

**TO:** Chair and Members of the Corporate Services, Strategy, Risk & Accountability Committee

**FROM:** Glenn Portch, Chair, Burlington Agricultural & Rural Affairs Advisory Committee

**SUBJECT:** 2020 Annual Report for the Burlington Agricultural & Rural Affairs Advisory Committee (BARAAC)

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### Purpose

This report is meant to update City Council on the activities of BARAAC during the year of 2020, and highlight the committee's achievements over that time.

### Background

Burlington's geography is unique and rural Burlington, located on the edge of a major urban area, faces significant pressures and challenges as a community, but also significant opportunities. The protection and strengthening of the rural community is the city's overarching goal in planning for the rural area. As the economic viability of farming is central to the future of rural Burlington, the health and prosperity of the agricultural system is integral to these efforts.

Although in previous years there were informal citizen groups representing the rural areas of Burlington, last year (2020) was the first full operational year for BARAAC as a committee reporting to the Community Planning, Regulation and Mobility Committee of the City of Burlington.

### 2020 Highlights

The following summarizes the Committee's activities and primary achievements:

- Provided comments on the City's Official Plan, including a delegation to City Council.
- Provided comments on the Regional Official Plan Review, including a delegation to Regional Council.
- Provided comments on the City's Private Tree Bylaw as it relates to rural/agricultural lands, including a delegation to City Council.
- Provided comments on rural cycling issues.
- Provided comments on the Agricultural Impact Assessment for the Nelson Quarry expansion application.
- Shifted to a virtual meeting setting and maintained committee function, despite the challenges of limited rural internet servicing.



**TO:** Chair and Members of Corporate Services, Strategy, Risk and Accountability

**FROM:** Michele Camacho, Chair, Heritage Burlington

**SUBJECT:** 2020 Annual Report for Heritage Burlington Advisory Committee and 2021 Work Plan/Budget

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## **Purpose**

This report is to update City Council on the activities and achievements of Heritage Burlington during 2020; provide an update on the implementation of “A New Approach to Conserving Burlington’s Heritage” (The New Approach) approved by Council in 2012; and provide the Committee’s work plan for 2021.

## **Background**

The Heritage Burlington Advisory Committee was established by the City in accordance with legislative requirements under the Heritage Act to advise City Council on issues related to the preservation of Burlington’s built heritage including the designation of properties of heritage interest. The Committee also has a mandate to promote all aspects of Burlington’s heritage to its residents and visitors alike.

## **2020 Highlights**

The following summarizes the Committee’s activities and achievements during 2020. With the beginning of the pandemic in March of 2020, Heritage Burlington meetings were discontinued from April to August. Virtual meetings commenced in September via Zoom.

- Heritage Month held in February 2020
- Nine new members added to the Committee.
- Provided comments on the Official Plan “Taking a Closer Look at the Downtown” project, including review of the Cultural Heritage Resource Assessment for the Downtown Mobility Hub Study Area prepared by ASI in 2019 which was one of the technical inputs to the project.

- Provided comments on three development applications involving cultural heritage resources.
- Reviewed and commented on the proposed new regulation under the *Ontario Heritage Act* associated with amendments made through the *More Homes, More Choice Act, 2019* (Bill 108). These amendments to the Heritage Act have not yet been proclaimed into effect.
- Examined and commented on the proposed new amendments to the Ontario Heritage Act.
- Commented on the expansion of the Heritage Property Tax Rebate Program incentive program eligibility to include designated commercial heritage properties.
- Recommended change of Heritage Month activities from February to one week of activities in August beginning with Joseph Brant Day.

### **Update to “A New Approach to Heritage in Burlington”**

“The New Approach”, approved by Council in October 2012, contained numerous recommendations, reflective of various positions on heritage and the management of heritage properties in Burlington. A list of these recommendations is attached as Appendix 1 for your information.

### **2021 Work Plan**

Heritage Burlington’s 2021 Work Plan is attached to this report and highlights the Committee’s priorities and identified budget to accomplish their goals.

