



Committee of the Whole

Agenda

Date: March 3, 2026
Time: 9:30 am
Location: Council Chambers, City Hall, second floor

Pages

1. Call to Order

2. Land Acknowledgement

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee, and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history.

The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway and other allied Nations to peaceably share and care for the resources around the Great Lakes.

We acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

3. Approval of the Agenda

4. Declarations of Interest

5. Presentations

6. Delegations

Standing committee and City Council meetings are held at city hall, 426 Brant St. Requests to speak at this meeting can be made by completing the online delegation registration form at www.burlington.ca/delegate, by submitting a written request by email to Legislative Services at clerks@burlington.ca or by phoning 905-335-7777, ext. 7481 by noon the Friday before the meeting date.

If you do not wish to speak, but would like to submit your comments in writing, please email your comments to clerks@burlington.ca. Written correspondence will be circulated to committee members.

7. Consent Items

Reports of a routine nature, which are not expected to require discussion and/or debate. Staff may not be in attendance to respond to questions on items contained in the Consent Agenda.

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| 7.1 | Building Vibrant Communities – updates to recreation, community and culture grant programs and policy (CSS-04-26) (CCS) | 1 - 17 |
| | Approve the revised Corporate Community Investment Policy, as outlined in Appendix A of community services report CSS-04-26, and formally repeal the previous version. | |
| 7.2 | Remuneration and expenses paid to Council and appointees for 2025 (FIN-03-26) (CCS) | 18 - 22 |
| | Receive for information finance department report FIN-03-26 regarding remuneration and expense paid to Council and appointees for 2025. | |
| 7.3 | 2026 proposed budget and tax levy for the Burlington Downtown Business Improvement Area (FIN-12-26) (CCS) | 23 - 28 |
| | Approve the 2026 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in Appendix A of finance department report FIN-12-26 incorporating a Burlington Downtown BIA members' levy of \$1,097,062; and | |
| | Authorize the Chief Financial Officer to incorporate the resulting Burlington Downtown BIA tax rates into the 2026 Tax Levy By-Law. | |

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| 7.4 | 2026 proposed budget and tax levy for the Aldershot Village Business Improvement Area (FIN-13-26) (CCS) | 29 - 34 |
| | <p>Approve the proposed 2026 budget for the Aldershot Village Business Improvement Area (ABIA) as presented in Appendix A of finance department report FIN-13-26 incorporating an Aldershot Village BIA members' levy of \$295,420; and</p> <p>Authorize the Chief Financial Officer to incorporate the resulting Aldershot Village BIA tax rates into the 2026 Tax Levy By-Law.</p> | |
| 7.5 | Burlington Economic Development & Tourism – Destination Stewardship Plan (TRN-02-26) (CCS) | 35 - 119 |
| | <p>Receive for information transformation report TRN-02-26 regarding Burlington Economic Development & Tourism - Destination Stewardship Plan.</p> | |
| 7.6 | Draft Plan of Vacant Land Condominium at 4030 and 4050 Upper Middle Road (DGM-13-26) (GM) | 120 - 151 |
| | <p>Approve the application submitted by Walkers Green Residences Ltd. to draft approve a vacant land condominium plan consisting of three (3) vacant land units at 4030 and 4050 Upper Middle Road, as shown in Appendix A of development and growth management report DGM-13-26, subject to the conditions contained in Appendix B of the report.</p> | |
| 7.7 | Appointment of Livestock Valuers and Weed Inspectors (DGM-20-26) (GM) | 152 - 154 |
| | <p>Direct the Commissioner, Legal and Legislative Services/City Solicitor to prepare, for the approval of Council, the necessary by-law to appoint Municipal Livestock Valuers and Municipal Weed Inspectors and repeal the current appointment By-law 31-2022 as outlined in development and growth management report DGM-20-26.</p> | |
| 7.8 | Assumption of municipal parking operations at 390 Brant Street - SIMS Square – Lot 17 (PWS-11-26) (PW) | 155 - 162 |
| | <p>Approve public works report PWS-11-26 regarding the assumption of municipal parking operations at 390 Brant Street – SIMS Square – Lot 17; and</p> <p>Repeal and replace Schedule 1 of the Parking and Idling By-law 39-2016 with the revised schedule attached in Appendix B.</p> | |

8. Community and Corporate Services

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|-----|---|-----------|
| 8.1 | Use of Corporate Resources During an Election Policy review (LLS-12-26) | 163 - 201 |
| | Approve the updated Use of Corporate Resources During an Election Policy, substantially in the form attached as Appendix A to legislative services report LLS-12-26. | |
| 8.2 | Real estate matter declaring intent to lease Waterdown Road properties (LLS-16-26) | 202 - 207 |
| | Declare intent to enter into a long-term land lease on 1022-1030 Waterdown Road, a rectangular-shaped parcel of land having an approximate land area of 2,670 square metres, to Indwell as per development and growth management report DGM-11-26 to develop an affordable housing project; and | |
| | Consider the long-term land lease of these lands at the Committee of the Whole meeting of April 13, 2026, and the Council meeting of April 21, 2026; and | |
| | Provide notice by regular mail to all properties within 120 metres of the subject lands and publicize the resolution in the Council minutes on the City's website. | |
| 8.3 | City of Burlington Community Strategic Plan – Horizon 2050 (TRN-03-26) | 208 - 219 |
| | Endorse the Horizon 2050 Strategic Plan as a replacement to Vision 2040 attached as Appendix A to transformation office report TRN-02-26; and | |
| | Instruct staff to consider Horizon 2050 in future land planning policy, service delivery, advocacy and budget planning; and | |
| | Instruct staff to share the Horizon 2050 strategic plan and supportive research with community partners for consideration in their future service planning. | |

9. 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.

10. Rise and Report

11. Public Works

11.1 Strategic parking framework for downtown Burlington (PWS-05-26) 220 - 352

Approve the Downtown Parking Plan as attached as Appendix A to public works report PWS-05-26; and

Endorse a phased implementation approach, prioritizing short-term, staff-led policy and program initiatives; and

Endorse the advancement of targeted medium-term investments in parking technology and system improvements, subject to future budget approval; and

Direct the Commissioner of Public Works to continue planning and monitoring conditions for longer-term, capital-intensive parking initiatives, including potential parking expansion, in a manner that ensures responsible stewardship of the Downtown Parking Reserve and supports the needs of existing businesses, customers, residents, and visitors.

11.2 Electric Vehicle Charging Policy and pricing options (PWS-06-26) 353 - 376

Approve the Electric Vehicle Charging Stations on City Property Corporate Policy attached as Appendix A to public works report PWS-06-26; and

Approve option 4 of the pricing strategy as outlined in public works report PWS-06-26; and

Report back with the necessary amendments to the Rates and Fees By-law as well as the Parking and Idling By-law for approval by City Council to implement the fees in Q2 2026.

12. Growth Management

12.1 New Site Plan Control By-law (DGM-12-26) 377 - 391

Repeal By-law 35-2017, being a by-law to establish site plan control and designate all lands in the City of Burlington as a site plan control area; and

Enact the new Site Plan Control By-law, substantially in the form attached as Appendix A to development and growth management report DGM-12-26.

Endorse the Indwell project concept for 1022, 1028 and 1030 Waterdown Road, as outlined in development and growth management report DGM-11-26 Appendix A, subject to final design, applicable planning approvals, securing required funding and financing, and Council approval of the disposition of City lands by way of a long-term land lease in accordance with legal services report LLS-16-26; and

Direct the Commissioner of Development, Growth and Management to initiate a city-led site-specific zoning by-law amendment for 1022, 1028 and 1030 Waterdown Road to permit the approved Indwell project concept, as outlined in development and growth management report DGM-11-26 Appendix A, subject to final design; and

Delegate authority to the Commissioner of Development, Growth and Management, in consultation with the Chief Financial Officer (CFO), to reallocate the HAF budget, as may be required during 2026, to ensure the City meets its Housing Accelerator Fund housing targets by December 31, 2026, including capital funding, incentives, land acquisitions, or other opportunities that may arise; and

Authorize the Director of Community Planning, in consultation with the City Solicitor, to approve, execute, and administer, on behalf of The Corporation of the City of Burlington, all agreements and documentation necessary to implement the recommendations of this report or throughout the year 2026; and

Direct the Director of Community Planning to engage with Halton Region to explore opportunities to prioritize Burlington residents, where feasible and consistent with Regional policies, within the applicant selection process for the Indwell / Waterdown project.

13. Statutory Public Meetings

Statutory Public Meeting will be discussed at 9:30 a.m.

13.1 Delegated Authority By-law amendments and enabling Official Plan Amendments (LLS-13-26)

402 - 425

Adopt Amendment No. 8 to the Burlington Official Plan, 2020 (“OPA 8”), as provided in Appendix A of legislative services report LLS-13-26, to add policies to enable certain technical changes without a Plan amendment and to add policies to assist in the interpretation of the City’s Official Plans; and

Adopt Amendment No. 2 to the Burlington Regional Official Plan, 1995 (“BROPA 2”), as provided in Appendix B of legislative services report LLS-13-26, to add policies to enable certain technical changes without a Plan amendment; and

Deem that OPA 8 and BROPA 2 are in compliance with *The Planning Act*; and

Instruct the City Clerk to prepare the necessary by-laws adopting OPA 8 and BROPA 2, substantially in the form attached as Appendix A and Appendix B of legislative services report LLS-13-26, respectively; and

Approve the withdrawal of Subsection 12.2.2 m), in its entirety, from the BOP, 2020; and

Instruct the City Clerk to prepare the necessary by-law to amend By-law No. 24-2018, being the adopting by-law for the BOP, 2020, to delete Subsection 12.2.2 m) in its entirety; and

Authorize the Commissioner, Legal & Legislative Services/City Solicitor, or his designate, to advise the Ontario Land Tribunal of the withdrawal of Subsection 12.2.2 m) of the BOP, 2020; and

Approve the proposed new delegations of authority provided in legislative services report LLS-13-26; and

Enact the amending by-law substantially in the form attached as Appendix C to legislative services report LLS-13-26, to amend By-law 71-2023, being a by-law to delegate authorities to staff; and

Direct the City Clerk to bring forward a further amending by-law to By-law 71-2023 to delegate the additional authorities introduced through OPA 8 and BROPA No. 2 once the amendments are in full force and effect.

14. Information Items

14.1 Legislative Services forecast for standing committee reports (COW-07-26)

426 - 426

15. **Staff Remarks**

16. **Committee Remarks**

17. **Adjournment**

SUBJECT: Building Vibrant Communities – updates to recreation, community and culture grant programs and policy

TO: Committee of the Whole

FROM: Community Services
Recreation, Community and Culture

Report Number: CSS-04-26

Wards Affected: all

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the revised Corporate Community Investment Policy, as outlined in Appendix A of community services report CSS-04-26, and formally repeal the previous version.

Executive Summary

This report recommends replacing the City's existing Corporate Community Investment Policy originally designed to guide community grants administered through Recreation, Community and Culture (RCC), with a modernized policy that better reflects the City's strategic direction and evolving community needs. The updated policy introduces a unified corporate framework for municipal investments in community initiatives, establishing clear values, principles, and governance roles. It aims to strengthen transparency, accountability, and consistency across departments while enabling divisions to develop tailored departmental policies and Standard Operating Procedures (SOPs) to meet program-specific requirements.

In 2025, staff reviewed RCC grants and municipal incentive programs, informed by community feedback, staff consultations, and an internal audit. This review identified several gaps in the current policy, including unclear principles and eligibility criteria, the absence of a corporate framework to guide investment priorities, outdated transparency and accountability mechanisms, and limited alignment with Council's strategic objectives. The revised policy addresses these issues by establishing a clear corporate foundation for investment decisions,

improving administrative consistency, and strengthening alignment with the City's long-term goals.

The implications of this policy update are corporate in scope. Financial impacts are neutral, with no changes recommended to existing investment envelopes of \$158,500 annually. Communications updates will enhance clarity for both staff and applicants regarding corporate principles, priorities, and processes.

Municipal investment in community initiatives remains a critical tool for supporting a vibrant, connected, and inclusive city. These investments help strengthen local organizations, expand access to programs and services, and build social infrastructure that enhances wellbeing, belonging, and quality of life. Community funding also enables the City to leverage volunteerism, partnerships, and shared resources, multiplying the impact of municipal dollars and supporting outcomes that align with Council's strategic direction as well as evolving community needs and interests.

The policy has been informed by engagement, including staff consultations, internal audit findings, community input, and strategic planning work. Strengthened governance and clearer criteria will reduce legal risk associated with funding decisions. Implementation will be supported through staff training and updated departmental SOPs to ensure consistent application.

Recommendation Report

Background

The City of Burlington invests in community initiatives to help build a vibrant, connected, and inclusive city. These investments strengthen local organizations, expand access to programs and services, and contribute to social infrastructure that enhances wellbeing, belonging, and overall quality of life. Through community funding, the City is also able to leverage volunteerism, partnerships, and shared resources, multiplying the impact of municipal dollars and supporting outcomes that align with Council’s strategic direction and evolving community needs and interests.

Recreation, Community, and Culture (RCC) delivers several microgrant programs that contribute to this work, including:

- **The Burlington Arts and Culture Grant**, which supports cultural vibrancy and creative expression;
- **The Community Development Grant**, which empowers community groups to expand or enhance RCC programs and services;
- **The Love My Neighbourhood Grant**, which strengthens neighbourhood resilience through local connection and participation; and
- **The Building Community Together Grant**, which matches community contributions to support small-scale community infrastructure enhancement.

The following chart illustrates the spectrum of how the City’s microgrant programs collectively support the lifecycle of community driven initiatives from early-stage ideation and capacity-building, to strengthening programs and services, to collaborative infrastructure development.

Investment Category	Criteria	Intent	Grant Streams
Project Innovation and Incubation	Early-stage & Low-org Projects	Idea to Impact Investment: Provides development, planning, capacity-building, feasibility support and transition funding to bring concepts to implementation readiness.	<ul style="list-style-type: none"> • Love My Neighbourhood Grant • Arts & Culture Grant
Project Acceleration	Implementation-Ready Projects	Vetted service providers with demonstrated capacity: Supports initiatives that would not proceed without financial investment, enabling timely delivery, scale, or impact that expands services to community.	<ul style="list-style-type: none"> • Arts & Culture Grant • Community Development Grant

Investment Category	Criteria	Intent	Grant Streams
Strategic Partnerships	Proven-Partner Projects	Shared Investment: Leverages cross-sector partnerships and responsibilities to expand program reach, infrastructure capacity, service diversity, and long-term community benefit.	<ul style="list-style-type: none"> • Community Development Grant • Building Community Together Grant

In 2025, RCC undertook a comprehensive review of its grant programs, supported by an internal audit conducted by the City Auditor. This work also examined related investment programs across other departments such as those supporting heritage preservation and private property climate resilience, and benchmarked Burlington’s approach against 40 grant programs in ten comparator municipalities. The review confirmed that staff have consistently administered grants with sound judgment. However, it also identified the need for a unified corporate policy framework to guide consistent, transparent, and efficient administration across departments.

In response, RCC used its operational experience, audit insights, community feedback, and benchmarking results to develop an updated Community Investment Policy. The revised policy introduces a cross-departmental framework that aligns investments with Council’s strategic priorities, strengthens transparency and accountability, and modernizes roles, responsibilities, and governance expectations. This work is timely given the increasing scale, diversity, and complexity of community-led initiatives.

The updated policy builds on established strengths while clearly articulating the purpose, values, and strategic alignment of municipal investments. It defines eligibility and exclusions, clarifies governance structures, and provides a strong foundation for future investment decisions. This will guide the development of departmental procedures and SOPs, ensuring consistent, equitable, and sustainable resource allocation across the organization.

Analysis

During the policy review, staff considered whether a broader, citywide Framework for Community Investment should be developed, similar to approaches used in several peer municipalities. While such a framework could provide long-term benefits, staff determined that updating the existing Community Investment Policy is the most effective and timely step to support current program needs and improve consistency across the various investment programs.

Community investment plays a vital role in enabling residents, community groups, neighbourhood leaders, and artists to advance ideas and projects that contribute directly to the City's strategic priorities. These microgrants help activate local creativity, strengthen neighbourhoods, and extend municipal service delivery in ways that are more responsive, nimble, and community driven. By supporting initiatives that foster belonging, cultural expression, local leadership, and shared stewardship, these investments serve as a key mechanism through which the City advances the goals of its Strategic Plan, the Live & Play Plan, and emerging strategies such as the forthcoming Culture Plan and Neighbourhood Strategy. As these strategies evolve, the microgrant programs will also evolve to ensure alignment with community needs and corporate priorities.

Following the updated Community Investment Policy, staff will revise departmental Standard Operating Procedures (SOPs) to ensure consistent, transparent, and equitable administration across all streams. Work is also underway on a communications approach that will present a simplified, unified entry point for community members seeking City support. This will help applicants better understand available programs, navigate eligibility, and submit proposals through a clear and accessible process.

Internally, staff are enhancing supporting processes to strengthen accountability and continuous improvement. Updates include improvements to intake and application workflows, clearer eligibility assessments across programs, and updated post project evaluation frameworks to track outcomes, return on investment, community impact, and reporting requirements. These refinements will ensure a stronger evidence base for future investment decisions and reinforce consistent application of the policy across departments. Together, these efforts position the City to better support community led initiatives while ensuring transparency, accessibility, and alignment with long-term municipal goals.

Lastly, to further strengthen and coordinate the City's overall community investment efforts, staff are in discussion regarding a Memorandum of Understanding (MOU) with the Burlington Community Foundation, a leader in community granting for nearly three decades. This collaboration is intended to build on the City's established grant practices by aligning them with evolving sector best practices, exploring opportunities for greater coordination and shared granting processes, and identifying ways to further enhance community impact. Through this work, City staff and the Foundation will also examine the potential for a pilot partnership in 2026, with the goal of strengthening an integrated, strategic approach to supporting Burlington's community- led initiatives.

Engagement:

The updated policy reflects input from internal staff and incorporates best practices in municipal community investment. Insights were drawn from day-to-day grant administration, internal audit findings, and benchmarking against practices in other municipalities. To support

continuous improvement, RCC introduced an annual survey in 2025 for both successful grant recipients and applicants who were not selected. Responses were positive, and the feedback collected offers valuable insight into the applicant's experience, program accessibility, and overall impact. This mechanism will continue to inform refinements that enhance the effectiveness, transparency, and equity of the City's community investment programs.

Recommendation Details

It is recommended that Council approve the updated Corporate Community Investment Policy and formally repeal the existing version, which no longer reflects current practices or provides the clarity, consistency, and accountability required to support effective, equitable decision-making. The updated policy establishes a modern corporate framework for community investment that aligns with Council's strategic direction, supports consistent administration across departments, and responds to the evolving needs of residents, community groups, neighbourhood leaders, and artists.

The revised policy strengthens governance and creates a clear foundation for how the City invests in community-led initiatives, ensuring decisions are transparent, defensible, and aligned with shared municipal values. It also provides the flexibility needed for departments to develop program specific- procedures and adapt to changing community needs.

Key benefits of approving the updated policy include:

- **Clear Direction and Shared Values:**

The policy articulates the City's purpose, values, and principles for community investment. It establishes consistent expectations for eligibility, decision-making, and alignment with Council priorities, creating a shared corporate approach.

- **Greater Transparency and Fairness:**

By clarifying governance roles and requiring services to adopt supporting procedures, the policy enhances transparency for applicants and strengthens the City's ability to track outcomes, manage risk, and demonstrate accountability.

- **Consistency Across Grant Programs:**

The policy provides a unified corporate structure that enables the City to administer programs in a consistent and coordinated manner while maintaining flexibility to address program-specific needs.

- **Flexibility to Meet Changing Community Needs:**

With a clear overarching framework in place, the City can design and evolve programs that respond to emerging opportunities and priorities—supporting innovation and strengthening the City's relationship with community partners.

- **Reduced Risk and Clearer Rules:**

The policy provides clearer principles, criteria, and responsibilities, reducing ambiguity and ensuring funding decisions are fair, defensible, and aligned with corporate and legal expectations.

Key Dates & Milestones

- **Q1 2026 – Council Approval**

Council approval of the updated Corporate Community Investment Policy and repeal of the existing policy.

- **Q2 2026 – Departmental Alignment and SOP Updates**

Development and alignment of departmental policies (as required) with the new corporate policy. Updates to departmental Standard Operating Procedures (SOPs) are initiated to support consistent implementation.

- **Q3 2026 – Public Communications Launch**

Rollout of a coordinated communications approach to provide clear, accessible information to the community about available programs and how to apply.

- **Q4 2026 – Full Implementation**

Implementation of a coordinated application intake, evaluation, and reporting process across all relevant departments.

Implications

Approval of the updated Corporate Community Investment Policy will modernize the City's approach to community funding by replacing an outdated policy that no longer reflects current practices or expectations. The revised policy strengthens governance, improves transparency, and provides a consistent corporate framework for how community investments are administered. It also gives the department flexibility to design program-specific procedures while ensuring alignment with shared values and Council priorities.

For the community, the updated policy offers clearer expectations, more equitable decision-making, and a more transparent process for how funding decisions are made. Internally, it reduces ambiguity, improves administrative consistency, and supports better tracking of outcomes and risk management.

There are no direct financial impacts resulting from approval of the policy. Any future resource needs will be considered through regular budget processes. By clarifying roles, responsibilities,

and decision-making criteria, the updated policy also reduces legal and operational risk and better aligns community investment practices with corporate and strategic priorities.

References

[Current Community Investment Policy](#)

[AUD-03-25 Community Grants Audit](#)

[AUD-03-25 Appendix A: Community Grants Audit Report](#)

Strategic Alignment

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

A. Corporate Community Investment Policy

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.



**CITY OF
Burlington**

Corporate Policy

Parks & Recreation Community Investment Policy

Approved by Council on: March 10, 2026

Report Number: CSS-04-26

Effective: March 10, 2026

Reviewed on: NA

Amended: Original Version

Next Review: April 2028

Note:

Policy Statement:

The City of Burlington Community Investment Policy is committed to supporting resident-led and community-based initiatives that strengthen community life, foster belonging, and enhance the social, cultural, and recreational vitality of the city. This policy advances initiatives that improve the resident experience and contribute to the public good through enhanced services, programs, and stewardship of community assets.

It establishes a corporate framework guided by shared principles for the allocation of municipal investment, ensuring a fair, transparent, and strategically aligned approach across all departments. These investments are designed to:

- Foster community connection, placemaking, creativity, and shared experiences.
- Enhance cultural, recreational, and social vitality while enriching daily community life and civic pride.
- Contribute to the vibrancy, equity, and inclusiveness of Burlington's neighbourhoods and communities.
- Provide lasting community benefits by supporting projects that are sustainable.

Corporate Policy

Scope:

This policy applies to all City departments responsible for administering financial or in-kind investments for resident-led and community-based initiatives occurring on City-owned or managed lands, or in other publicly accessible spaces within Burlington as approved by the City.

It applies to incorporated and unincorporated not-for-profit organizations, artists, community groups, and neighbourhood collectives seeking municipal investment to deliver initiatives that strengthen community life, foster belonging, and enhance Burlington's social, recreational, and cultural vitality for the benefit of residents.

City investments may be combined with other public or private funding sources where appropriate to enhance impact and sustainability; however, they may not duplicate existing financial support for the same initiative.

These investments focus on strengthening neighbourhoods and communities, rather than providing direct social services.

This policy does not apply to:

- Boards, agencies, or commissions of the City.
- Regional, school board, or Conservation Authority lands.
- Organizations currently receiving other City of Burlington municipal funding for the same initiative.
- Activities primarily delivering direct social services.

Objectives:

This policy will guide municipal investment in resident-led and community-based initiatives to strengthen Burlington's neighbourhoods and enhance recreational, social, and cultural vitality. It ensures a fair, transparent, and strategically aligned approach across all departments, with a focus on equity, sustainability, and lasting community benefit.

