



Regular Council
Agenda

Date: December 9, 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 International Day for Persons with Disabilities December 3, 2025

7.2 International Volunteer Day December 5, 2025

8. Recognition and Achievements

8.1 Staff Recognition

9. Presentations

10. Motion to approve Council Minutes

10.1 Regular Council meeting minutes of November 18, 2025

10.2 Special Council meeting minutes of December 2, 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 or by submitting a written request by email to the Legislative Services at clerks@burlington.ca

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

12. Petitions

13. Recommendations from Standing Committees:

13.1 Committee of the Whole meeting of December 1 and 2, 2025

a. Temporary Borrowing By-law (FIN-34-25) (CCS)

Approve the by-law substantially in the form attached as Appendix A to finance department report FIN-34-25, to authorize the temporary borrowings of monies from the Royal Bank of Canada and Scotiabank to meet the ordinary expenditures of the corporation for the 2026 fiscal year; and

Authorize the Mayor and City Clerk to execute the security agreement attached as Appendix B to finance department report FIN-34-25, subject to the satisfaction of the Commissioner, Legal and Legislative Services/City Solicitor.

b. 2026 Interim Tax Levy By-law (FIN-40-25) (CCS)

Approve the by-law substantially in the form attached as Appendix A to finance department report FIN-40-25 which provides for the levy of the 2026 Interim taxes.

c. Appointments to Appeals Committee and appointment

extensions to Advisory Committees and Pipeline to Permit Standing Committee (LLS-55-25) (CCS)

Approve the appointments to the Appeals Committee, as identified in Confidential Appendix A to legislative services report LLS-55-25, for a term ending December 31, 2026, to align with the term of Council; and

Extend the appointments of the Pipeline to Permit Committee members for one year, for a term ending December 31, 2026 to align with the term of Council, as identified in Appendix B to legislative services report LLS-55-25; and

Extend the terms of advisory committee members whose appointments expire at the end of 2025 for the Heritage Burlington Advisory Committee, Burlington Agricultural & Rural Affairs Advisory Committee, Burlington Accessibility Advisory Committee, Mundialization Committee, Integrated Transportation Advisory Committee, Burlington Cycling Advisory Committee, and Burlington Sustainable Development Committee as listed in Appendix B to legislative services report LLS-55-25, for one additional year to align with the end of Council's term; and

Make the Appeals Committee appointee names public following Council approval at the meeting of December 9, 2025.

- d. Emergency and Continuity Management Program By-law update (PWS-32-25) (PW)

Approve the by-law, substantially in the form attached as Appendix A to public works report PWS-32-25, to establish an Emergency and Continuity Management Program; and

Repeal By-law 69-2024.

- e. Assumption of Alton Village West Subdivision (PWS-39-25) (PW)

Assume the Alton Village West Subdivision, registered as Plan 20M-1193, File 510-03/03; and

Accept all works and services under the jurisdiction of the city within the subdivision to become the property of the City of Burlington; and

Direct the City Clerk to notify Halton Region of this assumption;

and

Direct the City Clerk to notify Conservation Halton of this assumption; and

Authorize the City Solicitor to prepare any necessary documents and authorize the Mayor and City Clerk to sign them; and

Direct the City Clerk to present the necessary by-law to Council to accept all works and services of the said plan of subdivision and assume the following streets as public highways:

STREET PARCEL PIN NUMBER

Palladium Way 20M-1193 071950350

Tufgar Crescent 20M-1193071950351

Everila Road 20M-1193071950352

Thomas Alton Boulevard 20M-1193071950353

Goodyear Road 20M-1193071950354

Lula Road 20M-1193071950355

Leonardo Street 20M-1193071950356

Michelangelo Road 20M-1193071950357

Lodi Road 20M-1193 071950358

Guernsey Lane 20M-1193071950359

Koenig Road 20M-1193071950360

Koenig Road 20M-1193071950361; and

Authorize the City Solicitor or their designate, to amend the parcel designation in the bylaw, if necessary, upon registration of the by-law.

- f. Council Remuneration Working Group recommendation report (LLS-54-25) (SD)

Direct staff to provide additional analysis and options on the following recommendations identified in the Council Remuneration Working Group report attached as Appendix A to LLS-54-25, noting that any changes arising from this direction would not take effect until the 2026–2030 term of Council:

- a reasonable stipend to reflect the additional work performed when assuming Deputy Mayor responsibilities; and
- a flexible health spending account (non-taxable) and/or wellness spending account (taxable); and
- review of the Special Initiatives Reserve Fund, including parameters for a potential maximum fund size and an envelope specifically for mailers; and

Report back to Committee of the Whole in Q1 of 2026; and

Direct staff to provide additional analysis and options for the use of the Corporate Student Intern Program for the office or the mayor or council.

- g. Endorsement of partnership agreement for temporary dome structure at Corpus Christi High School (CSS-27-25)

Direct the Director of Recreation, Community and Culture to negotiate and finalize a supported dome operating agreement with Halton Catholic District School Board (HCDSB) as outlined in community services report CSS-27-25; and

Direct the Director of Recreation, Community and Culture to initiate a procurement process, in accordance with the City's procurement by-law, to secure an operator responsible for the design, construction, operation, and ongoing maintenance of the dome facility; and that the procurement include provisions to ensure broad community access and the implementation of equitable and affordable pricing structures; and

Authorize staff to take all steps necessary to negotiate, approve and enter into a long-term lease and subsequent sub-lease of the dome at Corpus Christi High School, with content satisfactory to the Manager of Realty Services, and in a form satisfactory to the Commissioner of Legal and Legislative Services/City Solicitor.

- h. Next steps for music festival in Burlington (CCS-29-25)

Receive and file for information community services report CSS-29-25 regarding Waterfront Music Festival: results of call for applications and recommended next steps with the outcome of the Waterfront Music Festival call for applications process, including the identification of MRG Live Ltd. *as the top applicant*

through the Festivals and Events Strategy Team (FEST), in accordance with the City's Festivals and Events Policy; and

Direct the Director of Recreation, Community and Culture to bring forward an information report in Q1 2026, providing event details for the Waterfront Music Festival scheduled at Spencer Smith Park on Father's Day weekend, June 19–21, 2026.

- i. Financial status report as at September 30, 2025 (FIN-21-25)

Receive for information finance department report FIN-21-25, financial status report as at September 30, 2025.

- j. Public Tree By-law update (PWS-22-25)

Approve the Public Tree By-law substantially in the form attached as Appendix A to public works report PWS-22-25 and repeal Public Tree By-law 68-2013; and

Approve the amendment to Forestry Reserve Fund By-law 105-2015, substantially in the form attached as Appendix C to public works report PWS-22-25; and

Approve the amendment to Private Tree By-law 40-2022, substantially in the form attached as Appendix D to public works report PWS-22-25.

- k. Amendment to Traffic By-law 86-2007 to permit electric kick-scooters on Centennial Trail (PWS-45-25)

Direct the City Solicitor to prepare, for the approval of Council, the necessary by-law to amend Traffic By-law 86-2007 to permit and regulate the use of electric kick-scooters (e-scooters) on the Centennial Trail, in accordance with the provincial pilot project (O. Reg. 389/19); and

Approve housekeeping amendments to update the definition of "bicycle" to include a "power-assisted bicycle" and use the term "cycling facility" instead of "bicycle route".

- l. Housing Accelerator Fund update (DGM-91-25)

Endorse the use of city-owned land, as identified in Confidential Appendix B to development and growth management report DGM-91-25, for non-profit affordable rental housing to meet the Housing Accelerator Fund (HAF) target deadline of December 31, 2026; and

Approve a non-Community Improvement Plan (CIP) Affordable Housing Pre-Development Grant with an upset limit of \$100,000 to advance the land for investment readiness as outlined in Confidential Appendix B to development and growth management report DGM-91-25 and report back to Council in Q2 2026 with updates; and

Request support from Halton Region for the project identified in Confidential Appendix B to development and growth management report DGM-91-25; and

Authorize the Director of Community Planning to approve, execute and administer, on behalf of the Corporation of the City of Burlington, forgivable loan agreements in connection with the Additional Residential Unit (ARU) incentive program described in development and growth management report DGM-91-25, in a form satisfactory to the Commissioner of Legal and Legislative Services.

- m. Zoning By-law Amendment for 1881 Fairview Street (DGM-93-25)

Approve the application for a Zoning By-law Amendment, submitted by A.J. Clarke and Associates Ltd. on behalf of Amalie Holdings Limited, proposing supermarket and grocery stores as permitted uses at 1881 Fairview Street; and

Approve Zoning By-law 2020.513, attached as Appendix D to development and growth management report DGM-93-25, to amend the special exception Mixed Use Corridor – Commercial Corridor zone (MXC-405); and

Deem that Zoning By-law 2020.513 conforms to the Halton Region Official Plan, the 1997 Official Plan of the City of Burlington and the 2020 Official Plan and that there are no applications to alter the Official Plans with respect to the subject lands.

- n. Burlington Avenue - Ontario Street Heritage Conservation District Plan and Guidelines (DGM-68-25)

Receive for information the draft Burlington Avenue - Ontario Street Heritage Conservation District Plan attached to development and growth management report DGM-68-25 as Appendix B; and

Direct the Director of Community Planning to consider the

comments provided by the public and Council on the draft Heritage Conservation District Plan as part of a subsequent recommendation to Council.

- o. Confidential human resources report regarding a labour issue (HRS-09-25)

Receive for information confidential Human Resources report HRS-09-25 providing an update on a labour relations matter.

- p. Confidential legal report regarding LaSalle Park (LLS-52-25)

Authorize the Chief Administration Officer or his designate to proceed in accordance with instructions given and proceed with next steps as outlined in confidential legal department report LLS-52-25

- q. Confidential legal update on litigation matter regarding 4641 Cornerstone Drive appeal of Committee of Adjustment decision (LLS-56-25)

Instruct the Commissioner, Legal and Legislative Services/City Solicitor, or his designate, to proceed in accordance with the instructions sought in Confidential Report LLS-56-25.

13.2 Audit Committee meeting December 3, 2025

- a. Status of Management Action Plans (AUD-11-25)

Receive for information office of the city auditor report AUD-11-25 regarding status of Management Action Plans for Q4 2025 attached as Appendix A and Confidential Appendix B.

- b. Quarterly dashboard for the office of the city auditor (AUD-12-25)

Receive for information office of the city auditor report AUD-12-25 regarding quarterly dashboard for the office of the city auditor as of Q4 2025 attached as Appendix A.

- c. Whistleblower Policy & Program update (AUD-15-25)

Receive for information office of the city auditor report AUD-15-25 regarding an update about the Whistleblower Policy & Program identified in the 2025 Annual Audit Plan.

- d. Financial highlights for the period ended September 30, 2025

(FIN-37-25)

Receive for information finance department report FIN-37-25 regarding the financial highlights for the period ended September 30, 2025.

- e. Evaluation of the External Auditors and Audit Fee Summary (FIN-39-25)

Receive for information finance department report FIN-39-25 regarding evaluation of the external auditors and audit fee summary.

- f. External audit plan for the fiscal year ended December 31, 2025 (FIN-38-25)

Approve the external audit plan for the fiscal year ended December 31, 2025, as presented by Deloitte LLP at the Audit Committee meeting of December 3, 2025 and attached as Appendix A to finance department report FIN-38-25.

- g. Automated Vehicle Location (AVL) Performance Audit (AUD-13-25)

Receive for information the AVL Performance Audit attached as Appendix A to office of the city auditor report AUD-13-25.

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

Direct the City Auditor to perform an audit of the allocation process of pool time for competitive swimming programs and report back to the Audit Committee by March 4, 2026.

- i. City Auditor performance evaluation 2025 (CAF-05-25)

Direct the Audit Committee Chair and the Head of Corporate Affairs to deliver the Audit Committees' final performance rating and feedback from Committee discussions to the City Auditor, ensuring the information is submitted to Human Resources for inclusion in the merit program, where applicable, contained in Confidential Appendix A to corporate affairs report CAF-05-25.

13.3 Pipeline to Permit Committee meeting of December 4, 2025

- a. Staff presentation providing a Housing Accelerator Fund/Community Improvement Plan/Additional Residential Unit

Program update (PP-17-25)

Receive for information staff presentation providing a Housing Accelerator fund/Community Improvement Plan/Additional Residential Unit Program update.

14. Motion to Approve Standing Committee Minutes

Approve the following minutes:

14.1	Committee of the Whole meeting minutes of December 1 and 2, 2025	1 - 12
14.2	Audit Committee meeting minutes of December 3, 2025	13 - 17
14.3	Pipeline to Permit Committee meeting minutes of December 4, 2025	18 - 20
14.4	Budget Committee meeting minutes of November 24, 2025	21 - 31

15. Urgent Business

15.1	Opportunity for Burlington to Participate in the FIFA World Cup Experience (CSS-30-25)	32 - 37
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Direct the Director of Recreation, Community and Culture to proceed with collaborating with FWC26 Canada Football Ltd. (FIFA26 Canada) to bring FIFA Canada's Caravan, a nationwide fan experience celebrating the FIFA World Cup 26, to Burlington, and to formalize the partnership through an agreement outlining respective roles, responsibilities, and financial contributions, as described in report CSS-30-25; and

Authorize the Chief Financial Officer to make a one-time contribution of \$160,000 to the Cultural Initiatives Reserve Fund, funded through 2025 retained savings. These funds will support the FIFA Canada's Caravan as outlined in report CSS-30-25. Any unspent funds following the event shall remain in the Cultural Initiatives Reserve Fund for future use in enhancing City-initiated cultural programs, in accordance with the Reserve Fund by-law.

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
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- a. Confidential closed Council meeting minutes of November 18, 2025
- b. Confidential closed Committee of the Whole meeting minutes of December 1, 2025
- c. Confidential closed Audit Committee meeting minutes of December 3, 2025

16.2 Confidential report regarding Strategic Land Acquisition - RCC (LLS-57-25)

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); 2017, c. 10, Sched. 1, s. 26.

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

Instruct the Manager of Realty Services to proceed in accordance with the instructions sought in confidential legal department report LLS-57-25

16.3 Confidential Strategic Land Acquisition - RPF and Transit (LLS-58-25)

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

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); 2017, c. 10, Sched. 1, s. 26.

Instruct the Manager of Realty Services to proceed in accordance with the instructions sought in confidential legal department report LLS-58-25

17. Rise and Report

18. Motions of Members

19. Council Information Package

19.1 Council Information Package November 21, 2025

19.2 Council Information Package November 28, 2025

20. Motion to Receive and File Information Items

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

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 | 94-2025: A by-law to authorize the temporary borrowings of monies from the Royal Bank of Canada and Scotiabank. | 38 - 39 |
| | Report FIN-34-25, Committee of the Whole December 1 and 2, 2025 | |
| 22.2 | 95-2025: A by-law to levy 2026 interim taxes and establish penalty and interest rates. | 40 - 42 |
| | Report FIN-40-25, Committee of the Whole December 1 and 3, 2025 | |
| 22.3 | 96-2025: A by-law to amend By-law 86-2007 the Traffic By-law to update certain definitions and to permit electric kick-scooters on the Centennial Trail. | 43 - 45 |
| | Report PWS-45-25, Committee of the Whole December 1 and 2, 2025 | |
| 22.4 | 97-2025: A by-law to repeal By-law 69-2024 and adopt an Emergency and Continuity Management Program. | 46 - 89 |
| | Report PWS-32-25, Committee of the Whole December 1 and 2, 2025 | |
| 22.5 | 98-2025: A by-law to prohibit and regulate the destruction and injury of trees on public property and to regulate the planting and maintenance of trees on or affecting public property within the City of Burlington and to repeal By-law No. 68-2013. | 90 - 114 |
| 22.6 | 99-2025: A by-law to amend By-law 105-2015, being a by-law to establish a reserve fund and guidelines for the utilization of the Forestry Reserve. | 115 - 116 |
| | Report PWS-22-25, Committee of the Whole December 1 and 2, 2025 | |
| 22.7 | 100-2025: A By-law to amend By-law 40-2022, the Private Tree By-law. | 117 - 117 |
| | Report PWS-22-25, Committee of the Whole December 1 and 2, 2025 | |

22.8 101-2025: A by-law to assume parcels of land in the City of Burlington
as Public Highway. 118 - 119

Report PWS-39-25, Committee of the Whole December 1 and 2, 2025

22.9 2020.513: A by-law to amend By-law 2020, as amended; 1881 Fairview
Street. 120 - 121

Report DGM-93-25, Committee of the Whole December 1 and 2, 2025

23. Confirmatory By-law 122 - 123

Enact and pass By-law Number 102-2025 being a by-law to confirm the
proceedings of Council at its meeting held December 9, 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.



Committee of the Whole

Minutes

Date: December 1, 2025
Time: 9:30 am
Location: Council Chambers, City Hall, second floor

Members Present: Councillor Angelo Bentivegna (Chair)
Councillor Kelvin Galbraith
Councillor Lisa Kearns
Councillor Rory Nisan
Councillor Shawna Stolte
Councillor Paul Sharman
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
Emilie Cote, Director, Recreation Community and Culture
David Thompson, Specialist, Digital Communications
Richard Bellemare, Specialist, Digital Communications
Suzanne Gillies, Committee Clerk
Jo-Anne Rudy, 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 Mayor Meed Ward

Approve the agenda as presented.

CARRIED

4. Declarations of Interest

4.1 Councillor Galbraith - Housing Accelerator Fund update (DGM-91-25)

The Councillor owns property in close proximity of the development being discussed. His conflict includes Confidential Appendix B.

5. Presentations

None

6. Delegations

None

7. Consent Items

7.1 Temporary Borrowing By-law (FIN-34-25) (CCS)

Moved by Councillor Galbraith

Approve the by-law substantially in the form attached as Appendix A to finance department report FIN-34-25, to authorize the temporary borrowings of monies from the Royal Bank of Canada and Scotiabank to meet the ordinary expenditures of the corporation for the 2026 fiscal year; and

Authorize the Mayor and City Clerk to execute the security agreement attached as Appendix B to finance department report FIN-34-25, subject to the satisfaction of the Commissioner, Legal and Legislative Services/City Solicitor.

CARRIED

7.2 Financial status report as at September 30, 2025 (FIN-21-25) (CCS)

Note: this item was moved to Community and Corporate Services Regular Items

7.3 2026 Interim Tax Levy By-law (FIN-40-25) (CCS)

Moved by Councillor Galbraith

Approve the by-law substantially in the form attached as Appendix A to finance department report FIN-40-25 which provides for the levy of the 2026 Interim taxes.

CARRIED

- 7.4 Appointments to Appeals Committee and appointment extensions to Advisory Committees and Pipeline to Permit Standing Committee (LLS-55-25) (CCS)

Moved by Councillor Galbraith

Approve the appointments to the Appeals Committee, as identified in Confidential Appendix A to legislative services report LLS-55-25, for a term ending December 31, 2026, to align with the term of Council; and

Extend the appointments of the Pipeline to Permit Committee members for one year, for a term ending December 31, 2026 to align with the term of Council, as identified in Appendix B to legislative services report LLS-55-25; and

Extend the terms of advisory committee members whose appointments expire at the end of 2025 for the Heritage Burlington Advisory Committee, Burlington Agricultural & Rural Affairs Advisory Committee, Burlington Accessibility Advisory Committee, Mundialization Committee, Integrated Transportation Advisory Committee, Burlington Cycling Advisory Committee, and Burlington Sustainable Development Committee as listed in Appendix B to legislative services report LLS-55-25, for one additional year to align with the end of Council's term; and

Make the Appeals Committee appointee names public following Council approval at the meeting of December 9, 2025.

CARRIED

- 7.5 Amendment to Traffic By-law 86-2007 to permit electric kick-scooters on Centennial Trail (PWS-45-25) (PW)

Note: this item was moved to Public Works Regular Items

- 7.6 Emergency and Continuity Management Program By-law update (PWS-32-25) (PW)

Moved by Councillor Galbraith

Approve the by-law, substantially in the form attached as Appendix A to public works report PWS-32-25, to establish an Emergency and Continuity Management Program; and

Repeal By-law 69-2024.

CARRIED

7.7 Assumption of Alton Village West Subdivision (PWS-39-25) (PW)

Moved by Councillor Galbraith

Assume the Alton Village West Subdivision, registered as Plan 20M-1193, File 510-03/03; and

Accept all works and services under the jurisdiction of the city within the subdivision to become the property of the City of Burlington; and

Direct the City Clerk to notify Halton Region of this assumption; and

Direct the City Clerk to notify Conservation Halton of this assumption; and

Authorize the City Solicitor to prepare any necessary documents and authorize the Mayor and City Clerk to sign them; and

Direct the City Clerk to present the necessary by-law to Council to accept all works and services of the said plan of subdivision and assume the following streets as public highways:

STREET PARCEL PIN NUMBER

Palladium Way 20M-1193 071950350

Tufgar Crescent 20M-1193071950351

Everila Road 20M-1193071950352

Thomas Alton Boulevard 20M-1193071950353

Goodyear Road 20M-1193071950354

Lula Road 20M-1193071950355

Leonardo Street 20M-1193071950356

Michelangelo Road 20M-1193071950357

Lodi Road 20M-1193 071950358

Guernsey Lane 20M-1193071950359

Koenig Road 20M-1193071950360

Koenig Road 20M-1193071950361; and

Authorize the City Solicitor or their designate, to amend the parcel designation in the bylaw, if necessary, upon registration of the by-law.

CARRIED

8. Community and Corporate Services

8.1 Council Remuneration Working Group recommendation report (LLS-54-25) (SD)

Moved by Mayor Meed Ward

Direct staff to provide additional analysis and options on the following recommendations identified in the Council Remuneration Working Group report attached as Appendix A to LLS-54-25, noting that any changes arising from this direction would not take effect until the 2026–2030 term of Council:

- a reasonable stipend to reflect the additional work performed when assuming Deputy Mayor responsibilities; and
- a flexible health spending account (non-taxable) and/or wellness spending account (taxable); and
- review of the Special Initiatives Reserve Fund, including parameters for a potential maximum fund size and an envelope specifically for mailers; and

Report back to Committee of the Whole in Q1 of 2026; and

Direct staff to provide additional analysis and options for the use of the Corporate Student Intern Program for the office or the mayor or council.

CARRIED

Amendment:

Moved by Councillor Kearns

Direct staff to provide additional analysis and options for the use of the Corporate Student Intern Program for the office or the mayor or council.

CARRIED

- 8.2 Endorsement of partnership agreement for temporary dome structure at Corpus Christi High School (CSS-27-25)

Moved by Councillor Sharman

Direct the Director of Recreation, Community and Culture to negotiate and finalize a supported dome operating agreement with Halton Catholic District School Board (HCDSB) as outlined in community services report CSS-27-25; and

Direct the Director of Recreation, Community and Culture to initiate a procurement process, in accordance with the City's procurement by-law, to secure an operator responsible for the design, construction, operation, and ongoing maintenance of the dome facility; and that the procurement include provisions to ensure broad community access and the implementation of equitable and affordable pricing structures; and

Authorize staff to take all steps necessary to negotiate, approve and enter into a long-term lease and subsequent sub-lease of the dome at Corpus Christi High School, with content satisfactory to the Manager of Realty Services, and in a form satisfactory to the Commissioner of Legal and Legislative Services/City Solicitor.

CARRIED

- 8.3 Next steps for music festival in Burlington (CCS-29-25)

Moved by Mayor Meed Ward

Receive and file for information community services report CSS-29-25 regarding Waterfront Music Festival: results of call for applications and recommended next steps with the outcome of the Waterfront Music Festival call for applications process, including the identification of MRG Live Ltd. *as the top applicant through the Festivals and Events Strategy Team (FEST)*, in accordance with the City's Festivals and Events Policy; and

Direct the Director of Recreation, Community and Culture to bring forward an information report in Q1 2026, providing event details for the Waterfront Music Festival scheduled at Spencer Smith Park on Father's Day weekend, June 19–21, 2026.

