



Regular Council  
Agenda

**Date:** November 18, 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. National Anthem**

**4. Roll Call**

**5. Approval of the Agenda**

**6. Declarations of Interest**

**7. Proclamations**

7.1 I Read Canadian Day November 6, 2025

7.2 Talk To a Stranger Week November 24-30, 2025

7.3 International Day of Persons with Disabilities December 3, 2025

**8. Recognition and Achievements**

## 8.1 Citizen Recognitions

## 9. Presentations

## 10. Motion to approve Council Minutes

Confirm the minutes of the following meeting of Council:

10.1 Regular Council meeting of October 14, 2025

10.2 Special meeting of Council October 21, 2025

10.3 Special Council meeting of November 4, 2025

## 11. Delegations

In order to speak at a Council meeting, Individuals must register as a delegation no later than noon the business day before the meeting. To register, complete the online application at [www.burlington.ca/delegation](http://www.burlington.ca/delegation) or by submitting a written request by email to the Legislative Services at [clerks@burlington.ca](mailto:clerks@burlington.ca)

If you do not wish to delegate, but would like to submit feedback, please email your comments to [clerks@burlington.ca](mailto:clerks@burlington.ca) by noon the business day before the meeting. Your comments will be circulated to Council members in the advance of the meeting.

## 12. Petitions

## 13. Recommendations from Standing Committees:

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

- a. Heritage Response to Bill 23 – 458 Elizabeth St. Peer Review update (DGM-85-25) (GM)

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 458 Elizabeth Street, Burlington, dated July 21, 2025 (the “Peer Review”), prepared by Egis, as detailed in development and growth management report DGM-85-25 and attached as Appendix A; and

That Council not issue a notice of intention to designate 458 Elizabeth Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-85-25.

- b. Heritage Response to Bill 23 – 513 Locust St. Peer Review update (DGM-86-25) (GM)

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 513 Locust Street, Burlington, dated July 21, 2025 (the “Peer Review”), prepared by Egis, as detailed in development and growth management report DGM-86-25 and attached as Appendix A; and

That Council not issue a notice of intention to designate 513 Locust Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-86-25.

- c. Heritage Response to Bill 23 – 367 Torrance St. Peer Review update (DGM-87-25) (GM)

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 367 Torrance Street, Burlington, dated July 21, 2025 (the “Peer Review”), prepared by Egis, as detailed in development and growth management report DGM-87-25 and attached as Appendix A; and

That Council not issue a notice of intention to designate 367 Torrance Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-87-25.

- d. Evolving the targeted realignment work plan (DGM-63-25) (GM)

Endorse the general approach for evolving the former targeted realignment work as set out in development and growth management report DGM-63-25.

- e. Naming of new recreational trail - Tyendinaga Trail (PWS-40-25) (PW)

Approve "Tyendinaga Trail " as the official name for the new recreational trail scheduled for development this fall as outlined in public works report PWS-40-24.

- f. 2026 budget overview (FIN-42-25)

Receive the 2026 proposed budget book; and

Direct staff to present the recommendations contained in Appendix A of finance department report FIN-42-25 to the Budget Committee meetings of November 24 and 25, 2025 for review and approval, taking into consideration committee amendments; and

That pursuant to Ontario Regulation 284/09, finance department report FIN-42-25 serve as the method for communicating the exclusion of the following estimated expenses from the 2026 budget:

- a) Amortization expense - \$47 million; and
- b) Post-employment benefit expenses - \$1.7 million

g. 2026 rates and fees (FIN-33-25)

Item 20.1 provides supplemental information regarding this item.

Approve the 2026 rates and fees as outlined in finance department report FIN-33-25, effective January 1, 2026 or such other date as is indicated; and

Enact a by-law, substantially in the form attached as Appendix A to finance department report FIN-33-25, satisfactory to the Commissioner, Legal and Legislative Services/City Solicitor; and

Refer the discussion of increases to transit fees to the Budget Committee meeting of November 24, 2025.

h. 2026 Council and committee meeting calendar (LLS-51-25)

Approve the 2026 calendar of meetings for Council and standing committees attached as Appendix A to legislative services report LLS-51-25; and

Move the Civic Recognition event from May 26, 2026 to April 28, 2026.

i. Motion memorandum regarding audit of space allocation for competitive swimming (COW-15-25)

Refer the motion memorandum regarding an audit of the allocation process of pool time for competitive swimming programs to a Special Audit Committee meeting prior to December.

- j. Motion memorandum regarding Burlington Community Foundation presentation on Burlington's 2025 Vital Signs Report (COW-16-25)

Item 20.2 provides supplemental information regarding this item.

Receive for information a presentation from Megan Tregunno, CEO of Burlington Community Foundation, regarding the Burlington Community Foundations 2025 Vital Signs Report.

- k. MTSA Official Plan Amendment No. 2 Notice of Decision (DGM-99-25)

Receive for information development and growth management report DGM-99-25 regarding MTSA Official Plan Amendment No. 2 Notice of Decision.

- l. Heritage Response to Bill 23 - 368 Brant Street Peer Review update (DGM-82-25)

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 368 Brant Street, Burlington, dated July 21, 2025 (the “Peer Review”), and the Statement of Cultural Heritage Value or Interest for *368 Brant Street*, dated September 29, 2025 (the “SCHVI”), prepared by Egis, as detailed in development and growth management report DGM-82-25 and attached as Appendices A and B, respectively; and

That Council issue a notice of intention to designate 368 Brant Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-82-25.

