



## **Regular Council**

### **Minutes**

Date: March 18, 2025  
Time: 9:30 am  
Location: Council Chambers, City Hall, second floor

Members Present: Mayor Marianne Meed Ward  
Councillor Kelvin Galbraith  
Councillor Lisa Kearns  
Councillor Rory Nisan  
Councillor Shawna Stolte  
Councillor Paul Sharman  
Councillor Angelo Bentivegna

Staff Present: Hassaan Basit, Chief Administrative Officer  
Jacqueline Johnson, Commissioner, Community Services  
Curt Benson, Commissioner, Development and Growth  
Management  
Craig Millar, Chief Financial Officer  
Scott Hamilton, Commissioner Public Works  
Sue Evfremidis, Chief Human Resources Officer  
Richard Bellemare, Specialist, Digital Communications  
David Thompson, Specialist, Digital Communications  
Debbie Hordyk, Administrative Assistant to the City Clerk  
Samantha Yew, City Clerk/Director, Legislative Services

- 1. Call to Order**
- 2. Land Acknowledgement**
- 3. National Anthem**
- 4. Roll Call**
- 5. Approval of the Agenda**

Moved by: Councillor Kearns  
Seconded by: Councillor Bentivegna

Approve the March 18, 2025 Council agenda as presented.

IN FAVOUR: (7): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, Councillor Sharman, and Councillor Bentivegna

**CARRIED (7 to 0)**

**6. Declarations of Interest**

None

**7. Proclamations**

7.1 World Autism Day: April 2, 2025

7.2 Green Shirt Day: April 7, 2025

7.3 Dr. Bhim Rao Ambedkar Day of Equity (Ambedkar Jayanthi): April 14, 2025

7.4 Dalit History Month: April 2025

**8. Recognition and Achievements**

None

**9. Presentations**

None

**10. Motion to approve Council Minutes**

Moved by: Councillor Stolte  
Seconded by: Councillor Sharman

**CARRIED**

10.1 Regular meeting of Council February 18, 2025

10.2 Special meeting of Council March 4, 2025

**11. Delegations**

11.1 Vincent Sowa representing Burlington Agricultural & Rural Affairs Advisory Committee (BARAAC) spoke regarding Transition of planning responsibilities from Halton Region (DGM-09-25)

**12. Petitions**

None

**13. Recommendations from Standing Committees:**

13.1 Committee of the Whole meeting of March 3 and 4, 2025

All items with the exception of g, m and o were voted upon by way of one consent vote.

IN FAVOUR: (7): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, Councillor Sharman, and Councillor Bentivegna

**CARRIED (7 to 0)**

a. 2025 Proposed Budget and Tax Levy for the Aldershot Village Business Improvement Area (FIN-05-25) (CCS)

Approve the 2025 proposed budget for the Aldershot Village Business Improvement Area (ABIA) as presented in Appendix A of finance department report FIN-05-25 incorporating an Aldershot Village BIA members' levy of \$284,058; and

Authorize the Chief Financial Officer to incorporate the resulting Aldershot Village BIA tax rates into the 2025 Tax Levy By-Law.

**CARRIED**

b. 2025 Proposed Budget and Tax Levy for the Burlington Downtown Business Improvement Area (FIN-04-25) (CCS)

Approve the 2025 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in Appendix A of finance department report FIN-04-25 incorporating a Burlington Downtown BIA members' levy of \$1,065,316; and

Authorize the Chief Financial Officer to incorporate the resulting Burlington Downtown BIA tax rates into the 2025 Tax Levy By-Law.

**CARRIED**

c. Delegated Authority By-law Amendments to Schedules A, D and G (LLS-18-25) (CCS)

Approve the proposed delegations of authority provided in legislative services report LLS-18-25 regarding Delegated Authority By-law Amendments to Schedules A, D and G; and

Enact a by-law substantially in the form attached as Appendix A to legislative services report LLS-18-25, being a by-law to amend the By-law 71-2023, a by law to delegate approvals to staff.