CARRIED

8.4 Financial status report as at September 30, 2025 (FIN-21-25)

Note: this item was moved from Consent Items and discussed before item 8.1

Moved by Councillor Sharman

Receive for information finance department report FIN-21-25, financial status report as at September 30, 2025.

CARRIED

9. Confidential Items and Closed Meeting

Moved by Councillor Sharman

Proceed into closed session on Monday December 1, 2025 at 10:20 a.m. in accordance with the following provision under the Municipal Act:

Pursuant to Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose **regarding Item 8.3**

CARRIED

Moved by Mayor Meed Ward

Proceed into closed session on Monday December 1, 2025 at 1:04 p.m. in accordance with the following provisions under the Municipal Act:

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 **regarding items 9.2 and 9.5; and**

Pursuant to Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board **regarding Item 9.3; and**

Pursuant to Section 239(2)(c) a proposed or pending acquisition or disposition or land by the municipality or local board **regarding item 9.5.**

CARRIED

9.1 Confidential human resources report regarding a labour issue (HRS-09-25)

Moved by Councillor Sharman

Receive for information confidential Human Resources report HRS-09-25 providing an update on a labour relations matter.

CARRIED

- 9.2 Confidential legal report regarding LaSalle Park (LLS-52-25)
- 9.3 Confidential legal update on litigation matter regarding 4641 Cornerstone Drive appeal of Committee of Adjustment decision (LLS-56-25)
- 9.4 Confidential Appendix A to legislative services report LLS-55-25 regarding appointments to the Appeals Committee (LLS-55-25)
- 9.5 Confidential Appendix B to development and growth management report DGM-91-25 regarding Housing Accelerator Fund update (DGM-91-25)

10. Rise and Report

Committee reconvened into open session on December 1, 2025 at 11:05 a.m.

In closed session Committee discussed Item 8.3 Next Steps for music festival in Burlington (CCS-29-25). This item was voted on in open session.

Committee reconvened into open session on December 1, 2025 at 3:23 p.m.

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

- Confidential legal report regarding LaSalle Park (LLS-52-25)
- Confidential legal update on litigation matter regarding 4641 Cornerstone Drive appeal of Committee of Adjustment decision (LLS-56-25)

In closed session Committee discussed Confidential Appendix B to development and growth management report DGM-91-25 regarding Housing Accelerator Fund update (DGM-91-25). This item was voted on in open session.

11. Public Works

11.1 Public Tree By-law update (PWS-22-25)

Moved by Councillor Stolte

Approve the Public Tree By-law substantially in the form attached as Appendix A to public works report PWS-22-25 and repeal Public Tree By-law 68-2013; and

Approve the amendment to Forestry Reserve Fund By-law 105-2015, substantially in the form attached as Appendix C to public works report PWS-22-25; and

Approve the amendment to Private Tree By-law 40-2022, substantially in the form attached as Appendix D to public works report PWS-22-25.

CARRIED

- 11.2 Amendment to Traffic By-law 86-2007 to permit electric kick-scooters on Centennial Trail (PWS-45-25)

Note: this item was moved from Consent Items and was discussed before Item 11.1

Moved by Councillor Nisan

Direct the City Solicitor to prepare, for the approval of Council, the necessary by-law to amend Traffic By-law 86-2007 to permit and regulate the use of electric kick-scooters (e-scooters) on the Centennial Trail, in accordance with the provincial pilot project (O. Reg. 389/19); and

Approve housekeeping amendments to update the definition of “bicycle” to include a “power-assisted bicycle” and use the term “cycling facility” instead of “bicycle route”.

CARRIED

12. Growth Management

- 12.1 Housing Accelerator Fund update (DGM-91-25)

Councillor Galbraith declared a conflict on this item. (The Councillor owns property in close proximity of the development being discussed. His conflict includes Confidential Appendix B.)

Moved by Councillor Sharman

Endorse the use of city-owned land, as identified in Confidential Appendix B to development and growth management report DGM-91-25, for non-profit affordable rental housing to meet the Housing Accelerator Fund (HAF) target deadline of December 31, 2026; and

Approve a non-Community Improvement Plan (CIP) Affordable Housing Pre-Development Grant with an upset limit of \$100,000 to advance the

land for investment readiness as outlined in Confidential Appendix B to development and growth management report DGM-91-25 and report back to Council in Q2 2026 with updates; and

Request support from Halton Region for the project identified in Confidential Appendix B to development and growth management report DGM-91-25; and

Authorize the Director of Community Planning to approve, execute and administer, on behalf of the Corporation of the City of Burlington, forgivable loan agreements in connection with the Additional Residential Unit (ARU) incentive program described in development and growth management report DGM-91-25, in a form satisfactory to the Commissioner of Legal and Legislative Services.

CARRIED

13. Statutory Public Meetings

Note: [view December 2, 2025 video](#) for discussion of Items 13.1 and 13.2

13.1 Zoning By-law Amendment for 1881 Fairview Street (DGM-93-25)

The Committee of the Whole, in accordance with the Planning Act, held Public Meeting No. 19-25 on December 2, 2025, regarding a Zoning By-law Amendment for 1881 Fairview Street. Having considered the oral and written comments received from staff and the public, the Committee of the Whole approved the recommendation contained in development and growth management report DGM-93-25.

Moved by Councillor Kearns

Approve the application for a Zoning By-law Amendment, submitted by A.J. Clarke and Associates Ltd. on behalf of Amalie Holdings Limited, proposing supermarket and grocery stores as permitted uses at 1881 Fairview Street; and

Approve Zoning By-law 2020.513, attached as Appendix D to development and growth management report DGM-93-25, to amend the special exception Mixed Use Corridor – Commercial Corridor zone (MXC-405); and

Deem that Zoning By-law 2020.513 conforms to the Halton Region Official Plan, the 1997 Official Plan of the City of Burlington and the 2020 Official Plan and that there are no applications to alter the Official Plans with respect to the subject lands.

CARRIED

- a. Franz Kloibhofer, A.J. Clarke and Associates, spoke to Zoning By-law Amendment for 1881 Fairview Street (DGM-93-25)
- b. Staff presentation regarding Zoning By-law Amendment for 1881 Fairview Street (DGM-93-25)

13.2 Burlington Avenue - Ontario Street Heritage Conservation District Plan and Guidelines (DGM-68-25)

The Committee of the Whole, in accordance with the Planning Act, held Public Meeting No. 20-25 on December 2, 2025, regarding Burlington Avenue - Ontario Street Heritage Conservation District Plan and Guidelines. Having considered the oral and written comments received from staff and the public, the Committee of the Whole approved the recommendation contained in development and growth management report DGM-68-25.

Moved by Councillor Stolte

Receive for information the draft Burlington Avenue - Ontario Street Heritage Conservation District Plan attached to development and growth management report DGM-68-25 as Appendix B; and

Direct the Director of Community Planning to consider the comments provided by the public and Council on the draft Heritage Conservation District Plan as part of a subsequent recommendation to Council.

CARRIED

- a. Staff presentation regarding Burlington Avenue - Ontario Street Heritage Conservation District Plan and Guidelines (DGM-68-25)

14. Information Items

Moved by Mayor Meed Ward

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

CARRIED

14.1 Legislative Services forecast for standing committee reports (COW-18-25)

15. Staff Remarks

16. Committee Remarks

17. Adjournment

10:20 a.m. (closed), 11:05 a.m. (open), 11:59 a.m. (recessed), 1:00 p.m. (reconvened), 1:04 p.m. (closed), 3:23 p.m. (open), 3:40 p.m. (recessed)

Meeting was reconvened on December 2, 2025 at 9:30 a.m.

9:39 a.m. (recessed), 9:46 a.m. (reconvened), 10:07 a.m. (recessed), 10:15 a.m. (reconvened)

Chair adjourned the meeting at 10:31 a.m.



Audit Committee

Minutes

Date: December 3, 2025
Time: 3:30 pm
Location: Council Chambers, City Hall, second floor

Members Present: Councillor Lisa Kearns (Chair)
Councillor Paul Sharman
Michael Di Iulio
Kartik Gupta
Mathew Moore
Mayor Marianne Meed Ward

Member Regrets: Etienne Durafour

Staff Present: Curt Benson, Chief Administrative Officer
Craig Millar, Chief Financial Officer
Leah Bortolotti, Head of Corporate Affairs
Maciej Jurczyk, City Auditor
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: Michael Di Iulio

Approve the agenda as presented.

CARRIED

4. Declarations of Interest

None

5. Delegations

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

6. Presentations

None

7. Consent Items

- 7.1 Status of Management Action Plans (AUD-11-25)

Moved by: Mathew Moore

Receive for information office of the city auditor report AUD-11-25 regarding status of Management Action Plans for Q4 2025 attached as Appendix A and Confidential Appendix B.

CARRIED

- 7.2 Quarterly dashboard for the office of the city auditor (AUD-12-25)

Moved by: Mathew Moore

Receive for information office of the city auditor report AUD-12-25 regarding quarterly dashboard for the office of the city auditor as of Q4 2025 attached as Appendix A.

CARRIED

- 7.3 Whistleblower Policy & Program update (AUD-15-25)

Moved by: Mathew Moore

Receive for information office of the city auditor report AUD-15-25 regarding an update about the Whistleblower Policy & Program identified in the 2025 Annual Audit Plan.

CARRIED

- 7.4 Financial highlights for the period ended September 30, 2025 (FIN-37-25)

Moved by: Mathew Moore

Receive for information finance department report FIN-37-25 regarding the financial highlights for the period ended September 30, 2025.

CARRIED

7.5 Evaluation of the External Auditors and Audit Fee Summary (FIN-39-25)

Moved by: Mathew Moore

Receive for information finance department report FIN-39-25 regarding evaluation of the external auditors and audit fee summary.

CARRIED

8. Regular Items

8.1 External audit plan for the fiscal year ended December 31, 2025 (FIN-38-25)

Moved by: Councillor Sharman

Approve the external audit plan for the fiscal year ended December 31, 2025, as presented by Deloitte LLP at the Audit Committee meeting of December 3, 2025 and attached as Appendix A to finance department report FIN-38-25.

CARRIED

8.2 Automated Vehicle Location (AVL) Performance Audit (AUD-13-25)

Moved by: Mayor Meed Ward

Receive for information the AVL Performance Audit attached as Appendix A to office of the city auditor report AUD-13-25.

CARRIED

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

Moved by: Councillor Kearns

Direct the City Auditor to perform an audit of the allocation process of pool time for competitive swimming programs and report back to the **Audit Committee** by **March 4, 2026**.

CARRIED

Amendment:

Moved by: Councillor Kearns

Replace 'Committee of the Whole' with 'Audit Committee' and replace 'December 2, 2025' with 'March 4, 2026'.

CARRIED

8.4 City Auditor performance evaluation 2025 (CAF-05-25)

Moved by: Mathew Moore

Direct the Audit Committee Chair and the Head of Corporate Affairs to deliver the Audit Committees' final performance rating and feedback from Committee discussions to the City Auditor, ensuring the information is submitted to Human Resources for inclusion in the merit program, where applicable, contained in Confidential Appendix A to corporate affairs report CAF-05-25.

CARRIED

9. Confidential Items and Closed Meeting

Moved by: Mayor Meed Ward

Proceed into closed session on December 3, 2025 at 4:15 p.m. in accordance with the following provision under the Municipal Act:

Pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees regarding **Item 9.2**.

CARRIED

9.1 Confidential Appendix B regarding status of management action plans - cyber security audits (AUD-11-25)

9.2 Confidential Appendix A regarding City Auditor performance evaluation 2025 (CAF-05-25)

10. Rise and Report

Committee reconvened into open session on December 3, 2025 at 4:39 p.m. In closed session Committee discussed Confidential Appendix A to City Auditor performance evaluation 2025 (CAF-05-25). This item was voted on in open session.

11. Information Items

Moved by: Councillor Sharman

Receive for information the following item, having been given due consideration by the Audit Committee.

11.1 2026 Audit Plan – update memo (AUD-14-25)

12. Staff Remarks

13. Committee Remarks

14. Adjournment

4:15 p.m. (closed), 4:39 p.m. (open)

Michael Di Iulio left the meeting at 4:30 p.m.

Chair adjourned the meeting at 4:43 p.m.



Pipeline to Permit Committee

Minutes

Date: December 4, 2025
Time: 9:30 am
Location: Council Chambers, City Hall, second floor

Members Present: Councillor Shawna Stolte (Co-Chair)
Mayor Marianne Meed Ward (Co-Chair)
Councillor Kelvin Galbraith
Councillor Paul Sharman
Elisha Vankleef
Jackie Isada
Jason Sheldon
Kristen Delong
Jim Dunn
Kellie McCormack
Mike Collins-Williams

Member Regrets: Bianca Steer
John Doyle

Staff Present: Curt Benson, Chief Administrative Officer
Stephen Robichaud, Commissioner, Development and Growth
Management
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 Kristen Delong

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

Kellie McCormack provided an update on Bill 68 regarding changes to the *Conservation Authorities Act*.

4. Enactions

4.1 Next Steps and Action Identification

None

5. Envisions

5.1 Staff presentation providing a Housing Accelerator Fund/Community Improvement Plan/Additional Residential Unit Program update (PP-17-25)

Moved by Jim Dunn

Receive for information staff presentation providing a Housing Accelerator fund/Community Improvement Plan/Additional Residential Unit Program update.

CARRIED

6. Enhancements

None

7. Information Items

None

8. Staff Remarks

9. Committee Remarks

10. Adjournment

The Chair adjourned the meeting at 10:29 a.m.



Budget Committee

Minutes

Date: November 24, 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: Blake Hurley, Commissioner, Legal and Legislative Services/City Solicitor
Jacqueline Johnson, Commissioner, Community Services
Curt Benson, Chief Administrative Officer
Scott Hamilton, Commissioner, Public Works
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
Enrico Scalera, Director, Roads, Parks and Forestry
Jamie Tellier, Director, Community Planning
Nick Anastasopoulos, Director, Building Services and Chief Building Official
Catherine Baldelli, Director, Transit
Emilie Cote, Director, Recreation, Community and Culture
David Thompson, Specialist, Digital Communications
Richard Bellemare, Specialist, Digital Communications
Lisa Palermo, Manager, Committee Services/Deputy Clerk
Debbie Hordyk, Administrative Assistant to the City 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

4. Declarations of Interest

None.

5. Delegations

5.1 Jim Barnett spoke regarding 2026 Budget Review (FIN-36-25)

5.2 Frank Arfo did not appear to speak regarding 2026 Budget Review (FIN-36-25)

5.3 Kate Dickson, WhiteEagle and Stephen Paquette, representing Indigenous Advisory Circle to the Mayor spoke regarding 2026 Budget Review (FIN-36-25)

6. Presentations

None.

7. Consent Items

None.

8. Regular Items

8.1 2026 Budget Review (FIN-36-25)

Note: the main motion, as amended, was taken in two separate votes.

Moved by Councillor Stolte

Adopt the 2026 Operating Budget including any approved budget amendments to be applied against the proposed net tax levy amount of \$282,201,378.

CARRIED

Moved by Councillor Stolte

Endorse that any surplus or deficit resulting from a difference between the actual results and the estimated 0.75% City portion of the net assessment growth be transferred to / from the Tax Rate Stabilization Reserve Fund; and

Adopt the 2026 Capital Budget for the City of Burlington, with a gross amount of **\$106,112,127**, as amended with a debenture requirement of \$10,350,000 and the 2027-2035 capital forecast with a gross amount of \$1,074,884,815 with a debenture requirement of \$26,675,000 as outlined in the 2026 Budget Overview (FIN-42-25) and as amended by Council; and

Administer the debenture in the amount of \$6,350,000 in 2026 as tax supported debt; and

Administer the debenture in the amount of \$4,000,000 in 2026 as Multi-year Community Investment debt; and

Declare that, in accordance with sis. 5(1)5 of the *Development Charges Act, 1997* and sis. 5 of Ontario Regulation 82/98, it is Council's clear intention that the excess capacity provided by the above-referenced works will be paid for by future development charges.

CARRIED

Amendment:

Moved by Councillor Bentivegna

Engagement Enhancements (1)

Remove the engagement enhancements key investment.

Moved by Councillor Nisan

Engagement Enhancements (1)

Remove from budget.

LOST

Amendment:

Moved by Councillor Kearns

Engagement Enhancements (1)

Remove \$20,000 from Engagement Enhancements and fund it one time from the Special Council Initiatives Reserve Fund for a Fall post-election,

non Budget related Telephone Town Hall for the purposes outlined in the Q and A document included under Item 8.1.

LOST

Amendment:

Moved by Councillor Kearns

Engagement Enhancements (1)

Remove requested funding for Seasonal Readiness campaign and fund within existing budgets.

CARRIED

Amendment:

Moved by Councillor Bentivegna

Urban Forestry Master Plan (2)

Remove the Urban Forestry Master Plan Implementation - continuing to close service level gaps in Key Investment.

LOST

Amendment:

Moved by Councillor Bentivegna

Waste Management in Parks (3)

Remove the Waste Management in Parks Key Investment.

LOST

Amendment:

Moved by Councillor Bentivegna

Windrow Removal Program (4)

Remove the Windrow Removal Program Service Level Improvements Key Investment.

LOST

Amendment:

Moved by Councillor Galbraith

Windrow Removal Program (4)

Increase fee for Windrow service to \$300 to make this program cost neutral.

LOST

Amendment:

Note: this amendment was withdrawn by Councillor Nisan.

Windrow Removal Program (4)

Include service increase in 2026 budget but report back by April of 2026 with a service review and potential for increased fee recovery for the 2026/27 season.

Amendment:

Moved by Councillor Bentivegna

Library Service and New Appleby Branch (5)

Remove the Library Service and New Appleby Branch Key Investment.

LOST

Amendment:

Moved by Councillor Bentivegna

Portfolio Manager (6)

Remove Portfolio Manager Key Investment.

LOST

Amendment:

Moved by Councillor Kearns

Portfolio Manager (6)

Support Portfolio Manager as a one-year contract position funded from the Tax Stabilization Reserve.

LOST

Amendment:

Moved by Councillor Kearns

Burlington Lands Partnership (7)

Reduce the Burlington Lands Partnership contracted diligence services by \$50K for 2026.

LOST

Amendment:

Moved by Councillor Kearns

Consulting Services (8)

Remove the CAO Consulting Services within Corporate Affairs of \$50,000.

LOST

Amendment:

Moved by Councillor Kearns

Indigenous Advisor (9)

Add \$10,000 for Indigenous Peoples' Day programming through Recreation, Community and Culture.

CARRIED

Amendment:

Moved by Mayor Meed Ward

Indigenous Advisor (9)

Add \$10,000 for Orange Shirt Day and National Truth and Reconciliation Day programming.

CARRIED

Amendment:

Note: this amendment was withdrawn by Councillor Galbraith

Bus drivers (10)

Remove the operating expenses for four conventional and one specialized bus purchased in the 2025 Budget (5 FTE) from the 2026 budget and defer to 2027 as the 9 buses only arrive in June 2026.

Amendment:

Moved by Mayor Meed Ward

Transit Youth Capping Program (11)

Extend the Youth Loyalty Program Pilot to March 2027 with one time funding of \$70,000 funded through the Provincial Gas Tax.

LOST

Amendment:

Moved by Mayor Meed Ward

Transit Fees (12)

Eliminate the proposed transit rate increase and fund through increase in the transit budget

LOST

Amendment:

Moved by Councillor Galbraith

Transit Fees (12)

Add an additional 25 cents to our transit fares to assist with cost recovery

LOST

Amendment:

Moved by Councillor Stolte

Strategic Land Acquisition Fund (13)

Increase the contribution by an additional \$1.4M for 2026 bringing the total 2026 investment to \$1.8M.

LOST

Amendment:

Moved by Mayor Meed Ward

Corporate Reserves (14)

Lower provisions to the Corporate Reserve Funds: The 2026 budget includes increases to two non-capital related reserve funds. Both provisions to the Contingency and Insurance reserve funds were increased by \$50,000 over the 2025 budget. The uncommitted balance (as of June 30th, 2025) in the Contingency reserve fund is \$7,420,991. The \$5,216,405 balance in the Insurance reserve is fully committed.

Amendment:

Moved by Councillor Kearns

Corporate Reserves (14)

Lower provisions to the Corporate Reserve Fund.

CARRIED

Amendment:

Moved by Mayor Meed Ward

Debt Charges (15)

Defer the final increased debt charges for Phase 1 of the Bateman: The 2026 Budget includes \$300,000 in additional debt charges for Phase 1 renovations of the Bateman Community Centre. Following a review of existing debt charge budgets and in light of recent reductions in interest rates, these additional charges can be deferred to the 2027 Budget without impacting project progress.

CARRIED

Amendment:

Moved by Mayor Meed Ward

Job Evaluation project 2027 (16)

Defer funding for a union job evaluation project to 2027: In 2026, Human Resources will undertake a job evaluation project for two of the City's unions, similar to the work completed for non-union staff in 2023-2024. This project will update the union compensation framework to ensure market competitiveness and support employee attraction and retention in a competitive labour market. Funding for this initiative is currently phased across 2026 and 2027. By deferring \$300,000 to 2027, the project may

continue in 2026, but any implementation costs would need to be absorbed through vacancy (gapping) savings.

LOST

Amendment:

Note: discussion on this amendment was deferred to the bottom of the budget amendment list.

Moved by Councillor Nisan

Infrastructure Renewal Levy (17)

Increase funding to the Infrastructure Renewal levy by \$540,000.

LOST

Amendment:

Note: discussion on this amendment was deferred to the bottom of the budget amendments list.

Moved by Mayor Meed Ward

Infrastructure Renewal Levy (17)

Increase funding to the Infrastructure Renewal levy by \$390,000.

CARRIED

Amendment:

Moved by Councillor Kearns

AI Enabled Road Patrol Software Pilot (18)

Utilize free trial and request in year funding through council.

LOST

Amendment:

Moved by Councillor Kearns

City Benches (19)

Pause the City Benches program for 2026.

LOST

Amendment:

Moved by Councillor Kearns

Centennial Recreational Trail (20)

Advance the 2028 Capital Levy amount to initiate design work in 2026.

LOST

Amendment:

Moved by Councillor Kearns

Occupancy Sensor Replacement (21)

Defer to 2027, Capital Reserve Funds.

LOST

Amendment:

Moved by Councillor Kearns

Long Term Financial Plan - Update (22)

Defer to 2027.

LOST

Procedural motion:

Moved by Councillor Stolte

Suspend the rules for section 36.2 of the Procedure By-law 59-2024, as amended, to allow budget amendment #23 to be considered without notice, regarding approval of an upset limit of \$75,000 to retain a consultant to assess the eligibility of additional properties for potential heritage designation under Part IV of the Ontario Heritage Act, in consultation with the Heritage Burlington Advisory Committee, funded from the appropriate Reserve Fund.

CARRIED

Amendment:

Moved by Councillor Stolte

Approve an upset limit of \$75,000 to retain a consultant to assess the eligibility of additional properties for potential heritage designation under Part IV of the Ontario Heritage Act, in consultation with the Heritage Burlington Advisory Committee, funded from the appropriate Reserve Fund.

CARRIED

Moved by Councillor Nisan

Increase funding to Storm Water Infrastructure Renewal and Resiliency (RD-RL-1798) in 2026 by \$390,000.

CARRIED

9. Confidential Items and Closed Meeting

None.