- m. Confidential legal update on a litigation matter regarding Nelson Aggregates (LLS-48-25)

Instruct the Commissioner of Legal and Legislative Services, or his designate, to proceed in accordance with the instructions sought in confidential legal report LLS-48-25.

- n. Confidential legal update on a litigation matter regarding Burlington New Official Plan (LLS-49-25)

Instruct the Commissioner of Legal and Legislative Services, or

his designate, to proceed in accordance with the instructions sought in confidential legal report LLS-49-25.

- o. Confidential staff update on Provincial Facilitation regarding Millcroft Golf Course (DGM-100-25)

Instruct the Chief Administrative Officer to proceed in accordance with the instructions provided in closed session.

- p. Confidential human resources report regarding a personnel matter (HRS-08-25)

Instruct the Chief Human Resources Officer to proceed in accordance with the instructions sought in confidential human resources report HRS-08-25.

- q. Confidential human resources report regarding a personnel matter (HRS-10-25)

Instruct the Chief Human Resources Officer to proceed in accordance with the instructions sought in confidential human resources report HRS-10-25.

### 13.2 Special Committee of the Whole meeting of November 10, 2025

- a. Findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

Direct staff to report back by April 2026 on two options for Council's consideration:

1. fully detailed options for integrating economic development and tourism functions within the municipal organizational structure; and
2. provide a draft Service Agreement that retains an independent entity while permitting a collaborative decision-making relationship with Council.

### 13.3 Pipeline to Permit Committee meeting of November 13, 2025

- a. Deferred development charges to occupancy (DGM-101-25)

Receive for information development and growth management report DGM-101-25 regarding deferred development charges to occupancy.

- b. Staff presentation regarding planning and building in the digital future: AI and data-driven innovation (PP-16-25)

Receive for information staff presentation regarding planning and building in the digital future: AI and data-driven innovation. (PP-16-25)

13.4 Budget Committee meeting of November 13, 2025

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

Approve the following minutes:

- |      |   |         |
|------|---|---------|
| 14.1 | Council Workshop meeting minutes of October 9, 2025                 | 1 - 2   |
| 14.2 | Committee of the Whole meeting minutes of November 3 and 4, 2025    | 3 - 13  |
| 14.3 | Special Committee of the Whole meeting minutes of November 10, 2025 | 14 - 16 |
| 14.4 | Pipeline to Permit Committee meeting minutes of November 13, 2025   | 17 - 19 |
| 14.5 | Budget Committee meeting minutes of November 13, 2025               | 20 - 22 |

#### 15. Urgent Business

#### 16. Confidential Items and Closed Meeting

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

16.1 Motion to confirm Confidential minutes

Confirm the confidential minutes of the following closed meetings:

- a. Confidential closed Special Council meeting minutes of October 14, 2025
- b. Confidential closed Committee of the Whole meeting minutes of November 3 and 4, 2025

#### 17. Rise and Report

#### 18. Motions of Members

- |      |   |         |
|------|---|---------|
| 18.1 | Motion memorandum regarding the Burlington Christmas Market (ADM- | 23 - 24 |
|------|---|---------|

12-25)

Declare the Burlington Christmas Market at 519 John St, in the City of Burlington an event of municipal significance for liquor licensing purposes.

**19. Council Information Package**

- 19.1 Council Information Package October 17, 2025
- 19.2 Council Information Package October 24, 2025
- 19.3 Council Information Package October 31, 2025
- 19.4 Council Information Package November 7, 2025
- 19.5 Council Information Package November 14, 2025

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

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

- 20.1 Staff memo providing supplemental information regarding 2026 Rates and Fees (FIN-33-25) 25 - 27  
  
This item provides supplemental information regarding item 13.1.g. 2026 rates and fees (FIN-33-25)
- 20.2 Staff memo providing supplemental information regarding Burlington Community Foundation presentation on Burlington's 2025 Vital Signs Report (COW-16-25) 28 - 29  
  
This item provides supplemental information regarding item 13.1 j. Burlington Community Foundation presentation on Burlington's 2025 Vital Signs Report (COW-16-25)

**21. Notice of Motion**

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

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

- 22.1 88-2025: A by-law to appoint a City Clerk 30 - 31  
  
Report HR-10-2025, Council meeting November 4, 2025

22.2 89-2025: A by-law to appoint a Fire Chief 32 - 32

Report HR-08-25, Special Council meeting November 4, 2025

**23. Confirmatory By-law** 33 - 34

Enact and pass By-law Number 90-2025 being a by-law to confirm the proceedings of Council at its meeting held November 18, 2025 being read a first, second and third time.

**24. Statements by Members and Staff**

**25. Motion to Adjourn**

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



## Council Workshop

### Minutes

Date: October 9, 2025  
Time: 1:00 p.m.  
Location: Council Chambers, City Hall, second floor

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

Member Regrets: Councillor Angelo Bentivegna

Staff Present: Curt Benson, Chief Administrative Officer, Commissioner, Development and Growth Management  
Blake Hurley, Commissioner, Legal and Legislative Services  
Jacqueline Johnson, Commissioner Community Services  
Sue Evfremidis, Chief Human Resources Officer  
Craig Millar, Chief Financial Officer  
David Thompson, Specialist, Digital Communications  
Richard Bellemare, Specialist, Digital Communications  
Suzanne Gillies, Committee Clerk

#### 1. Call to Order

The Chair called the meeting to order.

#### 2. Land Acknowledgement

The Chair read the Land Acknowledgement.