Implementation of this policy will:

- Establish clear processes and procedures for allocating financial and in-kind support to community initiatives.

Corporate Policy

- Advance equity and inclusion by reducing barriers to participation.
- Amplify community expertise and resources.
- Encourage sustainability and long-term impact through initiatives that build capacity.
- Ensure investments complement, rather than duplicate, existing municipal funding and focus on community development rather than direct social services.

Definitions:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Corporation	Refers to The Corporation of the City of Burlington.
Community	A group of individuals who share a common connection through geography, shared interests, identity, culture, or lived experience.
Community Development	The process of collective impact that empowers people to strengthen their community by working together to create inclusive, equitable, and lasting positive change.
Direct Social Services	Programs primarily addressing individual or family health, housing, income, or crisis needs, typically delivered by social service agencies.
Culture and Creative Activity	Encompasses artistic, heritage, and creative practices that contribute to community identity, expression, and belonging across Burlington.
Capacity	A process that strengthens the relevance, responsiveness,

Corporate Policy

Term	Definition
	effectiveness, and resilience of organizations.
Events	A planned, time-limited recreation or cultural activity that brings people together to celebrate, engage, or participate in shared community experiences at a defined time and location.
Initiative	An event, program, project, or infrastructure enhancement delivered exclusively by eligible applicants, or in partnership with the City of Burlington, for the benefit of Burlington residents.
Not-for-profit	An organization operating for social, cultural, or community purposes without distributing profits to members.
One-time funding	Funding provided for a 12-month period or that is phased out over a period no longer than three years.
Programs	A series of at least three regularly scheduled activities designed to support participation in recreation, sport, arts, culture, or leadership development.
Project	A time-bound initiative with defined objectives, scope, and resources undertaken to plan, develop, enhance, or evaluate recreational, neighbourhood, or cultural infrastructure, services, or programs.
Recreation or Sport Activity	A structured opportunity for physical, social, or skill-based participation that promotes health, enjoyment, belonging, personal development, and active living.

Corporate Policy

Principles:

Community investment decisions are guided by the following values and principles. Alignment with these principles will inform the assessment and prioritization of all municipal investments in community initiatives.

- Inclusivity and Belonging – Initiatives are welcoming, accessible, and reflective of Burlington’s diverse communities, fostering spaces where all residents feel connected and valued.
- Equity and Transparency – Investments are made fairly and responsibly to ensure equitable access to recreation and culture, with clear, consistent, and accountable procedures guiding all decisions.
- Collaboration and Partnership – The City works with community groups, artists, and residents to share leadership, resources, and expertise, fostering stronger, more connected, and resilient communities.
- Creativity and Innovation – The City supports initiatives that apply imaginative and adaptive approaches to community development, cultural expression, and placemaking.
- Vitality and Wellbeing – Recognizes culture, recreation, neighbourhood connections and sport as essential to a thriving city, enriching Burlington’s identity, artistic expression, civic pride, and the health and wellbeing of its residents.
- Sustainability and Stewardship – Promotes initiatives that deliver lasting community benefits for Burlington residents, demonstrate financial and environmental responsibility, and build local resilience.
- Strategic Alignment and Public Value – Ensures investments advance Council-approved priorities, contribute to community wellbeing, and deliver meaningful outcomes for residents.

Eligibility:

To be eligible for municipal investment under this policy, initiatives must:

- Be led by a not-for-profit organization, neighbourhood group, Burlington resident, artist (individual or collective), or community collective with the demonstrated capacity to deliver the proposed initiative.
- Take place within Burlington’s geographic boundaries and serve Burlington residents.

Corporate Policy

- Occur on City-owned or managed property, or in other publicly accessible spaces including partner venues and/or community hubs approved by the City.
- Demonstrate alignment with Burlington's cultural and community values, and with the guiding values and principles outlined in this policy.
- Provide a clear and demonstrable community benefit to Burlington residents that strengthens social, cultural, sport, and recreational vitality.
- Receive funding under a single investment program per initiative, for a defined period between one and three years, as outlined in each Grant Agreement.
- Be eligible for a combination of grant and in-kind support, provided it is administered through a single investment program and in accordance with the terms and conditions of the Grant Agreement drawn.
- Demonstrate the capacity to achieve financial self-sufficiency and/or organizational sustainability for the initiative or service within an agreed-upon period, with City funding remaining time-limited, targeted, and subject to performance and City discretion.

Exclusions:

Funding through this policy is intended to strengthen Burlington's community and cultural vitality. Municipal investments will not be provided for activities that do not align with these goals or to ineligible organizations which include:

- Boards, agencies, or commissions of the City of Burlington.
- Regional, school board, or conservation authorities.
- Initiatives already receiving City funding for the same purpose.
- Activities primarily delivering direct social services (e.g., health, housing, crisis intervention).
- Initiatives led solely by for-profit entities.
- Political, faith-based, or advocacy activities that are exclusive, or denominational.
- Fundraising events or activities that primarily advance positions on matters regulated by the City.
- Initiatives that conflict with Council decisions, existing City policies, or applicable legislation.

Corporate Policy

- Activities, events, programs or initiatives requiring operational or ongoing core funding to sustain the activity or organization, except where funds are explicitly approved as eligible operational launch expenses under the terms of a Grant Agreement.

Governance:

Effective governance of the Community Investment Policy is shared across City Council, Senior Management, and Departmental Staff to ensure transparency, accountability, and alignment with Burlington's strategic goals.

- City Council – Provides overarching policy direction and allocates funding envelopes through the municipal budget process.
- Senior Management – Ensures corporate consistency and alignment with City-wide strategies, facilitating coordination among departments.
- Department Director – Provide corporate oversight and are responsible for ensuring the consistent application of this policy across all community investment programs.
- Department – Develop and maintain Standard Operating Procedures (SOPs) to operationalize the policy, including:
 - Application and intake processes.
 - Review and evaluation criteria.
 - Approval authorities.
 - Funding agreements, reporting, and accountability mechanisms.
 - Embedding the City's commitments to equity, transparency, and community wellbeing in the design and delivery of their investment programs.
- Investment Recipients – Share accountability by adhering to agreed-upon reporting and evaluation requirements and demonstrating responsible stewardship of public funds.

Administration:

The Recreation, Community and Culture Department will oversee the ongoing administration of this policy to ensure alignment with the City's strategic priorities, legislative requirements, and evolving community needs. Senior Management or their delegates will coordinate periodic review to maintain consistency with corporate strategies and best practices.

Corporate Policy

- Review Cycle – A formal review of this policy will occur every five years, or as directed by Council, to ensure continued relevance, efficiency, and responsiveness. Associated Standard Operating Procedures (SOPs) and program guidelines may be updated administratively as needed to reflect emerging best practices, operational considerations, or community feedback.
- Performance Evaluation – The City will conduct annual evaluations of program participation and funding outcomes to measure progress toward commitments related to equity, cultural vitality, sustainability, and transparency. Results will inform continuous improvement and be shared publicly to promote accountability.

References:

- Vision to Focus 2022-2026
- Corporate Sponsorship and Partnership Policy
- Public Art Policy
- Special Events Policy
- Corporate Grants and Donations SOP
- Recreation Framework
- Live and Play Plan
- Culture Plan

Roles:

Accountable:

The Director of Recreation, Community and Culture is accountable for the administration of this policy, and for its timely review.

Responsible:

Effective implementation of the Community Investment Policy relies on shared responsibility and collaboration between City Council, staff, investment recipients, and community partners.

- City Council – Provides strategic direction, approves funding envelopes through the annual budget process, and ensures the policy aligns with Council priorities and community values.

Corporate Policy

- Director of Recreation, Community and Culture – Provides corporate leadership and oversight, ensuring consistent implementation across department and alignment with the City’s strategic frameworks, including the Culture Plan and Horizon 2050.
- Senior Managers and Departmental Staff – Administer investment programs in accordance with approved Standard Operating Procedures (SOPs), maintain transparent processes, and report annually on participation, funding outcomes, and community impact.
- Investment Recipients – Deliver funded initiatives in alignment with funding agreements, reporting requirements, and applicable legislation, while demonstrating accountability, inclusivity, and measurable community benefit.
- Community Partners and Stakeholders – Contribute to the success of the City’s investment programs through collaboration, shared learning, and feedback that supports continuous improvement and responsiveness to community needs.

SUBJECT: Remuneration and expenses paid to Council and appointees for 2025

TO: Committee of the Whole

FROM: Finance
Choose a division

Report Number: FIN-03-26

Wards Affected: ALL

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation:

Receive for information finance department report FIN-03-26 regarding remuneration and expense paid to Council and appointees for 2025.

Executive Summary

This report fulfills the requirement of the Municipal Act to provide an itemized statement of remuneration and expenses for Council members and appointees for the year 2025. Each Councillor had a budget of \$10,400 for various expenses and the Mayor's budget was \$32,240. Total actual expenses incurred were \$81,986, with the balance of \$12,654 contributed to the Special Initiatives Reserve Fund, bringing its December 31, 2025, balance to \$89,095. Detailed expense statements will be available on the City's website by March 31, 2026.

Purpose of report:

- To comply with requirements of the Municipal Act

Key findings:

- This report is for information only, and as required by the Municipal Act, section 284(1).
Key highlights include:
 - Total salaries and adjustment for Council (City and Region): \$1,000,350
 - Total benefits remitted on behalf of Council: \$236,662
 - Combined total salaries and benefits: \$1,237,012
 - Total Council expense budgets: \$94,640

- Total actual expenses: \$81,986
- Net contribution to Special Initiatives Reserve Fund: \$12,654
- Special Initiatives Reserve Fund balance as of December 31, 2025: \$89,095

Implications:

- Not applicable

Information Report

Background

It is a requirement of the Municipal Act that a report be submitted to Council on remuneration and expenses paid to Councillors and appointees to local boards by March 31, of the following year. Accordingly, under the provision of Section 284(1) of the Municipal Act, S.O. 2001, Chapter c.25, the attached itemized statement (Appendix A) is submitted disclosing remuneration and expenses for each Member of Council and Appointed Members of our Local Boards and Committees for the year ended December 31, 2025.

284.(1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

As required by Section 284 (2), City of Burlington By-law 019-2025 was passed authorizing the attached remuneration and expenses (Appendix A).

In 2025, each Councillor had a budget of \$10,400 to cover expenditures such as meetings, printing, mileage, newsletters, postage, professional development, telephones, and advertising. In 2025, the Mayor had a budget of \$32,240 to cover similar expenditures to those listed above, excluding the costs of leasing a vehicle for business use. The Special Initiatives Reserve Fund was established in 2022 for unspent discretionary funds in the respective Mayor and Councillor budgets. In 2025, the CFO approved a draw of \$412 for special initiatives in Ward 3. A net contribution of \$12,654 representing unspent budget was transferred to this Reserve Fund in 2025 bringing the balance of the fund to \$89,095. A report will be brought forward in April reviewing the Special Initiatives Reserve Fund and providing staff recommendations on its management and use of funds.

Status

Not applicable

Key Dates & Milestones

Detailed information regarding members of council expenses for the calendar year ending December 31, 2025, will be provided on the City's website no later than March 31, 2026.

Implications

Not applicable

References

Not applicable

Strategic Alignment

(Select all that apply)

- 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:

Tolu Ajise
Supervisor, Accounting Services
(905) 335-7600 ext 7499

Appendices:

A. 2025 Summary of Remuneration and Expenses

Notifications:

Not applicable

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.

Appendix A

2025 Summary of Remuneration and Expenses

2025 Budget & Actual Expenses

In 2025, each member of Council had an approved budget of \$10,400. This funding is specifically allocated to cover expenditures such as meetings, printing, mileage, newsletters, postage, professional development, telephones, advertising and conferences. In 2025, the Mayor had a budget of \$32,240 to cover similar expenditures to those listed above, excluding the costs of leasing a vehicle for business use.

2025 Budget & Actual Expenses			
Members of Council	Total Approved Budget	Total Actual Expenses	Contribution/(Draw) to Special Initiative Reserve Fund
Mayor - Marianne Mead Ward	32,240	29,682	2,558
Ward 1 - Kelvin Galbraith	10,400	6,550	3,850
Ward 2 - Lisa Kearns	10,400	9,951	449
Ward 3 - Rory Nisan	10,400	10,812	(412)
Ward 4 - Shawna Stolte	10,400	8,525	1,875
Ward 5 - Paul Sharman	10,400	6,307	4,093
Ward 6 - Angelo Bentivegna	10,400	10,158	242

Balance of the Special Initiative Reserve Fund - December 31, 2025	\$	89,095
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2025 Summary of Salaries & Benefits

The salary of a member of Council represents the fixed total compensation they receive and are paid annually. This is their "earned" amount. The benefits section outlines the OMERs, CPP, EHT and Standard Life funds that are not paid out to the Mayor and Council but remitted to the various agencies on their behalf. In 2025, this also includes adjustments paid directly to council members in lieu of group and/or OMERs benefits that ceased upon reaching age 71, as per pension plan regulations. Variation between the individual amounts is due to benefit coverage.

2025 Summary of Salaries & Benefits									
Members of Council	City				Region			Total Salaries & Benefits	
	Salaries	Benefits	2025 Adjustments	Total	Salaries	Benefits	Total		
Mayor - Marianne Mead Ward	\$ 154,829	\$ 38,571	\$ -	\$ 193,400	\$ 58,304	\$ 10,183	\$ 68,487	\$ 261,887	
Ward 1 - Kelvin Galbraith	67,587	24,075	-	91,662	58,304	10,077	68,381	160,043	
Ward 2 - Lisa Kearns	67,587	24,075	-	91,662	58,304	10,077	68,381	160,043	
Ward 3 - Rory Nisan	67,587	24,075	-	91,662	58,304	10,077	68,381	160,043	
Ward 4 - Shawna Stolte	67,587	24,075	-	91,662	58,304	10,077	68,381	160,043	
Ward 5 - Paul Sharman	67,587	20,805	23,282	111,674	58,304	1,137	59,441	171,115	
Ward 6 - Angelo Bentivegna	67,587	19,506	8,591	95,684	58,304	9,852	68,156	163,839	
Total	\$ 560,349	\$ 175,183	\$ 31,873	\$ 767,405	\$408,128	\$61,479	\$469,607	\$ 1,237,012	

Committee of Adjustment*	Per Diem	Car Mileage	Total
Jim Riddell	\$ 1,740	\$ 346	\$ 2,086
Alexandra Rawlings	\$ 880	\$ 304	\$ 1,184
Brenden Ursel	\$ 960	\$ -	\$ 960
Filippo Capuano	\$ 2,160	\$ -	\$ 2,160
Virginia Tinti	\$ 1,040	\$ -	\$ 1,040
Elaine Westerhof	\$ 1,600	\$ 237	\$ 1,837
Pam Calleja	\$ 400	\$ -	\$ 400
Total	\$ 8,780	\$ 888	\$ 9,668

*There were no Administration Monetary Penalties Committee hearing payments made in

SUBJECT: 2026 Proposed Budget and Tax Levy for the Burlington Downtown Business Improvement Area

TO: Committee of the Whole

FROM: Finance

Report Number: FIN-12-26

Wards Affected: 2

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the 2026 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in Appendix A of finance department report FIN-12-26 incorporating a Burlington Downtown BIA members' levy of \$1,097,062; and

Authorize the Chief Financial Officer to incorporate the resulting Burlington Downtown BIA tax rates into the 2026 Tax Levy By-Law.

Executive Summary

This report presents an overview of the 2026 Burlington Downtown Business Improvement Area (BIA) proposed budget and resulting Members' Levy for Council in keeping with the requirements of the *Municipal Act, 2001*. The BIA is a Board separate from the City of Burlington. Through the *Municipal Act*, the municipality shall annually raise the levy amount required for the purposes of the BIA.

Purpose of report:

- The *Municipal Act, 2001* requires the BIA to prepare a proposed budget for each fiscal year for submittance to Council for approval.
- Authorize the collection of the BIA levy through the 2026 Tax Levy By-Law.

Key findings:

- Burlington Downtown Board of Management approved their proposed budget at their meeting on December 3, 2025.
- The BIA is legislated under the *Municipal Act* to hold a meeting to present their budget to its membership.

Implications:

- The BIA levy will be included as part of the final 2026 tax billing.

Recommendation Report

Background

The BIA is a Board separate from the City of Burlington. Through the Municipal Act, the municipality shall annually raise the levy amount required for the purposes of the BIA.

Analysis

The proposed members' levy totals \$1,097,062, an increase of \$31,746 or 3% over 2025. Overall, expenses have increased by \$15,876 or 1.4%. Please refer to Appendix A and B for details.

The Board has made the following modification to the 2026 budget:

- Stakeholder relations - to centralize the budget to capture all third-party professional fees including bookkeeping services, audit fees, grant writing services and member engagement liaison.
- Infrastructure Improvements – replace seasonal budgeting with a more sustainable year-round investment approach - Evergreen program (yearlong).
- Member Engagement – includes initiative from the 3-year strategic plan to equip board directors to effectively communicate the BIA's programs.

The Board continues to maintain a standard of service delivery to the downtown membership with:

- Customer attraction marketing through digital on-line and social media presence across communication outlets
 - Customer events such as Movies by the Lake and Falling for Downtown.
 - Sponsorship of third-party events in the downtown area.
-

Recommendation Details

This report presents the 2026 proposed Burlington Downtown BIA budget and tax levy for approval by Council. The approved Burlington Downtown BIA levy will be incorporated into the 2026 Tax Levy By-Law.

Key Dates & Milestones

The Burlington Downtown Board of Management approved their proposed budget at their meeting on December 3, 2025.

In accordance with the Municipal Act, the 2026 budget will be presented to its membership at the Annual General Meeting to be held on March 4, 2026.

Implications

The proposed members' levy results in a tax rate change of 6.11%, which equates to \$17.06 increase for each \$100,000 of Current Value Assessment (CVA). The BIA's assessment base has decreased by 2.95% due to the changing landscape of commercial properties to residential.

Strategic Alignment

(Select all that apply)

- 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:

Sandra Chau
Specialist, Property Tax Assessment
905 335-7600 ext 7754

Appendices:

- A. Appendix A Proposed 2026 Budget and Tax Levy.
- B. Appendix B 2026 Levy and Tax Rate Calculations

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.

BURLINGTON DOWNTOWN BUSINESS IMPROVEMENT AREA
Proposed 2026 Budget and Tax Levy

Appendix A
to FIN-12-26

	2025 BUDGET	DRAFT 2025 ACTUAL	2025 VARIANCE	2026 PROPOSED BUDGET	2025 vs 2026 INCREASE/ (DECREASE)	
					\$	%
EXPENDITURES:						
Administration	\$ 294,939	\$ 290,938	\$ (4,001)	\$ 275,162	(19,777)	-6.7%
Office General	139,807	132,245	(7,562)	51,000	(88,807)	-63.5%
Customer Attraction - Marketing/Events/Sponsorship	201,140	172,278	(28,862)	171,700	(29,440)	-14.6%
Infrastructure Improvements & Programs	310,000	300,249	(9,751)	342,500	32,500	10.5%
Stakeholder Relations	98,400	104,824	6,424	212,700	114,300	116.2%
Member Engagement	57,900	46,876	(11,024)	65,000	7,100	12.3%
Operating Budget	\$ 1,102,186	\$ 1,047,411	\$ (54,775)	\$ 1,118,062	\$ 15,876	1.4%
REVENUES:						
Burlington Downtown BIA Members Levy	\$ 1,065,316	\$ 1,065,316	\$ -	\$ 1,097,062	\$ 31,746	3.0%
Grant Sponsorship					0	
Sponsorships	15,000	17,750	2,750	16,000	1,000	6.7%
Contribution from Reserve Fund	6,870	6,870	-		(6,870)	-100.0%
Supplementary Taxes	15,000	250	(14,750)	5,000	(10,000)	-66.7%
Revenues	\$ 1,102,186	\$ 1,090,186	\$ (12,000)	\$ 1,118,062	\$ 15,876	1.4%

Figures may not add due to rounding

THE BURLINGTON DOWNTOWN BUSINESS IMPROVEMENT AREA 2026 LEVY AND TAX RATE CALCULATIONS		2026 BUDGET
EXPENDITURES:		
Administration	\$	275,162
Office General	\$	51,000
Customer Attraction - Marketing/Events/Sponsorships	\$	171,700
Infrastructure Improvements & Programs	\$	342,500
Stakeholder Relations	\$	212,700
Member Engagement	\$	65,000
TOTAL EXPENDITURES	\$	1,118,062
REVENUES:		
Sponsorship Revenue	\$	(16,000)
Contribution from Reserve Fund	\$	-
Supplementary Taxes	\$	(5,000)
TOTAL REVENUES	\$	(21,000)
BIA MEMBERSHIP LEVY	\$	1,097,062
APPLICABLE ASSESSMENT		
Commercial	\$	312,921,158
- excess land	\$	-
- vacant land	\$	5,991,000
Office	\$	21,229,455
- excess land	\$	-
Shopping Centre	\$	14,948,000
Parking Lot	\$	14,765,000
Industrial Shared PIL	\$	285,700
2026 TAX RATES		
Commercial		0.00296291
- excess land		0.00296291
- vacant land		0.00296291
Office		0.00296291
Shopping Centre		0.00296291
Parking Lot		0.00296291
Industrial Shared PIL		0.00425304
Note: Tax rates subject to change as a result of tax policy decisions by the Region of Halton		
2025 Tax Rate		0.00279229
Percentage Increase/ (Decrease)		6.11%
2025 Levy per \$100,000 CVA	\$	279.23
2026 Levy per \$100,000 CVA	\$	296.29

SUBJECT: 2026 Proposed Budget and Tax Levy for the Aldershot Village Business Improvement Area

TO: Committee of the Whole

FROM: Finance

N/A

Report Number: FIN-13-26

Wards Affected: 1

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the proposed 2026 budget for the Aldershot Village Business Improvement Area (ABIA) as presented in Appendix A of finance department report FIN-13-26 incorporating an Aldershot Village BIA members' levy of \$295,420; and

Authorize the Chief Financial Officer to incorporate the resulting Aldershot Village BIA tax rates into the 2026 Tax Levy By-Law.

Executive Summary

This report presents an overview of the 2026 Aldershot Village Business Improvement Area (BIA) proposed budget and resulting Members' Levy for Council approval in keeping with the requirements of the *Municipal Act, 2001*. The BIA is a Board separate from the City of Burlington. Through the Municipal Act, the municipality shall annually raise the levy amount required for the purposes of the BIA.

Purpose of report:

- The *Municipal Act, 2001* requires the BIA to prepare a proposed budget for each fiscal year for submittance to Council for approval.
- Authorize the collection of the BIA levy through the 2026 Tax Levy By-Law.

Key findings:

- Aldershot Village BIA Board of Management approved their proposed budget at their meeting on October 10, 2025.
- The BIA is legislated under the Municipal Act to hold a meeting to present their budget to its membership.

Implications:

- The 2026 Aldershot Village BIA levy will be included as part of the final tax billing.

Recommendation Report

Background

The BIA is a Board separate from the City of Burlington. Through the Municipal Act, the municipality shall annually raise the levy amount required for the purposes of the BIA.

Analysis

The proposed members' levy totals \$295,420, an increase of \$11,362 or 4% over 2025. Please refer to Appendix A and B for details.

The 2026 budget reinforces the Board's commitment to membership and community engagement. Key initiatives supporting this vision include:

- Funding for the organization's two signature events – The Aldershot Village Tree Lighting and the Summer Event as well as supporting community presence and collaboration through the participation in the Festival of Lights.
 - Enhancing local awareness and promotion through a standalone magazine edition dedicated to promoting Aldershot businesses.
 - Beautification and Business Development:
 - Collaborative art installation with a local artist to highlight the history of local agriculture and produce.
 - A banner program to celebrate Remembrance Day at Plains and Waterdown Road.
-

Recommendation Details

This report presents the 2026 proposed Aldershot Village BIA budget and tax levy for approval by Council. The approved Aldershot Village BIA levy will be incorporated into the 2026 Tax Levy By-Law.