10. Rise and Report

11. Information Items

12. Staff Remarks

13. Committee Remarks

14. Adjournment

10:42 a.m. (recessed), 10:49 a.m. (reconvened), 12:10 p.m. (recessed), 1:10 p.m. (reconvened) 2:34 p.m. (recessed), 2:47 p.m. (reconvened)

Chair adjourned the meeting at 5:38 p.m.

SUBJECT: Opportunity for Burlington to Participate in the FIFA World Cup Experience

TO: Council

FROM: Community Services

Recreation, Community and Culture

Report Number: CSS-30-25

Wards Affected: all

Date to Committee: N/A

Date to Council: December 9, 2025

Recommendation

Direct the Director of Recreation, Community and Culture to proceed with collaborating with FWC26 Canada Football Ltd. (FIFA26 Canada) to bring FIFA Canada's Caravan, a nationwide fan experience celebrating the FIFA World Cup 26, to Burlington, and to formalize the partnership through an agreement outlining respective roles, responsibilities, and financial contributions, as described in report CSS-30-25; and

Authorize the Chief Financial Officer to make a one-time contribution of \$160,000 to the Cultural Initiatives Reserve Fund, funded through 2025 retained savings. These funds will support the FIFA Canada's Caravan as outlined in report CSS-30-25. Any unspent funds following the event shall remain in the Cultural Initiatives Reserve Fund for future use in enhancing City-initiated cultural programs, in accordance with the Reserve Fund by-law.

Executive Summary

The City of Burlington has a time- sensitive opportunity to host FIFA Canada's Caravan, a nationwide fan experience celebrating the FIFA World Cup 2026. FIFA26 Canada has issued a Letter of Intent confirming Burlington as a strong candidate, citing the City's capacity, enthusiasm, and alignment with program objectives.

The Caravan is a one- day, fully branded activation featuring professional production, match content (where available), fan engagement, partner integrations, and national promotion. Participation requires immediate municipal commitment as FIFA finalizes its routing plan.

The estimated City investment is \$160,000, covering the activation fee, site services, security, programming enhancements, and a temporary 0.5 FTE for planning. Staff recommend funding through 2025 retained savings to avoid new 2026 allocations.

Hosting the Caravan would deliver a once-in-a-generation cultural moment, strengthen community pride, and elevate Burlington's national and international profile. It is also expected to generate positive economic impact by attracting visitors to Burlington's waterfront, increasing local spending at restaurants, shops, and accommodations, and reinforcing Burlington's reputation as a destination for major cultural events. The activation supports tourism recovery and provides opportunities for local businesses to benefit from heightened foot traffic and national exposure. Council endorsement is required to secure Burlington's place in the program.

Recommendation Report

Background

In advance of the FIFA World Cup 2026, FIFA26 Canada has launched FIFA Canada's Caravan, a nationwide touring fan experience. The Caravan is a one-day, fully branded activation featuring production infrastructure, FIFA-led promotion, interactive programming, match content, partner integrations, and a consistent FIFA look and feel.

Staff from Recreation, Community and Culture have been in discussions with FIFA26 Canada regarding Burlington's suitability as a host city. On November 29, 2025, FIFA26 Canada issued a Letter of Intent confirming its interest in collaborating with Burlington and identifying the City as a strong candidate along the Caravan's coast-to-coast route.

The Letter highlights Burlington's enthusiasm, operational capacity, and alignment with FIFA's fan engagement goals. Collaboration would focus on Spencer Smith Park as the venue, operational planning, locally reflective programming, and a formal agreement outlining roles, responsibilities, and financial contributions.

This opportunity is time-sensitive, as FIFA requires municipal confirmation by December 1, 2025. Staff have requested flexibility to align Burlington's commitment with the December 9 Council meeting. The Caravan represents the only safe, authorized, and feasible option for Burlington to participate in World Cup celebrations.

Analysis

Participation in FIFA Canada's Caravan offers Burlington a rare chance to join a national celebration of the FIFA World Cup 2026™. The Letter of Intent confirms Burlington as a strong candidate, with the community interest, readiness, and capacity to host this one-day turnkey event. A part-time staff resource will help manage delivery during the busy summer season.

Key Considerations:

- **Alignment with FIFA's Vision:** Burlington's engaged community, waterfront setting, and event-hosting experience align with FIFA's goals for inclusive, family-friendly programming.
- **Turnkey Delivery:** FIFA provides production, branding, programming, and operations support. The City's role—site services, permitting, safety, sanitation, and local programming—is feasible within the proposed budget and staffing.

- **Financials:** Estimated cost is \$160,000, covering the activation fee, municipal responsibilities, and a 0.5 FTE contract. Staff recommend funding through 2025 retained savings, avoiding new 2026 operating impacts.
- **Community Benefits:** The Caravan offers residents a safe, inclusive, globally recognized experience, builds community pride, and raises Burlington's national profile.
- **Risk Mitigation:** Without the Caravan, Burlington would be limited to informal, non-FIFA events with legal and logistical constraints. The Caravan ensures safe, authorized participation consistent with FIFA standards.

The Caravan is a high-profile, time-sensitive opportunity for Burlington to be part of the FIFA World Cup 2026. Council endorsement and funding approval will secure participation while ensuring operational feasibility and fiscal responsibility.

Options Considered:

Option 1: Proceed with Burlington's Participation in the FIFA Caravan Program

Formalizes Burlington's collaboration with FIFA26 Canada and secures a stop on the national tour. The turnkey format reduces operational burden by providing production, branding, programming, and operations team. City responsibilities—site services, safety, logistics, and local programming—are manageable within the proposed budget and temporary staffing. This option delivers a memorable, inclusive FIFA-branded experience, elevates community pride and visibility, and leverages 2025 retained savings to avoid 2026 financial impacts.

In addition, hosting the Caravan is expected to generate positive economic impact by attracting visitors to Burlington's waterfront, increasing local spending at restaurants, shops, and accommodations, and strengthening Burlington's reputation as a destination for major cultural events. The activation would also support tourism recovery and provide opportunities for local businesses to benefit from heightened foot traffic and national exposure.

Option 2: Forgo Participation in the FIFA Caravan Program

Avoids financial and staffing commitments but prevents Burlington from hosting any FIFA-authorized events due to trademark and broadcast restrictions. Community interest would remain unmet, with only informal, unbranded gatherings possible. Burlington would miss a nationwide cultural moment, limiting potential opportunities engagement, tourism, and exposure, and disregarding the enthusiasm recognized in FIFA26 Canada's Letter of Intent.

Recommendation Details

Staff recommend Option 1 as the preferred path forward.

By proceeding with Burlington's participation in FIFA Canada's Caravan, the City will formalize its collaboration with FIFA26 Canada as outlined in the Letter of Intent and secure its place in the national fan experience tour. The program offers a safe, turnkey, and internationally recognized activation that will allow Burlington to meaningfully participate in the global celebration of the FIFA World Cup 26.

To enable this initiative, staff recommend allocating \$160,000 from 2025 retained savings into the Cultural Initiatives Reserve Fund. These funds will support both the activation fee payable to FIFA26 Canada and the City's required operational contributions, including a temporary 0.5 FTE to ensure successful delivery. With the collaboration and support of Finance, this funding strategy maintains fiscal responsibility by leveraging existing year-end savings rather than requiring new funding in 2026.

Council approval is required at this time in order to maintain Burlington's eligibility and ensure the City can be included in the national routing plan, as FIFA is in the final stages of determining host locations.

Key Dates & Milestones

- **November 29, 2025** – FIFA issued a Letter of Intent confirming its interest in partnering with the City of Burlington. Staff immediately recognized the time sensitive nature of the request and began preparing a Council report.
- **December 9, 2025** – Council endorsement is secured for Burlington's participation in the FIFA Caravan program.
- **Year End 2025** – \$160,000 in retained savings is allocated to the Cultural Initiatives Reserve Fund to support the initiative.
- **January 2026** – Recruitment begins for a 0.5 FTE contract position to assist with planning and delivery of the event.
- **June–July 2026** – Burlington hosts the FIFA Caravan experience as part of the FIFA World Cup 2026 celebrations.

Implications

Participation in the FIFA Caravan would elevate Burlington's cultural profile, provide residents with an authorized World Cup experience, and align with community interest. The program requires a one- time \$160,000 investment from 2025 retained savings and a temporary 0.5 FTE to support delivery, ensuring no new funding impact in 2026.

Timely Council endorsement is critical, as FIFA requires immediate commitment. Without participation, Burlington would be limited to informal, non- FIFA events, missing a rare opportunity for national visibility and community pride.

Inclusion in the Caravan positions Burlington as part of Canada's coast- to- coast FIFA World Cup celebrations, offering a safe, inclusive, and globally recognized fan experience while maintaining fiscal and operational feasibility.

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:

Emilie Cote
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x. 7353

Kim Ingram
Senior Manager – Cultural Services
x. 7352

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 94-2025

A by-law to authorize the temporary borrowings of monies from the Royal Bank of Canada and Scotiabank
(FIN-34-25)

Whereas pursuant to Section 407(1) of the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, a municipality may authorize temporary borrowing; and

Whereas the Council of the Corporation of the City of Burlington (the "Corporation") deems it necessary to borrow the sum of Five Million dollars (\$5,000,000) from the Royal Bank of Canada to meet current expenditures of the Corporation for the year, until taxes are collected, and other revenues are received; and

Whereas the Council of the Corporation of the City of Burlington (the "Corporation") deems it necessary to approve a credit facility in the sum of Five Million dollars (\$5,000,000) from Scotiabank to administer the City's purchase card program;

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

1. Any two of the following:
Chief Financial Officer or delegate; Mayor; Chief Administrative Officer; City Clerk; are hereby authorized to borrow on behalf of the Corporation from THE ROYAL BANK OF CANADA (the "Bank") from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time from the financial institution, Five Million dollars (\$5,000,000) to meet current expenditures of the Corporation for the year 2026, until taxes are collected and other revenues received.
2. Any two of the following:
Chief Financial Officer or delegate; Mayor; Chief Administrative Officer; City Clerk; are hereby authorized to borrow on behalf of the Corporation from SCOTIA BANK by way of the Corporation's procurement card program a sum or sums not exceeding at any one time, Five Million dollars (\$5,000,000) to meet current expenditures of the Corporation for the year 2026, repayable on a monthly basis.

3. Any two of the officers listed in paragraph 1 above are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time-to-time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at a rate not exceeding the Prime Commercial Lending Rate, which the Bank may determine from time to time, minus $\frac{3}{4}\%$.
4. The Chief Financial Officer or delegate is hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the preceding year and also showing the total of any amount borrowed in the current year and in any preceding year that have not been repaid.
5. All sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall be a charge upon the whole of revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that the Chief Financial Officer or delegate is hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any charges in connection therewith.
6. The Chief Financial Officer or delegate is hereby authorized and directed to apply in payment of all sums borrowed from the bank, and any interest thereon and any charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

Enacted and passed this 9th day of December 2025

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

The Corporation of the City of Burlington

City of Burlington By-Law 95-2025

A by-law to levy 2026 interim taxes and establish penalty and interest rates
(FIN-40-25)

Whereas sections 317 and 345 of the Municipal Act, 2001, as amended, provides the authority for the Council of The Corporation of the City of Burlington to levy interim taxes and to charge penalty and interest rates for the default of payment; and

Whereas it is desirable before the adoption of the estimates for 2026, to levy on the whole of the assessment according to the last returned assessment roll.

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

- 1) There shall be an interim levy on property within the City of Burlington which shall be calculated by applying the rates set out on Schedule "A" of this By-law multiplied by the assessment as delivered for 2026 taxation.
- 2) The authority to adjust the interim levy of any property at the request of the property owner is delegated to the Treasurer. The Treasurer may adjust the interim levy of the property if the taxes imposed by this By-law are in excess of 50% of the taxes levied on the property in 2025, adjusted to annualize any assessment changes incurred during 2025. No adjustment made by the Treasurer shall reduce the 2026 interim levy below 50% of the 2025 adjusted tax amount. No adjustment shall be made by the Treasurer after the Final 2026 taxes for the property have been calculated.
- 3) The rates provided for in section 1 of this By-law shall be paid on the following dates:
 - a) One half of the amount hereby levied shall become due and payable on February 23, 2026; and,
 - b) The balance shall become due and payable on April 23, 2026.
- 4) Any payment required to be made to The Corporation of the City of Burlington in accordance with the dates set out in section 3 which are not paid by those dates shall become due and payable and considered to be in default for the purposes of this By-law.
- 5) Upon default of the payment of the interim levy, or part thereof, late payment charges will be imposed as follows:
 - a) Penalty of one and one quarter percent of the amount in default shall be

added on the first day of default; and,

- b) Interest charges shall be applied at the rate of one and one quarter percent on the last day of each month on the outstanding tax balance. When a penalty has been applied in a given month, interest of one and one quarter percent will be prorated from the date of default.
 - c) Despite (a) and (b), the Treasurer, in consultation with the City Manager, may waive, entirely or in part, future or past penalty and/or interest charges for such periods of time and for such property classes as the Treasurer deems appropriate.
- 6) Taxes may be levied in accordance with the provisions of this By-law on the assessment of property that is added to the Assessment Roll after this By-law is passed.
- 7) The Treasurer is authorized and directed to serve either personally or by mail notices of the taxes levied under the By-law to the person or persons taxed at the person's residence or place of business or upon the premises in respect of which the taxes are payable by such person, or to the taxpayer's mortgage company or third party designated by the property owner.
- 8) This by-law shall come into force on January 1, 2026.

Enacted and passed this 9th day of December, 2025.

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

**BY-LAW NUMBER 95-2025
SCHEDULE A
2026 INTERIM TAX RATES**

	Tax Class	CITY		REGION		POLICE	EDUCATION	TOTAL	TOTAL	TOTAL
		Urban Area	Rural Area	Urban Area	Rural Area	Whole City	Whole City	Urban	Rural	Rural with Urban Waste
Residential	R-T	0.00249559	0.00217822	0.00094370	0.00093059	0.00065367	0.00076500	0.00485796	0.00452748	0.00454059
- Farmlands I	R-1	0.00187169	0.00163366	0.00070777	0.00069794	0.00049025	0.00057375	0.00364346	0.00339560	0.00340543
- Education Only	R-D	0.00000000	0.00000000	0.00000000	0.00000000	0.00000000	0.00076500	0.00076500	0.00076500	0.00076500
Multi-Residential	M-T	0.00499117	0.00435643	0.00188740	0.00186118	0.00130733	0.00076500	0.00895090	0.00828994	0.00831616
New Multi-Residential	N-T	0.00249559	0.00217822	0.00094370	0.00093059	0.00065367	0.00076500	0.00485796	0.00452748	0.00454059
Commercial	C-T	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- full shared payment in lieu	C-H	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- excess land	C-U	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- vacant land	C-X	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- Farmlands I	C-1	0.00187169	0.00163366	0.00070777	0.00069794	0.00049025	0.00057375	0.00364346	0.00339560	0.00340543
- Small scale on-farm business	C-7	0.00090871	0.00079315	0.00034363	0.00033885	0.00023802	0.00110001	0.00259037	0.00247003	0.00247481
Office Building	D-T	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- full shared payment in lieu	D-H	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- excess land	D-U	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
Shopping Centre	S-T	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
- excess land	S-U	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
Parking Lot	G-T	0.00363482	0.00317257	0.00137450	0.00135541	0.00095207	0.00385276	0.00981415	0.00933281	0.00935190
Industrial	I-T	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00440000	0.01295714	0.01226621	0.01229362
- full shared payment in lieu	I-H	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00549092	0.01404806	0.01335713	0.01338454
- excess land	I-U	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00440000	0.01295714	0.01226621	0.01229362
- vacant land	I-X	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00440000	0.01295714	0.01226621	0.01229362
- excess land shared payment in lieu	I-K	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00549092	0.01404806	0.01335713	0.01338454
- vacant land shared payment in lieu	I-J	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00549092	0.01404806	0.01335713	0.01338454
Large Industrial	L-T	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00440000	0.01295714	0.01226621	0.01229362
- excess land	L-U	0.00521752	0.00455400	0.00197300	0.00194559	0.00136662	0.00440000	0.01295714	0.01226621	0.01229362
- aggregate extraction	V-T	0.00424553	0.00370562	0.00160544	0.00158314	0.00111203	0.00255500	0.00951800	0.00895579	0.00897809
Industrial-Farmlands I	I-1	0.00187169	0.00163366	0.00070777	0.00069794	0.00049025	0.00057375	0.00364346	0.00339560	0.00340543
Industrial-Farmlands I	I-7	0.00130438	0.00113850	0.00049325	0.00048640	0.00034166	0.00110001	0.00323930	0.00306657	0.00307342
Pipelines	P-T	0.00264956	0.00231261	0.00100193	0.00098801	0.00069400	0.00440000	0.00874549	0.00839462	0.00840854
Farm	F-T	0.00049912	0.00043565	0.00018874	0.00018612	0.00013074	0.00019125	0.00100985	0.00094376	0.00094638
Managed Forests	T-T	0.00062390	0.00054456	0.00023593	0.00023265	0.00016342	0.00019125	0.00121450	0.00113188	0.00113516

The Corporation of the City of Burlington

City of Burlington By-Law 96-2025

A by-law to amend By-law 86-2007, the Traffic By-law,
to update certain definitions and to permit electric kick-scooters
on the Centennial Trail
(PWS-45-25)

Whereas the Council of The Corporation of the City of Burlington wishes to update certain definitions and to permit electric kick-scooters in By-law 86-2007, the Traffic By-law;

Now therefore, the Council of The Corporation of the City of Burlington enacts:

1. The recital to By-law 86-2007 is amended by adding the following second recital,
AND WHEREAS subsection 3(b) of Ontario Regulation 389/19 (Pilot Project – Electric Kick-Scooters) made under the *Highway Traffic Act* authorizes a municipality to permit the operation of electric kick-scooters on a trail under its jurisdiction;
2. Part I, Section 1 of By-law 86-2007 is amended by,
 - (a) deleting the definition of “bicycle” and replacing it with the following definition,
“**bicycle**” includes a tricycle, a unicycle and a power-assisted bicycle but does not include a motor-assisted bicycle;
 - (b) deleting the definition of “bicycle route” and replacing it with the following definition, added in alphabetical order,
“**cycling facility**” means that part of the highway, designated by an authorized sign, for the exclusive use of muscular powered vehicles and power-assisted bicycle including wheelchairs;
 - (c) adding the following definition of “electric kick-scooter”, in alphabetical order,
“**electric kick-scooter**” has the same meaning as in Ontario Regulation 389/19, namely a vehicle that has,
 - (a) two wheels placed along the same longitudinal axis, one placed at the front of the kick-scooter and one at the rear,
 - (b) a platform for standing between the two wheels,
 - (c) a steering handlebar that acts directly on the steerable wheel, and
 - (d) an electric motor not exceeding 500 watts that provides a maximum speed of 24 kilometres per hour;

- (d) deleting the definition of “motor vehicle” and replacing it with the following definition,

“**motor vehicle**” includes an automobile, motorcycle, motor-assisted bicycle, power-assisted bicycle, or electric kick-scooter unless otherwise indicated in the *Highway Traffic Act*, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine;

- (e) deleting the definition of “pedestrian” and replacing it with the following definition,

“**pedestrian**” means a person on foot, in a wheelchair or, in or on a play vehicle, but shall not include a person on a bicycle or an electric kick-scooter;

- (f) deleting the definition of “vehicle” and replacing it with the following definition,

“**vehicle**” includes a motor vehicle, trailer, traction engine, farm tractor, road building machine, bicycle, electric kick-scooter and any vehicle drawn, propelled or driven by any kind of power including muscular power, but does not include a motorized snow vehicle or a street car;

3. Part II, section 5 is amended by adding the following subsection 5a.1),

- a.1) Driving an Electric Kick-Scooter on a Roadway or Shoulder

No person shall use an electric kick-scooter on a roadway or shoulder.

4. Part II, subsection 5b) is deleted and replaced with,

- b) Driving on Other Than Roadway

- i) No person shall use a motor vehicle on any sidewalk, boulevard, off-road bike path or multi-use pathway, except, despite this or any other By-law,

1. A motor vehicle may be operated on a sidewalk, boulevard, off-road bike path or multi-use path for medical reasons.

2. An electric kick-scooter may be operated on Centennial Trail between Brant Street and Burloak Drive.

- ii) No person shall ride a bicycle or electric kick-scooter across a roadway within a pedestrian crosswalk but shall dismount and walk the bicycle or electric kick-scooter across the roadway.

- iii) Every rider of a bicycle, when approaching a pedestrian on a sidewalk, shall give adequate warning of their approach and shall take every necessary precaution to avoid a collision and shall give the pedestrian(s) the right of way.

5. Part II, paragraph 8d)i) is deleted and replaced with,
 - i) No person shall park a bicycle on any roadway, shoulder, cycling facility or combined facility.
6. Part IV, subsection 17.2 is deleted and replaced with,
 2. Subject to any speed limits prescribed under the *Highway Traffic Act* or its regulations, no person shall drive a vehicle in a public park or exhibition ground at a speed in excess of 20 kilometres per hour.
7. This By-law comes into force on the date it is passed.

Enacted and passed this 9th day of December, 2025.

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

City of Burlington By-law 97-2025

A by-law to repeal By-law 69-2024 and adopt an Emergency and
Continuity Management Program.
File:735-07 (PWS-32-25)

Whereas Section 2.1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, as amended (the “Act”) requires municipalities to develop and implement an emergency management program and adopt it by by-law and

Whereas the Act requires municipalities to formulate an emergency response plan to govern the provision of necessary services during an emergency and the procedures and manner in which employees of municipalities shall through by-law adopt the emergency response plan, and

Whereas it is deemed necessary to repeal and replace By-law 69-2024.

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

1. The Corporation of the City of Burlington adopts By-law 97-2025 Emergency and Continuity Management Program, which includes, as part of this By-law, the following appendices:
 - Appendix A: Emergency and Continuity Management Program;
 - Appendix B: Emergency Response Plan; and
 - Appendix C: Emergency and Continuity Management Program Committee Terms of Reference.
2. The following designations are appointed as outlined in Appendix B:
 - Community Emergency Management Coordinator and alternates
 - Emergency Control Group members, including the Public Information Officer, and alternates
3. Emergency and Continuity Management Program Committee members, and a program committee chair are appointed, as outlined in Appendix C.
4. By-law 69-2024 is hereby repealed.
5. This By-law comes into force on the day it is passed.

Enacted and passed this 9th day, of December, 2025

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo_____

Burlington Transportation Services Department – Emergency Management
426 Brant Street
Burlington, Ontario
L7R 3Z6

City of Burlington By-law 97-2025

Appendix A: Emergency and Continuity Management Program



1. Introduction

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and Ontario Regulation 380/04 require municipalities to carry out specific activities annually to comply with legislated standards.

The City of Burlington's Emergency and Continuity Management Program meets legislated standards and has been developed using the Canadian Standards Association (CSA) Z1600 standard for emergency and continuity management as a benchmark for continual improvement.

2. Program Structure

2.1. Community Emergency Management Coordinator

The two Community Emergency Management Specialists are the primary and first alternate Community Emergency Management Coordinator (CEMC). As such, the Community Emergency Management Specialists are responsible for overseeing the development, implementation, evaluation, and maintenance of the Emergency and Continuity Management Program, under the guidance of the Manager, Emergency Management and Environmental Sustainability, who oversees the program on a day-to-day basis. Any additional alternate CEMCs responsibilities will be limited to providing after-hours support for Level 2, 3, or 4 activations of the Emergency Response Plan.