The volunteer members of Heritage Burlington are committed, engaged and passionate about carrying out the role Council has given to them and I would like to thank each member for their dedication to the committee. A special thank you to past Chair, Howard Bohan, for his leadership since 2018, and to Jo-Anne Rudy and Danika Guppy for their support and willingness to assist with the committee’s objectives. Also, thanks to Councillor Nisan for his continued support and passion for preserving Burlington’s heritage.

Respectfully Submitted,

Michele Camacho, Chair  
Heritage Burlington

New Approach Report 2012 recommendations	Status 2020
1. Significance of Heritage for Burlington	
1.1) Instruct HB to establish a task force, in partnership with the Burlington Historical Society, the Heritage Umbrella Group, the museums, and the library to meet monthly over the next several months to explore the various ways, including but not limited to DVDs, blogs, billboards, signage, newspaper articles, that the past history of Burlington can be told, promoted, and celebrated;	Staff recommends abandon/revisit
2. Transition Plans and the Register	
2.1) Approve the 61 designated properties to remain on the Municipal Register	Completed
2.2) Continue the listing of all non-designated properties pre-classified as “A” under the Kalman system on the Municipal Register	Completed
2.3) Approve removal of all properties pre-classified as “B” under the Kalman system from the Municipal Register	Completed
2.4) Instruct Planning staff to divide the current Directory of Heritage Properties online searchable database into two searchable lists: A) the Municipal Register... B) the Heritage Properties List (Historic list of Heritage Properties), containing those properties pre-classified as B, C, and D under the Kalman system to be maintained as a working list to be used only for the purposes of tracking properties of cultural heritage value and having no legal status whatever.	No longer required
2.5) a) Discontinue the current Heritage Clearance system and b) Develop a new service supported by the Community Planning Department and Heritage Burlington entitled “Heritage Design and Advisory Services” which will be available to all property owners on either the Municipal Register or the Heritage Inventory.	a) Completed b) Abandon/revisit

New Approach Report 2012 recommendations	Status 2020
2.6) Continue the current policy, as approved by Council on July 15, 2010, for removal from the Municipal Register not related to demolition, and recommend, with the concurrence of the Planning Department, an amendment to the policy specifying a time frame for Council action (e.g.: 60, 90, 120 days)	Ongoing
2.7) Develop, in conjunction with the Official Plan review process and the development of the heritage conservation policy and program, a policy framework and guidelines for resolving conflicts between heritage conservation projects and other planning considerations such as the Official Plan and Zoning By-laws. For example, to resolve discrepancies between properties that are designated under the Ontario Heritage Act or other properties listed on the Municipal Register which have been zoned for medium density residential uses.	In progress  Bulk of work completed through OP review
2.8) a) Approve Heritage Burlington working collaboratively with Hamilton Municipal Heritage Committee (HMHC) to develop an accredited continuing education course for realtors; b) Instruct the Planning and Building Department to apprise the Hamilton Real Estate Board of changes to the Burlington Municipal Register in a timely manner c) Communicate to lawyers in Burlington the location and use of the online Municipal Register	a) Not completed  b) Completed  c) No longer relevant
3. Evaluation	
3.1) Instruct Heritage Burlington to develop draft guidelines including evaluation criteria by the end of 2012 using Regulation 9/06 criteria to evaluate properties of cultural heritage value	In progress
3.2) Instruct Heritage Burlington and the Community Planning Department to work collaboratively to revise the process to implement the draft guidelines after they are proposed.	In progress
3.3) Authorize Heritage Burlington to invite public input once the draft guidelines and renewed processes have been revised, to inform the final recommendations to Council.	Incomplete

