



## Committee of the Whole Meeting

### Agenda

**Date:** April 8, 2024  
**Time:** 9:30 a.m.  
**Location:** Hybrid meeting- virtual and Council Chambers, City Hall

**Committee of the Whole will recess from 2:30 p.m. to 3:45 p.m. for the solar eclipse.**

#### 1. Call to Order

Chair: Mayor Marianne Meed Ward

Vice Chair: Deputy Mayor for Ceremonial/Emergencies Councillor Rory Nisan

#### 2. Land Acknowledgement

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee, and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history.

The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway and other allied Nations to peaceably share and care for the resources around the Great Lakes.

We would like to acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

#### 3. Approval of the Agenda

#### 4. Declarations of Interest

#### 5. Delegation(s)

Requests to delegate to this hybrid meeting can be made by completing the online delegation registration form at [www.burlington.ca/delegate](http://www.burlington.ca/delegate), by noon the business day before the meeting is to be held.

## 6. Consent Items

Reports of a routine nature, which are not expected to require discussion and/or debate. Staff may not be in attendance to respond to queries on items contained in the Consent Agenda.

- 6.1 2023 Treasurer's statement for development charges reserve funds, park dedication reserve fund and the community benefit charge reserve fund (F-16-24) (CSSRA)

Receive and file finance department report F-16-24, 2023 providing the Treasurer's statement for Development Charges reserve funds, Park Dedication reserve fund and the Community Benefit Charge reserve fund.

- 6.2 Advisory committee annual reports and 2024 work plans and budget (CL-08-24) (CSSRA)

Approve the 2024 advisory committee work plans and budget requests attached as appendix A to office of the city clerk report CL-08-24; and

Receive and file the 2023 advisory committee annual reports attached as appendix B to office of the city clerk report CL-08-24.

- 6.3 Annual Ombudsman reports for 2022 and 2023 (CL-10-24) (CSSRA)

Receive the 2022 and 2023 annual report from ADR Chambers, Ombudsman for the City of Burlington, attached as Appendix A and Appendix B respectively to office of the city clerk report CL-10-24.

- 6.4 Halton Court Services collection agency fees by-law (L-18-24) (CSSRA)

Authorize the Manager of Procurement Services or designate, to negotiate and execute any necessary service agreements, contracts and ancillary documents with any third-party collection agencies, and extensions thereto, resulting from RFP-24-206 Collection Services for POA court, with content satisfactory to the Executive Director of Legal Services and Corporation Counsel, or designate; and

Authorize the Manager of Court Administration, or designate, to add collection agency fees to Provincial Offences Act defaulted fines owed to the City at the rates approved by Council; and

Authorize the Manager of Court Administration, or designate, to add collection agency fees to Provincial Offences Act defaulted fines owed to the City at the rates approved by Council; and

Approve the Collection Agency By-law, substantially in the form attached as Appendix A to legal services department report L-18-24, in the form satisfactory to the Executive Director of Legal Services and Corporation Counsel, or designate.

6.5 Corporate project status report – Dec, Jan 2024, Feb 2024 (CM-05-24) (CSSRA)

Receive and file city manager’s office report CM-05-24 providing status reports for designated corporate projects for the period December 2023, January and February 2024 as detailed in Appendices A and B.

6.6 Flag Raising, Proclamations and Pier Lighting Policy (CL-09-24) (CSSRA)

Approve the Flag Raising, Proclamations and Pier Lighting Policy substantially in the form attached as Appendix A to the office of the city clerk report CL-09-24.

6.7 Update on customer centric digital architecture and customer relationship management CRM (BDS-02-24) (CSSRA)

Receive and file Burlington Digital Service report BDS-02-24 providing update on Customer Centric Digital Architecture and CRM; and

Approve the single source procurement of the Microsoft Dynamics 365 Minimum Viable Product as a pilot for our CRM software replacement for up to a total of \$200,000 with Microsoft as the software provider and MNP as the implementation partner, as further outlined in this report; and

Authorize the Manager of Procurement Services to execute any required contract(s), with the content satisfactory to the Executive Director of Legal Services and Corporation Counsel and issue any required Purchase Order(s).

6.8 Corporate Zero Waste Policy update (EICS-09-24) (EICS)

Approve the updated Corporate Zero Waste Policy attached as Appendix A to environment, infrastructure and community services report EICS-09-24.

6.9 2023 accessibility progress report (ES-02-24) (EICS)

Receive and file engineering services department report ES-02-24 regarding the 2023 accessibility progress report.