Key Dates & Milestones

The Aldershot Village BIA Board of Management approved their proposed budget at their meeting on October 10, 2025.

In accordance with the Municipal Act, the 2026 budget will be presented to its membership at the annual general meeting to be held on March 12, 2026.

Implications

The proposed members' levy results in a tax rate increase of 0.76%, which equates to \$1.13 increase for each \$100,000 of Current Value Assessment (CVA). The BIA's assessment base has increased by 3.22% due to conversion to commercial development within the BIA boundary.

Strategic Alignment

(Select all that apply)

- 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:

Sandra Chau
Specialist, Property Tax Assessment
905 335-7600 ext.7754

Appendices:

- A. Appendix A Proposed 2026 Budget and Tax Levy.
- B. Appendix B 2026 Levy and Tax Rate Calculations.

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.

**ALDRESHOT VILLAGE BUSINESS IMPROVEMENT AREA
PROPOSED 2026 BUDGET AND TAX LEVY**

**Appendix A
to F-13-26**

	2025 BUDGET	2025 DRAFT	2025 VARIANCE	2026 BUDGET AS APPROVED BY BOARD/ MEMBERS	2025 vs 2026 INCREASE/ (DECREASE)	
					\$	%
EXPENDITURES:						
Administration/Office	\$ 180,287	\$175,532	\$ (4,755)	\$ 182,023	\$ 1,736	1.0%
Marketing/Events/Programs	70,200	64,757	(5,443)	82,864	12,664	18.0%
Beautification and Business Development	47,071	32,516	(14,555)	50,033	2,962	6.3%
Audit, Legal & Professional Fees	12,000	8,266	(3,734)	12,000	0	0.0%
Tax Write-offs	6,000	13,575	7,575	6,000	0	0.0%
Expenditures	\$ 315,558	\$ 294,646	\$ (20,912)	\$ 332,920	\$ 17,362	5.5%
REVENUES:						
Investment Interest	\$ -	\$ 2,437	\$ 2,437	\$ -	\$ -	0.0%
Sponsorships/Market Revenue/Grants	12,500	20,700	8,200	12,500	-	0.0%
Aldershot Village BIA Members Levy	284,058	284,058	-	295,420	11,362	4.0%
Supplementary Taxes	-	-	-	-	-	0.0%
Other - HST Rebate	19,000	-	(19,000)	25,000	6,000	31.6%
Revenues	\$ 315,558	\$ 307,195	\$ (8,363)	\$ 332,920	\$ 17,362	5.5%

Figures may not add due to rounding

THE ALDRSHOT VILLAGE BUSINESS IMPROVEMENT AREA 2026 LEVY AND TAX RATE CALCULATIONS		2026 BUDGET
EXPENDITURES		
Administration/Office	\$	182,023
Marketing	\$	82,864
Beautification and Business Development	\$	50,033
Audit, Legal & Professional Fees	\$	12,000
Tax Write-offs/ Charity Rebate	\$	6,000
TOTAL EXPENDITURES	\$	332,920
REVENUES:		
Sponsorship/Market Revenue/Grants	\$	(12,500)
Other - HST Rebate	\$	(25,000)
TOTAL REVENUES	\$	(37,500)
BIA MEMBERSHIP LEVY	\$	295,420
APPLICABLE ASSESSMENT		
Commercial	\$	163,921,555
- excess land	\$	525,100
- vacant land	\$	9,945,400
Shopping Centre	\$	22,484,100
Industrial	\$	105,500
2026 TAX RATES		
Commercial		0.00149938
- excess land		0.00149938
- vacant land		0.00149938
Shopping Centre		0.00149938
Industrial		0.00215225
Note: Tax rates subject to change as a result of tax policy decisions by the Region of Halton		
2025 Tax Rate		0.00148809
Percentage Increase/ (Decrease)		0.76%
2025 Levy per \$100,000 CVA	\$	148.81
2026 Levy per \$100,000 CVA	\$	149.94

SUBJECT: Burlington Economic Development & Tourism – Destination Stewardship Plan

TO: Committee of the Whole

FROM: Transformation Office
N/A

Report Number: TRN-02-26

Wards Affected: ALL

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation:

Receive for information transformation office report TRN-02-26 regarding Burlington Economic Development & Tourism – Destination Stewardship Plan.

Executive Summary:

- As part of the merger of Tourism Burlington and the Burlington Economic Development Corporation into a single entity, Burlington Economic Development & Tourism (BEDT). The BEDT Board identified the need to create a Destination Stewardship Plan (DSP), a long-term strategic roadmap that guides sustainable tourism development, ensuring that visitor experiences, community well-being, economic growth, and environmental protection are balanced.
- The DSP integrates tourism with broader community and economic goals with the intent of guiding tourism development in the longer term
- The DSP developed by BEDT has been endorsed and approved by the BEDT Board and expands beyond the role BEDT play, considering the entire tourism and destination marketing ecosystem,
- Receipt of the DSP will permit City staff to consider the goals and objectives identified within, determine how this plan aligns with the City's Broad 25-year Community Strategy and Culture Planning and determine where recommendations to Council may be appropriate in the future.

Background:

The merger of BED (BED) and Tourism Burlington was approved by City of Burlington Council in March 2024 and finalized January 1, 2025. Through the creation of the new merged organization, Burlington Economic Development & Tourism (BEDT), the Board of Directors identified the need to create a tourism and destination marketing strategy which

considered the broader economic goals identified by BEDT. The creation of a Destination Stewardship Plan was identified by the BEDT staff and endorsed by the BEDT Board in 2024. City of Burlington Council received further information on the BEDT merger, including the planned development of a Destination Stewardship Plan via the January 31, 2025, Council Information Package ([CAO-02-25](#)).

The Destination Stewardship Plan (DSP) received from BEDT has been approved by the BEDT Board of Directors and is publicly available via the BEDT website. The DSP was developed through engagement efforts and considers broader municipal and economic objectives, considering the existing ecosystem as well as potential changes, investments, and enhancements to the ecosystem in support of achieving the broader objectives.

The DSP is designed to identify opportunities with flexibility in mind, allowing BEDT, the City of Burlington and other partners to adapt to technological advancements, changing visitor preferences and environmental factors.

Alignment with the City's Community Strategic Plan

In 2015, the City created its first 25-year strategic plan, Vision 2040. This strategy document created an aspirational roadmap for the community at large considering a collective impact approach to community development. The planned evaluation and update of this strategy is every 10 years. 2025 was year the City began reviewing its progress against Vision 2040 while proceeding with a strategy update.

In 2025, the City of Burlington began its evaluation of Vision 2040 and to update its community level strategic plan through the creation of Horizon 2050. At the same time the City was engaged in the development of its new Culture Plan. It is anticipated that Horizon 2050 and the City's new Culture Plan will both be presented to Council for approval and endorsement in early 2026.

In reviewing the research and public engagement undertaken while developing each plan, there is consistency across the demographic analysis, anticipated resident, and business growth projections, and community feedback received via public engagement. Strategy alignment is an important consideration to ensure planned actions and investments are aligned.

Where synergies exist across strategy documents and the corresponding activities, these activities can have the highest impact across a range of desired outcomes. As such, City staff responsible for the development of Horizon 2050 and the City's Culture Plan engaged with BEDT staff to consider how each plan aligns with the other, and City staff were also engaged during the development of the DSP

Implications

The BEDT Board of Directors have approved BEDT activities linked to the delivery of the DSP through their annual business and budget planning.

Through receipt of this report, City staff will consider how City led programming can support the achievement of activities identified within the DSP within existing resource allocations. Should any potential investment needs or program adjusted be identified, they may be explored further through future operational and capital budget processes.

As the funder of various organizations governed through municipal bylaw (boards and committees), the City will also play a critical role in advocating for the support of these organizations

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:

Andrew Scott
Chief Transformation Officer
andrew.scott@burlington.ca

Appendices:

A. Destination Stewardship Plan - FINAL

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.

January 2025

Burlington Destination Stewardship Plan



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 would like to acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

Project Acknowledgement

Key Stakeholders

Board of Directors, Burlington Economic Development
Board of Directors, Tourism Burlington
Burlington Economic Development Staff
City of Burlington Mayor and Council Members
City of Burlington Staff
Local Members of the Canadian Parliament
Local Members of the Provincial Parliament
Tourism Burlington Staff

Industry Stakeholders

A Different Drummer Books
Activate
Admiral Inn
African Lion Safari
Aldershot Village BIA
Art Gallery of Burlington
Arts & Culture Council of Burlington
Backed by Bees
Benchmark Fitness
Best Western Plus Burlington Inn & Suites
BLing Events International Entertainment
Bocana Boutique
Brock University
Brock University, Professional & Continuing Studies
Bronte Creek Provincial Park
Burlington Beer Festival
Burlington Brewery
Burlington Car Show
Burlington Centre
Burlington Centre Lions Farmer's Market
Burlington Chamber of Commerce

Burlington Convention Centre
Burlington Curling Club
Burlington Downtown Business Association
Burlington Festival of Lights
Burlington Food Truck Festival
Burlington Golf & Country Club
Burlington Lawn Bowling Club
Burlington Performing Arts Centre
Burlington Public Library
Burlington Sailing Club/La Salle Park Marina Association
Burlington Soccer Club
Burlington Springs Golf & Country Club
Burlington Student Theatre
Burlington Symphony Orchestra
Burlington Teen Tour Band
Burlington Transit
Camisle Golf
Canada's Largest Ribfest
Canadian Black Chamber of Commerce
Canadian Caribbean Association of Halton
Candlewood Suites Burlington
Centro Garden
Cherry House Restaurant
City of Burlington
City View Inn
Comfort Inn
Conservation Halton
Courtyard by Marriott
Crestwood Motel
Crosswinds Golf & Country Club
Dairy Queen
Drury Lane Theatrical Productions

El Inka
Esquire Motel
Foli
Gametime Social
Gem Limousine Service
Hamilton Halton Brant Regional Tourism Association
Hampton Inn & Suites by Hilton Burlington Toronto
Hidden Lake Golf Club
Hilton Garden Inn
Holiday Inn Burlington Hotel and Conference Centre
Homewood Suites by Hilton
IKEA
Joelle's
John C. Munro Hamilton International Airport
Just Tennis
Knights Inn Burlington
Lakeside a la Carte
Loondocks Restaurant
Lowville Golf Club
Mapleview Shopping Centre
Marquis Lakeside Inn
Martini House
McMaster University
McMaster University – DeGroot School of Business
Metrolinx
Millcroft Golf Club
Mississaugas of the Credit First Nations
Mohawk College
Motel 6 Burlington
Mount Nemo Golf Club
Museums of Burlington
Mythos Greek Cuisine

Nickel Brook Brewing Co.
Ontario Staycation Adventures (Burlington Beach Rentals)
Paradiso Burlington
Pepperwood Bistro
Prime Steak + Raw Bar
QB Sports Bar Grill Games
Quality Inn Hotel
radius® on Brant
Rayhoon Persian Eatery
Royal Botanical Gardens
Royal Inn
Ruston RV
Scrivener's Men's Apparel
Sheridan College
Skycraft Hobbies
Sound of Music Festival
Spencer's at the Waterfront
Splitsville Burlington
Sukura Festival/Cherry Blossoms
Sunset Bistro on the Waterfront
The Olive Oil Dispensary
The Pearle Hotel & Spa
The Platter Company Gourmet Market
Turtledoves Bakery
Tyandaga Golf Course
Uptown Social House
VR Pro
Waterfront Hotel Downtown Burlington
Wave Hockey
West Plains Bistro
Zero Latency Burlington

Foreword

Great cities where people want to live and work don't happen by accident. They are planned in collaboration with our local partners. That's exactly what is happening with Burlington's Destination Stewardship Plan, a vital initiative that will ensure Burlington remains a premier destination and economic hub in Ontario.

I'm proud to add my support to this plan, which will provide a robust framework to guide Burlington as we work to ensure our city remains a desirable and welcoming place to visit, live, and work.

Burlington's vibrant mix of urban and natural offerings makes it a leading destination in Southern Ontario. Our bustling downtown area, beautiful waterfront, and scenic rural landscapes offer both residents and visitors a remarkable experience, highlighting Burlington's unique character and appeal.

A collaborative approach is central to this plan's success. Our city's strategic location between Toronto and Niagara Falls, combined with the expanded partnerships from the merger of Tourism Burlington and Burlington Economic Development, makes it clear that our city can work alongside regional and national partners—including Metrolinx, Tourism Hamilton, Destination Toronto, TIAO, and Destination Canada—to create exceptional opportunities for our community.

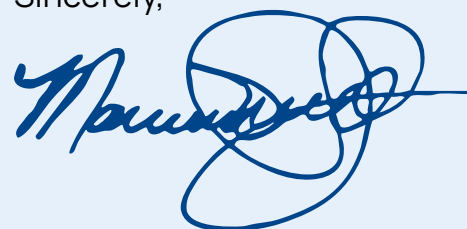
The economic and quality-of-life benefits of tourism cannot be overstated. Tourism not only creates jobs and drives cultural engagement, but also strengthens our economic prosperity and high standard of living. These factors are part of what makes Burlington Ontario's Most Livable City, and we are committed to continuing this legacy.

Our Destination Stewardship Plan also reflects our vision for a future-ready Burlington. We are focused on adaptability, sustainable growth, and stewardship in our tourism planning, keeping our city competitive and resilient for the years ahead.

As we move forward on this exciting path, I invite continued support from the entire community—local businesses, partners, and residents alike. Together, we can ensure Burlington remains a destination of choice.

Thank you for your shared commitment to our city's future.

Sincerely,



Mayor Marianne Meed Ward
City of Burlington



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01 Introduction

Burlington offers a blend of urban sophistication and natural beauty.

Its prime location between Toronto and Niagara Falls makes it a nexus within southern Ontario, attracting a diverse range of visitors.

Burlington is known for its prime waterfront spaces, a dynamic downtown, award-winning festivals and events, and a host of natural and rural destinations and activities along its northern edge.

The development of a 5- to 10-year Destination Stewardship Plan will provide a roadmap for future development, marketing, and the overall management of tourism. But unlike stewardship plans with a singular tourism focus, the Burlington plan recognizes, and actively seeks to capitalize on the similarities between attractive places to visit and attractive places to live and work. Such a plan will not only attract same-day and overnight visitors but also showcase the appeal of Burlington as an attractive destination for residents and businesses now and into the future.

The path has been laid with the merger of Tourism Burlington and Burlington Economic Development (Burlington Economic Development and Tourism) under a single board of directors. This decision speaks to the strong commitment

on both sides to ensure Burlington is positioned for sustainable economic growth and promoting tourism in our city. By integrating economic development and tourism initiatives, Burlington will be able to offer a more compelling experience for visitors and build on the customer experience by driving repeat visits, enhancing our image through referrals and word-of-mouth, and potentially generating new investment leads.

Recognizing the need for clarity in the mind of the consumer, Burlington Economic Development and Tourism (the newly merged tourism and economic development entity) will lead a Destination Brand engagement and strategy development initiative to create and coordinate a shared value proposition, consistent brand & customer experiences, and visual identity for visitors as well as residents and businesses.

As the greater Toronto area, and municipalities across southern Ontario continue to grow, adding more diverse

populations, more demand will be created for tourism products and experiences while, at the same time, balancing the challenges of increased demand and environmental sustainability.

The stewardship plan will build on past successes and a solid reputation. Burlington was named as the Most Liveable City in Ontario (and 5th in Canada) by the Globe and Mail in 2023. Burlington is well regarded as a short-break destination and increasingly for hosting events, for both leisure- and business-oriented visitors.

Tourism is a dynamic industry that evolves constantly. Trends shift due to various factors like technological advancements, changing consumer preferences, global events, and environmental concerns. Burlington's destination stewardship plan sets a course by identifying key actions and maintaining a degree of flexibility in order to effectively position Burlington's tourism industry for the next decade.

Context

A vibrant tourism industry cannot be created or nurtured in a vacuum. In the case of a rapidly expanding city like Burlington, tourism must be considered alongside economic development, recreation, arts and culture, quality of life, and related infrastructure requirements. At the regional level, consideration of transportation, environmental, and workforce policies, at a minimum, is required.





Context

Future Growth

Burlington is a rapidly growing city. The 2022-2026 From Vision to Focus plan suggests population growth of 85,000 in just over 25 years, increasing from about 180,000 to 265,000. Some estimates see the population count exceeding 300,000 in that time period.

As part of the Cutting Red Tape to Build More Homes Act, Burlington has made commitments to enable 29,000 new homes over the next decade. A minimum of 50% of these new homes will be in the form of townhouses or multi-story dwellings, a significant departure from current housing stock. Some 30% of new homes are to be classified as affordable or assisted.

The expanded population, and the associated development constraints and choices, have focused attention on higher density, “complete communities” combining residential, commercial, and recreational spaces, built around, or adjacent to, transit nodes. Current proposals contemplate the inclusion of sports, entertainment, and related leisure components that will have appeal on a regional basis. The inclusion of transit, enabling access/egress from a much wider geographic area, will enable increased visitor demand.

Context

Local & Regional Alignment

Burlington is located within the greater Toronto/Hamilton area, a short distance from one of the most visited Canadian destinations (Niagara Falls), sharing transportation networks, and drawing on visitor infrastructure in adjacent communities (airports, arenas, convention venues, lodging) so the market definition is much wider.

Burlington is one of ten cities within the Hamilton Halton Brant Regional Tourism Association's catchment area, the regional tourism organization (RTO 3). RTOs support local destination management organizations, like Burlington Economic Development and Tourism, by providing

marketing, product development, investment attraction, and workforce assistance. RTO 2 (Niagara) and RTO 4 (Toronto) complement the actions of RTO 3.

Metrolinx is the provincial entity responsible for GO Train connectivity between Toronto and Niagara, points in between, and further afield. With three GO Train stations in Burlington, Metrolinx is a key partner in bringing visitors to Burlington.

Regional attractions and supporting organizations contribute significantly to Burlington's market offering. Major attractions such as the Royal Botanical Gardens (spanning the Burlington-

Hamilton border), along with key infrastructure for leisure and business activities like FirstOntario Centre and John C. Munro Hamilton International Airport, enhance the city's appeal. Additional assets, including lodging providers, local recreation facilities, and transit authorities, add depth to Burlington's tourism landscape. Destination marketing and management organizations, such as Tourism Hamilton, present valuable partnership opportunities, especially for attracting large conventions and sports events that exceed the capacity of a single city's infrastructure.

Ongoing alignment of regional goals will

remain a strategic focus for Burlington Economic Development and Tourism, strengthening cooperative efforts across the region.

Project Approach

In 2024, Burlington Economic Development and Tourism engaged Resonance Consultancy to lead the development of a destination stewardship plan. The project was undertaken in parallel with the merger of Tourism Burlington and Burlington Economic Development and alongside the Destination Brand comprehensive city-wide branding project. A variety of research and stakeholder engagement activities were conducted by Resonance to inform the vision and shape the recommendations within this Destination Stewardship Plan.

As a starting point, one-on-one interviews and focus groups were held with participants across Burlington and from surrounding, but connected, communities such as Hamilton. Stakeholders were selected to provide a range of insights from tourism businesses and agencies (including those with a primary and secondary tourism focus), supporting

infrastructure (e.g., transportation services), academia, and the City of Burlington. These sessions identified opinions, aspirations and ideas for the future of Burlington as a visitor destination. Discussions also focused on those trends having an impact on Burlington's tourism industry, the threats and opportunities these trends represent,



destination and tourism industry actions and activities, as well as issues and opportunities needed to inform and direct governance, management, funding, planning and development of infrastructure and events in a manner that supports sustainable destination development and community goals and objectives.

A survey conducted among residents of southern Ontario, including those from Burlington, offered valuable insights into perceptions of Burlington as a short-break travel destination. Past visitors were asked about their reasons for visiting, impressions of the city, and interest in returning. Potential visitors provided feedback on their perceptions of Burlington as a leisure destination, as well as their expectations for activities, services, and amenities for a short-break vacation. Local residents shared their views on Burlington as a visitor destination, along with their perspectives on the tourism industry's impact on the city's quality of life and economic prosperity. Overall, the survey results were positive, highlighting favorable perceptions of Burlington's tourism potential among past and prospective visitors and strong support for the tourism industry among residents.

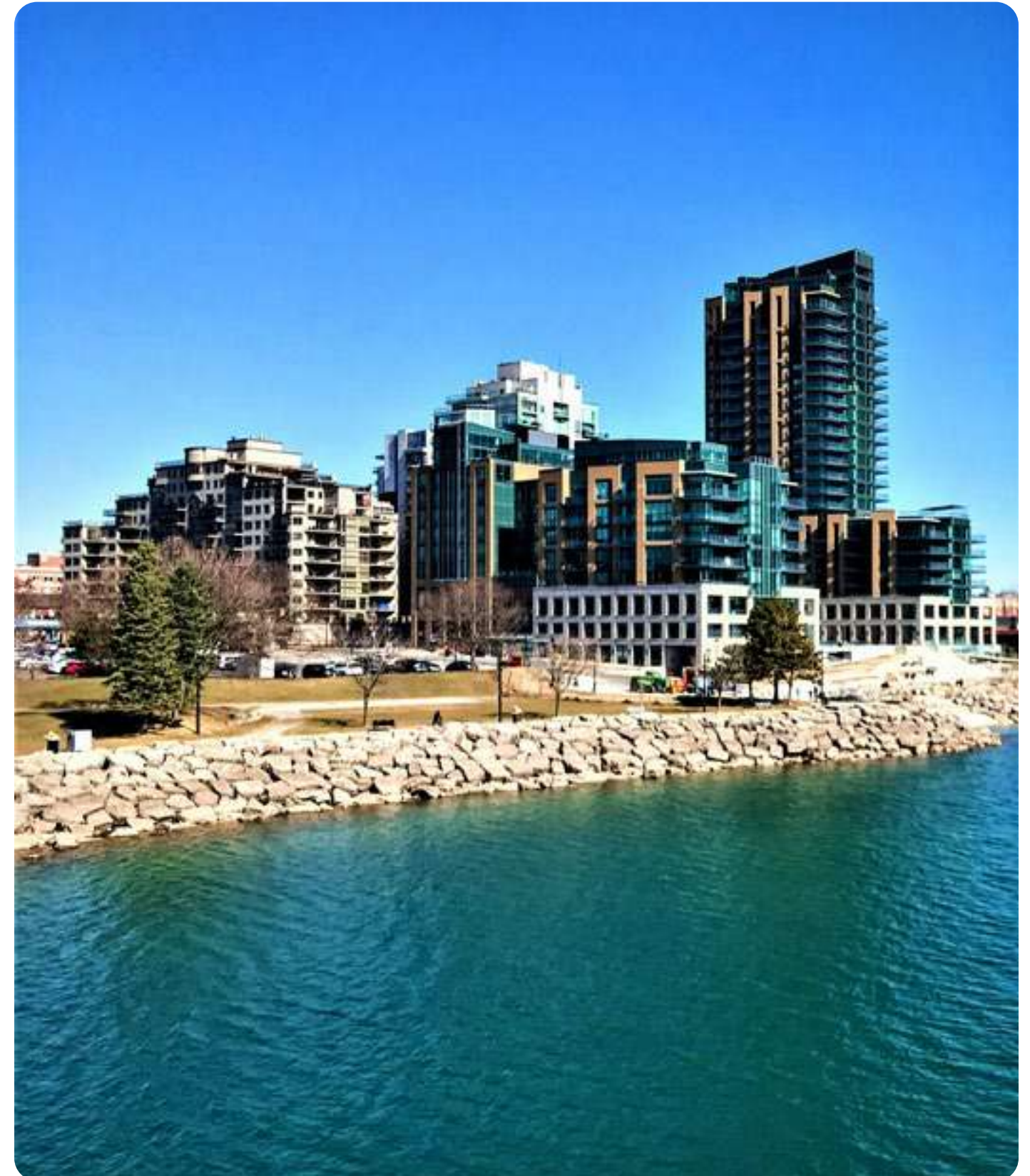
A supply-side assessment considered both the quantity and quality of lodging, infrastructure, events, and experiences

offered in Burlington versus competing cities in southern Ontario. This enabled a clearer understanding of how well Burlington currently competes and the degree to which Burlington is positioned to respond to current and potential future market trends.

