



Regular Meeting of Council
Agenda

Date: December 14, 2020
Time: 1:00 pm
Location: Council Chambers Level 2, City Hall

Pages

1. **Call to Order:**
2. **National Anthem:**
3. **Regrets:**
4. **Proclamations:**
 - 4.1. Gift of Giving Back Week: December 1-8, 2020
 - 4.2. Be That Guy Day: January 10, 2021
5. **Motion to Approve Council Minutes:**

Confirm the minutes of the following meetings of Council:

 - 5.1. Regular meeting of Council November 23, 2020
 - 5.2. Special meeting of Council November 26, 2020
 - 5.3. Special meeting of Council December 10, 2020
6. **Recognitions and Achievements:**
7. **Presentations:**
8. **Declarations of Interest:**
9. **Delegations:**

In order to speak at a Council meeting, individuals must register as a delegation no later than 12:00 noon the day before the meeting. To register, complete the online application at www.burlington.ca/delegation, email

10. Recommendations from Standing Committees:

- 10.1. Council Workshop meeting of November 24, 2020 1 - 2
There were no recommendations from this meeting.
- 10.2. Community Planning, Regulation & Mobility meeting of November 26, 2020 3 - 6
- a. New Official Plan – Region of Halton Draft Notice of Decision (PL-22-20)
- Endorse the modifications to the adopted Burlington Official Plan (April 2018), as set out in the draft Notice of Decision from the Region of Halton, dated November 16, 2020 and attached as Appendix A to community planning department report PL-22-20; and
- Direct the Director of Community Planning to notify the Region of Halton that the City of Burlington endorses the modifications to the adopted Burlington Official Plan, and requests that the Region issue its Notice of Decision to approve the new Burlington Official Plan, as modified; and
- Direct the Director of Community Planning to provide input into the Halton Regional Official Plan Review to clarify the extent of lands requested to be added to the Region of Halton Employment Area, through the Regional Official Plan Review.
- 10.3. Environment, Infrastructure & Community Services meeting of December 7, 2020 7 - 12
- a. Concessions and vending services (RS-10-20)
- Direct the Director of Recreation Services and the Manager of Procurement Services to issue an RFP for the concession operations at Mountainside outdoor pool and the Beach concession for the summer of 2021, with revised healthy food restrictions as outlined in recreation services department report RS-10-20; and
- Direct the Director of Recreation Services to request quotes from healthy vending providers to pilot the provision of vending services in selected year-round facilities as outlined in recreation services department report RS-10-20.

- b. Halton Equity and Diversity Roundtable Charter endorsement (RS-13-20)

Authorize the Mayor and City Clerk to sign the Halton Equity and Diversity Roundtable Charter endorsement attached as appendix A of recreation services department report RS-13-20, on behalf of the Corporation of the City of Burlington in order to partner with others in support of an inclusive Halton Region.

- c. Proposed Council/Committee Changes – 2021 (MO-09-20)

Approve the following Chair and Vice-Chair appointments:

Environment, Infrastructure and Community Services Committee

Chair: Councillor Paul Sharman

Vice Chair: Councillor Kelvin Galbraith

Community Planning, Regulation and Mobility Committee

Chair: Councillor Kelvin Galbraith

Vice Chair: Councillor Shawna Stolte

Corporate Services, Strategy, Risk and Accountability Committee

Chair: Councillor Lisa Kearns

Vice Chair: Councillor Rory Nisan

Council Workshop

Chair: Councillor Angelo Bentivegna

Vice Chair: Councillor Paul Sharman

Budget

Chair: Councillor Rory Nisan

Vice Chair: Councillor Lisa Kearns

Planning Statutory Public Meeting

Chair: Councillor Shawna Stolte

Vice Chair: Councillor Angelo Bentivegna

Direct the City Manager, Mayor and City Clerk to plan and schedule Council Governance - education and training workshops with council for 2021-2022 as outlined in Mayor's Office report MO-09-20.

Refer the discussion of enhanced roles for the deputy mayor to the governance education and training workshops; and

Direct the Mayor to bring a proposed rotation for 2021-2022 to the December 14, 2020 Council meeting.

Receive and file the related environmental scan in appendix A to Mayor's Office report MO-09-20

d. Procedure By-Law amendment staff direction (EICS-C-03-20)

Direct the City Clerk to prepare a staff report with recommended updates to the Procedure By-law on the following items:

Add definitions to the Procedure By-law for council memorandums, staff reports, municipal officer reports and resolutions; and

Provide guidance on how members of council's items are submitted to standing committees versus straight to council; and

Review the notice of motion section to refine and include deadlines (time) for motions to committee and council; and

Define an agenda review process for standing committees and council, including the Chair's role; and

Provide clarity on items that are provided to Audit Committee versus Corporate Services, Strategy, Risk and Accountability Committee.

e. Designing and evolving our organization (Phase 2) – department functional design and management structures (CM-32-20)

Receive and file the City Manager's Office report CM-32-20 providing the functional design and management structures for City of Burlington future state organization; and

Direct the City Manager to proceed with the Designing and Evolving our Organization implementation plan framework and process including departmental changes as outlined in

Appendix A of report CM-32-20.

f. Metrolinx presentation (EICS-C-04-20)

Receive and file Mayor's memo (EICS-C-04-30) sponsoring a delegation from Metrolinx regarding updates on Metrolinx projects in Burlington; and

Direct the Director of Community Planning, Regulation and Mobility to bring comments back to the Council meeting of December 14 on the current Metrolinx proposal for Council endorsement.

g. Incident follow up (RS-03-20)

Pursuant to section 239(2)(b) of the Municipal Act, personal matters about an identifiable individual, including municipal or local board employees.

Receive and file confidential recreation services department report RS-03-20 regarding an incident follow up.

10.4. Community Planning, Regulation & Mobility meeting of December 8, 2020

13 - 16

a. Sidewalk Warrant and Local Improvement By-law Update (TS-16-20)

Direct staff to amend By-law 4-2010 to remove reference to sidewalks and no longer apply local improvement charges to sidewalk infill projects.

b. Transit Five-Year Business Plan (2020 – 2024) (TR-02-20)

Approve the Transit Five-Year Business Plan (2020-2024), as outlined in Appendix A of transit department report TR-02-20.

c. Update on the Downtown Burlington Urban Growth Centre (UGC) and Major Transit Station Area (MTSA) Supplemental Discussion Paper (PL-59-20)

Direct the Director of Community Planning to provide comments to the Region and state Council's support and endorsement on the Downtown Burlington UGC and MTSA Supplemental Discussion Paper, upon Council approval on December 14, 2020.

17 - 18

10.5. Audit Committee meeting of December 9, 2020

- a. Financial highlights as at September 30, 2020 (F-36-20)
Receive and file finance department report F-36-20 providing financial highlights as at September 30, 2020.
- b. Financial policies (F-35-20)
Receive and file finance department report F-35-20 providing information on financial policies.
- c. External audit plan for audit for the fiscal year ended December 31, 2020 (F-34-20)
Approve the external audit plan for the fiscal year ended December 31, 2020 as presented by Deloitte LLP at the Audit Committee meeting of December 9, 2020.