#### 3. Approval of the Agenda

Moved by: Councillor Sharman

Approve the agenda as presented.

**CARRIED**

**4. Declarations of Interest**

None

**5. Presentations**

None

**6. Consent Items**

None

**7. Regular Items**

7.1 25-year Strategy Development - Horizon 2050 (CWC-02-25)

**8. Confidential Items and Closed Meeting**

**9. Rise and Report**

**10. Information Items**

Moved by: Councillor Galbraith

Receive and file the following item, having been given due consideration by the Council Workshop Committee.

**CARRIED**

10.1 Staff presentation regarding 25-year Strategy Development - Horizon 2050 (CWC-02-25)

**11. Staff Remarks**

**12. Committee Remarks**

**13. Adjournment**

2:22 p.m. (recessed), 2:35 p.m. (reconvened)

Chair adjourned the meeting at 3:49 p.m.



## **Committee of the Whole**

### **Minutes**

Date: November 3, 2025  
Time: 1:00 pm  
Location: Council Chambers, City Hall, second floor

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

Staff Present: Curt Benson, Chief Administrative Officer  
Blake Hurley, Commissioner, Legal and Legislative Services/City Solicitor  
Jacqueline Johnson, Commissioner, Community Services  
Stephen Robichaud, Commissioner, Development and Growth Management  
Scott Hamilton, Commissioner, Public Works  
Sue Evfremidis, Chief Human Resources Officer  
Craig Millar, Chief Financial Officer  
Chad MacDonald, Chief Information Officer  
Andrew Scott, Chief Transformation Officer  
Catherine Baldelli, Director, Transit  
Jamie Tellier, Director, Community Planning  
Suzanne Gillies, Committee Clerk  
Jo-Anne Rudy, Committee Clerk  
David Thompson, Specialist, Digital Communications  
Richard Bellemare, Specialist, Digital Communications

#### **1. Call to Order**

The Chair called the meeting to order.

**2. Land Acknowledgement**

The Chair read the Land Acknowledgement.

**3. Approval of the Agenda**

Moved by Councillor Kearns

Waive Section 46.1 of Procedure By-Law 59-2024, as amended, to permit Michael Champaigne to speak to Item 8.1 2026 budget overview (FIN-42-25)

**CARRIED**

Moved by Councillor Stolte

Approve the agenda as amended.

**CARRIED**

**4. Declarations of Interest**

None

**5. Presentations**

None

**6. Delegations**

6.1 Lawson Hunter spoke regarding 2026 budget overview (FIN-42-25)

6.2 Zohair Khan, Burlington Aquatic Devilrays, spoke regarding motion memorandum regarding audit of space allocation for competitive youth swimming (COW-15-25)

6.3 Cody Bradt, Golden Horseshoe Aquatic Club, spoke regarding motion memorandum regarding audit of space allocation for competitive youth swimming (COW-15-25)

6.4 Terry Caddo, Burlington Chamber of Commerce, spoke regarding Economic Development and Tourism regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

6.5 Vanessa Dupuis and Julie Ellies, Burlington Economic Development and Tourism, spoke regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

- 6.6 Ron Laidman, Burlington Economic Development and Tourism, spoke regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)
- 6.7 Megan Tregunno, Burlington Community Foundation, spoke regarding motion memorandum regarding Burlington Community Foundation presentation on Burlington's 2025 Vital Signs Report (COW-16-25)
- 6.8 Michael Champaigne withdrew his delegation regarding 2026 budget overview (FIN-42-25)

**7. Consent Items**

- 7.1 Heritage Response to Bill 23 – 368 Brant St. Peer Review update (DGM-82-25) (GM)

**Note: this item was moved to Growth Management Regular Items**

- 7.2 Heritage Response to Bill 23 – 458 Elizabeth St. Peer Review update (DGM-85-25) (GM)

Moved by Mayor Meed Ward

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 458 Elizabeth Street, Burlington, dated July 21, 2025 (the “Peer Review”), prepared by Egis, as detailed in development and growth management report DGM-85-25 and attached as Appendix A; and

That Council not issue a notice of intention to designate 458 Elizabeth Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-85-25.

**CARRIED**

- 7.3 Heritage Response to Bill 23 – 513 Locust St. Peer Review update (DGM-86-25) (GM)

Moved by Mayor Meed Ward

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 513 Locust Street, Burlington, dated July 21, 2025 (the “Peer Review”), prepared by Egis, as detailed in development and growth management report DGM-86-25 and attached as Appendix A; and

That Council not issue a notice of intention to designate 513 Locust Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-86-25.

**CARRIED**

- 7.4 Heritage Response to Bill 23 – 367 Torrance St. Peer Review update (DGM-87-25) (GM)

Moved by Mayor Meed Ward

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 367 Torrance Street, Burlington, dated July 21, 2025 (the “Peer Review”), prepared by Egis, as detailed in development and growth management report DGM-87-25 and attached as Appendix A; and

That Council not issue a notice of intention to designate 367 Torrance Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-87-25.

**CARRIED**

- 7.5 Evolving the targeted realignment work plan (DGM-63-25) (GM)

Moved by Mayor Meed Ward

Endorse the general approach for evolving the former targeted realignment work as set out in development and growth management report DGM-63-25.

**CARRIED**

- 7.6 Naming of new recreational trail - Tyendinaga Trail (PWS-40-25) (PW)

Moved by Mayor Meed Ward

Approve "Tyendinaga Trail " as the official name for the new recreational trail scheduled for development this fall as outlined in public works report PWS-40-24.