**CARRIED**

d. BurlingtonGreen Fee for Services (PWS-03-25) (PW)

Direct the Commissioner of Public Works to execute a Memorandum of Understanding (MOU) with BurlingtonGreen Environmental Association who will provide services, summarized in Appendix A of report engineering services report PWS-03-25, throughout 2025 and 2026 in exchange for a fee of \$62,000 per year as approved by City Council in the 2025 budget, with the option to extend the Memorandum of Understanding with BurlingtonGreen Environmental Association for up to two (2) additional years, pending future budget approval.

**CARRIED**

e. Site Alteration By-law Amendment (PWS-17-25) (PW)

Approve the by-law substantially in the form attached as Appendix A to public works report PWS-17-25, which amends Site Alteration By-law 64-2014.

**CARRIED**

f. Appointments to Property Standards Committee and Committee of Revision (LLS-23-25) (CCS)

Establish the Committee of Revision, consisting of five members, in accordance with the *Municipal Act, 2001* and subsection 19(1) of O. Reg. 586/06; and

Enact a by-law to amend Property Standards By-law No. 28-2009, substantially attached as Appendix A to legal and legislative services report LLS-23-25; and

Amend the subsection 3.2 of the Committee of Adjustment Terms of Reference to replace the word “three” with “five” as indicated in Appendix B to legal and legislative services report LLS-23-25; and

Appoint the members of the Committee of Adjustment to the Property Standards Committee and Committee of Revision for the remainder of the 2022-2026 Term of Council:

- Filippo Capuano
- Virginia Tinti
- Elaine Westerhof
- Jim Riddell
- Brenden Ursel

**CARRIED**

- h. Motion Memorandum regarding business development activities in Japan and economic development opportunity in Apeldoorn (COW-05-25)(SD-02-25)

Direct the City Clerk to report back on a possible economic development program on the margins of the upcoming visit to Apeldoorn, Netherlands in May 2025. (SD-02-25)

**CARRIED**

- i. Remuneration and expenses paid to Council and appointees for 2024 (FIN-01-25)

Receive for information finance department report FIN-01-25 regarding remuneration and expense paid to Council and appointees for 2024.

**CARRIED**

- j. Citywide on-street residential parking permit (PWS-10-25)

Approve the citywide on-street residential parking permit as described in public works report PWS-10-25; and

Direct staff to implement the citywide on-street residential parking permit, effective May 1, 2025, and make all necessary updates to Parking By-law 39-2016.

**CARRIED**

k. School Traffic Safety and Mobility Committee (PWS-09-25)

Approve the establishment of a School Traffic Safety and Mobility Committee in accordance with the Terms of Reference outlined in Appendix A of transportation report PWS-09-25 commencing in September 2025; and

Appoint Councillor Kearns as the representative to the School Traffic Safety and Mobility Committee, in accordance with the proposed Terms of Reference.

**CARRIED**

l. Better Homes Burlington pilot program special charge (PWS-06-25)

Approve a by-law to authorize the imposition of a special charge under the Better Homes Burlington program, substantially in the form attached as Appendix A to report PWS-06-25, in the form satisfactory of the Commissioner of Legal and Legislative Services, City Solicitor or designate.

**CARRIED**

n. Burlington Ave. and Ontario St. Heritage Conservation District Study (DGM-12-25)

Receive the Burlington Ave. Heritage Conservation District Phase 1: Study report which is attached to development and growth management report DGM-12-25 as Appendix B; and

Approve the proposed Burlington Ave. Heritage Conservation District boundary which is attached to development and growth management report DGM-12-25 as Appendix A; and

Direct staff to prepare a Heritage Conservation District Plan for the proposed Burlington Ave. and Ontario St. Heritage Conservation District, the boundary of which is attached to development and growth management report DGM-12-25 as Appendix A and report

back to Committee of the Whole for their consideration on a recommendation for designation under Part V of the Ontario Heritage Act; and

Direct staff to consult with the affected property owners and the Heritage Burlington Advisory Committee, in accordance with the Ontario Heritage Act, in the preparation of the Burlington Ave. and Ontario St. Heritage Conservation District Plan; and

Direct staff to add the properties shown in Appendix C attached to development and growth management report DGM-12-25 to the Municipal Heritage Register in accordance with Section 27 of the Ontario Heritage Act.

