

Staff Direction	Motion	Moved by	Result
SD-15-16	Direct the Director of Transportation to explore the cost and options, in consultation with the Downtown Parking Committee and other stakeholders, to add barriers around upper floors of the garage similar to what is on the Burlington Performing Arts Centre side to prevent walking/sitting on the side, and protect public safety, with an identified funding source. (SD-15-16)	Mayor Meed Ward	Complete - Additional Security was added in lieu of barriers, additional security was hired to address the issues and costs were address at the DPC meeting. No report will be provided to Committee.
SD-17-18	Direct the Executive Director of Capital Works to consider setting a minimum parkland standard (ha/1000 population) and walk distance for residential neighbourhoods across the city during review of the Parks Master Plan. (SD-17-18)	Mayor Meed Ward	Complete - as per Director of Capital Works we will be including this request as part of our assignment with the Parks Master Plan update.
SD-03-19	Direct the Director of City Building to immediately commence a process to re-examine the policies of the Official Plan adopted April 26, 2018 in their entirely related to matters of height and intensity and conformity with provincial density target; and Direct the Director of City Building to send a letter in respect of the Official Plan dated December 4, 2018 and requesting sufficient time to address the conformity issues identified; and Direct the Director of City Building that until such time as the modifications that result from the work being undertaken, but not limited to, in (1) and (2) above are brought forward and adopted by Council and sent to the Region for approval, that the Adopted 2018 Official Plan policies not be given weight in evaluating development applications that may be processed in the interim period; and Direct the Director of City Building to report back to the Planning and Development Committee meeting in March to provide a	Mayor Meed Ward	Complete - PL-16-20 CPRM Sept 30, 2020, Council Oct 7, 2020; PL-18-20 CPRM Sept 30, 2020, Council Oct 7, 2020; and PL-22-20 CPRM Nov 26, 2020, Special Council Nov 26, 2020 Confirmation by Executive Director of Community Planning, Regulation and Mobility on January 31, 2021 that the “grow bold” brand is no longer in use.

	process update on the Official Plan work plan with key milestone dates, public engagement plan, budget and resources requirements; and Direct the City Manager to discontinue the use of the "Grow Bold" brand.		
SD-11-19	<p>Direct the Director of Parks and Recreation and the Executive Director of Capital Works to report back to council by Q4 2019 with proposed changes to the leash free implementation criteria through public engagement. Report PR-12-19</p> <p>Proposed Changes to the Leash-Free Area Criteria Committee of the Whole Dec.2-19 Council Dec.16-19 Proposed changes to the leash-free area criteria (PR-12-19)</p> <p>Approve the updated leash-free area criteria and process as outlined in department of recreation services report PR-12-19; and Rescind delegated authority for the Director of Parks and Recreation to consider piloting alternative time leash-free areas as an alternative to fenced leash-free areas when requests come forward on a site by site basis utilizing the process outlined in parks and recreation department report PR-33-12. (SD-11-19)</p>	Councillor Sharman	Proposed changes to the leash-free area criteria (PR-12-19) Approve the updated leash-free area criteria and process as outlined in department of recreation services report PR-12-19; and Rescind delegated authority for the Director of Parks and Recreation to consider piloting alternative time leash-free areas as an alternative to fenced leash-free areas when requests come forward on a site by site basis utilizing the process outlined in parks and recreation department report PR-33-12. Report PR-12-19; COW Dec 2, 2019 Council Dec 16, 2019
SD-12-19	Direct the Director of Transportation Services to report back by September 2019 with an update on the ongoing and planned traffic management strategies aimed at improving traffic congestion on Burlington's road network. (SD-12-19).	Mayor Meed Ward	Complete - TS-16-19 Planning and Development Committee Sept 10, 2019, Council Sept 23, 2019.