10.6. Corporate Services, Strategy, Risk & Accountability meeting of December 10, 2020

19 - 26

- a. Investment Policy (F-19-20)
Approve the updated Investment Policy as outlined in Appendix A of finance department report F-19-20.
- b. Expenses excluded from the budget (F-39-20)
Receive and file finance department report F-39-20 regarding expenses excluded from the budget to meet the requirements of Regulation 284/09 of the *Municipal Act, 2001*.
- c. 2021 Interim Tax Levy By-Law (F-40-20)
Approve by-law XX-2020 attached as Appendix A to finance department report F-40-20 which provides for the levy of the 2021 interim taxes.
- d. Temporary Borrowing By-Law (F-43-20)
Approve the by-law attached as Appendix A to finance department report F-43-20, to authorize the temporary borrowings of monies from the Royal Bank of Canada to meet the ordinary expenditures of the corporation for the 2021 fiscal year; and

Authorize the Mayor and City Clerk to execute the security agreement attached as Appendix B to finance department report F-43-20, subject to the satisfaction of the Executive Director of Legal Services & Corporation Counsel.

e. Write-off of property taxes deemed uncollectible (F-44-20)

Approve the write-off of uncollectible property taxes on the eight properties identified in finance department report F-44-20 in accordance with the provisions of Section 354 of the *Municipal Act, 2001*; and

Direct the Treasurer to remove the property tax amounts from the tax roll; and

Direct the Chief Financial Officer to forward finance department report F-44-20 to the Region of Halton and Ministry of Finance.

f. 2020 to 2021 group health benefit renewal (HR-04-20)

Retain Sun Life as the provider of major medical, dental, long term disability and life insurance plans for the benefit year December 1, 2020 to November 30, 2021.

g. Risk governance strategy (CM-34-20)

Approve the risk governance strategy as provided in Appendix A of City Manager's office report CM-34-20; and

Approve the City of Burlington's enterprise risk governance and management policy as provided in Appendix B of City Manager's office report CM-34-20.

h. 2021-2030 capital budget overview (F-42-20)

Receive the proposed 2021 capital budget book; and

Direct staff to present the recommendations in Appendix A of finance department report F-42-20 to the Corporate Services, Strategy, Risk & Accountability meeting of January 12, 2021 for review and approval, taking into consideration committee amendments.

i. Asset management program update (F-49-20)

Receive and file finance department report F-49-20, providing the city's asset management program update.

j. Renewal of Ombudsman agreement (CL-21-20)

Re-appoint ADR Chambers Inc. (“ADR Chambers”) as Ombudsman for the City of Burlington and its local boards pursuant to section 223.13(1) of the *Municipal Act, 2001* for a two-year term commencing January 1, 2021 to December 31, 2022; and

Authorize the Mayor and Clerk to execute a service agreement and any ancillary documents between the City of Burlington and ADR Chambers regarding the appointment of ADR Chambers as Ombudsman, subject to the satisfaction of the City Solicitor; and

Enact an appointing by-law to re-appoint ADR Chambers as the Ombudsman for the City of Burlington and its local boards until December 31, 2022.

k. Public appointment process - shortlisting of applicants (CL-24-20)

Waive the rules of the Council, Boards and Committees Appointment to Boards and Recruitment of Citizens for Committees corporate policy to allow for applicants during the fall 2020/winter 2021 recruitment to be shortlisted for interview purposes as described in clerks department report CL-24-20.

l. Low-income seniors property tax rebate program update (F-50-20)

Approve an increase to the low-income seniors property tax rebate from \$525 to \$550 for eligible property owners effective for the 2021 tax year; and

Approve by-law XX-2020 attached as Appendix A to finance department report F-50-20 which provides for an update to the property tax rebate for eligible property owners, and repeal by-law 12-2016, effective January 1, 2021.

m. Confidential legal update on an insurance matter (L-26-20)

Pursuant to Section 239(2)(a) the security of the property of the municipality or local board; 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.

Receive and file confidential legal department report L-26-20 providing an update on an insurance matter.

- n. Confidential legal update on a litigation matter (L-37-20)

Pursuant to Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Refer confidential legal department report L-37-20 to a standing committee or council meeting in Q1 of 2021.

11. Motion to Approve Standing Committee Minutes:

Approve the following minutes:

- 11.1. Council Workshop meeting minutes of November 24, 2020
- 11.2. Community Planning, Regulation and Mobility Committee meeting minutes of November 26, 2020
- 11.3. Environment, Infrastructure and Community Services meeting minutes of December 7, 2020
- 11.4. Community Planning, Regulation and Mobility meeting minutes of December 8, 2020
- 11.5. Audit Committee meeting minutes of December 8, 2020
- 11.6. Corporate Services, Strategy, Risk and Accountability meeting minutes of December 10, 2020

12. Reports of Municipal Officers:

- 12.1. Artificial Ice Opportunity (RS-14-20)

27 - 33

Authorize the Director of Recreation Services to accept the donation from Patrick J McNally Foundation for one neighbourhood artificial ice surface as outlined in report RS-14-20; and

Authorize the Director of Recreation Services to execute a donation agreement, subject to the satisfaction of the Executive Director of Legal Services, with the Patrick J McNally Foundation for one artificial ice surface as outlined in Report RS-14-20; and

Authorize the Director of Recreation Services to work with the Manager of Procurement Services to procure two artificial ice surfaces through a

single source process with GLICE funded from the COVID account, to be purchased this December for installation during the Winter 2021, as outlined in report RS-14-20; and

Authorize the Director of Recreation Services to install the artificial ice surface at two neighbourhood rinks.

12.2. CM-36-20 Funding Opportunities

34 - 39

Direct staff to submit an Expression of Interest regarding the Audit and Accountability Fund, Intake 2 to the Province of Ontario by the December 18, 2020 deadline, and;

Direct the Chief Financial Officer to single source a third-party consultant to complete the By-law Consolidation Review should the City of Burlington's request for funding be approved by the Ministry of Municipal Affairs and Housing, and;

Direct staff to submit these four projects: the Elgin Street Promenade, Stage 4, the Palmer Trail, the City Hall customer service window renovations and the Roads, Parks and Forestry operations centre renovation as the City of Burlington's submission to the Investing in Canada Infrastructure (ICIP) – Program COVID-19 Resilience Infrastructure Stream, and;

Authorize the Mayor and City Clerk to execute the necessary Transfer Payment Agreements between the City of Burlington and Province of Ontario in relationship to the Audit and Accountability Fund, Intake 2, should the funding be approved, and the Investing in Canada Infrastructure (ICIP) – Program COVID-19 Resilience Infrastructure Stream, along with any other related documents or by-laws to the satisfaction of the Executive Director of Legal Services and Corporation Counsel.

13. Notices of Motion:

14. Motions:

- 14.1. Motion to move into closed session regarding the security of the property of the municipality or local board - security matter

In accordance with sections 239(2) and 239(3) of the Municipal Act, S.O. 2001, c. 25

- 14.2. Motion to move into public session.

Move into public session.

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 November 26, 2020

15.2. Council Information Package December 3, 2020

16. Motion to Receive and File Information Items:

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

16.1. Memorandum from Kaylan Edgcumbe, Manager of Integrated Mobility regarding Metrolinx presentation (EICS-C-04-20) 40 - 42

16.2. Memorandum from Mayor Meed Ward regarding regarding Deputy Mayor Rotation for 2021-2022 (MO-9-20) 43 - 46

17. Motion to Consider Confidential Items:

18. Motion to Approve By-Laws:

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

18.1. 98-2020: A by-law to amendment the Local Improvement By-law 4-2010.

18.2. 99-2020: A by-law to levy 2021 interim taxes and establish penalty and interest rates.

18.3. 100-2020: A by-law to authorize the temporary borrowings of monies from the Royal Bank of Canada.

18.4. 101-2020: A by-law to re-appoint ADR Chambers as the Ombudsman for the City of Burlington and its local boards until December 31, 2022.

18.5. 102-2020: A by-law to provide a tax rebate for eligible property owners.

18.6. 103-2020: A by-law to appoint a Fire Chief for the City of Burlington.

19. Motion to Confirm Proceedings of the Council Meeting:

Enact and pass By-law Number 104-2020 , being a by-law to confirm the proceedings of Council at its meeting held Monday, December 14, 2020 being read a first, second and third time.

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

21. **Statements by Members:**

22. **Motion to Adjourn:**

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



Council Workshop Meeting

Minutes

Date: November 24, 2020
Time: 9:30 a.m.
Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Kwab Ako-Adjei, Kevin Arjoon, Joan Ford, Chris Glenn, Scott Hamilton, Sheila Jones, Heather MacDonald, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, Jamie Tellier, Karen Roche, Blake Hurley, Catherine Baldelli, Denise Beard, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

Others Present: Item 4.1: Anita Cassidy (Burlington Economic Development Corporation), Mark Steffler (Burlington Economic Development Corporation), Gordon Kack (Burlington Economic Development Corporation Board of Directors), Robert Bevington (Burlington Economic Development Corporation Board of Directors), Sean Ballard (Burlington Economic Development Corporation Board of Directors), Heather Keam (Tamarack Institute), Debra Jakubec (City of Edmonton), Dr. Dale Kalina (Joseph Brant Hospital), Shann McGrail (Haltech Regional Innovation Centre)
Item 4.2: Mathew Moore (Audit Committee)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

None.