New Approach Report 2012 recommendations	Status 2020
3.4) Endorse Heritage Burlington's promotion of the revised guidelines and processes to the public at large.	Incomplete
3.5) Endorse members of Heritage Burlington to establish and provide training workshops for Heritage Burlington members and other interested persons on how to use the guidelines in the evaluation process	Incomplete
3.6) Approve Heritage Burlington, with the cooperation of the Community Planning Department, to undertake the re-evaluation of the following classes of properties according to the following schedule: All "A" and "D" properties by the end of 2013; All "B" properties by the end of 2014; All "C" properties by the end of 2015; All uncategorized, and designated properties by the end of 2016; And will discuss the re-evaluation with each property owner.	Incomplete
4. Incentives	
4.1) Approve immediately a tax rebate program to assist owners of designated properties with the maintenance of their properties... to a maximum of 40% in 5 years	Completed
4.2) Investigate a similar program for commercial properties	Completed
4.3) Instruct the Community Planning Department to conduct a review of the effectiveness of the Community Heritage Fund with consideration being given to directing portions of the funds to offset any non-construction costs, e.g.: heritage consultants, design costs, compatibility studies, etc.	In progress
4.4) Establish a Burlington Heritage Trust with the likely co-operation of the Burlington Community Foundation to fund renovation projects for both designated and non-designated properties on the Register.	Has been revisited; a successor project is in progress

New Approach Report 2012 recommendations	Status 2020
<p>4.5) Establish a member benefits program by the end of the first quarter of 2013 that would include, but not be limited to:</p> <ul style="list-style-type: none"> <li>- “Heritage Design and Advisory Services” (see 2.5)</li> <li>- Allow access to a list of trades and suppliers involved in the maintenance and restoration of historic buildings.</li> <li>- Create a community portal to build a sense of community amongst heritage property owners and to facilitate the efficient management of the heritage conservation portfolio</li> </ul>	<p>Trades listing implemented</p> <p>Website Completed</p>
<p>4.6) Reinstate the program of recognition of conservation by owners by Heritage Burlington for February 2013</p>	<p>Completed</p>
<p>4.7) Rare occasions may occur where a property is considered to be of such significant cultural value or interest to the history of the city that a designation against the property owner’s wishes may have to be contemplated. While Heritage Burlington will not as a rule endorse ‘forced’ designations, we realize that the City Council and Heritage Burlington are governed by the applicable legislation. Heritage Burlington would recommend these types of designations would be accompanied by some kind of negotiated financial settlement between the owner and the City.</p>	<p>Not implementable. Spin-off project in progress.</p>
<p>5. Next Steps</p>	
<p>5.1) Approve allocation of a total \$125,000 in the fiscal year 2013 for set up costs for the following components of a Heritage Conservation Program:</p> <ul style="list-style-type: none"> <li>- website \$24,000</li> <li>- communications \$10,000</li> <li>- city staff support \$30,000</li> <li>- heritage property tax relief program \$25,000</li> <li>- heritage trust (Burlington Community Foundation) set up costs: \$25,000</li> <li>- loans: \$5,000</li> <li>- excess: \$1,000</li> </ul>	<p>Completed</p>

New Approach Report 2012 recommendations	Status 2020
5.2) Authorize Heritage Burlington to prepare for Council's approval a draft five-year (2014-2018) forecast for a Heritage Conservation Program, as part of the regular City budgeting process for 2014	No longer relevant
6. General	
6.1) Keep Council informed of progress in implementing recommendations	Ongoing
6.2) Communicate with the public regarding changes to the heritage conservation program	Ongoing