The Community Emergency Management Specialists will work with the Emergency and Continuity Management Program Committee to develop and document a municipal emergency response plan and emergency operational procedures. The City of Burlington will include key stakeholders in the planning process where applicable and engage in such process on a regularly scheduled basis, or when the situation has changed in such a way that the existing plan(s) are put into question.

The primary CEMC is also responsible for ensuring the submission of an annual compliance report to Emergency Management Ontario to demonstrate how the City of Burlington has met the requirements for a municipal emergency management program as outlined in the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

2.2. Emergency and Continuity Management Program Committee

The Emergency and Continuity Management Program Committee is responsible for guiding and supporting the City's Emergency and Continuity Management Program. Their tasks include setting priorities and goals, allocating resources, promoting awareness, coordinating initiatives, and monitoring the Program's performance. The Emergency and Continuity Management Program Committee is also responsible for conducting an annual review of the program and recommending any program revisions to City Council.

2.3. Emergency Control Group

The City of Burlington's Emergency Control Group is responsible for managing and coordinating the City of Burlington's response during emergencies to protect life, property, the environment, and economy as outlined in the City of Burlington's Emergency Response Plan. Emergency Control Group members must also participate in annual training and an annual exercise, as mandated under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

3. Program Administration

The City of Burlington's Emergency and Continuity Management Program has been developed, implemented, and updated in accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and Ontario Regulation 380/04.

Program administration is composed of the following elements:

3.1. Goals, Objectives, and Performance Measures

The Emergency and Continuity Management Program Committee will establish program goals, objectives, and performance measures annually, to be integrated into the City's overarching goals and objectives, in the form of the annual work plans for both Community Emergency Management Specialists and the Manager, Emergency Management and Environmental Sustainability.

3.2. Budget and Controls

The City of Burlington has established a program budget allocated to preparedness, response, and recovery efforts to support the program before, during and after an emergency/disaster, which includes an operational budget as well as a reserve fund.

3.3. Records Management

The Community Emergency Management Coordinator will document and maintain logs and records of activities and decisions related to the program and establish and maintain an effective records management process.

4. Emergency Management

4.1. Emergency Response Plan

The City of Burlington has adopted an Emergency Response Plan via by-law, as required under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*. The Emergency Response Plan is an all-hazards plan based on the provincial Incident Management System.

The Emergency Response Plan outlines how the City of Burlington will respond to large-scale emergencies or disasters within its jurisdiction. The CEMC (primary or first alternate) reviews the Emergency Response Plan annually and brings any recommended major updates to the

Emergency and Continuity Management Program Committee for approval prior to Council approval. As identified in the Emergency and Continuity Management Program By-law, the CEMC (primary or first alternate) is authorized to make administrative changes to the Emergency Response Plan.

As outlined in the Emergency Response Plan, the CEMC (primary or first alternate) will oversee the after-action review process following each incident that requires an Emergency Control Group activation. An After Action Report will be created that identifies strengths, areas of improvement and action items.

4.2. Emergency Operations Centre

The City of Burlington has designated one primary and two alternate Emergency Operations Centre (EOC) locations, from which Emergency Control Group members and activated EOC Support Staff positions will work during a large-scale emergency or disaster. Depending on the incident, hybrid or virtual EOC activations are also possible.

The CEMC (primary or first alternate), in conjunction with Burlington Digital Services and Recreation, Community and Culture, will conduct EOC activation drills each year to confirm that telecommunications equipment and systems are functioning properly at the designated EOC locations. Any identified deficiencies will be added to the Improvement Plan for the Emergency and Continuity Management Program.

4.3. Training and Exercises

The training and exercise plan will outline the training and exercises for the current Council term and will be reviewed and updated as needed each year.

A new training and exercise plan will be created at the beginning of each Council term.

The training and exercise plan will include the following elements:

4.3.1. Annual ECG Training

Emergency Control Group members must attend training each year, as mandated under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and Ontario Regulation 380/04. The following topics are included in the annual Emergency Control Group training, as required by Guidance Note 2018-01-01, as follows:

- Emergency and Continuity Management program components, including:
 - The Emergency Response Plan, including Emergency Control Group member roles and responsibilities, and those of organizations which may play a role in response;
 - The procedures used to activate and operate under the Emergency Response Plan;
 - The notification procedures used to notify Emergency Control Group members when the Emergency Response Plan is activated; and
 - The location, communications infrastructure, and technology in the designated EOC locations.

4.3.2. Provincial Training

As the City of Burlington’s Emergency Response Plan is based on the Incident Management System, Emergency Control Group members, as well as staff assigned to EOC Support Staff positions are required to attend Incident Management System training as outlined in the City of Burlington’s Incident Management System organizational policy, as listed below:

Course	IMS Position	
IMS 100	All IMS Positions	
IMS 200	<ul style="list-style-type: none">• EOC Director• Officers (other than Political Liaison Officer)• Section Chiefs	<ul style="list-style-type: none">• Operations Section positions• Planning Section positions• Supply Unit Leader• Facilities Unit Leader
IMS 300	<ul style="list-style-type: none">• EOC Director• Officers (other than Political Liaison Officer)• Section Chiefs	

Additional provincial training is offered as follows:

- EM 200 Basic Emergency Management (optional)
- EM 240 Note Taking

Any new provincial emergency management or IMS courses will be offered to applicable audiences based on instructor availability.

4.3.3. Annual ECG Exercise

Emergency Control Group members are required to participate in an exercise each year, as required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, to help with familiarization with their roles, and identify any gaps in plans, procedures and/or training. Staff assigned to EOC Support Staff positions may be invited to participate in operations-based, functional or full-scale Emergency Control Group exercises.

Following each annual Emergency Control Group exercise, the CEMC (primary or first alternate) will create an After Action Report that identifies strengths, areas of improvement and action items.

4.4. Public Education

Public education is provided each year on general emergency preparedness, as well as on specific hazards, as required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

General emergency preparedness public education occurs during Emergency Preparedness Week, which takes place during the first full week of May each year, and which encourages residents to take action to be better prepared to protect themselves and their families before, during, and after emergencies.

4.5. Hazard Identification and Risk Assessment

The City of Burlington annually reviews, and as needed, updates the municipal Hazard Identification and Risk Assessment, which assesses the potential risk of hazards with the capacity to cause an emergency, as required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

Based on the provincial methodology, hazards from the following three categories will be considered:

1. Natural
2. Human caused
3. Technological

4.6. Critical Infrastructure List

As required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, the City of Burlington annually reviews, and as needed, updates the municipal Critical Infrastructure List, which identifies the critical infrastructure within the City of Burlington that is at risk of being affected by hazards, whether that critical infrastructure is owned by a level of government, or the private sector.

The identification of critical infrastructure within City boundaries helps manage risks, reduce vulnerabilities and strengthen the resilience of critical infrastructure across the ten critical infrastructure sectors defined by Public Safety Canada as listed below:

1. **Health** – healthcare and public health sector facilities
2. **Food** – production, distribution, and retail
3. **Finance** – depository institutions, providers of investment products, insurance companies, other credit and financing organizations, and the providers of the critical financial utilities and services that support these functions
4. **Water** – public drinking water, wastewater
5. **Information and Communication Technology** – telecommunications
6. **Safety** – security and intelligence
7. **Energy and utilities** – electricity, oil, and natural gas
8. **Manufacturing** – basic chemicals, specialty chemicals, agricultural chemicals, pharmaceuticals, consumer products; primary metals, machinery, electrical equipment, appliance and component, and transportation equipment manufacturing

9. **Government** – educational facilities, institutions of higher education, and business and trade schools, government owned facilities
10. **Transportation** – pipeline systems, freight rail, mass transit and passenger rail, highway and motor carrier, aviation, postal and shipping

5. Business Continuity

The City of Burlington uses a decentralized model for business continuity planning, with a corporate plan that provides an overall framework to manage significant disruptions that affect multiple departments/services, as well as department and division business continuity plans.

5.1. Governance

A governance structure for Business Continuity Management will establish clear roles, responsibilities, and oversight mechanisms to ensure the effective development, implementation, and maintenance of the corporate Crisis Management Plan and departmental/service business continuity plans. The approved governance framework will be formally incorporated into the next update of the City's Business Continuity Management organizational policy.

5.2. Planning Responsibilities

5.2.1. Plan Custodians

Each department and division has a designated Plan Custodian, as nominated by the relevant Executive Leadership Team member.

Plan Custodians are responsible for creating and maintaining their department/division business continuity plan, under the guidance of the designated Community Emergency Management Specialist, and for serving as the department/division point of contact for the planning of business continuity exercises.

5.2.2. Community Emergency Management Coordinator

The designated Community Emergency Management Specialist is responsible for:

- Maintaining the corporate level plan
- Providing guidance as needed to Plan Custodians in the creation and maintenance of department/division business continuity plans
- Coordinating business continuity exercises

5.2.3. Emergency and Continuity Management Program Committee

The Emergency and Continuity Management Program Committee is responsible for:

- Approving updates to the corporate level plan
- Ensuring that Plan Custodians within their reporting structure receive support from other staff within the relevant department/division as it relates to the creation and maintenance of department/division business continuity plans

5.3. Training and Exercises

A business continuity training and exercise plan will outline the related training and exercises for the current Council term and will be reviewed and updated as needed each year.

A new business continuity training and exercise plan will be created at the beginning of each Council term.

6. Continual Improvement

The Emergency and Continuity Management Program will be updated to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards, and codes of practice made at various levels of government and by other decision-making authorities as deemed necessary by the Emergency and Continuity Management Program Committee.

The Emergency and Continuity Management Program Committee will assess opportunities to continually improve the program and will conduct an annual review of the program, incorporating ongoing analysis and evaluation, as well as feedback identified in After Action Reports produced following the annual Emergency Control compliance exercise and/or incidents requiring an Emergency Control Group activation.

The Improvement Plan for the Emergency and Continuity Management Program will track the status of action items identified in After-Action Reports, and following EOC activation drills.

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Appendix B: Emergency Response Plan

Use the City's Emergency Response Plan for immediate threats to life safety, property and/or the environment that require urgent action to protect the community and infrastructure, beyond first responder capabilities.

During an emergency:

- CEMC/Alternate CEMC: Refer to Section 6 Concept of Operations
 - Emergency Control Group Members: Refer to Section 6.2 Incident Action Planning Process
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1. Introduction

1.1. Purpose

The purpose of the Emergency Response Plan is to provide a framework for how the City of Burlington will provide a planned, coordinated, and effective response to protect life, property, the environment, and local economy when faced with complex, large-scale emergencies.

In accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, an emergency is defined as:

“A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.” [Section 1].

Source: [Emergency Management and Civil Protection Act](#)

1.2. Legal Authorities

1.2.1. Provincial Legislation

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* provides the authority for municipalities to prepare for and respond to emergencies to protect public health, safety, and property. Ontario Regulation 380/04 sets the standards for municipal emergency management programs.

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* requires that:

“Municipalities shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (2)].

Source: [Emergency Management and Civil Protection Act](#)

1.2.2. Municipal By-law

As required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, this Emergency Response Plan has been adopted by the City of Burlington City Council as part of the Emergency and Continuity Management Program By-law XX-2025 and this Emergency Response Plan will be filed with Emergency Management Ontario, once adopted via by-law.

1.2.3. Authority of the Emergency Response Plan

As per the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, the Head of Council is authorized to declare that an emergency exists in all or any part of the City of Burlington and make such orders as considered necessary and are not contrary to law to implement the Emergency Response Plan.

In the absence of the Head of Council, or in the case of their inability to act, the designated alternate shall be the Deputy Mayor for Emergencies and Ceremonies, who may exercise the powers and perform the duties of the Head of Council under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

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When an emergency exists, but has not been formally declared to exist, municipal employees may take such action(s) under this Emergency Response Plan as may be necessary to protect the lives, safety, and property of the residents and businesses of the City of Burlington. An emergency declaration is not required during Level 3 Partial Emergency Operations Centre (EOC) or Level 4 Full EOC activations where municipal resources are used to address the impacts of an emergency.

1.3. Liability

1.3.1. Protection from Personal Liability

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* states:

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” [Section 11(1)].

Source: [Emergency Management and Civil Protection Act](#)

1.3.2. Municipality Not Relieved of Liability

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* states:

“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1) and the municipality is liable as if subsection (1) had not been enacted and in the case of a member of council, as if the member were an employee of the municipality.” [Section 11(3)]

Source: [Emergency Management and Civil Protection Act](#)

1.4. Public Access

As required under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, this Emergency Response Plan is available on the City’s website at www.burlington.ca and paper copies are available upon request by contacting the Community Emergency Management Coordinator (CEMC) at cemc@burlington.ca.

1.5. Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Emergency Response Plan shall be used solely for the purpose of planning, preparing, and responding to emergencies as defined within the Emergency Response Plan. The release of any information under this Emergency Response Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56* and the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

The Emergency Support Plans as identified in Section 12 do not form part of this Emergency Response Plan as they may contain confidential information, require frequent updating, be of a technical nature, and/or contain sensitive or personal information which could pose a security threat or violate the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56* if released. Any reference to Emergency Support Plans within the Emergency Response Plan is solely for the assistance of the users of the Emergency Response Plan.

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1.6. Plan Maintenance and Testing

The Emergency Response Plan has been developed and maintained by the CEMC and approved by the Emergency and Continuity Management Program Committee and City Council.

In accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, the Emergency Response Plan shall be reviewed by the Emergency and Continuity Management Program Committee on an annual basis. Any needed updates will be approved as follows:

- Major updates will be completed by the CEMC and approved by the Emergency and Continuity Management Program Committee prior to City Council approval and will require a by-law amendment, or the repealing and adoption of a new program by-law.
- Minor administrative updates and updates to the Emergency Support Plans and other supporting documentation will be completed by the CEMC and/or Alternate CEMC.

It is the responsibility of each person, service, agency, or department named within the Emergency Response Plan to notify the CEMC of any required administrative updates or Emergency Support Plan updates including but not limited to contact information updates.

Emergency Control Group members shall participate in annual training and an annual exercise to test the effectiveness of the Emergency Response Plan as required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and Ontario Regulation 380/04. Suggested revisions to the Emergency Response Plan may be identified in the annual exercise After Action Report.

2. Planning Framework

2.1. Planning Assumptions

The City of Burlington is subject to several hazards that may cause varying impacts to public safety, property, the environment, and local economy. The successful implementation of the Emergency Response Plan depends on the availability and coordination of City of Burlington resources and coordination with other levels of government and external partner organizations.

The following planning assumptions form the basis for the Emergency Response Plan:

- This Emergency Response Plan is an all-hazards plan to address all types of emergencies.
- This Emergency Response Plan shall align with Halton Region's Emergency Program and Plan, as required by the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.
- An emergency may occur with little to no warning and may escalate more rapidly than first responders can manage.
- The City of Burlington will respond to emergencies within the City's jurisdictional boundaries and may request support from Halton Region, the provincial government, or other entities, as required.
- In alignment with the Halton Region Emergency Response Plan,
 - Halton Region will lead the restoration of any disrupted Regional services.
 - The City of Burlington will assume the lead role for any disrupted local municipal services.
 - Both Halton Region and the City of Burlington will coordinate other response operations as needed.

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- An emergency may cause injuries, fatalities, property damage, and disruption of normal support systems.
 - Level 1, 2 and 3 activations are generally within the response capabilities of first responders, the City of Burlington, Halton Region and assisting and support organizations.
 - A Level 4 activation will likely require provincial and/or federal assistance in addition to support from Halton Region and assisting and support organizations.
- During Level 2 activations, emergency response is managed through the City's existing structure, and Managers from impacted Departments will be asked to provide regular situation updates to the CEMC, and participate in scheduled coordination meetings as required
- During Level 3 and 4 EOC activations, an EOC (whether physical, hybrid, or virtual) will be activated and staffed to manage the strategic response to the emergency and support emergency operations at the site.
 - Emergency Control Group members may be required to mobilize to the designated EOC location on short notice to provide timely and effective strategic direction (in the event of a physical EOC activation).
 - Staff appointed to EOC Support positions may also be required to mobilize to the designated EOC location on short notice to assist Emergency Control Group members according to their assigned Incident Management System position.
- The City of Burlington's designated CEMC will execute their assigned responsibilities under this Emergency Response Plan and the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.
- Local emergency response personnel (first responders, Emergency Control Group members and EOC Support staff) could experience damage or loss to their homes and personal property and could themselves be emergency victims and therefore may not be able to fulfill their designated role.
- Other levels of government and assisting and supporting organizations have their own emergency operating procedures for their staff.
- The City of Burlington and Halton Region will work in conjunction on the following:
 - Emergency declarations or terminations.
 - Media releases.
 - Provision of emergency information during an emergency.

2.2. Incident Management System

This Emergency Response Plan adopts the principles of the Incident Management System, which can be used in any size or type of emergency.

2.2.1. Background

The Incident Management System is a standardized approach to emergency management encompassing personnel, facilities, equipment, and communications operating within a common organizational structure to bring the situation under control as quickly as possible.

The Incident Management System Doctrine for Ontario was established to provide organizations with a framework to coordinate a structured incident response for incidents of varying types and scales, using effective communication and coordination.

In 2021, Emergency Management Ontario updated the provincial Incident Management System doctrine by releasing Incident Management System 2.0 Guidance (referred to as Incident Management System 2.0). Incident Management System 2.0 is intended to be easier to understand, with improvements in effectiveness, flexibility, and interoperability. The City of Burlington has adopted the principles of IMS 2.0.

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2.2.2. Incident Management System Core Principles and Tools

Incident Management System 2.0 has 4 core principles, which each have related tools, as listed below.

Core Principle	Tools
Communication	<ul style="list-style-type: none">• Information management tools<ul style="list-style-type: none">• Common terms• Integrated information management• Effective emergency information• Telecommunications technology and systems management
Coordination	<ul style="list-style-type: none">• Common terms• Common roles, responsibilities, and structures• Manageable span of control• Sustainability
Collaboration	<ul style="list-style-type: none">• Common objectives and plans• Complex incident objectives and plans• Training and exercises
Flexibility	<ul style="list-style-type: none">• Scalability• Adaptable• Responsive to community needs

Refer to the [Incident Management System Guidance: Version 2.0 document](#) for more detailed information about Incident Management System core principles and tools.

2.2.3. Incident Management System Functions

The Incident Management System has five major functions that must be completed during emergencies, regardless of the scale or scope, including Coordination & Command, Operations, Planning, Logistics and Finance & Administration.

The following table shows a high-level summary of each Incident Management System (IMS) function.

IMS Function	Overview
Coordination & Command	<p>Overall authority for the control and direction of the municipal emergency response. The Coordination & Command function, which is filled by the EOC Director, is supported by the following Command Staff positions:</p> <ul style="list-style-type: none">• Public Information Officer• Legal Officer• Liaison Officer• Political Liaison Officer• Safety Officer

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IMS Function	Overview
Operations	Coordinates municipal response operations and directs resources and equipment as required through implementation of the Incident Action Plan.
Planning	Collects, evaluates, and distributes incident information, leads the development of the Incident Action Plan in conjunction with other functions, and maintains situational awareness and incident documentation.
Logistics	Arranges for and coordinates needed materials, services, equipment, and resources.
Finance and Administration	Tracks incident related costs, tracks compensation and claims files, and for qualifying incidents where the program has been activated, submits a Municipal Disaster Recovery Assistance program application for partial reimbursement from the province.

For more information on Incident Management System positions within each function, please refer to Emergency Support Plan 5 - Incident Management System Position Checklists and Forms.

3. Roles and Responsibilities

As identified in the 3rd edition of the *Emergency Management Framework for Canada*, “emergency management is a shared responsibility across all sectors of society”, and this section identifies roles and responsibilities of individuals, businesses, community organizations, external partner organizations and all levels of government.”

3.1. Individuals and Families

The most basic level of response and recovery consists of individuals and families dealing with an emergency that directly affects them. Impacted people may or may not need emergency support from the government, depending on the scale and nature of the emergency, and the resilience of those impacted. Impacted individuals and families connect with government services on an as-needed basis, and do not have specific responsibilities under this plan.

Individuals are encouraged to ensure their households are self-sufficient for a minimum of 72 hours following an emergency and are expected to follow the directions of local authorities for the two basic protective measures that may be required during emergencies – sheltering-in-place and evacuation.

Information on emergency preparedness planning and on how to get updates during emergencies is available on the City of Burlington's website at www.burlington.ca.

3.2. Organizations

Organizations are responsible for having contingency plans for emergencies that may result from their activities, as required by relevant regulating authorities, which should detail initial response procedures and procedures to warn and protect their employees and members of the public who may be impacted, and any additional items required by the relevant regulating authority. Organizations that are not regulated are encouraged to have business continuity plans.

3.3. City of Burlington

The City of Burlington is responsible for the implementation of this Emergency Response Plan during emergencies to protect life safety, property, the environment, and economy, and as applicable, supporting emergency operations in Halton Region or within the Province of Ontario.

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3.3.1. Mayor

The City of Burlington Mayor, as Head of Council, has the following responsibilities during emergencies:

Mayor Related Responsibilities

- Provide updates to constituents, with information as provided by the Public Information Officer
- As part of the Council as a whole, make decisions as required in alignment with CM-20-22 Appendix A Governance and Decision Making (refer to Section 5 for more information).
- In consultation with the Emergency Control Group, making an emergency declaration
- In consultation with the Emergency Control Group, terminating an emergency declaration when the emergency declaration is no longer needed.

Political Liaison Officer Related Responsibilities

- Serve as the primary Political Liaison Officer on the Emergency Control Group and fulfill the responsibilities outlined in the position checklist (refer to Emergency Support Plan 5 - Incident Management System Position Checklists and Forms for more information).

3.3.2. Councillors

City of Burlington Councillors have the following responsibilities during emergencies:

Councillor Responsibilities

- Provide updates to constituents, with information as provided by the Public Information Officer
- Receive updates on Emergency Control Group activities from the Political Liaison Officer.
- As part of the Council as a whole, make decisions as required according to CM-20-22 Appendix A Governance and Decision Making (refer to Section 5 for more information).

Political Liaison Officer Responsibilities

- Based on the Deputy Mayor for Emergencies and Ceremonies rotation serve as the Political Liaison Officer on the Emergency Control Group in cases where the Mayor is unavailable or unable to do so, and fulfill the responsibilities outlined in the position checklist (refer to Emergency Support Plan 5 - Incident Management System Position Checklists and Forms for more information).

3.3.3. Emergency Control Group

The City of Burlington's Emergency Control Group is responsible for managing and coordinating the City of Burlington's response during emergencies to protect life, property, the environment, and economy.

During Level 3 and Level 4 EOC activations, the Emergency Control Group is responsible for making decisions as required in alignment with CM-20-22 Appendix A Governance and Decision Making (refer to Section 5 for more information).