4. Regular Items:

4.1 Strategic Plan check-in and review #2 (CWC-07-20)

4.2 Risk governance framework (CWC-08-20)

5. Confidential Items:

None.

6. Procedural Motions:

None.

7. Information Items:

Moved by: Councillor Galbraith

Receive and file the following three items, having been given due consideration by the Council Workshop Committee.

CARRIED

7.1 Staff presentation regarding strategic plan check-in and review #2 (CWC-07-20)

7.2 Staff presentation regarding risk governance framework (CWC-08-20)

7.3 Risk governance principles, policy objectives and decision making (CWC-08-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

10:36 a.m. (recessed), 10:45 a.m. (reconvened), 11:50 a.m. (recessed), 1:00 p.m. (reconvened), 2:54 p.m. (recessed), 3:05 p.m. (reconvened)

Councillor Kearns was in attendance from 9:30 a.m. to 10:45 a.m., returning at 1:00 p.m.

Councillor Nisan was in attendance from 9:30 a.m. to 11:30 a.m. and 1:00 p.m. to 2:45 p.m.

Councillor Stolte was in attendance from 9:30 a.m. to 10:30 a.m., 11:00 a.m. to 11:50 a.m. and 1:00 p.m. to 1:15 p.m.

Chair adjourned the meeting at 3:48 p.m.



Community Planning, Regulation & Mobility Committee Meeting

Minutes

Date: November 26, 2020
Time: 9:30 am
Location: Council Chambers - members participating remotely

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

Staff Present: Tim Commisso, Heather MacDonald, Nancy Shea-Nicol, Jamie Tellier, David Thompson (Audio/Video Specialist), Jo-Anne Rudy (Clerk)

1. Declarations of Interest:

None

2. Statutory Public Meetings:

None

3. Delegation(s):

- 3.1 Daintry Klein, representing We Love Millcroft, spoke to the New Official Plan - Region of Halton Draft Notice of Decision. (PL-22-20)
- 3.2 Kirk Robinson, representing Millcroft Against Development, spoke to the New Official Plan - Region of Halton Draft Notice of Decision. (PL-22-20)
- 3.3 Glenn Wellings, Wellings Planning Consultants Inc, representing Fresco Investments, spoke to the New Official Plan - Region of Halton Draft Notice of Decision. (PL-22-20)
- 3.4 Anne and Dave Marsden spoke to the New Official Plan - Region of Halton Draft Notice of Decision. (PL-22-20)

3.5 Vanessa Warren, representing Burlington Agricultural and Rural Affairs Advisory Committee, spoke to the New Official Plan - Region of Halton Draft Notice of Decision. (PL-22-20)

4. Consent Items:

None

5. Regular Items:

5.1 New Official Plan – Region of Halton Draft Notice of Decision (PL-22-20)

Moved by Councillor Kearns

Endorse the modifications to the adopted Burlington Official Plan (April 2018), as set out in the draft Notice of Decision from the Region of Halton, dated November 16, 2020 and attached as Appendix A to community planning department report PL-22-20; and

Direct the Director of Community Planning to notify the Region of Halton that the City of Burlington endorses the modifications to the adopted Burlington Official Plan, and requests that the Region issue its Notice of Decision to approve the new Burlington Official Plan, as modified; and

Direct the Director of Community Planning to provide input into the Halton Regional Official Plan Review to clarify the extent of lands requested to be added to the Region of Halton Employment Area, through the Regional Official Plan Review.

CARRIED

6. Confidential Items:

None

7. Procedural Motions:

7.1 Motion to suspend the rules

Moved by Councillor Sharman

Suspend the rules of procedure to allow a non-registered delegation to speak to community planning department report PL-22-20, in accordance with procedure by-law 4-2020, s. 43.1.

CARRIED

8. Information Items:

Moved by Councillor Galbraith

Receive and file the following 14 items, having been given due consideration by the Community Planning, Regulation and Mobility Committee.

CARRIED

- 8.1 Staff presentation regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.2 Delegation notes from Daintry Klein regarding the New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.3 Delegation notes from Kirk Robinson regarding the New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.4 Delegation notes from Anne and Dave Marsden regarding the New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.5 Correspondence from Joel D. Farber, Fogler, Rubinoff LLP, representing RK (Burlington Mall) Inc., regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.6 Correspondence from Dana Anderson, MHBC, representing Camarro Developments, regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.7 Correspondence from Patrick Harrington, Aird Berlis, representing Millcroft Greens Corporation, regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.8 Correspondence from John Henricks, NPG Community Development Planning regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.9 Correspondence from David White, Devry Smith Frank, representing Nelson Aggregate Co. regarding new Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.10 Correspondence from Peter Rusin regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.11 Correspondence from David Falletta, Bousfields Inc, representing 440 Elizabeth St and 2084 Lakeshore Holdings Ltd regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)

- 8.12 Correspondence from David Falletta, Bousfields Inc, representing Landform Development Group Inc, regarding New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.13 Correspondence from David Bronskill, Goodmans LLP, representing Vrancor Group, regarding the New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)
- 8.14 Correspondence from Denise Baker, Weir Foulds, representing West End Homebuilders Association, regarding the New Official Plan - Region of Halton Draft Notice of Decision (PL-22-20)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

10:55 a.m. (recessed), 11:05 a.m. (reconvened)

Chair adjourned the meeting at 11:58 a.m.



Environment, Infrastructure & Community Services Committee Meeting

Minutes

Date: December 7, 2020
Time: 9:30 am
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, Kevin Arjoon, Mary Battaglia, Laura Boyd, Joan Ford, Chris Glenn, Scott Hamilton, Sheila Jones, Heather MacDonald, Allan Magi, Angela Morgan, Nancy Shea-Nicol, Christine Swenor, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk), Karen Roche

1. Declarations of Interest:

None.

2. Delegation(s):

2.1 Kelly Anderson, Senior Manager, Community - Stakeholder Relations with Metrolinx provided an update on Metrolinx projects in Burlington.

3. Consent Items:

None.

4. Regular Items:

4.1 Concessions and vending services (RS-10-20)

Moved by Councillor Nisan

Direct the Director of Recreation Services and the Manager of Procurement Services to issue an RFP for the concession operations at Mountainside outdoor pool and the Beach concession for the summer of

2021, with revised healthy food restrictions as outlined in recreation services department report RS-10-20; and

Direct the Director of Recreation Services to request quotes from healthy vending providers to pilot the provision of vending services in selected year-round facilities as outlined in recreation services department report RS-10-20.

CARRIED

4.2 Halton Equity and Diversity Roundtable Charter endorsement (RS-13-20)

Moved by Councillor Nisan

Authorize the Mayor and City Clerk to sign the Halton Equity and Diversity Roundtable Charter endorsement attached as appendix A of recreation services department report RS-13-20, on behalf of the Corporation of the City of Burlington in order to partner with others in support of an inclusive Halton Region.

CARRIED

4.3 Proposed Council/Committee Changes – 2021 (MO-09-20)

Moved by Mayor Meed Ward

Approve the following Chair and Vice-Chair appointments:

Environment, Infrastructure and Community Services Committee

Chair: Councillor Paul Sharman

Vice Chair: Councillor Kelvin Galbraith

Community Planning, Regulation and Mobility Committee

Chair: Councillor Kelvin Galbraith

Vice Chair: Councillor Shawna Stolte

Corporate Services, Strategy, Risk and Accountability Committee

Chair: Councillor Lisa Kearns

Vice Chair: Councillor Rory Nisan

Council Workshop

Chair: Councillor Angelo Bentivegna

Vice Chair: Councillor Paul Sharman

Budget

Chair: Councillor Rory Nisan

Vice Chair: Councillor Lisa Kearns

Planning Statutory Public Meeting

Chair: Councillor Shawna Stolte

Vice Chair: Councillor Angelo Bentivegna

CARRIED

Direct the City Manager, Mayor and City Clerk to plan and schedule Council Governance - education and training workshops with council for 2021-2022 as outlined in Mayor's Office report MO-09-20.

CARRIED

Moved by Mayor Meed Ward

Refer the discussion of enhanced roles for the deputy mayor to the governance education and training workshops; and

Direct the Mayor to bring a proposed rotation for 2021-2022 to the December 14, 2020 Council meeting.

