



**Committee of the Whole**  
**Revised Agenda**  
**Agenda published January 31, 2025**  
**Addendum published February 7, 2025**

**Date:** February 10, 2025  
**Time:** 9:30 am  
**Location:** Council Chambers, City Hall, second floor

**Pages**

**1. Call to Order**

**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 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. Delegations**

Requests to delegate to this 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. Presentations**

## 7. 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.

- |     |  |         |
|-----|--|---------|
| 7.1 | Staff Directions Audit update (CAO-01-25) (CCS)  | 1 - 21  |
|     | Receive for information Chief Administrative Officer report CAO-01-25 regarding a Staff Directions Audit update providing the findings and proposed path forward for managing outstanding staff directions.  |         |
| 7.2 | Fare-Free Transit for youth – Summer 2025 Pilot (CSS-03-25) (CCS)  | 22 - 28 |
|     | Authorize the Director of Transit to implement Fare-Free Transit for youth in July and August 2025 as a pilot project; and   |         |
|     | Authorize the Chief Financial Officer to draw on the Ontario Provincial Gas Tax to fund the revenue loss of approximately \$70,000, into the 2025 operating budget.  |         |
| 7.3 | Appointments to Advisory Committees (Committee of Adjustment and Mundialization Committee) (LLS-15-25) (CCS)   | 29 - 32 |
|     | Approve the appointments to the Committee of Adjustment and the Mundialization Committee, as contained in confidential appendix A to legislative services report LLS-15-25; and  |         |
|     | Make the appointees names public following approval by Council at their meeting to be held February 18, 2025.  |         |
| 7.4 | Correspondence from Ontario Ombudsman regarding Integrity Commissioner (LLS-16-25) (CCS)   | 33 - 41 |
|     | Receive for information legislative services report LLS-16-25 providing correspondence from the Ontario Ombudsman regarding Integrity Commissioner.  |         |
| 7.5 | Monitoring and review of municipal responses regarding graphic images and non-peaceful demonstrations (LLS-17-25) (CCS)  | 42 - 45 |
|     | Receive for information legal and legislative services report LLS-17-25 regarding an update on staff monitoring and review of recent municipal responses and considerations to the regulation of the delivery of graphic images and non-peaceful demonstrations. |         |

- |     |  |         |
|-----|--|---------|
| 7.6 | Burlington Lands Partnership update – partnership potential for City-owned lands (DGM-08-25) (GM)  | 46 - 52 |
|     | Receive for information development and growth management report DGM-08-25 providing an update on Staff Direction SD-16-24 regarding city-owned lands that have potential for partnership development. |         |
| 7.7 | Housing Accelerator Fund implementation update (DGM-19-25) (GM)  | 53 - 66 |
|     | Receive for information development and growth management report DGM-19-25 providing an update on the Housing Accelerator Fund implementation, as of January 2025.                                     |         |

## 8. Community and Corporate Services

- |     |  |         |
|-----|--|---------|
| 8.1 | 2026 Municipal Election preparation and selection of alternative voting methods (LLS-13-25)  | 67 - 75 |
|     | Approve the use of optical scan vote tabulators for in-person voting throughout advance polls and on election day, and that internet voting be authorized for advance voting in the 2026 Municipal election; and   |         |
|     | Approve the draft by-law substantially in the form attached as Appendix A to legislative services report LLS-13-25, being a by-law to authorize the use of optical scan vote tabulators and internet voting as an alternative voting method for the 2026 Municipal Election, and any by-elections held during the 2026-2030 term of council. |         |
| 8.2 | Motion memorandum regarding increasing childcare spaces in Burlington (COW-02-25)  | 76 - 77 |
|     | Direct staff to provide a report for Committee of the Whole on opportunities to use policy and city assets, as well as other opportunities to increase the number of childcare spaces in Burlington.   |         |

## 9. Confidential Items and Closed Meeting

Confidential items will be discussed at 1:00 p.m. on Monday, February 10, 2025.

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

- 9.1 Confidential Appendix A to legislative services report LLS-15-25 regarding appointments to advisory committees (Committee of Adjustment and Mundialization Committee) (LLS-15-25)

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

- 9.2 Confidential Appendix A to development and growth management report DGM-08-25 regarding Burlington Lands Partnership update (DGM-08-25)

Pursuant to Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; and Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- 9.3 Confidential triannual litigation update report (LLS-05-25)

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

- 9.4 Confidential status report on the Contingency Reserve - January 28, 2025 (F-03-25)

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

**10. Rise and Report**

**11. Public Works**

**12. Growth Management**

**13. Statutory Public Meetings**

Statutory Public Meetings will be discussed at 9:30 a.m. on Tuesday, February 11, 2025.

Approve the applications for Official Plan Amendment and Zoning By-law Amendment submitted by Corbett Land Strategies on behalf of Ryan Small proposing two, three-storey apartment buildings on the subject lands; and

Approve Official Plan Amendment No. 157 to the City of Burlington Official Plan 1997, as provided in Appendix D of development and growth management report DGM-15-25, to amend the designation at the lands located at 2169 & 2175 Ghent Avenue from “Residential – Low Density” to “Residential – Medium Density”; and

Deem that the Official Plan Amendment No. 157 is consistent with The Planning Act; and

Instruct the City Clerk to prepare the necessary by-law adopting Official Plan Amendment No. 157 as contained in Appendix D to development and growth management report DGM-15-25 to be presented for approval at the same time as the associated by-law to amend Zoning By-law 2020, as amended, for the development proposal; and

Approve modification of Schedule C: Land Use – Urban Area of the Burlington Official Plan 2020 to reflect an amended designation of ‘Residential – Medium Density’ for the lands located at 2169-2175 Ghent Avenue; and

Authorize the Commissioner, Legal & Legislative Services/City Solicitor, or his designate, to advise the OLT of the modification of Schedule C to amend the land use designation of the Official Plan, 2020 for the subject lands to ‘Residential – Medium Density’; and

Approve Zoning By-law 2020.499, attached as Appendix E to development and growth management report DGM-15-25, to rezone the lands at 2169 & 2175 Ghent Avenue “R2.3” to “RM3.550”; and

Deem that Zoning By-law 2020.499 will conform to the 1997 Official Plan of the City of Burlington and the 2020 Official Plan once Official Plan Amendment No. 157 is adopted; and

State that the amending zoning by-law will not come into effect until Official Plan Amendment No. 157 is adopted.

- a. *Staff presentation regarding Official Plan And Zoning By-Law Amendments affecting 2169-2175 Ghent Ave. (DGM-15-25)*

b. *Alicia Monteith, Corbett Land Strategies Inc, regarding Official Plan And Zoning By-Law Amendments affecting 2169-2175 Ghent Ave. (DGM-15-25)* 130 - 138

**14. Information Items**

14.1 Legislative Services forecast of standing committee reports (COW-03-25) 139 - 139

**15. Staff Remarks**

**16. Committee Remarks**

**17. Adjournment**

SUBJECT: Staff Directions Audit update  
TO: Committee of the Whole  
FROM: Chief Administrative Officer

Report Number: CAO-01-25

Wards Affected: All

Date to Committee: N/A

Date to Council: N/A

---

### **Recommendation:**

Receive for information Chief Administrative Officer report CAO-01-25 regarding a Staff Directions Audit update providing the findings and proposed path forward for managing outstanding staff directions.

**Executive Summary:** This report provides an update on the audit of staff directions initiated in alignment with [CL-25-24](#). The purpose of the audit was to enhance organizational clarity, ensure effective resource allocation, and align staff efforts with Burlington's [Vision to Focus \(V2F\) framework](#).

Of the 29 total staff directions reviewed, 12 have been completed, while 17 remain outstanding. The audit categorizes these outstanding directions into high, medium, and low priority to support efficient management and resource deployment. Key findings highlight progress on critical projects, the identification of delays, and path to completion.

### **Purpose of report:**

The purpose of this report is to:

- Present findings from the audit of staff directions, including status updates and categorization.
- Highlight alignment with V2F priorities.
- Recommend actions to address outstanding tasks and improve reporting processes.

### **Key findings:**

#### **Overview of Staff Directions**

- Total Staff Directions: 29
- Completed Directions: 12
- Outstanding Directions: 17

### **Outstanding Directions Categorized by Priority**

- **High Priority:** 4
- **Medium Priority:** 6
- **Low Priority:** 7
- **Expired Directions:** 0

### **Implications:**

There may be financial, staffing, legal, or other considerations related to the outstanding Staff Directions. These factors will be evaluated as work advances, and staff will continue to monitor developments and provide updates as needed.

# Information Report

---

## Background

In November 2024, Council approved CL-25-24, directing staff to conduct a comprehensive audit of incomplete staff directions. The intent was to address concerns regarding inefficiencies, overlapping initiatives, and challenges in prioritization. The audit was structured to:

- Ensure alignment with strategic goals.
- Identify outdated or irrelevant directions.
- Categorize outstanding tasks based on urgency and impact.

The framework introduced in CL-25-24 outlined four categories—Critical/High Priority, Medium Priority, Low Priority, and Expired—alongside mechanisms for departmental review and collaboration.

---

## Status

Following a review of the 29 total staff directions, 12 have been completed, leaving 17 outstanding. The directions have been categorized as follows:

### Complete Directions (12):

- **Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**
  - **Completion Date:** By-law passed on January 14, 2025, with enactment on May 1, 2025
  - **Summary:** The City enacted a Short-Term Accommodation By-law (#01-2025) to regulate short-term rentals. This included provisions for licensing and compliance enforcement.
- **Former Robert Bateman High School Adaptive Reuse Update (EICS-02-23, SD-08-23)**
  - **Completion Date:** February 2024
  - **Summary:** [RCC-01-24](#) and [RCC-12-24](#) outlined engagement findings on the reuse of the Bateman site. Council has not finalized which amenities will be included, pending future budget approvals.
- **Motion Memo Regarding Resubmissions for Building Permits (PP-21-24, SD-14-24)**
  - **Completion Date:** November 7, 2025
  - **Summary:** Addressed through [BB-05-24](#) and a December 5, 2025, [supplementary memo](#). No further committee direction was issued.

- **Direction from Councillor Sharman Regarding Collaboration with Canada Mortgage and Housing Corporation (SD-15-24)**
  - **Completion Date:** November 7, 2025
  - **Summary:** Reviewed as part of [BB-06-24](#), with no additional committee action required.
- **City of Burlington Outdoor Patio Program (PL-05-24, SD-01-24)**
  - **Completion Date:** November 4, 2024
  - **Summary:** Requirements for the outdoor patio program were met under [PL-77-2024](#).
- **Council Remuneration (HR-09-24, SD-18-24)**
  - **Completion Date:** January 2025
  - **Summary:** December [HR-08-24](#) report presented findings, and recommendations were approved in [HRS-02-25](#).
- **Burlington's 25-Year Strategic Plan Refreshed (CS-08-21, SD-12-21)**
  - **Completion Date:** December 2024
  - **Summary:** [CS-09-24](#) outlined updates to the strategic plan. The next scheduled update to Council is in Q2 2025.
- **Adoption of Revised Proposed New Official Plan (PB-04-18, SD-7-18, SD-14-18, SD-15-18, SD-17-18)**
  - **Completion Date:** December 2, 2024
  - **Summary:** Council approved OPA2 but is awaiting provincial approval before implementing final refinements.
- **Proposed Major Transit Station Area (MTSA) Official Plan Amendment and Draft Community Planning Permit By-Law Public Release (PL-59-23, SD-43-23)**
  - **Completion Date:** June 18, 2024
  - **Summary:** Council approved the Community Planning Permit System (CPPS) in principle. Further refinements will occur after provincial approval of OPA2.
- **Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**
  - **Completion Date:** January 14, 2025
  - **Summary:** Similar to the first item listed, as multiple staff directions related to the same implementation process.
- **Motion Memo - Development and Implementation of City-Wide STA Compliance Program (Duplicate Listings - CPRM-03-23, SD-20-23 to SD-24-23)**
  - **Completion Date:** January 14, 2025
  - **Summary:** Similar to the item above on the Short-Term Accommodation By-law (#01-2025) approval.
- **Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**
  - **Completion Date:** January 14, 2025

- **Summary:** Similar to above, another instance of the approved by-law.

#### **High Priority Directions (4)**

- **New Zoning By-law Review (SD-23-22)** – Aims to modernize zoning regulations to align with long-term city planning objectives. Phase 1 is expected by Q3 2025, with further phases contingent on resolving Official Plan litigation.
- **Verbal Update Regarding ROPA 49 (SD-26-22)** – Ensures alignment with regional planning efforts and projected population/employment growth. Reports scheduled for late Q1 2025.
- **Digital Transformation and AMANDA Compliance (SD-20-23 to SD-24-23)** – Supports implementing technological improvements to enhance compliance and licensing processes. Aligns with the Short-Term Accommodation By-law, with ongoing work throughout 2025.
- **Fare-Free Transit Study (SD-19-24)** – Ongoing study to assess transit affordability for youth. A February 2025 report will evaluate a summer pilot program, with final recommendations incorporated into the Transit Business Plan (Q2 2026).

#### **Medium Priority Directions (6)**

- **Health Protection and Air Quality By-law (SD-25-22)** – Addresses public health and air quality regulations; requires Q4 2025 completion following collaboration with regional and provincial partners.
- **Civic Square and Brant Street Renewal Project (SD-13-24)** – A key urban renewal initiative supporting community engagement and sustainability; completion expected in Q1 2025.
- **Burlington Lands Partnership Update (SD-17-24)** – Supports long-term community planning and affordable housing strategies. Report expected by February 2025.
- **Process Review of Municipal Addresses (SD-10-24)** – Enhances municipal address management through interdepartmental collaboration; scheduled for Q4 2025.
- **Kennel/Pet Boarding Compliance & Licensing Regime (SD-27-23)** – Establishes a compliance framework to improve regulatory oversight; Q1 2025 public consultations, with the final report in Q2 2025.
- **Park Provisioning Master Plan (SD-18-23)** – Aligns with Vision to Focus (V2F) strategies for long-term recreation planning. Q4 annual updates ensure alignment with land dedications and development applications.

#### **Low Priority Directions (7)**

- **Bird Friendly City Resolution (SD-12-22)** – Supports biodiversity and sustainability goals but lacks statutory deadlines. Completion set for Q4 2025.
- **Range Burlington Planning (SD-09-24)** – A long-term planning initiative awaiting a Joint Venture redevelopment proposal. Expected Q3 2026.

- **Burlington School Safety and Mobility Committee (SD-28-23)** – Enhances school safety and transportation planning; no immediate statutory impact. Expected Q2 2025.
- **Urban Design and Streetscape Guidelines for Plains Road (SD-34-19)** – Supports urban planning; integrated with citywide design guidelines for Q2 2026 completion.
- **Character-Defining Precincts Review (SD-18-20)** – Cultural preservation initiative; contingent on Official Plan litigation progress (Q4 2026).
- **2020 Budget Staff Directions (SD-08-20)** – Addresses sustainable growth and urban livability; phased completion extending to Q4 2026.
- **By-Law Compliance Review (SD-26-21)** – Enhances compliance and enforcement capabilities; finalization expected in Q4 2025.

**Expired Directions (recommended for removal): 0**

Appendix A contains the chart provided by Legislative Services in December, outlining the outstanding Staff Directions at that time. Appendix B provides a comprehensive list of all outstanding Staff Directions, including details on the responsible division and additional rationale for their categorization.

---

## **Key Dates & Milestones**

The audit and review of outstanding Staff Directions have followed a structured timeline to ensure transparency, alignment with Council priorities, and the efficient allocation of resources. Below are the significant dates and milestones associated with this process:

### **Phase 1: Initiation and Audit Framework (November - December 2024)**

- November 2024: Council approved CL-25-24, directing staff to conduct a comprehensive audit of incomplete Staff Directions.
- December 2024: Legislative Services provided an initial inventory of all outstanding Staff Directions (Appendix A).

### **Phase 2: Categorization & Departmental Review (January - March 2025)**

- January 2025: Staff initiated the review process, consulting with departments to assess progress, challenges, and resource needs.
- Council approved the Short-Term Accommodation By-law (#01-2025) on January 14, 2025, marking the completion of multiple related Staff Directions.
- February 2025: Updates will be provided to Council through committee reports on specific files, including fare-free transit for youth and housing-related initiatives.
- Workplans and revised timelines will be refined based on interdepartmental coordination.

- March 2025: Report on ROPA 49 implications scheduled for Council review to address future growth projections for Burlington and Halton.

### **Phase 3: Implementation and Reporting (April - December 2025)**

- Q2 2025: Updated zoning regulations (Phase 1) to be completed as part of the ongoing New Zoning By-law Review Project.
- Ongoing work to improve safety and mobility near schools, with completion anticipated by Q2 2025.
- Q3 2025: Staff to report back on progress regarding municipal address process improvements and engagement with external agencies.
- Continued monitoring of outstanding Staff Directions and implementation of necessary operational adjustments.
- Q4 2025: Scheduled completion of Health Protection and Air Quality By-law (SD-25-22) following coordination with regional and provincial partners.
- Final update for the year on outstanding Staff Directions to be provided, ensuring alignment with budget planning for 2026.

### **Ongoing Reporting and Future Considerations (2026 and Beyond)**

- Q2 2026: Completion of Urban Design and Streetscape Guidelines for Plains Road, aligning with broader city-wide design standards.
- Fare-Free Transit Feasibility Study findings will be incorporated into the Transit Business Plan, informing future transit policy and funding decisions.
- Q4 2026: Anticipated completion of the New Zoning By-law Review Project, contingent on provincial approvals and legal considerations.

---

### **Implications**

There may be financial, resource, legal, or other implications associated with the outstanding Staff Directions; however, these will be determined as the work progresses. Staff will continue to assess potential impacts and provide updates accordingly.

---

### **References**

- [BB-05-24](#) – Resubmissions of Building Permits
- [BB-06-24](#) - Collaboration with Canada Mortgage and Housing Corporation (CMHC) to ensure alignment in housing start data
- [CL-25-24](#) - Staff directions audit
- [CS-09-24](#) - Update on organization's strategy and business planning process
- [HR-08-24](#) - 2024 to 2025 group benefits renewal
- [HRS-02-25](#) - Council Remuneration

[PL-77-2024](#) - Seasonal outdoor patio program update

[RCC-01-24](#) - Robert Bateman Community Centre community engagement sessions and outline next steps

[RCC-12-24](#) - Live and Play Plan – recommendations for future recreation infrastructure needs

Pipeline to Permit Committee [Supplementary Memo](#) - PP-27-24 Resubmission of Building Permits – Additional Data

[Vision to Focus \(V2F\) framework](#)

---

### **Strategic Alignment**

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

### **Author:**

Hassaan Basit  
Chief Administrative Officer

### **Appendices:**

- A. December 2024 Chart of Outstanding Staff Directions
- B. Categorization and Prioritization of Burlington Staff Directions

### **Notifications:**

N/A

### **Report Approval:**

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.

Meeting Type	Meeting Date	Agenda Item	Department	Staff Direction	Council	Due Date	Status		
Environment, Infrastructure and Community Services Committee	9/15/2022	Health Protection and Air Quality By-law (CM-22-22)(SD-25-22)	CAO	Moved by Mayor Meed Ward Direct the City Manager to consider options and methods to systematically monitor the performance of emitters of odours and air pollution to ensure that regulators are actively engaged on achieving sustainable, compliant, safe air quality and report back in Q2 2023. (SD-25-22)	Moved by Mayor Meed Ward	6/30/2023	Q1-2023	Incomplete	1
Environment, Infrastructure and Community Services Committee	4/7/2022	Bird Friendly City resolution (EICS-C-04-22) (SD-12-22)	CAO	Moved by Councillor Sharman Direct the City Manager or designate to report back on the additional actions identified by the Bird Friendly Hamilton Burlington group to support the Bird Friendly City certification. (SD-12-22)	Moved by Councillor Sharman	9/30/2022	Q2-2023	Incomplete	2
Community Planning, Regulation and Mobility Committee	3/28/2023	Motion memo - development and implementation of a city-wide short-term accommodation (STA) compliance/licensing program (CPRM-03-23)(SD-20-23)(SD-21-23)(SD-22-23)(SD-23-23)(SD-24-23)	CAO, Finance	Moved by Councillor Stolte Direct the City Manager and Chief Financial Officer to work with departmental and legal services staff to fund additional research on municipal leading practices and other supports as may be identified (SD-21-23)	Moved by Councillor Stolte	12/31/2023	Q4-2024	In Progress	3
Community Planning, Regulation and Mobility Committee	3/28/2023	Motion memo - development and implementation of a city-wide short-term accommodation (STA) compliance/licensing program (CPRM-03-23)(SD-20-23)(SD-21-23)(SD-22-23)(SD-23-23)(SD-24-23)	CAO, Finance	Moved by Councillor Stolte Direct the City Manager and Chief Financial Officer, in conjunction with the establishment of the governance structure of the new Innovation and Digital Transformation Reserve Fund, to identify as a 2023 workplan priority, the allocation of dedicated project funds towards advancing process change and technology improvement related to the STA regulation, compliance and licensing regime with any additional impacts to AMANDA and the administrative penalty system (APS) (SD-23-23).	Moved by Councillor Stolte	12/31/2023	Q4-2024	In Progress	4
Regular Meeting of Council	11/8/2022	Verbal update regarding ROPA 49 (SD-26-22)	CAO, Legal and Legislative Services, Development and Growth Management	Moved by Councillor Sharman Direct the Executive Director of Legal Services, and Corporation Counsel, and the Director of Community Planning to provide a detailed analysis of the effect of ROPA 49, a listing of strategic considerations, implications on specific sites, and an action plan to implement the decision informed by local vision in January with regular updates to follow; and Direct the City Manager to work with the Executive Director of BEDC to bring back a report regarding the Alinea Group Letter of Intent in December. (SD-26-22)	Moved by Councillor Sharman	1/31/2023	Q3-2024	Incomplete	5
Committee of the Whole	12/2/2024	Fare-free Transit Study (TR-02-24, SD-19-24)	Community Services	Receive for information, the results of the Burlington study to explore fare-free transit, completed by consultants Left Turn Right Turn attached as Appendix A to transit department report TR-02-24; and ; Direct the Director of Transit to report back on the implementation to cap the monthly fare for youth at \$38 or 20 rides by the December 10, 2024 Council meeting ; and Direct the Director of Transit to report back on the feasibility of implementing a pilot project for fare-free transit for youth in the 2025 summer (July and August) by the February 10, 2025 Committee of the Whole meeting; and Direct the Director of Transit to include the information from the Fare-free Transit Study report in the Transit Business Plan. (SD-19-24)		2/10/2025	Q1-2025	Incomplete	
Committee of the Whole	4/8/2024	Motion memorandum regarding Range Burlington (COW-09-24)(SD-09-24)	Community Services	Moved by Councillor Galbraith 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 (COW-09-24) (SD-09-24)	Moved by Councillor Galbraith		Q1-2025	In Progress	6
Environment, Infrastructure and Community Services Committee	3/2/2023	Former Robert Bateman High School adaptive reuse update (EICS-02-23)(SD-08-23)(SD-09-23)(SD-10-23)(SD-11-23)(SD-12-23)	Community Services	Moved by Mayor Meed Ward Direct the Director of Recreation, Community and Culture as part of the upcoming Parks and Recreation Culture Asset Master Plan review to report on emerging community outdoor recreation needs and how they might be accommodated on the Bateman site. (SD-10-23)	Moved by Mayor Meed Ward	12/31/2023	Q4-2023	In Progress	7
Committee of the Whole	11/4/2024	Burlington Lands Partnership update #6 (PL-86-24, SD-17-24)	Development and Growth Management	Receive community planning department report PL-86-24 providing an update on active Burlington Lands Partnership opportunities; and Direct the Commissioner of Development and Growth Management to work with the Burlington Lands Partnership to prepare an inventory and identify specific City-owned lands that have potential for partnership development given their strategic location due to development interest on adjacent or nearby parcels. ;An update on the inventory and work plans associated with key opportunities should be reported back to Committee of the Whole no later than February 2025. ;	Receive community planning department report PL-86-24 providing an update on active Burlington Lands Partnership opportunities; and	2/28/2025	Q1-1900	Incomplete	

Pipeline to Permit Committee	9/12/2024	Motion Memorandum regarding Resubmissions for Building Permits (PP-21-24) (SD-14-24)	Development and Growth Management	Direct the Commissioner of Development and Growth Management to work with CMHC staff to ensure alignment of data definitions, survey processes and protocol, as a means to provide consistent housing start data, and report back to the Pipeline to Permit Committee no later than November 2024. (MMW) (SD-14-24)	Direct the Commissioner of Development and Growth Management to work with CMHC staff to ensure alignment of data definitions	11/7/2024	Q2-2024	Incomplete	8
Pipeline to Permit Committee	9/12/2024	Direction from Councillor Sharman regarding collaboration with Canada Mortgage and Housing Corporation to ensure alignment in housing start data. (SD-15-24)	Development and Growth Management	Direct the Commissioner of Development and Growth Management to work with CMHC staff to ensure alignment of data definitions, survey processes and protocol, as a means to provide consistent housing start data, and report back to the Pipeline to Permit Committee no later than November 2024. (PS) (SD-15-24)	Direct the Commissioner of Development and Growth Management to work with CMHC staff to ensure alignment of data definitions	11/7/2024	Q4-2024	Incomplete	9
Pipeline to Permit Committee	4/11/2024	Motion Memorandum regarding process review of municipal addresses for new residential homes (PP-07-24)(SD-10-24)	Development and Growth Management	Moved by Councillor Galbraith Direct the Director of Community Planning and the Director of Engineering Services in conjunction with the Business Process Review (BPR) underway for Municipal Addressing to ensure new residential property addresses are confirmed early in the planning and development approval process and report back to the Pipeline to Permit Committee on completion of review (Q4 2024) on the changes implemented(PP-07-24) (SD-10-24)	Moved by Councillor Galbraith	12/2/2024	Q1-1900	Incomplete	10
Committee of the Whole	2/5/2024	City of Burlington Outdoor Patio Program (PL-05-24, SD-01-24)	Development and Growth Management	Moved by Councillor Sharman. ; Direct the Director of Community Planning to report back in Q4 2024, following the implementation and operation of the 2024 patio program to evaluate program outcomes and continued implementation of the permanent city-wide seasonal outdoor patio program (PL-05-24, SD-01-24)	Moved by Councillor Sharman. ;	11/4/2024	Q3-2024	Incomplete	11
Community Planning, Regulation and Mobility Committee	3/28/2023	Motion memo - kennel/pet boarding compliance & licensing regime (CPRM-02-23)(SD-27-23)	Development and Growth Management	Moved by Councillor Nisan Direct the Director of By-law Compliance to ;create ;a regulatory and licensing ;regime ;for kennel/pet-boarding facilities ;and ;integrate the work into the 2023/24 workplan of the department ;to present necessary by-law amendments or a new by-law to Council ;in ;Q1 2024 (SD-27-23).	Moved by Councillor Nisan	12/2/2024	Q3-2023	Incomplete	12
Community Planning, Regulation and Mobility Committee	3/28/2023	Motion memo - development and implementation of a city-wide short-term accommodation (STA) compliance/licensing program (CPRM-03-23)(SD-20-23)(SD-21-23)(SD-22-23)(SD-23-23)(SD-24-23)	Development and Growth Management	Moved by Councillor Stolte Direct the Executive Director of Community Planning Regulation and Mobility and the Director of By-Law Compliance to work with departmental and legal services staff to undertake a review by Q4 2023 of the framework/policy of zoning, business licensing and resourcing requirements for the development and implementation of a City-wide Short-Term Accommodation (STA) compliance/licensing program (SD-20-23)	Moved by Councillor Stolte	12/2/2024	Q3-2023	Incomplete	13
Community Planning, Regulation and Mobility Committee	3/28/2023	Motion memo - development and implementation of a city-wide short-term accommodation (STA) compliance/licensing program (CPRM-03-23)(SD-20-23)(SD-21-23)(SD-22-23)(SD-23-23)(SD-24-23)	Development and Growth Management	Moved by Councillor Stolte Direct the Executive Director of Community Planning Regulation and Mobility and the Director of By-Law Compliance in the undertaking of the development of the STA by-law program, include the following elements&#58;  Research on leading GTHA and other municipal practices related to STA by-laws, regulations, compliance and licensing regimes; Establish a Community Task Force to assist in the development of options and recommendations for a Made in Burlington STA by-law, compliance and licensing regime; Identify potential zoning requirements through Comprehensive Zoning By-law Review, and Identify any ongoing resource requirements in the multiyear 2024-2028 budget forecast (SD-22-23)	Moved by Councillor Stolte	12/2/2024	Q4-2023	Incomplete	14
Community Planning, Regulation and Mobility Committee	3/28/2023	Motion memo - development and implementation of a city-wide short-term accommodation (STA) compliance/licensing program (CPRM-03-23)(SD-20-23)(SD-21-23)(SD-22-23)(SD-23-23)(SD-24-23)	Development and Growth Management	Moved by Councillor Stolte Direct the Director of the By-law Compliance to integrate the above work into the 2023/24 workplan of the department based on a target date for implementation of Q3 2024 for the STA framework, and report back to Council with a prioritized list of Staff Directions that have been directed toward the department through the 2024 budget process (SD-24-23).	Moved by Councillor Stolte	9/30/2024	Q4-2023	In Progress	15
Community Planning, Regulation and Mobility Committee	9/13/2022	New Zoning By-law Review Project - Terms of Reference (PL-60-22, SD-23-22)	Development and Growth Management	Moved by Councillor Sharman Direct the Director of Community Planning to provide quarterly update reports on the New Zoning By-law Project including community engagement, budget and other matters (SD-23-22).	Moved by Councillor Sharman	12/31/2023	Q4-2022	In Progress	16
Community Planning, Regulation and Mobility Committee	9/7/2021	Staff direction regarding the review of by-law updates to allow for improved compliance (CPRM-06-21, SD-26-21)	Development and Growth Management	Moved by Councillor Sharman ;  Direct the Director of Building and By-law to review options for updating by-laws to include mechanisms which will allow staff to remedy community issues related to items such as shipping containers and derelict vehicles and report back with by-law updates in Q1 2022. (SD-26-21)	Moved by Councillor Sharman	9/2/2024	Q4-2023	Incomplete	17