SD-14-19	Direct the Executive Director of Capital Works to report to council with an update on road condition including PQI, life cycle position, age, status of related underground rehabilitation needs, timing and recommended proposed treatment strategies for the 2020 budget. (SD-14-19)	Mayor Meed Ward	Complete as per Chief Financial Officer - December 9, 2020. Completed with the 2020 budget- COW-Budget Dec 10, 2019, Council Dec 16 2019
SD-18-19	Direction to add "Environmental Impact" heading to staff report. Direct the City Clerk to immediately add "Environmental Impact" as standard heading to the staff report template. (SD-18-19)	Councillor Stolte	Complete as per Office of the City Clerk, no reporting back was required.
SD-19-19	Direct the Director of Roads, Parks and Forestry to report back to the Committee of the Whole in October 2019 regarding the resources and logistics necessary to expand the Private Tree Bylaw Pilot to encompass all of ward 4, and city wide. (SD-19-19)	Councillor Stolte	Complete - RPF-15-19 COW October 7, 2019, Council Oct 28, 2019 RPF-18-19 COW Dec 2, 2019, Council Dec 16, 2019 RPF-05-20 EICS Jan 13, 2020 and Council Jan 27, 2020
SD-25-19	Direction regarding 2020 budget process Direct the Executive Director of Capital Works to report back as part of the proposed 2020 budget with a process to provide additional council consultation on the design, including climate change considerations, of significant city parks and public spaces. (SD-25-19)	Mayor Meed Ward	Complete –F-46-19-2 COW-Budget Dec 10, 2019, Council Dec 16, 2019
SD-29-19	(Amended from February 24, 2020 Council meeting) Direct the Director of City Building to report back to the Planning and Development Committee on the land use development application and review process related to the proposed Nelson Quarry expansion, including but not limited to the following by May 2020: -summary of the	Councillor Nisan	Complete - PL-52-20 CPRM Oct 6, 2020 and Council Oct 19, 2020

	<p>process including decision points, anticipated timeline for process steps, roles and responsibilities of review agencies, a summary of process and outcomes of the previous proposal for expansion, a summary of any new provincial legislation related to aggregate resources (SD-29-19)</p> <p>Original staff direction: Nelson Quarry (PD-08-19) Direct the Director of City Building to report back to the Planning and Development Committee on the land use development application and review process related to the proposed Nelson Quarry expansion, including but not limited to the following: summary of the process including decision points; anticipated timeline for process steps; roles and responsibilities of review agencies; a summary of process and outcomes of the previous proposal for expansion; a summary of any new provincial legislation related to aggregate resources. (SD-29-19)</p>		
SD-30-19	<p>Direct the Director of Recreation Services to work with roads, parks and forestry department staff to develop a policy for the installation and upkeep of 'Little Free Libraries' and to report back to the Environment, Infrastructure and Community Services Committee in 2020 with the proposed policy. The policy will address possible installations on private properties and city-owned parkland/open space, and the use of the Neighbourhood Community Matching Fund (SD-30-19); and</p> <p>Invite interested members of the community to apply to the Neighbourhood Community Matching Fund in the short term while a policy is being developed. (SD-30-19)</p>	Councillor Nisan	Complete - RS-08-20 EICS Oct 5, 2020 and Council Oct 19, 2020