CARRIED

8. Community and Corporate Services

Note: [view November 4, 2025 video](#) for discussion of Items 8.2 to 8.6

8.1 2026 budget overview (FIN-42-25)

Moved by Mayor Meed Ward

Receive the 2026 proposed budget book; and

Direct staff to present the recommendations contained in Appendix A of finance department report FIN-42-25 to the Budget Committee meetings of November 24 and 25, 2025 for review and approval, taking into consideration committee amendments; and

That pursuant to Ontario Regulation 284/09, finance department report FIN-42-25 serve as the method for communicating the exclusion of the following estimated expenses from the 2026 budget:

- a) Amortization expense - \$47 million; and
- b) Post-employment benefit expenses - \$1.7 million

CARRIED

8.2 2026 rates and fees (FIN-33-25)

Moved by Mayor Meed Ward

Approve the 2026 rates and fees as outlined in finance department report FIN-33-25, effective January 1, 2026 or such other date as is indicated; and

Enact a by-law, substantially in the form attached as Appendix A to finance department report FIN-33-25, satisfactory to the Commissioner, Legal and Legislative Services/City Solicitor; **and**

**Refer the discussion of increases to transit fees to the Budget Committee meeting of November 24, 2025.**

CARRIED

**Amendment:**

Moved by Mayor Meed Ward

Refer the discussion of increases to transit fees to the Budget Committee meeting of November 24, 2025.

**CARRIED**

- 8.3 Findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

Moved by Councillor Galbraith

**Refer chief administrative officer report CAO-06-25 regarding findings from third party review of Burlington Economic Development and Tourism to a Special Committee of the Whole meeting on Monday, November 10, 2025 at 2 p.m.**

**CARRIED**

- 8.4 2026 Council and committee meeting calendar (LLS-51-25)

Moved by Councillor Kearns

Approve the 2026 calendar of meetings for Council and standing committees attached as Appendix A to legislative services report LLS-51-25; **and**

**Move the Civic Recognition event from May 26, 2026 to April 28, 2026.**

**CARRIED**

**Amendment:**

Moved by Councillor Kearns

Move the Civic Recognition event from May 26, 2026 to April 28, 2026.

**CARRIED**

- 8.5 Motion memorandum regarding audit of space allocation for competitive swimming (COW-15-25)

Moved by Councillor Kearns

**Refer the motion memorandum regarding an audit of the allocation process of pool time for competitive swimming programs to a Special Audit Committee meeting prior to December.**

**CARRIED**

- 8.6 Motion memorandum regarding Burlington Community Foundation presentation on Burlington's 2025 Vital Signs Report (COW-16-25)

Moved by Councillor Stolte

Receive for information a presentation from Megan Tregunno, CEO of Burlington Community Foundation, regarding the Burlington Community Foundations 2025 Vital Signs Report.

**CARRIED**

**9. Confidential Items and Closed Meeting**

Moved by Councillor Nisan

Proceed into closed session on Tuesday, November 4, 2025 at 9:37 a.m. in accordance with the following provisions under the Municipal Act:

Pursuant to Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board **regarding Items 9.1 and 9.2**

Pursuant to Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board **regarding Item 9.3**

Pursuant to Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose **regarding Items 9.3 and 9.6**

Pursuant to Section 239(2)(a) the security of the property of the municipality or local board **regarding item 9.6**

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees **regarding item 9.6**

**CARRIED**

- 9.1 Confidential legal update on a litigation matter regarding Nelson Aggregates (LLS-48-25)

- 9.2 Confidential legal update on a litigation matter regarding Burlington New Official Plan (LLS-49-25)

9.3 Confidential staff update on Provincial Facilitation regarding Millcroft Golf Course (DGM-100-25)

9.4 Confidential human resources report regarding a personnel matter (HRS-08-25)

Moved by Councillor Stolte

Instruct the Chief Human Resources Officer to proceed in accordance with the instructions sought in confidential human resources report HRS-08-25.

**CARRIED**

9.5 Confidential human resources report regarding a personnel matter (HRS-10-25)

Moved by Councillor Bentivegna

Instruct the Chief Human Resources Officer to proceed in accordance with the instructions sought in confidential human resources report HRS-10-25.

**CARRIED**

9.6 Confidential Appendix B to chief administrative officer report CAO-06-25 regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

## **10. Rise and Report**

Committee reconvened into open session on November 4, 2025 at 3:09 p.m.

In Closed session Committee discussed and provided instructions to staff on the following confidential items:

- Confidential legal update on a litigation matter regarding Nelson Aggregates (LLS-48-25)
- Confidential legal update on a litigation matter regarding Burlington New Official Plan (LLS-49-25)
- Confidential staff update on Provincial Facilitation regarding Millcroft Golf Course (DGM-100-25)

In Closed session Committee discussed Confidential Appendix B to chief administrative officer report CAO-06-25 regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25). This item was

referred to a Special Committee of the Whole meeting on Monday, November 10, 2025 at 2 p.m.

**11. Public Works**

None

**12. Growth Management**

**Note:** [view November 4, 2025 video](#) for discussion of Items 12.1 and 12.2

12.1 MTSA Official Plan Amendment No. 2 Notice of Decision (DGM-99-25)

Moved by Councillor Nisan

Receive for information development and growth management report DGM-99-25 regarding MTSA Official Plan Amendment No. 2 Notice of Decision.

