



Burlington Sustainable Development Committee P&D Sub-Committee

Date: Wednesday, May 5, 2021
Place: Zoom meeting
Attendees: Chris Ariens, Dave Bourns, Rafiq Dhanji, Paul Fletcher, Fahim Hoque, Tom Krumins, Tim Park, Dave Rokosh, Laura Ross, Guy Sheppard, Nikki Walton
Regrets: Mathew McAuley

Minutes

1. **No Declarations of Interest**
2. **Minutes from April 7, 2021 meeting were approved**
3. **Development Review Process Discussion with Kyle Plas, Acting Manager Development and Design:**
 - Kyle Plas took the sub-committee members through a **Planning 101** presentation describing why there is a need for a formal and strict planning process, what it takes to earn a professional planner designation and the strict code of ethics associated with the planning profession. Kyle also described the various interrelationships between the Provincial, Regional and Municipal policy statements, planning acts, official plans and zoning bylaws. Kyle identified that the Provincial planning act provides the authority for applicants to submit applications that do not meet current operating plan and/or zoning requirements. The attendees were then introduced to the high level 9 step planning process that begins with a *technical pre-consultation* followed by a *community meeting*. The 120 day decision clock starts ticking once an *application* is presented. The *application* submission is followed by *public and technical circulations*, *statutory public meeting and recommendation report 1*, *recommendation report 2* (if required), *council meeting* and the clock stops with a *notice of decision*. Depending on the outcome and/or whether or not a notice of decision was provided within 120 days, an applicant then has the opportunity to file an *appeal with LPAT*. Kyle also noted that the 120 timeline is reduced to 90 days for re-zoning applications.
 - Kyle's presentation was followed by a robust discussion about when and how the SDC P&D committee can engage in the planning process to review and provide feedback and recommendations on project submissions. The key action items from the presentation and the following discussion were:
 - Kyle to provide Laura with a copy of his presentation which will be made available to sub-committee members.
 - In order to try and keep abreast of the many applications being submitted Laura Ross will continue to work closely with the planners to get as much advance

notice as possible of upcoming submissions. In addition, the following sub-committee members volunteered to subscribe to receive automated notifications of applications and attend (or find to an alternate to attend in their place) community meetings within their designated Ward;

- Ward 1: Tom Krumins
- Ward 2: Dave Bourns
- Ward 3: Tim Park
- Ward 4: Guy Sheppard
- Ward 5: Chris Ariens
- Ward 6: Paul Fletcher
- Have a follow-up discussion at the next sub-committee meeting regarding possible additional action items including having sub-committee members declare their area of expertise and/or interest pertaining to the technical documents submitted as part of an application, developing an “introduction” letter to provide to applicants at or before the community meeting and establishing some guidelines to determine which applications the committee wishes to comment on.

4. P&D 2021 Objectives (“SDC Focus 2021”)

- Confirmed that the changes identified at the April 7, 2021 meeting were incorporated in the document that was approved at the April 21, 2021 COW meeting.
- It was noted that the Downtown Urban Design Guidelines have been delayed.
- There was a brief discussion about Objective 10 related to affordable housing during which Laura confirmed that the City’s Housing Strategy is expected to be completed in 2021 and that SDC will be engaged in the process.

5. Development Projects and Policy

- Millcroft Greens proposal was discussed. Chris Ariens and Dave Rokosh to provide draft comments on the impact of the proposal with a key focus on waterflow implications.

6. City Staff: Updates, Comments & Discussions:

- 2 Corporate Policies for City Operations (Corporate Environmental Policy and a Zero Waste Policy) were introduced and Guy Sheppard will provide preliminary comments for the consent agenda at the May 19 COW meeting.
- The SharePoint project is still being considered by the City however one of the legacy committee members involved with its set-up is no longer on the committee. Tim Park and Paul Fletcher have indicated that they are willing to work with City personnel to get this project back underway when appropriate.
- In the meantime the decision was taken to give all P&D sub-committee members read only access to the OneDrive archive site that Paul Fletcher has set-up.
- It was noted that there is a MTSA workshop for council members taking place on May 17th.
- Paul Fletcher volunteered to prepare a Draft Regional Integrated Growth Management Strategy questionnaire response submission on behalf of SDC. Sub-committee members were also encouraged to consider responding to the questionnaire as individual citizens. Everyone was reminded that the survey closes on May 28th, 2021.

7. Upcoming Events:

- Awareness is planning a virtual Plug and Drive event for May 31, 2021
- Rafiq Dhanji mentioned that Sustainability Leadership is holding a virtual “Evening of Recognition and Sustainability Leadership Awards” event from 3:00 – 5:00 PM on June 3rd, 2021. Stantec will be providing the keynote speaker and they will be discussing their efforts to achieve carbon neutrality.

8. **Other Topics of Interest:**

- No further topics were provided.

9. **Next Meeting:**

- June 2nd, 2021 at 7:00 PM via ZOOM. Tim Park to provide ZOOM link
- Agenda to include discussion with.