**CARRIED**

- p. Findings of report Growth Analysis Review – City of Burlington (DGM-20-25)

Direct the Director of Community Planning to come back to Council in Q3 2025 with specific recommendations on approaches, methodologies and technologies to build capacity to forecast, calibrate and manage growth, in line with the findings of the Growth Analysis provided in Appendix A to community planning department report DGM-20-25.

**CARRIED**

- q. Bronte Creek Meadows Proposed Official Plan Amendment No. 4 (DGM-13-25)

Direct the Director of Community Planning to consider Council, agency, development partner, and community feedback received as part of this statutory public meeting, prior to bringing forward a staff report recommending approval of Official Plan Amendment No. 4 in the near future.

**CARRIED**

- r. Official Plan and Zoning By-law Amendments for 4103 Palladium Way (DGM-14-25)

Approve the applications for an Official Plan Amendment and a Zoning By-law Amendment submitted by Design Plan Services Inc.,

on behalf of Better Life Living proposing an 8-storey Retirement Home; and

Approve Official Plan Amendment No. 156 to the City of Burlington Official Plan 1997, as outlined in Appendix D of development and growth management report DGM-14-25, to amend the designation at the lands located at 4103 Palladium Way as “Business Corridor” with site specific policies; and

Deem that the Official Plan Amendment No. 156 is consistent with The Planning Act; and

Instruct the City Clerk to prepare the necessary by-law adopting Official Plan Amendment No. 156 as outlined in Appendix D to development and growth management report DGM-14-25 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 Zoning By-law 2020.497, attached as Appendix E to development and growth management report DGM-14-25, to amend the “BC1-505” zone of the lands at 4103 Palladium Way; and

Deem that Zoning By-law 2020.497 will conform to the Halton Region Official Plan, the 1997 Official Plan of the City of Burlington and the 2020 Official Plan once Official Plan Amendment No. 156 are adopted; and

State that the amending zoning by-law will not come into effect until Official Plan Amendment No. 156 is adopted.

**CARRIED**

g. Preliminary Information on Buy Canadian Resolution (FIN-09-25)

Direct the Chief Financial Officer to continue to investigate the impacts and risks of potential tariffs by working with other municipalities to develop procurement strategies and practices that support Buy Canadian by assessing options for alternatives to United States of America (U.S.) vendors as outlined in finance department report FIN-09-25 and report back to Committee of the Whole on April 7<sup>th</sup>, 2025; and

**Direct the Chief Financial Officer to report back (as part of the May 12th COW report) on the potential implementation of interest-free deferral programs for qualifying individuals, companies or organizations impacted by American tariffs such as the following:**

- **property tax**
- **development charges**
- **and/or other city fees.**

**Direct the Chief Financial Officer to set qualifying criteria for interest-free deferral programs; and**

**Direct the Chief Financial Officer to outline associated risks to the City if tariffs are prolonged and businesses fail, resulting in the loss of deferred taxes, charges and/or fees.**

IN FAVOUR: (6): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, and Councillor Bentivegna

Absent (1): Councillor Sharman

**CARRIED (6 to 0)**

Moved by: Councillor Sharman

Seconded by: Councillor Galbraith

**Direct the Chief Financial Officer to report back (as part of the May 12th COW report) on the potential implementation of interest-free deferral programs for qualifying individuals, companies or organizations impacted by American tariffs such as the following:**