Community Planning, Regulation and Mobility Committee	9/30/2020	Direction to review character defining elements of St. Luke's and Emerald precincts (SD-18-20)	Development and Growth Management	Moved by Mayor Meed Ward Direct the Executive Director of Community Planning, Regulation and Mobility, through the Cultural Heritage Landscape Study and upcoming Zoning Bylaw Review, to review the character defining elements of St. Luke's and Emerald Precincts and consider creating a downtown zone. (SD-18-20) ;	Moved by Mayor Meed Ward	12/31/2026	Q4-2023	Incomplete	18
Corporate Services, Strategy, Risk and Accountability Committee	5/14/2020	Staff directions from 2020 budget (F-46-19-2) (SD-08-20)	Development and Growth Management	Moved by Councillor Kearns Low-rise Design Guidelines Direct the Acting Director of Community Planning to report back on the feasibility of completing Low-Rise Design Guidelines that address issues of low-rise compatibility and results in low-rise developments that positively contribute to our urban areas. (SD-08-20) ;	Moved by Councillor Kearns	12/31/2026	Q3-2021	In Progress	19
Community Planning, Regulation and Mobility Committee	12/3/2019	Urban design and streetscape guidelines for Plains Road (PD-12-19, SD-34-19)	Development and Growth Management	Moved by Councillor Galbraith Direct the Director of Community Planning to explore updating the urban design and streetscape guidelines for Plains Road, including the Aldershot BIA boundary area, and report back to Council in Q2 2020.	Moved by Councillor Galbraith	12/31/2023	Q1-2020	Incomplete	20
Committee of the Whole	12/2/2024	Council Remuneration (HR-09-24, SD-18-24)	Legal and Legislative Services	Receive for information human resources department report HR-09-24 regarding council remuneration; and  Repeal By-law No. 129-2006, a by-law to set the remuneration to be paid to the Mayor and Members of Council; and  Direct the City Clerk to bring back a Terms of Reference to constitute the Council Remuneration Working Group in Q1 2025. (SD-18-24)		3/31/2025	Q1-2025	Incomplete	
Committee of the Whole	7/8/2024	Civic Square and Brant Street renewal project update preferred concept design and engagement summary (ES-19-24) (SD-13-24)	Public Works	Employ environmental/green lens to detailed design; and Report back to Committee of the Whole in Q4 2024.	4. ; Employ environmental/green lens to detailed design; and	12/2/2024	Q4-2024	Incomplete	21
Regular Meeting of Council	11/14/2023	Proposed Major Transit Station Area (MTSA) Official Plan Amendment and Draft Community Planning Permit (CPP) By-law public release (PL-59-23)(SD-43-23)	Public Works	Councillor Kearns Direct the Director of Engineering Services to work with Conservation Halton to expedite a study to assess and evaluate potential solutions (e.g., infrastructure, policy) to mitigate or reduce flood hazard risks, build climate change resiliency, and support growth and development in the Burlington GO MTSA and Downtown areas (that are included within the Phase 2 study area), recognizing the highly urbanized nature of the watershed and historic Conservation Halton and City flood mitigation measures. The analysis shall include an examination of the future role and function of the Hager-Rambo Diversion Channel and other features within the Sub-Watershed Study Area. Similar studies are to be undertaken for the East Burlington Creeks study areas, following the initiation of the aforementioned study; and Direct the Director of Engineering Services and the Executive Director of Community Planning to report back by Q1-2024 with a workplan to expedite a comprehensive review of the Phase 2 Study Area, inclusive of engagement with the public and development community on the initiated studies; and Direct the Director of Community Planning to undertake any necessary updates to schedules or overlays within the City's Official Plan and/or Zoning By-Law to reflect the latest up-to-date flood hazard mapping, subject to the findings of the study referred to in item #1 above, inclusive of phased options for an implementation schedule and work plan; and That consultation be immediately undertaken by the Director of Engineering Services and the Executive Director of Community Planning in association with Conservation Halton to identify and mitigate stakeholder needs on a priority basis to enable development applications to proceed in order for Burlington to reach its Housing Pledge. (SD-43-23)	Councillor Kearns	3/29/2024	Q4-2023	Incomplete	22
Community Planning, Regulation and Mobility Committee	5/30/2023	Motion Memo - Burlington School Safety and Mobility Committee (CPRM-07-23, SD-28-23)	Public Works	Direct the Director of Transportation to explore the creation of a Burlington School Safety & Mobility Committee for Councils consideration in the 2024 budget including#58;  Confirm the level of involvement with the School Boards and Halton Regional Police Services Establishing level of Corporate Supports Terms of Reference Costing (SD-28-23) ;	Direct the Director of Transportation to explore the creation of a Burlington School Safety & Mobility Committee for Councils consideration in the 2024 budget including#58;	12/20/2024	Q4-2024	Incomplete	23

Community Planning, Regulation and Mobility Committee	3/28/2023	Park Provisioning Master Plan final report (ES-02-23)(SD-18-23)	Public Works	Moved by Mayor Meed Ward Direct the Director of Engineering Services in consultation with the Director of Community Planning to bring updates throughout the year as well as annually to incorporate new information. (SD-18-23)	Moved by Mayor Meed Ward	12/31/2023	Q4-2024	Incomplete	24
Corporate Services, Strategy, Risk and Accountability Committee	5/5/2021	Burlingtons 25-year Strategic Plan refreshed (CS-08-21) (SD-12-21)	Transformation Office	Moved by Councillor Nisan  Direct the Executive Director of Strategy, Risk and Accountability to hold a workshop by the end of 2023 on the role of SDGs in municipalities in Canada (SD-12-21).	Moved by Councillor Nisan	12/31/2023	Q2-2023	In Progress	25
Community Planning, Regulation and Mobility Committee	4/24/2018	Adoption of revised proposed new official plan (PB-04-18) (SD-7-18) (SD-14-18) (SD-15-18) (SD-17-18)	Development and Growth Management, Public Works	Moved by Councillor Meed Ward Direct the Director of City Building to retain the existing 3 storey height for properties located in Sector 2 (S2) of the Upper Brant Precinct when staff update the Zoning By-law. (SD-14-18)	Mayor Meed Ward	12/2/2024	Q4-2026	In Progress	26

## **Categorization and Prioritization of Burlington Staff Directions**

### **Categorization for Action from Report [CL-25-24](#):**

#### **Critical/High Priority:**

- Items that must be completed due to their strategic importance or statutory obligations. These tasks are critical to the success of key objectives and often have tight deadlines that must be met.
- High-priority items typically involve significant consequences if not addressed promptly, including potential risks to operations, stakeholder trust, or strategic goals.
- They often necessitate the allocation of resources and personnel to ensure timely completion.
- Teams should prioritize these tasks above all others to maintain momentum and achieve desired outcomes.
- Addressing high-priority items effectively can lead to significant advancements in projects, operational efficiency, and overall organizational success.

#### **Medium Priority:**

- Items that are important to the overall objectives but do not require immediate action. These tasks are essential for achieving goals and may have deadlines, but they allow for flexibility in timing.
- Medium priority items should be addressed after high-priority tasks, as their completion contributes significantly to progress.
- They may involve strategic planning or collaboration and typically have a moderate impact on operations or outcomes.
- Failing to address medium priority items within their timelines can lead to missed opportunities or delays in achieving broader goals.

#### **Low Priority:**

- Items that can be addressed at a later time without immediate consequences.
- These tasks are not urgent and allow for flexibility in scheduling, making them suitable for future consideration when resources and time permit.
- While they may still align with broader objectives, their completion is not essential to current operations, allowing teams to focus on higher-priority items first.
- Low-priority tasks can serve as opportunities for enhancement or improvement when higher priorities have been managed.

#### **Expired:**

- Items that are outdated and may be recommended for removal.

Categorization of Staff Directions will also be looked at through a strategic lens when it comes to how it is connected to V2F priorities.

**Collaboration with Divisions on Categorization and Work Plan Approach:**

- Each division/department will be required to review its outstanding staff directions, provide status updates, and assess barriers to completion.
- Divisional Heads will be tasked with identifying resource needs and timelines for completing each direction deemed relevant.
- This consultation is crucial for setting realistic timelines and identifying any logistical or resource gaps that need to be addressed to complete high-priority tasks.

**Proposed Categorized Staff Directions:**

**1. Health Protection and Air Quality By-law (CM-22-22, SD-25-22)**

- **Division:** Public Works
- **Due Date:** 2023-06-30
- **Status:** Incomplete
- **Categorization:** Medium Priority
- **Rationale:** This by-law addresses statutory obligations related to public health and air quality. Delays in implementation could result in non-compliance with provincial regulations and harm public health. Aligns directly with Burlington’s Vision to Focus goals for sustainability and safety.
- **Timeline:** Q4 2025. This timeline provides staff adequate time to collaborate with regional partners, such as Public Health, and the Ministry of the Environment, Conservation and Parks.

**2. Bird Friendly City Resolution (EICS-C-04-22, SD-12-22)**

- **Division:** Public Works
- **Due Date:** 2022-09-30
- **Status:** Incomplete
- **Categorization:** Low Priority
- **Rationale:** While it supports environmental sustainability and aligns with provincial biodiversity mandates, this initiative does not carry immediate statutory deadlines or regulatory impacts. It is important but flexible.
- **Timeline:** Q4 2025. The timeline ensures staff can comprehensively review all seasons and assess the impact of development and construction on birds and their migration patterns.

**3. Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**

- **Division:** Development and Growth Management
- **Due Date:** 2023-12-31
- **Status:** Complete. By-law passed January 14, 2025, with enactment as of May 1, 2025.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**4. Motion Memo - Development and Implementation of City-Wide STA Compliance Program as well as Digital Transformation Reserve Fund and Impacts to AMANDA**  
(CPRM-03-23, SD-20-23 to SD-24-23)

- **Division:** Development and Growth Management
- **Due Date:** 2023-12-31
- **Status:** In Progress
- **Categorization:** High Priority
- **Rationale:** Focuses on digital transformation and working to find technological improvements at the City to improve compliance and licensing regime.
- **Timeline:** In January 2025, Council approved a city-wide Short Term Accommodation By-Law (#01-2025). As part of the work plan to implement and enforce the By-Law, all aspects of these staff directions will be fulfilled as necessary. In particular, the required technological changes as noted in the staff direction will be implemented throughout 2025.

**5. Verbal Update Regarding ROPA 49** (SD-26-22)

- **Division:** Development and Growth Management
- **Due Date:** 2023-01-31
- **Status:** In Progress
- **Categorization:** High Priority
- **Rationale:** This task ensures alignment with regional planning efforts. While significant for stakeholder coordination, it does not carry immediate statutory consequences.
- **Timeline:** Reports, covering the full scope of the staff direction in relation to ROPA49 are scheduled for late Q1 2025. This staff direction seeks further details on the implications and opportunities associated with the Minister's approval of ROPA 49, which establishes initial population and employment growth projections for Burlington and other Halton municipalities through 2051. Several reports, including [PL-45-23](#) and [PL-64-23](#), were presented to Council in 2023, addressing some of these implications.

**6. Fare-Free Transit Study** (TR-02-24, SD-19-24)

- **Division:** Community Services
- **Due Date:** 2025-02-10
- **Status:** In Progress
- **Categorization:** High Priority
- **Rationale:** N/A
- **Timeline:** December 2024 [memo](#) to Council confirms that a report back was made on the implementation to cap the monthly fare for youth rides for youth at \$38 or 20 rides by December 10, 2024. The report back on the feasibility of implementing a pilot project for fare-free transit for youth in summer 2025 is in process (a report is coming for February 2025 COW). It is estimated that the information from the Fare-free Transit Study report will be included in the Transit Business Plan by no later than Q2 of 2026.

**7. Motion Memorandum Regarding Range Burlington** (COW-09-24, SD-09-24)

- **Division:** Community Services
- **Due Date:** Q1 2025
- **Status:** In Progress
- **Categorization:** Low Priority
- **Rationale:** This task focuses on future planning for Range Burlington but does not carry immediate operational or strategic urgency.
- **Timeline:** Discussions with the Joint Venture group are ongoing, and this item will remain in a holding pattern until the Joint Venture submits a redevelopment proposal to the City of Burlington. The target completion is Q3 2026.

**8. Former Robert Bateman High School Adaptive Reuse Update (EICS-02-23, SD-08-23)**

- **Division:** Community Services
- **Due Date:** 2023-12-31
- **Status:** Complete. February 2024 report [RCC-01-24](#), along with [RCC-12-24](#) (which approved the Live and Play Plan addressing Burlington's long-term recreational infrastructure needs), demonstrates that engagement was undertaken to identify the indoor and outdoor priorities for amenities at the Bateman site. Council has not yet voted on what will be included at the site. This decision will be part of the next phase, which requires budget approval for execution.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**9. Burlington Lands Partnership Update #6 (PL-86-24, SD-17-24)**

- **Division:** Development and Growth Management
- **Due Date:** 2025-02-28
- **Status:** In Progress
- **Categorization:** Medium Priority
- **Rationale:** Supports long-term community planning and affordable housing strategies. However, it is less urgent than tasks tied to compliance or statutory priorities.
- **Timeline:** Report scheduled for February 2025 Committee of the Whole.

**10. Motion Memorandum Regarding Resubmissions for Building Permits (PP-21-24, SD-14-24)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-11-07
- **Status:** Complete. The Staff Direction was addressed in the November 7, 2025 [BB-05-24](#) and December 5, 2025 [supplementary memo](#) P2P committee meetings with no further direction from Committee.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**11. Direction from Councillor Sharman Regarding Collaboration with Canada Mortgage and Housing Corporation (SD-15-24)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-11-07
- **Status:** Complete. The Staff Direction was addressed in the November 7, 2025, P2P committee meeting via report [BB-06-24](#) with no further direction from the Committee.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**12. Motion Memorandum Regarding Process Review of Municipal Addresses for New Residential Homes (PP-07-24, SD-10-24)**

- **Division:** Development and Growth Management and Public Works
- **Due Date:** 2024-12-02
- **Status:** In Progress
- **Categorization:** Medium Priority
- **Rationale:** Focused on administrative process improvements, this task enhances operational efficiency and has connections to provincial/federal priorities as well as Council/P2P ties but does not have immediate consequences for City compliance.
- **Timeline:** Q4 2025. Allows staff from multiple departments to engage with agencies and external stakeholders to develop and refine a process that enhances municipal address management.

**13. City of Burlington Outdoor Patio Program (PL-05-24, SD-01-24)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-11-04
- **Status:** Complete. The Staff Direction was satisfied through report [PL-77-2024](#).
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**14. Motion Memo - Kennel/Pet Boarding Compliance & Licensing Regime (CPRM-02-23, SD-27-23)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-12-02
- **Status:** In Progress
- **Categorization:** Medium Priority
- **Rationale:** Establishes a compliance framework for pet boarding facilities, ensuring community safety and regulatory alignment. Important for operational improvements but not urgent.
- **Timeline:** Report will be complete in Q2 2025 with public consultation occurring beginning of Q1 2025.

**15. Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-12-02
- **Status:** Complete. By-law passed January 14, 2025, with May 1, 2025, enactment date.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**16. Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-12-02
- **Status:** Complete. By-law passed January 14, 2025, with May 1, 2025, enactment date.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**17. Motion Memo - Development and Implementation of City-Wide STA Compliance Program (CPRM-03-23, SD-20-23 to SD-24-23)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-09-30
- **Status:** Complete. By-law passed January 14, 2025, with May 1, 2025, enactment date.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**18. New Zoning By-law Review Project - Terms of Reference (PL-60-22, SD-23-22)**

- **Division:** Development and Growth Management
- **Due Date:** 2023-12-31
- **Status:** In Progress
- **Categorization:** High Priority
- **Rationale:** Aims to modernize zoning regulations to align with City planning objectives. While significant for operational efficiency, it lacks immediate statutory deadlines.
- **Timeline:** Phase 1 of the New Zoning By-law project, focused on residential zones, is scheduled for delivery by Q3 2025. Future phases, covering industrial, commercial, downtown, mixed-use, rural, and other zones, depend on the resolution of ongoing litigation related to the 2020 Official Plan. This litigation is critical as it unlocks the policy framework required to proceed with zoning updates for other areas of the city. To account for these dependencies, the proposed revised due date for full project completion is Q4 2026, aligning with SD-08-20.

**19. Staff Direction Regarding the Review of By-Law Updates to Allow for Improved Compliance (CPRM-06-21, SD-26-21)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-09-02
- **Status:** In Progress
- **Categorization:** Low Priority
- **Rationale:** Updates compliance processes to enhance enforcement capabilities and operational efficiency. Important but does not carry immediate statutory implications.
- **Timeline:** Currently finalizing review of legal authority before updating by-laws. Consultation planned for Q3 with finalization in Q4.

**20. Direction to Review Character-Defining Elements of St. Luke's and Emerald Precincts (SD-18-20)**

- **Division:** Development and Growth Management
- **Due Date:** 2026-12-31
- **Status:** In Progress
- **Categorization:** Low Priority
- **Rationale:** Supports cultural preservation but does not impact immediate operations or compliance goals. Suitable for scheduling alongside other projects.
- **Timeline:** Given that progress on this Staff Direction is dependent on OLT appears to the 2020 Official Plan (OP), estimate for completion is Q4 of 2026.

**21. Staff Directions from 2020 Budget (F-46-19-2, SD-08-20)**

- **Division:** Development and Growth Management
- **Due Date:** 2026-12-31
- **Status:** In Progress
- **Categorization:** Low Priority
- **Rationale:** This aligns with broader city goals like sustainable growth, urban livability, and neighbourhood aesthetics, which are important but not necessarily urgent.
- **Timeline:** Phase 1 of the New Zoning By-law project will be completed by Q3 2025 (see SD-23-22). This work will partially address SD-08-20, but additional zones, such as downtown and mixed-use areas that permit low-rise residential, will be reviewed in future phases. While the current due date for SD-08-20 is set to Q4 2026 to accommodate these phases, Phase 1 outcomes may be transferable to other zones, potentially allowing SD-08-20 to close by Q3 2025. Progress will clarify this timeline.

**22. Urban Design and Streetscape Guidelines for Plains Road (PD-12-19, SD-34-19)**

- **Division:** Public Works
- **Due Date:** 2023-12-31
- **Status:** Incomplete
- **Categorization:** Low Priority
- **Rationale:** These guidelines support long-term urban planning objectives and community vibrancy but lack statutory deadlines or immediate operational impacts.
- **Timeline:** This staff direction involves the exploration and potential update of design guidelines, with a report back to Council. The timing aligns well with recent work on

the Major Transit Station Areas (MTSAs). The completion of this staff direction is anticipated by the end of Q2 2026, with a report outlining the findings and, if required, an associated work plan. Updating the guidelines is typically a two-year project; however, as this effort will integrate with the citywide design guideline initiative currently underway, it will align with that broader deliverable.

**23. Council Remuneration (HR-09-24, SD-18-24)**

- **Division:** Human Resources
- **Due Date:** 2025-03-31
- **Status:** Complete. December report [HR-08-24](#) was presented and Council passed recommendations in January report [HRS-02-25](#).
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**24. Civic Square and Brant Street Renewal Project Update – Preferred Concept Design and Engagement Summary (ES-19-24, SD-13-24)**

- **Division:** Public Works
- **Due Date:** 2024-12-02
- **Status:** In Progress
- **Categorization:** Medium Priority
- **Rationale:** This project is critical for urban renewal and aligns with Burlington’s Vision to Focus plan. It supports community engagement, environmental sustainability, and public space revitalization.
- **Timeline:** Q1 2025. Provides staff the necessary time to update Council and adhere to the project schedule, ensuring delivery within the funding windows specified by external grants and programs.

**25. Proposed Major Transit Station Area (MTSA) Official Plan Amendment and Draft Community Planning Permit By-Law Public Release (PL-59-23, SD-43-23)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-03-29
- **Status:** Complete. Approved by Council on June 18, 2024.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** Awaiting approval from Province of OPA2, Council approved CPPS in principle and staff will bring it back with refinements promptly following Provincial approval of OPA2.

**26. Motion Memo – Burlington School Safety and Mobility Committee (CPRM-07-23, SD-28-23)**

- **Division:** Public Works
- **Due Date:** 2024-12-20
- **Status:** In Progress
- **Categorization:** Low Priority

- **Rationale:** This task improves safety and mobility near schools, supporting community goals and provides accountability and terms of reference to support transparency in efforts and costing. It does not have immediate statutory or operational impacts.
- **Timeline:** Q2 2025. Timeline allows staff to complete discussions with school boards.

**27. Park Provisioning Master Plan Final Report (ES-02-23, SD-18-23)**

- **Division:** Public Works
- **Due Date:** 2023-12-31
- **Status:** In Progress
- **Categorization:** Low Priority
- **Rationale:** The plan addresses long-term park and recreation needs, aligning with Burlington’s Vision to Focus strategy. Asks for ongoing updates.
- **Timeline:** Q4 (annually). Aligns with the staff direction to provide annual updates on the master plan. The end-of-year timeline ensures that development applications and land dedications are accurately reflected.

**28. Burlington’s 25-Year Strategic Plan Refreshed (CS-08-21, SD-12-21)**

- **Division:** Transformation
- **Due Date:** 2023-12-31
- **Status:** Complete. [CS-09-24](#) December 2024 report outlined how the refresh was being addressed. Next update to Council will be provided in Q2 2025.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**29. Adoption of Revised Proposed New Official Plan (PB-04-18, SD-7-18, SD-14-18, SD-15-18, SD-17-18)**

- **Division:** Development and Growth Management
- **Due Date:** 2024-12-02
- **Status:** Complete as Council approved OPA2. Awaiting approval from Province of OPA2, Council approved CPPS in principle and staff will bring it back with refinements promptly following Provincial approval of OPA2.
- **Categorization:** N/A
- **Rationale:** N/A
- **Timeline:** N/A

**SUBJECT:** Fare-Free Transit for youth – Summer 2025 Pilot

**TO:** Committee of the Whole

**FROM:** Community Services  
Transit

Report Number: CSS-03-25

Wards Affected: All

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

## Recommendation

Authorize the Director of Transit to implement Fare-Free Transit for youth in July and August 2025 as a pilot project; and

Authorize the Chief Financial Officer to draw on the Ontario Provincial Gas Tax to fund the revenue loss of approximately \$70,000, into the 2025 operating budget.

## Executive Summary

Purpose of report:

- To report back on the feasibility of implementing a pilot project for fare-free transit for youth in the summer of 2025 as per Staff Direction **SD-19-24**.

Key findings:

- Fare-free transit for youth pilot for July and August 2025 is feasible with proper planning, fare card testing, and a communication plan.
- Improve access to public transit and incentivize youth riders to use transit during the summer months.
- Validate findings from the Burlington Study to Explore Fare-Free Transit on ridership performance when free fares are offered.
- As per section 8.1 and 8.2 of the City's [By-law Number 70-2024](#), a By-law to establish and impose certain 2025 rates and fees for services, that the youth fee be waived to \$0 for the months of July and August 2025.

Implications (financial, legal, human resources, communications, engagement, climate):

- Fare-free transit for Youth (13 to 19) for a pilot project in July and August 2025 would have a financial impact of approximately \$70,000 of lost revenue.
- Total combined revenue loss may negatively impact the City's obligations as part of the PRESTO Operating agreement, and impacts to GO co-fare contribution.
- Peak youth ridership in the summer months typically occur from 2pm to 4pm during the week which aligns with the afternoon peak of fare paying riders.
- Burlington Transit has limited ability to add additional buses on routes to alleviate overcrowding.
- Overcrowding on buses may require additional supervisory resources to respond to incidents.
- Customer experience may be impacted due to overcrowding on buses. This will be monitored through the Customer Relationship Management (CRM).
- Promoting transit and supporting programs for Youth transit riders are ways to develop positive attitudes towards using transit which support the City's Climate Action Plan.

# Recommendation Report

---

## Background

On December 2, 2024, the Burlington Study to Explore Fare-free transit was presented to Committee of Whole. Alongside the study was staff report [TR-02-24](#), which outlined transit fare strategies to promote transit use among Youth riders.

Fare-free transit for youth in the summer (July and August) was presented as an option. This program would be offered as a pilot project that would allow youth riders to use Burlington Transit for free from July 1 to August 31, 2025. Council then directed transit staff to report back on the feasibility of implementing a pilot project for fare-free transit for youth in the summer of 2025 (July and August).

In 2023, Council approved the Free Transit for Youth, evenings and weekend program, which allowed youth riders, aged 13 to 19, to access free transit in Burlington. This time frame was recommended to ensure that weekday ridership capacity would not be impacted. Youth ridership increased by approximately 50% during the free period. This program supported the ridership growth during off-peak periods, specifically in the evenings and on weekends.

---

## Analysis

Youth transit riders are categorized as riders from the age of 13 to 19. In Burlington, youth transit riders access reduced fares of \$1.90 when they use their PRESTO cards. In 2024, Burlington Transit reached a ridership milestone of approximately 3.2 million completed trips. Youth riders made up approximately 13% of this number. However, during the hours of 2pm and 4pm, youth riders make up around 37% of customer boardings. Throughout the summer months, ridership trends demonstrate that youth riders typically travel on Burlington Transit during 2pm and 6pm, which aligns with the afternoon peak periods. The following graph (Figure 1) highlights peak ridership times for Youth in the summer of 2024.

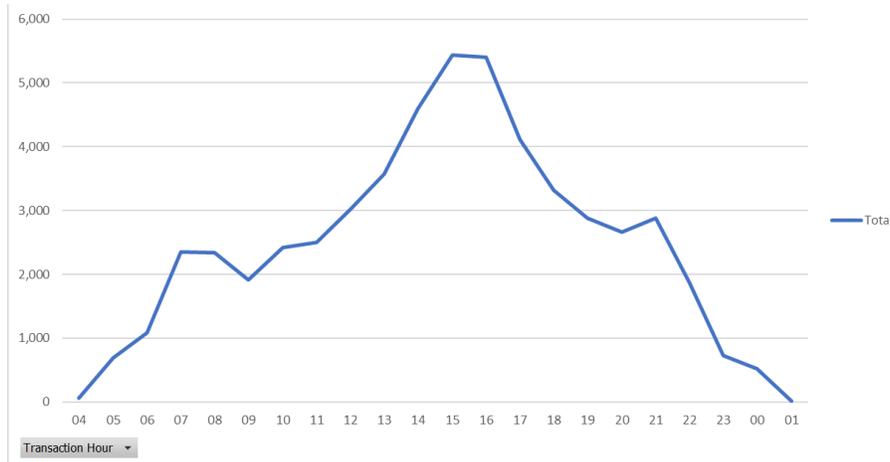


Figure 1: Youth PRESTO Boardings – July/August – Weekdays 2024

It is projected that free fares for youth, during the summer months, will see youth ridership increase by 30 to 50 percent.