**CARRIED**

12.2 Heritage Response to Bill 23 - 368 Brant Street Peer Review update (DGM-82-25)

**Note: this item was moved from Consent Items and discussed before item 12.1**

Moved by Mayor Meed Ward

Receive for information the findings of the Peer Review – Cultural Heritage Evaluation Report, 368 Brant Street, Burlington, dated July 21, 2025 (the “Peer Review”), and the Statement of Cultural Heritage Value or Interest for *368 Brant Street*, dated September 29, 2025 (the “SCHVI”), prepared by Egis, as detailed in development and growth management report DGM-82-25 and attached as Appendices A and B, respectively; and

That Council issue a notice of intention to designate 368 Brant Street (the “Property”) to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-82-25.

**CARRIED**

**Amendment:**

Moved by Mayor Meed Ward

Amend the second paragraph by removing the word "not" as follows:

That Council ~~not~~ issue a notice of intention to designate 368 Brant Street (the "Property") to be of cultural heritage value or interest under Part IV, Section 29 of the *Ontario Heritage Act* in accordance with the staff recommendation in development and growth management reports DGM-10-25 and DGM-82-25.

**CARRIED**

**13. Statutory Public Meetings**

None

**14. Information Items**

Moved by Mayor Meed Ward

Receive and file the following 9 items, having been given due consideration by the Committee of the Whole.

**CARRIED**

- 14.1 Legislative Services forecast for standing committee reports (COW-17-25)
- 14.2 Staff presentation regarding the 2026 budget overview (FIN-42-25)
- 14.3 Correspondence from Focus Burlington regarding 2026 budget overview (FIN-42-25)
- 14.4 Correspondence from Melinda MacRory, MHBC, on behalf of Alinea Land Corporation, regarding MTSA Official Plan Amendment No. 2 Notice of Decision (DGM-99-25)
- 14.5 Delegation material from Lawson Hunter regarding 2026 budget overview (FIN-42-25)
- 14.6 Delegation material from Terry Caddo, Burlington Chamber of Commerce, regarding Economic Development and Tourism regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)
- 14.7 Delegation material from Vanessa Dupuis and Julie Ellies, Burlington Economic Development and Tourism, regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

- 14.8 Delegation material from Ron Laidman, Burlington Economic Development and Tourism, regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)
- 14.9 Delegation material from Megan Tregunno, Burlington Community Foundation, regarding motion memorandum regarding Burlington Community Foundation presentation on Burlington's 2025 Vital Signs Report (COW-16-25)

**15. Staff Remarks**

**16. Committee Remarks**

**17. Adjournment**

3:12 p.m. (recessed), 3:20 p.m. (reconvened), 4:45 p.m. (recessed)

**Meeting was reconvened on November 4, 2025 at 9:30 a.m.**

9:37 a.m. (closed), 12:13 p.m. (recessed), 1:15 p.m. (reconvened), 3:09 p.m. (public), 3:10 p.m. (recessed), 3:17 p.m. (reconvened)

Note: Councillors Nisan and Stolte arrived back from lunch break at 1:30 p.m.

Chair adjourned the meeting at 4:21 p.m.



## Special Committee of the Whole

### Minutes

Date: November 10, 2025  
Time: 2:00 pm  
Location: Council Chambers, City Hall, second floor

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

Staff Present: Curt Benson, Chief Administrative Officer  
Blake Hurley, Commissioner, Legal and Legislative Services/City Solicitor  
Jacqueline Johnson, Commissioner, Community Services  
Scott Hamilton, Commissioner, Public Works  
Sue Evfremidis, Chief Human Resources Officer  
Craig Millar, Chief Financial Officer  
Stephen Robichaud, Commissioner, Development and Growth Management  
Andrew Scott, Chief Transformation Officer  
Jo-Anne Rudy, Committee Clerk  
David Thompson, Specialist, Digital Communications  
Richard Bellemare, Specialist, Digital Communications

#### 1. Call to Order

The Chair called the meeting to order.

#### 2. Land Acknowledgement

The Chair read the Land Acknowledgement.

**3. Approval of the Agenda**

Moved by Mayor Meed Ward

Approve the agenda as presented.

**CARRIED**

**4. Declarations of Interest**

None

**5. Presentations**

None

**6. Delegations**

None

**7. Consent Items**

None

**8. Community and Corporate Services**

8.1 Findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

**Note: this item was referred from the November 4, 2025 Committee of the Whole meeting**

Moved by Councillor Galbraith

**Direct staff to report back by April 2026 on two options for Council's consideration:**

1. **fully detailed options for integrating economic development and tourism functions within the municipal organizational structure; and**
2. **provide a draft Service Agreement that retains an independent entity while permitting a collaborative decision-making relationship with Council.**

**CARRIED**

**Amendment:**

Moved by Mayor Meed Ward

Remove paragraphs 1, 2 and 4 and replace paragraph 3 with the following:

Direct staff to report back by April 2026 on two options for Council's consideration:

1. fully detailed options for integrating economic development and tourism functions within the municipal organizational structure; and
2. provide a draft Service Agreement that retains an independent entity while permitting a collaborative decision-making relationship with Council.

**CARRIED**

**9. Confidential Items and Closed Meeting**

- 9.1 Confidential Appendix B to chief administrative officer report CAO-06-25 regarding findings from third party review of Burlington Economic Development and Tourism (CAO-06-25)

**10. Rise and Report**

**11. Information Items**

None

**12. Staff Remarks**

**13. Committee Remarks**

**14. Adjournment**

3:24 p.m. (recessed), 3:37 p.m. (reconvened)

Note: Councillor Stolte arrived at 2:05 p.m. and Councillor Kearns arrived at 2:11 p.m.