CARRIED

Receive and file the related environmental scan in appendix A to Mayor's Office report MO-09-20

CARRIED

Approve the following appointment for the month of January, pending a decision on the Deputy Mayor role: Deputy, Ward 1; Alternate, Ward 3

This item was withdrawn.

4.4 Procedure By-Law amendment staff direction (EICS-C-03-20)

Moved by Mayor Meed Ward

Direct the City Clerk to prepare a staff report with recommended updates to the Procedure By-law on the following items:

Add definitions to the Procedure By-law for council memorandums, staff reports, municipal officer reports and resolutions; and

Provide guidance on how members of council's items are submitted to standing committees versus straight to council; and

Review the notice of motion section to refine and include deadlines (time) for motions to committee and council; and

Define an agenda review process for standing committees and council, including the Chair's role; and

Provide clarity on items that are provided to Audit Committee versus Corporate Services, Strategy, Risk and Accountability Committee.

CARRIED

- 4.5 Designing and evolving our organization (Phase 2) – department functional design and management structures (CM-32-20)

Moved by Councillor Stolte

Receive and file the City Manager's Office report CM-32-20 providing the functional design and management structures for City of Burlington future state organization; and

Direct the City Manager to proceed with the Designing and Evolving our Organization implementation plan framework and process including departmental changes as outlined in Appendix A of report CM-32-20.

CARRIED

- 4.6 Metrolinx presentation (EICS-C-04-20)

Moved by Councillor Stolte

Receive and file Mayor's memo (EICS-C-04-30) sponsoring a delegation from Metrolinx regarding updates on Metrolinx projects in Burlington and

Direct the Director of Community Planning, Regulation and Mobility to bring comments back to the Council meeting of December 14 on the current Metrolinx proposal for Council endorsement.

CARRIED

5. Confidential Items:

5.1 Incident follow up (RS-03-20)

Moved by Councillor Kearns

Receive and file confidential recreation services department report RS-03-20 regarding an incident follow up.

CARRIED

5.2 Confidential Appendix B-2 of report Designing and evolving our organization (phase 2) department functional design and management structures (CM-32-20)

6. Procedural Motions:

Moved by Councillor Sharman

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (2)(a) the security of the property of the municipality or local board, with respect to city manager's office report CM-32-20 regarding risk; and

Section 239(2)(b) personal matter about an identifiable individual, including municipal or local board employees with respect to recreation services department report RS-03-20 regarding an incident follow up.

CARRIED

7. Information Items:

Moved by Councillor Nisan

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

7.1 Metrolinx presentation regarding Go Expansion Program (EICS-C-04-20)

7.2 Mayor presentation regarding proposed Council/Committee changes-2021 (MO-09-20)

7.3 Designing and evolving our organization presentation (CM-32-20)

7.4 Correspondence from James Patrick regarding Go Expansion Program
(EICS-C-04-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

11:10 a.m. (recessed), 11:25 a.m. (reconvened), 12:40 p.m. (recessed), 1:30
p.m. (reconvened), 4:06 p.m. (closed), 5:48 p.m. (public)

Chair adjourned the meeting at 5:52 p.m.



Community Planning, Regulation & Mobility Committee Meeting

Minutes

Date: December 8, 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: Heather MacDonald, Sue Connor, Allan Magi, Nancy Shea-Nicol, Jamie Tellier, 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 Sidewalk Warrant and Local Improvement By-law Update (TS-16-20)

Moved by Councillor Sharman

Direct staff to amend By-law 49-2017 to remove reference to sidewalks and no longer apply local improvement charges to sidewalk infill projects.

CARRIED

5.2 Transit Five-Year Business Plan (2020 – 2024) (TR-02-20)

Moved by Councillor Kearns

Approve the Transit Five-Year Business Plan (2020-2024), as outlined in Appendix A of transit department report TR-02-20.

CARRIED

5.3 Comments to Ministry of Natural Resources and Forestry (MNRF) and Environmental Registry of Ontario (ERO) for the Burlington Nelson Quarry Extension (PL-57-20)

Note: this item will be approved at the Special Council meeting of December 10, 2020

Moved by Councillor Nisan

Endorse staff comments contained within Appendix 'A' of community planning department report PL-57-20 ('City of Burlington – Objection Letter re: Burlington Nelson Quarry Extension'); and

Direct the Director of Community Planning to forward 'City of Burlington – Objection Letter re: Burlington Nelson Quarry Extension' by courier and email to the Ministry of Natural Resources and Forestry (MNRF) and Applicant prior to the comment deadline; and

Direct the Director of Community Planning to submit 'City of Burlington – Objection Letter re: Burlington Nelson Quarry Extension' to the Environmental Registry of Ontario (ERO) in response to ERO No. 019-2698 prior to the comment deadline; and

Direct the City Clerk to forward Council's resolution, subject to the endorsement of community planning report PL-57-20, to the Ministry of Natural Resources and Forestry (MNRF) and applicant; and

Direct the City Clerk to forward community planning report PL-57-20 to the Joint Agency Review Team.

CARRIED

- 5.4 Update on the Downtown Burlington Urban Growth Centre (UGC) and Major Transit Station Area (MTSA) Supplemental Discussion Paper (PL-59-20)

Moved by Mayor Meed Ward

Direct the Director of Community Planning to provide comments to the Region **and state Council's support and endorsement** on the Downtown Burlington UGC and MTSA Supplemental Discussion Paper, upon Council approval on December 14, 2020.

CARRIED

Amendment:

Moved by Mayor Meed Ward

Add the words "and state Council's support and endorsement" after "Region" and remove the words "if any".

CARRIED

6. Confidential Items:

None

7. Procedural Motions:

None

8. Information Items:

Moved by Councillor Bentivegna

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

CARRIED

- 8.1 Staff presentation regarding Transit Five-Year Business Plan (2020 - 2024) (TR-02-20)

9. Staff Remarks:

10. Committee Remarks:

11. Adjournment:

10:47 a.m. (recessed), 10:53 a.m. (reconvened)

Chair adjourned the meeting at 11:33 a.m.



Audit Committee Meeting

Minutes

Date: December 9, 2020
Time: 3:30 pm
Location: Council Chambers - members participating remotely

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

Member Regrets: Aaron Mendaglio

Staff Present: Tim Commisso, Joan Ford, Sheila Jones, Sandy O'Reilly, David Thompson (Audio/Video Specialist), Suzanne Gillies (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Financial highlights as at September 30, 2020 (F-36-20)

Moved by: Mayor Meed Ward

Receive and file finance department report F-36-20 providing financial highlights as at September 30, 2020.

CARRIED

3.2 Financial policies (F-35-20)

Moved by: Mayor Meed Ward

Receive and file finance department report F-35-20 providing information on financial policies.

CARRIED

4. Regular Items:

4.1 External audit plan for audit for the fiscal year ended December 31, 2020 (F-34-20)

Moved by: Mayor Meed Ward

Approve the external audit plan for the fiscal year ended December 31, 2020 as presented by Deloitte LLP at the Audit Committee meeting of December 9, 2020.

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 Presentation from Trevor Ferguson, Partner Deloitte regarding external audit plan for audit for the fiscal year ended December 31, 2020 (F-34-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

Chair adjourned the meeting at 4:03 p.m.



Corporate Services, Strategy, Risk and Accountability Committee Meeting

Minutes

Date: December 10, 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, Laura Boyd, Joan Ford, Chris Glenn, Scott Hamilton, Sheila Jones, Heather MacDonald, Allan Magi, Nancy Shea-Nicol, Christine Swenor, Jamie Tellier, Karen Roche, David Thompson (Audio/Video Specialist), Georgie Gartside (Clerk)

1. Declarations of Interest:

None.

2. Delegation(s):

None.

3. Consent Items:

3.1 Investment Policy (F-19-20)

Moved by Mayor Meed Ward

Approve the updated Investment Policy as outlined in Appendix A of finance department report F-19-20.

CARRIED

3.2 Expenses excluded from the budget (F-39-20)

Moved by Mayor Meed Ward

Receive and file finance department report F-39-20 regarding expenses excluded from the budget to meet the requirements of Regulation 284/09 of the *Municipal Act, 2001*.

CARRIED

3.3 2021 Interim Tax Levy By-Law (F-40-20)

Moved by Mayor Meed Ward

Approve by-law XX-2020 attached as Appendix A to finance department report F-40-20 which provides for the levy of the 2021 interim taxes.