In Burlington, all fare-free programs have been best implemented using PRESTO cards to ensure that age-based fares can be managed using technology. This mitigates the need for age validation by transit operators and allows for seamless connections within the GTHA. Using fare card technology to capture ridership data will be used for analysis and development of key performance indicators to highlight the program’s impact.

As per section 8.2 of the City’s [By-law Number 70-2024](#), transit fees may be waived by the Director of Transit, in consultation with the Chief Financial Officer, as a mechanism to support ridership campaigns and/or City initiatives. This program falls within this scope.

Fare Free Transit for Youth for July and August 2025 (pilot)

A pilot project for fare-free transit for youth in July and August 2025 is feasible and will offer the following benefits:

- Incentivize youth riders to use transit during the summer months.
- Independence for teens and the promotion of the use of transit as a travel option.
- Encouraging the use of transit to get to part time employment and social activities.
- Financial savings for youth and families within Burlington.
- Environmental sustainability and awareness of climate change with the use of public transit.
- Provide data and analytics to determine impacts of fare-free transit on Burlington Transit and validate findings from the Burlington Study to Explore Fare-Free Transit on ridership performance when free fares are offered.

- Incorporate findings into the Transit 5 Year Business Plan (2026-2030) and better estimate financial impacts and resource requirements.

Transit staff will endeavour to work with the local high schools and youth advisory council to ensure outreach to youth riders. The anticipated launch for the promotional campaign will be in mid-May.

---

### **Recommendation Details**

To understand the impact of fare-free transit for Youth on Burlington Transit, it is recommended to authorize staff to proceed to implement the pilot fare-free transit for youth for the summer of 2025.

The pilot project will provide benefits to the community (noted above). In addition, the pilot project will collect the necessary data and analytics to validate ridership impacts due to fare-free transit. This information will be critical in the development of the next Transit 5-Year Business Plan in terms of ridership projections as well as the number vehicles required to support transit growth. This will also support the City's climate action plan in promoting the use of transit as a viable option for mobility.

---

### **Key Dates & Milestones**

The significant dates and milestones related to this project include:

- February 20, 2025 – Approval of program.
  - March to May 2025 – PRESTO Configuration and testing.
  - May and June 2025 – Marketing and communication of program.
  - July 1, 2025 – Launch of fare-free youth for Summer 2025.
  - August 31, 2025 – End of fare-free youth program.
  - October 2025 – Memo to council on results of pilot.
- 

### **Implications**

The fare-free transit for youth, summer 2025 pilot may have the following implications:

Financial:

- It is estimated that the revenue loss impact will be approximately \$70,000 for July and August 2025.
- This is a combination of fares plus the anticipated revenue loss from SPLIT pass sales, UPass and the summer youth pass. Potential revenue loss for adult fares, due to overcrowding, has not been factored into this figure.
- Total combined revenue loss may negatively impact the City's obligations as part of the PRESTO Operating agreement; and impacts to GO co-fare contribution.

Page 5 of Report Number: CSS-03-25

- Burlington Transit may experience overcrowding on buses, especially during the afternoon peak periods, which may impact paying riders during that time.

Human Resources:

- Overcrowding on buses may require additional supervisory resources to respond to incidents. Additional staffing costs have not been factored into the cost impact.

Customer Service:

- A decrease in customer experience due to overcrowding.
- Complaints and comments are monitored in the City's CRM system and will be shared with Council in the Q4, 2025.

Climate:

- Promoting transit and supporting programs for Youth transit riders is a way to develop positive attitudes towards using transit. This will support the City's Climate Action Plan by encouraging transit instead of using an automobile.
- 

**Strategic Alignment**

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

**Author:**

Catherine Baldelli  
Director, Transit  
905-335-7869 ext. 7845

**Appendices:**

None

**Notifications:**

None.

**Report Approval:**

All reports are reviewed and approved by the Head of Corporate Affairs, Commissioner, the Chief Financial Officer, and the Commissioner of Legal Services and Legislative Services/City Solicitor.

**SUBJECT:** Appointments to Advisory Committees (Committee of Adjustment and Mundialization Committee)

**TO:** Committee of the Whole

**FROM:** Legal and Legislative Services  
Legislative Services

Report Number: LLS-15-25

Wards Affected: All

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

### **Recommendation**

Approve the appointments to the Committee of Adjustment and the Mundialization Committee, as contained in confidential appendix A to legislative services report LLS-15-25; and

Make the appointees names public following approval by Council at their meeting to be held February 18, 2025.

### **Executive Summary**

Purpose of report:

The purpose of this report is to provide Council with the names of individuals recommended for appointment to the Committee of the Adjustment and the Mundialization Committee.

Legislative Services staff launched a recruitment campaign from January 8 to 22, 2025 to invite qualified individuals to apply for membership to the Committee of Adjustment and the Mundialization Committee to fill vacancies.

# Recommendation Report

---

## Background

The City of Burlington has a variety of boards and committees that provide feedback on city projects and issues in the community. Members of the public aged 18 and older, who represent the diverse backgrounds of the community are encouraged to take part.

Legislative Services staff launched a recruitment campaign to fill vacancies on the following Advisory Committees on October 28, 2024: Mundialization Committee, Burlington Accessibility Advisory Committee, Integrated Transportation Advisory Committee, Burlington Agricultural and Rural Affairs Advisory Committee, Burlington Cycling Committee, Heritage Burlington Advisory Committee, Burlington Seniors Advisory Committee, Burlington Inclusivity Advisory Committee, and the Sustainable Development Advisory Committee. The recruitment campaign deadline was extended to November 17, 2024, to allow for more applications to be submitted.

Following the interview and selection process, recommendations were made to Council at their meeting on December 10, 2024, and the names of approved appointees were made public following the meeting.

Legislative Services launched an additional recruitment campaign from Jan. 8 – 22, 2025 to fill vacancies on the Committee of Adjustment as they were not included in the Fall 2024 recruitment and to attract more applicants to fill vacancies on the Mundialization Committee. The Committee of Adjustment was seeking to fill two vacancies that resulted from member resignations and the Mundialization Committee was seeking to fill up to 6 more vacancies.

Recruitment opportunities were advertised on the City's website, the Get Involved Burlington newsletter, through social media boosts, read-o-graphs, Councillor newsletters, LinkedIn, and bookmarks. In response to the recruitment, 13 applications were received from individuals expressing an interest in participating on the above noted committees.

Applicants for the Committee of Adjustment were interviewed by Amanda D'Angelo (Supervisor of Business Services and Committee of Adjustment), Jenna Puletto (Manager of Planning Implementation, Councillor Kelvin Galbraith and Councillor Angelo Bentivegna. Applicants for the Mundialization Committee were interviewed by Hassan Raza (Chair) and Chris VanDooren (Vice-Chair). The interviews were conducted via Zoom providing more flexibility for participation by the interview panel and applicants.

Committee of Adjustment appointments expire Oct. 26, 2026, or until a successor is appointed. Appointments are four years, to coincide with the term of Council. Mundialization Committee appointments expire Dec. 31, 2026.

---

### **Analysis**

The interview panel made their selection recommendations based on each committee's terms of reference and membership composition needs as well as the applicant's knowledge of the role, relevant skills and experience, expressed dedication/commitment, time availability, and communication skills.

---

### **Recommendation Details**

Following a recruitment and interview process of qualified applicants, members of the community are being recommended for appointment to the Committee of Adjustment and Mundialization Committee.

As a member of one of the City's advisory committees, residents can actively participate in local government. Committee members play an important role in shaping city initiatives, by working with staff and the community to contribute to improving the quality of life within the City of Burlington.

---

### **Key Dates & Milestones**

- Regular meeting of Council on February 18, 2025 – appointment approvals
- 

### **Implications**

Following Council approval of the recommendations, staff will advise successful and unsuccessful applicants of Council's decision. Successful applicants will participate in future committee meetings as voting members. They will be provided an orientation session and resources materials. All members of advisory committees and boards will complete required training in the areas of AODA, Privacy, Health & Safety, Respect in the Workplace, and Code of Conduct.

Individuals who are not appointed will be advised of other City of Burlington volunteer opportunities and that their application will be held to the end of the year.

---

## References

- [CL-28-24 Appointments to Advisory Committees](#)
  - [CL-26-21 Public Appointment Policy](#)
- 

## Strategic Alignment

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

### Author:

Lisa Palermo, Manager Committee Services/Deputy Clerk  
lisa.palermo@burlington.ca  
905-335-7777 x7492

### Appendices:

- A. Confidential appendix – recommended committee appointees

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees

### Report Approval:

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.

---

SUBJECT: Correspondence from Ontario Ombudsman regarding Integrity Commissioner

TO: Committee of the Whole

FROM: Legal and Legislative Services

Legislative Services

Report Number: LLS-16-25

Wards Affected: not applicable

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

## **Recommendation**

Receive for information legislative services report LLS-16-25 providing correspondence from the Ontario Ombudsman regarding Integrity Commissioner.

## **Executive Summary**

Purpose of report:

- This report is to inform Council of correspondence received from the Ontario Ombudsman regarding a complaint filed against the City's Integrity Commissioner, Principles Integrity

Key findings:

- The Ontario Ombudsman has made a series of recommendations to clarify the Code of Conduct for Local Boards and Committees based on the details of the complaint.

# Recommendation Report

---

## Background

On December 3, 2024, Legislative Services received correspondence from the Ontario Ombudsman. The letter details a complaint submitted to the Ontario Ombudsman regarding a decision issued by the City's Integrity Commissioner, Principles Integrity.

## Authority to Investigate

Subsections 4.3 and 4.4 of the *Ombudsman Act, 1990*, provide authority to the Ontario Ombudsman to investigate complaints regarding an Integrity Commissioner in cases where an Integrity Commissioner refused to investigate, the time for bringing a complaint has expired, or if the Integrity Commissioner has conducted and concluded an investigation or inquiry:

- (4.3) Nothing in this Act empowers the Ombudsman to investigate a complaint respecting any decision, recommendation, act or omission that is within the jurisdiction of any other municipal Ombudsman unless,
- (a) a complaint respecting the matter was made to the municipal Ombudsman and he or she refused to investigate the matter, or conducted and concluded an investigation into the matter; or
  - (b) the time, if any, for bringing a complaint respecting the matter to the municipal Ombudsman for investigation has expired. 2014, c. 13, Sched. 9, s. 6 (7).

### Other municipal matters

- (4.4) Subsection (4.3) applies with necessary modifications in respect of a matter that is within the jurisdiction of,
- (a) an Integrity Commissioner, registrar or Auditor General appointed under Part V.1 of the *Municipal Act, 2001*; or
  - (b) an Integrity Commissioner, registrar or Auditor General appointed under Part V of the *City of Toronto Act, 2006*. 2014, c. 13, Sched. 9, s. 6 (7).

The City has appointed ADR Chambers as the City's municipal ombudsman. Investigating other accountability officers, such as the Integrity Commissioner, is not within the scope of the ombuds services provided by ADR Chambers. Therefore, any complaints regarding the City's Integrity Commissioner are considered by the Ontario Ombudsman.

## Complaint and Recommendations

The complaint filed with the Ontario Ombudsman ("Ombudsman") raised issues with a decision of the Integrity Commissioner dated April 6, 2023. This complaint was not subject to a formal

investigation by the Ombudsman, who instead opted to provide the City with a letter summarizing their review of the complaint and providing recommendations to the Integrity Commissioner and municipality on best practices and ways to clarify the Code of Conduct for Local Boards and Committees. The Ombudsman discussed the issues identified in this letter with the City's Integrity Commissioner, and later with staff.

---

## **Analysis**

Principles Integrity has been the City's Council-appointed Integrity Commissioner since June 2018, and this is the first time staff have been made aware of a complaint being made to the Ontario Ombudsman regarding a recommendation issued in Burlington.

The City's Code of Conduct for Local Boards and Committees was approved in February 2019, and was due for review in 2022. Legislative Services is undertaking a review of the City's Code of Good Governance and the Code of Conduct for Local Boards and Committees in 2025. As part of this review, the best practices recommended by the Ontario Ombudsman will be taken into consideration.

---

## **Recommendation Details**

Staff do not recommend any actions be taken resulting from this correspondence at this time. The Code of Good Governance and Code of Conduct for Local Boards and Committees will be reviewed in 2025, during which time the suggestions contained therein will be taken into consideration by staff.

---

## **Key Dates & Milestones**

Staff anticipate that revisions to the Code of Good Governance and Code of Conduct for Local Boards and Committees will be brought forward for Council consideration in 2025.

---

## **Implications**

None

---

## **References**

None

---

## Strategic Alignment

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

### Author:

Samantha Yew  
City Clerk/Director of Legislative Services  
Ext. 7490

### Appendices:

A. Letter from Paul Dubé, Ontario Ombudsman, dated December 3, 2024

### Draft By-laws for Approval at Council:

None

### Notifications:

Principles Integrity  
postoffice@principlesintegrity.org

### Report Approval:

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.



J. Paul Dubé, Ombudsman

## SENT BY EMAIL

December 3, 2024

Council for the City of Burlington  
426 Brant Street, PO Box 5013,  
Burlington, Ontario L7R 3Z6

### **Re: Best practices regarding Codes of Conduct and Integrity Commissioners**

Dear Members of Council for the City of Burlington:

My Office received a complaint related to the City of Burlington's Code of Conduct for Members of Local Boards and Committees and the City's appointed Integrity Commissioner.

I am writing to provide the City with a summary of our review and to share information contained in my Office's recently released resources about municipal integrity commissioners. My key best practice is that the City of Burlington make more clear and specific some aspects of its Code of Conduct.

#### **The Ombudsman's authority and role**

The Ombudsman is an independent and impartial Officer of the Ontario Legislature with the authority to review and investigate complaints about the administrative conduct of public sector bodies in Ontario, including municipalities such as the City of Burlington.

When reviewing complaints about municipal government administration, the Ombudsman may consider whether relevant law, policies, and procedures were followed. If he identifies concerns, he may share best practices to improve municipal processes, as well as strengthen local governance, transparency and accountability.

The Ombudsman can also review complaints about municipal integrity commissioners. The Ombudsman's Office is not an appeal body, and the Ombudsman does not substitute his decision for that of a local integrity commissioner. When we review a complaint about a municipal integrity commissioner, we look at such matters as whether they:

483 Bay Street, 10<sup>th</sup> Floor, South Tower / 483, rue Bay, 10<sup>e</sup> étage, Toursud  
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211  
[www.ombudsman.on.ca](http://www.ombudsman.on.ca)

Facebook : [facebook.com/OntarioOmbudsman](https://facebook.com/OntarioOmbudsman) Twitter : [twitter.com/Ont\\_Ombudsman](https://twitter.com/Ont_Ombudsman) YouTube : [youtube.com/OntarioOmbudsman](https://youtube.com/OntarioOmbudsman)



- Acted in accordance with the relevant legislation, terms of reference, and policy;
- Considered the issues before them;
- Followed a fair practice;
- Obtained and considered relevant information; and
- Provided sufficient reasons to support their decision based on the available evidence.

In accordance with the *Ombudsman Act*, the Ombudsman can only consider issues within the jurisdiction of a municipally-appointed integrity commissioner if the integrity commissioner has refused to investigate, the time for bringing a complaint has expired, or the integrity commissioner has conducted and concluded an investigation or inquiry.

Based on our experience reviewing complaints related to municipalities since 2016, my Office has prepared Guides for municipalities and integrity commissioners that contain best practices for creating codes of conduct and complaint and inquiry protocols, and for appointing integrity commissioners. These Guides are now available on our Municipal Resources website: [www.ombudsman.on.ca/resources/brochures-and-posters/municipal-resources](http://www.ombudsman.on.ca/resources/brochures-and-posters/municipal-resources).

## Complaint Summary

The complaint submitted to my Office raised several issues with a decision of the City's Integrity Commissioner, including that the Integrity Commissioner:

- Made findings regarding procedural rules that apply to quasi-judicial administrative tribunals;
- Enforced a rule in the Code of Conduct that applies to the Chair of a local board against a member of the Committee of Adjustment who was not the Chair; and
- the Integrity Commissioner found that the member of the Committee of Adjustment breached the Code of Conduct's Guiding Principles.

## Review

As part of my review, members of my Office spoke with the Integrity Commissioner. We reviewed the Integrity Commissioner's Recommendation Report dated April 6, 2023<sup>1</sup> (the "Report"), and the City's Code of Conduct for Members of Local Boards and Committees (the "Code of Conduct").

<sup>1</sup> <https://burlingtonpublishing.escribemeetings.com/filestream.ashx?DocumentId=68342>

## The committee of adjustment as a local board

Integrity commissioners may investigate the conduct of members of municipal councils and local boards. In 2019, the Ontario Court of Appeal found that the City of Hamilton's Property Standards Committee and Election Compliance Audit Committee serve an investigative/adjudicative function and are not local boards for the purposes of the *Municipal Act*.<sup>2</sup>

A municipal committee of adjustment is a quasi-judicial body with an adjudicative function. Committees of adjustment have a statutory mandate to adjudicate applications for planning-related matters. Committees of adjustment are intended to operate independently of council and municipal staff.

My Guides include information about local boards and the case law on local boards, which I advise the City to review. As a best practice, I encourage the City to identify and publicize a list of all of its local boards, and to ensure that all local board members understand their obligations under the Code of Conduct.

## The scope of the powers and duties of a municipal integrity commissioner

My Office's Guides encourage municipalities and their integrity commissioners to understand the scope of an integrity commissioner's authority as set out in the *Municipal Act, 2001* and the local code of conduct and investigation procedures.

### *The Committee of Adjustment's hearing procedures*

Integrity commissioners are empowered to conduct inquiries as they consider necessary and have wide discretion to determine how they carry out their functions. However, they must do so in accordance with legislation and the powers and duties assigned by the municipality. Integrity commissioners should understand the scope of their authority, and especially the nature of conduct they may investigate.

In the Report, the Integrity Commissioner found that the Committee member contravened the Code of Conduct when they made statements during a Committee of Adjustment hearing that the Integrity Commissioner described as "hearsay".

Investigating conduct that occurs during a hearing conducted by a quasi-judicial body like the Committee of Adjustment may interfere with the body's control over its own processes and independence in its decision-making. The Code of Conduct recognizes that

<sup>2</sup> Ontario Ombudsman v. Hamilton (City), 2018 ONCA 502 (CanLII)

adjudicative boards operate at arm's length from the City and are independent in nature<sup>3</sup>. As a best practice, the City should ensure that the extent of the Integrity Commissioner's powers and duties, especially related to the conduct of hearings, are set out in the Code of Conduct, investigation procedures, or terms of reference for the integrity commissioner.

My Office identified municipalities with codes of conduct that apply to members of a committee of adjustment: the City of London<sup>4</sup> and the City of Toronto.<sup>5</sup> These codes recognize that adjudicative bodies act at arm's-length and have a quasi-judicial nature. The City may find these examples helpful.

### *Code of Conduct – Rule 16: Independent Nature of Local Boards*

It is up to council to determine the ethical standards to be applied to members of local boards and councils in the code of conduct, beyond the four topics required by the *Municipal Act*. My Office's Guides encourage municipalities to avoid uncertainty by setting out the obligations of members in the code of conduct in clear terms.

In the Report, the Integrity Commissioner found that a member of the City's Committee of Adjustment contravened the Code of Conduct by ignoring the "underlying principle articulated in Rule 16" of the Code. Rule 16 states that:

The Chairs of Local Board should ensure that the actions of any member, as well as Council members and staff attending adjudicative board meetings, are consistent with the arm's-length, quasi-judicial nature of the adjudicative board. Any actions compromising this position should be immediately dealt with by the Chair or panel chair. [emphasis added]

The member of the Committee of Adjustment who is the subject of the Report, is not the Chair. A plain language reading of the Rule indicates that it applies to the chairs of local boards, and not other board members.

Should the City intend for Rule 16 to apply to all members of local boards, rather than just chairs, I encourage it to consider amending the Code of Conduct to reflect this intention. For example, the City of London's Code of Conduct for Local Boards provides that all

<sup>3</sup> Code of Conduct for Local Boards and Committees, Part Two, Rule 16.

<sup>4</sup> The City of London, *Code of Conduct for Local Boards*, CPOL.-384-91, available online at: <https://london.ca/council-policies/code-conduct-local-boards>.

<sup>5</sup> The City of Toronto, *Code of Conduct for Members of Adjudicative Boards*, available online at: <https://www.toronto.ca/wp-content/uploads/2022/08/8ef5-2022-06-08-Appendix-3-New-Code-of-Conduct-for-Members-of-Adjudicative-Boards-FINAL.pdf>

The Corporation Of The Town Of Caledon, By-Law No. 2018-81 *Appeal Board By-law*, Available online at: [https://www.caledon.ca/uploads/14/Doc\\_637202991343891152.pdf?ts=638604350795917464](https://www.caledon.ca/uploads/14/Doc_637202991343891152.pdf?ts=638604350795917464)

members of an adjudicative board, rather than chairs, should “ensure that their actions are consistent with the arms-length, quasi-judicial nature of an adjudicative board”.

Providing clarity with respect to the application of provisions in the Code will provide more certainty for members who may be the subject of complaints, and ensure that council, the Integrity Commissioner, members of local boards, my Office, and the public can interpret the Code in a consistent and fair manner.

### *The Code of Conduct’s Guiding Principles*

In the Report, the Integrity Commissioner found that the member’s conduct was in breach of the Guiding Principles found in the preamble to the Code of Conduct.

The Report acknowledges that there is disagreement over whether guiding principles or preambles can form the basis of a contravention of the Code of Conduct. I encourage municipalities to avoid uncertainty about whether guiding principles or preambles create substantive enforceable obligations. As a best practice, the City should consider amending its Code of Conduct to clarify whether the Guiding Principles are substantive provisions that may result in consequences if breached. If this is the case, the City should also consider further defining the conduct captured by the preamble to avoid confusion in future.

### **Conclusion**

I appreciate the time taken by the City and the Integrity Commissioner to discuss these issues with my Office. I encourage you to share my Office’s Guides with council members, municipal staff, and your appointed Integrity Commissioner. We have confirmed with the Clerk that this letter will be added to the next council agenda.

Sincerely,



Paul Dubé  
Ontario Ombudsman

cc: Principles Integrity

483 Bay Street, 10<sup>th</sup> Floor, South Tower / 483, rue Bay, 10<sup>e</sup> étage, Toursud  
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

[www.ombudsman.on.ca](http://www.ombudsman.on.ca)

Facebook : [facebook.com/OntarioOmbudsman](https://facebook.com/OntarioOmbudsman) Twitter : [twitter.com/Ont\\_Ombudsman](https://twitter.com/Ont_Ombudsman) YouTube : [youtube.com/OntarioOmbudsman](https://youtube.com/OntarioOmbudsman)



SUBJECT: Monitoring and Review of Municipal Responses Regarding Graphic Images and Non-Peaceful Demonstrations

TO: Committee of the Whole

FROM: Legal and Legislative Services  
Legal and Halton Court Services

Report Number: LLS-17-25

Wards Affected: All

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

## **Recommendation:**

Receive for information legal and legislative services report LLS-17-25 regarding an update on staff monitoring and review of recent municipal responses and considerations to the regulation of the delivery of graphic images and non-peaceful demonstrations.

## **Executive Summary**

### **Purpose of report:**

- To provide Council with an update on the Legal and Legislative Services staff and By-law Compliance staff monitoring and review of recent responses and considerations by municipalities to both the regulation of the delivery of graphic images and non-peaceful demonstrations involving unlawful conduct.

### **Key findings:**

- Staff are undertaking a review of the City's Graphic Image Delivery By-law 013-2024 to determine whether any amendments are recommended based on further consideration of similar by-laws by other municipalities and Courts.
- Staff are monitoring responses and consideration by various municipalities to non-peaceful demonstrations involving unlawful conduct that has occurred to varying degrees in some municipalities.
- Staff will report back to Council in Q2 2025 with a recommended approach to address these matters.

### **Implications:**

- There are no legal or financial implications associated with the proposed recommendation to receive and file report LLS-17-25.

# Information Report

---

## Background

- In March 2024, the City enacted a Graphic Image Delivery By-law to address concerns related to the delivery of unsolicited graphic images to residents of Burlington.
- Since that time other municipalities have enacted or considered enacting their own graphic image by-laws. Courts have also considered these types of by-laws since the City's enactment of By-law 013-24.
- Over the last six months, several Ontario municipalities have considered regulating or otherwise responding to the issue of non-peaceful demonstrations involving unlawful conduct that have occurred to varying degrees in some municipalities:
  - The City of Vaughan and the City of Brampton have enacted by-laws (in June 2024 and November 2024, respectively) that intend to regulate these types of demonstrations.
  - The City of Ottawa and the City of Mississauga (in October 2024 and November 2024, respectively) have directed staff to consider the feasibility of implementing a by-law to regulate these types of demonstrations.
  - The Town of Oakville (in December 2024) has directed staff to bring forward a by-law regulating these types of demonstrations in Q1 of 2025.
  - Outside of Ontario, the City of Calgary enacted a by-law in 2023 regulating demonstrations. That by-law is currently the subject of a judicial review application challenging the validity of the by-law which is scheduled to be considered by the Court in February 2025.
- Staff from both the Legal and Legislative Services Division and the By-law Compliance department have been monitoring developments in these respective matters.

---

## Status

Legal and Legislative Services staff and By-law Compliance staff will be reviewing By-law 013-24 in the context of other more recent graphic image by-laws, as well as the consideration and reporting on these by-laws by other municipalities and Courts, to assess whether or not changes to the City's by-law would be recommended to Council.

Staff is also continuing to monitor the status of municipal approaches to non-peaceful demonstrations, as well as any jurisprudence flowing from judicial consideration of these approaches. The development of any regulated approach by a municipality is a complex one, as the Canadian Charter of Rights and Freedoms guarantees certain rights and fundamental freedoms, including the freedoms of opinion, expression and peaceful assembly. However, Section 1 of the Charter provides for the limitation of rights and freedoms in some circumstances.

Staff will report back to Council in Q2 2025 with a recommended approach to addressing this complex issue.

---

**Key Dates & Milestones**

- Legal and Legislative Services and By-law Compliance staff will report back on these matters to Committee and Council in Q2 2025.

---

**Implications**

- There are no legal or financial implications associated with the proposed recommendation to receive and file report LLS-17-25.

---

**References**

Not Applicable

---

**Strategic Alignment**

- Designing and delivering complete communities
- Providing the best services and experiences
- Protecting and improving the natural environment and taking action on climate change
- Driving organizational performance

---

**Author:**

Blake Hurley

Commissioner of Legal and Legislative Services/City Solicitor

905-335-7600 ext. 7611

**Appendices:**

None

**Notifications:**

None

**Report Approval:**

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.

**SUBJECT:** Burlington Lands Partnership Update – Partnership Potential for City-Owned Lands  
**TO:** Committee of the Whole  
**FROM:** Development and Growth Management  
Burlington Land Partnerships

Report Number: DGM-08-25

Wards Affected: All

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

### **Recommendation:**

Receive for information development and growth management report DGM-08-25 providing an update on Staff Direction SD-16-24 regarding city-owned lands that have potential for partnership development.

### **Executive Summary**

This report provides information to Council that responds to Staff Direction SD-16-24 from November 2024, which directed the preparation of an inventory and identify specific City-owned lands that have potential for partnership development given their strategic location due to development interest on adjacent or nearby parcels. A list of sites is included in Confidential Appendix A.

In order to make existing city owned sites available for partnerships, there are opportunity costs involved to define workplans to advance partnership arrangements and for the potential movement/replacement of current uses into new or other locations. In addition, if sites are to be released by the City for partnership development, these will need to be declared surplus. This report represents important initial step in mobilizing development on underutilized City-owned lands.

The assessment of city-owned sites will be integrated into the 2025 Burlington Lands Partnership (BLP) work plan and coordinated with other departments as applicable. Initial steps to continue exploring these and other opportunities will be pursued as described in this report.

**Purpose of report:**

- The purpose of this report is to provide an update on activities in response to SD-16-24.

**Key findings:**

- There are 277 City-owned properties that are part of the initial inventory
- Preliminary internal staff engagement has identified the 13 potential opportunities with partnership potential and the opportunities have been broken down by type, as follows:
  1. Land exchange opportunity to facilitate amenities and housing in Major Transit Station Areas (MTSAs) – 2 potential opportunities
  2. Redevelopment opportunity for mixed use (public uses and amenities) in Burlington Downtown – 5 potential opportunities
  3. Affordable housing opportunity – 6 potential opportunities (including 1 potential opportunity cross-listed with 1. Land exchange)

**Implications:**

- Financial: Initial budget for continuing pursuing these opportunities will come from BLP's operating budget. Additional resource requirements may arise as projects move toward implementation. In coordination with the Manager of Housing Strategy and staff from government relations, all potential funding opportunities will be explored.
- Engagement: As specific land related opportunities evolve, Council and staff will endeavor to make information on land opportunities available publicly at the appropriate time both for purposes of information and engagement and prior to final decisions where possible.

