



## Planning and Development Committee Meeting

### Minutes

Date: September 10, 2019

Time: 9:30 am

Location: Council Chambers Level 2, City Hall

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

Staff Present: Tim Commisso, Mary Battaglia, Joan Ford, Chris Glenn, Heather MacDonald, Allan Magi, Vito Tolone, David Thompson (Audio/Video Specialist), Suzanne Gillies

#### 1. **Declarations of Interest:**

None.

#### 2. **Statutory Public Meetings:**

- 2.1 Statutory public meeting and recommendation of refusal of rezoning application for the hydro corridor north of 1801 Walker's Line (PB-16-19)

The Planning and Development Committee, in accordance with Section 34 of the Planning Act, as amended, held Public Meeting No. 14-19 on September 10, 2019 regarding the refusal of the proposed Zoning By-law amendment for 1801 Walker's Line. Having considered the oral and written comments received from staff and delegations, the Development and Infrastructure Committee received PB-16-19 for consideration.

Moved by Mayor Meed Ward

Refuse the application for a zoning by-law amendment submitted by Greg Poole & Associates Inc. on behalf of Walker's Mews Limited, for the establishment of a parking lot within a portion of the hydro corridor located at the southeast corner of Walker's Line and Upper Middle Road.

**CARRIED**

- a. Staff presentation regarding refusal of rezoning application for the hydro corridor north of 1801 Walker's Line (PB-16-19)
- 2.2 Statutory public meeting – 2085 Pine Street official plan amendment and rezoning applications (PB-63-19)

The Planning and Development Committee, in accordance with Section 34 of the Planning Act, as amended, held Public Meeting No.15-19 on September 10, 2019 to receive the proposed plan of condo building and zoning by-law amendment for 2085 Pine Street. Having considered the oral and written comments received from staff and delegations, the Development and Infrastructure Committee received PB-63-19 for consideration.

Moved by Mayor Meed Ward

Receive and file department of city building report PB-63-19 regarding official plan amendment and rezoning application for 2085 Pine Street.

**CARRIED**

- a. Staff presentation regarding 2085 Pine Street official plan amendment and rezoning applications. (PB-63-19)
- b. Roland Tanner, Engaged Citizens of Burlington, expressed concerns with the proposed plan for a condo building and zoning by-law amendment for 2085 Pine Street as it relates to density and compatibility with existing community. (PB-63-19)
- c. Karen Bennett, Glen Schnarr and Associates provided information and a presentation regarding the application for official plan amendments and rezoning regarding 2085 Pine Street. (PB-63-19)
- d. Alex Temporale, ATA Architects Inc.provided information and a presentation regarding the design of the proposed condo building for 2085 Pine Street. (PB-63-19)
- e. Gary Care expressed concerns with the proposed plan for a condo building and zoning by-law amendment for 2085 Pine Street as it relates to density and compatibility with existing community. (PB-63-19)

- f. Don Wilson expressed concerns with the proposed plan for a condo building and zoning by-law amendment for 2085 Pine Street as it relates to density and compatibility with existing community. (PD-63-19)
- g. Norman Chang expressed concerns with the proposed plan for a condo building and zoning by-law amendment for 2085 Pine Street as it relates to density and compatibility with existing community. (PB-63-19)

Zenon

**3. Delegation(s):**

- 3.1 Brian Dean spoke regarding Downtown Streetscape Guidelines (PB-62-19)
- 3.2 Mary Alice St. James, Active Community Teamwork, spoke in support of staff direction regarding Airbnb's (PD-07-19)
- 3.3 Resident of Ward 4 written submission read by Mary Alice St. James in support of the staff direction regarding Airbnb's (PD-07-19)

**4. Consent Items:**

- 4.1 Heritage Burlington 2017/2018 annual report and 2019 objectives (CL-12-19)

Moved by Councillor Nisan

Receive and file clerks department report CL-12-19 providing Heritage Burlington Citizen Advisory Committee's 2017/2018 annual report and objectives for 2019.

**CARRIED**

**5. Regular Items:**

- 5.1 New Skyway Community Centre (CW-48-19)

Moved by Mayor Meed Ward

Direct the Executive Director of Capital Works and the Director of Parks and Recreation to report back on the Class B<sup>1</sup> costing for the new Skyway Community Centre based on the conceptual design as outlined in report capital works department report CW-48-19; and

Direct the Executive Director of Capital Works to review the new Skyway Community Centre project for inclusion in the 2020 Capital Budget based on the estimated costing; and

Direct the Office of the City Manager to seek any additional senior government and other funding opportunities for the new Skyway Community Centre should they arise.

**CARRIED**

5.2 Burlington Sound of Music Festival (COW-11-19)

Moved by Mayor Meed Ward

Reinstate a non-voting ex-officio Council member on the Sound of Music Festival Board of Directors.