Below is the list of Emergency Control Group members and their assigned Incident Management System (IMS) position for the City of Burlington:

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IMS Position	Job Title	Overview
EOC Director	<ol style="list-style-type: none"> Chief Administrative Officer (CAO) Commissioner, Public Works 	Responsible for the overall management of the EOC, including the provision of support to the incident site(s), and when necessary, incident command. Support to the site includes setting strategic guidance, information support, resource management support, legal support, and financial support.
Public Information Officer	<ol style="list-style-type: none"> Director, Corporate Communications & Engagement Manager, Corporate Communications 	Responsible for the development and release of approved information related to the emergency to City staff not involved in the incident response, media, and the public.
Legal Officer	<ol style="list-style-type: none"> Commissioner, Legal and Legislative Services/City Solicitor Deputy City Solicitor 	Responsible for monitoring risk exposures and ensuring good risk management practices are applied. Provides legal advice to the Mayor and Emergency Control Group and ensures general compliance with legislation.
Liaison Officer	<ol style="list-style-type: none"> Specialist, Community Emergency Management/CEMC Specialist, Community Emergency Management/Alternate CEMC 	Serves as the primary contact for external organizations and advises the EOC Director of issues regarding outside assistance and support.
Political Liaison Officer	<ol style="list-style-type: none"> Mayor Deputy Mayor for Emergencies/Ceremonial* <p>*This position is filled by Councillors based on an established rotation</p>	Responsible for keeping City Council informed of relevant updates from the Emergency Control Group, providing constituent relations, and serving as a City spokesperson.
Safety Officer	<ol style="list-style-type: none"> Manager, Health, Safety & Wellness Advisor, Health & Safety 	Monitors safety conditions and develops safety measures as needed to ensure the health and safety of all responders.
Operations Section Chief	<p>Fire Department</p> <ol style="list-style-type: none"> Fire Chief Deputy Fire Chief <p>Roads, Parks & Forestry (RPF) Department</p> <ol style="list-style-type: none"> Director, Roads, Parks & Forestry Manager, RPF Business Services 	Responsible for providing overall supervision and leadership to the Operations Section, including assisting in the development and implementation of the Incident Action Plan, and organizing, assigning, and supervising all resources assigned operational tasks within an incident.
Planning Section Chief	<ol style="list-style-type: none"> Chief Transformation Officer Chief Information Officer 	Responsible for providing overall supervision and leadership to the Planning Section, who is responsible for leading the development of the Incident Action Plan, and overseeing the collection, evaluation, processing, and distribution of incident information.
Logistics Section Chief	<ol style="list-style-type: none"> Commissioner, Community Services Director, Transit 	Responsible for providing facilities, services, and materials in support of the incident, and assisting in the development of the Incident Action Plan.
Finance & Administration Section Chief	<ol style="list-style-type: none"> Chief Financial Officer Controller and Manager, Financial Services 	Responsible for financial and administrative support to an incident, including cost analysis and financial and administrative aspects.

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Emergency Control Group members can refer to Emergency Support Plan 5 - Incident Management System Position Checklists and Forms for position specific checklists, which provide detailed information about the responsibilities for specific IMS positions.

3.3.4. EOC Support Staff

EOC Support Staff positions are Incident Management System positions that work in support of the emergency in support of an Emergency Control Group member.

Please refer to Emergency Support Plan 5 - Incident Management System Position Checklists and Forms for more information on the responsibilities of EOC Support Staff positions.

3.3.5. Departments

City of Burlington departments are responsible for the implementation of measures to protect public safety, property, and the environment within the City of Burlington, and are authorized to take required actions during Level 1 or 2 activations, and before an emergency declaration.

Departments are also responsible for implementing emergency response actions as directed by the City's Emergency Control Group during Level 3 and 4 EOC activations.

3.3.6. Community Emergency Management Coordinator

Municipalities are required to have a Community Emergency Management Coordinator (CEMC), who is responsible for the coordination of the City of Burlington's Emergency and Continuity Management Program in compliance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*, and who is the primary provincial contact during emergencies.

The primary CEMC is the Community Emergency Management Specialist, and the alternate CEMCs include:

- Community Emergency Management Specialist
- Commissioner, Public Works,
- Director, Roads, Parks & Forestry
- Director, Transportation Services
- Deputy Fire Chief
- Fire Chief.

3.4. Assisting and Supporting Organizations

During Level 3 and Level 4 EOC activations, the City of Burlington may be supported by assisting and supporting organizations.

Assisting organizations may provide personnel, services, or other resources to the City of Burlington. Assisting organization agency representatives are responsible for providing agency-specific information to the City of Burlington Liaison Officer, including:

- Statutory authorities and responsibilities
- Resource availability, and capabilities
- Constraints, limitations, and concerns
- Areas of agreement and disagreement between agency officials

Examples of assisting organizations include:

- Burlington Hydro, who is responsible for power restoration.
- Conservation Halton, who is responsible for flood forecasting and monitoring.
- Enbridge, who is responsible for gas restoration.

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- Halton Regional Paramedic Services, who are responsible for providing medical treatment to injured individuals and as needed, transporting them to hospitals for further treatment.
- Halton Regional Police Services, who are responsible for enforcing laws and road closures, directing traffic, and overseeing evacuation efforts.

Supporting organizations may provide support services to the City of Burlington during an emergency, but do not provide any direct (tactical) support. Supporting organization agency representatives are responsible for providing organization-specific information to the City of Burlington Liaison Officer, including:

- Resource availability, and capabilities
- Constraints, limitations, and concerns
- Areas of agreement and disagreement between agency officials

Examples of supporting organizations include:

- Faith-based organizations
- Local and national non-profit organizations
- Local community organizations

3.5. Halton Region

Halton Region's response is guided by the *Halton Region Emergency Response Plan (2024)* and supporting emergency plans. Halton Region is responsible for providing the services listed below during emergencies:

- Emergency Public Health Services (Public Health Department)
- Emergency Social Services (Social and Community Services Department)
- Evacuations (Halton Regional Police Service)
- Regional Infrastructure Services (Public Works Department)

It is acknowledged that subsequent updates to the *Halton Region Emergency Response Plan (2024)* take precedence over the information listed above in the event of any discrepancies.

Please refer to Halton Region's website (www.halton.ca) for the current version of their emergency response plan.

3.6. Province of Ontario

The Province of Ontario's emergency response is guided by ministry emergency plans and the *Provincial Emergency Response Plan (2020)*.

During emergencies, provincial assistance to municipalities may include the provision of advice, personnel, equipment, supplies and other resources to assist in dealing with an emergency.

The table below outlines the provincial ministries that are considered the lead for the following types of consequences, as identified in the *Provincial Emergency Response Plan, Appendix C*, which lists the Order in Council (OIC) 1157/2009 responsibilities:

Ministry	OIC Responsibility
Agriculture, Food and Rural Affairs	Farm animal disease; food contamination, agricultural plant disease and pest infestation

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Ministry	OIC Responsibility
Attorney General	Any emergency related to the administration of justice including the operation of the courts, and provision of legal services to government in any emergency
Children, Community and Social Services	Any emergency that requires emergency shelter, clothing and food; victim registration and inquiry services; personal services
Solicitor General	Any emergency that requires the coordination of provincial emergency management; nuclear and radiological, severe weather; war and international; any other peacetime emergency not listed herein; building structural collapse, explosion and structural fire; space object crash; terrorism; civil disorder; any emergency that requires the continuity of government services
Energy, Northern Development and Mines	Energy supply, abandoned mine hazards, and any emergency requiring support of provincial emergency management in Northern Ontario
Environment, Conservation and Parks	Spills of pollutants to the natural environment including fixed site, transportation spills, and drinking water
Health	Human health, disease and epidemics; health services during an emergency
Labour	Any emergency that affects worker health and safety
Long-Term Care	Human health, disease and epidemics; health services during an emergency (in long-term care)
Government and Consumer Services (delegated to Treasury Board Secretariat)	Any emergency that affects labour relations and human resource management in the provincial government
Municipal Affairs and Housing	Any emergency that requires the coordination of extraordinary provincial expenditures
Natural Resources and Forestry	Forest fires, floods, drought/low water, dam failures, crude oil and natural gas exploration and production, natural gas and hydrocarbon underground storage and salt solution mining emergencies, erosion, soil and bedrock instability
Transportation	Transportation

It is acknowledged that subsequent updates to the *Provincial Emergency Response Plan (2020)*, *Appendix C* will identify any subsequent updates to OIC 1157/2009, which take precedence over the information listed above in the event of any discrepancies.

Please visit www.ontario.ca for the current version of the *Provincial Emergency Response Plan* and appendices.

3.7. Government of Canada

As outlined in the *Federal Emergency Response Plan (2011)*, federal departments and agencies can provide support to the Province of Ontario for events related to their specific mandate, within existing authorities.

The list below identifies the federal Emergency Support Functions (ESF). ESFs group functions most frequently used in providing federal support to provinces and territories in response to a request for assistance during an emergency, in a manner consistent with the respective mandated areas of responsibility.

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Minister(s) with Primary Responsibility	Emergency Support Function
Transport Canada	Transportation
Industry Canada	Telecommunications
Agriculture Agri-Food Canada and Canadian Food Inspection Agency	Agriculture and Agri-Food
Natural Resources Canada	Energy Production & Distribution
Health Portfolio, Public Health Agency of Canada and Health Canada	Public Health & Essential Human Services
Environment Canada	Environment
Human Resources and Skills Development Canada (HRSDC)	Human and Social Services
Royal Canadian Mounted Police	Law Enforcement
Department of Foreign Affairs and International Trade Canada	International Coordination
Public Works and Government Services Canada	Government Services
Public Safety Canada, Operations Directorate	Logistics Operations Management
Canada Border Services Agency	Border Services

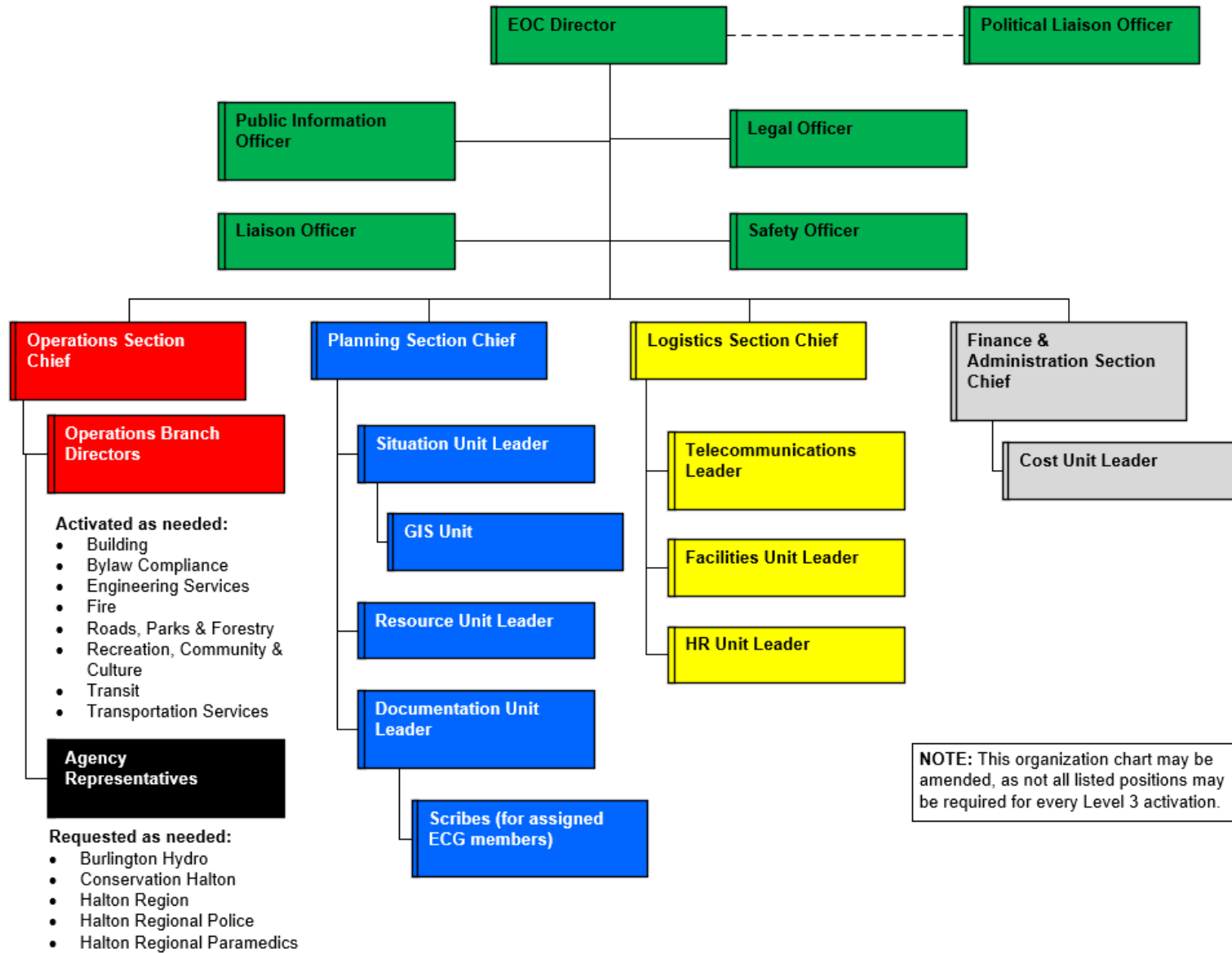
It is acknowledged that subsequent updates to the *Federal Emergency Response Plan (2011)* take precedence over the information listed above in the event of any discrepancies.

Please visit www.canada.ca for the current version of the *Federal Emergency Response Plan*.

4. EOC Organizational Structure

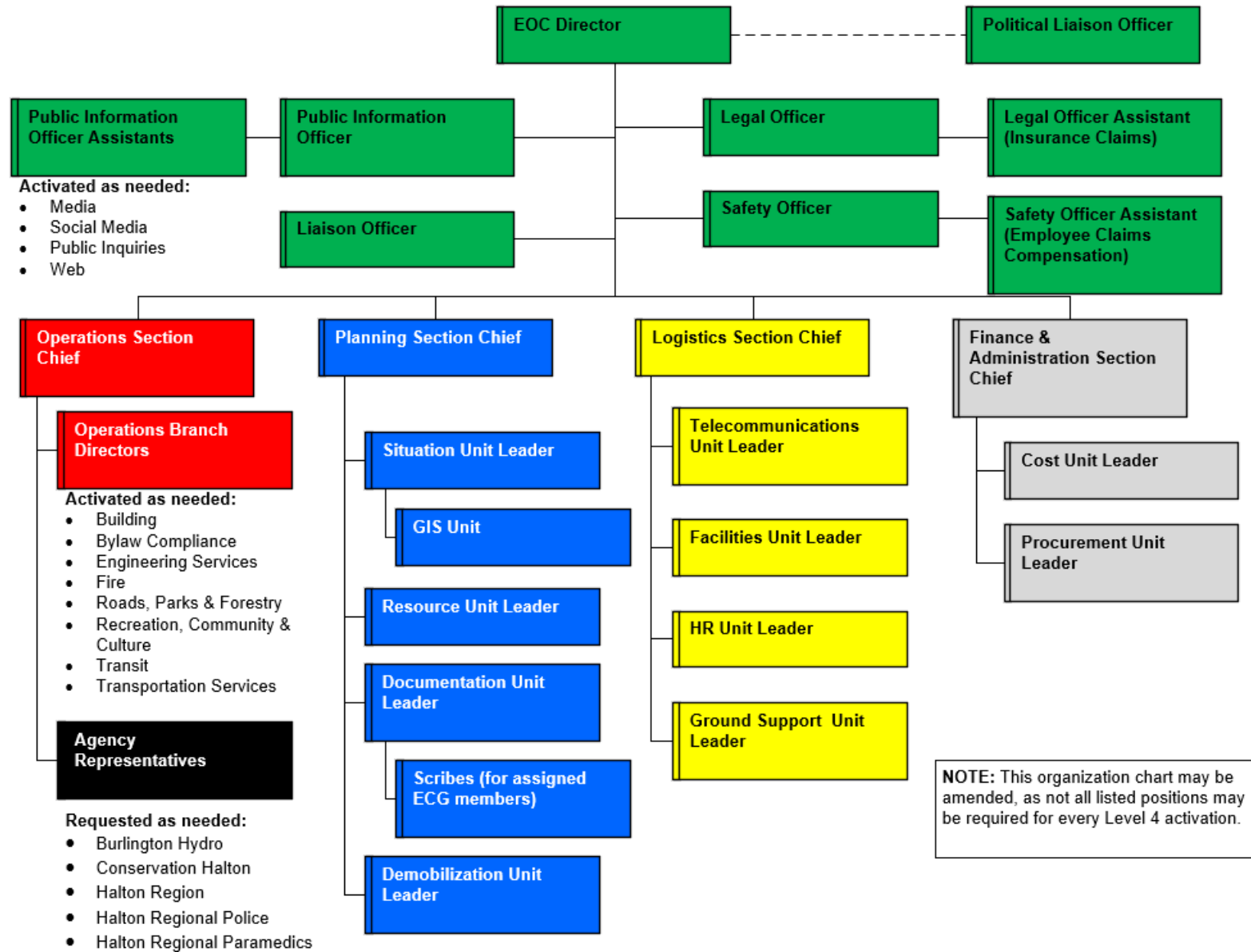
Below are the EOC organization charts for Level 3 and Level 4 EOC activations, which represent a combination of Emergency Control Group members and EOC Support positions. Note that the organization charts are guidelines for planning purposes and the IMS positions activated may differ based on the needs of an emergency.

4.1.1. Level 3 Partial EOC Activation Organizational Structure



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4.1.2. Level 4 Full EOC Activation Organizational Structure



5. Decision Making Authority

During an emergency that requires changes to service delivery levels, decisions will be made by the designated group as outlined in CM-20-22 Appendix A: Governance and Decision Making, as listed below:

The extent of the re-design in service delivery will direct the decision-making process and ultimately, where the decision is made. The following are guidelines for decisions:

Committee/Council	Burlington Leadership Team/Emergency Control Group/Service Leads
<ul style="list-style-type: none"> Service Level impacts (each stage) <ul style="list-style-type: none"> Increase and/or decrease of service levels – longer-term Commission and/or decommission of services Financial Impacts <ul style="list-style-type: none"> Fiscal year operating and capital budget implications Corporate policy impacts Community Impacts Reputation and other risks 	<ul style="list-style-type: none"> Tactical and operational impacts on City services delivered within the limits of Council approved service levels and budgets Human resource deployment Health & safety issues Immediate operational response related to COVID-19 and other emergencies (e.g., weather events)
How: Approval of Council based on separate motion tied to specific criteria (as indicated above) for <u>service program changes</u> .	How: Endorsement of Council of <u>service modifications</u> decisions made by staff.

6. Concept of Operations

6.1. Activation and Notification

6.1.1. Plan Activation

During normal operations, the Emergency Response Plan activation level is Level 1 Routine Monitoring.

Emergency Control Group members are responsible for:

- Notifying the CEMC or Alternate CEMC of any incidents that might require:
 - Level 2 Enhanced Monitoring & Coordination
 - Level 3 Partial EOC activation
 - Level 4 Full EOC activation

The CEMC or Alternate CEMC is responsible for:

- Monitoring for situations with the potential for Level 2, 3, or 4 activations using established monitoring channels
- For potential Level 3 Partial or Level 4 Full EOC activations, consulting with the Fire Chief (or designate) and CAO (or designate) to determine the appropriate activation level, type and the appropriate Operations Section Chief, based on the incident type, as outlined in Sections 6.1.1.1 and 6.1.1.2.

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6.1.1.1. *Activation Levels*

Activation Level	Situation	Operational Implications
(1) Routine Monitoring	<p>Incident that is addressed using standard operating procedures, policies, and plans, including but not limited to the following types of incidents:</p> <ul style="list-style-type: none"> • House fires • Minor weather events • Water main breaks • Motor vehicle accidents and • Isolated road closures 	<p>No significant impact on operations</p> <ul style="list-style-type: none"> • City departments will use existing policies, plans, protocols, and guidelines • Halton Region First Response Protocol may be activated if displaced resident(s) need accommodation
(2) Enhanced Monitoring & Coordination	<p>Incident or emergency with minor to moderate impacts to public safety, property and/or the environment contained within the incident perimeter(s) or incidents with the potential for Level 3 or 4 activation.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • House or apartment fire with limited displacement • Localized flooding • Contained hazardous material spills • Forecast severe weather 	<p>Minor to moderate impact on operations</p> <ul style="list-style-type: none"> • CEMC/Alternate CEMC on stand-by • Emergency response is managed through the City's existing structure, and Managers/Directors from impacted Departments will be asked to provide regular situation updates to the CEMC, and participate in scheduled coordination meetings as required • City departments will use existing policies, plans, protocols, and guidelines • CEMC/Alternate CEMC to schedule coordination meetings with relevant staff and external stakeholders, as needed • Halton Region First Response Protocol may be activated if displaced resident(s) need accommodation • May require activation of a Reception Centre at designated City facilities
(3) Partial EOC Activation	<p>Emergencies with impacts to public safety, property and/or the environment outside incident perimeter</p> <ul style="list-style-type: none"> • Possible need for localized evacuations and/or road detours • Media interest <p>Examples include:</p> <ul style="list-style-type: none"> • Hazardous material spills • Multiple/ widespread fire locations • Uncontrolled active threat • Need for shelter-in-place and/or evacuation orders • Full highway closures 	<p>Large impact on operations</p> <ul style="list-style-type: none"> • Site(s) requires EOC support • Large impact to several City service levels • Support may be required from other levels or government and assisting or supporting organizations • May require activation of Reception Centre(s) at designated City facilities and/or an Evacuation Centre at Haber Community Centre for displaced individuals
(4) Full EOC Activation	<p>Emergencies with major impacts to public safety, property and/or the environment outside incident perimeter</p> <ul style="list-style-type: none"> • Multiple incident sites • Need for widespread shelter-in-place and/or evacuation orders • Significant road detours required • Multi-day highway closure • Major media and public interest <p>Examples include:</p> <ul style="list-style-type: none"> • Ice storm • Tornado • Train derailment • Widespread flooding requiring shelter-in-place or evacuation orders • Large explosion • Pipeline leak 	<p>Major impact on operations</p> <ul style="list-style-type: none"> • Multiple sites require EOC support • Major impact to several City service levels • Support required from other levels or government and assisting or supporting organizations • Likely to require activation of Reception Centre(s) at designated City facilities and/or an Evacuation Centre at Haber Community Centre for displaced individuals

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6.1.1.2. Activation Type

An Emergency Operations Centre (EOC) is a “a designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.”

Source: [Emergency Management Glossary of Terms](#)

Primary activities that occur within an EOC include:

- Collecting, analyzing and sharing incident information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- In some cases, providing coordination and policy direction.

Below is a list of the different EOC activation types, along with related considerations and support requirements.

Activation Type	Description	Considerations For Use	Support Requirements
Physical	<p>A physical EOC is a designated space that is used where Emergency Control Group members and EOC Support Staff work to manage the City's response to an emergency.</p> <p>Refer to Emergency Support Plan 3 for a list of the City's designated EOC locations.</p>	<ul style="list-style-type: none"> • No widespread travel disruptions • Can function during power outages 	<p>At designated location</p> <ul style="list-style-type: none"> • Requires Recreation, Community & Culture support for initial set-up • Requires ongoing telecommunications support to ensure ability to communicate externally <p>Infrastructure Needed</p> <ul style="list-style-type: none"> • Internet connection • Network connection
Hybrid	<p>A hybrid EOC involves a physical EOC location where some individuals participate virtually.</p> <p>Refer to Emergency Support Plan 3 for a list of the City's designated EOC locations.</p>	<ul style="list-style-type: none"> • Can allow for additional personnel to participate if there are space limitations • Can be used to create a safer environment when social distancing measures are required • Can be used if required personnel unable to attend in-person 	<p>At designated location</p> <ul style="list-style-type: none"> • Requires Recreation, Community & Culture support for initial set-up • Requires ongoing telecommunications support to ensure ability to communicate externally <p>Infrastructure/Technology Needed</p> <ul style="list-style-type: none"> • Internet connection • Network connection • MS Teams and SharePoint operational
Virtual	<p>A virtual EOC uses network, software and video or teleconferencing to allow Emergency Control Group members and EOC Support Staff to work to manage the City's response to an emergency virtually.</p>	<ul style="list-style-type: none"> • Can allow for additional personnel to participate if there are space limitations • Can be used to create a safer environment when social distancing measures are required • Can be used when there are widespread travel disruptions or unsafe road conditions 	<p>Technology Needed</p> <ul style="list-style-type: none"> • MS Teams and SharePoint operational <p>Infrastructure Needed</p> <ul style="list-style-type: none"> • Internet connection • Network connection

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6.1.2. Notification

The table below lists the notifications that will be used for each activation level.