# Information Report

---

## Background

In November 2024, staff report PL-86-24: Burlington Lands Partnership Update #6 provided an update on activities and opportunities being pursued through the Burlington Lands Partnership.

At the November meeting, Staff Direction SD-16-24 was provided to "Direct the Commissioner of Development and Growth Management to work with the Burlington Lands Partnership to prepare an inventory and identify specific City-owned lands that have potential for partnership development given their strategic location due to development interest on adjacent or nearby parcels. An update on the inventory and work plans associated with key opportunities should be reported back to Committee of the Whole no later than February 2025."

## Strategy/Process/Risk

In response to this direction, staff reviewed a total of 277 City-owned assets to identify sites suitable for reimagining, intensification, redevelopment, or new development.

Through consultation with staff from Recreation Community and Culture (RCC), Facility Assets and Sustainability, Community Planning, the Burlington Lands Partnership, and Realty Services, staff developed **Confidential Appendix A: City-Owned Sites with Strategic Partnership Potential**. The analysis considered several high-level factors, including:

- Site location and suitability for partnerships
- Proximity to transit and vacant or developable land nearby
- Existing development interest in adjacent or nearby parcels
- Site servicing and constraints
- Proximity to parkland and public amenities

The potential opportunities outlined in this report have been verified through a desktop review exercise. The feasibility of any development or redevelopment of these sites has not been assessed yet and will be completed. Some of this work has been accommodated as part of the 2025 Budget. There may be additional resource requirements identified as some of these opportunities are pursued. These will be brought forward in future updates to Council as necessary.

The list of sites in Appendix A is preliminary and will require due diligence, including feasibility studies and stakeholder engagement, to assess potential impacts, development timelines, and overall viability. Public Appendix B highlights project milestones categorized by opportunity type. Stakeholder input and further due diligence will shape partnership options for each site.

### **Key Considerations**

The City does not have any developable vacant land that has been declared surplus. There are undefined opportunity costs associated with making city owned lands available for partnerships. The cost to move/replace current uses into new or other locations must be studied. The financial implication of utilizing and/or intensifying City lands is unknown at this time. All real estate transactions will be managed by the Realty Services department in accordance with the City's Sale of Land Policy.

### **Alignment with Other Projects**

This work supports the following Council approved priorities:

1. Housing Accelerator Fund Initiative 6.2: Public-Private Partnerships, which focuses on acquiring or reimagining City-owned properties to deliver new housing.
2. Housing Strategy Action #10 - "Identify underused properties, including government owned and non-government owned sites that could be used for housing".

---

### **Status**

- Initial inventory of 277 City-owned properties has been developed
  - Preliminary staff engagement has identified 13 potential opportunities with partnership potential and the opportunities have been broken down by type of opportunity:
    1. Land exchange opportunity to facilitate amenities and housing in Major Transit Station Areas (MTSAs) – 2 potential opportunities
    2. Redevelopment opportunity for mixed use (public uses and amenities) in Burlington Downtown – 5 potential opportunities
    3. Affordable housing opportunity – 6 potential opportunities (including 1 opportunity cross-listed with 1. Land exchange opportunity)
  - At present, this work has not included any significant engagement with current interests/leases in the identified sites.
-

## Key Dates & Milestones

Council updates on the opportunities are planned as follows:

- Q3 2025 - Due diligence/recommendation to investigate a limited number of opportunities
- Staff will seek council direction/endorsement prior to any potential land partnership opportunity becoming an active land partnership.

Pending Council endorsement on this report, the sites listed in Confidential Appendix A will be categorized into priority groups A, B, and C, as presented in PL-86-24: Burlington Lands Partnership Update #6. Staff will continue to work to achieve the project milestones that are outlined in Public Appendix B: Project milestones by type of opportunity. Please note that this is the general project milestone arranged by type of opportunity and due to resource constraints, only a limited number of projects can be pursued.

---

## Implications

- **Financial:** Budget for continuing to work on the staff direction will come from BLP's 2025 operating budget. To advance land partnership due diligence, BLP with the oversight of the Steering Committee will need ongoing support from other departments/areas, including Realty Services, the Strategic Real Estate Acquisition Team, city staff including Finance, Legal and Recreation, Community, and Culture, Planning, and other partners. BLP is resourced to pursue a limited number of land partnership opportunities and will pursue opportunities that are most aligned with city priorities. Additional resource requirements may arise as projects move toward implementation. Any affordable rental housing or housing opportunities that may support achievement of the Housing Accelerator Targets and/or Housing Strategy will be reviewed in consultation with the Manager of Housing Strategy and additional funding opportunities will be explored.
  - **Engagement:** As specific land related opportunities evolve, Council and staff will endeavor to make information on land opportunities available publicly at the appropriate time both for purposes of information and engagement and prior to final decisions where possible
  - **Climate:** Where there is consideration to use City of Burlington owned lands for the purpose of creating new amenities or new rental housing units, efforts will be made to ensure that the structure is built to meet or exceed current Ontario Building Code energy efficiency standards.
-

## References

- [Staff report PL-86-24: Burlington Lands Partnership Update #6](#)
  - [Staff report CM-01-21: Implementation of Burlington lands partnership](#)
- 

## Strategic Alignment

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

## Author:

Mark Steffler

Corporate Strategic Lead, Burlington Lands Partnership

519-767-8469

## Appendices:

### A. Confidential Appendix - City-owned sites with Strategic Partnership Potential

Pursuant to Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; and

Pursuant to Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2016, c. 10, Sched. 1, s. 26.

### B. Public Appendix – Project milestones by type of opportunity

## Notifications:

None

## Report Approval:

Council Information Reports are reviewed and approved by the Commissioner and Head of Corporate Affairs

## Appendix B - Public Appendix – Project milestones by type of opportunity

Type of Opportunity		2025			
		Q1	Q2	Q3	Q4
<b>All sites</b>					
1.0	Update Council on opportunity (e.g. Appendix A of this report)				
2.0	Internal engagement/confirmation of interest in opportunity				
3.0	Conduct market and financial due diligence to assess the viability of the opportunity				
4.0	Council Update on due diligence/recommendation to investigate a limited number of opportunities				
5.0	Communications Plan				

Based on due diligence and council direction, staff may proceed to advance key land partnership opportunities based on type of opportunity as follows:

Type of Opportunity	Potential Work Plan
6.0 Land exchange opportunity to facilitate amenities and housing in Major Transit Station Area (MTSAs)	<ul style="list-style-type: none"> <li>6.1 Business case</li> <li>6.2 Council update on business case</li> <li>6.3 Public engagement (external)</li> <li>6.4 Council request for support/budget/declaration to partner</li> </ul>
7.0 Redevelopment opportunity for mixed use (public uses and amenities) in Burlington Downtown	<ul style="list-style-type: none"> <li>7.1 Request for public interest for partner</li> <li>7.2 Partner recruitment, due diligence, and selection</li> <li>7.3 Council Update on public interest/selected process</li> <li>7.4 Development of a joint business case with the city and partner</li> <li>7.5 Council update on business case with selected partner</li> <li>7.6 Public engagement (external)</li> <li>7.7 Council request for support/budget/declaration to partner</li> </ul>
8.0 Affordable housing opportunity	<ul style="list-style-type: none"> <li>8.1 Request for public interest for partner</li> <li>8.2 Partner recruitment, due diligence, and selection</li> <li>8.3 Council update on public interest/selection process</li> <li>8.4 Development of a joint business case with the city and partner</li> <li>8.5 Council update on business case with selected partner</li> <li>8.6 Public engagement (external)</li> <li>8.7 Council request for support/budget/declaration to partner</li> </ul>

**SUBJECT:** Housing Accelerator Fund implementation update  
**TO:** Committee of the Whole  
**FROM:** Development and Growth Management  
Community Planning

Report Number: DGM-19-25

Wards Affected: All

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

## **Recommendation:**

Receive for information development and growth management report DGM-19-25 providing an update on the Housing Accelerator Fund implementation, as of January 2025.

## **Executive Summary**

The following key updates on Housing Accelerator Fund (HAF) implementation deliver on the City's commitments in the HAF contribution agreement with Canada Mortgage and Housing Corporation (CMHC). These and related items are discussed in greater detail in this report.

- **Progress:** All seven of the Housing Accelerator Fund initiatives are on track. Of the 18 milestones, nine are complete, eight are on track, and one has a CMHC approved delay.
- **Housing Growth:** 50% of the total Housing Supply Growth target (2,724 units) has been achieved by January 2025.
- **Funding:** The first HAF funding advance of \$5.29M was received on January 23, 2024, upon signing the contribution agreement. The first annual HAF report to CMHC was submitted January 11, 2025. CMHC approval of the annual report expected February 2025, will release the next funding advance of \$5.29M.
- **Key Next Steps:** Recommendation report for new housing-focused Community Improvement Plan presented to Committee and statutory public meeting to be held on March 4, 2025. Final recommendations report will be provided to Council March 18, 2025, offering incentives to help accelerate Additional Residential Units (ARUs), missing middle, and affordable rental housing units.

- **Addressing Potential Uncertainty:** While there may be an evolving political climate at the Federal level, there has been no indication that this will directly impact HAF at this time. City staff will be developing contingency plans to ensure the funding is protected to the extent possible in support of initiatives that demonstrate outcomes. Updates will be provided to Council as more information is provided on the future of the Program.

**Purpose of report:**

To update Council on progress made since the November 19, 2024, approval of the Housing Accelerator Fund (HAF) budget implementation report (PL-82-24).

**Key findings:**

- **Initiatives:** The City is on track to achieve the Council approved HAF Action Plan initiatives and milestones within the CMHC approved timelines.
- **Targets:** Issued permits for 1,349 units, achieving 50% of the total housing supply growth target of 2,724 units.
- **Critical Milestones:** Approval of Community Improvement Plan (CIP) incentives, funded through HAF, and Council’s approval of “4 units as of right” and other actions from the Housing Strategy through Official Plan Amendment No.3 are pivotal for continued HAF funding advances.
- **Funding:** Any federal and/or provincial elections in 2025-2026 may have an impact on current and future implementation.

**Implications:**

- Achievement of all HAF initiatives/milestones and the housing targets are required to receive further program funding. Progress is assessed by CMHC through the submission of the annual reports will impact the continued advancement of funds during the term of the agreement.
- Report PL-82-24 identified that significant HAF incentives are required to achieve the missing middle and affordable housing targets.
- Council approval for “4 units as of right” is a critical milestone to confirm receipt of ongoing HAF funding as per Council motion [ADM-17-23](#). Official Plan Amendment (OPA) 3 was adopted by Council in January and implements this direction.
- The HAF initiative/milestone projects will be updated on the relevant City websites as tools, resources, training, and financial incentives become available.
- Potential federal election and/or leadership changes could have an impact on the continuation of the HAF program and/or receipt of the approved funding. Staff are monitoring and will update Council with any potential impacts.
- Any changes to, or a reduction of HAF advances has the potential to negatively impact HAF staffing, projects, and incentive programs.

# Information Report

---

## Background

Council approved the HAF [implementation budget](#) on November 4, 2024 ([PL-82-24](#)). Report DGM-19-25 provides an update on the progress since November 2024 and the proposed next steps to further implement the Council approved HAF Action Plan.

---

## Status

### Updates, Actions and Strategy

Following the November 2024 Council approval of the HAF implementation Budget (PL-82-24), the Council approved fee waivers on additional residential units (ARU) zoning clearance certificates and permits were launched and promoted via a [media release](#). Fee waivers were also provided to developers submitting detached model ARU designs to support a library of pre-approved designs.

Additional fee waivers came into effect for non-profit community partners to create net new rental units to support the affordable housing target.

### HAF Initiatives/Milestones:

The Council approved HAF Action Plan has seven initiatives. All initiatives are reported as “on-track” to achieve completion by the approved due dates. Within the Action Plan, nine of the 18 milestones are already complete, and one is delayed. By January 31, 2025, two additional milestones are anticipated for a total of 61% completion.

Milestone 2.2, “Official Plan Amendment adopted and CPPS Approved by Council” was due December 31, 2024. However, due to external factors outside of the City’s control, CMHC approved a change request to extend this deadline to March 24, 2025. The HAF agreement schedule is being officially updated to reflect this change and this milestone as “on track”.

Milestone 3.4, “OP and Zoning By-law Amendments to broaden permissions and reduce process including permitting 4 units as of right on all residential lots in urban area” was due December 31, 2024. However, CMHC has approved an extension to meet this milestone by January 31, 2025. It is anticipated this milestone will be met should Council approve the Official Plan and Zoning By-law Amendments to Increase Housing Options at the Council meeting on January 28. CMHC indicated that no HAF agreement schedule update was required, and this milestone is reported currently as “on track”.

See Appendix A – HAF Action Plan Status.

### HAF Targets:

As of January 13, 2025, the City has achieved 50% of the Housing Supply Growth Target. The below table outlines the City’s progress towards the HAF housing targets:

Name of HAF Housing Target	Target #	Permits* Issued Nov.19, 2024 (PL-82-24)	Permits* Issued Jan. 13, 2025 (DGM-19-25)	Outstanding
Housing Supply Growth (as per Section B of Approved Action Plan)	<b>2,724</b>	1,167	1,349	1,375
Multi-unit	<b>1,294</b>	1,068	1,218	76
Missing middle	<b>1,047</b>	44	63	984
Affordable (8.4% of Housing Supply Growth target)	<b>228</b>	0	0	228

\*Source: AMANDA from January 11, 2024, to January 13, 2025.

As a reminder, Additional Residential Units (ARUs) count towards the missing middle target and represent 55 of the 63 units reported above. Should Council approve the new housing focused CIP financial incentives, we anticipate that ARUs could be counted towards the affordable target. The proposed Affordable ARU program launching in March 2025 is a key strategy to achieve this target.

HAF Budget:

While the City was approved for \$21M, the receipt of these funds is advanced throughout the four-year term (2023 - 2027) of the HAF agreement. The first funding advance of \$5,289,071.15 was received January 23, 2024, and \$238,611.48 has been spent to-date. HAF budget spending is expected to significantly increase in 2025, pending Council approval of the housing focused Community Improvement Plan recommendations. An affordable ARU capital incentive is anticipated and would be in addition to the ARU fee waivers approved by Council through Report PL-82-24.

On January 11, 2025, the City’s first annual HAF report was submitted to CMHC. Progress will be assessed by CMHC to determine eligibility for the second HAF advance of \$5,289,071.15. Staff are closely monitoring the federal election for any signs that may impact the ongoing security of the approved HAF and will report back as necessary.

As Burlington is in good standing with its HAF agreement, status of initiative/milestone completion, and on track to surpass the Housing Supply Growth target, CMHC invited the City to submit new initiative(s) for additional HAF funding consideration. Any new initiative must meet the same HAF program criteria, deadlines, and alignment to the Minister’s [“top 10 best practices”](#). Within the limited time available, staff assessed potential opportunities with HAF criteria and proposed exploring a partnership for supportive, affordable, rental housing and mixed-use fire station redevelopment on City land. Should additional HAF capital funding be made available, staff will report back to Council with updates and seek any necessary approvals that may be required. Concurrently, preliminary due diligence activities funded through the existing HAF are being undertaken to assess the viability of any proposed project.

This work will greatly assist in supporting any future staff recommendations for Council's consideration.

### Other Government Funding Opportunities

In mid- December, Halton Region notified the City of a time sensitive, provincial funding opportunity called "Last Mile". The City was encouraged to submit any eligible business case to the Ministry of Municipal Affairs and Housing (MMAH), via Halton Region by January 9, 2025. Staff assessed current opportunities that aligned with the program requirements and provided 3 business cases; 2 with private sector developers requesting a combined \$5.5M for 15 affordable rental units, and 1 requesting \$7.5M to create 50 supportive housing ARUs in partnership with homeowners and non-profit support agencies. This funding would be in addition to any HAF incentives or proposed new CIP incentives. All new units, if funding is approved, will count towards the HAF targets.

### HAF Engagement and Communications Strategy

Each of the seven HAF Action Plan initiatives have their own individual engagement plan. To date, over 1,000 residents, community agencies or potential partners were engaged through a variety of channels including surveys, 1x1 meetings, virtual and in-person open houses, and community events. The HAF engagement approach is outlined in Appendix B – Engagement Approach and a summary of engagement activities conducted to date is included in Appendix C – HAF Engagement Summary.

A HAF Communications Plan is being developed to ensure broad promotion of HAF opportunities across the City, engagement of relevant stakeholders such as developers, non-profits, and partnership formation. The Communications Plan will assist in promoting the City's new virtual Housing Connections Centre. The vision for this Centre was approved through the City's Housing Strategy Action #2: "Act as a connector and partner in the housing system by identifying opportunities to connect people and providers to resources and information related to meeting housing objectives", and HAF Initiative #5: "Building community and partner capacity".

### **Next Steps for 2025**

- **January – June 2025**, HAF project leads will continue to engage community members, as needed, to further develop and/or implement engagement and communication plans that are specific to each individual HAF initiative/milestone. Including:
  - engagement with non-profit community partners, including Indwell, for affordable housing capital project and initiate any pre-development due diligence. (Note: All capital projects require CMHC approval).
  - engagement with non-profit support agency partners and residential homeowners to explore affordable ARU partnerships.
- **February – June 2025**, update related COB webpages with additional information, resources, tools, and/or engagement opportunities.
- **March 2025** - Support the Burlington Lands Partnership to initiate feasibility due diligence, as applicable, for any COB owned sites that may have the potential to create eligible housing projects within the HAF program timelines. (Pending Council approval

of the February 2025 Report DGM-08-25 “Burlington Lands Partnership Update - Partnership Potential on City-Owned Lands”).

- **March 18, 2025** - CIP and CIP By-law to Council, with recommendation to designate the CIP Project Area and adopt the CIP.
- **March - June 2025** – Launch of Affordable Additional Residential Unit (ARU) / Garage Conversion program including retaining any temporary staffing or consultants, events, etc.
- **Q2 2025** - Report back to Council with further HAF implementation updates, including a HAF program Communications Plan, or earlier, should any further approvals or updates be required.

---

## Key Dates & Milestones

The following are HAF Agreement dates:

**January 11, 2025** – First annual HAF report to CMHC.

**January 31, 2025** – HAF milestones due:

- 3.4 - OP and Zoning By-law amendments to broaden permissions and reduce process including permit 4 units as of right on all residential lots in urban area
- 6.2 - Public-Private Partnerships v, including buying lands or reimaging existing City owned lands to deliver new housing

**February/March 2025** – Receive 2<sup>nd</sup> HAF funding advance (\$5M) from CMHC.

**September 15, 2025** - Complete all seven initiatives and 18 milestones.

**December 31, 2026** - Achieve all targets (total growth, multi, missing middle and affordable).

**January 2026, 2027, and 2028** - Submit annual progress reports to CMHC re: initiatives, milestones, targets, and use of funds.

**December 31, 2027** – Spend all HAF funds (including new initiatives or capital projects).

## References

- HAF Burlington [webpage](#)
- The Housing Strategy [webpage](#)
- HAF Implementation Plan Budget and Update ([PL-82-24](#))
- HAF approved implementation budget ([Appendix A PL-82-24](#))
- HAF Agreement - Schedule A ([Appendix B PL-82-24](#))
- City-initiated Official Plan and Zoning By-law Amendments to increase housing options ([DGM-01-25](#))

- Draft Official Plan and Zoning By-law Amendments to increase housing options ([PL-92-24](#))
  - Burlington Lands Partnership Update #6 ([PL-86-24](#))
- 

## **Strategic Alignment**

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

### **Author:**

Sarah Phillips, Manager Housing Strategy  
[Sarah.phillips@burlington.ca](mailto:Sarah.phillips@burlington.ca)

Diana Ferreira, Corporate Strategic Lead, Housing Accelerator Fund  
[Diana.ferreira@burlington.ca](mailto:Diana.ferreira@burlington.ca)

### **Appendices:**

- A. HAF Action Plan Status
- B. HAF Engagement Approach
- C. HAF Engagement Summary

### **Notifications:**

Kristen DeLong, Acting Director - Strategic Initiatives  
Strategic Initiatives & Government Relations, Halton Region  
[kristen.delong@halton.ca](mailto:kristen.delong@halton.ca)

Regional Clerk, Halton Region

### **Report Approval:**

Council Information Reports are reviewed and approved by the Commissioner and Head of Corporate Affairs.

Milestone	Completion Date	Status as of January 13, 2025	% Complete
1. Streamlining planning and building approval process			25%
1.1. Process Review Improvements and Implementation	9/8/2025	On track	
2. Implementing Major Transit Station Areas and Community Planning Permit System			75%
2.1. Creation of the Community Planning Permit System (CPPS), reducing exclusionary zoning by allowing six plus stories in proximity to MTSA's.	12/31/2024	Complete	
2.2. Official Plan Amendment adopted and CPPS Approved by Council	12/31/2024	Delayed * (extension to March 24, 2025)	
2.3. Incentivizing Early Adopters	3/24/2025	On track	
2.4. State of the MTSA Report	3/24/2025	On track	
3. Support/encourage the creation of additional residential units (4 units as of right) and establish a no parking minimum pilot within specific area			90%
3.1. Official Plan and Zoning By-law: Additional Residential Units	12/29/2023	Complete	
3.2. Develop opportunities to encourage and incentivize the creation of additional residential units	12/31/2024	Complete	
3.3. No parking minimum pilot focused on 2 frequent transit corridors	12/31/2024	Complete	
3.4. OP and Zoning By-law amendments to broaden permissions and reduce process including permit 4 units as of right on all residential lots in urban area	12/31/2024	On track (based on CMHC approved ext. to January 31, 2025)	
4. Identify opportunities to incentivize the creation of rental, and non-market housing			100%
4.1. Fee Bylaw Review	12/31/2024	Complete	
4.2. Incentives including waiving fees on housing that support low to moderate income households.	12/31/2024	Complete	
5. Build community and partner capacity by creating a Housing Connections Centre			50%
5.1. Develop standard units to streamline development and building permit approvals.	12/31/2024	Complete	

Milestone	Completion Date	Status as of January 13, 2025	% Complete
5.2. Communications/Marketing Program	3/31/2025	On track	
5.3. Create a Housing Connections Centre	9/15/2025	On track	
6. Public Lands and Partnerships	1/31/2025		85%
6.1. Develop tools, partners, and policy options	5/31/2024	Complete	
6.2. Public-Private Partnerships, including buying lands or reimaging existing City owned lands to deliver new housing	1/31/2025	On track	
7. Municipal Infrastructure Needs	6/28/2025		75%
7.1. Infrastructure Analysis	12/31/2024	Complete	
7.2. Working in partnership with infrastructure providers	6/28/2025	On track	

\* Delay based on external factors outside of the control of City of Burlington. CMHC is supportive of amending Agreement Schedule A to reflect deadline extension to March 24, 2025.

**Engagement Plans**

In developing milestones, each Housing Accelerator Fund (HAF) initiative lead has developed an appropriate engagement plan that considers the following factors, informed by the Burlington Community Engagement Charter:

- Interested and affected parties
- Engagement objectives
- Risks
- Opportunities for influence (i.e., where a policy or program decision is within the city’s control)
- Communicating with the public (e.g., transparency and sharing feedback)

In the first reporting year of HAF, a total of 1,094 people were engaged through a variety of channels including surveys, virtual and in-person open houses, and community events. A summary of engagement activities conducted to date is included in Appendix C – Engagement Summary.

**HAF Engagement Themes**

Four themes will guide the continued work of developing milestones as well as implementing HAF related policies and supports to deliver on the [housing targets](#). Appropriate metrics are being identified for each theme to measure success.



**Voice of the Public**

The [Burlington Community Engagement Charter](#) emphasizes the importance of citizen and community engagement in decision making. Engagement plans must provide opportunities to engage different perspectives through accessible and relevant forums. Engaging the voice of the public includes determining the level of influence the public can have in decision making: inform, consult, involve, collaborate, and/or empower. Where possible, staff should seek to maximize engagement opportunities across these levels. The different levels of engagement are based on the International Association of Public Participation (IAP2)’s [Public Participation Spectrum](#), which is also a component of Burlington’s [Community Engagement Charter](#)

### **Partnerships**

The City of Burlington does not build or manage housing. Implementing the Housing Strategy and achieving the HAF initiatives and milestones depends on successful partnerships.

Theme #4 of the Burlington [Housing Strategy](#) indicates the need for partnership with a wide range of organizations to increase housing options and advocate for change to address the gaps in housing options today and tomorrow.

Milestone 6.2 will explore partnerships to develop affordable housing on City owned lands which also supports Housing Strategy Action #10, “Identify underused properties, including government owned and non-government owned sites that could be used for housing.”

Council approval of the HAF implementation plan and budget was approved to explore potential partnership with non-profit/community agencies to create affordable and missing middle rental units. Halton Region is an integral partner for this proposed capital project.

This includes partnerships with a range of stakeholders including government, private sector, non-profit organizations, and non-traditional stakeholders, based on an assessment of relevant influence and interest.

### **Awareness**

Creating awareness of Burlington’s [Housing Needs and Opportunities Report](#) amongst citizens and stakeholders will strengthen adoption of HAF supports. HAF communications can build on community awareness of the Burlington Housing Strategy to promote more affordable, inclusive, and climate-resistant housing options in Burlington. Initial tactics of the HAF Communications Plan include the [HAF webpage](#), and [recent media release](#).

The Housing Strategy Theme #3 focuses on building awareness and capacity by connecting residents and housing providers to programs and services, measured by the following:

- Increase in number of awareness programs and resources made public.
- Support for new initiatives to encourage a diverse housing supply, including affordable housing, purpose-built rental housing, and higher-density residential developments in Burlington.
- Increase in awareness of and applications for programs and incentives.

### **Connection**

Burlington citizens are diverse, requiring a multitude of channels to connect with them effectively. Identifying and leveraging these channels through the Communications Plan will ensure all people in Burlington have access to relevant HAF supports.

HAF milestone 5.2 instructs the city to create a communications campaign connecting residents with information, education, and resources to promote housing creation opportunities available in Burlington, such as additional residential units.

Additionally, HAF milestone 5.3 calls for the creation of a Housing Connections Centre. The vision for this Centre was approved through the city's Housing Strategy Action #2: "Act as a connector and partner in the housing system by identifying opportunities to connect people and providers to resources and information related to meeting housing objectives". The Housing Connections Centre will have a virtual presence (i.e., webpage on Burlington.ca) and will consider opportunities for potential physical presence (i.e., community pop-up) throughout Burlington, as appropriate.