In order to understand the demographic and personal attributes of past visitors to Burlington, Environics Research was engaged to hone in on those markets showing the greatest potential, after taking account of the product offerings available in Burlington. The target audiences identified reflect the greatest potential for future visitation.

The findings from these research activities informed two stakeholder workshops where participants engaged in detailed discussions about Burlington's tourism potential. These sessions identified actionable opportunities in destination branding and marketing, product and programming and development, as well as an understanding of the built environment and the enabling conditions necessary to succeed in growing tourism.

From this work, a vision for Burlington's tourism industry was developed together with a series of recommendations, as summarized in this destination stewardship plan.



02 State of Tourism

A snapshot of Burlington's current tourism landscape, highlighting current performance, visitor, resident, and stakeholder perspectives. Understanding these elements offers context for identifying opportunities and addressing challenges to strengthen the destination.



Economic Impact of Tourism in Burlington

Tourism is a critical driver of Burlington's economy, contributing over \$403 million in total visitor spending in 2023 according to Destination Canada. Of this, \$90 million came from international visitors and \$314 million from domestic travelers. Spending categories highlight the importance of tourism to various sectors, with food and beverage at 40% of expenditures, transportation at 17%, retail at 15%, and recreation and entertainment at 15%, and accommodation accounting for 13%.

Tourism's influence extends beyond direct spending, supporting local businesses, generating tax revenues, and creating jobs across hospitality, transportation, retail, and cultural sectors. The composition of visitors also underscores Burlington's appeal across markets. U.S. visitors contributed 11% of international spending, while overseas travelers accounted for 11%. Meanwhile, domestic tourism dominated, with intra-provincial visitors making up 67% and inter-provincial travelers representing 11%.

\$403 million
IN TOTAL VISITOR SPENDING IN 2023



Destination Assessment

Both the quantity of travel and tourism infrastructure and quality of experiences offered by Burlington was benchmarked against competing regional and national destinations with a similar product offering.

This approach examines the quality of destinations from the visitors' point of view to measure supply-side performance from one destination to the next, and is a valuable tool to better understand the competitive advantages—and weaknesses—of the destination.

Burlington was benchmarked against 14 other destinations (Barrie, Brantford, Guelph, Hamilton, Kingston, Kitchener, London, Niagara-on-the-lake, Oakville, Oshawa, Peterborough, Pickering, St. Catherines, Stratford) in 10 categories (Arts, Cultural, Festival & Events, Visitor Attractions, Sightseeing, Nightlife, Shopping, Culinary, Nature & Outdoors, Lodging, Connectivity, Safety).

Burlington ranks in the top 5 for visitor attractions, safety, connectivity, culinary, nightlife, and accommodation relative to the competitive set.

CATEGORY	RANKING
Visitor Attractions	2nd
Safety	2nd
Connectivity	2nd
Culinary	4th
Nightlife	4th
Lodgings	5th
Nature & Outdoors	7th
Shopping	9th
Sightseeing	11th
Arts & Culture	13th



Destination Perspectives

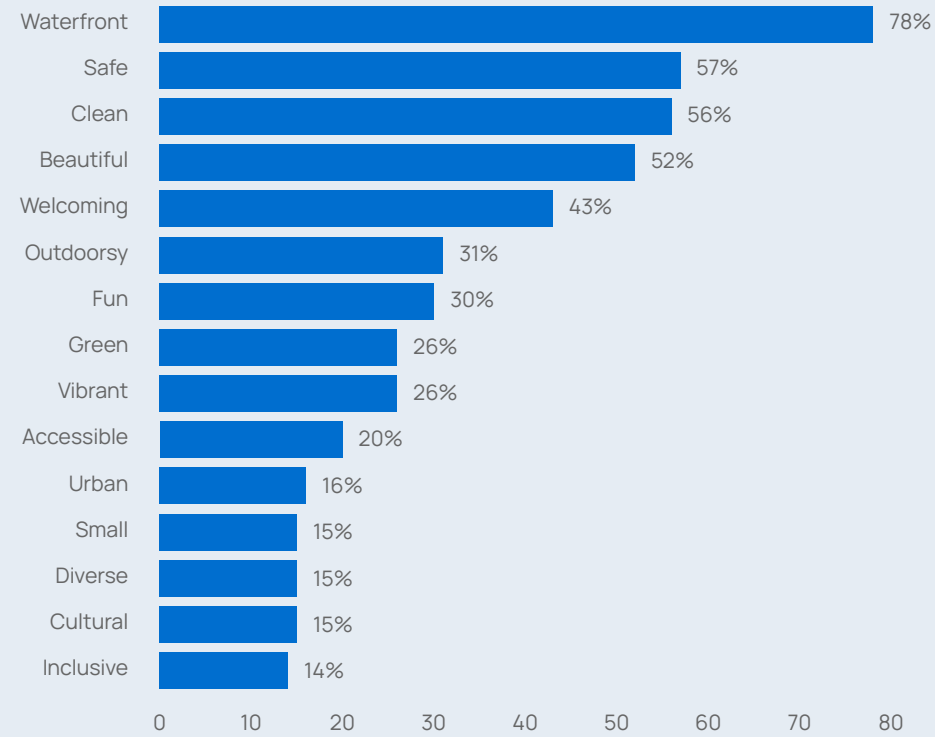
Visitor Perspectives

KEY DRIVERS

Burlington is recognized for its waterfront, and for being safe, clean, beautiful, and welcoming.

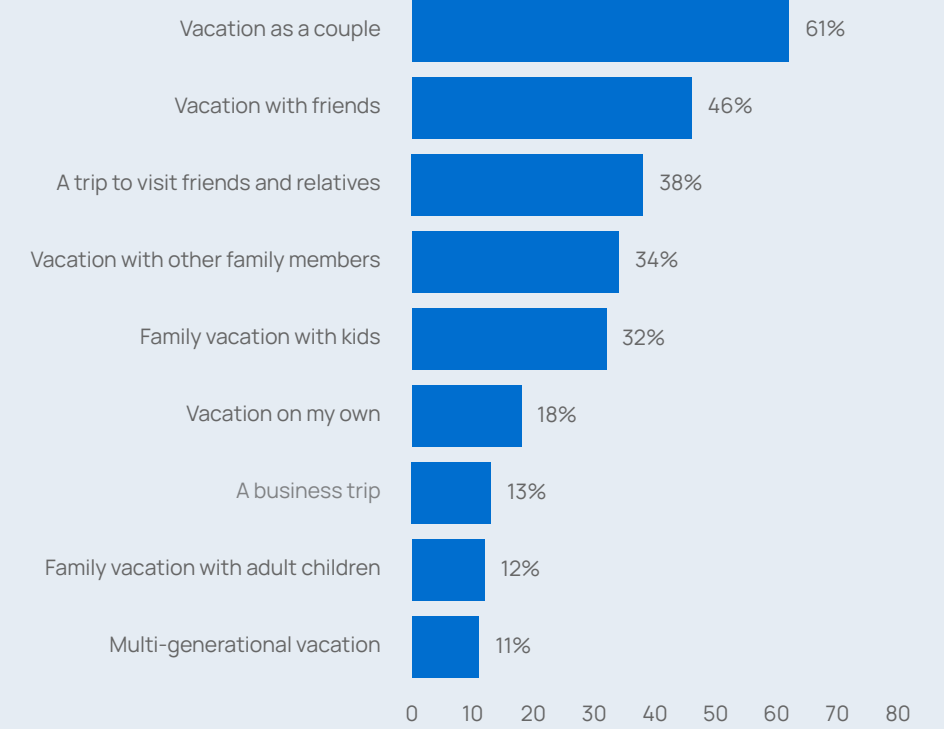
People visit Burlington mainly to enjoy the waterfront, outdoor activities, and culinary experiences.

Burlington Top Attributes



Source: Burlington Visitor Survey, 2024; Resonance; Q. Which of the following words, if any, would you use to describe Burlington? Select all that apply.

Reason for Travel



Source: Burlington Visitor Survey, 2024; Resonance; Q. What were the main reasons for your last visit to Burlington? Choose all that apply.

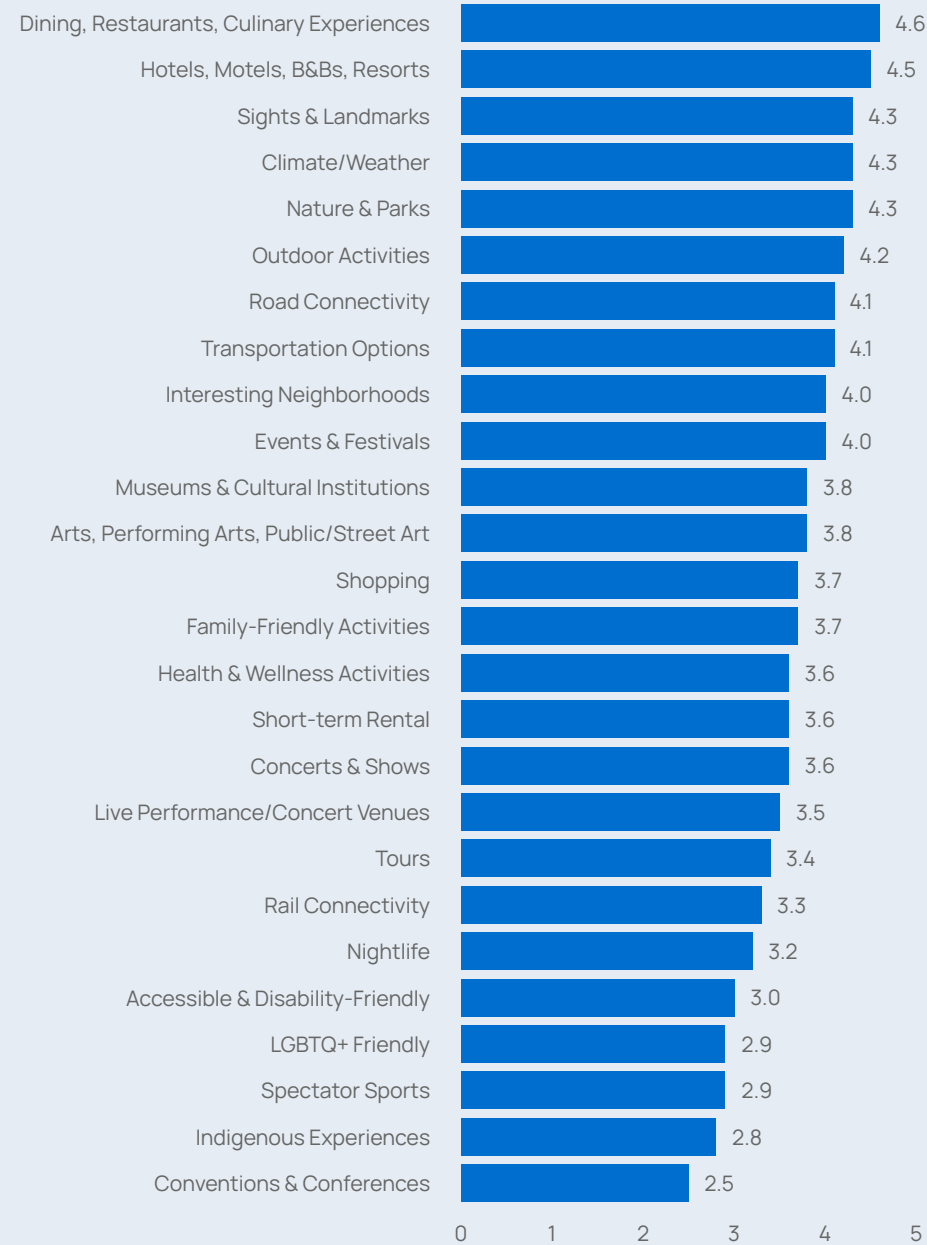
DESTINATION PERSPECTIVES

EXPERIENCE

Dining, hotels, sights and landmarks, climate, nature and outdoor activities are the most important factors when choosing a destination for a short getaway.

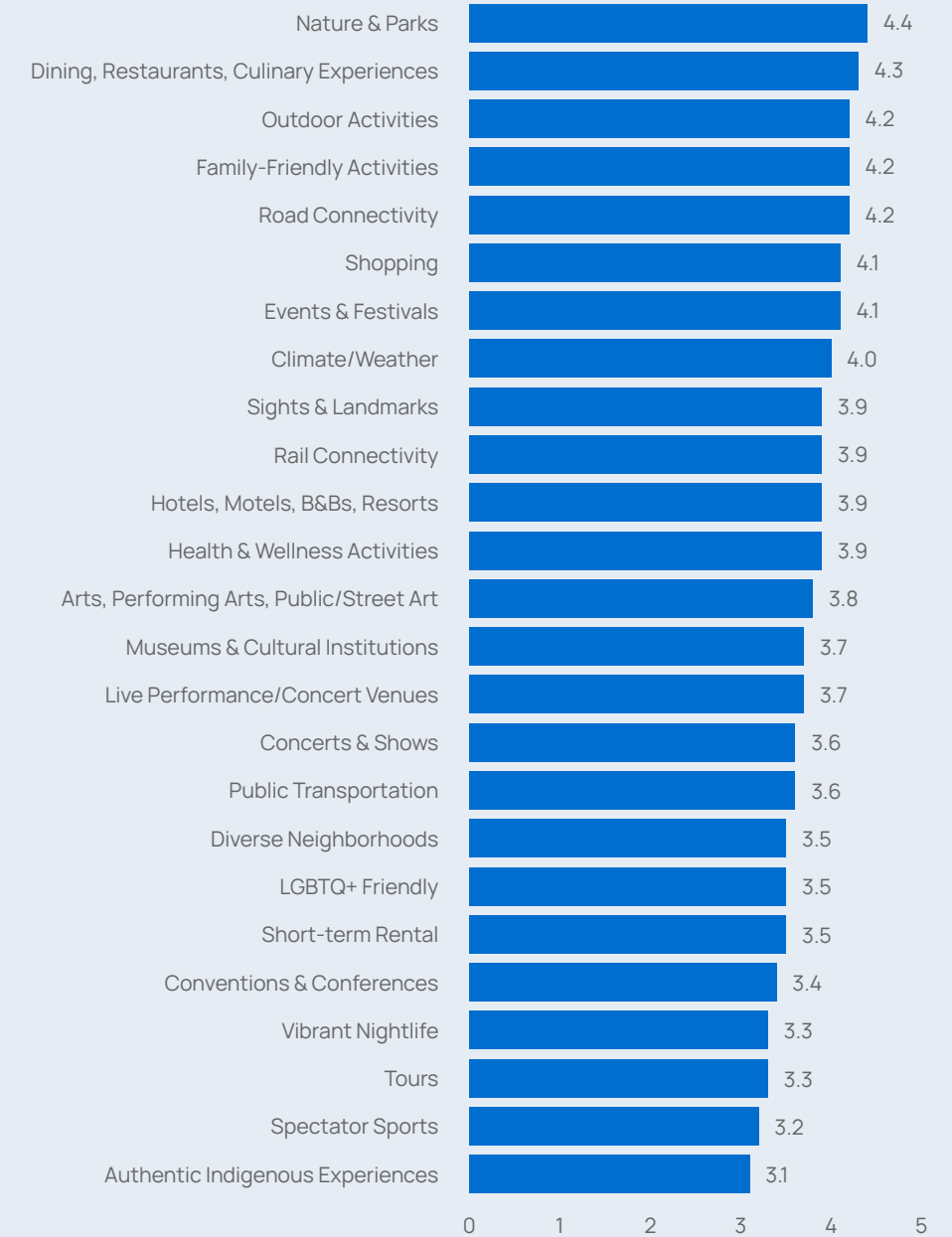
Visitors are most satisfied with nature and outdoor activities, dining, and family friendly activities in Burlington.

Destination Preferences



Source: Burlington Visitor Survey, 2024; Resonance; Q. How important are each of the following factors to you when choosing a destination to visit on a short getaway? Choose one for each row.

Burlington Experience Rating



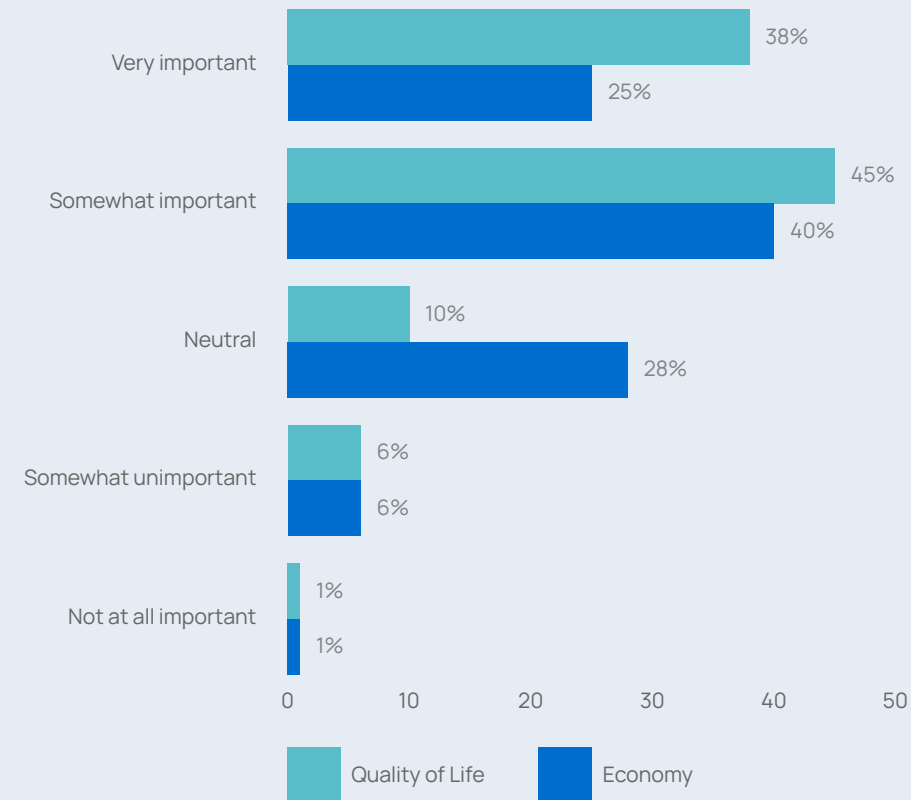
Source: Burlington Visitor Survey, 2024; Resonance; Q. How would you rate the overall quality of the following aspects of the Burlington "experience"? Choose one for each row.

DESTINATION PERSPECTIVES

Resident Perspectives

Overall, residents support the tourism sector and acknowledge its contribution to the economy and quality of life (65% compared to 59% across Canada).

Importance of Tourism



Source: Burlington Visitor Survey, 2024; Resonance; Q. In your view, how important is tourism to the Burlington economy/quality of life?



Stakeholder Perspectives

Stakeholders were interviewed in one-on-one or focus group sessions to gather their perspectives on Burlington's strengths, challenges, and opportunities.



STRENGTHS

Stakeholders were uniformly positive about Burlington, identifying a number of strengths.

Waterfront	Burlington's "front door," offering a postcard-perfect view and representing the city's dynamic spirit.
Urban/Rural Combination	Downtown's waterfront blends with northern natural/rural areas, balancing small-town charm with urban amenities.
Location and Access	Centrally located between Toronto and Niagara, connected by major highways and GO Train, enhancing accessibility.
Family-Friendly	Variety of indoor and outdoor activities, supported by programming at key attractions such as the art gallery and RBG.
Established Events	Strong history of well-attended, well-executed events that attract regional audiences.
Safe and Clean	Known for its safe, clean environment, embodying qualities of a traditional, small-town experience.
Established Culinary Scene	Burlington has a robust and diverse restaurant and beverage offering, contributing to a vibrant culinary scene.
Future Growth	Population growth and development are expected to positively impact tourism and the local economy in the long term.



Burlington – Destination Stewardship Plan

STAKEHOLDER PERSPECTIVES

CHALLENGES

Burlington is not without challenges. Stakeholders identified several areas presenting issues to further develop tourism.

Congestion, Traffic & Parking	High demand in the waterfront and downtown areas strains infrastructure, especially during major events.
Last-Mile Transportation	Accessibility challenges from GO Train stations to key attractions, such as the waterfront, hinder visitor flow.
Labour Challenges	Limited local workforce to support the visitor economy, with transportation issues compounding staffing availability.
Infrastructure Constraints	Limited capacity at sports venues and lack of a central convention space restrict the city's ability to host large-scale events.
Development Constraints	Limited land for horizontal expansion pushes residential and commercial development upwards, with some community resistance.
Lack of Strong Identity	Burlington lacks a compelling brand narrative or unique identity, affecting awareness and differentiation from other destinations.



Burlington – Destination Stewardship Plan

STAKEHOLDER PERSPECTIVES

OPPORTUNITIES

Stakeholders also identified a number of opportunities where tourism activity could be enhanced and further developed.

Better Use and Positioning of Events	Waterfront nearing capacity opens up opportunities to leverage and diversify events in other parts of the city.
Product Enhancement	Potential for new attractions, expansions, or repurposing existing assets to enhance the visitor experience.
Regional Integration	Collaboration opportunities with regional marketing (RTOs, nearby DMOs) and infrastructure providers (e.g., Hamilton airport, GO transit).
Enhanced Arts and Culture Offerings	Possibility to cluster arts and culture assets, add public art installations, and curate a cultural experience across the city.
Population Growth	Demographic diversity offers potential for Visit Friends and Relatives (VFR) tourism and expanded cultural, culinary, and entertainment experiences.
Recognition of Tourism's Economic Value	Encouraging Council and local government to consider tourism's economic impact in their decision-making.
Seasonal Demand Smoothing	Supporting off-season events and programming can reduce seasonality, balancing visitor flow year-round.
Niche Products and Markets	Niche products, such as cycling and outdoor recreation, could be leveraged to attract specific visitor segments.
Modernized Marketing	Emphasis on digital marketing, social media, and influencer engagement over traditional marketing methods to reach wider audiences.

03 Vision

Burlington, where Ontario's natural beauty and urban energy meet, is a place that brings people together, inviting us to experience a vibrant blend of city and nature.

Nestled along Lake Ontario, with sweeping waterfront views and an escarpment of green spaces and rural landscapes, Burlington is Ontario's gathering place—a welcoming embrace for all who call it home or come to explore.

This is a city of connection and diversity, where cultures converge and new stories unfold. Burlington's neighbourhoods pulse with character, from the lively downtown to its serene countryside, and each corner of the city offers a piece of its rich heritage. It's a city that celebrates its local culture, arts, and flavours, creating an experience that is uniquely Burlington yet welcoming to all.

Here, everyone finds a place to unwind, connect, and thrive. Burlington is alive with activity, each season bringing its own charm—from vibrant events and scenic trails to authentic culinary experiences.

The city is thoughtfully designed to foster meaningful connections, from bustling waterfront promenades to family-friendly parks, creating spaces where generations come together to celebrate and enjoy Burlington's unique charm.

In Burlington, thoughtful growth and sustainability go hand in hand, creating a city for the future where community wellbeing comes first. As a model of inclusivity and resilience, Burlington is committed to leaving a legacy of meaningful, accessible, and green spaces for all. It's a place that inspires us to connect, discover, and return—again and again.