**CARRIED**

5.3 Rainbow Crosswalk (COW-13-19)

Moved by Mayor Meed Ward

Direct the Director of Transportation Services to work with Councillor Kelvin Galbraith and the Aldershot Community in determining the most suitable location(s) to install rainbow crosswalks in the City of Burlington in recognition of Pride and inclusivity; and

That the installation(s) be completed prior to Pride Month 2020. (SD-27-19)

**CARRIED**

5.4 Freeman Station steam locomotive and rail cars (MO-15-19)

Moved by Mayor Meed Ward

Direct the Director of Finance to provide a funding commitment of \$150,000 from the Tax Rate Stabilization Reserve Fund to acquire and relocate a vintage steam engine and 2 passenger cars, with the expectation that future fundraising by the Friends of Freeman Station for this project be used to fully repay the city's funding commitment; and

Authorize the Mayor and City Clerk to write a letter confirming the city's funding commitment to be included in the Friends of Freeman Station's

application package to the St. Lawrence Parks Commission to receive and relocate these items; and

Request that the Friends of Freeman Station report back to Committee on the outcome of their application and associated fundraising plans; and

Direct the City Manager to report back on a long term sustainable business plan for the Freeman Station and associated Rail assets.

**CARRIED**

5.5 Traffic management strategies (TS-16-19)

Moved by Councillor Kearns

Receive and file transportation services department report TS-16-19 regarding traffic management strategies.

**CARRIED**

5.6 Relocation of Bingo Connection (PB-67-19)

Moved by Mayor Meed Ward

Approve the proposed relocation of Bingo Connection from 484 Plains Road East to 1881 Fairview Street as submitted in Appendix A in department of city building report PB-67-19.

**CARRIED**

5.7 Downtown Streetscape Guidelines (PB-62-19)

Moved by Councillor Kearns

Approve the Downtown Streetscape Guidelines, **using Option 3 amended to modify the heritage theme for the Mixed-use Commercial District from Burlington to Martha**, included as Appendix A to department of city building report PB-62-19 dated July 2019; and

Direct the Director of City Building to proceed with the next steps outlined in department of city building report PB-50-19 including updating the engineering / urban design detail standards to implement the Downtown Streetscape Guidelines; and

**Direct the City Manager to report back on the development of a multi-year downtown public realm infrastructure revitalization plan**

**including opportunities for funding from the other levels of government; and**

**Direct the Director of City Building to report back prior to construction on opportunities to install unit pavers at select intersections and potentially with funding from upper levels of government.**

**CARRIED**

5.8 Panhandling on streets in the City of Burlington (CM-19-19)

Moved by Councillor Nisan

Direct the City Manager and the Director of City Building to:

- Continue to work with the Halton Poverty Roundtable (part of the United Way) as part of their broader communication to residents about poverty; and
- Update the city's website to provide information on how residents can assist those in need including donating money; and
- Prepare communication material for ward-specific newsletters with information for residents; and
- Continue to work with the Halton Regional Police to monitor panhandling on streets in the City; and

**Create a social media campaign to provide information to the public that will link to the information on the City website; and**

**Provide information in an issue of the City Talk newsletter with in the next year that will also provide a link with how to get more information on the City website; and**

**Report back to the Planning and Development Committee by Q3 2020 on what initiatives have been completed and what impact they have had.**

**CARRIED**

Amendment:

Moved by Councillor Nisan

**Create a social media campaign to provide information to the public that will link to the information on the City website; and**

**Provide information in an issue of the City Talk newsletter with in the next year that will also provide a link with how to get more information on the City website; and**

**Report back to the Planning and Development Committee by Q3 2020 on what initiatives have been completed and what impact they have had.**

**CARRIED**

Amendment:

Moved by Councillor Nisan

Report back to the Planning and Development Committee by the end of 2019 on the possibility of a by-law that would target drivers donating money to panhandlers.

**LOST**

5.9 Staff direction regarding Airbnb's (PD-07-19)

Moved by Councillor Stolte

Direct the Director of City Building to report back to the Planning and Development Committee meeting of October 8, 2019 with options to regulate operations related to Short-Term Accommodation rentals, including immediate, medium term and long-term options. (SD-28-19)

**CARRIED**

5.10 Red Tape Red Carpet Task Force recommendations (MO-10-19)

Moved by Mayor Meed Ward

Direct the City Manager to begin implementation of the following recommendations as listed below and develop an implementation dashboard with task, point agency and timelines, providing progress updates to council each month.