6.10 Update to the Corporate Energy and Sustainable Buildings Policy (EICS-07-24) (EICS)

Approve the updated Corporate Energy and Sustainable Buildings Policy attached as Appendix A to environment, infrastructure and community services report EICS-07-24.

6.11 Burlington Official Plan, 2020 targeted realignment exercise – workplan update 2 (PL-09-24) (CPRM)

Receive and file community planning department report PL-09-24 regarding Burlington Official Plan, 2020 targeted realignment exercise – workplan update 2.

6.12 Deregistration by-law for 3540-3548 Commerce Court (PL-24-24) (CPRM)

Approve the by-law, substantially as shown in Appendix A of community planning department report PL-24-24, being a by-law to deem Lots 6 and 7 in Plan M-150 as not being registered lots within a Plan of Subdivision, pursuant to Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13, as amended.

**7. Presentation(s)**

**8. Corporate Services, Strategy, Risk & Accountability Regular Items**

Chair: Councillor Rory Nisan

Vice Chair: Councillor Shawna Stolte

Committee Clerk: Lisa Palermo, [lisa.palermo@burlington.ca](mailto:lisa.palermo@burlington.ca)

8.1 Low-income property tax rebate program (F-03-24)

Continue the current low-income senior property tax rebate program and broaden to include eligible homeowners for low-income persons with disabilities as outlined in the criteria contained in Appendix A to finance department report F-03-24; and

Direct the Chief Financial Officer in consultation with the Executive Director of Legal Services & Corporation Counsel to prepare the necessary by-law for the Low- Income Property Tax Rebate Program, for approval at Council on April 16th, effective for the 2024 taxation year; and

Forward to the Region of Halton the Low-Income Property Tax Rebate By-law and formally request the Region participate in the cost sharing of the tax rebate program.

8.2 Preparing for the 2025 budget (F-19-24)

Receive and file finance department report F-19-25 providing an update to the format of the 2025 budget documents and the preliminary 2025 Mayors budget approval timelines; and

Direct the City Clerk to schedule a Special Council meeting on November 25, 2024 for the purpose of reviewing the Mayor's proposed budget.

8.3 Proposed quarterly city services update reporting (F-23-24)

Receive and file finance department report F-23-24 regarding the proposed quarterly city services update reporting.

8.4 Health, safety and wellness review of 2023 (HR-05-24)

Receive and file human resources department report HR-05-24 providing the 2023 health, safety and wellness review.

- 8.5 Update on merger of Tourism Burlington with Burlington Economic Development (CM-06-24)

Receive and file city manager's office report CM-06-24 being an update on the merger of Tourism Burlington with Burlington Economic Development.

- 8.6 Motion memorandum regarding Mayor's speaker series (COW-09-24) (CSSRA)

Endorse the Mayor's Speaker Series.

- 8.7 Quarterly Mayoral decisions report (CL-11-24)

**Note: this item will be published at a later date.**

## 9. Confidential Items and Closed Session

Confidential items will be discussed at 1:00 p.m. on Monday, April 8, 2024.

Confidential reports may require a closed meeting in accordance with the Municipal Act, 2001. Meeting attendees may be required to leave during the discussion.

Closed session will be chaired by the Chair of Corporate Services, Strategy, Risk & Accountability Regular Items.

- 9.1 Confidential update on a litigation matter regarding a trespass notice (L-01-24)

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

- 9.2 Confidential litigation matter regarding OPA 130 (L-16-24)

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

- 9.3 Confidential litigation matter regarding Niagara Escarpment Plan Amendment PC 225 22 (L-09-24)

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

## 10. Rise and Report

## 11. Environment, Infrastructure & Community Services Regular Items

Chair: Councillor Lisa Kearns

Vice Chair: Councillor Kelvin Galbraith

Committee Clerk: Suzanne Gillies, [suzanne.gillies@burlington.ca](mailto:suzanne.gillies@burlington.ca)

### 11.1 Urban Forest Master Plan update (RPF-02-24)

Approve the Urban Forest Master Plan, Woodland Management Strategy as presented and aligned with option one as detailed in roads, parks and forestry department report RPF-02-24; and

Direct the Acting Chief Financial Officer to incorporate the financial needs of the Urban Forest Master Plan into the multi-year simulation and multi-year community investment plan forecast; and

Direct the Director, Roads, Parks and Forestry to coordinate with the Manager, Government Relations to actively pursue grant opportunities through provincial and federal governments to offset implementation costs of the Urban Forest Master Plan & Woodlot Management Strategy.