04 Target Audiences

Burlington serves a diverse range of visitors, from leisure travellers drawn to the natural beauty and unique experiences of the city to business travellers attending events, conferences, and meetings.



Leisure

Leisure travellers are captivated by Burlington's vibrant waterfront, scenic parks, and recreational amenities, as well as its dynamic arts, culinary, and retail scenes.

From families seeking memorable outdoor activities and seasonal festivals to solo travelers and couples exploring the city's cultural and rural experiences, Burlington offers a welcoming and enriching environment for all. Key segments include Diverse Families, Suburban Families, Diverse Urban Starters, and Affluent Mature Families.



LEISURE

Diverse Families

Diverse Families represent households that are located primarily in Peel, York, and Toronto. Households in this group likely are comprised of 3 or more people, with children living at home, and have an above-average presence of people identifying as part of visible minority groups and as immigrants to Canada.

They care about how they are perceived in their community and strive to show off their status through their home and the items that they own. They are

also interested in seeking out novel experiences. These visitors tend to participate in indoor activities such as playing video games, working out at home, bowling, or billiards.

In terms of their media consumption, they typically listen to the radio and watch TV at average rates but read newspapers and magazines less frequently than other households in the market. They use social media at above-average rates, particularly WhatsApp, WeChat, TikTok, and Snapchat.

Average Household Income: \$145,601

Median Household Age: 54 years old

Business Trips: 6.8 average number of business trips by mode of transportation in the past year (2.6 by air, 4.2 by car)

Leisure Trips: 2.9 average out-of-town vacations taken in the past 3 years



LEISURE

Suburban Families

Suburban Families live in suburban neighbourhoods within the GTHA, especially in Durham, Hamilton, York, and Halton. They are typically middle-aged maintainers with above-average earnings. These households often consist of married couples with children and are less likely to be immigrants or identify as part of a visible minority group.

Despite being less diverse, these families appreciate cultural diversity in their community and enjoy learning from

different backgrounds. They value hard work but may feel stressed by work or other daily activities, particularly finances. As such, they actively seek ways to unwind, like spending time outdoors, and frequenting local bars, restaurants, and parks.

They use traditional media at average rates but are less active on social media compared to other target audiences. Traditional media remains an effective communication channel for them.

Average Household Income: \$161,605

Median Household Age: 54 years old

Business Trips: 6.6 average number of business trips by mode of transportation in the past year (2.8 by air, 3.8 by car)

Leisure Trips: 3.2 average out-of-town vacations taken in the past 3 years



LEISURE

Diverse Urban Starters

Diverse Urban Starters are comprised of young singles and couples living in Toronto. These individuals have university degrees and earn slightly below-average incomes. While they have a below-average visible minority presence compared to the market, 45% of the group identifies as part of the visible minority community.

These young visitors appreciate diverse cultures and experiences and seek recognition from their peers by displaying trendy, novel, and expensive items. They also enjoy attending events that host

large crowds. This group can be found participating in various activities, such as sports and physical activities, and attending attractions such as restaurants, parks, art galleries, and music venues.

Members of this group are heavy traditional media consumers, consuming radio, TV, newspapers, and magazines at above-average rates compared to the market. They also are likely to use the internet at above-average rates, opting for social media sites such as LinkedIn, Instagram, Twitter, Podcasts, and Reddit.

Average Household Income: \$128,026

Median Household Age: 44 years old

Business Trips: 6.0 average number of business trips by mode of transportation in the past year (2.3 by air, 3.7 by car)

Leisure Trips: 3.2 average out-of-town vacations taken in the past 3 years



LEISURE

Affluent Mature Families

Affluent Mature Families represent family households in urban areas throughout the GTHA, with above-average representation in York, Halton, Hamilton, and Durham. These households tend to have older maintainers who have university degrees and earn above-average household incomes. This group is likely composed of married couples with kids at home and are unlikely to identify as part of a visible minority group.

They would like to leave a legacy for their loved ones, value being involved in their community, and actively work to improve

their health. This group spends their time gardening, going for walks, and doing other physical activities. They frequent restaurants/bars and parks in their area.

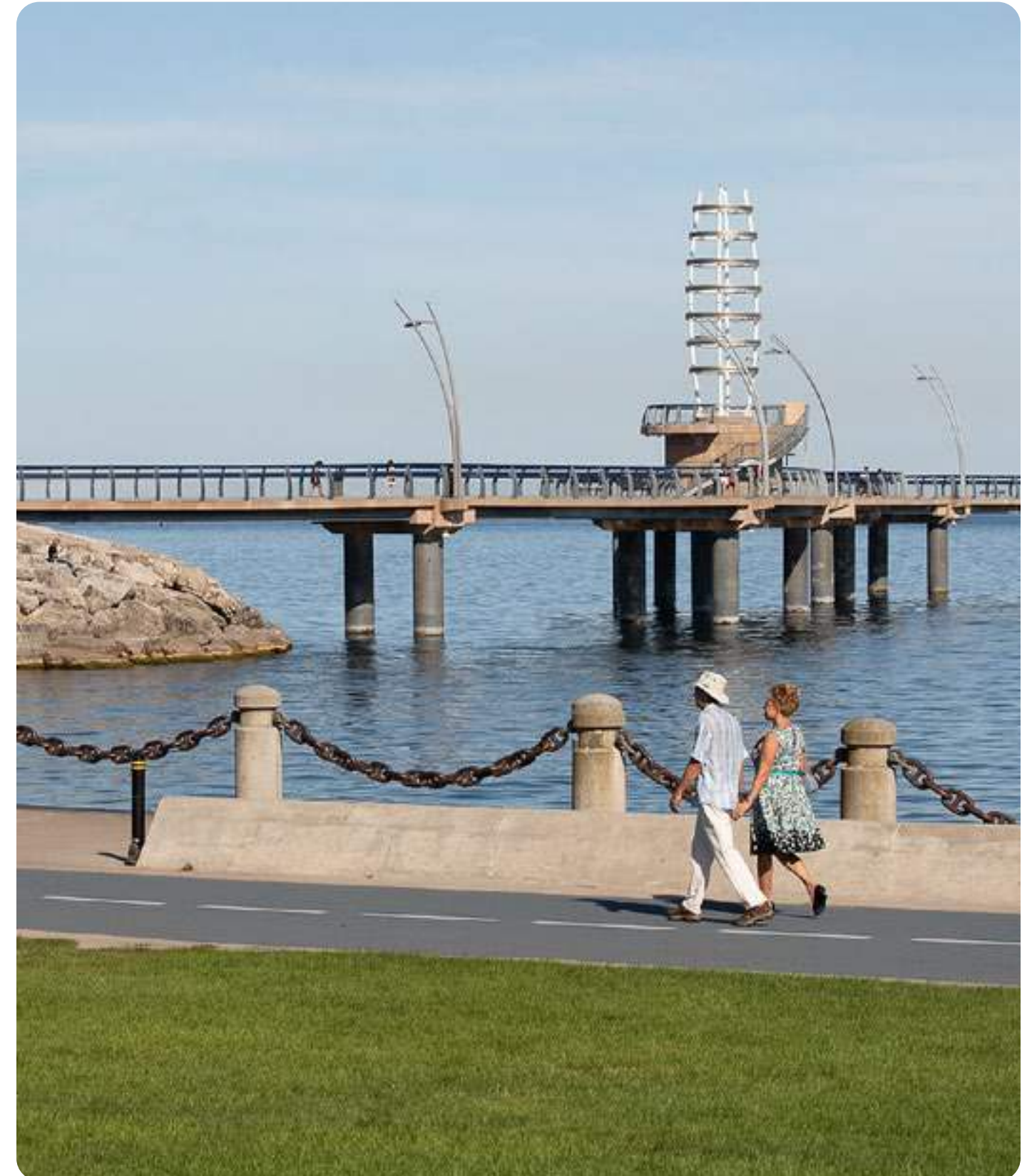
These families likely listen to the news on the radio, watch it on TV, or read about it in the newspaper. They use the internet in similar ways as the rest of the market but are unlikely to be heavy social media users. Their limited engagement with social media might stem from concerns about sharing personal information online and avoiding getting swamped with advertisements.

Average Household Income: \$207,833

Median Household Age: 58 years old

Business Trips: 6.3 average number of business trips by mode of transportation in the past year (2.6 by air, 3.7 by car)

Leisure Trips: 3.0 average out-of-town vacations taken in the past 3 years



Business & Group Travel

Burlington is also an attractive destination for business and group travel, drawing professionals attending events, conferences, and corporate retreats.

Positioned in a key commercial corridor, the city provides accessible, high-quality venues and accommodations, making it a preferred location for meetings and business gatherings. Additionally, Burlington's strategic location in the GTA and unique blend of leisure amenities enhance its appeal for group events, incentivizing planners and organizations to choose Burlington for sports, conferences, and regional gatherings.



05 Strategies

Branding & Marketing

Branding and marketing encompass a range of strategies and activities designed to establish and promote a destination.

Effective branding makes a destination stand out by highlighting unique attributes and differentiating the destination in a crowded field. Communication and marketing of these unique selling points can build an emotional connection and appeal to the target audience's interests and desires. Sales, customer experience support and the effective use of partnerships in undertaking marketing activities all form part of a successful, overall destination marketing and positioning strategy.





Branding & Marketing

Unified Messaging & Content

A unified message ensures consistent communication of Burlington's unique features and positions these features appropriately to target audiences. Burlington's decision to marry visitor marketing with business attraction,

reinforces the need for consistency. Burlington Economic Development and Tourism and partners will leverage high-quality visuals, compelling narratives, and targeted content to reinforce its brand and support messaging.

UNIFIED MESSAGING & CONTENT

Positioning

Effective positioning is the starting point. Clear and distinct positioning will highlight Burlington's unique identity, emphasizing its trajectory of growth, and diverse offerings to appeal to both current and emerging visitor segments. The positioning work will help answer the following questions: What is Burlington? How is Burlington expected to change over the next ten or twenty years? To which visitor markets will Burlington have the greatest appeal, now and in a decade's time? How will linking the destination stewardship plan to Burlington's broader economic development strategy modify the positioning requirements?

ACTIONS

- Develop a unique positioning for Burlington.
- Showcase the mix of urban and rural offerings.
- Develop a deep understanding of target audiences (Diverse Families & Suburban Families, Diverse Urban Starters, Affluent Mature Families).
- Develop a unified messaging framework, tied to the pride of place and liberally incorporate word-of-mouth promotion, to market and sell Burlington.
- Highlight future growth in Burlington.

Media Library

A repository of visuals, in a variety of forms, can support positioning on a city-wide and/or micro (e.g., attraction, event) level. A comprehensive media repository will showcase Burlington's landscapes, attractions, and cultural highlights, providing accessible assets for use in marketing initiatives. Contributions from partners across events and attractions will ensure that the library remains fresh and relevant.

ACTIONS

- Continue to build the repository of attractions, landscapes, and other "postcard-worthy" visuals/media; develop a sharing protocol with partners and maintain availability through a curated library.
- Invite contributions from events, attractions, and institution operators.
- Monitor and promote user-generated content.

Activation Tools

Burlington Economic Development and Tourism and other City agencies facilitate, market and/or support all manner of established events and activities in a given year. Many others are in the development or early stages. The identification and promotion of high-priority off-season events will encourage visitation throughout the year.

ACTIONS

- Create a coordinated event calendar with a clear approach with the city to ensure comprehensive coverage of major outdoor events as well as attraction/institution-specific events/activities (e.g. special exhibitions); highlight off-season activities.
- Festival and Events Strategy Team (FEST) to coordinate and expedite festival, city services, film permitting, and related support needs.
- Develop seasonal "profiles" for Burlington setting out activities, experiences, offers, itineraries, etc.

Branding & Marketing

Channels

Marketing channels are the various platforms and methods used to promote and communicate destination appeal to potential travelers, including traditional channels (paid advertising), digital (website, social media) and public relations. As an emerging visitor destination, a greater focus is suggested on somewhat more non-traditional channels.



CHANNELS

Residents as Advocates

The best salesforce for Burlington are the residents and businesses that call Burlington home. As the city grows over the next decade, welcoming thousands more residents, this sales force will also continue to grow and grow in importance. Burlington's residents will be positioned as ambassadors for the city, reinforcing community pride and tapping into the Visiting Friends and Relatives (VFR) segment to enhance word-of-mouth promotion and deepen visitor engagement.

ACTIONS

- Build support for tourism by engaging residents in developing a civic identity for Burlington through the Destination Brand project.
- Build on Visiting Friends and Relatives ("VFR") potential, particularly with the anticipated influx of new residents into Burlington given the pace of residential construction.
- Encourage Burlington residents to try/experience Burlington events and other tourism products/services as a means of generating build word-of-mouth promotion.

Influencers & Thought Leaders

Social media provides a dynamic, real-time marketing vehicle for destinations prepared to rely on and engage selected influencers. Influencers can include those with a leisure focus highlighting, in Burlington's case, the array of festivals/events, scenic vistas/landscapes, public art and culinary offerings among other experiences. Influencers may also have a commercial or industrial focus, where Burlington opportunities might include biomedical and life science, food manufacturing or clean tech businesses, events or innovation. Influencers and thought leaders who align with these key areas will help expand Burlington's reach to targeted audiences.

ACTIONS

- Identify and support influencers (as a starting point, those based in Burlington and the region or known visitors to the region) to showcase key events and tourism product/services and transmit material.
- Seek out influencers with known interest in subject areas complementary to Burlington events and activities.



Branding & Marketing

Sales & Sales Support

Burlington Economic Development and Tourism requires in-house sales capability in order to realize opportunities in the Group Travel marketplace. Group travel is highly competitive, decisions are made one to three years in advance (longer for larger events, shorter for smaller and corporate events) and relationships must be established over an extended period. A dedicated salesperson supported by appropriate research and database management skill sets will put Burlington on a competitive level with other mid-tier Ontario cities.





Burlington – Destination Stewardship Plan

SALES & SALES SUPPORT

Research and Intelligence Gathering

As a starting point, Burlington Economic Development and Tourism needs to identify those groups (including sports, business, general commercial) that meet the capacity thresholds of Burlington group travel infrastructure (sports venues, meeting space, lodging). The intelligence gathering will include seasonality, frequency (annual, biannual, irregular), number, length of stay and related characteristics.

ACTIONS

- Build a database of recurring leisure, sports and cultural events that could be hosted in Burlington, using any existing databases or contact list as a starting point.
- Build a database of Burlington companies and associations known for hosting or organizing meetings, conferences, training sessions, and related events.
- Build a target list of high-priority events, using the databases developed above, and identify key infrastructure, marketing, timing, and cost parameters for each.

Sales Strategy

Working with the database of potential groups, priority targets can be established together with identification of constraints (e.g., venue access), local influencers (e.g., ambassadors) and key needs.

ACTIONS

- Identify need periods (e.g., low season), match with priority event opportunities, and coordinate sales efforts with partners (e.g., meeting venues, hotels, restaurants).
- Create a targeted business event attraction strategy with Economic Development insights.
- Align with the city to create a coordinated sports attraction and hosting strategy.
- Engage full-time salesperson/coordinator to represent Burlington to identified targets (leisure and business) and at selected business, leisure, sport, and related trade shows, as appropriate.
- Identify Burlington “Ambassadors” (i.e. influencers to attract priority events).
- Identify joint bid opportunities with adjacent municipalities.

Branding & Marketing

Business Events & Group Travel

Group travel comprises destination choices (and associated itineraries) made by a single organizer, on behalf of multiple visitors, for a specific purpose, including business events, sports tourism (tournaments) and general commercial purposes. Success in the group travel marketplace is almost always dependent on effective sales support. Burlington is well positioned to service each of these three group travel types.



BUSINESS EVENTS & GROUP TRAVEL

**Business Events
(Conventions/Conferences/Meetings)**

Burlington’s central location, excellent rail and highway transportation network, reasonable lodging capacity and area amenities, make the city an attractive option for small- to mid-sized corporate and association conventions/conferences. The significant business base has generated demand for training and related corporate event needs.

ACTIONS

- Develop a business events sector strategy, aligned with the City’s Economic Development Strategy.
- Inventory products (e.g., hotels, reception venues, activities) and services (transportation, travel support, audio/visual) capable of supporting convention/conference activity.
- Offer team-building activities for businesses through local experiences like cooking classes, adventure tours, and sports events.

Sports Tourism

Sports tournaments and related activities are significant demand drivers at the regional, provincial and national levels. These events create significant demand for lodging, food and beverage and retail providers but also require dedicated access to sport venues for extended periods of time. With sufficient notice and proper planning however, many of these events can be accommodated.

ACTIONS

- Determine available capacity at City and private venues to accommodate sports tourism (time of year, size of group, lead times/timing).
- Conduct an environmental scan to identify opportunities in semi-pro and amateur sports.
- Partner with local sports organizations and clubs to host tournaments and events where hosting capacity has been demonstrated.
- Partner with surrounding cities to enhance its competitiveness as a premier destination for hosting major sports events.
- Partner with the City of Burlington Recreation Community & Culture to advocate and realize the 2024 Live Play Plan.

General Commercial

A host of related group travel opportunities exist for Burlington. Established general commercial users include bus tour operators venturing through Burlington for day or overnight trips enroute to Niagara or further afield, as well as television/movie production companies who favour Burlington’s unique urban landscape and cooperative working environment.

ACTIONS

- Liaise with bus tour operators to better understand seasonality and product/service needs; consider joint approach with RTO 3.
- Develop a film tourism strategy in collaboration with local film offices, production companies, and tourism stakeholders to promote the destination as an ideal location for film productions and attract film-related events, businesses and visitors.



Branding & Marketing

Partnerships

The use of partnerships in tourism management enhances the effectiveness of both marketing and development strategies. Partnerships expand reach, provide access to additional resources, strengthen connections with complementary organizations, and contribute to cost efficiency. Burlington Economic Development and Tourism will pursue diverse partnership opportunities with the overarching goal of enriching the visitor experience.

PARTNERSHIPS

Regional Partners

Potential partnership opportunities exist across all products, experiences, and services, both within Burlington's municipal boundary and throughout the region. Visitors prioritize interests over political boundaries, creating itineraries that span the region. Burlington Economic Development and Tourism will approach partnership development with an understanding of target markets and related consumer preferences.

ACTIONS

- Develop a business events sector strategy.
- Engage RTO 3 (and nearby DMOs RTOs) leadership and members to showcase the region as part of broader offering.
- Reach out to key attractions (wineries, Shaw Festival, African Lion Safari) along primary transportation corridors for partnership opportunities.
- Develop co-op marketing initiatives with major attractions.

Transportation Partners

Nearly all visitors to Burlington arrive by road or rail, as do those heading to nearby destinations like Niagara Falls, Hamilton, and the Niagara Benchlands. Train and bus operators possess valuable customer insights that could enhance tourism initiatives. Collaborative opportunities are available along the Toronto-Niagara Falls corridor with other regional destinations.

ACTIONS

- Seek opportunities to partner with transportation operators on visitor data.
- Seek opportunities to partner with transportation operators on marketing initiatives.
- Identify tourism opportunities and needs (businesses and passengers) with respect to the Burlington Integrated Mobility Plan.
- Identify new tourism route opportunities to connect surrounding areas.

Products & Itineraries

Burlington Economic Development and Tourism prioritizes bundling tourism products, services, and support systems to encourage longer stays and attract off-peak visits. This includes leveraging existing events, festivals, attractions, and activities, along with evaluating potential new offerings.

ACTIONS

- Encourage bundling of tourism assets (arts & culture, culinary, nature) on year-round, special occasions, or event timetables.

Branding & Marketing

Visitor Services

The evolution of visitor services reflects a shift from basic, in-person interactions to tech-driven approach that prioritizes personalization, accessibility, and immersive experiences. Today's visitor seeks destination information through a variety of platforms, from various sources including the destination marketing organization and, most often, before arriving at the destination. Customer servicing, though, remains a more personalized requirement. Burlington Economic Development and Tourism will continually reassess approaches to meet visitor information and customer experience expectations.



VISTOR SERVICES

Online Visitor Servicing

As travelers increasingly seek information and plan their visits through digital channels, Burlington's visitor services are evolving to meet these expectations. Online visitor servicing not only expands accessibility but also enhances the personalization and timeliness of the information available. By establishing an intuitive digital platform, Burlington Economic Development and Tourism aims to provide visitors with essential tools for trip planning and in-destination exploration, creating a seamless experience from the initial search to arrival.

ACTIONS

- Review of visitor servicing to align with visitor behaviours.
- Develop a custom platform to serve visitors online.
- Adopt a visitor management system to enable planning.

Customer Experience

Delivering an outstanding customer experience is essential to making Burlington a memorable destination. From first impressions online to on-the-ground interactions, every touchpoint reflects Burlington's dedication to excellence in hospitality. Burlington Economic Development and Tourism will prioritize ongoing assessments and improvements to meet—and exceed—visitor expectations.

ACTIONS

- Strive for customer experience excellence by ensuring appropriate service levels (Burlington Economic Development and Tourism) and aligning with the City on customer experience standards and KPIs.



Product & Programming

Burlington's tourism product is diverse. Beginning at the waterfront featuring Spencer Smith Park, sandy beaches and trails, the product offering also includes multiple natural areas, cultural assets, a vibrant downtown and culinary scene, and all manner of built attractions throughout the city.

Programming, notably high-profile festivals and events, complements the product offering by animating public spaces and incenting travel at various points throughout the year.

But, while the waterfront's uniqueness and significance makes it a central element of Burlington's image and tourism product offering, concentration of visitor activity—often exacerbated by programming of several large events and festivals—short-changes a much broader array of visitor-ready offerings.

A desire to spread visitor activity beyond the waterfront, both to alleviate congestion and to ensure the benefits of visitor activity are felt throughout the city, will require participation at the city, neighbourhood, event organizer and commercial level. New products, new and modified events, thoughtful programming to account for seasonal variations will all factor into a deeper visitor experience.



Product & Programming

Signature Neighbourhoods

Burlington's diverse neighbourhoods each contribute unique character and vitality to the city's visitor experience, with distinct local offerings. By showcasing the unique character and strengths of each neighbourhood, Burlington can offer visitors diverse, memorable experiences that reflect the city's identity. As some of these neighbourhoods rapidly grow, they

are transforming into anchor destinations equipped with a range of amenities, from dining and retail to parks and cultural venues. These emerging hubs not only enhance the city's overall vibrancy but also provide focal points for tourism development, strengthening Burlington's reputation as a multifaceted destination.



SIGNATURE NEIGHBOURHOODS

Waterfront Positioning

The waterfront is the iconic, postcard-ready image of Burlington, immediately conjuring an image of lake views, lush green spaces, and vibrant community life. The scenic lakeside setting serves as a focal point and offers an opportunity for even greater integration with adjacent retail, culinary, arts and culture, and festival/event offerings.

ACTIONS

- Establish a strong downtown identity.
- Package the downtown and waterfront experience for visitors.
- Expand visitor information services and wayfinding.



Urban Neighbourhoods/Transit-Oriented Development (“TOD”)

Transit-Oriented Development, a planning and design approach focusing on vibrant, walkable communities centered around transit hubs, offers both short- and longer-term opportunities for Burlington. In the short-term, connections to established activity centres such as the downtown core can channel visitors from existing GO Train nodes. Over the longer term, as approved and proposed TODs are completed, attracting visitors to Burlington will be facilitated through ease of access and the concentration of leisure and entertainment options in defined areas, as well as the presence of support infrastructure such as lodging.

ACTIONS

- Advocate for the integration of tourism considerations in the planning and development of TOD projects.
- Collaborate with developers and urban planners to ensure that new developments align with Burlington’s tourism vision and goals.
- Leverage TOD to enhance connectivity and visitor mobility, and work with transit authorities to ensure seamless connections between key attractions, neighbourhoods, and transit hubs.
- Develop marketing campaigns that emphasize the ease of multi-modal transport within Burlington.
- Promote these areas as dynamic destinations that offer a blend of living, working, and leisure opportunities.