SD-31-19	Staff direction regarding leaf collection (COW-15-19) Direct the Director of Road, Parks, and Forestry to report to committee explaining the root and proximate causes of the need to change the leaf collection program that occurred in November 2019, and provide any lessons learned from the experience of the 2019 program. (SD-31-19)	Councillor Nisan	Complete – RPF-26-20 EICS Aug 10, 2020, Council Aug 24, 2020
SD-32-19	Direct the Executive Director of Community Planning, Regulation and Mobility to review and report back on the peer reviews of the studies done by Meridian/Aldershot Quarry and requirements for ongoing monitoring and potential impacts on human health. As part of the review, report back on the cost and process to conduct an independent peer review of studies conducted to date; and Direct the Executive Director of Community Planning, Regulation and Mobility to investigate the Air Quality Bylaw for Oakville and report back to council with a recommendation for a similar bylaw for Burlington by Q2 2020. (SD-32-19)	Mayor Meed Ward	Complete – PL-04-21 CPRM Feb 2, 2021, Council Feb 16, 2021
SD-32-19	Direct the Director of Roads, Parks and Forestry to review the forestry plan for phased removal and replacement of trees at the Aldershot Quarry, and report back with an assessment to council in Q2 2020. (SD-32-19)	Mayor Meed Ward	Complete – PL-04-21 CPRM Feb 2, 2021, Council Feb 16, 2021
SD-33-19	Direct the Director of Community Planning to review the proposed policy attached as Appendix A to mayor’s office report MO-21-19, incorporate any feedback from Committee and bring a revised policy that aligns the recommendation to the protocol contained in Appendix A for approval in February 2020. (SD-33-19)	Mayor Meed Ward	Complete - PL-23-20 CPRM Sept 15, 2020, Council Sept 28, 2020

SD-37-19	Moved by Councillor Sharman Direct the Executive Director of Environment, Infrastructure and Community Services to report to the Environment, Infrastructure and Community Services Committee in the first quarter of 2020 with an analysis regarding on electric vehicle charging stations in the city. (SD-37-19)	Councillor Sharman	Complete – EICS-01-21 EICS Feb 4, 2021, Council Feb 16, 2021
SD-04-20	Direct the Executive Director of Environment, Infrastructure & Community Services to review the impact of increasing the gas tax allocation to transit from 75/25 to 70/30. (SD-04-20)	Councillor Bentivegna	Complete - Addressed in the capital overview report. CSSRA Dec 10, 2020, Council Dec 14, 2020 as per Chief Financial Officer email. December 9, 2020.
SD-07-20	Moved Councillor Nissan Direct the Executive Director of Environment, Infrastructure and Community Services to report back in Q2 2020 after the release of the federal budget with the latest information and updated proposed timelines for the home energy retrofit program and human resource requirements to meet the goals of the climate action plan. (SD-07-20)	Councillor Nisan	Complete – Report EICS-07-20, EICS July 6, 2020, Council July, 13, 2020 and also Report EICS-18-20, EICS September 14, 2020, Council September 28, 2020.
SD-11-20	Direct the Executive Director of Environment, Infrastructure and Community Services to report back in September 2020 on the initial implementation of the Deep Energy Retrofit Program including but not limited to a scale-able home owner pilot project, research on resident take up and commitment, homeowner technical support to energy retrofit including the involvement of Burlington Enterprises Corp, and that staff report back with any financial implications of the pilot project. (SD-11-20)	Councillor Stolte	Complete - EICS-18-20 EICS Sept 14, 2020, Council Sept 28, 2020.
SD-12-20	Municipal Development Corporation (CWC-04-20) Moved by: Councillor Stolte Direct the City Manager to report back on feasible options and recommendations, including implementation, for a	Councillor Stolte	Complete - CM-29-20 CPRM October 6, 2020, Council October 19, 2020

	Municipal Development Corporation at the September 17, 2020 Corporate Services, Strategy, Risk & Accountability Committee meeting. (SD-12-20)		
SD-20-20	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)	Councillor Sharman	RPF- A business case for EAB tree planting enhancements was developed as part of the 2021 budget process but deferred to future years due to other budget priorities. Complete - as per Chief Financial Officer Included in Other Additional Items not accommodated within 2021 operating budget (pg 88 of proposed 2021 budget document)
SD-21-20	That the Director of Government Relations and Corporate Communications be directed to develop a landing site on the City of Burlington's webpage as a resource for Operators to support consumer confidence in outdoor patios that are in compliance with municipal by-laws. (SD-21-20)	Councillor Kearns	Complete - Oct. 2020 Media releases addressing the patio/tent process and the creation a webpage (Burlington.ca/patios) to be used as a resource for operators.
SD-22-20	That the Mayor be directed to communicate to the Ministry of Municipal Affairs and Housing (MMAH), and local MPPs to request a review of provincial regulations requiring 3m setback from buildings for patio tents, and other aspects of the building code that may be an impediment to business during COVID19 (SD-22-20)	Councillor Kearns	Complete - Letter sent by Mayor found on the Mayor Webpage https://mariannemeedward.ca/wp-content/uploads/2020/12/Letter-Premier-and-Ministers-Dec-11-2020_Business-Winter-Patio-Tents.pdf as per Committee Clerk January 7, 2021.