CARRIED

3.4 Temporary Borrowing By-Law (F-43-20)

Moved by Mayor Meed Ward

Approve the by-law attached as Appendix A to finance department report F-43-20, to authorize the temporary borrowings of monies from the Royal Bank of Canada to meet the ordinary expenditures of the corporation for the 2021 fiscal year; and

Authorize the Mayor and City Clerk to execute the security agreement attached as Appendix B to finance department report F-43-20, subject to the satisfaction of the Executive Director of Legal Services & Corporation Counsel.

CARRIED

4. Regular Items:

4.1 Write-off of property taxes deemed uncollectible (F-44-20)

Moved by Mayor Meed Ward

Approve the write-off of uncollectible property taxes on the eight properties identified in finance department report F-44-20 in accordance with the provisions of Section 354 of the *Municipal Act, 2001*; and

Direct the Treasurer to remove the property tax amounts from the tax roll; and
Direct the Chief Financial Officer to forward finance department report F-44-20 to the Region of Halton and Ministry of Finance.

CARRIED

4.2 2020 to 2021 group health benefit renewal (HR-04-20)

Moved by Mayor Meed Ward

Retain Sun Life as the provider of major medical, dental, long term disability and life insurance plans for the benefit year December 1, 2020 to November 30, 2021.

CARRIED

4.3 Risk governance strategy (CM-34-20)

Moved by Councillor Sharman

Approve the risk governance strategy as provided in Appendix A of City Manager's office report CM-34-20; and

Approve the City of Burlington's enterprise risk governance and management policy as provided in Appendix B of City Manager's office report CM-34-20.

CARRIED

4.4 2021-2030 capital budget overview (F-42-20)

Moved by Councillor Stolte

Receive the proposed 2021 capital budget book; and

Direct staff to present the recommendations in Appendix A of finance department report F-42-20 to the Corporate Services, Strategy, Risk & Accountability meeting of January 12, 2021 for review and approval, taking into consideration committee amendments.

CARRIED

4.5 Asset management program update (F-49-20)

Moved by Councillor Sharman

Receive and file finance department report F-49-20, providing the city's asset management program update.

CARRIED

4.6 Renewal of Ombudsman agreement (CL-21-20)

Moved by Councillor Kearns

Re-appoint ADR Chambers Inc. ("ADR Chambers") as Ombudsman for the City of Burlington and its local boards pursuant to section 223.13(1) of the *Municipal Act, 2001* for a two-year term commencing January 1, 2021 to December 31, 2022; and

Authorize the Mayor and Clerk to execute a service agreement and any ancillary documents between the City of Burlington and ADR Chambers regarding the appointment of ADR Chambers as Ombudsman, subject to the satisfaction of the City Solicitor; and

Enact an appointing by-law to re-appoint ADR Chambers as the Ombudsman for the City of Burlington and its local boards until December 31, 2022.

CARRIED

4.7 Public appointment process - shortlisting of applicants (CL-24-20)

Note: this item required a two-third vote to carry.

Moved by Councillor Stolte

Waive the rules of the Council, Boards and Committees Appointment to Boards and Recruitment of Citizens for Committees corporate policy to allow for applicants during the fall 2020/winter 2021 recruitment to be shortlisted for interview purposes as described in clerks department report CL-24-20.

CARRIED

4.8 Low-income seniors property tax rebate program update (F-50-20)

Moved by Councillor Kearns

Approve an increase to the low-income seniors property tax rebate from \$525 to \$550 for eligible property owners effective for the 2021 tax year; and

Approve by-law XX-2020 attached as Appendix A to finance department report F-50-20 which provides for an update to the property tax rebate for eligible property owners, and repeal by-law 12-2016, effective January 1, 2021.

CARRIED

4.9 COVID-19 emergency response verbal update (CSSRA-13-20)

Note: this item was approved at the Special Council meeting of December 10, 2020.

Support for economic recovery and sustainability

Moved by Councillor Galbraith

Whereas, in May 2020 City Council endorsed the Terms of Reference for the Burlington Economic Recovery Network (BERN). The Burlington Economic Recovery Network has strategically brought together key stakeholders and business leaders from across Burlington to develop a robust local strategy that will prepare our economy for recovery from the COVID-19 crisis. On December 3rd, the Burlington Economic Recovery Network (BERN) members met to discuss the ongoing impacts of COVID-19 on the Burlington business community, current economic realities and ongoing support needed by Burlington business; and

Whereas, we continue to support the Province's COVID-19 re-opening framework, it is critical to recognize that some of the public health measures have created an uneven playing field in affected jurisdictions, placing small businesses and local retailers at a significant competitive disadvantage when lock-down or red control level occurs. Specifically, larger retail outlets, which are permitted to remain open and sell more than just essentials are in direct competition with small retailers, which are limited to online sales and curb side pick-up or delivery; and

Whereas, we must do everything possible to protect our economy, while at the same time balancing the interests of public health and safety. The survival of small businesses is essential to the Province's recovery efforts, and as such, we must address the current inequity between small businesses required to limit their sales to online or curbside pickup and

those businesses permitted to remain open and continue in-person sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health; and

Whereas, as we move through the pandemic, the City of Burlington will continue to seek opportunities to work with the province to help Burlington residents and businesses to innovate and provide localized solutions. Recognizing that public health measures and restrictions on business are not one size fits all and need to be varied based on local public health conditions, demographics and geographic scale. The provincial government has been responsive in rolling out and adapting public health on a provincial scale and as we move into the second year of managing our pandemic response we need to acknowledge that what is appropriate in the province's largest cities may not be appropriate in smaller municipalities that are facing different issues in managing public health while balancing supporting local businesses and economic growth.

Therefore be it resolved that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 (the "lockdown") to address the inequity created between small businesses required to close and businesses permitted to open and continue sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health; and

That the provincial government be requested to revise the physical distancing with capacity limits determined on a per square metre basis for persons admitted to all businesses, including restaurants, which are currently in Halton Region under the red control level of the COVID-19 response framework subject to a hard-capped occupancy limit of 10 regardless of business size or capacity based on the current provincial re-opening framework subject to consultation on Public Health best practices; and

That the City of Burlington calls on the province to partner with municipalities to pilot unique/additional parameters and programs with our local business community that may be key to offering a safe consumer and employee experience so that businesses can remain open and viable while recognizing the unique makeup of local communities; and

That a copy of this Resolution be forwarded to the Premier of Ontario, Doug Ford, the Honorable Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction, the Honorable Rod Phillips, Minister of Finance, MPPs Jane McKenna, Effie Triantafilopoulos and Parm Gill, Halton Regional Council, AMO, Ontario Big City Mayors (OBCM), Burlington Economic Recovery Network (BERN) and Team Burlington.

CARRIED

Rotary Centennial Pond

Moved by Councillor Kearns

Direct the Director of Recreation, Community and Culture to implement the appropriate COVID measures for the safe operations of the Rotary Centennial Pond 2020-21 season with an expense of \$22,000 to be included in the 2020 variance reporting.

CARRIED

5. Confidential Items:

5.1 COVID-19 emergency response verbal update (if required)

This item was not required.

5.2 Confidential legal update on an insurance matter (L-26-20)

Moved by Councillor Galbraith

Receive and file confidential legal department report L-26-20 providing an update on an insurance matter.

CARRIED

5.3 Confidential legal update on a litigation matter (L-37-20)

Moved by Councillor Stolte

Refer confidential legal department report L-37-20 to a standing committee or council meeting in Q1 of 2021.

CARRIED

6. Procedural Motions:

6.1 Motion to proceed into closed session

Moved by Councillor Sharman

Move into closed session in accordance with the following provisions under the Municipal Act, sections 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with respect to confidential legal department report L-37-20 providing a legal update on a litigation matter.

CARRIED

7. Information Items:

Moved by Councillor Stolte

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

CARRIED

- 7.1 Staff presentation regarding risk governance strategy (CM-34-20)
- 7.2 Staff presentation regarding 2021-2030 capital budget overview (F-42-20)
- 7.3 Staff presentation regarding COVID-19 emergency response (CSSRA-13-20)
- 7.4 Burlington Economic Recovery Network draft letter regarding COVID-19 emergency response (CSSRA-13-20)

8. Staff Remarks:

9. Committee Remarks:

10. Adjournment:

11:06 a.m. (recessed), 11:12 a.m. (reconvened), 11:48 a.m. (recessed), 12:53 p.m. (reconvened), 12:56 p.m. (closed), 2:08 p.m. (public)

Mayor Meed Ward was in attendance until 10:29 a.m.