When	HAF Milestone	What	Level of Engagement	Who
Sept 17 – Oct 5, 2024	1.1 Process improvement	Voice of the customer interviews	Consult	Business customers
Oct 12, 2023	2.2 CPPS	Open house	Inform and consult	Public
Oct 19, 2023 – June 2024	2.2 CPPS	MTSA mailbox written submissions	Engage	Public
Nov 20, – Dec 1, 2024	3.2 Develop and encourage ARUs	Detached ARU Vendor survey	Consult	ARU developers
Nov 26, 2024	3.2 Develop and encourage ARUs	Community Safety Wellbeing Leadership Meeting	Inform and consult	Community Partners
Nov 27, 2024	3.2 Develop and encourage ARUs	ARU Roundtable	Consult	ARU developers
May 27 – June 14, 2024	3.4 four units as of right	Public survey #1	Consult	Public
Sept 14, 2024	3.4 four units as of right	Pop-up at Food for Feedback	Inform	Public
Sept 22, 2024	3.4 four units as of right	Pop-up at Appleby Line Street Festival	Inform	Public
October 11, 2024	3.4 four units as of right	Pop-up at Burlington Centre Lions Farmer’s Market	Inform	Public
Oct 17, 2024	3.4 four units as of right	Public survey #2	Inform and consult	Public
Oct 17, 2024	3.4 four units as of right	Open House (virtual)	Inform and consult	Public
Oct 22, 2024	3.4 four units as of right	Open House (in person)	Inform and consult	Public
Oct 23, 2024	3.4 four units as of right	Burlington Youth Student Council	Inform and consult	Public
Oct 24, 2024	3.4 four units as of right	Open House (in person)	Inform and consult	Public
Oct 28, 2024	3.4 four units as of right	Virtual Open House	Inform and consult	Public
Dec 4, 2024	4.2 CIP development	CIP open house (in person)	Inform and consult	Public
Dec 5, 2024	4.2 CIP development	CIP open house (virtual)	Inform and consult	Public
Dec 9, 2024	4.2 CIP development	CIP open house (in person)	Inform and consult	Public

Oct 22, 2024	4.2 CIP development	CIP Workshop with Housing Development Liaison Committee	Inform and consult	Reps. from housing and development industry
Nov 1, 2024	6.2 Partnerships	Affordable housing stakeholder meeting	Involve and engage	Support agencies
Dec 20, 2024 – Jan 10, 2025	3.2 Develop and encourage ARUs 6.2 Partnerships	Support agency survey	Consult	Support agencies
May 16, July 11, Sept 19, Oct 29, Dec 3, 2024	7.1 Infrastructure analysis	Transportation Integrated Master Plan development meetings – sharing of information to inform infrastructure plans	Inform and engage	Halton Region
Sept 24, Dec 3, 2024	7.1 Infrastructure analysis	Water and Wastewater Integrated Master Plan development meetings - sharing of information to inform infrastructure plans	Inform and engage	Halton Region
Dec 2024	7.2. Infrastructure partnerships	RFP development for an infrastructure assessment of stormwater servicing	Consult	Conservation Halton

SUBJECT: 2026 Municipal Election preparation and selection of alternative voting methods

TO: Committee of the Whole

FROM: Legal and Legislative Services  
Legislative Services

Report Number: LLS-13-25

Wards Affected: all

Date to Committee: February 10, 2025

Date to Council: February 18, 2025

---

## **Recommendation**

Approve the use of optical scan vote tabulators for in-person voting throughout advance polls and on election day, and that internet voting be authorized for advance voting in the 2026 Municipal election; and

Approve the draft by-law substantially in the form attached as Appendix A to legislative services report LLS-13-25, being a by-law to authorize the use of optical scan vote tabulators and internet voting as an alternative voting method for the 2026 Municipal Election, and any by-elections held during the 2026-2030 term of council.

## **Executive Summary**

Purpose of report:

- This report is seeking Council approval for the use of optical scan vote tabulators for in-person voting opportunities and the use of internet voting as an advance voting method for the 2026 municipal election.

Key findings:

- The 2022 Municipal Election had a 27.6% voter turnout where 39, 217 electors voted out of 142,218 eligible.
- 14,980 electors voted online, up by 12.5% from 13,123 in 2018.
- In the 2022 municipal election, internet voting was available for 10 days from October 11<sup>th</sup> to Oct 20<sup>th</sup>.

- 64% of the post-election survey respondents indicated they voted online, and of those, 96% found the process to be easy and convenient.
- Section 42 of the *Municipal Elections Act, 1996, S.O. (MEA)* requires that Council pass a by-law on alternative voting methods no later than May 1, 2026. While this is a legislated deadline, staff require approvals for planning and procurement activities.
- Staff recommend offering the current Council-approved voting methods, optical scan tabulators for in-person voting and internet voting for advance voting, for the 2026 Burlington Municipal Election.

Implications:

- Staff are looking to extend the contract with the City's current vendor for the provision of tabulators and internet voting. Notice of extension of contract must be given by March 31, 2025.

# Recommendation Report

---

## Background

The next municipal election will be held on October 26, 2026. Municipal and school board elections are held every four years and are administered by the City Clerk as the Returning Officer, pursuant to the *Municipal Elections Act, 1996, S.O. 1996, C.32.* (MEA). Elections are planned and conducted in a manner that reflects and upholds the principles of the MEA, generally recognized as follows:

- the secrecy and confidentiality of the voting process is paramount;
- the election shall be fair and non-biased;
- the election shall be accessible to the voters;
- the integrity of the voting process shall be maintained throughout the election;
- there is to be certainty that the results of the election reflect the votes cast;
- voters and candidates shall be treated fairly and consistently; and
- the proper majority vote governs by ensuring that valid votes are counted and invalid votes are rejected so far as reasonably possible.

The *Municipal Elections Act, 1996* permits municipalities to utilize alternative voting methods and vote-counting equipment for its municipal elections. To authorize alternative voting methods and the use of optical scan tabulators, Council must pass a by-law by May 1, 2026. Although this is a legislated deadline, more lead time is required for planning and procurement activities. Staff are looking to extend contracts with the City's current vote tabulator and internet voting vendors and recommend that the same alternative voting methods are approved for the 2026 municipal election. Notice of contract extension must be provided by March 31, 2025.

In December 2021, the contract was awarded to Voatz Inc., for internet voting services along with Election Systems & Software (ES&S) for optical scan tabulators. Voatz provided a secure and accessible system for casting and reconciling votes. The City of Burlington worked with other municipalities using the same vendor in a consortium approach to conduct third-party security risk assessments to ensure that this was a secure and trusted method of voting.

The use of optical scan tabulators has become a generally accepted vote counting method in Ontario municipal elections over the last several years and has been used at the provincial level of government. It allows for efficient vote counting, secret and confidential voting process

and accurate and non-biased vote count. The system is precise, easy to use for both electors and poll officials, and capable of generating results quickly after the close of polls.

Internet voting was successful and well received by the residents in the 2022 municipal election. 14,980 electors voted online, up from 13,123 in 2018. This was a 12.5% increase in total votes cast by internet voting. The post-election survey indicated that majority of respondents voted online and found the process to be convenient and easy to use. Additionally, most respondents indicated that the City should continue to offer online voting in future elections.

---

### **Analysis**

Staff recommend that Council approve the use of optical scan vote tabulators for in-person voting and internet voting as an advance voting option as alternative voting methods for the 2026 municipal election. A more thorough analysis is provided below.

### **Benefits:**

Internet voting is convenient, helps reduce barriers and increases accessibility of the process, eliminates spoiled ballots, and provides an accurate ballot count. Coupled with the use of optical scan vote tabulators at in-person voting locations on election day, it allows for quick and accurate results reporting.

### **Considerations:**

Staff recommend using internet voting as an advance voting option to ensure a positive voter experience both for those voting online as well as in-person at the polls. For the 2018 municipal election, over fifty municipalities experienced significant voting slowdowns, and system time outs for at minimum 90 minutes on voting day. Several municipalities used emergency provisions in the *Municipal Elections Act, 1996*, to extend the voting period, in some cases by 24 hours. In 2018, the City of Burlington experienced slowdowns after the close of polls on election day. In 2022, there was a delay in the posting of unofficial results due to service slowdowns in elector strike offs, whereas the voting process as an advance voting method experienced no delays.

During the 2022 municipal election, during the internet voting period, staff provided voting support throughout the 10-day period from 8:45 a.m. to 8:00 p.m. via email and telephone. This was a very resource-heavy activity to ensure that support was available for voters who wished to cast their ballots online. Supporting and managing two different voting methods on election day may pose a challenge with already limited resources and staffing, affecting the team's ability to provide outstanding customer service to both electors voting online as well as in-person. Further, any issues or delays in online voting may require extension of the voting period, delaying both unofficial and official results reporting.

**Additional Information:**

Utilizing online voting as an advance voting method until Friday prior to election day, allows staff to reconcile voter strike-offs, produce contingency voter lists for the polls, as well as produce voter lists with strike offs for candidates. These are both critical activities: a contingency plan for voting day, and an important campaign activity for candidates. Having the strike-off lists allows candidates to focus their efforts leading up to election day on ensuring that they get their supporters who have not yet voted out to the polls.

**Community Engagement and Communications:**

The post-election survey conducted in 2022 provided insight into the voter experience. Survey responses and additional information on the 2022 election is available in the [CL-07-23](#) 2022 post-election report. Survey results indicated strong support for the use of online voting for future municipal elections in Burlington.

For the 2026 municipal election, staff will once again work closely with the Communications team to develop a comprehensive communications and engagement plan for the election focusing on the availability, accessibility and security of online voting. The election team will also create online voting guides for electors to further improve the online voter experience and to assist in the process, with the goal of encouraging more voters to utilize this method of voting.

---

**Recommendation Details**

Staff recommend using internet voting as an advance voting option as it provides a secure and accessible way for electors to cast their ballot from anywhere and at any time during the 10-day internet voting period. It is the approach used successfully in 2022 and voters in Burlington are familiar with the process. Although expanding internet voting to election day may provide more convenience, the risks outweigh the benefits. Any voting slowdowns or system timeouts may require the Clerk to utilize emergency powers to extend voting hours delaying election results. Supporting two different voting methods will require significantly more staff to support the voting processes and could significantly impact the voting experience both at the polls and online. Anyone not registered to vote, would still be required to go to a voting location to be added to the voter's list on election day where they could vote right there and then. For access and convenience, Burlington employs the "vote anywhere in your ward" system, meaning that electors do not have to go to an assigned voting location, but can vote at any of the voting locations in their ward.

---

**Key Dates & Milestones**

Critical dates include:

- March 31, 2025 – last day to provide notice of contract extension to tabulator and online voting vendors.
  - May 1, 2026 – legislative deadline to pass a by-law to authorize alternative voting methods.
  - October 26, 2026 – election day, last day to vote for the 2026 municipal election.
- 

### **Implications**

At this time staff are looking for approval of the recommended alternative voting methods and the alternative voting by-law as included with this report. This by-law is required for staff to proceed with procurement and contract extensions.

The cost of the 2022 alternative voting methods was \$194,541. Costs for the 2026 municipal election are expected to include inflationary increases and any change orders to the statement of work with the vendors.

The source of funding for the election is the reserve fund with an annual contribution of \$160,000.

---

### **References**

- [CL-13-22](#) 2022 Municipal Election – administrative approvals
  - [CL-07-23](#) 2022 Post-election report
- 

### **Strategic Alignment**

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

### **Author:**

Aleksandra Hutchison  
Elections Officer  
(905) 335-7600 ext.7957

### **Appendices:**

- A. Draft Alternative Voting By-law

Page 6 of Report LLS-13-25

**Draft By-laws for Approval at Council:**

- Alternative Voting By-law
- 

**Notifications:**

Name

Title

Contact Info.

**Report Approval:**

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.

The Corporation of the City of Burlington

City of Burlington By-law XX-2025

A by-law to Authorize the Use of Optical Scan Vote  
Tabulators and Internet Voting as an Alternative Voting  
method for the 2026 Municipal Election and any By-  
Elections that may occur during the 2026-2030 Term of  
Council

File: 165-01 (LLS-13-25)

Whereas the 2026 municipal election will be held on October 26, 2026, together with an advanced voting period as determined by the City Clerk in accordance with section 43 of the *Municipal Elections Act, 1996*; and

Whereas section 42(1)(a) of the *Municipal Elections Act, 1996*, provides that a municipality may pass a by-law to authorize the use of vote-counting equipment, such as optical scan vote tabulators for the purposes of casting ballots and counting votes at municipal elections; and

Whereas section 42(1)(b) of the *Municipal Elections Act, 1996*, provides that a municipality may pass a by-law to authorize the use of alternative voting methods, such as internet voting, that does not require electors to attend at a voting place in order to vote; and

Whereas section 42 (5) of the *Municipal Elections Act, 1996*, provides when a by-law authorizing the use of an alternative voting method is in effect, sections 43 and 44 apply only if the by-law so specifies; and

Whereas in preparation for any by-elections that may occur during the 2026-2030 term of council, it is prudent to include those approvals in this by-law;

Now therefore the Council of the Corporation of the City of Burlington hereby enacts as follows:

1. That optical scan vote tabulators be authorized to count the ballots cast in the 2026 municipal election, and any by-elections that may occur during the 2026-2030 term of council, for advanced voting and on voting day.
2. That internet voting be authorized as an alternative voting method to cast ballots in the 2026 municipal election, and any by-elections that may occur during the 2026-2030 term of council, for advance voting only.
3. That in accordance with section 43(2) of the *Municipal Elections Act, 1996*, the City Clerk shall determine the dates, times, and locations at which the advance vote is held.
4. That proxy voting be authorized at a physical voting place only and shall not apply to internet voting authorized under section 2, and that the City Clerk shall establish criteria for voting proxies in accordance with section 44 of the *Municipal Elections Act, 1996*.

5. That this By-law shall come into force and take effect on the date it is passed.

Enacted and passed this 18<sup>th</sup> day of February, 2025

Mayor Meed Ward \_\_\_\_\_

City Clerk Samantha Yew \_\_\_\_\_

# Motion Memorandum

---

**Subject:** Increasing Childcare Spaces in Burlington  
**To:** Committee of the Whole  
**From:** Councillor Rory Nisan  
Date to Committee: February 10, 2025  
Date to Council: February 18, 2025  
CIP date: N/A

---

**Motion for Council to Consider:**

Direct staff to provide a report for Committee of the Whole on opportunities to use policy and city assets, as well as other opportunities to increase the number of childcare spaces in Burlington.

---

**Reason:**

A recent report from Halton Region identified that there are not enough childcare spaces to meet the needs of Burlington residents. We have significant city assets such as community centres and arenas that are the least busy when childcare operations would be occurring, providing a potential opportunity to deploy these rooms to meet an important community priority. There are also policy opportunities through the Planning Act, which have been explored and may be enhanced depending on an analysis by staff.

---

**Outcome Sought:**

More childcare spots in Burlington.

---

**Implications:**

The current motion is to produce a report that provides options for childcare opportunities in city facilities.

---

**References:**

[Canada-Wide Early Learning and Child Care Directed Growth Plan](#)

---

**Strategic Alignment**

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

Approved as per form by the City Clerk

# Recommendation Report Summary

---

**SUBJECT:** Official Plan And Zoning By-Law Amendments affecting 2169-2175 Ghent Ave.

**TO:** Committee of the Whole

**FROM:** Development and Growth Management  
Community Planning

Report Number: DGM-15-25

Wards Affected: 2

Date to Committee: February 11, 2025

Date to Council: February 18, 2025

---

## **Recommendation**

Approve the applications for Official Plan Amendment and Zoning By-law Amendment submitted by Corbett Land Strategies on behalf of Ryan Small proposing two, three-storey apartment buildings on the subject lands; and

Approve Official Plan Amendment No. 157 to the City of Burlington Official Plan 1997, as provided in Appendix D of development and growth management report DGM-15-25, to amend the designation at the lands located at 2169 & 2175 Ghent Avenue from “Residential – Low Density” to “Residential – Medium Density”; and

Deem that the Official Plan Amendment No. 157 is consistent with The Planning Act; and

Instruct the City Clerk to prepare the necessary by-law adopting Official Plan Amendment No. 157 as contained in Appendix D to development and growth management report DGM-15-25 to be presented for approval at the same time as the associated by-law to amend Zoning By-law 2020, as amended, for the development proposal; and

Approve modification of Schedule C: Land Use – Urban Area of the Burlington Official Plan 2020 to reflect an amended designation of ‘Residential – Medium Density’ for the lands located at 2169-2175 Ghent Avenue; and

Authorize the Commissioner, Legal & Legislative Services/City Solicitor, or his designate, to advise the OLT of the modification of Schedule C to amend the land use designation of the Official Plan, 2020 for the subject lands to ‘Residential – Medium Density’; and

Approve Zoning By-law 2020.499, attached as Appendix E to development and growth management report DGM-15-25, to rezone the lands at 2169 & 2175 Ghent Avenue “R2.3” to “RM3.550”; and

Deem that Zoning By-law 2020.499 will conform to the 1997 Official Plan of the City of Burlington and the 2020 Official Plan once Official Plan Amendment No. 157 is adopted; and

State that the amending zoning by-law will not come into effect until Official Plan Amendment No. 157 is adopted.

**Executive Summary**

Purpose of report:

- The purpose of this report is to provide Council with information on the proposed applications that is necessary for proceeding with the Statutory Public Meeting and present a recommendation on these applications. Staff are recommending approval of the official plan and zoning by-law amendment applications for two, three storey apartment buildings.

Key findings:

- The applicants have applied for an Official Plan Amendment and Zoning By-law Amendment to facilitate the development of two, three-storey buildings that will contain 6 rental residential units each (12 in total). The proposal requires an amendment to the Official Plan to support the density that is contemplated, as well as an amendment to the Zoning By-law to provide relief of several setbacks.

Staff are recommending approval of the proposed Official Plan Amendment and Zoning By-law Amendment based on the following:

- The proposed amendments are consistent with the Provincial Policy Statement (2024);
- The proposed amendments conform with the Regional Official Plan (2009, as amended), as well as the general intent of the Burlington Official Plan (1997) and Burlington Official Plan (2020);
- The proposed development maintains the general intent of Zoning By-law 2020.
- Staff is of the opinion that the proposed development represents good planning.

<b>RECOMMENDATION:</b>		Approval	<b>Ward:</b>	2
<b>Applicati on</b>	<b>APPLICANT:</b>		Corbett Land Strategies c/o Alicia Monteith Ryan Small and Lionel Grinham	
	<b>OWNERS:</b>			

	<b>FILE NUMBERS:</b> <b>TYPE OF APPLICATION:</b> <b>APPLICANT'S PROPOSAL:</b>	505-07/24 & 520-14/24 Official Plan & Zoning By-law Amendment Two, three storey apartment buildings.
<b>Property Details</b>	<b>PROPERTY LOCATION:</b> <b>MUNICIPAL ADDRESS:</b> <b>PROPERTY AREA:</b> <b>EXISTING USE:</b>	North side of Ghent Avenue, east of Pearson Street 2169 and 2175 Ghent Avenue 0.17 ha (total) Single detached dwellings (one on each property – total of two).
<b>Documents</b>	<b>1997 OFFICIAL PLAN Existing:</b> <b>1997 OFFICIAL PLAN Proposed:</b> <b>2020 OFFICIAL PLAN Existing:</b> <b>2020 OFFICIAL PLAN Proposed:</b> <b>ZONING Existing:</b> <b>ZONING Proposed:</b>	Residential Low Density Residential Medium Density with site- specific policies Residential Low Density Residential Medium Density R2.3 RM3
<b>Processing Details</b>	<b>APPLICATION SUBMITTED:</b>	October 28, 2024
	<b>APPLICATION DEEMED COMPLETE:</b>	November 11, 2024
	<b>STATUTORY DEADLINE:</b>	February 25, 2025
	<b>PRE-APPLICATION COMMUNITY MEETING:</b>	June 12, 2024
	<b>STATUTORY PUBLIC MEETING:</b>	February 11, 2025
	<b>PUBLIC COMMENTS:</b>	At the time of writing this report, 3 written public comments were received out of 157 notices.

# Recommendation Report

---

## Background

On October 28, 2024, the City acknowledged that complete applications had been received for an Official Plan Amendment and Zoning By-law Amendment for 2169 and 2175 Ghent Avenue. The purpose of these applications is to amend the Official Plan and Zoning By-law to facilitate the development of two, three-storey apartment buildings and to provide site specific amendment to the Official Plan and site-specific relief to necessary section of the Zoning by-law.

## Description of Subject Property and Surrounding Land Uses

The subject lands are located on the north side of Ghent Avenue, east of Pearson Street. The subject lands have a total of 0.17 hectare and contain two single detached dwellings.

Surrounding uses are as follows:

- North: Single detached dwelling.
- East: Single detached dwelling.
- South: Currently vacant, there is an application under review which proposes development of 21, storey townhouse units (File number: 520/16-24).
- West: 4 storey apartment building.

The subject lands are located within proximity of two Burlington Transit bus stops with access to Route 4 (Central). The property is 500 m west of the Prospect bus stop and 550 m from the stop identified as “736 Drury”. Route 4 has stops along: Drury Lane, Prospect Street, Cumberland Avenue, Rexway Drive, Longmoor Drive, Pinedale Avenue, New Street, Lakeshore Road, Francis Road, Plains Road East, and Waterdown Road and Aldershot GO stations. Routes 2 and 52 are accessible to the subject lands, with stops located approximately 690m away, at the intersection of Brant and Ghent. Routes 2 and 52 provide access to Burlington GO, as well as to amenities northward on Brant Street to Dundas Street, eastward on Dundas Street to the GO carpool lot near the 407 onramp. Additionally, the subject lands are within walking distance to Burlington GO by using the walking path through Optimist Park, Maplewood Drive and Argon Court.

The site has access to Highway No. 403/QEW from the Brant Street onramp and the Burlington GO Station is approximately 1.2 kilometres north of the subject property.

## Description of Applications

Corbett Land Strategies has made an application on behalf of Ryan Small and Lionel Grinham to amend the Official Plan and Zoning By-law for the properties located at 2169 and 2175 Ghent

Avenue. These applications propose an Official Plan Amendment to Burlington 1997 and 2020 Official Plans and a Zoning By-law Amendment to develop the subject lands for 12 residential units, contained in two, three-storey buildings on the subject lands.

---

## **Analysis**

The proposed Official Plan and Zoning By-law Amendment application is subject to review in accordance with the Provincial Planning Statement (2024); Region of Halton Official Plan (2009, as amended); City of Burlington Official Plan (1997, as amended); City of Burlington Official Plan (2020, as amended); and City of Burlington Zoning By-law 2020, as summarized throughout the report and detailed in Appendix E. Planning staff are of the opinion that the proposed application is consistent with the Provincial Planning Statement (2024) and conforms with the Region of Halton Official Plan (2009, as amended), as well as the City of Burlington Official Plans (1997 as amended & 2020 as amended).

## **Residential Land Uses and Intensification Criteria**

The subject lands are designated as 'Residential - Low Density' under Schedule 'B' – Comprehensive Land Use Plan – Urban Planning Area of the City of Burlington's Official Plan (the "OP 1997"). In accordance with Part III Section 2.2.2 c) and g) i), lands designated as 'Residential – Low Density' may permit ground-oriented housing units including detached and semi-detached homes, townhouses, street townhouses and stacked townhouses, back to back townhouses, attached housing and walk-up apartments, provided that these forms represent a density of no more than 25 units per net hectare, and that the built form is compatible with the existing neighbourhood.

Similarly, the subject lands are designated as 'Residential - Low Density' under Schedule C – Land Use – Urban Area of the City of Burlington's Official Plan (2020) (the "OP 2020"). In accordance with Subsection 8.3.3 (1) a) and b), lands designated as 'Residential – Low Density' may permit single-detached and semi-detached dwellings, townhouses, at a density of 25 units per net hectare.

The proposed development exceeds the density caps set out in both the 1997 and the 2020 Official Plans, and the built form that is proposed does not align with what is envisioned by the low density policies of the the 2020 Official Plan. To address this, the proponents are requesting that the site be redesignated to 'Residential – Medium Density' with a site-specific provision to allow for increased density. The 'Residential – Medium Density' designation permits ground-oriented housing units, with a maximum height of three storeys (excluding rooftop amenity/outdoor space), which would allow for the development that is proposed. The supported density range within this designation is 26-75 units per hectare; the density of the proposed development is approximately 71 units/hectare and within the range provided for by the Medium Density designation.

The OP 1997 directs the permitted height to the existing Zoning By-law 2020, while the OP 2020 Subsection 8.3.4 (1) c) and d) describes that development may be permitted to a maximum height of 3-storeys for ground-oriented dwellings (not including rooftop amenity/outdoor areas) or 4-storeys for non-ground-oriented dwellings permitted only at the periphery of existing neighbourhoods.

In accordance with Section 86, (11) of the Regional Official Plan (the “Regional OP”) the intent is to permit intensification of land use for residential purposes such as infill, redevelopment, and conversion of existing structures provided that the physical character of existing neighbourhoods can be maintained.

Similarly, both the OP 1997 under section Part III, Section 2.5.2 a) and the OP 2020 under Section 12.1.2 (2.2) c) provide specific development criteria to be considered by all development applications.

Part III, Section 2.5.2 a) (v) and (ix) of the OP 1997 describes that compatibility shall be achieved with the existing neighbourhood character in terms of scale, massing, height, siting, setbacks, coverage, parking and amenity area so that a transition between existing and proposed buildings is provided and capability exists to provide adequate buffering and other measures to minimize any identified impacts. Similarly, Section 12.1.2 (2.2) c) (ii), (viii) and (viii) describes that the development shall achieve built form compatibility, achieve high quality urban design and is consistent with the policies contained in Chapter 7 – Design Excellence and that development shall provide buffering, setbacks and amenity area with appropriate transition between existing and proposed buildings. Staff is of the opinion that these policies have been met and that the proposed development is considered to be compatible with the existing neighbourhood character. The setbacks that are proposed allow for opportunities to buffer the existing low density residential uses from the proposed development, and the new structure does not include rooftop terraces, or height that exceed the characteristics of the neighbourhood. This is further detailed in Appendix E – Detailed Policy Analysis.

Planning staff are of the opinion that the proposed amendments to the Official Plan and Zoning By-law would conform with the general intent of these documents, and as such Planning Staff support the proposed amendments.

## **Housing**

In accordance with Section 2.2, 1) of the Provincial Planning Statement (2024), planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by permitting and facilitating all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents. In addition, municipalities are directed to permit all types of residential intensification, while promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and represent transit-supportive development.

In accordance with Map 1H – Regional Urban Structure of the Regional Official Plan, as amended, the subject lands are designated ‘Urban Area’ and are found within the Region’s Built-up Area. In accordance with Section 75 the Built-Up Area is planned to accommodate a population target of 240,050 people as well as a density target of 20,500 Housing Units by 2041. The goal for housing is to supply the people of Halton with an adequate mix and variety of housing to satisfy differing physical, social and economic needs and some of the objectives include making more efficient use of existing developed lands, housing stock and available services to increase the supply of housing while maintaining the physical character of existing neighbourhoods. In addition, the Regional Official Plan directs Local Municipalities and the building and development industry to develop innovative housing designs that stress flexibility in use, mix of compatible land uses, good environmental practices, universal physical access, public safety and security needs, cost-efficiency, affordability and energy and natural resource conservation while maintaining sound engineering and planning principles.

In accordance with Section 86, (6), the per cent of new housing units produced annually in Halton in the form of townhouses or multi-storey buildings is to be at least 65 per cent to 2031 and at least 75 per cent each year thereafter.

Subsection 3.1.1(2)(g) of the City of Burlington Official Plan (2020) and the City’s Strategic Plan, directed the City to develop a city-wide housing strategy to, among other things, support the Region of Halton’s Housing Strategy, describe the current range and mix of housing in the City, establish city-wide housing objectives, examine opportunities for partnerships to increase the supply of affordable housing, to develop minimum targets in support of achieving the region of Halton’s housing mix.

The Burlington Housing Strategy and the Annual Housing Targets (Appendix B to the Housing Strategy) were approved by City Council on June 21, 2022. The City’s Housing Strategy provides a roadmap for addressing local housing needs and increasing housing options that meet the needs of current and future residents at all stages of life and at all income levels. The Housing Strategy identifies 12 Actions to move toward the vision for housing in Burlington. It provides a set of action-oriented housing objectives (Themes) and an associated implementation plan.

One of the housing objectives (Theme 2) of the Housing Strategy is to Support a Broad Variety of Housing Types and Forms to increase housing options that meet the needs of all current and future residents at all stages of life. This theme describes there is an important need to diversify the existing housing stock to include additional semi-detached, townhouse, mid-rise, high rise, and alternative housing forms as the City’s current housing stock is primarily composed of single-detached dwellings. Furthermore, Action 4 of the Housing Strategy established minimum targets around housing that builds upon the policies of the City of Burlington Official Plan (2020) and uses the findings of the Housing Strategy Project. These targets are appended to the Housing Strategy and establish that out of all new dwellings in the City, 1- and 2-bedroom dwellings would need to make up 10 per cent out of the 20 per cent new ground-related dwellings.

The proposed development includes the redevelopment of the existing 2-storey single-detached dwellings into 12 rental units, containing a mix of 1 and 2 bedrooms. Staff is of the opinion the proposed development meets the housing policies outlined under the Provincial, Regional and Local Plans.

**Recommended Modifications to BOP 2020 Policies Appealed to the OLT**

While changes to appealed policies typically proceed by way of OLT modification, in some limited and specific circumstances, amendments may also be brought forward to withdraw policies. There are a small number of policies currently subject to appeal that have been identified for modification or withdrawal through Phase 2. These policies fall into the two categories listed below. These proposed changes cannot be implemented through an Official Plan Amendment. The City’s current approach to advancing the appealed portions of the BOP, 2020 is through modifications through the OLT process. Staff will be seeking direction from Council to move forward with these modifications through the OLT process.