Chair adjourned the meeting at 3:54 p.m.



## **Pipeline to Permit Committee**

### **Minutes**

Date: November 13, 2025  
Time: 9:30 am  
Location: Council Chambers, City Hall, second floor

Members Present: Mayor Marianne Meed Ward (Co-Chair)  
Councillor Shawna Stolte (Co-Chair)  
Councillor Paul Sharman  
Bianca Steer  
Elisha Vankleef  
Jackie Isada  
Jason Sheldon  
Jim Dunn  
John Doyle  
Mike Collins-Williams

Member Regrets: Councillor Kelvin Galbraith  
Kristen DeLong  
Kellie McCormack

Staff Present: Curt Benson, Chief Administrative Officer  
Stephen Robichaud, Commissioner, Development and Growth  
Management  
Craig Millar, Chief Financial Officer  
Chad MacDonald, Chief Information Officer  
Jamie Tellier, Director, Community Planning  
Nick Anastasopoulos, Director, Building Services and Chief  
Building Official  
Jo-Anne Rudy, Committee Clerk  
David Thompson, Specialist, Digital Communications  
Richard Bellemare, Specialist, Digital Communications

#### **1. Entrance**

1.1 Call to Order

The Chair called the meeting to order.

1.2 Land Acknowledgement

The Chair read the Land Acknowledgement.

1.3 Approval of the Agenda

Moved by Councillor Sharman

Approve the agenda as presented.

**CARRIED**

1.4 Declarations of Interest

None

1.5 Written Delegations

None

**2. Enlightenment**

2.1 Presentations

None

**3. N2: News and Numbers**

3.1 Pipeline to Permit Report

[Click here for the Desktop Pipeline to Permit dashboard](#)

[Click here for the Mobile Pipeline to Permit dashboard](#)

3.2 Contextual Updates

a. Deferred development charges to occupancy (DGM-101-25)

Moved by Mike Collins-Williams

Receive for information development and growth management report DGM-101-25 regarding deferred development charges to occupancy.

**CARRIED**

**4. Enactions**

4.1 Next Steps and Action Identification

None

**5. Envisions**

**6. Enhancements**

6.1 Staff presentation regarding planning and building in the digital future: AI and data-driven innovation (PP-16-25)

Moved by John Doyle

Receive for information staff presentation regarding planning and building in the digital future: AI and data-driven innovation. (PP-16-25)

**CARRIED**

**7. Information Items**

None

**8. Adjournment**

The Chair adjourned the meeting at 10:34 a.m.



## **Budget Committee**

### **Minutes**

Date: November 13, 2025  
Time: 1:00 pm  
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: Blake Hurley, Commissioner, Legal and Legislative Services/City Solicitor  
Jacqueline Johnson, Commissioner, Community Services  
Curt Benson, Chief Administrative Officer  
Sue Evfremidis, Chief Human Resources Officer  
Chad MacDonald, Chief Information Officer  
Craig Millar, Chief Financial Officer  
Leah Bortolotti, Head of Corporate Affairs  
Lori Jivan, Manager, Budgets and Policies  
Craig Kummer, Director, Transportation Services  
Jamie Tellier, Director, Community Planning  
Nick Anastasopoulos, Director, Building Services and Chief Building Official  
Kerry Davren, Director, By-law Compliance  
Catherine Baldelli, Director, Transit  
Karen Roche, Fire Chief  
Richard Bellemare, Specialist, Digital Communications  
Lisa Palermo, Manager, Committee Services/Deputy Clerk

#### **1. Call to Order**

The Chair called the meeting to order.

**2. Land Acknowledgement**

The Chair read the Land Acknowledgement.

**3. Approval of the Agenda**

Moved by Councillor Stolte

Waive section 45.2 of Procedure By-law 59-2024, as amended, to allow an extension of the staff presentation beyond the 10-minute maximum for Item 8.1 Divisional Budget Presentations (BUD-01-25).

**CARRIED**

Moved by Councillor Nisan

Approve the agenda as presented.

**CARRIED**

**4. Declarations of Interest**

None.

**5. Delegations**

5.1 Lita Barrie, CEO Burlington Public Library, regarding divisional budget presentations (BUD-01-25)

**6. Presentations**

None.

**7. Consent Items**

None.

**8. Regular Items**

8.1 Divisional Budget Presentations (BUD-01-25)

**9. Confidential Items and Closed Meeting**

None.

**10. Rise and Report**

**11. Information Items**

Moved by Councillor Nisan

Receive and file the following 3 items, having been given due consideration by the Budget Committee.

**CARRIED**

11.1 Community Survey – Final Results (CAF-04-25)

11.2 Delegation presentation from Lita Barrie, CEO Burlington Public Library regarding divisional budgets (BUD-01-25)

11.3 Staff presentation regarding divisional budgets (BUD-01-25)

**12. Staff Remarks**

**13. Committee Remarks**

**14. Adjournment**

2:30 p.m. (recessed), 2:40 p.m. (reconvened)

Councillor Galbraith left the meeting at 3:20 p.m.

Chair adjourned the meeting at 3:45 p.m.

**SUBJECT:** Burlington Christmas Market (ADM-12-25)

**TO:** Council

**From:** Councillor Lisa Kearns

**Seconded by (for Council only): Councillor Rory Nisan**

Date to Committee: N/A

Date to Council: November 18, 2025

CIP Date: N/A

---

**Motion for Council to Consider:**

Declare the Burlington Christmas Market at 519 John St, in the City of Burlington an event of municipal significance for liquor licensing purposes.