Chair adjourned the meeting at 3:32 p.m.



SUBJECT: Artificial Ice Opportunity

TO: Mayor and Members of Council

FROM: Recreation Services Department

Report Number: RS-14-20

Wards Affected: Ward 1 and one other to be determined

File Numbers: 915-01

Date to Committee: December 14, 2020

Date to Council: December 14, 2020

Recommendation:

Authorize the Director of Recreation Services to accept the donation from Patrick J McNally Foundation for one neighbourhood artificial ice surface as outlined in report RS-14-20; and

Authorize the Director of Recreation Services to execute a donation agreement, subject to the satisfaction of the Executive Director of Legal Services, with the Patrick J McNally Foundation for one artificial ice surface as outlined in Report RS-14-20; and

Authorize the Director of Recreation Services to work with the Manager of Procurement Services to procure two artificial ice surfaces through a single source process with GLICE funded from the COVID account, to be purchased this December for installation during the Winter 2021, as outlined in report RS-14-20; and

Authorize the Director of Recreation Services to install the artificial ice surface at two neighbourhood rinks.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture
-

Background and Discussion:

At the Corporate Services, Strategy Risk and Accountability committee meeting on November 12, 2020 Recreation Services staff brought forward the re-design of recreational services this winter including an outdoor winter activation plan. The discussions on report CM-33-20 led to the following staff direction:

Direct the Director of Recreation Services to investigate outdoor skating opportunities such as artificial ice and portable ice plant operations and report back at the December 10, 2020 Corporate Services, Strategy, Risk and Accountability Committee (SD-24-20).

Staff did some preliminary investigation of portable ice plants and artificial ice. Upon initial review staff determined that the artificial ice is much more feasible. Artificial ice does not require staff with refrigeration qualification, does not require an ice resurfer nor a building to store the ice plant, etc. In addition, artificial ice can be used year-round and is somewhat portable allowing it to be moved around the City. Refer to Appendix A for a more detailed comparison.

Staff from Recreation Services and Roads, Parks and Forestry (RPF) participated in a demonstration of a product called GLICE. Staff were able to see how the product is assembled and were able to skate on the product. Staff have skated on other artificial surfaces and this product is the closest to the feel of real ice. At the time of the demonstration the company indicated that they have 200 sheets of the product uncommitted and more are scheduled to arrive before the holiday break. 100 sheets are equivalent to one outdoor artificial rink 11 x 24 metres in size.

As part of report CM-33-20 staff also discussed the neighbourhood rink program and sought committee's approval to proceed with the program again this winter in order to support residents with getting outside and being active during the pandemic. Committee was supportive of the neighbourhood rink program proceeding and to date staff have received 15 applications. Traditionally the City has provided a water source to many of the neighbourhood rinks allowing residents to access a hose bib inside one of the park maintenance buildings. This year because of the COVID restrictions members of the community cannot access staff areas. As a result, applicants to the neighbourhood rink program are required to supply their own water source resulting in rink organizers running hoses from their homes to the rink in the park.

In most of the parks there are homes that back onto the open space allowing for relatively easy access to water. However, there are a couple of parks that have traditionally had a neighbourhood rink with access to city water sources and do not have access to water from a residence. Staff recommend using the 200 sheets of GLICE to create two neighbourhood rinks which would be 11 x 24 metres in size, for neighbourhoods that had a rink in previous seasons and do not have residences

backing onto the park, (i.e. do not have access to a resident’s water source.) These two artificial surfaces would function as a neighbourhood rink where a committed group of at least six residents would assume the daily clearing and cleaning of the surface. In addition, the residents will apply the monthly application of the silicone solution. RPF staff would do a weekly observation of the rink as they would with other neighbourhood rinks. At this time, one rink will be in the Aldershot area given the restricted access to water and the other rink is to be determined as we access the applications and parks.

In addition, staff have also had a positive conversation with the Patrick J McNally Foundation. The Foundation would like to donate to the city, 100 sheets of artificial ice surface to support one artificial neighbourhood rink on the condition that the City will match their donation by purchasing another 100 sheets of artificial ice surface. With a combined donation and purchase of 200 sheets of artificial ice, the City would be able to support two neighbourhood artificial ice surface rinks in our parks.

Representatives of the Patrick J McNally Foundation have also indicated their willingness to consider providing further donations to match other donors who would support this neighbourhood initiative. Staff will investigate other potential donors.

Strategy/process

Options Considered

	Benefits	Concerns
Portable Refrigeration Plant	Provides real ice with all the expected attributes	Needs certified staff to oversee the operation Needs ice resurfacing equipment Needs storage for the equipment Limited to winter use only Cost for the unit and associated infrastructure Requires either a gas or diesel generator to operate

	Benefits	Concerns
Artificial Ice	<p>After initial set up no staff supervision is required</p> <p>No on-site storage requirements</p> <p>Can be year-round and moved more easily from location to location</p> <p>Needs only a monthly servicing to apply a silicone spray on top</p> <p>No carbon emissions to operate.</p>	<p>Can get sticky, not giving it a total ice feel</p> <p>Residents do not take up use of the artificial ice and it sits empty</p>

A more detail comparison can be found in Appendix A.

Financial Matters:

If the City were to accept the donation of 100 sheets of GLICE from the Patrick J McNally Foundation one of the donor’s stipulations is that there be a matching contributor. At this time, the City would provide the match, by investing in 100 sheets of GLICE.

To take advantage of existing inventory and the donation from the Patrick J McNally Foundation and to ensure timely impact for residents this pandemic winter, staff would single source for the artificial ice surface and use the single source procurement process for values under \$100,000.

In addition, the 200 sheets of GLICE have a life cycle of about 20 years with a 12-year warranty and are somewhat portable so we will be able to move the surface and create other opportunities in the future as well as have outdoor year-round skating.

Total Financial Impact

Total investment for the City for 100 sheets of GLICE, plywood structure for the artificial ice to sit on, one bottle of silicone cleaning solution and a storage/moving trolley would be approximately \$52,000.

Source of Funding

The COVID account

Other Resource Impacts

Recreation staff will assist with the creation of the platform for GLICE to be installed on. Roads, Parks and Forestry staff will be consulted on locations and provide the weekly inspections as part of their regular patrols.

Climate Implications

No water, power or resurfacing is required for GLICE. The manufacture's tag line is, "GLICE, an ECO-Rink."

Engagement Matters:

Staff launched the neighbourhood rink program following the CSSRA meeting on November 12, 2020. To date, 17 applications have been received and interest from many more but given the limitations of accessing a resident's water source, some locations are just not feasible this year, especially in the Aldershot area. There is a lot of interest in the program this year and we want to be able to support the neighbours that do not have access to any home water source this year.

Conclusion:

Getting active outside is resonating with Burlington residents this pandemic winter. Timing has aligned such that staff has sampled an artificial ice surface called GLICE that has 200 uncommitted sheets of the product in stock and have secured a matching donation from a local Foundation. Coincidentally, 100 sheets of artificial ice are the approximate size of a neighbourhood rink. With the matching program in place, the City would be able to provide two neighbourhood rinks in parks that cannot have a rink this winter because of COVID protocols and no residences backing onto the space to provide a water source. Staff encourages committee to accept the donation for one artificial ice surface neighbourhood rink and to invest in a second rink to help residents get outside and be active this pandemic winter.

Respectfully submitted,

Denise Beard

Manager of Community Development

905-330-4118

Appendices:

- A. GLICE and Ice Comparison

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.