SIGNATURE NEIGHBOURHOODS

Placemaking

Placemaking is a planning approach that creates vibrant, meaningful, and functional public spaces that enhance the quality of life for residents and visitors. Destination placemaking magnifies the attractive characteristics (e.g., authenticity, natural beauty, local culture) while grappling with less desirable conditions such as congestion. Successful placemaking requires engagement of residents and businesses and appropriate consideration of the target visitor markets

Placemaking can be scaled to address not only high-profile, high-traffic areas such as the Burlington waterfront but also to equip smaller, unique community destinations reach full potential

ACTIONS

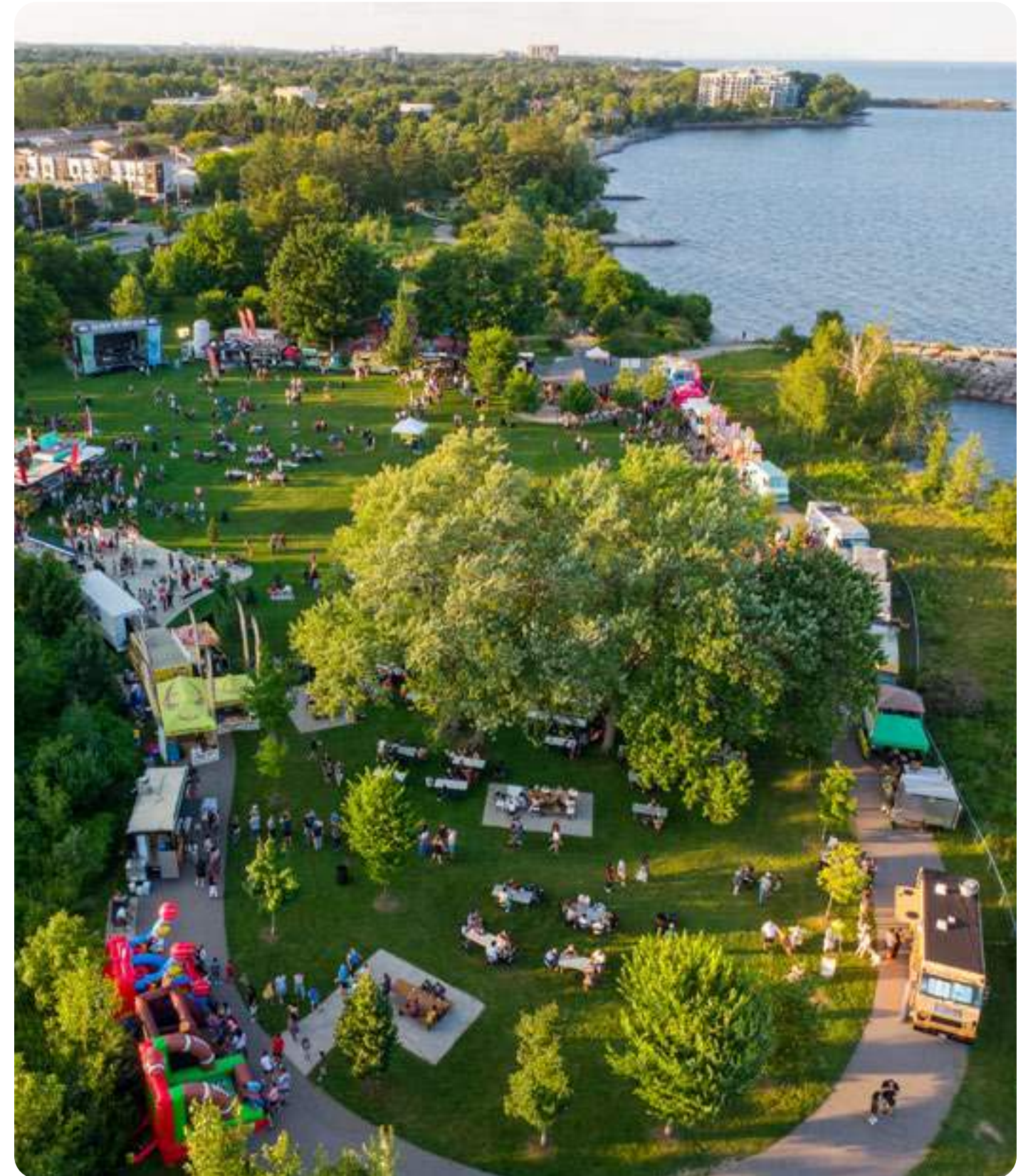
- Develop a framework among key stakeholders (City, BIA, property owners/tenants) to manage one of Burlington's unique assets, the waterfront (parking, commercial activity, experience curation).
- Enhance public spaces and amenities to enhance the main street experience.
- Organize regular events in public spaces to create a sense of attachment.
- Create self-guided tours with digital guides and augmented reality features.
- Include “diverse families” and “urban starters” in programming themes.
- Provide access to grants/financial enablers to promote placemaking activities that will draw attraction and related investments.

Product & Programming

Festivals & Events

Burlington is known for hosting several festivals and events throughout the year. Sound of Music, Canada's largest ribfest and the Festival of Lights are but three examples of well-attended, high-profile and recurring events. Organizers foster community engagement through these

operations as well as playing a crucial role in attracting visitors by creating unique experiences and boosting the local economy. However greater potential exists through the creation of new and/or the expansion of existing events, together with greater oversight and support.



FESTIVALS & EVENTS

New Festivals

Festivals are a crucial element of a destination’s management toolkit because they permit targeting that can significantly impact visitation, including by time of year (seasonality), interests and preferences, demographics, and community economic goals (e.g., supporting sector, defined geographic areas). By leveraging these targeting capabilities Burlington will be better positioned to attract targeted audiences and increase overall appeal

ACTIONS

- Support the introduction of seasonal and demographic-specific festivals (e.g., Comic-Con, street art, birdwatching) through Tourism Investment Fund support, streamlining approvals and/or other forms of assistance.
- Explore niche audiences with unique themes (e.g., cycling, hiking, maple syrup) and partner/ sponsorship potential.
- Set aside some of the existing festival financial support (from the City) to “incubate” grow new and support fledgling festivals.

Expanding Festival Footprint

The waterfront has historically been the central focus for many of Burlington’s major events and festivals. Broadening the host locations for event activity, however, would enable Burlington to enhance the visitor experience, support more Burlington neighbourhoods/ communities, reduce strain on existing infrastructure, and address future growth needs. Burlington Economic Development and Tourism and event organizers would continue to build on their successes and provide even more engaging and impactful experiences for residents and visitors alike.

ACTIONS

- Encourage the organization of festivals beyond the waterfront to include places like RBG, Mount Nemo, and rural areas through support from the City’s festivals and events team.
- Support the mandate of the City’s Festival and Events Policy to identify venues/locations away from the waterfront where hosting festivals/ events is desirable and can be supported with infrastructure/services (public transportation, washrooms).
- Encourage expansion of existing festivals to incorporate broader activities, venues and multiple days.



FESTIVALS & EVENTS

Governance

The success of Burlington's events and festivals depends on cooperation, coordination, and collaboration among various stakeholders for the use of public infrastructure and services, marshaling and directing of volunteers, accessing funding and financial support, and mitigating impacts on residents. The creation of the Festival and Events Strategy Team (FEST) will ensure Burlington's events and festivals are managed efficiently and in a manner that maximizes potential visitation.

ACTIONS

- Sustain and support the new Festival and Events Strategy Team (FEST) and ensure representation from local associations, municipal departments, and tourism bodies.
- Identify resources and capabilities necessary to seek corporate sponsorships and apply for grants.
- Identify gaps or "need" periods suitable for festival/event development.
- Leverage RTO themes and strategies for cohesive festival planning.
- Conduct and share research on festival attendees to determine linkage (or not) with target audiences.
- Provide targeted support for customer experience management during festivals and events.

Accessibility and Sustainability

Burlington Economic Development and Tourism will advocate for greater accessibility in tourism ensuring all visitors regardless of physical ability or disability, can enjoy travel and leisure experiences.

Ensuring the Burlington tourism industry can thrive without compromising the ability of future generations to enjoy and benefit from natural and cultural resources is a fundamental tenet of this plan. Sustainability includes the protection of our natural resources and cultural heritage while mitigating environmental impacts adhering to the City's Climate Action Plan and actively promoting best and innovative practices in sustainability.

ACTIONS

- Ensure consistency of action with the Burlington Climate Action plan and the goal to be a net carbon-zero community by 2050.
- Provide shuttle services to increase accessibility and reduce vehicle usage.
- Ensure compliance with recycling and waste reduction goals for festivals and events.

Calendar and Marketing

Effective timing maximizes the impact of events and festivals, using them as powerful incentives and marketing tools to drive visitation year-round. Events held during "need" periods (off-season) offer opportunities to boost tourism when demand is lower. Once event timelines are established, either as one-offs or on an annual basis, Burlington's marketing efforts will actively promote each event and festival, optimizing visitor turnout through strategic coordination. The events and festivals calendar will align with a parallel initiative covering arts and culture programming, ensuring city-wide visibility for activities that encourage visitation.

ACTIONS

- Coordinate events, partners, timing, access, and resources for comprehensive planning.
- Develop a comprehensive calendar of events with timely content creation and posting.
- Elevate marketing efforts to ensure wide reach and engagement.
- Create bundled packages (e.g., dinner and a show) to enhance the festival experience.

Product & Programming

Arts & Culture

Burlington boasts an active arts and culture scene that includes visual and performing arts, available at both indoor and outdoor locations, and offered on a recurring and one-time/special event basis. Heritage also forms part of the cultural offering in Burlington as do the multiple linkages to Indigenous culture.



ARTS & CULTURE

Arts and Culture Vision

The City of Burlington has commenced an update to the 2013 Arts and Culture Strategy. Once completed, the updated strategy will create a unified, city-wide vision for arts and culture in Burlington including recommendations on programming, cultural facilities, creative sector development, placemaking and public art, funding programs and partnerships with the various culture boards.

ACTIONS

- Support the prioritization and implementation of key Arts and Culture Strategy recommendations.
- Create partnership/marketing opportunities across partners.

Performing Arts Cluster

By continuing to foster a vibrant arts scene, Burlington can create a dynamic and appealing environment that attracts tourists, supports local communities, and contributes to long-term cultural and economic growth. An arts cluster incorporating venues outside the central waterfront area (taking advantage of less expensive real estate and creating the potential for larger venues) would disperse visitors throughout the city.

ACTIONS

- Support the development of alternative venues for arts and culture performances or events, potentially in the Central Park precinct.
- Support local professional theatre productions.
- Support the marketing of performing arts programming in collaboration with partners (e.g., Burlington Performing Arts Centre).



ARTS & CULTURE

Heritage Programming

Burlington’s rich history spans many centuries and includes Indigenous peoples through to 18th century western settlers, to much more recent arrivals. Numerous heritage sites and structures, including churches, gravesites, homes and parks, offer valuable insights into a now long-forgotten way of life. Heritage Burlington’s actions to preserve and interpret heritage properties will be matched by efforts to market and showcase these heritage assets. Heritage is a valuable component of urban destination marketing and particularly relevant to the Diverse Urban Starters target market.

ACTIONS

- Support the marketing of heritage and museum programming in collaboration with partners (e.g., Museums of Burlington).
- Create partnership/marketing opportunities to highlight special exhibits or events and use heritage as a catalyst to drive visitations.

Visual Arts Programming

Burlington currently offers a range of visual arts programming, including exhibitions, educational programs, community engagement, special events, and digital content. Such programming has appeal beyond Burlington itself with museums, such as the Art Gallery of Burlington, enhancing visitor experiences, supporting local and emerging artists, and fostering a deeper appreciation for the visual arts. Marketing support is necessary through broad, awareness campaigns as well as targeted special exhibition promotion; all marketing efforts are best delivered through a partnership or cooperative basis.

ACTIONS

- Support the marketing for visual arts programming in collaboration with partners (e.g. Art Gallery of Burlington).
- Create partnership/marketing opportunities to highlight special exhibitions and use arts programming as a catalyst to drive visitation.
- Support the outcomes of the Art Gallery of Burlington’s Facility Master Plan and Future Needs Feasibility Study.

Annual Events Calendar

A calendar of arts and culture events, together with any related programming, will complement the festivals and events calendar developed by the Festival and Events Strategy Team. Taken together, these event calendars will permit a comprehensive understanding of all activities of interest to potential visitors. Joint marketing campaigns, partnership agreements, bundling and sales efforts will be enabled through this database.

ACTIONS

- Align and promote the annual calendar of arts and culture events, in cooperation with festivals/events calendar development.
- Encourage collaboration amongst arts organizations to introduce an arts and culture “passport” or similar incentive for residents and tourists.



ARTS & CULTURE

Public Art Experience

Encouraging the integration of public art installations throughout Burlington can greatly enhance the city's cultural landscape, support community engagement, and contribute to the city's overall attractiveness.

ACTIONS

- Encourage the City's efforts to integrate public art installations throughout Burlington, with engagement and participation from local communities.
- Work with partners to develop themed walking tours focusing on history, art, and nature.

Indigenous Programs and Partnerships

Indigenous experiences are increasingly of interest to Canadians, and to international visitors. Burlington is situated on the treaty lands and territories of the Mississaugas of the Credit. Indigenous history includes that of the Anishinaabeg and Haudenosaunee First Nations as well as the Métis. The authentic interpretation of Indigenous culture offers an opportunity to demonstrate a commitment to reconciliation and to support regional First Nation businesses.

ACTIONS

- Seek city- and region-wide partnership opportunities to support Indigenous-led tourism products/services highlighting local Indigenous culture and history.

Product & Programming

Family-friendly Attractions

Burlington prides itself on being a welcoming destination for families, offering a diverse range of attractions and activities that cater to visitors of all ages. From interactive educational experiences to outdoor adventures, the city is committed to enhancing and expanding its family-friendly offerings. Burlington Economic Development and

Tourism's strategies aim to further develop and promote attractions that will engage families, foster memorable experiences, and encourage repeat visits to Burlington. By focusing on a mix of traditional and innovative attractions, Burlington Economic Development and Tourism seeks to further position Burlington as a premier family destination in Ontario.



FAMILY-FRIENDLY ATTRACTIONS

Attracting Key Attractions

To enhance Burlington’s appeal as a dynamic tourist destination, efforts will focus on drawing new, innovative attractions while supporting existing ones. This will be accomplished through strategic partnerships with local entrepreneurs, businesses, and tourism stakeholders, aiming to develop unique experiences that align with contemporary trends, including tech-driven attractions and educational programming. By diversifying its offerings, Burlington will strengthen its position as a vibrant destination, appealing to visitors in search of varied and engaging activities.

ACTIONS

- Engage with entrepreneurs and existing businesses to identify potential new attractions.
- Position Burlington as a prime location for unique attractions, possibly focusing on tech-driven experiences like interactive museums or escape rooms.
- Support the expansion of tourism partners’ educational and nature-based programming.

Family Activities

Burlington Economic Development and Tourism acknowledges the crucial role of family-oriented experiences in boosting the city’s appeal as a destination. The organization will prioritize the development and promotion of activities that captivate families with children of various ages. By emphasizing interactive and educational experiences, as well as creating welcoming public spaces, Burlington Economic Development and Tourism intends to nurture a lively, family-friendly atmosphere throughout the city.

ACTIONS

- Enable programming for kids in key neighbourhoods.
- Create interactive public spaces with playgrounds and games.
- Play to life-long learning opportunities at key attractions.

Phygital Experiences

Burlington Economic Development and Tourism recognizes the potential of blending digital technology with physical experiences to enhance its tourism offerings. The city will explore opportunities to incorporate “phygital”—hybrid physical-digital attractions—into its tourism landscape. By seamlessly integrating digital elements with real-world spaces and activities, Burlington aims to create unique, interactive experiences that appeal to tech-savvy visitors while enhancing its traditional offerings.

ACTIONS

- Develop permanent / semi-permanent hybrid physical and digital experiences in strategic locations.

Product & Programming

Nature & Rural

Burlington's unique blend of urban amenities and natural beauty provides a rich tapestry of experiences for visitors and residents alike. From lush conservation areas to thriving farmlands, the city boasts a diverse array of outdoor and rural attractions. This section outlines strategies to highlight Burlington's natural assets, spotlight its local food ecosystem,

and develop immersive experiences that celebrate the region's environmental and gastronomic offerings. By emphasizing these elements, Burlington Economic Development and Tourism seeks to establish the city as a sought-after destination for nature enthusiasts, food lovers, and those seeking authentic rural experiences.



NATURE & RURAL

Leveraging Natural Assets

A wealth of diverse ecosystems forms the cornerstone of Burlington’s natural attractions. Efforts will focus on promoting and enhancing access to the region’s wetlands, forests, and parks. By featuring these natural spaces, developing accessible and inclusive outdoor recreational opportunities, and fostering environmental education initiatives, Burlington Economic Development and Tourism intends to bolster the region’s appeal as a sustainable destination. This strategy aims to make Burlington’s natural beauty available and enjoyable for everyone, while simultaneously prioritizing the long-term health and resilience of these ecosystems.

ACTIONS

- Highlight Burlington’s natural attractions like Cootes Paradise, RBG, and conservation areas.
- Promote accessible soft adventure activities for those less familiar with outdoor recreation opportunities such as new arrivals to Canada/Burlington.
- Coordinate with the City to advocate for biodiversity zones in parks and green spaces where native plants and wildlife are protected and promoted, accompanied by educational signage.
- Partner with Conservation Halton to better position Mount Nemo and related nature areas.

Connecting Culinary with Agriculture and Nature

Burlington Economic Development and Tourism will cultivate the city’s culinary identity by fostering connections between local agriculture, natural surroundings, and dining experiences. The organization plans to promote farm-to-table offerings and organize year-round food-centric events that showcase the region’s gastronomic diversity. By capitalizing on Burlington’s strategic location, Burlington Economic Development and Tourism will also position the city as an entryway to broader regional culinary and nature experiences. This approach will not only celebrate local flavors and producers but also establish Burlington as a key destination in the area’s wider food and wine landscape, appealing to culinary enthusiasts and nature lovers alike.

ACTIONS

- Promote farm-to-table experiences and culinary farm tours.
- Organize year-round “Taste of Burlington” events and promotions.
- Position Burlington as a “gateway” to Niagara’s culinary, wine, and nature experiences.

Culinary Tours and Experiences

Immersive food experiences will take center stage in showcasing Burlington’s vibrant culinary scene. Innovative culinary programs will be created to highlight the city’s diverse food offerings, from guided tours of local eateries to hands-on experiences with area chefs. Through collaboration with regional educational institutions and local experts, Burlington aspires to offer unique, immersive opportunities that cater to a wide range of palates and interests.

ACTIONS

- Create food tours with passports for visiting local restaurants and producers.
- Develop immersive culinary experiences, such as cooking classes with local chefs.
- Tie into Niagara College culinary and beverage opportunities.

Product & Programming

Outdoor Recreation

From the shores of Lake Ontario to the rolling Niagara Escarpment, Burlington's varied terrain invites outdoor enthusiasts to explore and play year-round. Whether it's paddling calm waters, exploring snowy adventures, teeing off at renowned golf courses, or cycling scenic routes, the city's

landscape is a canvas for adventure. By enhancing these outdoor experiences and promoting them thoughtfully, Burlington aims to immerse visitors in its natural wonders while preserving these treasures for future generations.



OUTDOOR RECREATION

Water Activities

With its prime location on the shores of Lake Ontario, Burlington boasts an exceptional setting for water-based recreation. The city's waterfront areas provide visitors with numerous opportunities to engage with the aquatic environment, from guided kayaking tours to educational programs about local marine ecosystems. Promoting eco-friendly activities and conservation awareness will leverage Burlington's natural assets, enhancing its appeal as a sustainable waterfront destination.

ACTIONS

- Liaise with private operators to facilitate eco-friendly waterfront activities, such as guided stand-up paddleboarding.
- Liaise with private operators and institutional partners to facilitate education about local marine ecosystems and conservation efforts.

Winter

While many associate Burlington with warm-weather activities, the winter months offer their own unique charm and recreational possibilities. The city's landscape transforms into a winter wonderland, providing a backdrop for seasonal festivals, waterfront skating, and cozy fireside gatherings. Embracing the colder months and ensuring accessible winter sports options will position Burlington as an attractive year-round destination, offering visitors memorable experiences regardless of the season.

ACTIONS

- Encourage the organization of winter festivals with unique experiences like waterfront skating, firepits, and winter tours.
- Encourage private operators and the city to provide easy access to winter sports equipment rentals and clothing.
- Identify opportunities (and sponsors, including the City) to convert outdoor spaces for various opportunities in cold, wet, and hot weather.

Road Sports

Burlington's varied terrain and scenic routes make it an ideal location for road sports enthusiasts, particularly cyclists. The city's network of urban and rural roads, combined with its proximity to regional cycling routes, presents an opportunity to attract both casual riders and dedicated cyclists. The development of cycling itineraries, improvements in road safety, and integration with broader mobility plans will help establish Burlington as a key destination for cycling tourism and other road-based activities.

ACTIONS

- Develop cycling itineraries connected to the regional cycling network.
- Work with the Region of Halton to identify rural roads frequented by the cycling community and improve safety (shoulder widening) and wayfinding/signage.
- Ensure the tourism perspective is considered in the rollout of Burlington's Integrated Mobility Plan.

Built Environment & Enabling Conditions

Burlington's appeal as a tourism destination is intrinsically tied to its physical infrastructure and the supportive systems that enhance visitor experiences.

From event facilities and public spaces to accessibility initiatives and technological advancements, these elements form the backbone of Burlington's tourism landscape. By strategically developing these areas, the city aims to create an environment that not

only attracts visitors but also ensures their stay is seamless, enjoyable, and respectful of the local community. These efforts lay the groundwork for a thriving, sustainable tourism ecosystem that benefits both visitors and residents alike.



Built Environments & Enabling Conditions

Event Infrastructure

Burlington's capacity to host a diverse array of events plays a pivotal role in its attractiveness as a destination. From intimate local gatherings to large-scale festivals and sporting tournaments, events bring vitality to the city and draw visitors from near and far.

Enhancing and expanding Burlington's event infrastructure is crucial for maintaining its competitive edge in the ever-evolving tourism landscape. This strategic focus will unlock new opportunities and solidify the city's reputation as a dynamic event hub.



EVENT INFRASTRUCTURE

Event Supporting Infrastructure

The foundation of a thriving event scene lies in versatile and well-equipped spaces. Burlington's parks, public areas, and partner venues hold immense potential for transformation into dynamic event locations. Reimagining these spaces through a tourism lens will create flexible, multi-functional areas that cater to a wide range of events throughout the year. This approach maximizes the utility of existing resources while positioning Burlington as an adaptable and attractive destination for event organizers. By focusing on year-round functionality, the city can elevate its appeal and accommodate a broader spectrum of gatherings.

ACTIONS

- Provide a tourism lens to the City's investigation of infrastructure development opportunities across city parks.
- Support expansion and enhancement of partners' hosting venues.



New and Expanded Event Infrastructure

Looking ahead, Burlington has the opportunity to significantly elevate its status as an event destination. Strategic development of new facilities and expansion of existing ones will allow the city to attract a wider range of events, including sports tournaments, cultural festivals, and business conferences. This forward-thinking approach to infrastructure development considers current needs while anticipating future trends in event hosting. By creating versatile, state-of-the-art venues, Burlington can distinguish itself as a premier destination capable of meeting diverse and evolving event requirements, setting the stage for long-term growth in the events sector.