- **property tax**
- **development charges**
- **and/or other city fees.**

**Direct the Chief Financial Officer to set qualifying criteria for interest-free deferral programs; and**

**Direct the Chief Financial Officer to outline associated risks to the City if tariffs are prolonged and businesses fail, resulting in the loss of deferred taxes, charges and/or fees.**

IN FAVOUR: (6): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, and Councillor Bentivegna

Absent (1): Councillor Sharman

**CARRIED (6 to 0)**

m. Recommendation to Designate 518 Brant Street (DGM-11-25)

State an intention to designate the property at 518 Brant St. under Part IV, Section 29, of the Ontario Heritage Act and in accordance with the Statement of Cultural Heritage Value or Interest and Description of Heritage Attributes for 518 Brant St. which is attached to development and growth management report DGM-11-25 as Appendix B; and

Direct the Director of Community Planning to provide notice of Council's intention to designate 518 Brant St., in accordance with subsection 29 (3) and 29 (4) of the Ontario Heritage Act; and

Direct the City Clerk to introduce the necessary by-law to designate the property as being of cultural heritage value or interest to Council which will be enacted in accordance with subsection 29 (8) of the Ontario Heritage Act, provided no objections are received; and

Direct the City Clerk to take the necessary actions in the event of any objection to the notice of intention to designate pursuant to the Ontario Heritage Act, subsections 29 (5) and 29 (6), such that the Director of Community Planning may report back to Council to allow Council to consider the objection and decide whether or not to withdraw the notice of intention to designate the property.

IN FAVOUR: (5): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, and Councillor Stolte

OPPOSED: (2): Councillor Sharman, and Councillor Bentivegna

**CARRIED (5 to 2)**

o. Transition of planning responsibilities from Halton Region (DGM-09-25)

Receive for information community planning report DGM-09-25 regarding an update to the Region of Halton transition of planning responsibilities resulting from Bill 185.

IN FAVOUR: (7): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, Councillor Sharman, and Councillor Bentivegna

**CARRIED (7 to 0)**

13.2 Audit Committee meeting of March 5, 2025

All items were voted upon by way of one consent vote.

IN FAVOUR: (7): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, Councillor Sharman, and Councillor Bentivegna

**CARRIED (7 to 0)**

a. Status of Management Action Plans (AUD-01-25)

Receive for information office of the city auditor report AUD-01-25 regarding status of Management Action Plans for Q1 2025.

**CARRIED**

b. Quarterly dashboard for the office of the city auditor (AUD-02-25)

Receive for information office of the city auditor report AUD-02-25 regarding Quarterly Dashboard for office of the city auditor as of Q1 2025.

**CARRIED**

c. Community Grants Audit (AUD-03-25)

Receive for information office of the city auditor report AUD-03-25 regarding Community Grants Audit attached as Appendix A.

**CARRIED**

d. Audit Plan for office of the city auditor 2025 (AUD-05-25)

Approve the Audit Plan for office of the city auditor 2025 attached in Appendix-A of report AUD-05-25.

**CARRIED**

- e. Performance management process for the City Auditor (AUD-06-25)

Approve the performance management process and goals for the City Auditor identified in office of the city auditor report AUD-06-25.

**CARRIED**

- f. Election of Chair and Vice Chair effective June 11, 2025 for the term to expire November 14, 2026

Elect Councillor Lisa Kearns as Chair of the Audit Committee, effective June 11, 2025 for the term to expire November 14, 2026.

**CARRIED**

Defer the election for Vice Chair of the Audit Committee to the June 11, 2025 Audit Committee meeting.

**CARRIED**

- g. Confidential Cyber-Security Audit (Detect and Respond) (AUD-04-25)

Receive for information office of the city auditor report AUD-04-25 regarding Cyber-Security Audit (Detect & Respond).