## Sustainable Development Committee 2020 Year End Report

### Committee of the Whole 2020 Year End Report

Objectives:	Results:
<b>1. Continue to participate in the public engagement process for the new Official Plan and submit comments on issues of sustainability.</b>	<p>Members of the Sub-committee remained involved in the re-examination of the Downtown Policies in the Adopted Official Plan. The SDC provided comments on the Taking a closer look document and also on the Downtown Urban Growth Centre discussion paper.</p>
<b>2. Effectively engage with our network of contacts including, city staff, alumni and other organizations to:</b> <ul style="list-style-type: none"> <li>• Communicate events we undertake;</li> <li>• Draw on their expertise and experience;</li> <li>• Develop support for initiatives we undertake or ideas we are pursuing such as zero waste, net carbon zero community and improving transportation.</li> </ul>	<p>The SDC was unable to organize an event this year due to the Covid-19 pandemic.</p>
<b>3. Actively participate in various external committees and groups, and bring findings back to the committee, staff and council.</b>	<p>The SDC is represented on:</p> <ul style="list-style-type: none"> <li>• The Stakeholders Advisory Committee for the Climate Action Plan (CAP).</li> <li>• The Integrated Transportation Advisory Committee (ITAC).</li> <li>• The Bay Area Climate Change Committee (BACCC), a multi-stakeholder group focused on regional climate action.</li> <li>• The Hamilton Harbour Remedial Action Plan (RAP) Stakeholder Forum, which reconvened in November 2019.</li> </ul>
<b>4. Invite representatives from various external organizations to speak about the goals and objectives of their groups. Follow up on recommendations and proposals presented.</b>	<p>The following presentations made to the Committee of the Whole and the P and D subcommittee</p> <ul style="list-style-type: none"> <li>• In January Vince Fiorito presented a request to review the City's Property Standards By-law with a biodiversity lens.</li> <li>• Affordable housing discussion with Sarah Phillips and Joe Nethery of the Region of Halton and Brynn Nheily of the City of Burlington.</li> <li>• At the September meeting, Umar Malik storm management engineer, Capital Works Department for the City presented</li> </ul>

	<p>the new Stormwater Management Design Standards.</p> <ul style="list-style-type: none"> <li>• In November we welcomed Karen Poad senior planner from the Halton Region to discuss the Official Plan review of the Downtown Urban Growth Centre and the MTSA supplemental discussion paper.</li> <li>• In December Drew Hauser of McCallum Sather discussed net zero and sustainable buildings.</li> </ul>
<p><b>5. Encourage committee members to share articles about a topic, issue, book or organization for the purpose of educating other members.</b></p>	<p>Members shared information on issues such as:</p> <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Tree canopy and by-laws</li> <li>• Zoning around transit hubs</li> </ul>
<p><b>6. Support the City's efforts to take action on climate change through mitigation and adaptation initiatives and continue to collaborate with other municipalities and organizations to have a collective impact. Wherever possible, the SDC will take an integrated approach to support the Climate Action Plan (CAP) that considers interdependencies with other policy, planning and program development activities and instruments.</b></p>	<p>The City declared a Climate Emergency in April of 2019 and the Climate Action Plan (CAP) was tabled in December 2019. The SDC provided input and comments on both the Declaration and the CAP and will continue to be involved in 2020.</p> <p>Low carbon building and transportation measures are encouraged in the SDC's comments on all development applications.</p> <p>The SDC is represented on the Stakeholders Advisory Committee for the CAP and the Bay Area Climate Change Council (BACCC).</p>

## Policy and Development Sub-committee 2020 Year End Results

The Policy and Development Sub-committee remained active in 2020, reviewing a number of development applications, as well as many policies and studies. We greatly appreciate the support provided by staff liaisons Kelly Cook and Laura Ross who were extremely helpful throughout the year.

Objectives:	Results:
<b>1. Monitor progress on the City's Official Plan review and key supporting documents and provide input as appropriate.</b>	<p>Members of the Sub-committee remained involved in the re-examination of the Downtown Policies in the Adopted Official Plan. An SDC member attended the Downtown Action Lab on November 2. The SDC provided comments on the two Downtown Concepts in November.</p>
<b>2. Provide input on policy, planning and development items sent to the Sub-committee for comment per the P&amp;D protocol. Monitor comments from staff on our reviews and dialogue with them when appropriate.</b>	<p>The Sub-committee reviewed and commented on the following items</p> <ul style="list-style-type: none"> <li>• 2294 Queensway Dr</li> <li>• 2082-2090 James St.</li> </ul> <p>The Sub-committee also commented on the Climate Action Plan that was presented in a delegation to City Council.</p> <p>The Sub-committee replied to the Regional Official Plan discussion paper.</p>
<b>3. Promote our Principles Objectives and Guidelines at the pre-consultation stage with a clear message that Burlington is a Sustainable Development community. Work with City staff on applying the principles of sustainable neighbourhood and site design (such as those found in LEED Neighbourhood Development, COB Sustainable Building and Development Guidelines and similar standards) to urban design, secondary plans, and major development applications.</b>	<p>The Sustainable Building and Development Guidelines were highlighted in the SDC's comments on all development applications, as well as comments on the Downtown Concepts and the Climate Action Plan.</p>
<b>4. Support the Climate Action Plan (CAP) as it moves into the implementation stage. The CAP is currently focused on mitigation and prioritizes deep energy building retrofits, electrification of vehicles and the creation of a new renewable energy cooperative. Support the development of detailed metrics</b>	<p>The Community Energy Plan (CEP) has been replaced by the Climate Action Plan (CAP). The SDC is represented on the Stakeholders Advisory Committee for the Climate Action Plan.</p> <p>The City declared a Climate Emergency in April of 2019. The SDC submitted comments supporting the Declaration but requested that the following be added "include[s] performance metrics to track progress and timelines for</p>