Activation Level	Notification(s)
(1) Routine Monitoring	Relevant Departments will make notifications based on existing policies, plans, protocols, and guidelines.
(2) Enhanced Monitoring & Coordination	<p>The CEMC/Alternate CEMC or applicable lead department will send an initial notification to the LIST – Level 2- Enhanced Monitoring Outlook distribution group.</p> <p>The notification will advise stakeholders of the situation and actions being taken. As needed, the CEMC/Alternate CEMC will schedule coordination meetings with relevant departments and external partner organizations.</p>
(3) Partial EOC Activation	<p>The CEMC/Alternate CEMC will send notifications to the following stakeholders, as outlined in the Emergency Support Plan 1 – Notification, which includes:</p> <ul style="list-style-type: none"> • Primary Emergency Control Group members and their assigned Scribes • Alternate Emergency Control Group members and EOC Support Staff positions • Halton Region, Emergency Management Ontario, and local MPP and MPs
(4) Full EOC Activation	

6.1.3. EOC Activation

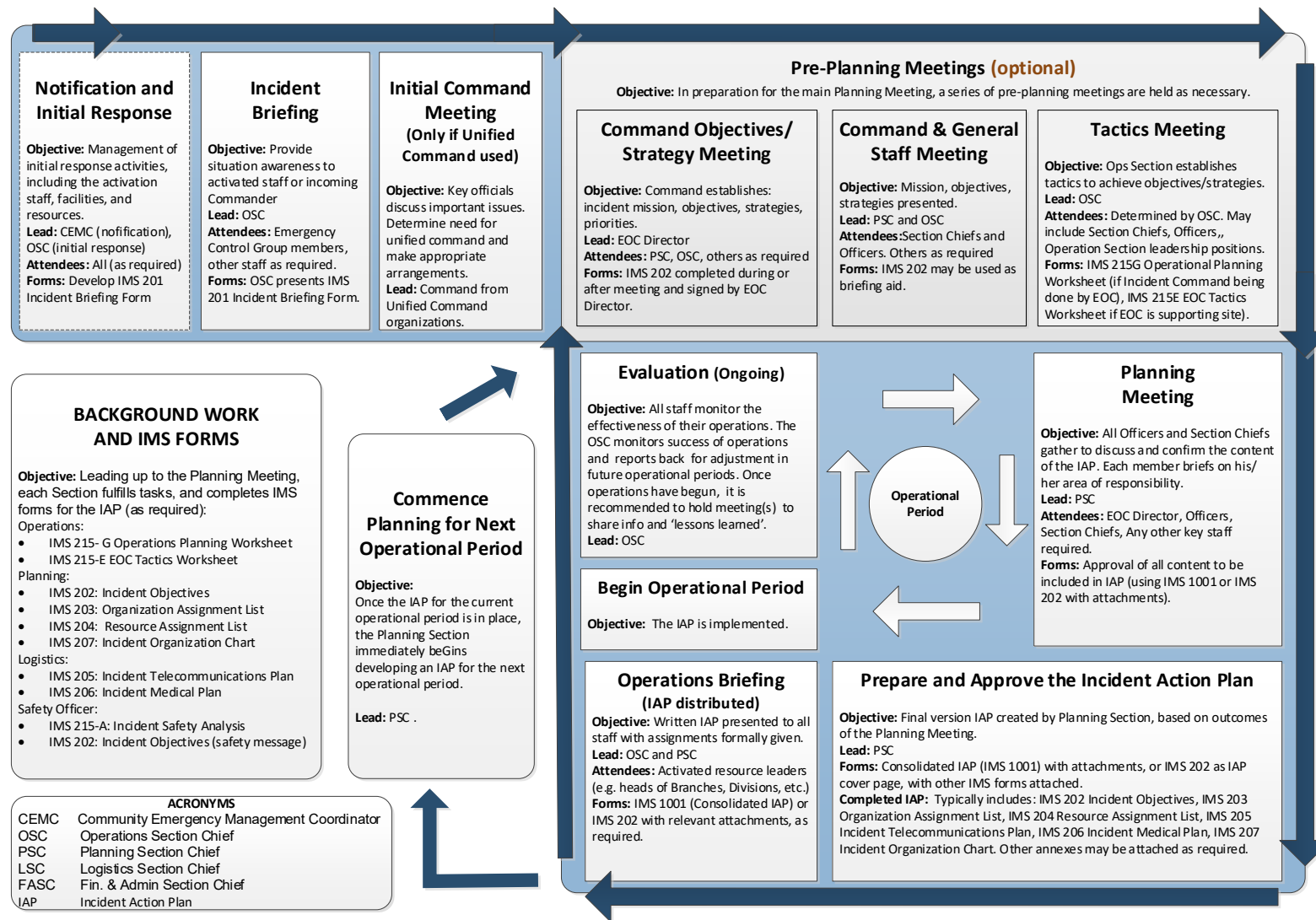
Upon being notified of a physical or hybrid EOC activation from the CEMC or Alternate CEMC, designated departments/divisions will complete the following actions:

Department/Division	EOC Activation Actions
Recreation, Culture and Community Services	Responsible for the physical room set-up of the designated EOC location, as per the related Standard Operating Procedure.
Burlington Digital Services	Responsible for setting up IT equipment at the designated EOC location.
Emergency Control Group Team 1 members and assigned Scribes	<p>Physical/Hybrid EOC Activations Responsible for reporting to the designated EOC location for the Incident Briefing at the designated time. For hybrid EOC activations, may attend the Incident Briefing virtually.</p> <p>When reporting to the designated EOC locations, responsible for bringing needed technology (work laptop/tablet and charger, work cell phone and charger) and setting up their individual workstation.</p> <p>Virtual EOC Activations Responsible for attending the virtual Incident Briefing at the designated time.</p>

More detailed information is available in Emergency Support Plan 3 - EOC Activation.

6.2. Incident Action Planning

During Level 3 and 4 EOC activations, the Incident Action Planning Process will be used to create, implement, and monitor the effectiveness of an Incident Action Plan. Below is a graphic of this process:



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Emergency Control Group members and EOC Support Staff can refer to the following Emergency Support Plans for more detailed information:

- Emergency Support Plan 5 (Incident Management System Position Checklists and Forms) for your assigned position checklist and forms.
- Emergency Support Plan 6 (Incident Action Planning Process) for more detailed information on the meetings and briefings that occur during the planning for each operational period.

6.2.1. Response Goals

Level 2 (Enhanced Monitoring)

During Level 2 response, the EOC is not activated. City departments manage operational incidents with the use of existing policies, plans, protocols, and guidelines. Internal and external communications are coordinated as needed.

Level 3 and Level 4 Response

During Level 3 and Level 4 EOC activations, the Emergency Control Group will prioritize incident objectives based on the following response goals, in order of priority:

- | | |
|---|---|
| 1) Protect the safety of all responders | 6) Ensure the continuity of essential services and government |
| 2) Protect and preserve lives | 7) Protect property |
| 3) Treat the sick and injured | 8) Protect the environment |
| 4) Care for immediate needs | 9) Prevent or reduce economic and social losses |
| 5) Protect public health | |

7. Emergency Declaration and Termination

7.1. Declaration of Emergency

The Emergency Control Group will make a recommendation to the Mayor or designate regarding the need to formally declare an emergency, which should be done in consultation with Halton Region.

Please refer to Emergency Support Plan 4 - Emergency Declaration and Termination for detailed information on the emergency declaration process and the required notifications.

The Premier of Ontario may also declare an emergency in Burlington, as the Premier has the authority under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* to declare that an emergency exists in all or any part of Ontario.

7.2. Termination of Emergency

Following an emergency declaration, once the incident is no longer causing a threat to the City of Burlington and a state of normalcy has been established, the Emergency Control Group will recommend that the emergency declaration be terminated. The Mayor, designate or City Council as a whole can terminate an emergency declaration.

Please refer to Emergency Support Plan 4 - Emergency Declaration and Termination for detailed information on terminating an emergency and the required notifications.

NOTE: The Premier of Ontario may also terminate a declared emergency in Burlington, as the Premier has the authority under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* to

terminate declared emergencies in Ontario.

8. Information Management

8.1. Incident Information

Incident information refers to information about the incident that is shared by personnel involved in the incident response for operational purposes.

Once incident information has been collected, confirmed to be accurate, and analyzed as useful, it is shared with relevant stakeholders, including:

- Incident personnel
- Between the EOC and incident site(s)
- Between incident response organizations through the most appropriate method

All incident personnel are responsible for sharing incident information with incident personnel as outlined in their IMS position checklist.

The main coordinating entity for internal incident information based on activation level is outlined below.

Activation Level	Lead for Internal Incident Information
Level 2 Enhanced Monitoring & Coordination	CEMC/Alternate CEMC
Level 3 Partial EOC Activation	Planning Section Chief (or Situation Unit Leader if activated)
Level 4 Full EOC Activation	

8.2. Employee Information

Employee information refers to high level information about the incident to City staff who are not involved in the incident response for their general awareness.

The main coordinating entity for employee information based on activation level is outlined below.

Activation Level	Responsible Party
Level 2 Enhanced Monitoring & Coordination	Corporate Communications and Engagement
Level 3 Partial EOC Activation	Public Information Officer
Level 4 Full EOC Activation	

8.3. Public Information

Public information refers to information that is released to the general public and media about the incident about the emergency, what the City of Burlington is doing in response to the emergency, what the public needs to do to stay safe, and reinforcing official sources of information for subsequent updates.

The main coordinating entity for public information based on activation level is outlined below.

Activation Level	Responsible Party
Level 2 Enhanced Monitoring & Coordination	Corporate Communications and Engagement
Level 3 Partial EOC Activation	Public Information Officer
Level 4 Full EOC Activation	

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During emergencies, the relevant lead for public information will work in conjunction with their Halton Region counterpart, the Director of Communications, on public information, including but not limited to media releases.

8.3.1. Emergency Alerts

8.3.1.1. Alert Ready

Alert Ready is Canada’s national emergency alerting system, that sends notifications through television, radio and to LTE-connected and compatible wireless devices and cannot be opted out of.

The main coordinating entity for contacting the Provincial EOC to request that they issue an Alert Ready notification on the City of Burlington’s behalf based on activation level is outlined below.

Activation Level	Responsible Party
Level 2 Enhanced Monitoring & Coordination	CEMC/Alternate CEMC
Level 3 Partial EOC Activation	Liaison Officer
Level 4 Full EOC Activation	

Detailed instructions on how to request that the Provincial EOC issue an Alert Ready notification on behalf of the City of Burlington are available in the Emergency Notification Job Aid.

8.3.2. Media Spokesperson(s)

The Political Liaison Officer position on the Emergency Control Group is the main spokesperson for the City of Burlington. Additional City spokesperson(s) may be required depending on the emergency.

All media requests related to an emergency will be directed to the Public Information Officer to ensure consistent messaging and for proper follow-up.

8.3.3. Emergency Information Centre

As needed, an Emergency Information Centre may be established for the following activities:

- Media check-in and accreditation
- Handling media inquiries
- News conferences
- Monitoring media reporting to ensure that inaccurate or misleading information is corrected
- Arranging site tours (if deemed appropriate and safe)
- Updating website and social media information

If an Emergency Information Centre is deemed necessary, the request to activate an Emergency Information Centre will be made to the Logistics Section Chief.

8.3.4. Public Inquiries

Service Burlington is the first point-of-contact for residents and local businesses calling for information about an emergency, particularly in relation to any related impacts on City services. During Level 3 and Level 4 EOC activations, the Manager of Customer Experience will liaise with the Public Information Officer to gather information needs based on the calls being received from the public.

Service Burlington can be accessed in the following ways:

- In-person at City Hall (426 Brant Street) from 8:30am to 4:30pm from Monday to Friday, except for statutory holidays and other City closures
- On the phone by calling 905-335-7777

- By email at city@burlington.ca

9. Requests for Assistance

During Level 3 and Level 4 EOC activations, the City of Burlington may request assistance to augment existing resources or provide specialized expertise at any time, without any loss of control or authority, from any person or agency, including:

- Other levels of government
- Private sector
- Volunteer agency sector

The City of Burlington may incur charges for any services requested. Where cost has been incurred by the City of Burlington through the implementation of this Emergency Response Plan, or in connection with an emergency, the City of Burlington has the right of action against any person who caused the emergency for the recovery of such money or cost and may seek reimbursement for all or part of the applicable costs as per the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*.

9.1. Reciprocal Agreements

Reciprocal agreements, such as mutual aid/assistance agreements or memorandums of understanding for the provision of personnel, services, equipment, or materials during an emergency may be invoked in accordance with their terms.

9.2. Assisting and Supporting Organizations

The CEMC/Alternate CEMC, who is also the Liaison Officer, is responsible for contacting assisting and supporting organizations to request any needed support.

9.3. Neighbouring Municipalities

The CEMC/Alternate CEMC, who is also the Liaison Officer, is responsible for contacting the relevant municipal CEMC to make requests for support outside of any existing reciprocal agreements, and for notifying the on-call Regional CEMC of any requests made to other Halton municipalities to ensure that resource allocations are monitored.

9.4. Halton Region

During emergencies, the City of Burlington may request regional emergency response resources from Halton Region. The City of Burlington Mayor or CAO is responsible for contacting the Regional CAO to make the needed request(s).

9.5. Province of Ontario

During major incidents or declared emergencies, a municipality can request on-site personnel from relevant ministries to advise and/or assist in the response.

The CEMC/Alternate CEMC, who is also the Liaison Officer, is responsible for contacting the relevant ministry(ies) and/or the Provincial EOC to request provincial support, as needed.

Please refer to Section 3.6 for more information on the provincial ministries that are responsible for having specified emergency plans.

9.6. Government of Canada

During large, complex emergencies that affect several communities, the Province of Ontario can request support from federal departments and/or agencies.

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Requests for federal assistance may include support for:

- Operational coordination
- Emergency evacuation, transportation and logistics
- Specialized response resources for wildland interface fires, flooding, and extreme weather
- Emergency public health, medical and social services

Prior to issuing a request for federal assistance, the Provincial EOC must confirm that no other suitable resources are available. Once confirmed, the Provincial EOC will initiate a request for federal assistance to Public Safety Canada's Ontario Regional Director, who chairs the Federal Coordination Group. The Minister of Public Safety has the ultimate authority for approving requests for federal assistance.

Please refer to Section 3.7 for more information on the federal emergency support functions.

10. Finance and Administration

10.1. Incident Cost Centre

Once an emergency activation has occurred, an Incident Cost Centre needs to be established as soon as possible. The Cost Centre will be used for expenses directly related to the emergency response. The responsibility for the creation and maintenance of the Incident Cost Centre is outlined below.

Activation Level	Responsible Party
Level 2 Enhanced Monitoring & Coordination	Finance Department
Level 3 Partial EOC Activation	Finance & Administration Section Chief
Level 4 Full EOC Activation	

10.2. Disaster Financial Assistance

10.2.1. Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program is intended to help municipalities recover from extraordinary operating and capital costs after a natural hazard (which the province refers to as a natural disaster).

The responsibility for submitting claims on behalf of the City of Burlington for incidents that meet the eligibility criteria where the program has been activated by the Minister of Municipal Affairs and Housing is outlined below.

Activation Level	Responsible Party
Level 2 Enhanced Monitoring & Coordination	Finance Department
Level 3 Partial EOC Activation	Finance & Administration Section Chief
Level 4 Full EOC Activation	

More information on the application process for the Municipal Disaster Recovery Assistance program is available on the [Guidelines to apply for Municipal Disaster Recovery Assistance website](#).

10.2.2. Disaster Recovery Assistance for Ontarians

The Disaster Recovery Assistance for Ontarians program is intended to help people affected by emergencies caused by natural hazards with help covering costs related to cleaning, repairing or replacing essential property, and must be activated by the Minister of Municipal Affairs and Housing.

Municipal staff may be required to coordinate with Halton Region and Ministry of Municipal Affairs and Housing staff to complete damage assessment visits of affected households, as this information helps inform the decision on whether the Disaster Recovery Assistance of Ontarians program will be activated.

More information on the Disaster Recovery Assistance for Ontarians program is available on the [Disaster Recovery Assistance website](#) .

11. Glossary of Terms

After Action Report

A report that documents the performance of tasks related to an emergency, exercise, or planned event, and, where necessary, makes recommendations for improvements.

Critical Infrastructure

Interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

Declaration of Emergency

A signed declaration in writing in accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9*. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community emergency response.

Disaster

A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts that exceed the ability of one or more affected communities to cope using their own resources.

Emergency

A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

Emergency Control Group

A group comprised of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency, including the implementation of its emergency response plans and procedures.

Emergency Information

Information about an emergency can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Operations Centre

A designated and appropriately equipped facility where officials from an organization assemble to manage the response to an emergency or disaster.

Emergency Response Plan

A plan developed and maintained to direct an organization's external response to an emergency.

Emergency Social Services

Emergency Social Services is a planned emergency response organization designed to provide those basic services considered essential for the immediate and continuing well-being of persons displaced due to an emergency or disaster.

Hazard Identification and Risk Assessment

Hazard identification is a structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics. Risk assessment is a methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Incident

An occurrence or event that requires an emergency response to protect people, property, the environment, the economy and/or services.

Incident Action Plan

Within the Incident Management System, an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide directions and important information for management of the incident during one or more operational periods.

Incident Management System

A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The Incident Management System is based on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

12. Emergency Support Plans

Below is a list of Emergency Support Plans that are referenced in this Emergency Response Plan, that provide supplementary information for Emergency Control Group members and staff assigned to EOC Support Staff positions.

- **Emergency Support Plan 1 - Notification**
This Emergency Support Plan outlines the process for notifying relevant personnel of a Level 3 Partial EOC or Level 4 Full EOC activation.
- **Emergency Support Plan 2 - Contact Lists**
This Emergency Support Plan is updated annually and provides relevant internal and external contact information.
- **Emergency Support Plan 3 – EOC Activation**
This Emergency Support Plan outlines the procedures involved in the activation of designated EOC locations, including physical, hybrid and virtual activations.
- **Emergency Support Plan 4 - Emergency Declaration and Termination**
This Emergency Support Plan outlines considerations related to declaring an emergency and terminating an emergency declaration, as well as the related processes.

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- **Emergency Support Plan 5 - Incident Management System Position Checklists and Forms**
This Emergency Support Plan provides Incident Management System position specific checklists for Emergency Control Group members and EOC Support Staff positions as well as Incident Management System forms.
- **Emergency Support Plan 6 - Incident Management System Incident Action Planning Process**
This Emergency Support Plan outlines the iterative Incident Management System Incident Action Planning Process, including meeting/briefing agendas and related responsibilities.
- **Emergency Support Plan 7 – Recovery (*To be developed*)**
This Emergency Support Plan provides a framework for how internal and external stakeholders will work together during the recovery process following a large-scale emergency or disaster.

Transportation Services Department – Emergency Management
426 Brant Street
Burlington, Ontario
L7R 3Z6

City of Burlington By-law 97 -2025

Appendix C: Emergency and Continuity Management Program Committee Terms of Reference



1. Terms of Reference

1.1. Council Mandate

The Burlington Emergency and Continuity Management Program Committee has been established by Burlington City Council in accordance with Subsection 11(1) of Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act, RSO, 1990. c.E.9*. The Emergency and Continuity Management Program Committee shall report to Burlington City Council through the Committee of the Whole.

1.2. Goal

The goal of the Emergency and Continuity Management Program Committee is to advise and assist the City of Burlington with respect to the City's Emergency and Continuity Management Program.

1.3. Purpose and Scope

The Emergency and Continuity Management Program Committee guides and oversees the development, implementation, and maintenance of the City of Burlington's Emergency and Continuity Management Program, including providing policy advice and facilitating inter-departmental program initiatives in accordance with the *Emergency Management and Civil Protection Act, RSO, 1990. c.E.9* and Ontario Regulation 380/04.

1.4. Responsibilities

The responsibilities of the Burlington Emergency and Continuity Management Program Committee include:

- Providing guidance and assistance in setting priorities and goals for the City's Emergency and Continuity Management Program (hereafter referred to as the Program).
- Sharing information and building upon identified synergies across corporate risk and business continuity with the Executive Leadership Team.
- Providing recommendations on personnel, resources, and equipment for the Program.
- Ensuring that all agencies, volunteers, groups, staff, and other programs are aware of the goals of the Program.
- Ensuring the cooperation and coordination of all Program initiatives in areas under their influence.
- Monitoring, evaluating, and providing feedback on Program initiatives.
- Approving in principle all Program policies and plans prior to corporate implementation and submission to Burlington City Council for approval where required.

EMERGENCY AND CONTINUITY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE

- Considering emergency and continuity management related issues and receiving updates as may be brought forward by municipal departments and other organizations represented on the Emergency and Continuity Management Program Committee from time to time.
- Conducting an annual review of the Program to ensure that program activities are delivered in accordance with the *Emergency Management and Civil Protection Act, RSO, 1990. c.E.9* and Ontario Regulation 380/04.
- Making recommendations to Council for the revision of the Program, if necessary.

1.5. Composition

The Emergency and Continuity Management Program Committee shall be comprised of both voting and non-voting members, as identified below.

Voting Members are City of Burlington staff who are entitled to one vote during motions. Voting members are listed below:

1. Chief Administrative Officer or designate
2. Mayor or Deputy Mayor (for emergencies/ceremonial)
3. Community Emergency Management Specialist/Community Emergency Management Coordinator (CEMC)
4. Community Emergency Management Specialist/Alternate CEMC
5. Head of Corporate Affairs or designate
6. Commissioner, Development and Growth Management or designate
7. Commissioner, Community Services or designate
8. Commissioner, Public Works or designate
9. Commissioner, Legal and Legislative Services/City Solicitor or designate
10. Chief Human Resources Officer or designate
11. Chief Financial Officer or designate
12. Chief Information Officer or designate
13. Chief Transformation Officer or designate
14. Fire Chief or designate

Non-Voting Members are comprised of supporting agency representatives as identified below:

15. Chief Emergency Management or designate, Halton Region
16. Manager, Flood Forecasting & Operations or designate, Conservation Halton
17. Specialist, Emergency Management or designate, Joseph Brant Hospital
18. Emergency Planning Coordinator, Halton Regional Police Service
19. Emergency Management Coordinator or designate, Canadian Red Cross
20. Director, Health and Safety or designate, Burlington Hydro

1.6. Committee Chair

The Chair of the Emergency and Continuity Management Program Committee will be the Chief Administrative Officer (CAO) or designate, who is responsible for presiding over Emergency and Continuity Management Program Committee meetings and assisting the Emergency and Continuity Management Program Committee in reaching consensus on fundamental policy issues of concern.

EMERGENCY AND CONTINUITY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE

1.7. Quorum

Quorum shall consist of a majority of the voting members listed in Section 1.5, which represents 8 voting members.

Emergency and Continuity Management Program Committee meetings will require quorum to proceed to ensure that motions can be voted upon and passed as needed.

1.8. Frequency of Meetings

Emergency and Continuity Management Program Committee meetings should generally be scheduled two times per year, and at a minimum shall meet once in the calendar year. The CEMC, on behalf of the Committee Chair, may call a meeting at any other time deemed necessary.

1.9. Support Staff

The Transportation Services Department shall provide administrative support, including the general administrative co-ordination of meetings, the taking of meeting minutes, and the distribution of agendas and minutes.