Comparative characteristics of conventional ice and Glice®

Based on comparative example of a 20 m x 40 m rink

Nº	Characteristics	Conventional ice	Glice®
1	Base	Concrete base with coolant channels	Concrete or any other strong base
2	Refrigeration systems	2 refrigerators with peripherals (= 330.000 EUR)	Not required (= 0 EUR)
3	Starting-up and adjustment works	= 20.000 EUR	Not required (= 0 EUR)
4	Service personnel	2 qualified technician fulltime	1 cleaner only 1 x per day
5	Surface Service	Daily and qualified	Minimum
6	Technical skating stop for service	Every 2-3 hours	Are not required
7	Annual preventive maintenance of the equipment	Long, 2 times a year	Not required
8	Special equipment	Expensive casting machine (= 145.000 EUR) with driver	Regular cleaning with household vacuum cleaner (= 200 EUR)
9	Water consumption	4350 liters per day	Not required
10	Water heating	Regular and expensive	Not required
11	Maintenance (refrigeration, dehumidification, without taking illumination into account)	= 3000 -3500 EUR per month (regardless of the number of visitors and revenue)	Minimum
12	Terms of manufacture, supply, construction and commissioning works in view of concrete foundation	4-6 months	1.5 -2 of the month
13	Warranty	1 year	12 years
14	Expected lifetime	10-15 years	12-20 years
15	Glide: One hour after preparing the ice and 2 hours	-100% -85% -80%	96% -96% -96%
16	Feasibility of commercial use, time	50-60%	100%
17	Room	Construction of expensive facility with good isolation	Not necessarily
18	Ventilation	Powerful, expensive ventilation and airconditioning system	Usual ventilation for residential premises
19	Air temperature	Always very cold. Customers feel uncomfortable.	Ice is dry and warm rooms.
20	The total cost of the rink	1.485.000 EUR	200.000 EUR



SUBJECT: Funding Opportunities – Audit & Accountability Fund Intake 2 and COVID-19 Resilience Infrastructure Stream

TO: Mayor and Members of Council

FROM: Strategy, Risk and Accountability

Report Number: CM-36-20

Wards Affected: All

File Numbers: 155-03-01

Date to Committee: n/a

Date to Council: December 14, 2020

Recommendation:

Direct staff to submit an Expression of Interest regarding the Audit and Accountability Fund, Intake 2 to the Province of Ontario by the December 18, 2020 deadline, and;

Direct the Chief Financial Officer to single source a third-party consultant to complete the By-law Consolidation Review should the City of Burlington's request for funding be approved by the Ministry of Municipal Affairs and Housing, and;

Direct staff to submit these four projects: the Elgin Street Promenade, Stage 4, the Palmer Trail, the City Hall customer service window renovations and the Roads, Parks and Forestry operations centre renovation as the City of Burlington's submission to the Investing in Canada Infrastructure (ICIP) – Program COVID-19 Resilience Infrastructure Stream, and;

Authorize the Mayor and City Clerk to execute the necessary Transfer Payment Agreements between the City of Burlington and Province of Ontario in relationship to the Audit and Accountability Fund, Intake 2, should the funding be approved, and the Investing in Canada Infrastructure (ICIP) – Program COVID-19 Resilience Infrastructure Stream, along with any other related documents or by-laws to the satisfaction of the Executive Director of Legal Services and Corporation Counsel.

PURPOSE:

Vision to Focus Alignment:

- Increase economic prosperity and community responsive city growth
 - Support sustainable infrastructure and a resilient environment
-

Background and Discussion:

Audit and Accountability Fund Intake 2

In 2019 the Government of Ontario announced the creation of the Audit and Accountability Fund; \$7.35 million for large urban municipalities and district school boards interested in conducting service delivery and administrative expenditure review with the goal of finding efficiencies while protecting important front-line services. Eligible municipalities could apply individually or collectively, with other eligible municipalities to conduct an independent third-party review of municipal service delivery expenditures to find efficiencies.

Projects that are eligible for funding could take the following forms:

- A line-by-line review of the municipality's entire budget
- A review of service delivery and modernization opportunities
- A review of administrative processes to reduce costs.

For the first intake, in 2019, the City of Burlington received \$250,000 to complete reviews of the following City services:

- Corporate Fleet
- Leaf Collection
- Winter Maintenance
- Pre-Building Permit Development Approval Process

In November 2020 the Minister of Municipal Affairs and Housing announced the Province would be accepting applications for Intake 2 of the Audit and Accountability Fund. Considering COVID-19 the Province is encouraging municipalities to submit proposals that support the following priorities: digital modernization, service integrations and streamlined development approvals.

Only independent third-party reviews are eligible for funding.

City Submission:

The City will be submitting the By-law Consolidation Review as our review project for funding through the Audit and Accountability Fund, Intake 2.

By-law enforcement in the City of Burlington is currently distributed across many departments which can result in duplication of work, inconsistent application of enforcement, outdated and conflicting by-laws and confusion for customers looking for service.

The COVID-19 pandemic has highlighted the importance of enforcement in maintaining public safety. The lack of resources has made it difficult to maintain appropriate service levels and has increased the levels of staff fatigue.

The goal of the third-party review is to provide options for cost effective, alternative service delivery options for by-law enforcement that:

- Maximizes the use of shared resources (human and technology) through integration;
- Provides a simplified single point of contact for customers;
- Aligns with industry standards and benchmarks, and;
- Offers suggestions for future growth.

Timing:

The deadline for submitting an expression of interest is December 18, 2020. The final reports including the analysis, findings and actionable recommendations must be publicly posted by October 15, 2021.

Investing in Canada Infrastructure (ICIP) Program – COVID-19 Resilience Infrastructure Stream

In August 2020 the Federal Government announced adjustments to the ICIP program to help provinces and territories and ultimately municipalities to deal with the financial pressures brought on by COVID-19. This new stream of funding is designed to deliver more infrastructure projects during the pandemic by increasing the types of eligible projects and accelerating approvals. The new time-limited stream will have an increased federal cost-share (80 per cent) for a broadened range of infrastructure projects and a simplified approval process to allow work to get underway quickly while respecting public health measures. The provincial share of the program funding is 20 per cent. Municipalities are not required to cost-share under this this stream.

Through this new COVID stream, \$250 million in combined federal-provincial funding will be dedicated to local governments across the province. The City of Burlington's allocation is \$852,201 for this new stream.

The federal government has indicated that investments under this stream must support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit.

Eligible projects include:

- Retrofits, Repairs and Upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- COVID-19 Response Infrastructure, including measures to support physical distancing; *
- Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure. *

*Projects in these categories must have a clear rationale of how they will support responding to the COVID-19 Pandemic and/or economic recovery.

The number of projects a municipality can submit is based on their funding allocation.

- One project submission for those receiving a maximum of \$100,000;
- Two project submissions for those receiving \$100,001 to a maximum of \$500,000;
- Five project submissions for those receiving \$500,001 and above.

City Submission:

The City of Burlington will be submitting these projects for consideration by the Province:

- **Elgin Street Promenade, Stage 4** - A 4m-wide fully accessible pedestrian and cycling facility located in the downtown core. Approximately 75 per cent of this trail is complete. This is the final phase of this four-part construction project and represents a vital link to connecting the downtown to an existing 8km trail that links to the broader community.
- **Palmer Trail:** A 3m-wide fully accessible pedestrian and cycling facility located the heart of the City. Phase 1 was constructed in 2019. Approximately 50 per cent of this trail is complete. This proposed work is to complete the final phase, providing a key north-south link connecting neighborhoods to the larger trail system.

Please note that the proposed width of these new trails will easily accommodate physical distancing between people passing each other and also allows for people to walk side by side.

- **City Hall Customer Service Window Renovation:** The existing City Hall service counter requires a renovation to facilitate physical distancing and customer service requirements. Funding will be used towards the reconfiguration of the existing counter location to allow for customer privacy and an adequate queuing area away from the common traffic flow area.
- **Roads, Parks and Forestry (RPF) Operations Centre Renovation:** A reconfiguration of the existing floor plan at the operations centre is necessary to accommodate RPF service requirements. The renovation will allow for supervisors and staff to work and collaborate efficiently and will also provide for additional physical distancing for staff and contractors through controlled queuing areas.

Timing:

Applications for multiple projects must be submitted by January 7, 2021. The expected notification on project approval is spring 2021. Projects must be started before September 30, 2021 and must be completed by December 31, 2021.

Financial Matters:

For the Audit and Accountability Fund, Intake 2 once again, only third-party consulting fees will be eligible. City administrative costs such as staff time are not eligible. Our estimate for the cost of this review is approximately \$50,000.

Unlike other ICIP streams of funding the City is not required to contribute any matching funds for the COVID-19 Resilience Infrastructure Stream. This funding will allow us to move forward with these important capital projects. Over the coming weeks staff will be finalizing and confirming the specific funding requests for each of the four projects outlined above.