Cutting Red Tape:

1. Establish a position at City Hall to act as our Chief of Business Development, serving as a primary outreach for attracting new businesses to Burlington, overseeing and expediting applications through the system and reporting progress and obstacles regularly to City Council and the City Manager **via a monthly dashboard**(See Appendix A for roles and responsibilities).
2. Develop and implement targets and Key Performance Indicators (KPIs), including timelines for processing business applications, for all staff in planning, building & development teams.
3. Streamline and optimize the zoning, site grading and Committee of Adjustment processes for faster execution and resolution, considering recommendations from industry professionals (see Appendix B).
4. Optimize the City of Burlington website with relevant, informative and easy-to-find content that is search-optimized and externally marketed in order to support businesses through their journey with us.
5. Implement improved customer service technology including a self-serve online portal for applicants including the ability to submit and check on the status of their applications.
6. Explore additional paid “Fast Track” options for rush projects and business applications in areas in addition to the existing fast track for building permits, while also ensuring the delivery date results in a firm decision.
7. Foster a strong and meaningful culture of high performance and employee recognition.
8. Review the agribusiness rules, zoning, and definitions to encourage diversified use and help support economic sustainability for our rural/farming businesses.
9. Establish a rural-point-of-contact person who can navigate agriculture requests (business or otherwise) with other agencies.
10. Target completion of all minor site plan reviews and zoning clearances within 30 days.
11. Implement an acceptable Standard Deviation for development related plans and drawings that better accounts for the use of imperial measurements (e.g. 0.00m or 3/16”).



### **Rolling out the Red Carpet:**

1. Develop a clear vision and associated branding strategy at the City of Burlington with respect to business attraction and development.
2. Mayor and leadership team act as Chief Salespeople, actively seeking out opportunities to bring new business to Burlington.
3. Make business attraction/retention a standing item for discussion at all Planning & Development Committee meetings.
4. Launch monthly Subject Matter Expert (SME) drop-in sessions where businesses can come ask questions and get advice and guidance from experts from the City of Burlington and partner organizations.
5. Create an “Open for Business” customer service window, ideally on the first floor of City Hall, co-locating key staff from different business-related departments for easy public access and on-the-spot collaboration & problem solving.
6. Review the efficiency, effectiveness and optimal structure of the Burlington Economic Development Corporation and TechPlace, as well as the opportunity for a Municipal Development Corporation, in achieving the city’s business attraction and retention goals (see companion report listed on July 8, 2019 COW agenda: M0-04-19).
7. City Manager to review and implement changes to the City’s organizational structure and business processes to give priority strategic focus to enhanced economic and business development working closely with the BEDC.
8. Explore opportunities to use city parking supply as a leverage for business attraction and address existing downtown parking challenges.
9. Consider the establishment of a venture capital fund to support business attraction (use Innisfil Accelerates as an example/model – [innisfilaccelerates.ca](http://innisfilaccelerates.ca)).
10. Increase municipal advocacy by the Mayor and senior leaders at the City of Burlington with other levels of government and partner agencies to speed up their approvals as part of the overall development process.
11. **Develop a Brownfield Community Improvement Plan for the City of Burlington with said plan to include redevelopment goals,**

**specific targets, actions, and an implementation and monitoring strategy.**

**CARRIED**

- 5.11 Amendment to Nuisance and Noise By-law 19-2003 and results from Halton Regional Police Service's pilot project to stop noisy moving vehicles (MO-11-19)

Moved by Mayor Meed Ward

Direct the Director of City Building to amend Nuisance and Noise By-Law 19-2003 to include language that prohibits the use of air horns at all public events; and

Direct the Director of Transportation, in partnership with Halton Regional Police Service to report back on the results of the Halton Regional Police Service's blitz on excessively noisy moving vehicles this summer/fall.

**CARRIED**

- 5.12 Green parking lot design guidelines for new parking lot at John and Caroline Streets and future builds (MO-12-19)

Moved by Councillor Sharman

Refer Mayor's Office report MO-12-19 regarding green parking lot design guidelines to the Council meeting on September 23, 2019.

**CARRIED**

- 5.13 Staff direction regarding Nelson Quarry (PD-08-19)

Moved by Councillor Nisan

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)

**CARRIED**

**6. Confidential Items:**

None.

**7. Procedural Motions:**

None.

**8. Information Items:**

Moved by Councillor Kearns

Receive and file the following 2 items, having been given due consideration by the Planning and Development Committee.

**CARRIED**

8.1 Staff presentation regarding new Skyway Community Centre (CW-48-19)

8.2 Staff presentation regarding Downtown Streetscape Guidelines (PB-62-19)

**9. Staff Remarks:**

**10. Committee Remarks:**

**11. Adjournment:**

10:30 a.m. (recessed), 10:35 a.m. (reconvened), 12:00 p.m. (recessed), 1:00 p.m. (reconvened), 3:17 p.m. (recessed) 3:25 p.m. (reconvened) 4:01 p.m. (recessed) 6:30 p.m. (reconvened)

Councillor Nisan left at 4:01 p.m.

Chair adjourned the meeting at 8:39 p.m.