### 11.2 Bay Area Climate Change Council (EICS-04-24)

Reaffirm the City's commitment to supporting the Bay Area Climate Change Council in the amount of \$56,000 annually until 2026, at which time the City's future support for the organization will be re-assessed.

### 11.3 Update and recommendations for shared court pilot at Ireland Park (RCC-05-24)

Receive and file recreation, community and culture report RCC-05-24 update to shared court pilot at Ireland Park which concludes the 2023 pilot and maintains court-sharing practices for 2024 and onward.

### 11.4 Community centres for everyone and approval of policy for maximizing use of underutilized spaces (RCC-07-24)

Approve corporate policy Promoting Use of Underutilized Spaces in Recreation Facilities as presented in Appendix A of recreation, community and culture department report RCC-07-24 and direct the Director of Recreation, Community and Culture to begin implementation of the policy in Q3 2024; and

Direct the Director of Recreation, Community and Culture to report back on community room usage and policy application in Q1 2026.

11.5 Motion memorandum regarding Range Burlington (COW-09-24)

Authorize the Director of Recreation, Community and Culture to further explore the re-development opportunity at 1540 King Road in accordance with existing planning regulations and fees and the Joint Venture Financing Program.

11.6 Motion memorandum regarding agencies, boards and commissions (ABC) mandate and Integrity Commissioner advice (COW-10-24)

Direct the Director of Recreation, Community and Culture to provide recommendations with respect to the mandate for council members and city staff appointed to Boards of Directors of ABCs; and

Direct the City Clerk to engage with the Integrity Commissioner to request general advice on the role and responsibilities of council members on ABC boards.

11.7 Discussion for a future Festivals and Events Policy (RCC-06-24)

Direct the Director of Recreation, Community and Culture to report back with a Festivals and Events Policy for approval by end of Q2 2024.

**12. Community Planning, Regulation & Mobility Regular Items**

Chair: Councillor Shawna Stolte

Vice Chair: Councillor Lisa Kearns

Committee Clerk: Jo-Anne Rudy, jo-anne.rudy@burlington.ca

12.1 Rainbow crosswalks update (TS-07-24)

Direct the Director of Transportation to remove the three rainbow crosswalks at Fairview Street and Drury Lane, Plains Road West and Botanical Drive, and Upper Middle Road in front of M.M. Robinson High School and replace them with ladder crosswalks; and

Direct the Director of Transportation to install rainbow themed pole wraps to the traffic poles adjacent to the crosswalks at the three intersections; and

Direct the Director of Transportation, in collaboration with Recreation, Community and Culture as well as Corporate Communications and Engagement, to seek feedback from members of the 2SLGBTQIA+ community on the approach to best commemorate the community outside of the travelled portion of the roadway.

12.2 Objections to Statements of Intention to Designate 574 Brant St. and 620 Brant St. (PL-25-24)

Decline the request to withdraw the notices of intention to designate 574 Brant St. and 620 Brant St. under Part IV, Section 29 of the Ontario Heritage Act, having considered the notices of objection by TMA Law on behalf of the owners, dated January 12, 2024 and attached to community planning department report PL-25-24 as Appendices A & B; and

Enact the by-laws substantially in the form attached as Appendix D to community planning department report PL-25-24, being a bylaw to designate 574 Brant St. and a by-law to designate 620 Brant St., both under Part IV, Section 29 of the Ontario Heritage Act, in a form satisfactory to the Executive Director of Legal Services and Corporation Counsel; and

Direct the Director of Community Planning to provide notice of the passing of the by-laws designating the properties, in accordance with subsection 29 (8) of the Ontario Heritage Act.

12.3 Targeted realignment future growth areas – 1200 King Road, Bronte Creek Meadows and Bridgeview (PL-29-24)

Direct the Director of Community Planning to implement the targeted timeline set out in Appendix A of community planning department report PL-29-24 to support the development of an Area Specific Plan informed by city objectives, inputs from the landowner/applicant information and city-led public engagement, to define the urban structure role, the growth framework prioritization and the land use policies for Bronte Creek Meadows; and

Direct the Director to engage with all ROPA 49 landowners as one input into the development of the city's population and employment work and to inform the development of the revisions to the urban structure, growth framework and preparing supporting timeline and approach to initiate the development of area specific plans or their equivalent.

**13. Statutory Public Meeting**

**Note: There are no Statutory Public Meetings scheduled for Tuesday, April 9, 2024**

**14. Procedural Motions**

**15. Information Items**

15.1 Office of the City Clerk memo providing forecast of standing committee agendas (COW-11-24)

**16. Staff Remarks**

17. **Committee Remarks**

18. **Adjournment**