ACTIONS

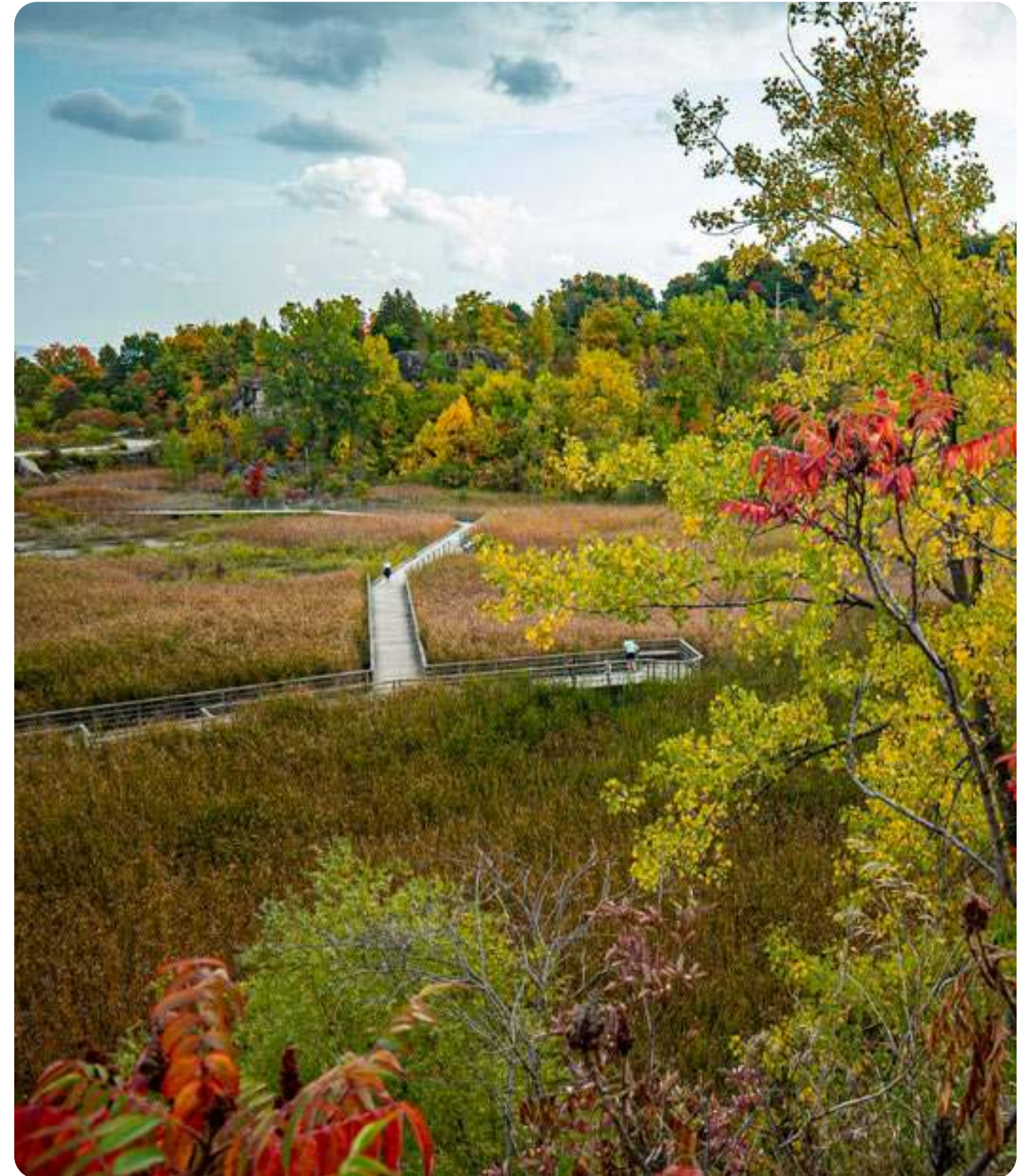
- Partner with City of Burlington Recreation Community & Culture to advocate and realize the 2024 Live Play Plan and identify opportunities where city recreation facilities can support tourism.
- Take potential tournament needs into account when planning expansion or creation of new sports infrastructure.
- Support the development of a venue for multiple sports activities and performances.
- Analyze potential opportunity for a mid-size convention/conference venue taking into account the existing Burlington Convention Centre and proposed venues (e.g., King Road complex).

Built Environments & Enabling Conditions

Accessibility & Diversity

Burlington Economic Development and Tourism is committed to dismantling barriers and fostering inclusivity through thoughtful design and comprehensive support. From enhanced transit options and multilingual resources to universally accessible spaces, Burlington strives to ensure that every visitor can fully immerse

themselves in the City's diverse offerings. This inclusive approach not only opens doors but also enriches the city's cultural landscape, creating an environment where all can craft lasting memories and feel warmly welcomed, regardless of their background or abilities.



ACCESSIBILITY & DIVERSITY

Visitor Information

In today's interconnected world, clear and comprehensive information is the key to unlocking a city's potential for visitors. Burlington Economic Development and Tourism recognizes the importance of providing easily accessible, up-to-date details about its offerings and transportation options. By embracing multilingual communication and leveraging various platforms, Burlington strives to create an inclusive information landscape. This approach ensures that every visitor can navigate Burlington and surrounding areas with ease and confidence.

ACTIONS

- Share multi-modal transportation information with visitors.
- Provide multilingual resources and support to cater to diverse visitors.

Bike Sharing and Micromobility

Burlington is reimagining the way visitors explore its diverse landscapes, from bustling urban centers to tranquil rural areas. By introducing innovative mobility solutions and expanding cycling infrastructure, the city opens up new avenues for discovery. These initiatives encourage visitors to experience Burlington's urban and rural landscapes in a more intimate, immersive manner. The result is a seamless blend of convenience and adventure, allowing travelers to craft their own unique journeys through the city and its surrounding areas.

ACTIONS

- Introduce bike-sharing programs and partner with other municipalities for micromobility solutions.
- Support the expansion of bike lanes and routes.
- Develop multi-use itineraries that connect urban areas to rural attractions.

Inclusive Mobility

At the heart of tourism strategy is the belief that every visitor deserves equal access to its attractions and experiences. The region is dedicated to creating an environment that accommodates a wide range of needs and abilities. By prioritizing inclusive design in its infrastructure and services, Burlington ensures that families, seniors, and individuals with disabilities can fully participate in and enjoy all the city has to offer.

ACTIONS

- Advocate to ensure city-wide accessibility for wheelchairs, disabilities, seniors, families (strollers), etc.



Built Environments & Enabling Conditions

Technology

In today's digital age, technology plays a crucial role in shaping visitor experiences and expectations. Burlington recognizes the importance of leveraging innovative digital solutions to enhance its tourism offerings. By embracing cutting-edge technologies, the city aims to streamline visitor interactions, provide real-time information, and create more immersive and personalized experiences.

TECHNOLOGY

Digital Wayfinding

Burlington Economic Development and Tourism is enhancing visitor exploration through advanced digital wayfinding solutions. By developing interactive digital assets, the city aims to provide intuitive, real-time guidance to visitors. These tools will serve as virtual concierges, offering tailored information about attractions, events, and local amenities. This seamless integration of technology and tourism will empower visitors to discover Burlington's hidden gems and craft unique adventures, enriching their overall experience of the city.

ACTIONS

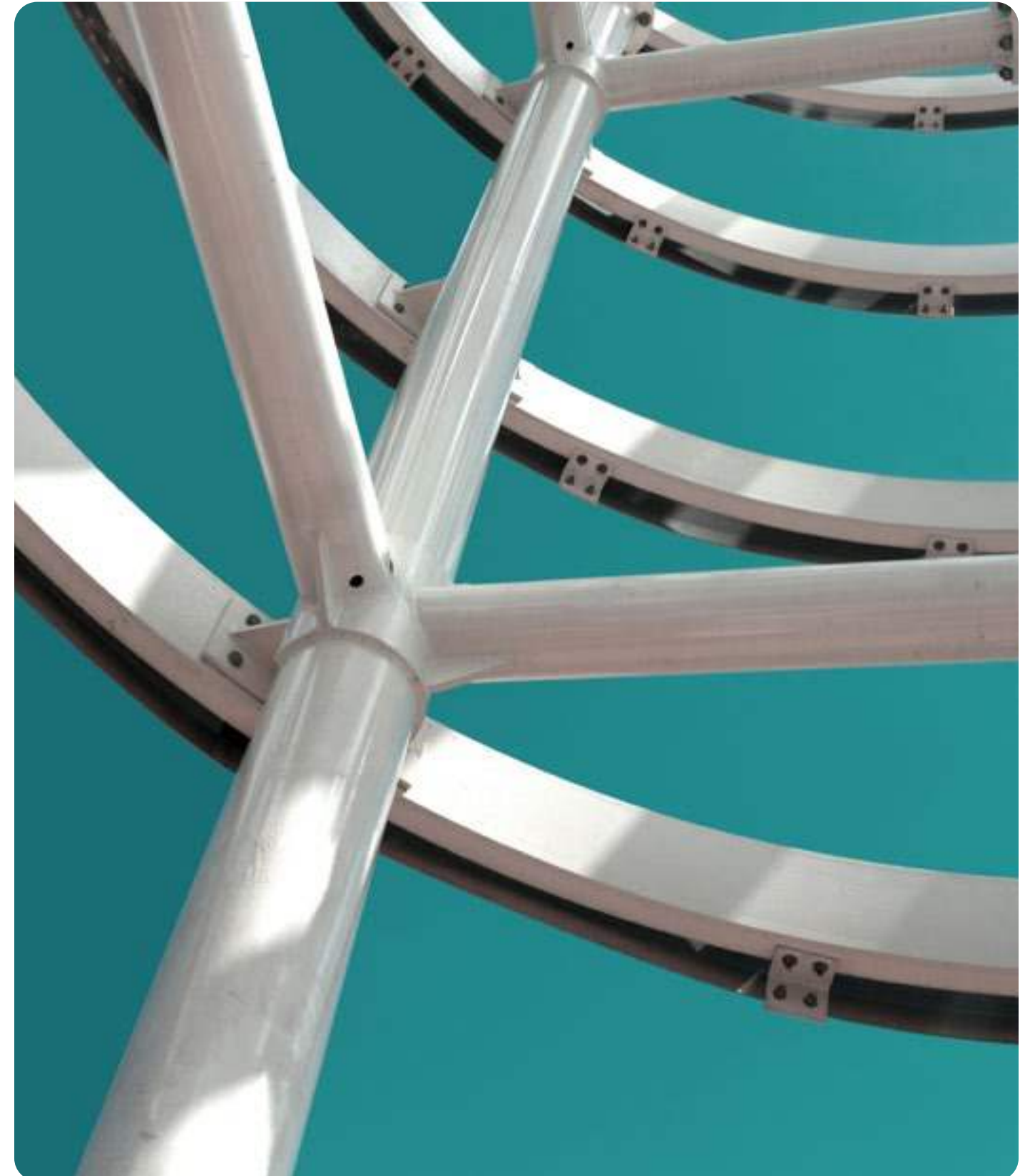
- Create interactive digital assets that provide real-time navigation assistance and information about local attractions, facilities, and events.

Public Internet Connectivity

Recognizing the essential role of connectivity in modern travel, Burlington is expanding its public Wi-Fi network. By providing high-speed internet access in tourist hotspots, public spaces, and transportation hubs, the city aims to enhance the visitor experience. This initiative caters to travelers' practical needs while enabling digital engagement with local attractions and services. From sharing experiences on social media to accessing real-time information, Burlington's robust internet infrastructure ensures visitors stay connected throughout their stay.

ACTIONS

- Ensure the availability of high-speed Wi-Fi in public areas, tourist hotspots, and transportation hubs to support the connectivity needs of visitors.



Built Environments & Enabling Conditions

Public Spaces

Burlington's public spaces are the heart of community life and a key attraction for visitors. These shared areas serve as stages for cultural events, recreational activities, and social interactions. Recognizing the importance of these spaces, Burlington aims to strike a balance between the needs of residents and the desires of tourists. This strategy focuses on creating inclusive, well-managed public areas that enhance the experience for all users while nurturing civic pride and stewardship.



PUBLIC SPACES

Balanced Use

Balancing community needs with visitor enjoyment is a key priority for Burlington's tourism development. By offering resident passes and local discounts, the city acknowledges the importance of community access to local attractions and events. Additionally, educational initiatives will promote respectful use of shared spaces. These measures aim to create a welcoming atmosphere while preserving the authentic character of Burlington's public areas.

ACTIONS

- Introduce resident passes or discounts for local attractions, recreational facilities, and events.
- Develop educational signage on the importance of respecting shared spaces.

Public Facilities

Burlington Economic Development and Tourism is working with organizational partners to enhance public facilities that blend practicality with sustainability, offering essential services and modern conveniences. By advocating for dynamic pricing strategies for city-owned attractions and services, Burlington Economic Development and Tourism hopes to balance affordability for residents with visitor demands. This approach creates functional, convenient spaces that serve diverse needs.

ACTIONS

- Advocate for public amenity hubs that offer amenities such as solar-powered charging stations, water refill stations, recycling facilities, bike storage, and restrooms.

Governance

Burlington's approach to tourism development is rooted in the wisdom and wishes of its residents. By weaving tourism initiatives into the fabric of existing civic engagement programs, residents play an active role in guiding how visitor activities integrate with local life. This inclusive approach ensures that tourism development resonates with community values and aspirations, cultivating a shared sense of purpose and local pride. Through ongoing dialogue and participatory planning, Burlington aims to create a tourism ecosystem that enhances the city's unique character.

ACTIONS

- Incorporate tourism initiatives into the City's Get Involved community engagement program where residents can provide ongoing feedback on tourism activities and their impact.



Built Environments & Enabling Conditions

Connectivity

By prioritizing robust connectivity, Burlington aims to empower visitors to effortlessly discover its charms while promoting eco-conscious travel choices. From efficient public transit to well-planned cycling routes, the city is dedicated to creating a network that not only connects places but also enhances the overall tourism experience. This approach ensures that getting around becomes an integral part of the adventure, allowing visitors to easily access attractions and immerse themselves in the city's diverse offerings.

CONNECTIVITY

Visitor Access Management

Burlington is expanding its network of outdoor recreational routes, particularly in rural areas. This initiative invites visitors to discover the region’s diverse natural beauty while dispersing foot traffic across a wider area. By thoughtfully managing access to various attractions, Burlington aims to balance tourism growth with environmental preservation and community needs.

ACTIONS

- Encourage the development and maintenance of trails in rural areas to support visitor dispersion.

Road Transport

Burlington will embrace innovative transportation solutions to enhance city-wide accessibility. In collaboration with key partners, the city plans to optimize parking systems, develop tourist-friendly transit options, and promote eco-conscious modes of travel. These future initiatives aim to create a seamless urban experience, balancing visitor needs with local quality of life, while paving the way for a greener, more efficiently connected Burlington.

ACTIONS

- Support the deployment of smart parking systems.
- Develop a hop-on/hop-off bus route for tourists.
- Provide balanced solutions for parking, transit, and cycling, including E-bike and E-scooter parking.

Rail Transport

Strategically positioned along major rail corridors, Burlington is poised to enhance its accessibility and appeal. By improving connections between rail stations and key tourist areas, this area aims to establish itself as a convenient and attractive destination within the broader regional tourism network. These efforts will leverage existing transportation infrastructure to seamlessly integrate the city into visitors’ travel plans, making it an easy and enticing stop for rail travelers exploring the wider region.

ACTIONS

- Enable greater connectivity from GO Transit stations to areas of interest for tourists (e.g. waterfront, RBG, Mount Nemo).
- Work with Metrolinx to position/promote Burlington along the Lakeshore West route and tie-in to Niagara Falls connectivity.
- Enable greater regional connectivity via the VIA Rail station at Aldershot.

Built Environments &
Enabling Conditions

Industry Advancement

A thriving tourism sector relies on a robust and skilled workforce, as well as supportive business environments. Burlington Economic Development and Tourism recognizes the need to invest in the industry's human capital and infrastructure to ensure long-term sustainability and growth. This strategy focuses on retaining and attracting talent, improving working conditions, and providing essential support to tourism businesses.



INDUSTRY ADVANCEMENT

Advance Tourism Labour Retention

Recognizing the value of experienced tourism professionals, Burlington Economic Development and Tourism is spearheading initiatives to enhance job satisfaction and retention in the sector. These efforts include recognition programs to celebrate excellence, support systems for employees, and advocacy for fair wages. By promoting improved working conditions and acknowledging the contributions of tourism workers, including volunteers, the organization aims to foster a more stable and motivated workforce.

ACTIONS

- Create a tourism and hospitality employee excellence/recognition program.
- Pilot job maintenance programs that provide support to employees.
- Advocate for living wages certification among tourism employers.
- Consider volunteers (e.g., event support) as part of the labour pool and provide acquisition/training support as necessary.

Grow Hospitality And Tourism Labour Supply

To address the growing demand for skilled tourism professionals, Burlington Economic Development and Tourism is taking proactive steps to expand the labour pool. This involves collaborating with regional partners to develop targeted recruitment strategies and creating awareness about career opportunities in tourism. By strengthening ties between the industry and educational institutions, Burlington Economic Development and Tourism seeks to cultivate a pipeline of well-prepared professionals ready to meet the sector’s evolving needs.

ACTIONS

- Support the development of a regional labor force targeting strategy.
- Create a marketing campaign for jobs in the tourism industry.
- Create a digital job portal/job board and participate in job fairs for direct recruitment.
- Increase collaboration between industry and education providers to develop educational and workplace-based training programs that meet industry’s needs.

Provide Hospitality and Tourism Business Support

Burlington Economic Development and Tourism is committed to fostering a supportive ecosystem for tourism businesses. This includes connecting new entrepreneurs with appropriate resources, exploring financial support for product upgrades, and promoting incentives for digital adoption. By focusing on enhancing customer experiences and offering tailored support, the organization aims to cultivate a diverse and resilient tourism business landscape that can adapt to changing market demands and visitor expectations.

ACTIONS

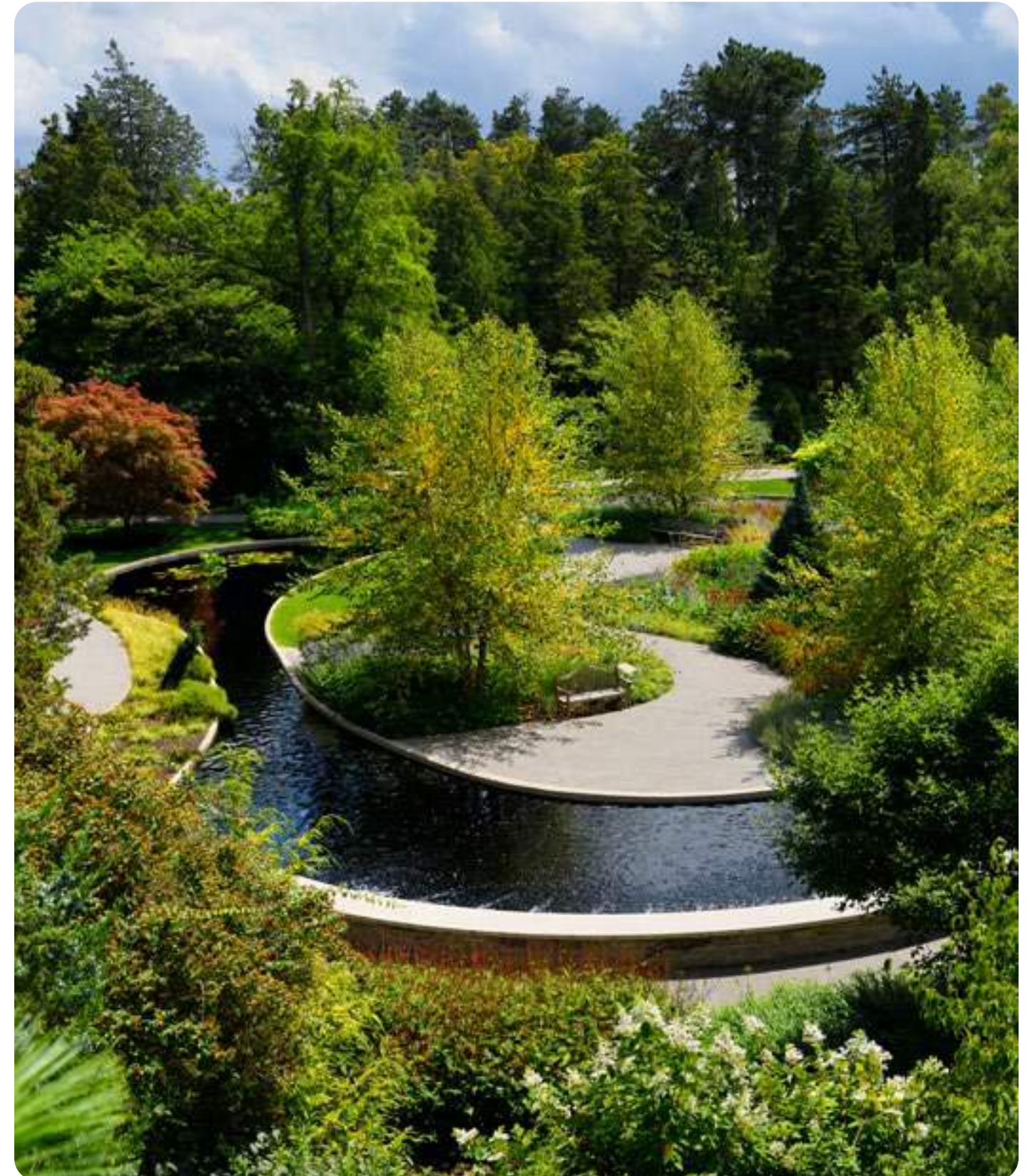
- Support new tourism entrepreneurs by connecting them with appropriate resources and support services.
- Introduce a destination development fund to support product upgrades.
- Provide incentives for business digitization.
- Support for new and existing businesses focused on ensuring quality customer experiences.

Built Environments & Enabling Conditions

Sustainability (Visitors, Residents, Businesses)

Burlington Economic Development and Tourism's approach to development is firmly rooted in sustainability principles, balancing the needs of visitors, residents, and businesses. The goal is to foster a tourism landscape that enriches visitor experiences while respecting local communities and preserving the environment. By emphasizing community-

wide environmental initiatives, visitor education, resident engagement, and business leadership, Burlington is cultivating a tourism model that harmonizes economic growth with social responsibility and ecological stewardship. This holistic approach positions tourism as a catalyst for achieving the city's long-term sustainability objectives.



SUSTAINABILITY

Community

Aligning the tourism sector with Burlington's broader environmental goals is a key priority, particularly the community's net carbon zero objectives by 2050. In order to achieve this ambitious target, collaboration with stakeholders is essential to implement sustainable practices across various areas. These include green building initiatives, renewable energy adoption, industry emission reductions, and improved waste management strategies.

ACTIONS

- Align the tourism sector with the community's net carbon zero objectives by 2050, across the different areas: greening buildings, renewable energy, industry emissions, waste management.

Visitors

Enhancing the visitor experience in Burlington goes hand-in-hand with promoting responsible tourism. Plans are underway to develop comprehensive resources that help visitors navigate the city with ease and appreciation for local culture. This includes creating engaging local guides and highlighting diverse transportation options, encouraging visitors to explore Burlington's attractions in ways that are both enjoyable and respectful of the community.

ACTIONS

- Develop local guides to help visitors navigate Burlington.
- Promote multi-modal transport options to visitors.



SUSTAINABILITY

Residents

Community support is vital for the success and sustainability of tourism initiatives. To ensure tourism development aligns with local values and expectations, ongoing efforts are in place to monitor and understand resident sentiment. By regularly tracking local attitudes towards tourism, potential concerns can be identified and addressed proactively, fostering a harmonious relationship between the tourism sector and the community it serves.

ACTIONS

- Track resident sentiment towards tourism in Burlington.