<p><b>and milestones in the plan. Contribute to the update of the Sustainable Building and Development Guidelines as described in the CAP (to strengthen or make them mandatory). Support the development of the adaptation component of the CAP</b></p>	<p>achieving key deliverables/major milestones, and a strategy to report back publicly on progress.”</p> <p>The Climate Action Plan (CAP) was tabled in December 2019. The SDC provided detailed comments on the CAP and will continue to be involved in 2020.</p> <p>Low carbon building and transportation measures are encouraged in the SDC’s comments on all development applications.</p> <p>The SDC is represented on the Bay Area Climate Change Council (BACCC).</p>
<p><b>6. Promote our Principles &amp; Objectives and guidelines by providing input and participating in municipal, regional and provincial planning and policy groups regarding transit and transportation such as:</b></p> <ul style="list-style-type: none"> <li>• <b>Metrolinx</b></li> <li>• <b>Regional Transportation Plan</b></li> <li>• <b>Travel Demand Management Policy</b></li> <li>• <b>Transportation Master Plan</b></li> <li>• <b>Cycling Master Plan</b></li> <li>• <b>Parks, Master Plan</b></li> <li>• <b>Transit Master Plan</b></li> </ul>	<p>SDC is represented on the Burlington Integrated Transit Advisory Committee (ITAC).</p> <p>In 2019, ITAC continued to monitor and comment on the Cycling Master Plan and other cycling related issues.</p> <p>ITAC also followed the Transit 5-year business plan and the Transportation Master Plan and will continue to do so in 2020.</p>
<p><b>7. Promote our Principles &amp; Objectives and guidelines by participating in public meetings and stakeholder committees.</b></p>	<p>The following is a list of some of the events in which P&amp;D Sub-committee members participated:</p> <ul style="list-style-type: none"> <li>• A member of the SDC attended the Urban Parks Strategy session with Gil Penalosa (Chair, World Urban Parks) in January</li> <li>• A member of the SDC participated in the Downtown Action Lab in November.</li> <li>• A member of the SDC joined the Hamilton Harbour Remedial Action Plan (RAP) Stakeholder Forum, which reconvened in November 2019.</li> <li>• SDC members attended numerous events and consultations related to climate change and the CAP: <ul style="list-style-type: none"> <li>○ The ‘Cities in Action Climate Summit’ at the RBG in March (organized by the Centre for Climate Change Management at Mohawk College).</li> <li>○ The April COB COW Workshop on climate change planning.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ The Clean Air Partnership's 'Getting to Zero Case Studies' meeting at Mohawk College in May.</li> <li>○ The BACCC strategy session in June at the Joyce Centre at Mohawk College.</li> <li>○ The COB CAP Community Workshop in September.</li> <li>○ The 'Building Climate Ambition in a Globalized World' presentation at the McMaster Innovation Park in October.</li> <li>○ The COB CAP drop-in consultation at the Haber Community Centre in October.</li> </ul>
<p><b>8. Provide education and training to SDC members:</b></p> <ul style="list-style-type: none"> <li>• <b>Invite guest speakers to provide education and information on topics of interest. Speakers could include people who work in sustainable development in nearby municipalities of similar size;</b></li> <li>• <b>Organize a trip or visit that may relate to an area of focus or generally to the concept of sustainability in connection with the Principles &amp; Objectives;</b></li> <li>• <b>Review P&amp;D material with the Sub-committee;</b></li> <li>• <b>Investigate new technologies;</b></li> <li>• <b>Provide yearly training on planning knowledge and the Principles &amp; Objectives.</b></li> </ul>	<p>New members of the SDC were provided with an overview of the SDC &amp; City Staff Protocol and the SDC Terms of Reference and the planning process by City staff. They were also provided with SDC documents such as the procedure for doing development reviews.</p> <p>New members received a presentation on the Principles &amp; Objectives early in the year.</p> <p>New members received Planning 101 training in March presented by Roz Minaji from the City of Burlington.</p> <p>Several SDC members visited West 5 which is a new greenfield net-zero community being developed by Sifton Properties in London, Ontario. There is no fossil fuel supply to the community. Electricity is generated on site with solar panels.</p>
<p><b>9. Set expectations and effectively utilize and recognize the unique talents of the Sub-committee members.</b></p>	<p>The Sub-committee worked in diverse teams both in experience and skill sets to:</p> <ul style="list-style-type: none"> <li>• Draw on the capabilities of all team members;</li> <li>• Permit new members to learn from those members with more experience.</li> </ul>
<p><b>10. Upgrade, maintain and grow the P&amp;D shared directory.</b></p>	<p>In 2019 a project was started with the City using SharePoint as a tool to help groups comment on developments and policies online (to help make the process more efficient).</p> <p>The SDC will continue to work with and improve our document sharing and commenting process.</p>