Climate Implications

As Burlington intensifies, the need for additional regulations aimed at protecting the environment and the need for enforcement will also increase.

Building and encouraging new infrastructure that supports active transportation, while providing opportunities for outdoor recreational use, contributes to building greater climate and community resilience

Through the design phases for the City Hall customer service window and the Roads, Parks and Forestry operations centre renovation project carbon reduction strategies will be reviewed.

Engagement Matters:

Engagement with RPF operations staff, the customer experience working group and individual service areas has already started and will determine the functional layout requirements for both the RPF operations centre and the City Hall customer service window.

Earlier this year an online community engagement took place to gather input on the design concept for the Elgin Promenade.

Conclusion:

The City of Burlington is grateful to the Governments of Canada and Ontario for their continued support of municipalities during this unprecedented time. This funding will allow us to complete important infrastructure projects within the community. We will also be able to complete a fulsome review of our corporate by-law enforcement, which will allow us to better serve the community.

Respectfully submitted,

Helen Walihura

Government Relations Manager

905-335-7600, ext. 7895

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.



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To: Mayor and Members of Council

From: Kaylan Edgcumbe, Manager of Integrated Mobility

cc: Tim Commisso, Heather MacDonald, Vito Tolone

Date: December 9, 2020

**Re: Metrolinx Site Selection
Walker's Line Layover Facility
Staff Response**

At the Environment, Infrastructure and Community Services Committee Meeting on December 7, 2020, Committee requested that staff report back on the selection of the Walker's Line site for the new GO Transit layover facility.

As described by Metrolinx at the committee meeting, as part of the GO Expansion Plan for the Lakeshore West corridor, additional network infrastructure is required in order to meet planned levels of service to support all-day Regional Express Rail (RER) and electrification. The construction of an additional layover facility is required at the westerly limits of the Lakeshore West corridor which will accommodate train storage, movement and light maintenance activities. Metrolinx has similar facilities scattered along the GO corridor in other jurisdictions to support the GO train operation.

Through the site selection process, Metrolinx has confirmed the Walker's Line location (known municipally as 4150 Harvester Road) as the preferred site for the new layover facility. City staff have been involved through the site selection and public engagement process and endorse the selected site and preferred layover concept based on the information made available to us.

Staff note that the GO Expansion Plan and RER initiative are paramount to supporting the city's mobility objectives and reiterate that there is a high degree of support in accommodating the new layover facility at the Walker's Line location.

In terms of preliminary technical analyses, staff note the following:

- The preferred site results in less employment impact compared to other options that were considered in Burlington and represents optimization of the site;
- The property owner/operator at 4150 Harvester Road (Attridge Transportation Inc.) is actively working with Metrolinx to accommodate the layover facility. No negative impact to current site operations is anticipated as a result of the proposed layover facility;
- The proposed facility is expected to generate very low volumes of traffic with the majority of trips entering and exiting the site outside the peak hours of adjacent street traffic. The resultant impact to the transportation network is nominal; and

- There are no major concerns identified by commenting departments as pertaining to the preferred site location.

Metrolinx has committed to continued engagement with the city and other stakeholders as the study progresses through the Transit Project Assessment Process (TPAP), reiterating that details of the new facility will be confirmed through the design process.

City staff look forward to continued collaboration with Metrolinx and will provide more fulsome technical comments through the completion of the TPAP.

Respectfully submitted,

Kaylan Edgcumbe, C.E.T.
Manager of Integrated Mobility

Memo to: Members of Burlington City Council
Date to Council: Dec. 14, 2020
Subject: Follow up from report MO-9-20 regarding Deputy Mayor Rotation for 2021-2022

Recommendation:

Endorse the Deputy Mayor rotation for 2021-2022, subject to any future modifications arising from discussions on an enhanced role.

Dear colleagues,

As discussed at the Environment, Infrastructure & Community Services Committee of Dec. 7, we referred further discussion of an enhanced role for the Deputy Mayor position at the City of Burlington to a future Governance and Training workshop. In the interim, committee further directed the Mayor to bring forward the schedule for the Deputy Mayor rotation for 2021-2022 to the Dec. 14, 2020 council meeting. That schedule, along with the history of the rotation, is below.

Background:

Thus far in this term of council the rotation for Deputy Mayor has been as follows:

2019:

January: Councillor Galbraith
February: Councillor Nisan
March: Councillor Bentivegna
April: Councillor Galbraith
May: Councillor Nisan
June: Councillor Bentivegna
July: Councillor Galbraith

August: Councillor Nisan
September: Councillor Bentivegna
October: Councillor Galbraith
November: Councillor Nisan
December: Councillor Bentivegna

You will note that only three of six council members served as Deputy Mayor in 2019. At that time, our Procedure Bylaw prevented the Chairs of Standing Committees from serving as Deputy Mayor. That rule was subsequently changed in our Procedure Bylaw, to allow Chairs to serve as Deputy Mayor. This allows all members of council the opportunity to serve.

Additionally, feedback in 2019 from councillors indicated that people found the monthly rotation challenging and confusing due to changing so often. An additional change was made in our Procedure Bylaw taking effect in 2020 for a quarterly rotation. With the extended period, and the increased chance for travel, holidays or other scheduling issues to occur at some point within a 3-month period, we also created an Alternate Deputy Mayor.

As a result of these changes, the 2020 rotation was as follows, rotating (with one exception) in order of Ward:

2020:

January February March: Councillor Galbraith, with Councillor Bentivegna as back-up

April May June: Councillor Kearns, with Councillor Stolte as back-up

July August September: Councillor Nisan, with Councillor Sharman as back-up

October November December: Councillor Bentivegna, with Councillor Galbraith as back-up

Given the quarterly rotation, only four members of council had an opportunity to serve as primary Deputy Mayor. The Ward 4 and 5 councillors did not. As a result, they will be at the top of the rotation for the 2021-2022 cycle, with the remaining rotation returning to sequential in order of Ward, for both the Deputy Mayor and Alternate.

A planned and published alternate schedule provides clarity, transparency and advance notice around who would be contacted should the Mayor and Deputy Mayor both be unavailable.

As discussed at committee, some municipalities default back to the previously scheduled Deputy Mayor, if the current Deputy is unavailable. Given our quarterly rotation, that would mean only four members of council ever having the chance to serve, whereas a schedule of Deputies and Alternates rotating by Ward provides at least the potential for all members of council to serve in a calendar year.

With these considerations in mind, the rotation for 2021-2022 is as follows, with all members of council getting an opportunity to serve either as Deputy or as Alternate:

2021:

January February March 2021:

Deputy Mayor: Ward 4 Councillor

Alternate: Ward 6 Councillor

April May June 2021:

Deputy Mayor: Ward 5 Councillor

Alternate: Ward 1 councillor

July August September 2021:

Deputy: Ward 6 Councillor

Alternate: Ward 2 Councillor

October November December 2021:

Deputy: Ward 1 Councillor

Alternate: Ward 3 Councillor

2022:

January February March 2022:

Deputy: Ward 2 Councillor

Alternate: Ward 4 Councillor

April May June 2022:

Deputy: Ward 3 Councillor

Alternate: Ward 5 Councillor

July August September 2022:

Deputy: Ward 4 Councillor

Alternate Ward 6 Councillor

October November December 2022:

Deputy: Ward 5 Councillor

Alternate: Ward 1 Councillor

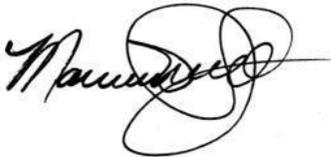
Please reach out to me prior to council if you cannot serve in the quarterly rotation assigned to you, and we will work to make necessary adjustments.

Conclusion:

Council has referred the discussion of enhanced roles for the Deputy Mayor to a future Governance and Training workshop. In the interim, I will continue to foster Partnership/Advice with council members on select initiatives based on their interests or areas of expertise, for example business support. I will also give further thought to how to ensure Continuity of Operations and provide mentorship opportunities in service to Good Governance outside of the purview, for now, of an enhanced Deputy Mayor role.

Please reach out if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marianne Meed Ward', with a stylized, circular flourish at the end.

Mayor Marianne Meed Ward