2. Schedules requiring modification to reflect the proposed amendments to the in-effect policies of the BOP 2020:

- o Schedule C – Land Use Urban Area

Additionally, there are several policy cross references and renumbering of policies currently appealed. In this case, the remaining matters of conformity will be addressed through the City’s Official Plan realignment exercise, as noted through Report PL-45-23. In addition to matters of conformity, the realignment will address housekeeping matters such as terminology changes and cross-references throughout other sections of the Official Plan

**Zoning By-law**

The subject property is currently zoned ‘R2.3’ (‘Low Density Residential’) under Zoning By-law 2020 as amended (as shown on Appendix A – Existing Zoning Plan). The R2.3 zone permits detached dwellings and additional residential units.

The proposed Zoning By-law Amendment seeks to establish the permitted uses of the RM3 zone, which would permit three-storey apartment buildings proposed by the subject application. Additionally, relief is requested as follows:

<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-550</b>
Lot area	0.4ha	0.17ha
Minimum front yard setback	7.5m	4.5m

Minimum side yard setback	4.5m	2m
Minimum yard abutting an R2 zone	12m	10.17m
Minimum landscape buffer	3.0m abutting R2 zone	2.0m
Minimum garbage storage side yard setback	15m to abutting residential zones	12.45m
Minimum parking spaces	17	16
Density	50 units/hectare maximum	71 units/hectare
Minimum Amenity Area	450m <sup>2</sup> total	355.76m <sup>2</sup> total
Minimum privacy area	120m <sup>2</sup>	57.6m <sup>2</sup>

The proposed development facilitates a built form and density as intended under the proposed Official Plan designation of ‘Residential – Medium Density’.

As per the analysis provided of the Zoning By-law 2020 under Appendix E – Detailed Policy Analysis, staff is of the opinion that the proposed amendments are consistent with Provincial directions, conform to both Regional and Local Official Plans and are appropriate for the subject lands.

As outlined in the analysis provided in Appendix E, staff is of the opinion that the proposed amendments are consistent with Provincial directions, conform to both Regional and Local Official Plans and are appropriate for the subject lands.

### Technical Review

The application was circulated to internal staff and external agencies on November 29, 2024, for review. The following are summaries of the comments received:

**City of Burlington – Finance** – requests as a condition of development that, “taxes must be paid on parcels associated with this file. This includes all outstanding balances plus current year taxes that have been billed but not yet due.”

**City of Burlington – Development Engineering** – No concerns with the proposed development

**City of Burlington – Urban Forestry and Landscaping** – Staff has requested a Holding provision be applied to ensure that the proponents receive authorization for removal of trees on neighbouring properties, as well to explore potential revisions that would protect trees on the subject lands.

**City of Burlington – Parks and Open Space** – staff wish to collect cash in lieu of parkland, with CILP charged at the rate in effect at the time of building permit issuance.

**City of Burlington – Transportation Planning** – Support the subject Official Plan and Zoning By-law Amendment.

**City of Burlington – Fire** – no comments

**City of Burlington – Zoning** – Amendments required to the Zoning By-law have been identified and included as part of the draft by-law to reflect the proposed development.

**Halton Region** – Regional Staff offered comments in regard to municipal servicing and waste management for the proposed development concept. Staff has requested that a holding provision be applied to ensure that revisions to the Functional Servicing Report are carried out to provide outstanding information relating to wastewater servicing.

**Halton Catholic District School Board** – No objection to the proposed development.

**Halton District School Board** – No objection to the proposed development

**Canada Post** – No comments.

**Enbridge Gas** – No comments.

**Imperial Infrastructure** – No infrastructure in the area.

**Rogers Communications** – No comments.

**Trans-Northern Pipeline** – No infrastructure in the area.

**Rogers Communications** – No comments.

**Trans-Northern Pipeline** – No infrastructure in the area.

Planning staff have incorporated a Holding provision for the purposes of responding to the requests of Urban Forestry and Halton Region. Planning staff acknowledge a request from Urban Forestry for a Holding Provision that considers a potential for redesign. The applicant engaged staff in multiple opportunities to respond to comments and refine the design to balance competing priorities. Planning staff are of the opinion that the current design represents good planning.

---

### **Recommendation Details**

- The proposed amendments are consistent with the Provincial Policy Statement (2024);
- The proposed amendments conform with the Regional Official Plan (2009, as amended);
- The proposed amendments conform to the general intent of the Burlington Official Plan (1997) and have regard for Burlington Official Plan (2020);
- The proposed development maintains the general intent of Zoning By-law 2020. Explain why a specific option is being recommended.

---

## **Key Dates & Milestones**

- Pre-application community meeting: June 12, 2024
  - Application submitted: October 28, 2024
  - Application deemed complete: November 11, 2024
  - Statutory public meeting: February 11, 2025
  - Statutory deadline: February 25, 2025
- 

## **Implications**

### **Financial**

All application fees have been received in accordance with the Development Application Fee Schedule.

### **Climate Implications**

In February 2020, City Council approved the City of Burlington Climate Action Plan to support the City's path towards a low-carbon future, focusing on mitigating greenhouse gases and reducing energy consumption. The Plan identifies seven implementation programs, including, programs to enhance energy performance for new and existing buildings; increase transit and active transportation mode shares; encourage the adoption of electric mobility and equipment through personal and commercial vehicles and other currently gas-powered equipment; and support waste reduction and diversion.

As part of the Zoning By-law Amendment application, the applicant was required to provide consideration to the Sustainable Building and Development Guidelines (2018) which provide an overview of the required and encouraged sustainable design measures for new development across the City. The applicant submitted a Sustainable Building and Development Guidelines Checklist which includes consideration to the guidelines. A detailed review of the Sustainable Building guidelines has been included under Appendix E – Detailed Policy Analysis. Staff is of the opinion the proposed development proposal complies with the required Sustainable Building and Development Guidelines and therefore the development considers the City of Burlington Climate Action Plan to support the City's climate considerations.

### **Engagement Matters**

The applicant held a virtual Pre-Application Community Consultation Meeting on June 12, 2024, prior to the submission of the application. The applicant, Mayor Meed Ward, Councillor Kearns, and Planning staff also attended the meeting.

Notice signs were posted on the subject lands on December 11, 2024. A public notice of the Zoning By-law Amendment application was mailed to 72 addresses, which includes all property owners within 120 metres of the subject land.

A webpage was created on the City of Burlington website, accessible at <https://burlington.ca/2169ghent>. This webpage provides information about the subject application including dates of public meetings, links to supporting studies, and contact information for the applicant’s representative and Community Planning Department.

As of the writing of this report, 5 written public comments have been received by staff with respect to the subject application in objection to the proposal. The public comment received to date has been included in Appendix C – Public Comments. The letters received represent positions of support and opposition with regard to the proposed development, these have been summarized in the table below.

<b>Public Comments</b>	<b>Staff Comments</b>
Concerns with the available services/infrastructure and their ability to support the proposed development	The proponents for the project have prepared a Functional Servicing Report that examines the infrastructure that would service the proposed development, and no concerns have been raised by staff.
Concerns regarding the potential for insufficient community services provided in the neighbourhood	Staff have reviewed the anticipated impacts of the proposal on community services such as parkland and schools, and no concerns have been raised.
Concern regarding the extent of the relief that is being requested through the ZBA.	Staff have reviewed the relief that has been requested for the proposed development, and are satisfied that sufficient setbacks are still being provided to mitigate against impacts to the neighbouring properties, and that the setbacks that are being provided uphold the intent of the applicable policies and zone provisions.
Proposal represents overdevelopment and too much density	Planning staff have reviewed the increased density on the site and are satisfied that the site is not overdeveloped. The setbacks from the adjacent properties represent sufficient buffering to mitigate negative impacts.

---

## References

The applicant submitted the following materials in support of the subject applications:

- Completed Application Form (signed);
- [Cover Letter](#), Corbett Land Strategies Inc., dated October 25<sup>th</sup>, 2024;
- [Survey](#), prepared by MacKay, MacKay & Peters Limited (MMP), dated June 14, 2023;
- [Architectural Package](#), prepared by CSpace Architecture, dated September 18, 2024;
- [3D Renderings](#), prepared by CSpace Architecture, dated September 18, 2024;
- [Landscape Plan](#), prepared by Landscape Florida, dated September 11, 2024;
- [Servicing Plan](#), prepared by Trafalgar Engineering Ltd, dated September 24, 2024;
- [Grading Plan](#), prepared by Trafalgar Engineering Ltd, dated September 24, 2024;
- [Functional Servicing Report](#), prepared by Trafalgar Engineering Ltd, dated September 24, 2024;
- [Erosion and Sediment Control Plan](#), prepared by Trafalgar Engineering Ltd, dated September 24, 2024;
- [Pre-Development Storm Drainage Plan](#), prepared by Trafalgar Engineering Ltd, dated September 24, 2024;
- [Post-Development Storm Drainage Plan](#), prepared by Trafalgar Engineering Ltd, dated September 24, 2024;
- [Arborist Report and Tree Preservation Plan](#), prepared by Amy Choi Consulting, dated August 28, 2024;
- [Tree Preservation Plan](#), prepared by Amy Choi Consulting, dated August 28, 2024;
- [Environmental Noise and Vibration Study](#), prepared by Vintec Acoustic Inc, dated August 23, 2024;
- [Construction & Mobility and Management Plan](#), prepared by Trafalgar Engineering Ltd, dated August 30, 2024;
- [Planning Justification Report](#), prepared by Corbett Land Strategies Inc, dated October 18, 2024;
- [Draft Zoning By-law Amendment](#), prepared by Corbett Land Strategies Inc, dated October 04, 2024;
- [Draft Official Plan Amendment](#), prepared by Corbett Land Strategies Inc,

- dated October 04, 2024; and,
- [Environmental Site-Screening Questionnaire](#), prepared by Corbett Land Strategies Inc, dated October 04, 2024;
- Application materials are posted on the project website, <https://burlington.ca/2169ghent>

## Conclusion

Staff have evaluated the application for Official Plan and Zoning By-law Amendment for 2169-2175 Ghent Avenue in accordance with all applicable policies, regulations, and guidelines, and with consideration for comments received from technical reviewers and the public. Staff is of the opinion that the proposed development consistent with the Provincial Planning Statement (2024); conforms with the Region of Halton Official Plan; and conforms to the policies of the City of Burlington Official Plan (1997, as amended) and City of Burlington Official Plan (2020). Staff are therefore recommending approval of the subject application.

---

## Strategic Alignment

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
- 

## Author:

Benjamin Kissner, RPP, MCIP  
Senior Planner, Community Planning Department  
[Benjamin.kissner@burlington.ca](mailto:Benjamin.kissner@burlington.ca)

## Appendices:

- A. Existing Zoning
- B. Concept Plan
- C. Public Comments
- D. Draft Official Plan Amendment
- E. Draft Zoning By-law Amendment
- F. Detail Policy Analysis

**Draft By-laws for Approval at Council:**

- By-laws to Council on February 18, 2025 (subject to subsequent appeal period prior to coming into force and effect).

**Notifications:**

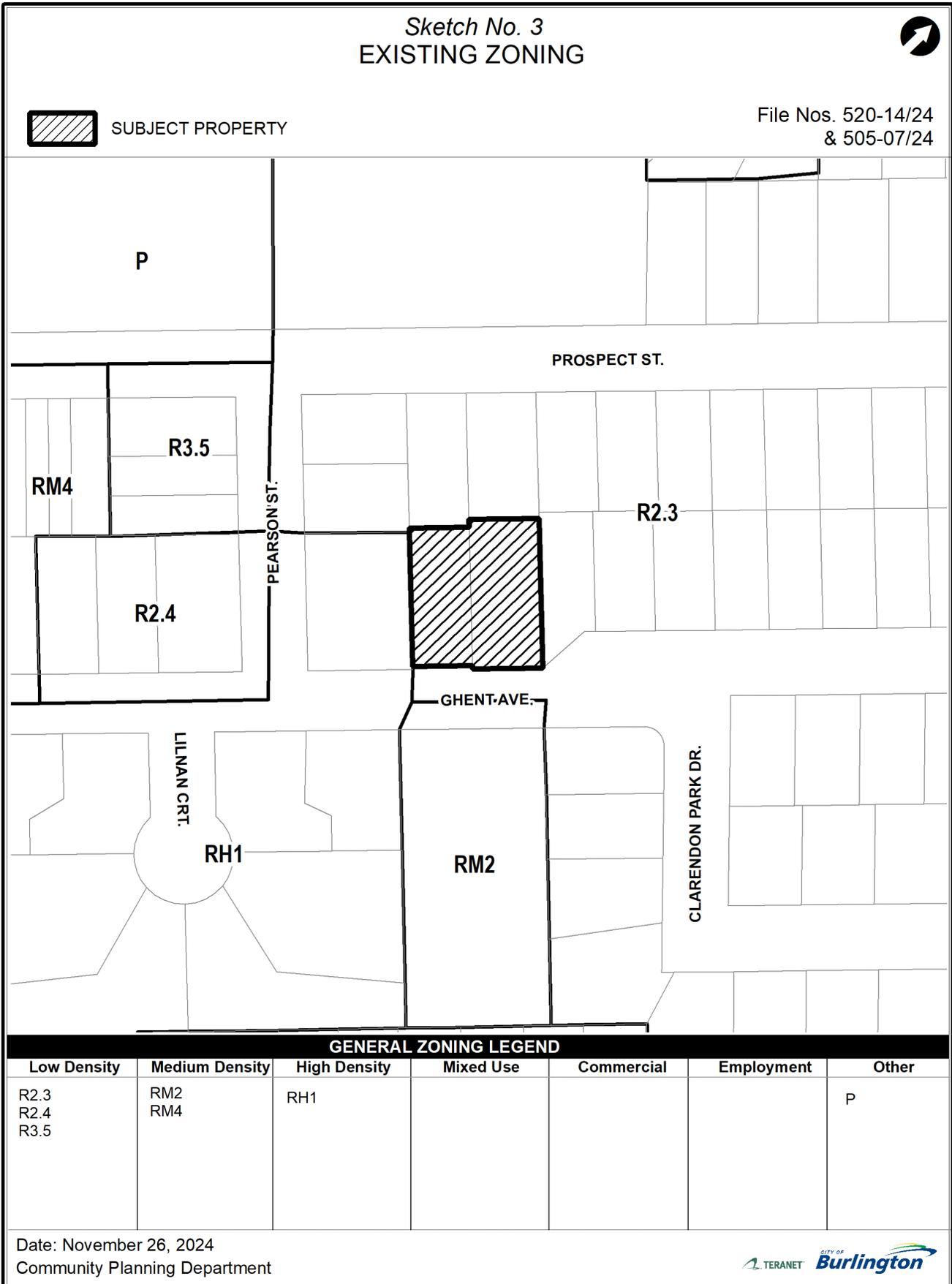
Alicia Monteith

Manager of Development & Operations

[alicia@corbettlandstrategies.ca](mailto:alicia@corbettlandstrategies.ca)

**Report Approval:**

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.



# Sketch No. 1 CONCEPT PLAN



The subject proposal intends to construct two, three-storey buildings that will provide a total of 12 purpose built rental units and will include an affordable or attainable housing component. The proposed walk-up apartment would provide a density of 70 units per hectare and would offer a minimum of 355 m<sup>2</sup> of amenity space and 57 m<sup>2</sup> of privacy area. The proposed walk-up apartment style buildings would include 16 parking spaces with one (1) of those being accessible. A fully enclosed accessory structure for the storage of waste that is designed to complement the design of the residential buildings is included in the development concept.

SUBJECT PROPERTY     
 - - - Bus Route     
 ● Bus Stop

File Nos. 520-14/24  
& 505-07/24



Date: November 26, 2024  
Community Planning Department



**From:**  
**To:** [Kissner, Benjamin](#)  
**Subject:** 2169/2175 Ghent Ave Development Application  
**Date:** December 8, 2024 11:37:08 AM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning

This morning we had a letter delivered to our house regarding the subject development application. (Small point the diagram of the “subject lands” I think incorrectly shows a property in the Maple Ave and Hammond area.) We participated in the “pre-application” conference call that we were pleased to have the Mayor participate in. We voiced our concerns during that call which could be summarized as: too small a parcel for too many units, too high density, loss of multiple mature trees, multiple setback variances, etc., which you have identified in your letter. We also raised a specific concern given our property’s location vis the close proximity of the then proposed amenity area. To his credit, the developer/owner Mr Ryan Small came to our house to personally discuss our concerns. After that discussion he agreed to move the amenity area (and also the garbage building to appease another neighbour) in exchange for our support. Our assumption is that the proposed project will ultimately proceed despite the non-compliant variances. In a macro sense the City needs more developments like this (increased intensification, more rental properties, etc.) so we agreed not to object to the development. The existing dwelling on the site of 2169 is satisfactory, most of the time, but there isn’t much very attractive about 2175 other than many mature trees. Perhaps a new development of some quality will add positively to the neighbourhood especially if something acceptable happens with the vacant property across the street on Ghent, undeveloped for what seems like 15+ years. Mr. Smalls told us the property has been sold and that possibly some development would be on the horizon. Good news!

Regards,

**From:**  
**To:** [Kissner, Benjamin](#)  
**Subject:** 2169-2175 Ghent Avenue Proposal Feedback; File: 505-07/24 & 520-14/24  
**Date:** January 2, 2025 9:07:23 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Planner on file, Benjamin Kissner,

I am writing this email to comment, provide feedback and also gain clarity towards the proposed development plan that is being proposed at the site address, 2169-2175 Ghent Avenue.

As a homeowner in the location there are a number of items that raise questions and concerns for me as a development of this scale in this location may introduce unprecedented effects on existing residents. These are the immediate questions I have that I would like further clarification on:

1. With an apartment style building of this size in this small residential area would there be any plans or proposals alongside this development that would address the increase in water, electricity and gas usage for existing residents?
2. What entity would manage this property?
3. Does the City have any plans or commitments to increase Community resources in conjunction with this development should it be approved? With an increase to the community through apartment style residences, what community support would be offered?

Overall, my position on this proposal airs on the side of negativity as there appears to be limited consideration towards community and resource effects to existing residents; it will surely affect different things ranging from increase of traffic, utilities to even community resources such as schools/recreation centre/parks/etc.

I would very much appreciate it if the planning officials can provide further details around community resources and clarity around the number of units being proposed. From my interpretation there would be 24 units totals amongst the two new buildings.

Best regards,

**From:**  
**To:** [Kissner, Benjamin](#)  
**Subject:** File 505-07/24 & 520-14/24  
**Date:** December 18, 2024 10:08:26 AM

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

While we do support the need for more rental housing in Burlington, we do feel the planning application submitted by Corbett Land Strategies is too dense for the site.

We regret that several very large trees will be sacrificed to the development, especially in light of the City's commitment to increase its tree canopy.

We have met with the developer/owner and appreciate his understanding of neighbours' concerns and his willingness to make changes to the plan, such as moving the transformer away from the adjacent property. It appears that some care has been taken to ensure the buildings are attractive, which we do appreciate.

Sincerely,

Sent from my iPad

**From:**  
**To:** [Kissner, Benjamin](#)  
**Cc:** [Kearns, Lisa](#)  
**Subject:** File: 505-07/24 & 520-14/24  
**Date:** December 9, 2024 4:58:16 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Benjamin,

I wanted to express my dissatisfaction with the proposed plan for 2169-2175 Ghent Avenue. It's a very poor use of space and not a very appealing design. I am particularly against the rezoning of the land from low density to medium density. We just moved to the neighbourhood in the spring. One of the reasons we chose this area and not something closer to downtown is due to the fact that most of it is zoned low density.

The developer should seek land that is already zoned for this type of building. For example the empty lot directly across the street from this proposal that is already zoned for medium density.

I am strongly against the proposed development plan, particularly the rezoning of the land and ask that the application be refused.

Thank you,

**From:**  
**To:** [Kissner, Benjamin](#)  
**Cc:** [Kearns, Lisa](#)  
**Subject:** Planning Application File: 505-07/24 & 520-14/24  
**Date:** December 19, 2024 5:40:20 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Benjamin,

I am emailing to provide community feedback on the Planning Application File # 505-07/24 & 520-14/24. I do not support making changes to zoning RM3 for the proposed project on 2169-2175 Ghent Avenue by Corbett Land Strategies for the reasons listed below.

### **Unreasonable Exemption Request Test**

I understand approving small zoning exemptions; however, all of the changes being proposed in this application are not small based on the percentage breakdowns listed below (except the one less parking space request). The majority are substantial ranging up to 58% in scope. Therefore in my opinion (and I hope the City of Burlington's opinion) deemed unreasonable.

- 58% Lot Area Reduction (i.e. From 0.4ha to 0.17)
- 40% Minimum Yard Setback Reduction(i.e. from 7.5m to 4.5.)
- 56% Minimum Side Yard Setback Reduction (From 4.5m to 2m)
- 15% Minimum Side Yard Abutting R2 Zone Reduction (i.e. From 12m to 10.17)
- 30% Minimum Landscape Buffer Reduction (i.e. from 6m to 4.18m)
- 6% Minimum Parking Reduction (i.e. from 17 to 16 spaces)
- 40% Density Increase (i.e. from 50 units/ha to 70 units/ha)
- 21% Minimum Amenity Area (i.e. from 450m<sup>2</sup> to 355.27m<sup>2</sup>)
- 52% Minimum Privacy Area (i.e. from 120 m<sup>2</sup> to 57.6m<sup>2</sup>)

### **Too Big for the Space:**

The proposed development is clearly much too big to be built on a property of this size based on the above zoning change request percentages listed.

### **Not a Done Deal**

It is my understanding that the two existing proposed low-rise single dwelling properties on Ghent Avenue which are being used in this application are not finalized sales. They are final sale on condition of the City of Burlington changing its existing zoning regulations to allow the developer to build an oversized project on this land. It will not surprise the applicant based on their own condition of sale specifications if the City of Burlington turns down their application. It is a reasonable response to such an application.

Thank you for inviting the community to provide feedback on this application process. Please note, I've cc'd Lisa Kearns, the local City Councillor for Ward 2 on this email so she has my

feedback as well.

Sincerely,

## **AMENDMENT NO. 157 TO THE OFFICIAL PLAN OF THE CITY OF BURLINGTON PLANNING AREA**

### **CONSTITUTIONAL STATEMENT**

The details of the Amendment, as contained in Part “B” of this text, constitute Amendment No. 157 to the Official Plan of the City of Burlington Planning Area, as amended.

### **PART A – PREAMBLE**

#### **1. PURPOSE OF THE AMENDMENT**

The purpose of this Amendment is to redesignate the lands at 2169-2175 Ghent Avenue to “Residential – Medium Density” to permit two, three storey apartment buildings with a total of 12 units.

#### **2. SITE AND LOCATION**

The subject lands are located on the north side of Ghent Avenue. The subject lands are approximately 0.17 hectares in size and have a frontage of approximately 39.75 metres along Ghent Avenue.

#### **3. BASIS FOR THE AMENDMENT**

- a) The application proposes land use that is consistent with the Provincial Policy Statement (PPS, 2024). The PPS promotes densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and supports the use of public transit.
- b) Supports the achievement of complete communities by directing intensification to areas in proximity to transit. This development assists the City in achieving its intensification targets and housing supply targets and meet the intent of the Provincial Policy Statement (2024) and the Region of Halton Official Plan.
- c) The proposed development to permit higher density residential development supports the City’s Official Plan objective to encourage residential intensification as a means of increasing the available housing stock in a manner that is compatible with surrounding properties and uses.
- d) The proposed development is located on lands with adequate infrastructure and in close proximity to transit routes, commercial uses and community amenities and so satisfies Official Plan policies to provide housing opportunities in locations that can reduce travel times, decrease dependence on the car and promote transit and active transportation.
- e) The applicant submitted technical studies that provide adequate and appropriate information to support the development.

## **PART B – THE AMENDMENT**

### **1. DETAILS OF THE AMENDMENT**

**Map Change:** For the lands identified as 2169-2175 Ghent Avenue, the designation is proposed to be changed from “Residential – Low Density” to ‘Residential – Medium Density’.

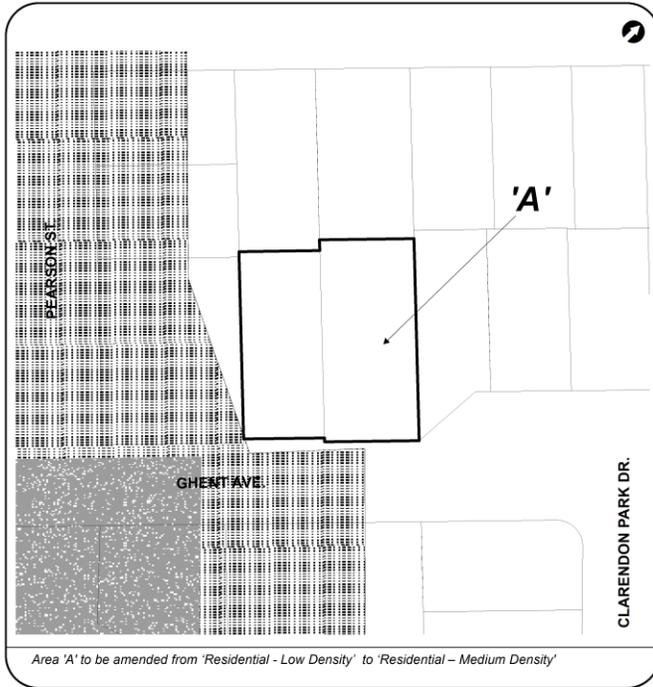
**Text Change:** None proposed.

### **2. INTERPRETATION**

This Official Plan Amendment shall be interpreted in accordance with the “Interpretation” policies of Part VI, Implementation, Section 3.0, Interpretation, of the Official Plan of the City of Burlington.

### **3. IMPLEMENTATION**

This Official Plan Amendment will be implemented in accordance with the appropriate “Implementation” policies of Part VI, of the Official Plan of the City of Burlington.



AMENDMENT No. 157 TO THE OFFICIAL PLAN  
OF THE BURLINGTON PLANNING AREA

**Schedule 'B'**

File No. 505-07/24

**Legend**

- Residential - Low Density
- Residential - Medium Density
- Residential - High Density

Date: January 09, 2025  
Community Planning Department

**BY-LAW NUMBER 2020.499, SCHEDULE 'A' AND EXPLANATORY NOTE**

**THE CORPORATION OF THE CITY OF BURLINGTON**

**BY-LAW NUMBER 2020.499**

A By-law to amend By-law 2020, as amended; 2169-2175 Ghent  
File No.: 520-14/24, DGM-15-2025

WHEREAS Section 34(1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, states that Zoning By-laws may be passed by the councils of local municipalities; and

WHEREAS the Council of the Corporation of the City of Burlington approved Recommendation DGM-15-2025 on February 18, 2025, to amend the City's existing Zoning By-law 2020, as amended, to permit two, three storey apartment buildings on the subject lands;

**THE COUNCIL OF THE CORPORATION OF THE CITY OF BURLINGTON  
HEREBY ENACTS AS FOLLOWS:**

1. Zoning Maps Numbered 14-W & 14E of PART 15 to By-law 2020, as amended, are hereby amended as shown on Schedule "A" attached to this By-law.
2. The lands designated as "A" on Schedule "A" attached hereto are hereby rezoned from R2.3 to H-RM3-550.
3. Part 11 of By-law 2020, as amended, Holding Zone Provisions, is hereby amended by the addition of the following section to Appendix A:

<b>H-RM3-550</b>	<b>Map 14-W &amp; 14-E</b>	<b>Resolution: #95</b>
------------------	----------------------------	------------------------

The Holding symbol shall be removed from the zone designation by way of an amending zoning by-law when the following has been completed:

- a) The Region accepts revisions to the Functional Servicing Report which demonstrate that the proposed flows from the development can be accommodated in the downstream sewer system.
- b) The following is required with respect to neighbouring tree groupings including but not limited to P20, P28, and P29 (the "Offsite Trees"), to the satisfaction of the Manager of Urban Forestry:

- (i) a letter from the neighbouring property owners consenting to any proposed injury and/or removal of the Offsite Trees; or
- (ii) a letter from a certified arborist confirming the Offsite Trees will not be injured or removed.