---

**Reason:**

I have received a request from the organizers of the Burlington Christmas Market scheduled to take place at 519 John St from December 1<sup>st</sup> – 14<sup>th</sup>, 2025. This event is being organized by a private group and will be held on private property. While the Special Events team regularly reviews and supports similar applications for events held on City property, this request requires a Council resolution.

Under the requirements of the Alcohol and Gaming Commission of Ontario (AGCO), events seeking a Special Occasion Permit for the sale or service of alcohol must obtain a municipal resolution designating the event as one of municipal significance.

The Christmas Market is intended to be a family-friendly, community-oriented event designed to bring residents together in celebration of the holiday season. Events of this nature contribute positively to the social and cultural vitality of the community by supporting local vendors, fostering community pride, and creating opportunities for residents to engage with one another in a festive and inclusive environment.

Additionally, local markets often stimulate economic activity by drawing visitors to the area and encouraging support for small businesses.

---

**Outcome Sought:**

Declare the Burlington Christmas Market an event of municipal significance for liquor licensing purposes.

---

**Implications:**

In recognition of the community benefits, Council is being asked to consider designating the Christmas Market as an event of municipal significance for the purposes of the AGCO Special Occasion Permit process.

---

**References:**

[Special Meeting of Council December 2, 2019.](#)

---

**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

---

**SUBJECT:** 2026 Rates & Fees Follow Up Questions

**TO:** Council

**FROM:** Finance

N/A

Report Number: FIN-33-25

Wards Affected: ALL

Date to Council: N/A

---

Report FIN-33-25 regarding the 2026 Rates and Fees was presented to Committee of the Whole on November 3, 2025. During the Committee meeting, members raised questions regarding specific program costs and potential revenue alternatives. This supplemental memo provides detailed responses to those inquiries in advance of the Council meeting scheduled for November 18, 2025.

The following information addresses two questions from Committee members: the cost management strategy for Breakfast at the Bistro in light of rising food costs, and the potential impact of field rental rate increases as an alternative funding source for park waste removal services.

1. How are we able to keep cost so low for Breakfast at the Bistro with the rising cost of food?

Costs for key food items at the Bistro have risen 13% in the past two years. In contrast, the cost of Breakfast at the Bistro has been maintained at an average increase of just 2% per year, transitioning gradually from \$6.69 in 2020 to \$7.10 in 2025. This increase was chosen in line with the program's commitment to affordability and accessibility and reflects the program's focus on community well-being rather than cost recovery. Breakfast at the Bistro is designed to offer participants a healthy, delicious, fresh meal in a welcoming social environment that fosters a sense of belonging. The program does not aim to recover food costs through participant fees.

A notable example of the program's operational considerations is the discontinuation of cheese scones for social events. This decision was not based on cost, but rather on the significant preparation time required, which makes it impractical to serve them efficiently to the large

groups typically attending Bistro social gatherings. Cheese scones are still available a la carte at the Bistro.

Although cost recovery is not the primary objective, staff remain committed to fiscal responsibility. The Bistro relies on volunteer support as a key cost-saving strategy, with volunteers assisting in both meal preparation and service during events. In addition, careful menu planning ensures efficient use of ingredients—for instance, leftover roast chicken from an evening event may be creatively repurposed into chicken wraps for the next day, always adhering to rigorous food safety standards.

2. What would RCC field user rates need to further increase by to offset the \$45K increased cost for park waste removal (Key investment 2026-015)?

In response to the inquiry regarding offsetting the \$45,000 business case for park waste removal through user fees, staff analyzed field booking data from the past two years to support revenue forecasting. The analysis indicates that, in addition to the 3% increase already proposed in the 2026 budget, a further 4.5% increase to field rental rates would be necessary to fully offset the cost—resulting in a total rate increase of 7.5%.

The 3% increase currently included in the budget is expected to generate approximately \$31,000 in additional revenue and has already been accounted for in budget planning: an additional 4.5% increase would raise the total projected revenue to \$76,000. This combined adjustment (total of 7.5%) would increase the average hourly field rate from \$37.97 in 2025 to \$40.75 in 2026.

To give Council an idea of magnitude, with the average mid-size user group renting approx. 680 hours in a season- this impact would result in a 2026 increase in cost to the group of approximately \$1,150 instead of \$460. Larger user groups such as BOMBA would be looking at a 2026 budget increase of close to \$11,000; \$6,600 over and above the expected \$4,400 increase.

Lastly, in keeping with standard budget communication protocols, field user groups have already been informed of the anticipated 3% increase, and any adjustment beyond this would affect their individual budget planning.

It is important to note that fields located on school board property are excluded from this calculation, as their rates are independently set by the respective boards.

**Author:**

Betty Maini

Manager, RCC Business Services  
Recreation, Community and Culture  
905-335-7777 Ext 7717

Tolu Ajise  
Supervisor, Accounting Services  
Finance  
905-335-7600 Ext 7499

**Memo Approval:**

Supplemental staff memos are reviewed and approved by the Commissioner.

---

**SUBJECT:** Community Grant Review and Partnership Exploration with Burlington  
Community Foundation

**TO:** Council

**FROM:** Community Services  
Recreation, Community and Culture

Report Number: COW-16-25

Wards Affected: all

Date to Council: November 18, 2025

---

The purpose of this memo is to provide Council and the community with additional context regarding the ongoing review of the Community Grant Process.

