrooms – Winter Operations - Roads, Parks & Forestry

Executive Summary:

Under normal conditions, RPF staff keep park washrooms open during the winter at the following locations:

- Central Park,
- Maple Park,
- Sherwood Forest Park,
- Lowville Park,
LaSalle Park,
- Paletta Park
- Beachway** and
- Spencer's Landing (tenant).

Note: ** Beachway Park remains closed during the 2020/2021 winter season due to construction.

Given the current pandemic situation, staff recognize there may be an increase in residents' needs for outdoor activities. Staff are also giving consideration to the continued spread of COVID-19 and anticipate requiring all permanent RPF staff to be ready to fill in on plow trucks, sidewalk tractors or bus stop and cross walk clearing activities in the event of absences. This situation makes it difficult to maintain the enhanced cleaning and sanitizing of the public washrooms in the above noted park locations with current staff. Staff have provided options (see slide 3). The options requiring labour are demonstrating the need for temporary equipment operators for the winter season. Of the options, staff are recommending option 2.

Park Washrooms – Winter Operations - Roads, Parks & Forestry

Options and Recommendations:

	Option 1	Option 2	Option 3	Option 4
Detail	Close park washrooms from October 30, 2020 to April 11, 2021.	Keep open only 4 washrooms with highest use during the winter months: Lowville Park, LaSalle Park, Sherwood Forest (Dome use) and Spencer's Landing. These locations geographically allow for one each in the north, south, west and east of the city.	Close park washrooms Monday to Friday, open for 8 hours on weekends and holidays (with closures on Christmas Day and New Years Day)	Open all park washrooms daily for 8 hours (with closures on Christmas Day and New Years Day)
Resource Implications	No additional costs. Minimal cost savings from labour and supplies.	Total = \$67,000 Labour: \$62,000 for 2 temporary equipment operators Vehicle: \$5,000 for 1 rental vehicle	Total= \$72,000 Labour: \$62,000 for 2 temporary equipment operators (50% of time available for assistance with other tasks) Vehicles: \$10,000 for 2 rental vehicles	Total = \$134,000 Labour: \$124,000 for 4 temporary equipment operators Vehicles: \$10,000 for 2 rental vehicles

Park Washrooms – Winter Operations - Roads, Parks & Forestry

Recommendation:

Direct the Director of Roads, Parks & Forestry to proceed with the interim service delivery for Park Washroom – Winter Operations, and report the financial implications through the Chief Financial Officer as part of the ongoing financial COVID-19 impacts



SUBJECT: Interest Allocation Policy

TO: Mayor and Members of Council

FROM: Finance Department

Report Number: F-48-20

Wards Affected: Not applicable

File Numbers: 125-01

Date to Committee: Select date

Date to Council: October 19, 2020

Recommendation:

Approve the allocation of interest policy as presented in Municipal Officers report F-48-20.

PURPOSE:

The purpose of the report is to recommend an interest allocation policy for surplus interest received as the result of the City's investment activities.

Background and Discussion:

The City's investment portfolio includes reserves/reserve funds, trusts, unexpended capital fund balances and surplus operating funds. These funds are invested in accordance with the Ontario *Municipal Act 2001 S. 418-420* and the City's Council approved investment policy. Eligible investments are prescribed by the *Ontario Regulation 438/97* and all investments must be invested in Canadian dollars.

The City's investment policy has as objectives:

- Adherence to legislative and statutory requirements
- Preservation of principal
- Maintenance of liquidity
- Rating the risk of securities and institutions
- Competitive return on investments
- Safeguarding of investment certificates and detail record keeping

- Regular review of the effectiveness of the policy in meeting the above objectives

This investment generates investment income in the form of interest and capital gains. Capital gains/losses are allocated to the operating budget. Due to the difficulty in predicting the future level of realized capital gains/losses they are unbudgeted.

Strategy/process

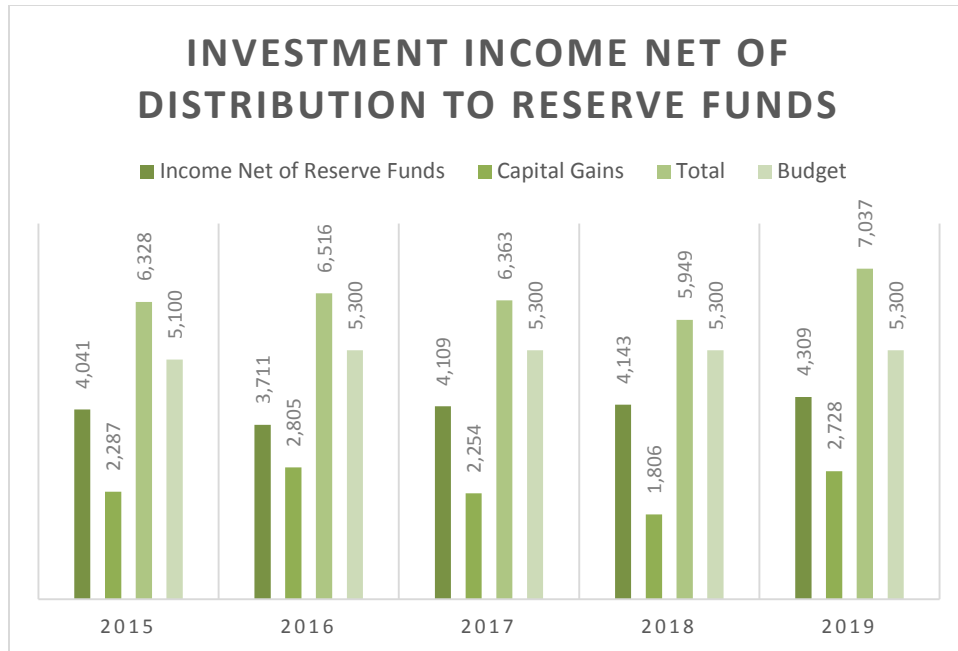
Gross investment income (\$10.1 million in the 2019 Consolidated Financial Statements) is currently allocated proportionately to the operating budget and reserve funds net of the operating costs of the investment program which currently include the salary and benefits of one staff, bank charges, custodial fees and market monitoring services. The proposed policy would allocate capital gains in excess of the investment income operating budget amount equally to the infrastructure renewal reserve fund and tax rate stabilization reserve fund. The capital gains earned by the investment strategy would then be used to assist in addressing the infrastructure funding gap as well as be available to address pressures on the tax rate through the tax rate stabilization fund. The allocation to the tax rate stabilization fund would offset the reduction in capital gains to the operating budget as is currently done. Key to this strategy is to continue not to budget for capital gains which remain difficult to predict.

Options Considered

The current process of allocating investment income including capital gains to the reserve funds and operating budget net of administrative costs of the investment program could be maintained. These funds then become part of retained savings to be allocated in accordance with the retained savings policy.

Financial Matters:

Investment income net of administrative costs and distribution to reserve funds and capital gains for the past five years as compared to budget are illustrated in the following chart:



Conclusion:

Transferring capital gains over the budgeted investment income could assist in mitigating the impact of future operating budgets for unexpected impacts on the tax rate as well as assist in reducing the infrastructure funding gap.

Respectfully submitted,

Sandy O'Reilly
Controller and Manager of Financial Services
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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.