4. PART 14 of By-law 2020, as amended, Exceptions to Zone Designations, is amended by adding Exception 550 as follows:

Exception 550	Zone H-RM3	Map 14W & 14E	Amendment 2020.499	Enacted Feb 18/25
<p>1. Regulations for an Apartment Building:</p> <ul style="list-style-type: none"> <li>a) Lot Area: 0.17 ha</li> <li>b) Yards: <ul style="list-style-type: none"> <li>i) Front Yard: 4.5 m, 2.5 m to porch, 2.9 m to balcony</li> <li>ii) Southwest Side Yard: 2 m, roof overhang may encroach</li> <li>ii) Rear Yard abutting R1, R2, R3 Zone: 10 m</li> </ul> </li> <li>c) Density: 60 units/ha min. 70 units/ha max.</li> <li>d) Amenity Area: 19 m<sup>2</sup> for each bedroom in a unit</li> <li>e) Privacy Area: 4.8 m<sup>2</sup> per unit, privacy screens not required</li> <li>f) Landscape Area abutting a street: <ul style="list-style-type: none"> <li>i) Abutting a building: 4.5 m, sidewalk, porch and balconies may encroach</li> <li>ii) Abutting a parking lot: 0.5 m</li> </ul> </li> <li>g) Landscape Buffer abutting an R1, R2, R3 zones: <ul style="list-style-type: none"> <li>i) East side yard: 3.0 m, excluding bicycle parking area</li> <li>ii) Rear yard abutting parking area: 2.6 m</li> <li>iii) Rear yard abutting a building: none required</li> </ul> </li> <li>j) Accessory Structure: <ul style="list-style-type: none"> <li>i) Rear Yard: 0.6 m</li> <li>ii) Maximum Height: 3.7 m</li> <li>iii) Maximum size: 30 m<sup>2</sup></li> </ul> </li> <li>i) Building or Structure for the Storage of Garbage: Minimum setback from a residential zone: 12 m</li> </ul>				

- j) Visitor Parking: 0.15 spaces per unit
- k) Designated accessible parking pathway: 1.5m
- l) Driveway and parking spaces from an R1, R2, R3 Zone:
  - i) Rear Yard: 2.6 m
  - ii) East Side Yard: 3 m
- m) Driveways and parking lots shall be setback 1.8m from a wall of a building containing windows of habitable rooms

Except as amended herein, all other provisions of this By-law, as amended, shall apply.

- 5 a) When no notice of appeal is filed pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, this By-law shall be deemed to have come into force on the day it was passed;
- 5 b) If one or more appeals are filed pursuant to the provisions of the *Planning Act*, as amended, this By-law does not come into force until all appeals have been finally disposed of, and except for such parts as are repealed or amended in accordance with an order of the Ontario Land Tribunal this By-law shall be deemed to have come into force on the day it was passed.

**ENACTED AND PASSED** this 18<sup>th</sup> day of February 2025.

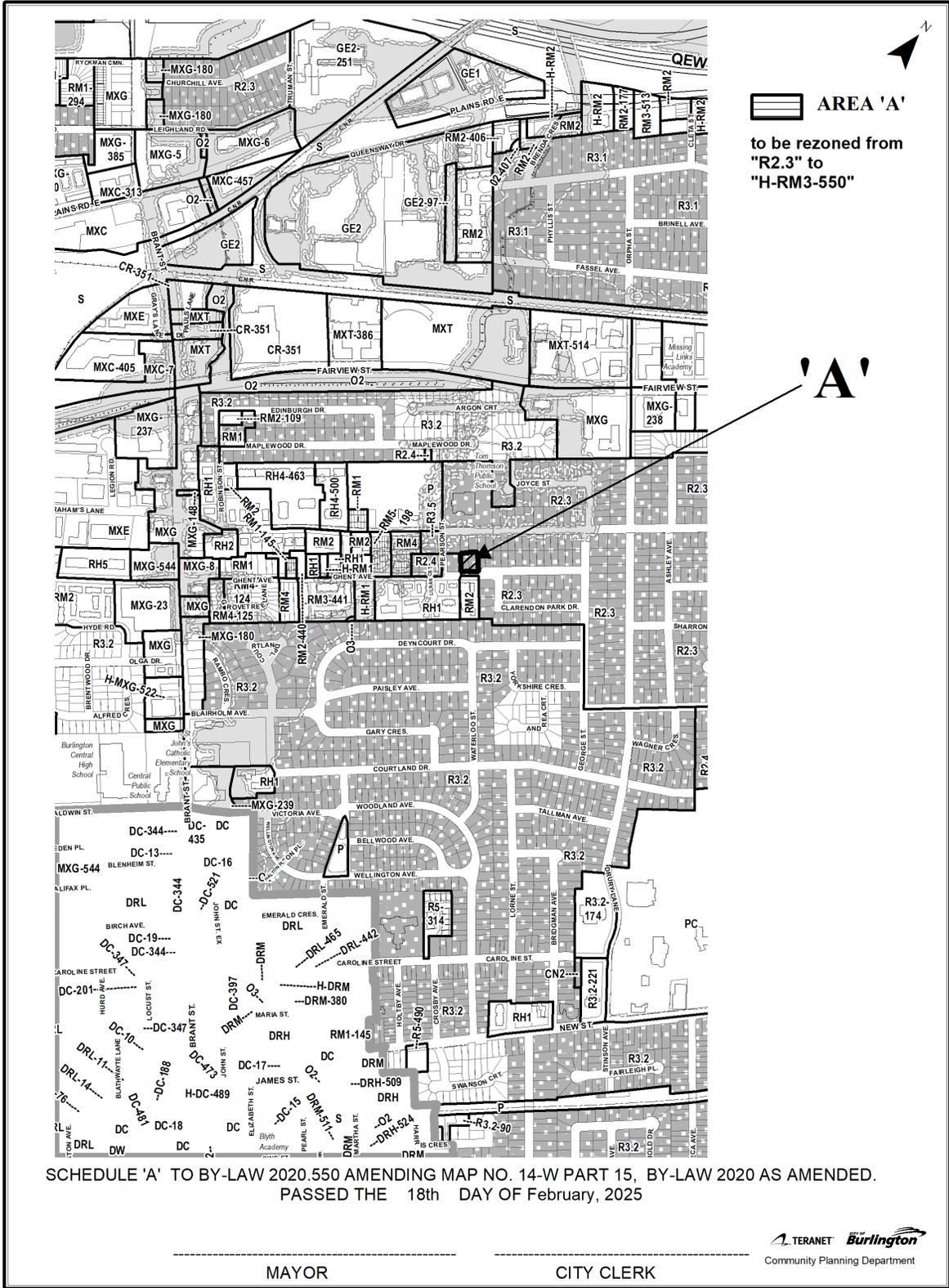
\_\_\_\_\_MAYOR

\_\_\_\_\_CITY CLERK

EXPLANATION OF PURPOSE AND EFFECT OF BY-LAW 2020.499

By-law 2020.499 rezones lands on 2169-2175 Ghent Avenue, to permit two, three storey apartment buildings and the associated relief.

For further information regarding By-law 2020.499, please contact Benjamin Kissner of the Burlington Community Planning Department at (905) 335-7600, extension 7913



## 1.0 The Provincial Planning Statement, 2024 (PPS)

The PPS came into force and effect on October 20, 2024, and applies to decisions concerning planning matters occurring after this date. This replaces the Provincial Policy Statement (2020) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (The Growth Plan) (2019). The PPS provides broad policy direction on matters of provincial interest related to land use planning and development and supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

In accordance with Section 2.1. 6., Planning authorities should support the achievement of complete communities by:

- a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;
- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

The PPS directs that growth and development be focused in ‘Settlement Areas’ which include built-up urban areas where development is concentrated, and which have a mix of land uses and lands which have been designated in an Official Plan for development over the long term. The subject lands are therefore considered to be located within a Settlement Area.

In accordance with Section 2.3.1 1. And 2., Settlement Areas shall be the focus of growth as well as development and should be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and
- e) are freight-supportive.

Furthermore, in accordance with Section 2.3.1 3., Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

The subject lands are located within the ‘Residential Area’ designation under Schedule A – Settlement Pattern of the City of Burlington Official Plan 1997 (OP 1997) and are currently occupied by single-detached dwellings. The subject lands are envisioned as an

'Established Neighbourhood Area' under Schedule B-1: Growth Framework of the City of Burlington Official Plan 2020 (OP 2020). The proposed Zoning By-law amendment proposes to rezone the subject lands from an 'R2.3' zone ('Residential – Low Density') to an 'RM3-550' zone ('Residential – Medium Density' with site-specific exceptions) to allow for the proposed twelve (12) residential units. Staff is therefore of the opinion that the proposed development is an efficient use of land and resources and is appropriate for the infrastructure that is available including servicing and existing transit routes.

In accordance with the energy conservation, air quality and climate change policies, Section 2.9 describes that planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:

- a) support the achievement of compact, transit-supportive, and complete communities;
- b) incorporate climate change considerations in planning for and the development of infrastructure, including stormwater management systems, and public service facilities;
- c) support energy conservation and efficiency;
- d) promote green infrastructure, low impact development, and active transportation, protect the environment and improve air quality; and
- e) take into consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.

The Official Plan and Zoning By-law Amendment application and development proposal contemplates redeveloping the existing subject lands from single-detached dwellings to twelve (12) residential units which would be served by existing servicing infrastructure and public service facilities that currently serve the surrounding neighbourhood area. The subject lands are located within proximity of two Burlington Transit bus stops with access to Route 4 (Central). The property is 500 m from the Drury at Prospect bus stop and 550 m from the stop known as 736 Drury . Route 4 has stops along: Drury Lane, Prospect Street, Cumberland Avenue, Rexway Drive, Longmoor Drive, Pinedale Avenue, New Street, Lakeshore Road, Francis Road, Plains Road East, and Waterdown Road and Aldershot GO stations. Routes 2 and 52 are accessible to the subject lands, with stops located approximately 690m away, at the intersection of Brant and Ghent. Routes 2 and 52 provide access to Burlington GO, as well as to amenities northward on Brant Street to Dundas Street, eastward on Dundas Street to the GO carpool lot near the 407 onramp. Additionally, the subject lands are within walking distance to Burlington GO by using the walking path through Optimist Park, Maplewood Drive and Argon Court.

Additionally, the development proposal aligns with minimizing negative impacts to air quality and climate change, promote energy efficiency, prepare for the impacts of a changing climate and support active transportation as identified under the review of the Sustainable Building Design Guidelines later discussed in this report.

In accordance with the public spaces, recreation, parks, trails and open space policies under Section 3.9 1., the plan describes healthy and active communities should be promoted by:

- a) planning public streets, spaces and facilities to be safe, meet the needs of persons of all ages and abilities, including pedestrians, foster social interaction and facilitate active transportation and community connectivity;
- b) planning and providing for the needs of persons of all ages and abilities in the distribution of a full range of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;
- c) providing opportunities for public access to shorelines; and
- d) recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.

The proposed development provides for access to the public sidewalks along Ghent Avenue. The City's Engineering Services Accessibility staff have also reviewed the development application and have expressed no concerns with the proposed development and associated Official Plan and Zoning By-law Amendment.

The PPS recognizes that Official Plans are the most important vehicle for implementation of the PPS; however, all Council decisions affecting planning matters are required to be consistent with the PPS.

### **3.0 Halton Region Official Plan (ROP)**

Section 44 of the Regional Official Plan (ROP) provides "broad policy directions on strategic matters such as management of land and natural resources, growth strategies, housing, economic development, water and wastewater services, solid waste management, transportation, and health and social services". The Planning Act requires that Burlington's Official Plan and Zoning By-law be amended to conform with the ROP.

In accordance with Map 1H – Regional Urban Structure of the ROP, as amended, the subject lands are designated 'Urban Area'. In accordance with Section 72, the Urban Area policies of the ROP identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability, and economic prosperity.

Section 75 describes that the Urban Area is planned to accommodate the distribution of population and employment for the Region and the Municipalities as shown in Table 1, the intensification and density targets as shown in Table 2. For the City of Burlington, these policies would include a population target of 240,050 people as well as a density target of 20,500 Housing Units by 2041. The subject lands are considered to be within a Built up Area as they are located within the Built Boundary.

In accordance with Section 85, some of the objectives of housing in the Region of Halton include: to make more efficient use of existing developed lands, housing stock and available services to increase the supply of housing while maintaining the physical character of existing neighbourhoods; and encourage the Local Municipalities and the building and development industry to develop innovative housing designs that stress flexibility in use, mix of compatible land uses, good environmental practices, universal physical access, public safety and security needs, cost-efficiency, affordability and energy and natural resource conservation while maintaining sound engineering and planning principles. Furthermore, Section 86 outlines it is the policy of the Region to permit intensification of land use for residential purposes such as infill, redevelopment, and conversion of existing structures provided that the physical character of existing neighbourhoods can be maintained.

In accordance with Section 89(3), all new development within the Urban Area is to be connected to the Region of Halton's municipal water and wastewater system. As part of the required materials for the application submission, the applicant provided a Functional Servicing Report which includes a Stormwater Management brief that Region of Halton staff as well as Development Engineering staff have reviewed. Regional staff have indicated that there is missing information from the Functional Servicing Report that is necessary to understand whether or not there are constraints with regard to the existing infrastructure. Regional staff have requested the City impose a Holding provision that obligates the proponents to revise the report and provide a satisfactory response to the Region.

Section 147(17) of the ROP requires the applicant of a development proposal to determine whether there is any potential contamination on the site they wish to develop, and if there is, to undertake the steps necessary to bring the site to a condition suitable for its intended use. The applicant was required to submit an Environmental Site Screening Questionnaire (ESSQ) a Phase One and Phase Two environmental Assessment which have been reviewed by Development Engineering staff. Staff have indicated no concerns, and no further assessment would be required as no concerns have been raised in terms of potential site contamination.

As per the analysis provided, planning staff is of the opinion the proposed Official Plan and Zoning By-law amendment conforms to the ROP.

#### **4.0 City of Burlington Official Plan (1997, as amended)**

The City of Burlington's Official Plan (the "OP 1997") provides specific guidance on land use planning and development within the city. The Official Plan includes local principles, objectives and policies for the orderly growth and compatibility of different land uses.

The subject lands are designated as 'Residential Areas' under Schedule 'A' – Settlement Pattern. In accordance with Part III, Section 2.2.1 a), one of the objectives of 'Residential

Areas is to encourage new residential development and residential intensification within the Urban Planning Area in accordance with Provincial growth management objectives, while recognizing that the amount and form of intensification must be balanced with other planning considerations, such as infrastructure capacity, compatibility, and integration with existing residential neighbourhoods.

The subject lands are further designated as 'Residential – Low Density' under Schedule 'B' – Comprehensive Land Use Plan – Urban Planning Area. In accordance with Part III Section 2.2.2 c) and g) i), lands designated as 'Residential – Low Density' may permit ground-oriented housing units including detached and semi-detached homes, townhouses, street townhouses and stacked townhouses, back to back townhouses, attached housing and walk-up apartments, provided that these forms represent a density of no more than 25 units per net hectare, and that the built form is compatible with the existing neighbourhood. The proposed use is not permitted under the existing OP designation.

The criteria listed under Part III, Section 2.5.2 a) shall be considered when evaluating proposals for housing intensification within established neighbourhoods, as follows:

*Part III, Section 2.5.2 a) (i):* adequate municipal services to accommodate the increased demands are provided, including such services as water, wastewater and storm sewers, school accommodation and parkland.

*Staff comment:* The City's Development Engineering staff, Halton Region staff, Halton District School Board staff and Halton Catholic District School Board staff have been circulated as part of the technical review process. Halton Region staff have indicated that there is missing information that is necessary for the Region to assess whether there will be impacts to wastewater system. As such, City staff are recommending that a Holding provision be applied to the site which would ensure that the additional information is provided and a satisfactory outcome can be achieved.

*Part III, Section 2.5.2 a) (ii):* adequate off-street parking.

*Staff comment:* The application contemplates 1.3 vehicle parking spaces per unit (total of 16 for entire development proposal). Additionally, the proposed development also provides for one accessible parking space. The proposed RM3 zone requires a total of seventeen (17) parking spaces. Even though the proposed development would require relief with regard to this parking standard, the City's Planning and Transportation Planning staff do not have concerns with the proposed amount of vehicle parking.

*Part III, Section 2.5.2 a) (iii):* the capacity of the municipal transportation system can accommodate any increased traffic flows, and the orientation of ingress and egress and potential increased traffic volumes to multi-purpose, minor and major arterial roads and collector streets rather than local residential streets.

*Staff comment:* The City's Planning and Transportation Planning staff have no concerns with the proposed traffic flow generated by the proposed use.

*Part III, Section 2.5.2 a) (iv):* the proposal is in close proximity to existing or future transit facilities.

*Staff comment:* The subject lands are located within proximity of two Burlington Transit bus stops with access to Route 4 (Central). The property is 500 m from the Drury at Prospect bus stop and 550 m from the stop at 736 Drury. Route 4 has stops along: Drury Lane, Prospect Street, Cumberland Avenue, Rexway Drive, Longmoor Drive, Pinedale Avenue, New Street, Lakeshore Road, Francis Road, Plains Road East, and Waterdown Road and Aldershot GO stations. Routes 2 and 52 are accessible to the subject lands, with stops located approximately 690m away, at the intersection of Brant and Ghent. Routes 2 and 52 provide access to Burlington GO, as well as to amenities northward on Brant Street to Dundas Street, eastward on Dundas Street to the GO carpool lot near the 407 onramp. Additionally, the subject lands are within walking distance to Burlington GO by using the walking path through Optimist Park, Maplewood Drive and Argon Court.

*Part III, Section 2.5.2 a) (v):* compatibility is achieved with the existing neighbourhood character in terms of scale, massing, height, siting, setbacks, coverage, parking and amenity area so that a transition between existing and proposed buildings is provided.

*Part III, Section 2.5.2 a) (vi):* *Part III, Section 2.5.2 a) (vi):* effects on existing vegetation from development proposals are to be minimized, and appropriate compensation is provided for significant loss of vegetation, if necessary to assist in maintaining neighbourhood character.

*Part III, Section 2.5.2 a) (ix):* capability exists to provide adequate buffering and other measures to minimize any identified impacts.

*Staff comment:* The proposed development includes rezoning the property from a 'Low Density Residential' R2.3 zone to a 'Medium Density Residential' RM3 zone and implement site-specific regulations.

<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-550</b>
<b>Lot area</b>	0.4ha	0.17ha
<b>Minimum front yard setback</b>	7.5m	4.5m
<b>Minimum side yard setback</b>	4.5m	2m
<b>Minimum yard abutting an R2 zone</b>	12m	10.17m
<b>Minimum landscape buffer</b>	3.0m abutting R2 zone	2.0m

<b>Minimum garbage storage side yard setback</b>	15m to abutting residential zones	12.45m
<b>Minimum parking spaces</b>	17	16
<b>Density</b>	50 units/hectare maximum	71 units/hectare
<b>Minimum Amenity Area</b>	450m <sup>2</sup> total	355.76m <sup>2</sup> total
<b>Minimum privacy area</b>	120m <sup>2</sup>	57.6m <sup>2</sup>

Overall, Planning staff are satisfied with the orientation of the proposed buildings on the subject lands. They are proposed to be located in such a way that the massing of the structures will be setback from the neighbouring dwellings, and will be situated near the adjacent apartment building. The location of the amenity space, and parking area provide additional buffering for the adjacent residential buildings, which will be protected from negative impacts associated with vehicle movement by the fence that is proposed to be constructed along the property line. The proponents have also incorporated comments that were received during the pre-application community meeting regarding the garbage enclosure. Neighbours were concerned about negative impacts associated with garbage being stored in the open, so the developers have revised the plans to include an enclosed garbage storage. Urban forestry staff have raised concerns with regard to the removal of a tree on adjacent properties. It appears that the proponents for the subject proposal have not received consent from the neighbours to remove these trees; as such, Forestry staff are requesting that a Holding provision be used to ensure that the proponents receive authorization for these removals. It is staff's opinion the proposed reductions would still provide sufficient separation to the adjacent uses.

*Part III, Section 2.5.2 a) (vii):* significant sun-shadowing for extended periods on adjacent properties from the proposed development, particularly outdoor amenity areas, is to be at an acceptable level.

*Staff comment:* The City of Burlington Sun Shadowing Guidelines do not apply to buildings that are less than 5 storeys in height. Staff do note that the proposed development consists of two, 3-storey buildings with yard reductions discussed in earlier sections of the OP 1997 review, Planning staff therefore have no concerns of potential significant sun-shadowing.

*Part III, Section 2.5.2 a) (viii):* accessibility exists to community services and other neighbourhood conveniences such as community centres, neighbourhood shopping centres and health care.

*Staff comment:* The subject lands are currently designated as 'Residential Low Density' as shown on Schedule 'B' – Comprehensive Land Use Plan – Urban Planning Area of the OP 1997 and it is approximately 675m away from the 'Mixed Use Corridor' designation along Brant Street. The subject lands and 'Mixed Use Corridor' designations are

connected by pedestrian and transit routes. Under the OP 1997, the ‘Mixed Use Corridor’ designation shall provide a wide range of retail and service commercial uses and community facilities. These employment, shopping and residential areas that provide for the integration of uses such as retail stores, offices, hotels, institutional and entertainment uses with residential uses, community facilities, cultural facilities, institutions and open space commercial areas are considered major activity centres in terms of their size and use and are intended to serve all of the City as well as population in adjacent municipalities.

As per the analysis provided, planning staff is of the opinion the proposed Official Plan and Zoning By-law amendment maintains the intent of the OP 1997, and Planning staff are supportive of the proposed amendment to the Plan.

### **5.0 City of Burlington Official Plan (2020)**

On November 30, 2020, Halton Region issued a Notice of Decision approving a new City of Burlington Official Plan (2020) (the “OP 2020”). The OP 2020 is subject to appeals which are currently before the Ontario Land Tribunal (OLT). For up-to-date information on the status of the OP 2020 and relevant appeals, visit [www.burlington.ca/officialplan](http://www.burlington.ca/officialplan).

The subject lands are designated as ‘Residential Neighbourhood Areas’ under Schedule B – Urban Structure. In accordance with Subsection 8.3.1 a) one of the objectives of Residential Neighbourhood Areas is to encourage new residential development and residential intensification within the Residential Neighbourhood Area in accordance with Provincial, Regional and City growth management objectives, while recognizing that the density and form of new development must be balanced with other planning considerations, such as the availability of infrastructure and public service facilities, and also ensuring that new development achieves compatibility and integration within existing residential neighbourhoods.

The subject lands are further designated as ‘Residential - Low Density’ under Schedule C – Land Use – Urban Area. In accordance with Subsection 8.3.3 (1) a) and b), lands designated as Residential – Low Density may permit single-detached and semi-detached dwellings, townhouses, at a density of 25 units per net hectare.

The proposed Official Plan Amendment seeks to implement the policies of the Residential – Medium Density designation, and therefore expand the permitted uses to include: ground and non-ground-oriented dwellings including single-detached and semi-detached dwellings, townhouses, street townhouses, stacked townhouses, back-to-back townhouses and low-rise residential buildings at a density of 26 to 75 units per net hectare.

Furthermore, in accordance with Subsection 8.3.4 (1) c) and d), development may be permitted to a maximum height of 3 storeys for ground-oriented dwellings (not including rooftop amenity/outdoor areas) or 4 storeys for non-ground-oriented dwellings as well

development of non-ground oriented buildings shall be permitted only at the periphery of existing neighbourhoods.

The proposed uses are permitted by implementing the OP 2020 designation.

The development applications criteria listed under Section 12.1.2 (2.2) c) shall be satisfied when evaluating all development applications, where applicable.

*Section 12.1.2 (2.2) c) (i):* the development shall be consistent with the land use compatibility policies contained in Section 4.6, Land Use Compatibility, of this Plan.

*Staff comment:*

In accordance with Section 4.6, the Land Use Compatibility policies describe that major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from vibration, noise, dust, odour or other contaminants and minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities, in accordance with provincial guidelines, standards and procedures.

The subject lands and the properties directly abutting its property lines are designated as 'Residential Neighbourhood Areas' which encourages new residential development and residential intensification. The development proposes to redevelop the existing single-detached dwellings into twelve (12) residential units, therefore the uses on the subject lands would remain as residential. Additionally, as part of the required materials for the application submission, the applicant provided an Environmental Site Screening Questionnaire (ESSQ), a Phase One and a Phase Two Environmental Assessment, and a Noise Feasibility Study. These materials have been reviewed by City Planning staff as well as Development Engineering staff who have indicated no concerns with respect to site contamination, vibration and noise generated by the proposed development given there is no change of use, and the site is not environmentally sensitive. Therefore, Planning staff is of the opinion that the proposed development conforms with the policies under Section 4.6 of the OP 2020.

*Section 12.1.2 (2.2) c) (iii):* the development shall be consistent with the intent of the Section 2.3 – The Urban Structure, of the Plan and maintain the land use vision established in the land use designations of this Plan.

*Staff comment:*

The subject lands are designated as 'Residential Neighbourhood Area' and in accordance with Section 2.3.4 lands within this designation make up a significant proportion of the Urban Area and are intended to accommodate a wide range of residential uses and forms, together with supporting parkland, and other land uses such as small-scale commercial uses or home occupations that are part of the residential environment. Any development occurring in these areas shall be compatible and should enhance the physical character

of the surrounding area, in accordance with subsection 2.4 – Growth Framework and the applicable policies of Chapter 8: Land Use Policies – Urban Area of this Plan.

The subject lands are designated as ‘Established Neighbourhood Area’ under Schedule B-1 – Growth Framework of the Plan. In accordance with Section 2.4.2.(3) a) established neighbourhood areas shall be composed of selected lands designated Residential – Low Density, Residential – Medium Density, and Residential – High Density, and development shall be in accordance with the permissions and densities established in the underlying land use designation. Furthermore, in accordance with subsection 2.4.2 (3) b), opportunities for intensification in ‘Established Neighbourhood Areas’ may be permitted with development that is in accordance with the maximum density and/or intensity permitted under the applicable land use designation. The subject lands are currently occupied by two single-detached dwellings and the proposed development of twelve (12) townhouse units with a density of approximately 70 units per net hectare is a permitted use under the proposed designation.

*Section 12.1.2 (2.2) c) (ii):* the development shall achieve built form compatibility.

*Section 12.1.2 (2.2) c) (iv):* the development shall achieve high quality urban design and is consistent with the policies contained in Chapter 7 – Design Excellence.

*Section 12.1.2 (2.2) c) (viii):* the development shall provide buffering, setbacks and amenity area so that an appropriate transition between existing and proposed buildings are provided.

*Staff comment:*

In accordance with Section 7.3.2 (2) i), ‘Established Neighbourhood Areas’ are subject to the policies of Subsection 7.3.2 a) of the OP 2020, where applicable and additional considerations such as, but not limited to: the local pattern of lots; the building typologies of nearby residential properties; the heights and scale of nearby residential properties; the setback of buildings from the street; and the pattern of rear and side-yard setbacks. These identify that development should be designed to enhance the existing physical character of the surrounding area within which it is situated. Policy review of these sections have been conducted as part of the OP 1997 Part III, Section 2.5.2 a) (v) and (ix) as previously mentioned in this analysis.

*Section 12.1.2 (2.2) c) (vi):* the development shall be supported by available infrastructure and public service facilities.

*Section 12.1.2 (2.2) c) (xi):* the development where residential uses are proposed shall demonstrate the degree to which public service facilities and other neighbourhood conveniences, such as community centres, recreation, neighbourhood shopping centres and healthcare are located within walking distance or accessible by transit.

*Staff comment:* The subject lands are designated as ‘Residential Medium Density’ in accordance with Schedule C – Land Use – Urban Area of the OP 2020 and it is

approximately 675m away from the nearest 'Urban Centre' designation. The subject lands and 'Urban Centre' designations are connected by pedestrian and transit routes. Under the OP 2020, the 'Mixed Use Commercial Centre' designation is to offer a spectrum of major public service facilities and institutional uses as well as a wide range of offices and retail and service commercial uses.

*Section 12.1.2 (2.2) c) (xii):* the development shall address multi-modal transportation considerations and be consistent with the policies in Section 6.2: Multi-modal Transportation, including but not limited that the development shall mitigate potential impacts on the municipal transportation system to an acceptable level with regard to transportation flow and capacity and it shall accommodate sufficient off-street parking and transportation demand management measures in accordance with the policies in Subsection 6.2.10.

*Staff comment:* City Transportation planning staff have reviewed the proposed Official Plan and Zoning By-law Amendment and have not indicated concerns with the proposed amount of parking, and the relief that is requested to the standard that is otherwise required by the Zoning By-law 2020.

*Section 12.1.2 (2.2) c) (ix):* the development shall demonstrate that future development on the adjacent properties will not be compromised by the proposal and be designed to facilitate future pedestrian, cycling and/or private street.

*Section 12.1.2 (2.2) c) (xvi):* the development shall consider the relationship to existing or planned transit facilities including a frequent transit corridor, higher order transit, bus routes and/or transit shelters.