In early 2025, the City Auditor completed an internal audit of the community grants program and presented a series of recommendations to staff and committee. In response, staff within Recreation, Community and Culture have been actively working to revise and strengthen grant-related processes. This includes updates to the Community Investment Policy and broader efforts to enhance transparency, accessibility, and alignment with community needs. Since the November 3, 2025 Committee of the Whole meeting, staff have also scheduled a meeting with the Burlington Community Foundation to explore potential partnership opportunities. These conversations are about exploring how we can work together to align the City's grant programs with the Foundation's goals—so we can better serve the community and maximize our collective impact.

Staff will report back to Council in Q1 2026 with the revised Community Investment Policy for approval. That report will also include any proposed partnerships and recommendations for how the City's grant programs can evolve to support collaborative, community-driven outcomes.

**Author:**

Emilie Cote  
Director of Recreation, Community and Culture  
Ext. 7353

**Memo Approval:**

Supplemental staff memos are reviewed and approved by the Commissioner.

The Corporation of the City of Burlington

City of Burlington By-law 88-2025

Being a By-law to appoint the City Clerk and Deputy City Clerks for the Corporation of the City of Burlington and to repeal and replace By-law 40-2021, By-law 47-2022, By-law 20-2024 and By-law 31-2024  
(HR-10-25)

Whereas subsection 228(1) of the Municipal Act, 2001 provides that Councils shall appoint a Clerk, who shall have all the powers and duties under the said Act, any other Act, or as are assigned by the municipality; and

Whereas subsection 228(2) of the Municipal Act, 2001 permits a municipality to appoint deputy clerks who have all the powers and duties of the clerk under this and any other Act;

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

1. That Michael de Rond be appointed to the office of Clerk of the Corporation of the City of Burlington effective December 15<sup>th</sup>, 2025;
2. The Clerk may be referred to and may use the title of "City Clerk" in the course of exercising the powers and carrying out the duties of that office;
3. The Clerk shall have the powers, rights and duties prescribed for the Clerk by the Municipal Act, 2001, any other Act, or as may be assigned by Council;
4. That Lisa Palermo and Lisa Campion be appointed as Deputy City Clerks and shall have all the powers and duties of the Clerk, subject to the direction of the Clerk, and are appointed Acting City Clerks when the Clerk is absent or unable to carry on the duties of the Clerk through illness or otherwise;
5. That Jo-Anne Rudy and Suzanne Gillies be appointed as Acting Deputy Clerks when the Deputy City Clerks are absent or unable to carry on the duties of the Deputy City Clerks through illness or otherwise; and
6. That By-law 40-2021, By-law 47-2022, By-law 20-2024 and By-law 31-2024, be repealed effective December 15<sup>th</sup>, 2025; and

7. This By-law comes into force December 15, 2025.

Passed this 18<sup>th</sup> day of November 2025.

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

Deputy City Clerk Lisa Palermo \_\_\_\_\_

The Corporation of the City of Burlington

City of Burlington By-Law 89-2025

A by-law to appoint a Fire Chief for the Corporation of the City of Burlington and to repeal and replace By-law 103-2020 (HR-08-25)

Whereas subsection 6 (1) of the *Fire Protection and Prevention Act, 1997* requires that the council of a municipality that has established a fire department appoint a Fire Chief for the department; and

Whereas the Council of the Corporation of the City of Burlington has enacted By-law 52-2023 to establish the Burlington Fire Department; and

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

1. That Andrew (Drew) Boys be appointed as Fire Chief of the Burlington Fire Department effective February 9, 2026, with all of the responsibilities and authority of the Fire Chief as set out in the Fire Protection and Prevention Act and By-law 52-2023;
2. That By-law 103-2020 be repealed effective February 9, 2026; and
3. This By-law comes into force on February 9, 2026.

Passed this 18<sup>th</sup> day of November 2025.

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

Deputy City Clerk Lisa Palermo \_\_\_\_\_

The Corporation of the City of Burlington

City of Burlington By-law 90-2025

A by-law to confirm the proceedings of the meeting of Council of the Corporation of the City of Burlington held on Tuesday, November 18, 2025

Whereas according to Section 5 of the *Municipal Act*, 2001, c. 25 as it may be amended from time to time, the powers of The Corporation of the City of Burlington are to be exercised by the Council of The Corporation of the City of Burlington and municipal powers are to be exercised by by-law; and

Whereas it is deemed expedient that the actions of the Council of The Corporation of the City of Burlington be confirmed and adopted by by-law;

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

1. The actions of the Council of The Corporation of the City of Burlington in respect of:
  - (a) each recommendation in the report of the Committees;
  - (b) Each motion, resolution and other action passed and taken by the Council of The Corporation of the City of Burlington at this meeting are hereby adopted and confirmed as if same were expressly included in this by-law.
2. The Mayor and the proper officials of The Corporation of the City of Burlington are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the City of Burlington referred to in Section 1.

3. The Mayor, or in the absence of the Mayor, the Deputy Mayor, and the Clerk, or in the absence of the Clerk, the Deputy Clerk,
  - a) are authorized and directed to execute all documents necessary to the action taken by Council as described in Section 1, and
  - b) Are authorized and directed to affix the seal of The Corporation of the City of Burlington to all such documents referred to in Section 1.
4. This by-law comes into force on the day upon which is enacted by the Council of the Corporation of the City of Burlington.

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

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

Deputy Clerk Lisa Palermo \_\_\_\_\_