<p><b>11. Hold a workshop with City staff to discuss various issues including SDC mandate, protocols, templates and how to improve effectiveness.</b></p>	<p>The workshop was deferred due to the municipal election and then the Advisory Committee Review.</p> <p>SDC members attended a Citizen Action Lab for the Advisory Committee Review in May.</p> <p>Comments were sent on the advisory committee review in the fall and discussion will continue into 2020.</p>
<p><b>12. Promote opportunities to increase the supply of affordable housing and the adoption of universal design principles in the COB. Engage with local stakeholders on these issues.</b></p>	<p>The Sub-committee highlighted the need for assisted affordable/housing in comments on all development applications as well as the Downtown Concepts.</p> <p>The Sub-committee reviewed Halton Region reports on assisted/affordable housing.</p> <p>Several committee members attended a workshop on housing held by the Region in November.</p> <p>A meeting with the Region and City staff was held in January 2020 to explore opportunities to increase supply and next steps are being determined.</p>

## Awareness Sub-committee 2020 Year End Report

The Awareness Sub-committee was not active in 2020. Fleur Storace-Hogan continued to write blogs about sustainability on TakeActionBurlington.ca which were promoted through social media channels from members of the committee. The Sub-committee is very grateful for the excellent support provided by staff liaison Fleur Storace-Hogan. The objectives below will be supported by the Awareness Sub-committee through any future activities that will be scheduled in 2021.

<b>Objectives:</b>	<b>Results:</b>
<b>1. Support the City's sustainability initiatives, such as the Climate Action Plan (CAP) as it moves into the implementation stage.</b>	Activity TBD
<b>2. Co-host, with the Burlington Public Library, one event in the fall pertaining to a sustainability issue.</b>	Activity TBD
<b>3. Participate in relevant community events such as Burlington Green's Clean Up Green Up event, Appleby Line Street Festival</b>	Activity TBD
<b>4. Assist the City to engage the community to take action on climate change.</b>	Activity TBD
<b>5. Employ social media to promote SDC events. Recommend topics for the "Take Action Burlington" blog.</b>	The blog is written and managed by City staff. SDC events were promoted and discussed in several 'Take Action Burlington' blogs.
<b>6. Plan an educational field trips for membership. Such as the McCalum Sather head office or a Net Zero building in Burlington</b>	Activity TBD