SD-23-20	Moved by Councillor Galbraith That the City of Burlington implement a grant program to reimburse the costs of Building permit fees in the estimated amount of \$5,000 from the Tax Rate Stabilization Reserve Fund for outdoor patio's and tent structures when a building permit is required, with an expiry date of October 31, 2021 (SD-23-20)	Councillor Galbraith	Complete – CPRM Feb 2, 2021, Council Feb 16, 2021
SD-24-20	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 Corporate Services, Strategy, Risk and Accountability Committee. (SD-24-20)	Council	Complete - RS-14-20 Council Dec 14, 2020
SD-25-20	Direct the Director of Recreation Services to report back at the November 23, 2020 City Council meeting on the total cost of operating 17 free skates and free sticks and pucks for council consideration, and see a potential alternative sponsor or sponsors for these skates (SD-25-20)	Mayor Meed Ward	Complete – Municipal Officers Report, RS-12-20 Council Nov 23, 2020
SD-26-20	Direct the Director of Recreation Services to summarize options for a fee reduction program and provide recommendations, if any, for consideration by City Council on November 23, 2020 on continuation of the 25% fee reduction for all city rental users, including both for-profit and not-for-profit organizations, from January to June 2021; 25% free reduction for indoor city rental users only; and implementation of a grant application program to direct funding where most needed. (SD-26-20) Amended to: Direct the Director of Recreation Services to summarize options for a fee reduction program and provide recommendations, if any, for consideration by City Council on November 23, 2020 on: continuation of the 25% fee	Councillor Galbraith	Complete - Addressed as part of the Capital Budget overview, F-42-20 CSSRA Dec 10, 2020, Council Dec 14, 2020

	reduction for all city rental users, including both for-profit and not-for-profit organizations, from January to June 2021;phased fee reduction for all city rental users, including both for-profit and not-for-profit organizations, of 20% for Q1, 15% for Q2, 10% for Q3 and no reduction for Q4 of 2021; 25% fee reduction for indoor city rental users only; and implementation of a grant application program to direct funding where most needed. (SD-26-20)		
SD-29-20	Moved by Mayor Meed Ward 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. (SD-29-20)	Mayor Meed Ward	Complete – CSSRA March 3, 2021, Council March 23, 2021
SD-02-21	Direct the Director of Transportation to report back in Q1 2021 on electric vehicle charging stations in the downtown prior to proceeding with the 2021 capital project RD-PK-1795. (SD-02-21)	Councillor Paul Sharman	Complete- EICS-01-21 EICS Feb 4, 2021, Council Feb 16 2021
SD-03-21	Direct the Director of Community Planning to bring a temporary use by-law forward that modifies the Zoning By-law to accommodate winter tents for outdoor patios and report back in February or sooner, as possible (SD-03-21)	Councillor Paul Sharman	Complete-PL-09-21 CPRM Feb 2, 2021, Special Council Feb 3, 2021
SD-05-21	Direct the Chief Financial Officer to provide a list of 2021 operating budget reduction items for Council’s consideration that could decrease the overall proposed tax impact (city, region, education) from 2.88% to 2.43% (representing a city tax increase of 3.99%) with the list being provided to members of Council by February 1, 2021 and included for public reporting as part of the February 23, 2021 Corporate Services, Strategy, Risk & Accountability Committee - Operating Budget Review and Approval. (SD-05-21)	Councillor Paul Sharman	Complete –F-04-21-1 Appendix B CSSRA Feb 23, 2021 and Special Council March 3, 2021