*Section 12.1.2 (2.2) c) (xvii):* the development shall complement and connect with the public realm, including walking and cycling facilities.

*Section 12.1.2 (2.2) c) (xiv):* the development shall provide stormwater management in accordance with the policies of Subsection 4.4.2(2) of this Plan.

*Staff comment:* As part of the required materials for the application submission, the applicant provided a Functional Servicing Report which includes a Stormwater Management brief that Region of Halton staff as well as Development Engineering staff have reviewed the subject applications. Halton Region staff have indicated that there is missing information that is necessary for the Region to assess whether there will be impacts to wastewater system. As such, City staff are recommending that a Holding provision be applied to the site which would ensure that the additional information is provided and a satisfactory outcome can be achieved.

Planning staff have reviewed the Zoning By-law Amendment application and materials and are of the opinion that the proposed development conforms to the City's new Official Plan, 2020.

## **6.0 Zoning By-law 2020**

The subject property is currently zoned ‘R2.3’ (‘Residential – Low Density’ under Zoning By-law 2020 as amended (as shown on Appendix A – Existing Zoning Plan). The R2.3 zone permits detached dwellings and additional residential units.

The following table outlines a comparative analysis of the requirements of the existing Residential Low Density ‘R2.3’ zone, the Residential Medium Density ‘RM3’ zone and the proposed ‘RM3-X’ zone:

Zoning Regulation	RM3	RM3-X
Lot area	0.4ha	0.17ha
<p><b>Staff Comment:</b> The subject lands will be consolidated to facilitate the proposed development. The aggregate property will have a resulting area of 0.17 hectare. No changes to the lot configuration have been proposed that would reduce the lot area further, thus the proposed reduction reflects the existing site conditions.</p>		
Zoning Regulation	RM3	RM3-X
Minimum front yard setback	7.5m	4.5m
<p><b>Staff Comment:</b> The proposed setback of 4.5 will set the building closer to the road than the neighbouring apartment building. There are examples of single detached dwellings that have front yard setbacks that compare to the proposed reduction, and staff are of the opinion that this reduction will not negatively affect the character and function of the neighbourhood.</p>		
Zoning Regulation	RM3	RM3-X
Minimum side yard setback	4.5m	2m
<p><b>Staff Comment:</b> The proposed reduction will be situated next to an apartment building on the neighbouring property. The neighbouring use does not have amenity space located in this portion of the property, and as such, staff believe that there will be no negative impact to the neighbouring property as a result of the proposed reduction.</p>		
Zoning Regulation	RM3	RM3-X
Minimum yard abutting an R2 zone	12m	10.17m
<p><b>Staff Comment:</b> The proposed setback reduction is situated at the rear of the proposed building and abutting the rear yard of the adjacent property. The proponents have shown a fence along this property line that will assist in mitigating disturbances. Staff are of the opinion that this reduction will not negatively impact the neighbouring property.</p>		
Zoning Regulation	RM3	RM3-X

Minimum landscape buffer	3.0m abutting R2 zone	2.0m
<b>Staff Comment:</b> The proposed reduction to the landscape buffer is situated where the parking area approaches the adjacent property. This reduction is the result of accommodating the design of the parking area to ensure that all of the parking spaces are functional and accessible. The proponents have shown a fence along this section of the property that would mitigate disturbances that would otherwise affect the neighbouring property.		
<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-X</b>
Minimum garbage storage side yard setback	15m to abutting residential zones	12.45m
<b>Staff Comment:</b> The proposed reduction to the setback from residential zone for garbage storage would allow an opportunity to maintain amenity space for the proposed development. The proposed setback will still allow separation from the garbage storage to the adjacent residential uses, and staff do not anticipate negative impacts as a result of this reduced setback.		
<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-X</b>
Minimum parking spaces	17	16
<b>Staff Comment:</b> The development concept shows 16 parking spaces for the subject proposal. While the zoning requires 17, staff are satisfied that sufficient parking will be provided for the future residents of the proposed development.		
<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-X</b>
Density	50 units/hectare maximum	71 units/hectare maximum
<b>Staff Comment:</b> This regulation is intended to keep sites from being overdeveloped, staff are supportive of the increased density. The design and layout of the site as it has been shown allows for proper function of the proposed use, without imposing negative impacts on the existing neighbourhood.		
<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-X</b>
Minimum Amenity Area	450m <sup>2</sup> total	355.76m <sup>2</sup> total
<b>Staff Comment:</b> The proposed reduction to amenity area for the subject lands still provides space for features such as the proposed pergola/sitting area and open space. Staff are satisfied with the area that is being proposed for amenity space.		
<b>Zoning Regulation</b>	<b>RM3</b>	<b>RM3-X</b>
Minimum privacy area	120m <sup>2</sup>	57.6m <sup>2</sup>
<b>Staff Comment:</b> The proposed building layout shows balconies for each of the units. While this reduction is large, staff are satisfied with the space that is being provided, given the size of the subject lands. Larger balconies may begin to infringe upon the privacy of the neighbouring properties, and as such Staff are supportive of the reduced privacy area.		

As discussed earlier in this appendix, Planning staff has received requests to include a Holding provision that ensure that the following two concerns are addressed prior to commencing with construction:

- The neighbouring property owners authorize the removal or injury of trees on their property.
- Additional information is provided in a revision to the Functional Servicing Report that addresses the concerns raised by Halton Region.

As per the analysis above staff is of the opinion that the proposed amendment to Zoning By-law 2020 complies with the general intent of the original zoning amendment, reflects current market conditions and is appropriate for the subject lands.

## **7.0 Sustainable Building and Development Guidelines**

The purpose of the Sustainable Building and Development Guidelines is to encourage sustainable design approaches through Planning Act applications, in keeping with the City's declaration as a sustainable community, and in alignment with Burlington's Strategic Plan 2015-2040. Burlington's Strategic Plan encourages energy efficient buildings and other on-site sustainable features and sets a net carbon neutral goal for the community. Sustainable design is an integrated design process that helps to reduce infrastructure demands and costs, environmental impacts, greenhouse gas emissions, long-term building operating costs, and contributes to the City's goal of being a prosperous, livable and healthy community. The guidelines address sustainability approaches related to site design, transportation, the natural environment, water, energy and emissions, waste and building materials, and maintenance, monitoring, and communication.

In accordance with guideline 2.1, development proposals are required to provide pedestrian and cycling connections from on-site buildings to off-site public sidewalks, pedestrian paths, trails, open space, active transportation pathways, transit stops and adjacent buildings and sites in accordance with Official Plan policies. This guideline helps to encourage active transportation and transit use to reduce the dependence on the automobile. The proposed development provides connection from the proposed private road to off-site public sidewalks that connect to nearby transit stops.

In accordance with guideline 2.3, development proposals are required to provide bicycle parking spaces in accordance with the Zoning By-law and Official Plan policies. This guideline helps ensure that sufficient bicycle parking spaces are provided in order to encourage a variety active transportation. No bicycle parking required for the proposed development in accordance with the Zoning By-law 2020. However, the proposal provides for 8 bicycle parking spaces provided on site.

In accordance with guideline 3.8, development proposals are encouraged to maintain existing on-site trees that are 30 cm or more DBH (diameter at breast height) or Maintain 75 per cent of healthy mature trees greater than 20 cm DBH. Tree preservation

requirements are to be determined by Official Plan urban forestry policies. As part of the application submission, the applicant provided a Tree Inventory and Preservation Plan which illustrates that most trees and vegetation will be removed from the subject lands and approximately 93 new trees will be planted. The Arborist Report identifies trees in groupings P20, P28, and P29 which exist on adjacent properties, are likely to be injured or removed to facilitate the development that is contemplated for the site. As such Forestry staff have requested that a Holding provision be included that would ensure that the proponents receive authorization from the neighbours for the injury or removal of these trees.

In accordance with guideline 4.1, development proposals are required to achieve a level one/enhanced stormwater treatment for all stormwater runoff. This guideline helps to ensure stormwater quality treatment reduces the total suspended solids in runoff to ensure the protection of receiving watercourses and Lake Ontario. As part of the application submission, the applicant provided a Functional Servicing and Storm Water Management Report to demonstrate level one enhanced stormwater treatment for all stormwater runoff. Development Engineering staff have reviewed the submitted materials and have no concerns with the proposed Storm Water Management.

In accordance with guideline 5.1, development proposals are required to provide vegetated landscape areas in hard surface areas as per the Zoning By-law. This guideline helps to provide vegetation that can reduce the urban heat island effect to improve human comfort and energy efficiency in the surrounding areas. The proposed development provides for landscape areas which help to reduce potential urban heat island effects including front and rear common landscape areas and buffers, along with some plantings along the perimeter and small open garden box directly adjacent the unit's front porch.

In accordance with guideline 6.1, development proposals are required to provide and implement a waste management plan in accordance with Regional requirements as recycling and composting treats waste as a resource and reduces the need for landfill expansion. As part of the application submission, the applicant provided a Solid Waste Management Report. Halton Region staff have reviewed the submitted materials and indicated no concerns with the proposed plans.

Overall, the proposed development consists of infill development within an established neighbourhood area. As a result, the development would be incorporated into the existing transit and active transportation network of the surrounding neighbourhood.

Staff is of the opinion the proposed development proposal complies with the required Sustainable Building and Development Guidelines and therefore the development considers the City of Burlington Climate Action Plan to support the City's climate implications.

# Recommendation Report

## Application for Official Plan and Zoning By-law Amendment

**Applicant:** Corbett Land Strategies Inc. c/o  
Alicia Monteith

**Owner:** Ryan Small, Lionel Grinham

**Addresses:** 2169-2175 Ghent Avenue

**File:** 505-07/24 & 520-14/24

**Date:** February 11, 2025

**Report:** DGM-15-25

# Overview of Development Site



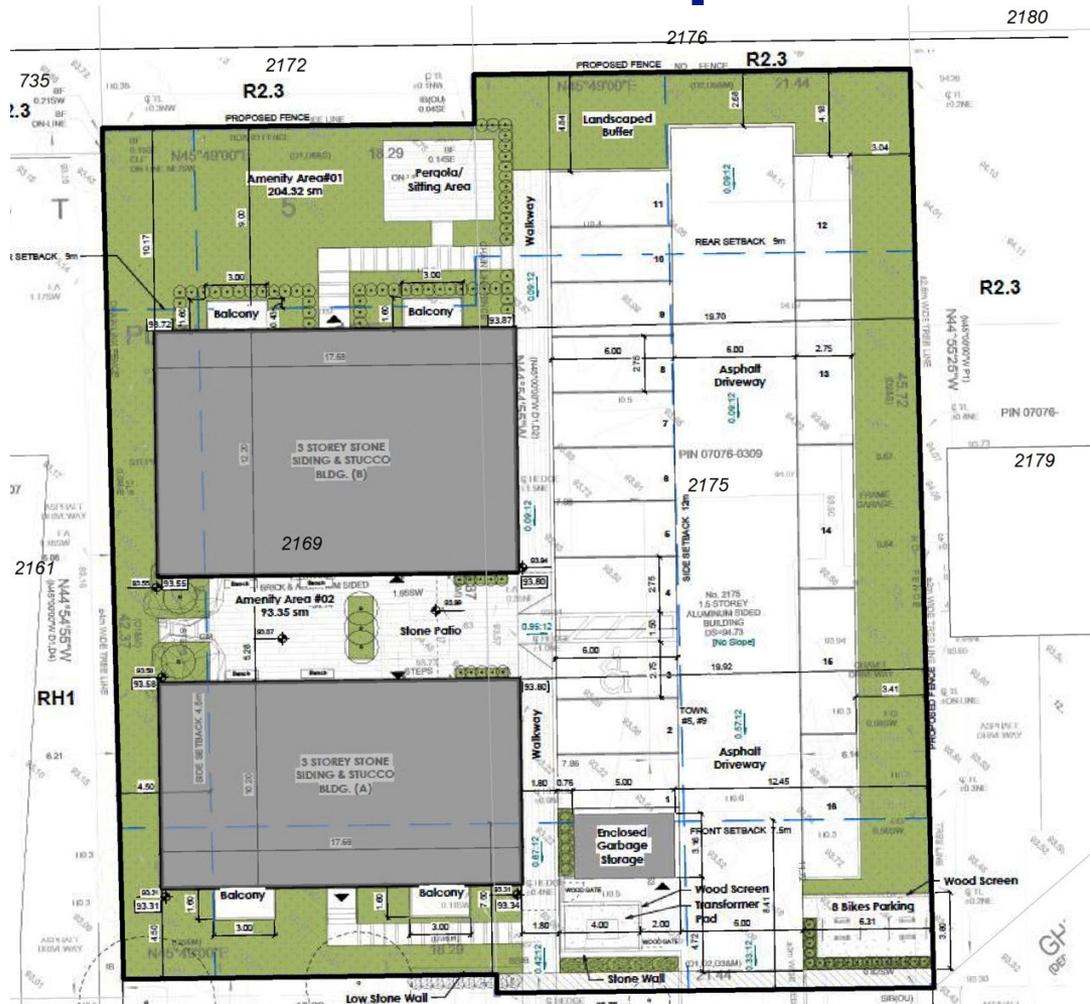
**Parcel A**

Site Area: 0.17 hectares

# Application History

- Pre-Application Community Meeting – June 12, 2024
- Application Deemed Complete – Nov. 11, 2024
- Notice of Complete Application – Nov. 29, 2024
- Preliminary public comments/ Notice of Request for Comments – Nov. 29, 2024
- Notice of Statutory Public Meeting and Recommendation Report – Jan. 7, 2024
- Statutory Public Meeting – Feb. 11, 2025
- Recommendation Report – Feb. 11, 2025

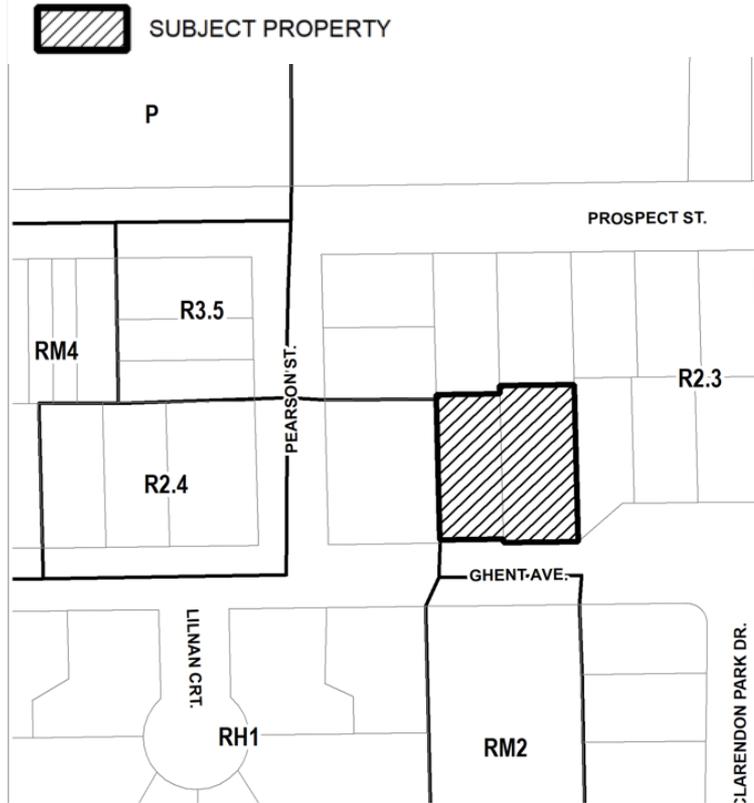
# Proposal



- Two, three storey buildings that will contain a total of 12 residential units.

# Proposed Amendments

## Proposed zoning:



Zoning Regulation	RM3	RM3-550
Lot area	0.4ha	0.17ha
Minimum front yard setback	7.5m	4.5m
Minimum side yard setback	4.5m	2m
Minimum yard abutting an R2 zone	12m	10.17m
Minimum landscape buffer	3.0m abutting R2 zone	2.0m
Minimum garbage storage side yard setback	15m to abutting residential zones	12.45m
Minimum parking spaces	17	16
Density	50 units/hectare maximum	71 units/hectare
Minimum Area	Amenity 450m <sup>2</sup> total	355.76m <sup>2</sup> total
Minimum area	privacy 120m <sup>2</sup>	57.6m <sup>2</sup>

# Staff Recommendation

- Approve the Official Plan and Zoning By-law Amendment for 2169-2175 Ghent Avenue
- Approve the Official Plan Amendment No.157
- Approve Zoning By-law Amendment 2020.499
- Detailed recommendation in report DGM-15-2025

# 2169 & 2175 Ghent Avenue, Burlington

---

February 11, 2025 - Statutory Public Meeting

Committee of the Whole

Alicia Monteith, BES  
Manager of Development & Operations



# Subject Properties

- 2169 Ghent Avenue
- 2175 Ghent Avenue
- 0.17 hectares
- 39.75 metres frontage
- Existing Single Detached Dwellings and Accessory Structures
- Surrounded by single detached dwellings, low-rise apartments, and townhouses



# Proposed Development

- Lot consolidation
- Removal of existing structures
- Construction of:
  - 2 3-storey walk-up purpose-built rental apartment buildings
  - 1 and 2 bedroom units
  - Enclosed garbage storage
  - Amenity area with pergola
  - 16 parking spaces
  - Landscape buffers
  - Indoor & outdoor bike parking
- Dedication of road widening on 2175 Ghent Avenue

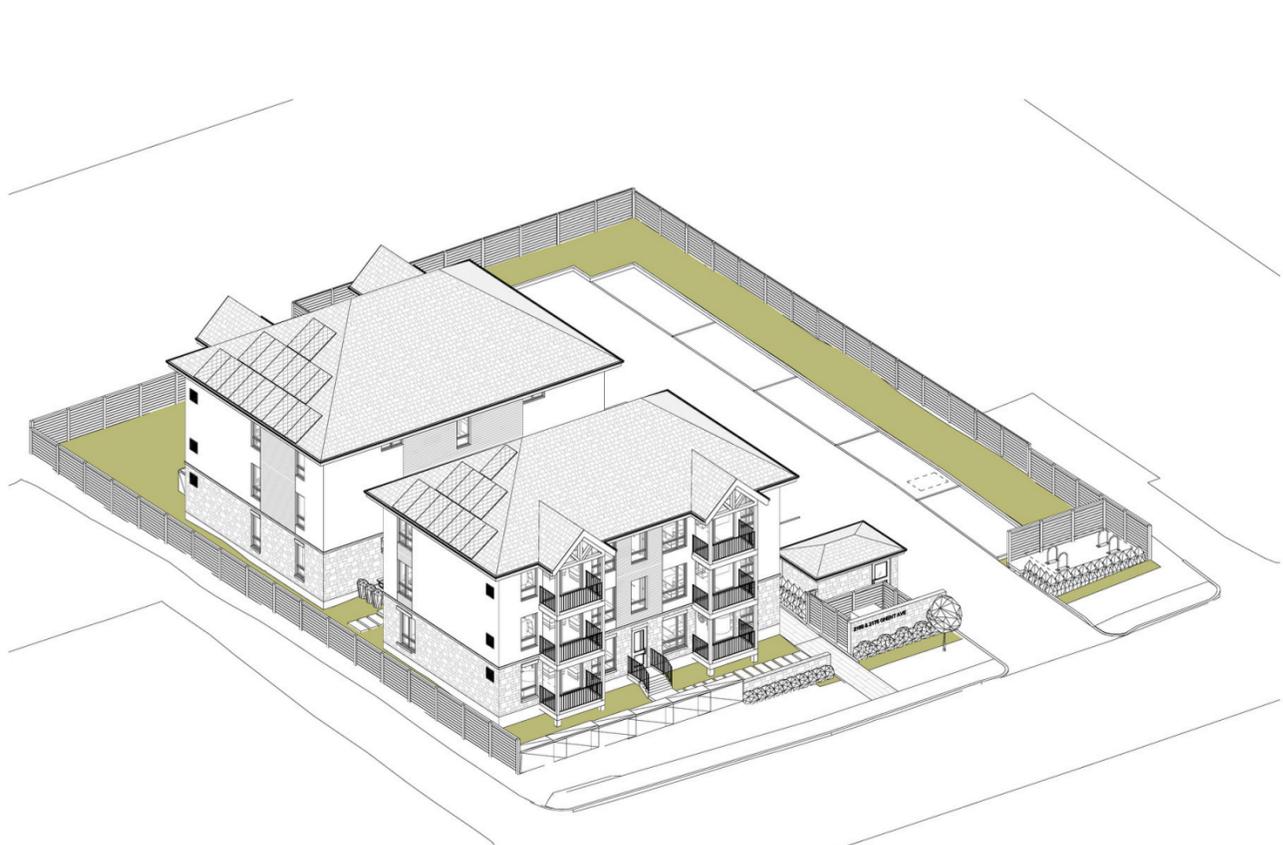


# Design Principles

- Maintain height of neighbourhood built form
- Locate buildings to maximize separation from low-density surrounding dwellings
- Locate buildings closer to adjacent apartment building and street
- Provide enclosed secure garbage storage away from low-density surrounding dwellings
- Design elevations to complement surrounding neighbourhood



# Proposed Development



**ISOMETRIC VIEW-02**

Contractor	DATE
Architect	DATE
Client	DATE

IF IS THE RESPONSIBILITY OF THE APPROPRIATE CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS ON SITE AND REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT. ALL CONTRACTORS MUST COMPLY WITH ALL PERTINENT CODES AND BY-LAWS. DO NOT SCALE DRAWINGS. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION UNLESS SIGNED. COPYRIGHT RESERVED.

**CSPACE ARCHITECTURE**  
38801 CLEVELAND BUCKINGHAM BOULEVARD SUITE 200  
CLEVELAND, OH 44130-1000

PROJECT: MULTI RESIDENTIAL DEVELOPMENT  
2169 & 2175 GHENT AVE. BURLINGTON, OH

DRAWING TITLE: ISOMETRIC VIEW

SCALE	PROJECT NO.
	23-1731
DRAWN BY: JK	APPROVED: CP
	Y: 24.03.19

DRAWING NO. **A802**



**ISOMETRIC VIEW-01**

Contractor	DATE
Architect	DATE
Client	DATE

IF IS THE RESPONSIBILITY OF THE APPROPRIATE CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS ON SITE AND REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT. ALL CONTRACTORS MUST COMPLY WITH ALL PERTINENT CODES AND BY-LAWS. DO NOT SCALE DRAWINGS. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION UNLESS SIGNED. COPYRIGHT RESERVED.

**CSPACE ARCHITECTURE**  
38801 CLEVELAND BUCKINGHAM BOULEVARD SUITE 200  
CLEVELAND, OH 44130-1000

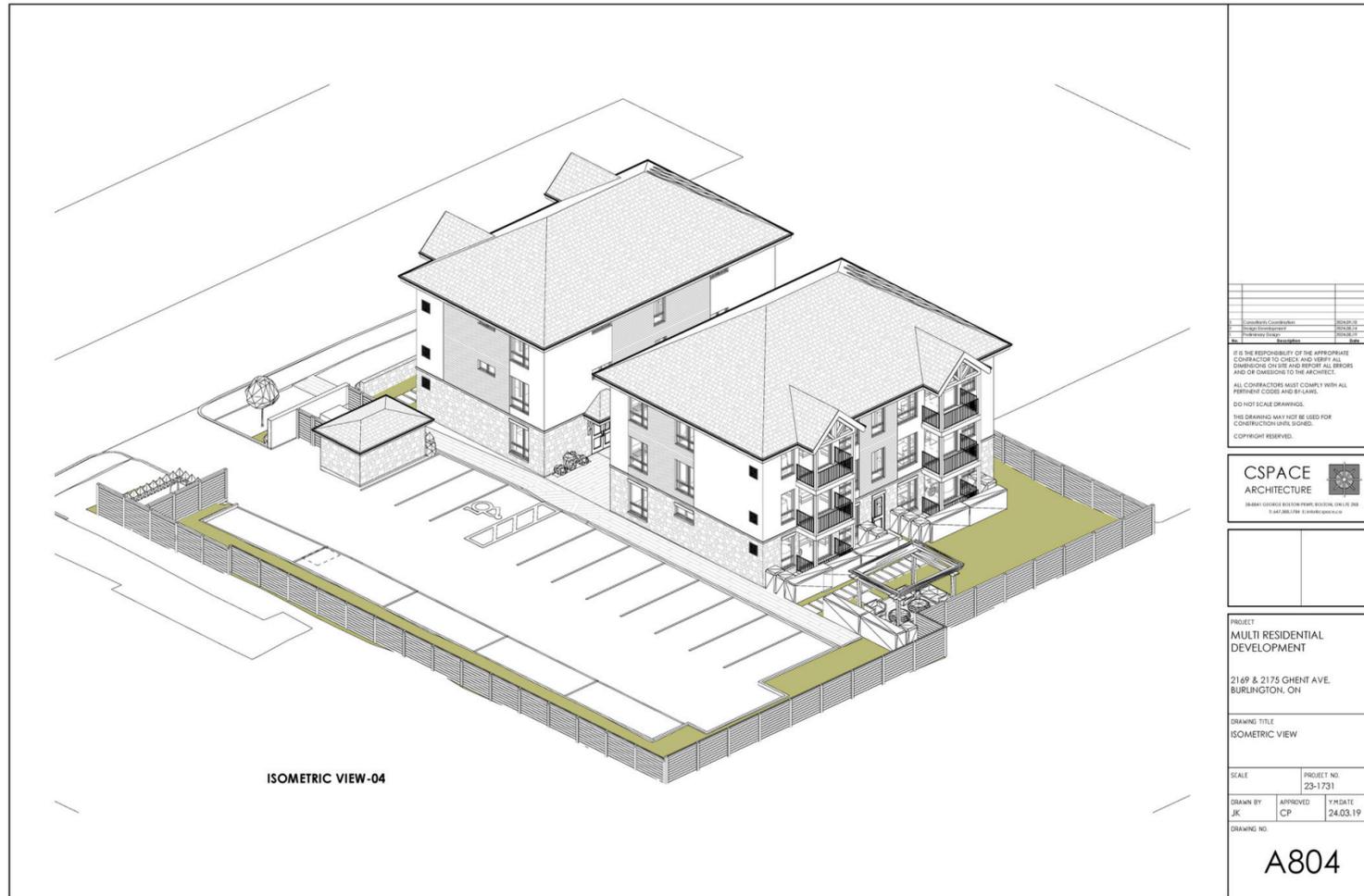
PROJECT: MULTI RESIDENTIAL DEVELOPMENT  
2169 & 2175 GHENT AVE. BURLINGTON, OH

DRAWING TITLE: ISOMETRIC VIEW

SCALE	PROJECT NO.
	23-1731
DRAWN BY: JK	APPROVED: CP
	Y: 24.03.19

DRAWING NO. **A801**

# Proposed Development



## Requested

- Official Plan Amendment
  - From “Residential - Low Density” to “Residential - Medium Density”
- Zoning By-law Amendment
  - From “R2.3” to “RM3.550” with Site Specific Exception

## Future

- Site Plan Approval
- Building Permit

# 2169 & 2175 Ghent Avenue, Burlington

---

Thank you for your consideration and I'm happy to answer any questions you or the public may have.

Alicia Monteith, BES  
Manager of Development & Operations

## Committee of the Whole Report Forecast March 3 & 4, 2025

Note: this forecast is subject to change

### Consent Items:

### Regular Items:

- Burlington School Safety and Mobility Committee (PWS-09-25)
- Council Remuneration Committee Terms of Reference (LLS-08-25)
- Corporate facilities matter (CSS-01-25)
- Better Homes Burlington Pilot Program Special Charge (PWS-06-25)
- Burlington Ave. and Ontario St. Heritage Conservation District Study (DGM-12-25)
- 518 Brant Street Heritage Designation follow up (DGM-11-25)
- Robert Bateman Community Centre update (CSS-02-25)
- Delegated Authority By-law Amendments to Schedules A, D and G (LLS-18-25)
- 2025 Proposed Budget and Tax Levy for the Burlington Downtown Business Improvement Area (FIN-XX-25)
- 2025 Proposed Budget and Tax Levy for the Aldershot Village Business Improvement Area (FIN-XX-25)
- Citywide on-street residential parking permit (PWS-10-25)

### Statutory Public Meetings:

- 2170 Ghent Avenue (DGM-16-25)
- Bronte Creek Meadows proposed OPA 4 (DGM-13-25)
- 490, 496 and 508 Walkers Line (DGM-17-25)