**CARRIED**

13.3 Pipeline to Permit Committee meeting of March 6, 2025

There were no recommendations from this Committee

13.4 Council Workshop Committee meeting of March 6, 2025

There were no recommendations from this Committee

**14. Motion to Approve Standing Committee Minutes**

Moved by: Councillor Galbraith

Seconded by: Councillor Nisan

Approve the following minutes:

**CARRIED**

14.1 Committee of the Whole meeting minutes of March 3 and 4, 2025

14.2 Audit Committee meeting minutes of March 5, 2025

14.3 Pipeline to Permit Committee meeting minutes of March 6, 2025

14.4 Council Workshop meeting minutes of March 6, 2025

**15. Urgent Business**

None

**16. Confidential Items and Closed Meeting**

16.1 Confirm the following closed meeting minutes:

Moved by: Councillor Bentivegna

Seconded by: Councillor Kearns

**CARRIED**

a. Confidential closed meeting minutes for Audit Committee meeting of March 5, 2025

b. Confidential closed meeting minutes for Council Workshop Committee meeting of March 6, 2025

**17. Rise and Report**

None

**18. Motions of Members**

None

**19. Council Information Package**

19.1 Council Information Package February 21, 2025

19.2 Council Information Package February 28, 2025

19.3 Council Information Package March 7, 2025

19.4 Council Information Package March 14, 2025

**20. Motion to Receive and File Information Items**

Moved by: Councillor Sharman

Seconded by: Councillor Galbraith

Receive and file Information items, having been considered by Council:

**CARRIED**

20.1 Memorandum from staff regarding Recommendation to Designate 518 Brant Street (DGM-11-25)

20.2 Correspondence from Catherine Hunt regarding Citywide on-street residential parking permit (PWS-10-25)

**21. Notice of Motion**

None

**22. Motion to Approve By-Laws**

Moved by: Councillor Stolte

Seconded by: Councillor Nisan

Enact and pass the following by-laws which are now introduced, entitled and numbered as indicated below:

IN FAVOUR: (7): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, Councillor Sharman, and Councillor Bentivegna

**CARRIED (7 to 0)**

22.1 11-2025: A by-law to authorize the Imposition of a Special Charge under the Better Homes Burlington Program in Accordance with Ontario Regulation 586/06 for the following properties in the City of Burlington:4648 Keystone Crescent.

22.2 12-2025: A by-law to amend By-law 71-2023, to delegate approvals to staff.

22.3 13-2025: A by-law to amend Site Alteration By-law 64-2014, being a by-law to prohibit and regulate the placing, dumping, cutting or removal of fill or the altering of grades or drainage on any lands.

- 22.4 14-2025: A by-law to amend By-law 28-2009, being a by-law to prescribe standards for the maintenance and occupancy of properties in the City of Burlington.
- 22.5 15-2025: A by-law to adopt Official Plan Amendment No. 156 to permit an 8-storey Retirement Home building along with the previously approved 5-storey Long Term Care Facility building and association ancillary uses with access to Palladium Way.
- 22.6 2020.497: A by-law to amend By-law 2020, as amended; 4103 Palladium Way.

**23. Confirmatory By-law**

Moved by: Councillor Sharman  
Seconded by: Councillor Stolte

Enact and pass By-law Number 16-2025, being a by-law to confirm the proceedings of Council at its meeting held March 18, 2025 being read a first, second and third time.

IN FAVOUR: (7): Mayor Meed Ward, Councillor Galbraith, Councillor Kearns, Councillor Nisan, Councillor Stolte, Councillor Sharman, and Councillor Bentivegna

**CARRIED (7 to 0)**

**24. Statements by Members and Staff**

**25. Motion to Adjourn**

Moved by: Councillor Kearns  
Seconded by: Councillor Nisan

Councillor Sharman was absent from 9:53 a.m. to 9:54 a.m.

Adjourn this Council now to meet again at the call of the Mayor

10:41 a.m.

**CARRIED**

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Samantha Yew

City Clerk

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Marianne Meed Ward

Mayor