1.10. Committee Records

The CEMC is responsible for distributing meeting reports one week prior to each Emergency and Continuity Management Program Committee meeting, and Emergency and Continuity Management Program Committee members are responsible for reviewing the meeting report prior to the related Emergency and Continuity Management Program Committee meeting.

The CEMC will retain Emergency and Continuity Management Program Committee records including agendas, minutes, reports, and presentations, and will also submit applicable Emergency and Continuity Management Program Committee meeting minutes to Emergency Management Ontario as part of the annual municipal compliance submission.

1.11. Annual Report

The CEMC will create an annual report for City Council regarding the City's Emergency and Continuity Management Program. The annual report will provide a summary of the provincial compliance items, and other in-progress and completed program initiatives.

1.12. Maintenance of Terms of Reference

These Terms of Reference shall be maintained by the CEMC and shall be reviewed at the end of each City Council term by the Emergency and Continuity Management Program Committee.

Amendments to these Terms of Reference may be proposed by the Emergency and Continuity Management Program Committee through staff, to Burlington City Council.

The Corporation of the City of Burlington

City of Burlington By-law 98-2025

Being a by-law to prohibit and regulate the destruction and injury of trees on public property and to regulate the planting and maintenance of trees on or affecting public property within the City of Burlington and to repeal By-law No. 68-2013 (PWS-22-25)

Whereas the Council of the Corporation of the City of Burlington is authorized, without limiting the broad municipal powers, by subsection 11(2) and sections 135, 139 to 141, 429, 431, 436, 444, 445 and 446 of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, to regulate and prohibit the destruction or injuring of trees and to provide for a system of fines and other enforcement orders; and

Whereas the Council of the Corporation of the City of Burlington is authorized, without limiting the broad municipal powers, by subsection 11(2) and sections 62, of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, to enter at any reasonable time, land along any of its highways to inspect and conduct tests on trees and remove decayed, damaged, or dangerous trees or branches of any trees in the opinion of the employee or agent, the tree or branch poses an immediate danger to the health or safety of any person using the highway; and

Whereas the Council of the Corporation of the City of Burlington is authorized without limiting the broad municipal powers by sections 9, 10 and 11, and section 391(1) of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended the municipality may impose fees or charges on persons; and

Whereas Council for the City of Burlington considers it desirable and necessary to repeal By-law No. 63-2013, and to enact a new by-law to regulate the injury, destruction, maintenance, and planting of public trees; and

Whereas the Council for the Corporation of the City of Burlington deems it in the public interest to recognize the importance of trees to the environment within the City and wishes to protect and preserve trees growing upon or located upon City-owned land; and

Whereas the Halton Region Tree By-law 121-05 regulates the destruction or injuring of trees in woodlands with the parameters set out in that By-law.

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

PART I: DEFINITIONS

1.1. For the purposes of this by-law, the following definitions shall apply:

“Administrative Monetary Penalties By-law” means the Administrative Penalties By-law 40-2016 of the City, as amended or replaced from time to time;

“administrative penalty” means an administrative monetary penalty (AMP) established by this By-law and specified in the Administrative Monetary Penalties By-law;

“applicant” means a person who has submitted an application for a public tree permit;

“application” means a complete tree permit application;

“application processing fee” means the fee charged by the City for the administration of a tree permit application under this By-law as may be prescribed from time to time in the City’s Rates and Fees By-law;

“arborist report” means a technical report prepared by a qualified tree professional which details specific and accurate information about trees, including but not limited to location, species, size, condition, structural integrity, disease, infestations and vitality, and identifies the nature of work to be undertaken as well as appropriate tree protection and preservation measures to be implemented according to City Standards;

“boundary tree” means a tree where any part of its trunk is located on both public property and an adjacent property;

“care and maintenance” means performing work in accordance with the American National Standards ANSI A300 and best management practices identified by the International Society of Arboriculture, including inspections, pruning, cabling and bracing, treatments for insect and disease, watering and fertilization;

“City” means “The Corporation of the City of Burlington”;

“City Standards” means the most recent version of the City of Burlington Standard Specifications for Tree Protection and Preservation;

“compliance inspection fee” means the fee charged by the City for an inspection to confirm compliance with this By-law or any Order or direction issued under this By-law as may be prescribed from time to time in the City’s Rates and Fees By-law;

“Council” means the Council for the City of Burlington;

“contractor” means a person engaged to perform a specific activity or service, on or at a particular land or premises;

“destroy” or **“destruction”** mean any of the following:

- (a) to remove or cut down a tree; or
- (b) to injure a tree to such an extent that the tree is deemed by the Manager to no longer be viable such that it is necessary to remove the tree, or that the tree's vitality has been reduced to such an extent that, in the opinion of the Manager, the tree cannot recover to be maintained and must be removed;

“diameter at breast height” or “DBH”

- (a) means the measurement of the diameter of the trunk of a tree from the outside bark at a height of 1.37 meters above the existing ground adjoining its base; or,
- (b) where there are multiple stems of a tree, means the square root of the sum of each stem diameter squared measured from the outside bark at a height of 1.37 meters;

“Director” means the Director of Roads, Parks and Forestry for the City of Burlington, and includes the Director's designate;

“emergency tree work” means where the City must execute work to injure or destroy a tree in order to address an immediate danger to the health and safety of any person or property;

“fee” or “fees” means the fees prescribed in the Rates and Fees By-law;

“good arboricultural practice” means the removal, planting and tree maintenance activities in accordance with the American National Standards ANSI A300 and best management practices identified by the International Society of Arboriculture, conducted to the satisfaction of the Manager;

“hardscaping” means any non-living element including bricks, concrete, stones, asphalt, synthetic or composite material, loose material (e.g., gravel); pavers, tile, and wood.

“heritage tree” means trees designated under Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. 0.18, as amended or trees recognized as heritage trees by Forests Canada and the Ontario Urban Forest Council;

“injure” or “injury” or “injured” means any act or omission that may harm or damage a tree's health and/or structure, in any manner, including, but not limited to any or a combination of the following:

- (a) removing, cutting, debarking, marking, defacing, girdling, tapping of a tree, or smothering a tree's roots;
- (b) pruning;

- (c) failing to protect a tree in accordance with the City Standards;
- (d) interfering with the water supply, nutrients and/or air supply of a tree;
- (e) setting fire to a tree;
- (f) affixing materials to a tree;
- (g) mechanical damage to a tree;
- (h) transplanting a tree;
- (i) applying harmful and/or toxic substances on, around or near the tree;
- (j) compaction, excavation, tunneling or re-grading within the tree protection zone;
- (k) storing, depositing, maintaining or placement of materials within the tree protection zone of a tree;
- (l) installing softscape or hardscape within the tree protection zone;
- (m) damage caused by construction related activities including driveways, and service (e.g., utility) installation/connections/decommissions;
- (n) the fastening of any sign, bill, notice, wire, rope, nail, or other object to, around, on, or through any tree in any manner, or around, on or through the stakes or posts that supports such tree;
- (o) any other damage, disturbance or alteration resulting from neglect, or by design;

“lot” means a parcel of land having specific boundaries which is capable of legal transfer;

“Manager” means the Manager of Urban Forestry for the City of Burlington, or designate, and also means City Arborist;

“nursery” means a lot on which the principal active business is the selling of plants, shrubs and trees to the public;

“Officer” means a person appointed by Council as a municipal law enforcement officer, a by-law enforcement officer of the City, or a person appointed under this By-law to administer or enforce this By-law and includes a person employed by the City whose duties are to enforce this By-law;

“orchard” means a Lot on which the principal active business is the growing of fruit for sale to the public;

“order” means an order issued under this By-law;

“owner” means a registered owner of a property, and their respective successors and assigns;

“permit alteration fee” means the fee charged by the City to alter a tree permit under this By-law as may be prescribed from time to time in the City’s Rates and Fees By-law;

“permit extension fee” means the fee charged by the City to extend a tree permit under this By-law as may be prescribed from time to time in the City’s Rates and Fees By-law;

“permit holder” means to any person whom a permit under this by-law has been issued;

“permit issuance fee” means the fee charged by the City under this By-law when a tree permit is issued as may be prescribed from time to time in the City’s Rates and Fees By-law;

“permit transfer fee” means the fee charged by the City to transfer or assign a tree permit under this By-law as may be prescribed from time to time in the City’s Rates and Fees By-law;

“person” includes an individual, sole proprietorship, partnership, association, or corporation;

“private property” means all lots or property except lots or property owned by the City;

“public property” means includes a highway, park, natural area, woodlot, boulevard, or any other public place or land owned by, or leased by, or leased to, or controlled by, or vested in the City;

“public tree” means any tree on public property and shall include a boundary tree;

“public tree security” means a security deposit payment charged by the City under this By-law where a tree permit is issued as may be prescribed from time to time in the City’s Rates and Fees By-law;

“pruning” means the removal of branches from a tree in accordance with good arboricultural practice;

“qualified tree professional” means a professional who has gained recognized certifications, qualifications and expertise in the care and management of trees. Recognized certifications and qualifications for qualified tree professionals include:

- (a) Registered Consulting Arborist (RCA) with the American Society of Consulting Arborists (ASCA);

- (b) Board Certified Master Arborist or Arborist Municipal Specialist with the International Society of Arboriculture (ISA);
- (c) Registered Professional Forester (RPF) as defined in the *Professional Foresters Act, 2000*, S.O. 2000, c.18;
- (d) Certified Arborist with the International Society of Arboriculture; or,
- (e) Qualified Tree Risk Assessor with the International Society of Arboriculture (ISA);

“Rates and Fees By-law” means City of Burlington By-law 70-2024 to impose Rates and Fees, as amended or replaced from time to time;

“replacement tree compensation” means the fee charged by the City for payment as cash-in-lieu of planting a replacement tree(s) under this By-law, as may be calculated using the trunk formula technique, prescribed from time to time in the City’s Rates and Fees By-law, which fee shall be deposited by the Manager into the Tree Establishment & Enhancement Reserve Fund;

“Tree Establishment & Enhancement Reserve Fund ” means the Tree Establishment & Enhancement Reserve Fund established by City of Burlington By-law 40-2024, as amended or replaced from time to time;

“Forestry Reserve Fund” means the Forestry Reserve Fund established by the City of Burlington By-law 105-2015, as amended, or replaced from time to time;

“softscape” means any living or organic elements including shrubs, flowers, succulents, grasses, sod, flower beds, mulch, and soil.

“tree” means any species of woody perennial plant, including its root system that will reach a height of at least 4.5m at physiological maturity;

“TRAQ report” means a report prepared by a qualified tree professional and who is a qualified tree risk assessor in accordance with the ISA Tree Risk Assessment Qualification;

“tree permit” means a permit issued by the City under this By-law;

“tree protection plan” means a scaled two-dimensional plan prepared by a qualified tree professional in conjunction with an arborist report that identifies the accurate location, species, and size of trees and identifies the extent of injury or destruction, as applicable, and illustrates details of protection measures including the location of protective barriers;

“tree protection zone” means the minimum setback from a tree (including above and below ground level) required to protect the health and structural integrity of a tree as prescribed by the City’s Standards, as amended, or replaced from time to time;

“trunk formula technique” means a technique for evaluating the value of trees for replacement in accordance with the trunk formula technique as prescribed by the CTLA Guide for Plant Appraisal, 10th Edition. Where no evidence exists on site, each tree that can be proven to have existed, through the use of aerial photos, City databases, existing surveys, photographs or streetview imagery, shall be replaced to the satisfaction of the Manager;

“woodland” means an area of land defined as a woodland in the Halton Tree By-law 121-05, as amended, with at least:

- (a)
 - (i) 1000 Trees, of any size, per hectare or 500 such Trees per 0.5 hectare;
 - (ii) 750 Trees, measuring over five (5) centimetres in Diameter at DBH, per hectare or 375 such Trees per 0.5 hectare;
 - (iii) 500 Trees, measuring over twelve (12) centimetres in Diameter at DBH, per hectare or 250 such Trees per 0.5 hectare; or
 - (iv) 250 Trees, measuring over twenty (20) centimetres in Diameter at DBH, per hectare or 125 such Trees per 0.5 hectare;

but does not include:

- (b)
 - (i) an active cultivated fruit or nut orchard;
 - (ii) a plantation established for the purpose of producing Christmas Trees;
 - (iii) a plantation specifically planted and maintained for the purpose of harvesting as certified in writing by an Officer based on field inspection and investigation;
 - (iv) a Tree nursery, or
 - (v) a narrow linear strip of Trees that defines a laneway or a boundary between fields

For the purpose of this By-law, the boundary of a woodland shall be defined by the ecological limit of the woodland and not by property boundaries. Where a potential woodland is dissected by a road or path not wider than 20m or by a natural feature such as a creek, the boundary of the woodland shall be deemed to cross the road, path or natural feature, but the area of the woodland shall be calculated exclusive of the area of the road, path or natural feature.

Part 2: BY-LAW TITLE

2.1 The short title of this By-law shall be the “Public Tree By-law”

PART 3: APPLICATION OF THE BY-LAW

3.1 This By-law applies to trees on public property within the geographic boundaries of the

City but does not apply to woodland(s) that are governed by the Halton Region Tree By-law 121-05, as amended or replaced from time to time.

- 3.2 Nothing in this By-law shall exempt any person from complying with any other By-law or requirement of the City, or from obtaining any certificate, licence, permission, permit, authority or approval required by the City including in any other City By-law.
- 3.3 Nothing in this By-law, or a tree permit issued pursuant to this By-law, is to be construed as permitting anything which is prohibited under federal or provincial legislation, and where there is a conflict in this respect between federal or provincial legislation and this By-law, the federal or provincial legislation prevails.

PART 4: AUTHORITY

- 4.1 The Director is authorized to administer and enforce this By-law, including, but not limited to:
 - (a) perform any act that the Manager or an Officer is authorized to perform under this By-law;
 - (b) negotiate and enter into agreements with respect to work as required to ensure compliance with this By-law and the City Standards;
 - (c) prescribe the form of any notices, applications, permits, policies, guidelines, and documents required or permitted pursuant to this By-law, and to amend or revise such notices, applications, permits, policies, guidelines or documents, from time to time;
 - (d) establish methods for the care and maintenance of public trees, and carry out activities related to their care and maintenance;
 - (e) plant and remove or cause to plant and remove without notice or compensation to any person any public tree;
 - (f) prescribe, amend or revise the City Standards;
 - (g) assign duties or delegate tasks under this By-law to be carried out in the Director's absence or otherwise;
 - (h) assign Officers to enforce this By-law;
 - (i) prune or remove or cause to be pruned, or removed, without notice or compensation to any person, trees or tree branches located on private property if they extend over public property and are deemed hazardous. If a tree on private property creates an unsafe condition or obstructs traffic,

and pruning alone is insufficient, the Director may remove the entire tree to eliminate the hazard;

- (j) conduct reviews under Part 9 of this By-law and, on a review under Part 9 of this By-law, where in the Director's opinion it is reasonable to do so, provide relief from the tree permit application requirements under section 7.1 of this By-law.

4.2 The Manager is authorized to:

- (a) issue notices and orders under this By-law;
- (b) issue, refuse, revoke, alter, extend, transfer, or assign tree permits;
- (c) impose new terms and conditions of a tree permit;
- (d) establish conditions related to tree permits;
- (e) perform any act that an Officer is authorized to perform under this By-law; and,
- (f) transfer funds into the Forestry Reserve Fund and the Tree Establishment & Enhancement Reserve Fund in accordance with this By-law and to utilize funds from the Forestry Reserve Fund and the Tree Establishment & Enhancement Reserve Fund in accordance with those by-laws.

4.3 Officers are authorized to enforce this By-law and shall have the authority to:

- (a) carry out inspections;
- (b) issue orders or impose other requirements as authorized under this By-law;
- (c) stop any work causing injury or destruction to a tree located on Public Property that is taking place contrary to this By-law or a tree permit issued under this By-law; and
- (d) give immediate effect to any orders or other requirements made under this By-law.

PART 5: OBLIGATIONS AND PROHIBITIONS

5.1 Every person carrying out work on public property that may impact public trees shall carry out work in accordance with:

- (a) this By-law;
- (b) the City's Standards;

- (c) the provisions of any approved tree protection plan and/or arborist report; and,
- (d) any other policy or standard pursuant to this Bylaw as identified by the Manager.

5.2 Except as provided under Part 6 of this By-law, no person shall, without obtaining a tree permit under this By-law:

- (a) injure or destroy, or cause or permit the injury or destruction of, a public tree. In the event there is no tree stump or other evidence of the injury or destruction of a public tree, reference to photographic evidence, notes, aerial photos, existing surveys, streetview imagery, or City database information pertaining to the tree may be relied upon to determine whether a public tree has been injured or destroyed;
- (b) injure or destroy, or cause or permit the injury or destruction of, a heritage tree, unless they also receive approval to do so under the requirements of the Ontario Heritage Act, R.S.O 1990, c. O.18;
- (c) injure or destroy, or cause or permit the injury or destruction of any tree listed under the provincial Endangered Species Act, 2007, c. 6 or those tree species provided protection by the federal Species at Risk Act, 2002, S.C. 2002, c. 29, unless they also receive approval to do so under the requirements of the provincial Endangered Species Act, 2007, c. 6 or the federal Species at Risk Act, 2002, S.C. 2002, c. 29;
- (d) plant or place, or cause or permit the planting or placing of any trees partially or wholly located on public property;
- (e) interfere or cause or permit interference with fences, structures, barriers delineating tree protection zones;
- (f) interfere or cause or permit interference with tree protection signage, plaques protective devices, or maintenance items (e.g., guy wires) on, around or through any public tree;
- (g) remove or cause or permit the removal of any woody debris that has fallen or has been cut down by the City on public property; or
- (h) climb or permit any person under their care or control to climb any public tree.

5.3 No person shall:

- (a) complete works identified in 5.1 and 5.2 other than in compliance with this By-law, the City Standards, the provisions of any approved tree protection plan and/or arborist report, and all other applicable laws;

- (b) contravene, or cause or permit the contravention of the terms or conditions of a tree permit, this By-law, or any policy or guideline made or issued under this By-law;
- (c) hinder or obstruct, or attempt to hinder or obstruct, either directly or indirectly, an Officer or any person who is exercising a power or performing a duty under this By-law;
- (d) provide false or inaccurate information in an application for a tree permit under this By-law or any document or thing required to be submitted under this By-law;
- (e) provide false information or give a false statement to an Officer or an employee and/or agent of the City while in the lawful exercise of a power or duty under this By-law;
- (f) fail to submit a tree protection plan required under section 7.15 of this By-law;
- (g) fail to comply with a tree protection plan required under section 7.15 of this By-law;
- (h) fail to comply with any order or notice issued under the authority of this By-law;
- (i) fail to cease activity when a tree permit is revoked; or,
- (j) fail to post a tree permit.

PART 6: EXEMPTIONS

- 6.1 Notwithstanding anything to the contrary herein, this By-law does not apply to:
- a) activities and matters exempted under Subsection 135(12) of the Municipal Act, 2001, S.O. 2001, c.25, as amended; or,
 - b) woodland or woodlots as regulated by the Halton Region By-law 121-05.

PART 7: TREE PERMITS AND TREE PROTECTION

Tree Permits - General

- 7.1 A person seeking to injure or destroy a tree(s) in relation to which a tree permit is required under this By-law, shall apply for a tree permit by submitting the following to the Manager:
- a) a completed tree permit application form;
 - b) a non-refundable application processing fee;

- c) a drawing or sketch showing the location of trees to be injured, destroyed, or retained;
- d) an arborist report, if required, in a form satisfactory to the Manager;
- e) a scaled, 2-dimensional tree protection plan, if required, in a form satisfactory to the Manager;
- f) the payment of replacement tree compensation fees as determined using the trunk formula technique;
- g) a report documenting exploratory investigative work by a qualified tree professional to confirm the details of the tree permit application;
- h) payment of the applicable permit issuance fees;
- i) payment of the applicable public tree security;
- j) a letter of undertaking and proof of insurance;
- k) a report completed by a qualified tree professional, which may include, but is not limited to, a TRAQ Report, prior to the issuance of a tree permit for the purpose of determining if the proposed work is able to proceed to the satisfaction of the Manager;
- l) any revised or additional information or documentation as may be required by the Manager to determine if the tree permit should be issued.

7.2 After receipt of a complete application, including any revised or additional information required, the Manager shall:

- (a) issue a tree permit(s) with or without conditions, in accordance with section 7.5 of this By-law;
- (b) refuse to issue a tree permit(s) for any of the reasons stated in section 7.6 of this By-law;
- (c) advise the applicant that no tree permit(s) is required for the work proposed in the application, and in that case, no further fee shall be payable; or
- (d) where an application for rezoning, official plan amendment, a consent, a minor variance, a plan of subdivision or a site plan has been made in relation to the work for which a tree permit application has been submitted, advise the applicant that any tree permit applications associated with those other types of application(s) will be considered together with and will be dependent upon any final approvals associated with those other types of application(s).

7.3 If an applicant for a tree permit:

- (a) does not provide the information or documents required under section 7.1 within the time specified by the Manager; or
- (b) has not taken any active steps to complete the tree permit application process and the application is more than one year old,

the application shall be deemed withdrawn, and the applicant shall not be entitled to a refund of any prescribed fees paid. The Manager may close the tree permit application file when the applicant withdraws or is deemed to have withdrawn the application.

Issuing Tree Permits

7.4 The circumstances in which the Manager may issue a tree permit for the injury or destruction of a tree include the following:

- (a) the applicant has complied with the application requirements in subsection 7.1; and
- (b) the Manager determines that there are no reasonable alternatives to the injury or destruction of the tree(s).

Tree Permit Conditions

7.5 The Manager may impose conditions as a requirement of obtaining or continuing to hold a tree permit under this By-law, which may include, but are not limited to, one or more of the following:

- (a) the manner and timing of the destruction and/or injury of a public tree(s);
- (b) a requirement that a tree protection zone be established around any trees and to comply with the City Standards and any other standards to the satisfaction of the Manager;
- (c) to perform any work authorized by a tree permit under the supervision of a qualified tree professional;
- (d) a requirement that the work is to be performed in accordance with an approved arborist report, tree protection plan, and/or landscape plan to the satisfaction of the Manager;
- (e) to provide a report completed by a qualified tree professional following the completion of the work authorized or required by the tree permit;
- (f) to contact the City's Forestry Department for inspection as required by the tree permit;
- (g) to restore the subject site to a specified condition, to the satisfaction of the Manager;

- (h) to establish a tree protection zone and install and maintain tree protection fencing around any tree(s) including horizontal (on grade) root protection in accordance with the City Standards, and in accordance with the approved tree protection plan and arborist report, to the satisfaction of the Manager;
- (i) to conduct work authorized by the tree permit in accordance with the City's relevant policies, procedures, By-laws as well as the City Standards;
- (j) to post the permit in a conspicuous location;
- (k) to provide public tree security, in a form acceptable to the Manager and in the amount specified in the Rates and Fees By-law; and
- (l) to comply with such other reasonable conditions that the Manager deems necessary for the purpose of regulating the injury or destruction of tree(s).

Refusing a Tree permit

7.6 The Manager may refuse to issue a tree permit on any of the following grounds:

- (a) the application for a tree permit is incomplete;
- (b) the work proposed is to injure or destroy a healthy tree;
- (c) the impacted tree is protected under the *Ontario Endangered Species Act*, 2007, as amended;
- (d) the impacted tree is protected under the *Ontario Heritage Act*, R.S.O 1990, c. O.18, as amended
- (e) the application is for the destruction or injury of a tree and there are reasonable alternatives to the injury or destruction of the tree;
- (f) the methods proposed in the application or the results to be achieved are, in the opinion of the Manager, not in accordance with good arboricultural practice;
- (g) the work proposed does not comply with the City Standards;
- (h) the application relates to a tree that is subject to a building permit, rezoning, a consent, a minor variance, a plan of subdivision, or a site plan that has been submitted to the City but has not received final approval;
- (i) a person or property will be adversely affected;
- (j) a nuisance may occur;
- (k) as a result of the removal of a tree, flood or erosion control, slope stability

or the ecological integrity of any public property may be negatively affected;
or,

- (l) where an order and/or notice under this By-law has been given to the applicant and, at the time of the application, the person has not complied with the order and/or notice;
- (m) for other such reasonable reasons.

Suspension, Alteration, and Revocation of Tree permits

7.7 The Manager may immediately suspend, alter, or revoke a tree permit where:

- (a) any term or condition of a tree permit, or applicable policy or guideline, is not complied with;
- (b) the specifications and recommendations in the arborist report, tree protection plan, or associated plans are not followed;
- (c) any order(s) or notices of the Manager under this By-law have not been complied with;
- (d) a situation of immediate threat or danger to any person or property exists;
- (e) any of the reasons for which the Manager could have refused to issue a tree permit under this By-law arise; or
- (f) the tree permit was issued because of mistaken, false or incorrect information received by the Manager.

7.8 If the Manager refuses to issue a tree permit, or alters, suspends or revokes a permit, the Manager will notify the applicant in accordance with this By-law to inform them of the decision with respect to the application or permit.

7.9 Upon the revocation or suspension of a tree permit, the permit holder shall immediately cease all activities being conducted under the tree permit or ensure the immediate termination of all activities for which a tree permit had been issued.

7.10 The written notice given under section 7.8, shall:

- (a) set out the grounds for the decision; and
- (b) identify reasonable particulars of the grounds for the decision.

Tree Permit Terms and Requirements

7.11 A tree permit is the property of the City and may not be transferred or assigned without the written approval of the Manager and upon payment of the prescribed permit transfer

fee.

7.12 A tree permit expires on the earlier of:

- (a) the expiry date indicated on the tree permit;
- (b) on notice of revocation by the Manager.

7.13 Notwithstanding section 7.12 of this By-law:

- (a) on request of the permit holder and payment of the prescribed permit extension fee, the Manager may extend the expiration date of a tree permit.
- (b) in determining whether to grant a request to extend the expiration date of a tree permit under subsection (a), the Manager shall consider:
 - (i) the work to be completed during the extension;
 - (ii) the progress of the work completed;
 - (iii) any potential conflict that may result from the extension with other planned or ongoing work;
 - (iv) the safety and convenience of the public;
 - (v) the permit holder's compliance with this By-law; and
 - (vi) any conditions of the tree permit.
- (c) a permit holder cannot apply for more than one extension and shall make a new application under section 7.1 for any other continuation or resumption of activities commenced under an expired tree permit.

7.14 A permit holder shall immediately inform the Manager of any change to:

- (a) the information contained in an application for a tree permit;
- (b) the information contained in a tree permit that has been issued;
- (c) the characteristics of the work for which the tree permit has been issued; or,
- (d) the cancellation of the work for which the tree permit was obtained.

The Manager may require any one or more of: revised or additional information, additional prescribed fees, or a new application with respect to a change under subsection 7.14.

Tree Protection

- 7.15 Where the manager determines that any proposed work could cause injury to public trees, notwithstanding that the person is not seeking a permit to injure or destroy any public tree(s), the Manager may require a person to establish a tree protection zone and/or submit a tree protection plan in respect of any such public trees, all to the satisfaction of the Manager. This includes the establishment of root protection in line with City Standards, and/or as outlined in an approved tree protection plan and arborist report. In such circumstances, the person shall establish the required tree protection zone and/or submit the required tree protection plan within the time specified by the Manager and prior to the commencement of the proposed work.

Tree Security

- 7.16 Where a permit holder has provided the City with public tree security, the permit holder shall notify the Manager to perform a final inspection, upon completion of the work for which the permit was issued. Following the completion of the final inspection, the Manager shall:
- (a) Return the public tree security to the permit holder if the Manager has determined that the conditions of the tree permit and this By-law have been complied with;
 - (b) Transfer the public tree security or a portion of the public tree security to the Forestry Reserve Fund if the Manager has determined (in their sole discretion) that any or all the security is required to correct non-compliance with the tree permit and/or this By-law;
 - (c) Retain the public tree security for a period of three (3) years from the date of the final inspection, if the Manager is unable to conclude during the final inspection the mitigative measures to apply. For clarity the Manager shall comply with subsections i) and ii) once they are able to assess whether a public tree has been injured and shall return the public tree security at the expiration of the three (3) year period if no injury is observed.
- 7.17 Where a tree permit has been revoked or suspended and no new tree permit has been issued or the suspension has not been lifted within six (6) months of the date of revocation or suspension, the Manager shall perform an inspection of the work for which the tree permit was issued, upon completion of which the Manager shall:
- (a) Return the public tree security to the permit holder if the Manager has determined that the conditions of the tree permit and this By-law have been complied with;
 - (b) Transfer the public tree security or a portion of the public tree security to the Forestry Reserve Fund if the Manager has determined (in their sole discretion) that any or all the security is required to correct non-compliance with the tree permit and/or this By-law;

- (c) Retain the public tree security for a period of three (3) years from the date of the final inspection, if the Manager is unable to conclude during the final inspection the mitigative measures to apply. For clarity the Manager shall comply with subsections i) and ii) once they are able to assess whether a public tree has been injured and shall return the public tree security at the expiration of the three (3) year period if no injury is observed.

7.18 Notwithstanding anything set out in this By-law, if after a period of 10 years the securities have not been collected by the applicant, the public tree security will be deemed forfeited into the Forestry Reserve Fund.

Compliance Inspection

7.19 A compliance inspection fee may be charged as detailed in the City's Rates and Fees By-law for an inspection to confirm compliance with this By-law or any Order or direction issued under this By-law.

PART 8: ENFORCEMENT, REMEDIAL ACTIONS AND RECOVERY OF EXPENSES

Entry and Inspections

- 8.1 A person authorized to enforce this By-law may enter on any land, including private property, at any reasonable time and in accordance with the conditions set out in the *Municipal Act, 2001* for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
- (a) an order or other requirement under this By-law, including any policy or guideline made or issued in connection to this By-law;
 - (b) the tree permit or a condition of a tree permit issued under this By-law;
 - (c) for the purposes of doing work as authorized by the Director under this By-law; or
 - (d) an order made under section 431 of the *Municipal Act, 2001*.
- 8.2 For the purposes of the inspection under section 8.1 and in accordance with the conditions set out in section 436 of the *Municipal Act, 2001*, a person authorized to enforce this By-law may:
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

- (c) require information in writing or otherwise as required by an Officer from any person concerning a matter related to the inspection; and
- (e) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

8.3 Any person authorized to enforce this By-law may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under section 438 of the *Municipal Act, 2001*, in accordance with the conditions set out in that section, where they have been prevented or is likely to be prevented from carrying out an inspection under this By-law.

Orders

8.4 If an Officer is satisfied that a contravention of this By-law or a tree permit has occurred, they may make an order requiring the person who contravened the By-law or the tree permit, or who has caused or permitted the contravention, to discontinue the contravening activity and/or do work to correct or rectify the contravention.

8.5 If the Officer is satisfied that a contravention of this By-law or tree permit has occurred which has resulted in emergency tree work, they may retain a contractor to execute work to correct and/or rectify the contravention at the expense of the person who caused or permitted the contravention. Details of the expense and other elements to rectify and remedy the contravention will be outlined in an order following the elements as set out in section 8.6.

8.6 An order under Section 8.4 or 8.5 shall set out:

- (a) reasonable particulars of the contravention adequate to identify the contravention and the location on which the contravention occurred;
- (b) the date or dates by which there must be compliance with the order, which may be of immediate effect should the Officer determine that the circumstances warrant;
- (c) a notice that if the work is not completed in compliance with the order within a specified time period, then the work may be done at the expense of the person ordered to do the work;
- (d) the action to be completed by the permit holder or any other person who caused or permitted the contravention in order to rectify and remedy the contravention, which may include but is not limited to requiring:
 - (i) that prior to performing any additional work or activities, all necessary permits or other approvals be applied for and obtained;

- (ii) compliance with any of the conditions set out in section 7.5 of this By-law;
 - (iii) that works be performed to rectify and remedy the contravention in accordance with methods as established by the Manager, including that the work be performed by a prescribed contractor;
 - (iv) that compensation for any injured or destroyed tree be provided through payment of replacement tree fees calculated in accordance with the trunk formula technique, which the Manager shall deposit into the Tree Establishment & Enhancement Reserve Fund;
 - (v) that where emergency tree work is executed, the person shall pay the full cost the City incurred to rectify and remedy the contravention;
- (e) Any other information the Officer may deem appropriate.
- 8.7 An order under this By-law may require the permit holder or any other person who caused or permitted the contravention, to pay a prescribed compliance inspection fee, or any other prescribed applicable fee(s), by a specified date and time. In the event the fee is not paid, the fees shall be deemed a debt owing to the City, and the City may recover the fees by adding the fees to the tax roll and collect the fees in the same manner as municipal taxes.
- 8.8 Where a time frame is set out in an order or other document for carrying out any action, an Officer may extend the time for compliance beyond the established time frame provided such extension is required and is acceptable to the Officer.
- 8.9 If an Officer is satisfied that a contravention of this By-law or a tree permit has occurred, the owner of the lot immediately abutting the Public Property on which the tree(s) is located shall be presumed to have caused or permitted the injury or destruction of the tree or caused or permitted the contravention of the conditions of a tree permit issued under this By-law, as the case may be, which presumption may be rebutted by the owner by evidence to the contrary on a balance of probabilities.

City Carrying Out the Work

- 8.10 Where a person does not comply with a direction or a requirement, including an order or a condition of a tree permit under this By-law to do a matter or thing, the Manager, with such assistance by others as may be required, may carry out such direction, requirement or order at the person's expense.
- 8.11 Where a person has contravened this By-law or a tree permit to the extent that City is required to carry out emergency tree work to correct or rectify the contravention the

Manager, with such assistance by others as may be required, execute the emergency tree work to correct or rectify the contravention at the person's expense.

- 8.12 The Manager is authorized to give immediate effect to any direction or requirement under sections 8.10 and 8.11. Where the costs of doing a matter or thing under section 8.10 and 8.11 are estimated to be:
- (a) up to but not including \$100,000, the Director may proceed without further approval and in accordance with the City's Procurement Policy; or
 - (b) \$100,000 or greater, the Director may proceed with approval of an authorized person or of Council and in accordance with the City's Procurement Policy.
- 8.13 The City may recover the costs of doing a matter or thing under section 8.10 and 8.11 by means of any one or more of:
- (a) bringing an action;
 - (b) adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an annual interest rate of 15 per cent commencing on the day the City incurs the costs and ending on the day the costs, including the interest, are paid in full;
 - (e) realizing on public tree security provided for this purpose; or,
 - (d) charging a prescribed fee, where applicable, or as otherwise set and approved by Council from time to time.
- 8.14 The amount of the City's costs, including interest to the date payment is made in full, constitutes a lien upon the land, upon the registration of a notice of lien upon the land.
- 8.15 Where any tree located on public property is damaged to the degree that it must be replaced, the Manager may take whatever actions are required to obtain compensation for the City for the loss of the tree.

PART 9: REVIEW

- 9.1 A person who has received a notice of refusal to issue a tree permit or notice that a tree permit has been revoked or suspended from the Manager may request a review to the Director by sending a request for review in writing, as directed by the Manager, within 14 days of receiving the notice.
- 9.2 On a review of the Manager's decision to refuse, revoke or suspend a tree permit and in exercising its authority under this Part, the Director may confirm, modify or rescind the decision of the Manager.

9.3 The decision of the Director under this Part is final.

PART 10: OFFENCE

- 10.1 All contraventions of any provision of this By-law or an order or direction made under this By-law are designated as multiple offences and continuing offences.
- 10.2 Every person who contravenes any provision of this By-law or an order or direction made under this By-law is guilty of an offence and on conviction under Part I of the *Provincial Offences Act* is liable to a fine as set under section 91.1 of that Act or such other fine as the court considers appropriate, in accordance with the *Provincial Offences Act*.
- 10.3 Every person who contravenes any provision of this By-law or an order or direction made under this By-law is guilty of an offence and on conviction under Part III of the *Provincial Offences Act* is liable to a fine as follows,
- (1) A person, other than a corporation, is liable to a fine of not less than \$250 and not more than \$100,000 for a first conviction and to a fine of not less than \$500 and not more than \$100,000 for a subsequent conviction;
 - (2) A person that is a corporation is liable to a fine of not less than \$350 and not more than \$100,000 for a first conviction and to a fine of not less than \$500 and not more than \$100,000 for a subsequent conviction;
 - (3) For a continuing offence, a person, including a person that is a corporation, is liable to a fine, for each day or each part of a day that the offence continues, of not less than \$500 and not more than \$10,000 and the total of all the daily fines is not limited to \$100,000;
 - (4) For a multiple offence, a person, including a corporation, is liable to a fine, for each offence included in the multiple offence, of not less than \$500 and no more than \$10,000 and the total of all fines for each included offence is not limited to \$100,000.
- 10.4 An officer or director of a corporation who knowingly concurs in a contravention by the corporation of any provision of this By-law or an order or direction made under this By-law, is guilty of an offence and is liable to a fine set out in subsections 10.3(1), (3) or (4).
- 10.5 Every person, including a person that is a corporation, who contravenes any provision of this By-law or an order or direction made under this By-law is liable to a special fine, which may exceed \$100,000, in an amount that eliminates or reduces any economic advantage or gain from the contravention and the special fine may be in addition to a fine set out in sections 10.3 and 10.4.

- 10.6 When a person has been convicted of an offence, the court in which the conviction has been entered and, subsequently, any court of competent jurisdiction, may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

PART 11: ADMINISTRATIVE PENALTIES

- 11.1 This By-law in its entirety is designated as a By-law to which the City's Administrative Monetary Penalties By-law applies.
- 11.2 Every person who contravenes this By-law when given a penalty notice, in accordance with the City's Administrative Monetary Penalties By-law, shall be liable to pay the City an administrative penalty in the amount specified in the Administrative Monetary Penalties By-law, and any fees related thereto.
- 11.3 Where an administrative penalty and administrative fee(s) respecting the administrative penalty, as specified in the Administrative Monetary Penalties By-law, are not paid within sixty days after the date that they become due and payable, the treasurer of the City may add the administrative penalty and administrative fee(s) to the tax roll for any property for which all of the owners are responsible for paying the administrative penalty and administrative fee(s), and collect it in the same manner as municipal taxes.

PART 12: MISCELLANEOUS

- 12.1 Unless otherwise specifically stated, all fees referred to in this By-law shall be as set out in the City's Rates and Fees By-law, or as otherwise set and approved by Council from time to time.
- 12.2 Any unpaid fee constitutes a debt of the person to the City and may be added to the tax roll and collected in the same manner as municipal taxes.
- 12.3 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, then the particular provision or part thereof is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its remaining terms to the extent possible under law.
- 12.4 References in this By-law to any legislation or By-law means as may be amended or replaced from time to time and include any regulations thereunder.

Methods of Giving Notice

- 12.5 Any notice given by the City pursuant to this By-law in writing, including an order, may be given in any of the following ways
- (a) personally;

- (b) by posting it on the recipient's property;
- (c) by fax to the recipient's last known fax number;
- (d) by e-mail to the recipient's last known e-mail address; or
- (e) by registered or regular mail or courier or hand delivery addressed to the recipient's last known address.
- (f) In the event that service cannot be carried out for any reason, the Officer may place the order in a conspicuous place on the lands immediately abutting the land where the subject tree is/was situated and placement of the order will be deemed sufficient service of the order.

Deemed Effective

12.6 Notice given in accordance with section 12.5 shall be deemed to be effective:

- (a) on the date it is personally given, posted to the recipient's property, delivered by courier, or hand delivered;
- (b) on the date on which the fax is sent;
- (c) on the date the e-mail is sent; or
- (d) on the fifth day after the date of mailing by registered or regular mail.

PART 13: REPEAL, EFFECTIVE DATE AND TRANSITION

13.1 By-law No. 63-2013 is hereby repealed.

13.2 This By-law comes into force on January 1, 2026.

13.3 Despite the repeal of By-law No. 68-2013 under section 13.1:

- (a) the repeal shall not affect and that By-law shall continue to apply to:
 - (i) any offence committed against the provisions of that By-law;
 - (ii) any penalty or fee incurred in respect of that By-law;
 - (iii) any debt owed under that By-law; or,
 - (iv) any investigative proceedings under that By-law;
- (b) that By-law shall continue to apply to proceedings in respect of offences that occurred before its repeal;

- (c) any tree permit applications received by the City prior to the date of the repeal, for which a decision has not been rendered on the date of the repeal, will be processed in accordance with this By-law, and the fees and charges payable for the tree permit applications shall be those in effect at the time of the repeal;
- (d) any tree permit application(s) received by the City prior to the date of the repeal shall be subject to section 7.3 of this By-law;
- (e) all of the terms and conditions of any tree permits issued under By-law 68-2013 that are in effect at the time of the repeal or that are issued in accordance with subsection 13.3(c) above, will continue as terms and conditions of a tree permit issued under this By-law and be subject to this By-law.

PART 14: ENACTMENT

Passed this 9th day of December, 2026

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo_____

The Corporation of the City of Burlington

City of Burlington By-law 99-2025

A by-law to amend By-law 105-2015, being a by-law to establish a reserve fund and guidelines for the utilization of the Forestry Reserve Fund. (PWS-22-25)

Whereas the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, authorizes municipal councils to establish reserve funds for any purpose for which it has the authorize to spend money; and

Whereas the Council for The Corporation of the City of Burlington has provided for the establishment of reserve funds; and

Whereas the Council for the Corporation of the City of Burlington deems it appropriate from time to time to amend By-law 105-2015.

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

1. That Section 2 of Forestry Reserve Fund By-law 105-2015 is deleted and replaced with the following
 2. That the Forestry Reserve Fund be funded from an annual contribution from the operating budget and from monies from public tree securities that have been collected and deposited to the Forestry Reserve Fund in accordance with the City of Burlington Public Tree By-law (98-2025), as amended.
2. That Section 3 of the Forestry Reserve Fund By-law 105-2015 is deleted and replaced with the following:
 3. That the Forestry Reserve Fund be utilized as follows:
 - (a) for expenditures related to the preservation of City of Burlington's tree canopy from invasive species and diseases, such as Emerald Ash Borer, Gypsy Moth and Dutch Elm. This includes treatment programs, removal and replacement of impacted trees, and related coordination and communication costs; and,
 - (b) to perform maintenance activities and/or advanced assessments on publicly owned trees for the purpose of identifying, correcting, mitigating, or improving tree health issues from construction or other works.

3. Subject to the amendments made in this By-law, in all other respects, By-law 105-2015 be and is hereby confirmed.

4. This By-law shall come into force on the date of its passing.

Enacted and passed this 9th day, of December, 2025.

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

The Corporation of the City of Burlington
City of Burlington By-Law 100-2025
A By-law to amend By-law 40-2022, the Private Tree By-law
(PWS-22-25)

Whereas the Council of the Corporation of the City of Burlington wishes to amend the Private Tree By-law to correct the numbering of Sections in Part 8: Enforcement, Remedial Actions and Recovery of Expenses;

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

1. The numbering of the Sections in Part 8 of By-law 40-2022 is amended by renumbering them consecutively from 8.1 to 8.10.
2. The renumbered Section 8.5 of By-law 40-2022 is amended by deleting "Section 8.3" and replacing it with "Section 8.4".
3. The renumbered Section 8.7 of By-law 40-2022 is amended by deleting "Section 8.5" and replacing it with "Section 8.6".

Enacted and passed this 9th day of December, 2025.

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

The Corporation of the City of Burlington
City of Burlington By-law 101-2025

A by-law to assume parcels of land in the
City of Burlington as Public Highway
File: 510-03/03 (PWS-39-25)

Whereas pursuant to Section 31(2) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may by by-law establish a highway;

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

1. THAT the Plan of Subdivision known as Alton Village West Subdivision and Registered Plan 20M-1193 is hereby assumed and all works and services under the jurisdiction of the City of Burlington within the said Plan of Subdivision are accepted and become the property of the City of Burlington; and
2. THAT the parcels of land listed below, and situated in the City of Burlington in the Regional Municipality of Halton be and the same are hereby assumed as part of the public highway; and
3. THAT this by-law shall take effect on the date of its registration in the Land Registry Office for the Land Titles Division of Halton (No. 20); and
4. THAT the City Solicitor, or his/her designate, is hereby authorized to amend the parcel designation noted in this by-law, if necessary, upon registration of this by-law.

STREET	PARCEL	PIN
Palladium Way	20M-1193	071950350
Tufgar Crescent	20M-1193	071950351
Everila Road	20M-1193	071950352
Thomas Alton Boulevard	20M-1193	071950353
Goodyear Road	20M-1193	071950354
Lula Road	20M-1193	071950355
Leonardo Street	20M-1193	071950356
Michelangelo Road	20M-1193	071950357
Lodi Road	20M-1193	071950358
Guernsey Lane	20M-1193	071950359
Koenig Road	20M-1193	071950360

The Corporation of the City of Burlington

STREET	PARCEL	PIN
Koenig Road	20M-1193	071950361

Enacted and passed this 9th day of December, 2025.

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

The Corporation of the City of Burlington

City of Burlington By-law number 2020.513

A by-law to amend By-law 2020, as amended; 1881 Fairview Street
File No.: 520-12/25 (DGM-93-25)

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 approved, on December 9, 2025, to amend the City's existing Zoning By-law 2020, as amended, to remove Supermarket / Grocery Store from the Prohibited Uses list.

The Council of the Corporation of the City of Burlington hereby enacts as follows:

1. PART 14 of By-law 2020, as amended, Exception 405 to Zone Designations is amended by repealing and replacing Exception MXC-405 with the following:

Exception 405	Zone MXC	Map 10-E	Amendment 2020.271 2020.513	Enacted Sept 28/09 Dec 09/25
<p>1. Outside Storage:</p> <p>a) Notwithstanding Part 5, Section 4.7 (a), outside storage related to the existing building is permitted subject to the following:</p> <ol style="list-style-type: none">i. Maximum outside storage containers: 6 fully enclosed containers each with dimensions of 12.2 m x 2.4 m x 2.6 mii. Only permitted to be located between the commercial building and the west property line adjacent to the railway right-of-wayiii. Front Yard Setback: 45 miv. Only permitted to serve retail uses within the building				
<p>2. Notwithstanding the provisions of the MXC zone, an existing building which legally existed as of the date of the passage of Zoning By-law 2020.271 (September 28, 2009) is deemed to conform to provisions of the MXC regulations of By-law 2020 for the life of the building.</p>				
<p>Except as amended herein, all other provisions of this By-law, as amended, shall apply.</p>				

Enacted and passed this 9th day of December, 2025

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____

EXPLANATION OF PURPOSE AND EFFECT OF BY-LAW 2020.513

By-law 2020.513 rezones lands on 1881 Fairview Street, to remove Supermarket / Grocery Store from the Prohibited Uses list.

For further information regarding By-law 2020.513, please contact Elyse Meneray of the Burlington Community Planning Department at (905) 335-7600, extension 7462.

The Corporation of the City of Burlington

City of Burlington By-law 102-2025

A by-law to confirm the proceedings of the
meeting of Council of the Corporation of the
City of Burlington held on Tuesday, December 9, 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 9th day of December, 2025.

Mayor Marianne Meed Ward _____

Deputy Clerk Lisa Palermo _____