Businesses

Tourism businesses have the potential to be powerful ambassadors for sustainability in Burlington. By adopting and showcasing environmentally responsible practices, such as recycling programs and waste reduction initiatives, these businesses can lead by example. Encouraging participation in stewardship certification programs further positions tourism enterprises as sustainability champions. Through these efforts, the tourism industry is poised to become a driving force in realizing Burlington's environmental goals.

ACTIONS

- Promote recycling and waste reduction for tourism businesses.
- Promote stewardship certifications by tourism businesses.





Built Environments &
Enabling Conditions

Destination Governance

Effective governance is crucial for the sustainable development and management of Burlington as a tourism destination. This strategy focuses on fostering collaboration, alignment, and shared responsibility among all stakeholders in the tourism ecosystem. By establishing a robust governance framework, Burlington Economic Development and Tourism aims to ensure that the city's tourism initiatives are coordinated, efficient, and aligned with the community's broader goals and values.

DESTINATION GOVERNANCE

Tourism Burlington Partnership

The success of Burlington’s tourism sector relies on a unified approach from all industry partners. The “Tourism Burlington Partnership” governance culture emphasizes collaboration over individual interests, encouraging stakeholders to work towards common objectives that benefit the entire destination. This collaborative model extends to the sharing of data and insights across the industry, fostering informed decision-making and strategic planning. By breaking down silos and promoting a collective mindset, Burlington’s tourism industry can respond more effectively to challenges and opportunities, ultimately enhancing the destination’s overall competitiveness and appeal.

ACTIONS

- Ensure a “Tourism Burlington Partnership” governance culture where all tourism industry partners work towards a common goal not just self-interest.
- Seek opportunities to share data and insights industry-wide.
- Drive organizational awareness for Burlington Economic Development and Tourism.
- Define and socialize roles and responsibilities with partner organizations to support the implementation of the plan.



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SUBJECT: Recommendation report for Draft Plan of Vacant Land Condominium at 4030 and 4050 Upper Middle Road

TO: Committee of the Whole

FROM: Development and Growth Management
Community Planning

Report Number: DGM-13-26

Wards Affected: 4

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the application submitted by Walkers Green Residences Ltd. to draft approve a vacant land condominium plan consisting of three (3) vacant land units at 4030 and 4050 Upper Middle Road, as shown in Appendix A of report DGM-13-26, subject to the conditions contained in Appendix B of the report.

PURPOSE:

Vision to Focus 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
-

Executive Summary:

MHBC Planning Consultants, on behalf of the landowner Walkers Green Residences Ltd. at 4030 and 4050 Upper Middle Road (the “Subject Lands”), has submitted a draft plan of vacant land condominium (VLC) application to facilitate the creation of three vacant land units located around the existing 4-storey residential condominium at 4040 Upper Middle Road. 4040 Upper

Middle Road contains driveways and other infrastructure that would become shared “common elements” of the units proposed in this application.

The proposed VLC will implement a conceptual master plan (referred to as Park City) for the site by establishing a land ownership and servicing framework that will support future high-density residential development through subsequent site plan and zoning approvals. The application does not propose any new buildings or physical development at this stage and functions primarily as a legal and planning framework to facilitate orderly phasing, shared access, servicing, and common elements across the broader development.

Planning staff have reviewed the draft plan of VLC application and are of the opinion that the application is consistent with and conforms to provincial planning documents, as well as the Regional Official Plan, Burlington Official Plan, and Zoning By-law. As such, staff are recommending approval of the application subject to conditions.

Recommendation Report

Background and Discussion:

RECOMMENDATION:		Approval	Ward:	4
Application Details	APPLICANT:	MHBC Planning Consultants		
	OWNER:	Walkers Green Residences Ltd.		
	FILE NUMBERS:	525-004/25(25T-25004/B)		
	TYPE OF APPLICATION:	Plan of VLC		
	PROPOSED USE:	Three (3) vacant land units		
Property Details	PROPERTY LOCATION:	Park City development on the southeast side of Upper Middle Road and Walkers Line intersection, in between the terminus of Tobyn Drive and Hydro One utility corridor to the north.		
	MUNICIPAL ADDRESSES:	4030 and 4050 Upper Middle Road		
	PROPERTY AREA:	3.088 hectares		
	EXISTING USE:	Vacant land		
Documents	OFFICIAL PLAN (1997) Existing:	Residential – High Density		
	OFFICIAL PLAN (2020):	High-Rise Neighbourhoods (stemming from OPA 3)		
	OFFICIAL PLAN Proposed:	No change proposed		
	ZONING Existing:	RH4-378 high density residential zone with a site exception #378		
	ZONING Proposed:	No change proposed		
	APPLICATION DEEMED COMPLETE:	October 14, 2025		

Processing Details	<p>STATUTORY DEADLINE: February 11, 2026 (120 days)</p> <p>COMMUNITY MEETING: Not applicable</p> <p>PUBLIC COMMENTS: Summarized under Engagement Matters</p>
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The Subject Lands are located in the Park City development, to the southeast of the intersection of Upper Middle Road and Walkers Line, in between the terminus of Tobyn Drive to the south and the Hydro One utility corridor along the north side. Access to the Subject Lands is taken from the Tobyn Drive cul-de-sac with two access easements over the Hydro One utility corridor connecting the subject land to Upper Middle Road.

Surrounding and adjacent land uses are described below, and the applicable zoning of these properties is illustrated on Appendix C (Existing Zoning).

- North: Upper Middle Road, with a townhouse development and a commercial complex located further beyond.
- East: a natural heritage corridor associated with the Shoreacres Creek Valley.
- South: residential uses, including townhouses, stacked townhouses, and the Heritage Place retirement residence.
- West: the lands are adjacent to a commercial plaza containing a Bank of Montreal, Tin Cup Sports Grill, A&W, Rust Bistro Bar, and various other commercial uses.

The Subject Lands have been the subject of multiple planning applications and revisions over approximately 15 years. The VLC proposes to organize the Subject Lands into four development blocks including 4030 Upper Middle Road (Figure 1):

Under the *Condominium Act, 1998*, a VLC is defined as a condominium, in which the units are “not part of a building or structure and do not include any part of a building or structure” at the time of registration (s. 1(1), s. 155(1) and (2)). This form of condominium enables the establishment of legally defined ownership parcels before development occurs, while maintaining a condominium ownership structure.

The *Condominium Act* further requires that the condominium declaration and description identify unit boundaries, common elements, and all construction-related obligations and restrictions that will run with the land (s. 7 and s. 8). These documents establish the legal, servicing, and maintenance framework that will apply to all current and future owners within the condominium. Importantly, while a VLC allows for the early creation and conveyance of land units and the establishment of shared common elements, it does not authorize building construction. Any future development remains subject to separate municipal approvals and must comply with the condominium’s governing documents.

The application proposes three vacant land units, abutting common elements of Halton Condominium Plan 751 (4040 Upper Middle Road) to support the larger plan for the site, including the active Site Plan application MM-007/18 at 4030 Upper Middle Road and a forthcoming Zoning By-law Amendment. Proposed Units 1-3 are planned to accommodate future standalone buildings, with the abutting common elements at 4040 Upper Middle Road providing shared access and servicing for overall development. The proposed units do not contain any buildings that are attached to one another, nor are any units situated above another.

Supporting Documents

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

- [Vacant Land Condo Plan Submission Cover Letter - 2025-10-08](#), prepared by MHBC, October 8, 2025
- [Vacant Land Condo Plan - 2025-12-03](#), prepared by J.D. Barnes Limited, December 3, 2025
- [Vacant Land Condo Plan - Colour Mark-Up - 2025-12-03](#), prepared by J.D. Barnes Limited, December 3, 2025
- [Vacant Land Condo Description Letter - 2025-07-15](#), prepared by J.D. Barnes Limited, July 15, 2025
- [Vacant Land Condo Declaration v9 - 2025-08-20](#), prepared by Gowling WLG, August 20, 2025
- [Condo Application Form - 2025-06-16](#), prepared by MHBC, June 16, 2025

Supporting documents have been published on the City’s website for the subject application, [Walkers Green Residences Ltd. - City of Burlington](#).

Policy Framework

The proposed Plan of VLC application is subject to review against the Planning Act, Provincial Planning Statement (2024), Region of Halton Official Plan, City of Burlington Official Plan (1997

and 2020), and City of Burlington Zoning By-law 2020, as summarized below. Staff are of the opinion that the proposed application is consistent with and conforms to the applicable policy framework, as discussed below.

Planning Act: Draft Plan of VLC Criteria

Under the *Condominium Act, 1998* Section 9(2), the provisions of sections 51, 51.1 and 51.2 of the *Planning Act* that apply to a plan of subdivision apply with necessary modifications to a condominium description (plan). The *Condominium Act* states that condominium applications are to be reviewed under the same provisions of the *Planning Act* that subdivision applications are reviewed under. The approval authority must consider the same matters (such as conformity with Official Plan, servicing, access, environmental impacts, etc.) that apply to a draft plan of subdivision under s. 51 of the *Planning Act*.

Section 51(24) of the *Planning Act* outlines criteria that approval authorities are to have regard to when considering a draft plan of VLC, including:

<i>Planning Act</i> Consideration	Analysis
Whether the proposed VLC is premature or in the public interest	The proposed VLC establishes new vacant units that can be redeveloped at a scale consistent with the zoning and Official Plan permissions for the lands. The VLC provides a mechanism to establish ownership parcels and common elements in advance of future development, without authorizing building construction. Halton Region and City Engineering Services staff have identified that municipal water and wastewater infrastructure exists in proximity to the subject lands. The adequacy and capacity of servicing, as well as the ability of community infrastructure such as schools and parks to support the ultimate development, will be evaluated and confirmed through the submission and review of detailed technical studies at the rezoning and subsequent site plan stages, in accordance with the draft plan conditions. The future development plan includes establishment of a private road network, including an extension into a cul-de-sac of Tobyn Drive and two access points to Upper Middle Road. The proposed VLC conforms to the RH4-378 High Density Residential Zone and represents an incremental and orderly progression of development within the surrounding neighbourhood. As such, the proposed VLC is not premature and is considered to be in the public interest.

<p>Whether the plan conforms to the Official Plan and adjacent plans of VLC, if any</p>	<p>The proposed VLC conforms to the City's Official Plans (1997 and 2020) and the Regional Official Plan. The lands are designated for high density residential uses, and this VLC application represents an interim step intended to facilitate future land rights and transfers in advance of subsequent approvals and construction, in conformity with the City's Official Plans.</p>
<p>The suitability of the land for the purposes for which it is to be subdivided</p>	<p>Development Engineering will assess the application in accordance with City requirements and will require updates to the Functional Servicing and Stormwater Management Report to confirm that stormwater controls adequately accommodate the private roadway system. As a condition of draft approval, the owner will be required to update all related engineering reports and plans, including the Master Concept, Servicing, Grading, Phasing, and Stormwater Management Plans, address outstanding Site Plan Agreement obligations, provide necessary easements and securities, and implement all recommendations of the final approved reports.</p>
<p>The number, width, location and proposed grades and elevations of highways, and the adequacy of them</p>	<p>The existing access points for the subject lands are not changing. The draft plan of VLC identifies easements in place for shared access and utilities between the proposed units and the abutting condominium development at 4040 Upper Middle Road. Transportation Services staff have reviewed the proposal and have no concerns from a traffic perspective.</p>
<p>The dimensions and shapes of the proposed lots</p>	<p>The overall lot parameters and the proposed units as conveyable interests conform to the Zoning By-law and are appropriately shaped and dimensioned. Zoning By-law 2020 requires a minimum parcel area of 0.2 hectares and a minimum width of 45 metres. Extensive reciprocal access and utility easements traverse the lands, facilitating the functionality of the subject parcel, 4040 Upper Middle Road, and Walker's Plaza as a coordinated master planned development.</p>
<p>Restrictions on the land proposed to be subdivided or adjoining lands</p>	<p>N/A</p>

Conservation of natural resources and flood control	The subject lands are not located within a floodplain and do not contain natural heritage features or areas as defined by the Provincial Planning Statement. Stormwater management and drainage will be assessed and addressed to the satisfaction of Development Engineering.
The adequacy of utilities and municipal services and school sites	Burlington Hydro, Enbridge, Hydro One, Halton Region, City departments, and other utilities have been circulated and have raised no objections. Any required modifications to existing services will be addressed through conditions of draft approval.
Land to be conveyed or dedicated for public purposes	There are no lands proposed to be conveyed to the City, as access is privately owned and will be managed by the future condominium corporation.
Energy efficiency and conservation	The proposed VLC is consistent with the high-density residential policies of the City's Official Plans within a well-serviced area and supports the efficient use of energy and infrastructure. The master planned development internalizes services and enables shared private servicing arrangements.
Interrelationship between the VLC and site plan control matters	The Subject Lands are anticipated to be developed for high density residential and seniors' residential uses. Existing and future site plan applications will address servicing, stormwater management, zoning compliance, parking, landscaping, accessibility, fire access, lighting, and refuse in accordance with Site Plan Guidelines. Engineering conditions require that phasing, servicing, stormwater management, and outstanding site plan matters related to 4040 Upper Middle Road be resolved in advance of VLC registration to demonstrate development feasibility.

Planning Analysis

See Schedule "D"

Technical Comments

The subject applications were circulated to internal staff and external agencies for review. The following comments and conditions have been received by staff and agencies with the required conditions to be fulfilled prior to final approval included as Appendix B.

City Transportation Services – No objections

Enbridge Gas (formerly Union Gas) – No objections

Bell Canada – No objections and standard conditions are to be included

Halton Police – No objections

Rogers – No objections and standard conditions are to be included

Burlington Hydro – No objections

Region of Halton – any revisions required can be addressed through draft conditions.

Urban Forestry and Landscaping staff – Staff have no objections to the draft plan of VLC and relative conditions have been included.

Finance Department – That the standard condition that all taxes are up-to-date be included.

Development Engineering – any revisions required can be addressed through draft conditions.

Financial Matters:

The property will be subject to City, Region, and School Board Development Charges and Park Dedication fees through future applications.

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

Climate Implications:

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

The proposed VLC contributes to the intensification of the City's urban area and will lay the groundwork for future applications that will introduce additional residents to a location that is within reasonable proximity to parks, neighbourhood conveniences and transit services. As such, the proposed development supports reduced automobile trip lengths, transit usage, and consequently reduced greenhouse gas emissions.

Furthermore, while the schematic masterplan shows increased amount of impervious surface on the subject site, adequate stormwater managements controls will be implemented through

conditions of draft approval to ensure safe functionality planning of the site and surrounding land uses.

Engagement Matters:

Engagement Matters:

Bill 23, the *More Homes Built Faster Act, 2022*, eliminated the Planning Act’s former requirement for municipalities to hold a public meeting for draft plan of subdivision and condominium applications. The Bill repealed subsections 51(20) to 51(21.1), which had previously mandated those meetings. Staff posted information about the application on its website, published notice of the date that a council decision would be made on the website, and notified public bodies of the application.

Bill 23 also limited third-party appeal rights for subdivision/condominium decisions to specified persons (who made written or oral submissions), the applicant, the municipality, and certain public bodies), thereby reducing opportunities for public participation at the appeal stage.

In addition, several inquiries were received from members of the public regarding the proposed Draft Plan of VLC at 4030 and 4050 Upper Middle Road. The inquiries can be summarized as follows:

Commenter / Location	Summary of Inquiry	Staff Response
Residents / Purchasers associated with 4040 Upper Middle Road (two email inquiries and one telephone inquiry received)	<p>Concern that the VLC represents a repurposing of land or a deviation from the original Park City master plan.</p> <p>Fear that the VLC could remove or reduce previously marketed shared amenities, including a central courtyard, which purchasers relied upon when selecting and purchasing their units.</p> <p>Concerns regarding the conduct of the developer, including lack of communication with purchasers, delays in registration of previous buildings, and concerns about misrepresentation.</p>	<p>Staff clarified that the VLC is a legal and ownership framework only and does not authorize new buildings, changes to land use, or removal of approved amenities.</p> <p>It was confirmed that the VLC does not amend or override existing site plan approvals, zoning permissions, or condominium agreements governing 4040 Upper Middle Road.</p> <p>Staff explained that shared amenities remain governed by existing approvals and condominium documents, and</p>

	<p>Requests for clarification on whether the city is enabling the developer to avoid previously approved or promised development obligations.</p>	<p>that overlay drawings are illustrative only.</p> <p>It was noted that any future development on the vacant land units would require separate planning approvals, including site plan approval, at which time matters such as building form, access, servicing, and amenities would be reviewed.</p> <p>Staff advised that the City's current review is limited to conformity with the Official Plan, Zoning By-law, and applicable legislation.</p>
<p>Resident of Tobyn Drive (one inquiry received)</p>	<p>Questions regarding potential future impacts on traffic along Upper Middle Road.</p> <p>Concerns about possible impacts on infrastructure and municipal services.</p> <p>Requests for clarification on the long-term vision for the proposed vacant land units.</p>	<p>Staff advised that the VLC does not generate traffic, authorize construction, or alter access arrangements. A VLC does not regulate land use, and the development and use of the subject lands will be based on the in force and effect zoning.</p> <p>It was explained that any future development would be subject to separate planning applications and technical studies, including traffic and servicing reviews.</p> <p>Staff confirmed that future development would be required to conform with the Official Plan and Zoning By-law and would involve further public processes.</p>
<p>Adjacent property owner</p>	<p>Request for clarification regarding the location of the subject lands</p>	<p>Staff confirmed that the subject lands are located east of</p>

– 4045 Upper Middle Road	relative to 4045 Upper Middle Road.	Walker’s Plaza and north of the existing condominium building at 4040 Upper Middle Road.
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Conclusion:

Staff’s analysis of the VLC application considers the applicable policy framework and the comments submitted by technical agencies and the public. Staff find that the application is consistent with the Provincial Planning Statement and conforms to Regional and City Official Plans, and Zoning By-law 2020.

It is therefore recommended that draft approval be given for a plan of Vacant Land Condominium to facilitate the creation of three vacant land units, subject to the conditions attached as Appendix B to Report DGM-13-26.

Respectfully submitted,

Melissa Gasic, MCIP, RPP
Planner
905-335-7600 Ext. 7463

Appendices:

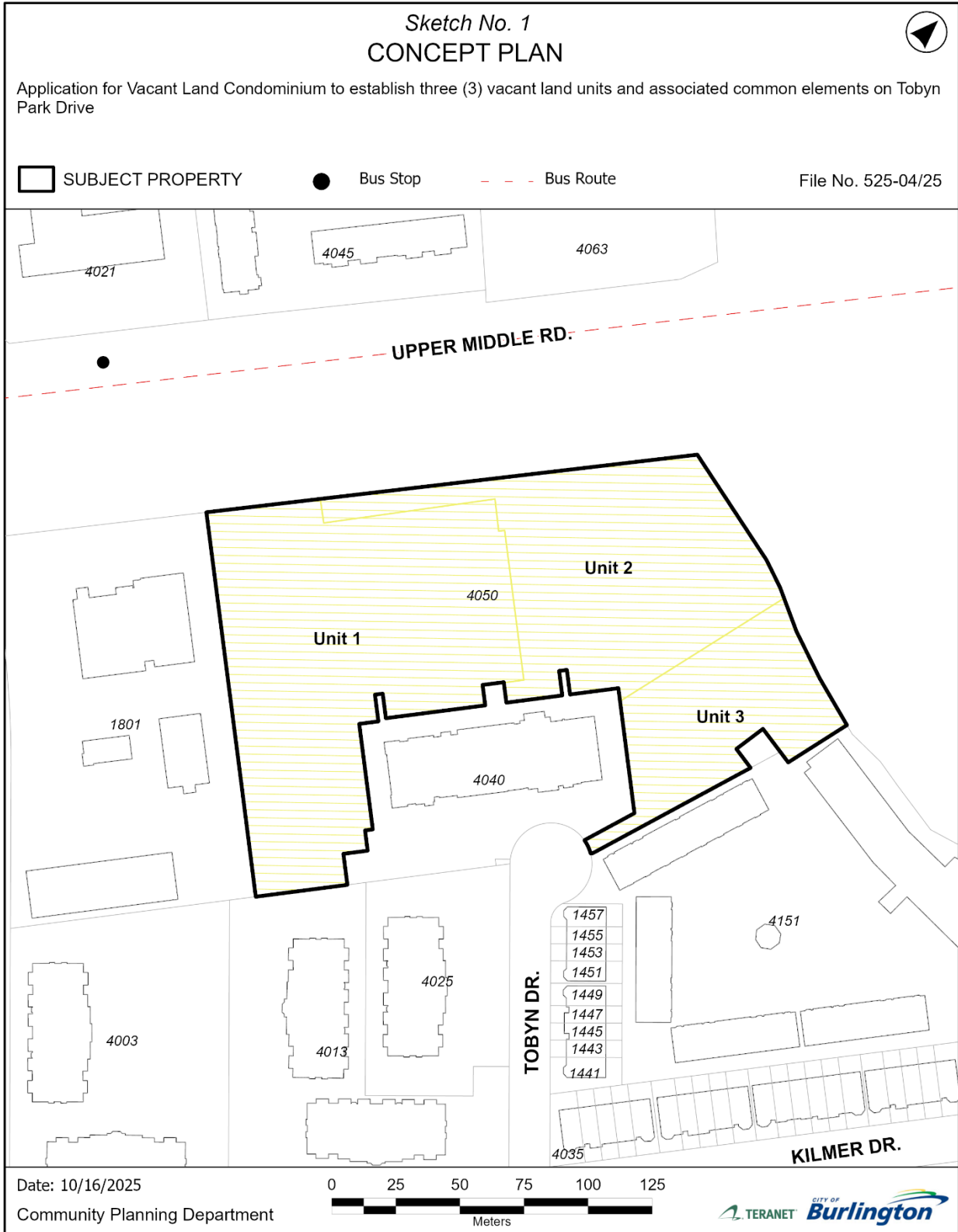
- A. Concept Plan
- B. Draft Conditions
- C. Zoning Map
- D. Planning Analysis
- E. Public Comments

Notifications:

Walkers Green Residences Ltd. c/o Robert Kosnik
Jillian Sparrow, MHBC jsparrow@mhbcplan.com

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.





**CONDITIONS APPLYING TO THE APPROVAL OF THE FINAL
PLAN FOR REGISTRATION OF PLAN OF SUBDIVISION BY:**

Walkers Green Residences Ltd.

The Conditions which shall be fulfilled prior to final approval of this Plan of Subdivision are as follows:

1. This approval applies to the draft plan of subdivision prepared by R.A. McLaren Limited, Draft Plan of Subdivision Lots 1, 2, 3, 4, 5, 6, and 7, Plan 20M-524 dated July 16, 2024.

The Owner / Applicant shall complete the following to the satisfaction of the Director of Engineering Services of the City of Burlington:

2. Agree to submit an updated Master Concept Plan.
3. Agree to submit an updated Master Servicing and Master Grading Plan.
4. Agree to submit a detailed Phasing Plan outlining the sequencing of construction for all phases, including identification of any temporary or interim construction measures required to ensure that each phase can be completed independently of future phases, including but not limited to underground parking, common elements, landscape features, and site lighting.
5. Agree to submit an updated Stormwater Management Report demonstrating how stormwater quantity and quality controls will be provided in accordance with municipal requirements under interim and ultimate build-out conditions.
6. Agree to satisfy all terms and conditions of the existing Site Plan Agreement (File No. 535-009/12), including the resolution of any outstanding or deficient items. Agree to enter into a Site Plan Agreement for the current Minor Modification application (File No. MM-007/18), including the provision of engineering securities for all proposed and outstanding works.
7. Agree and acknowledge that the details of Units 2 and 3 have not been reviewed as part of any development applications and that Draft Plan of Condominium approval does not constitute development approval for Units 2 and 3. Any future development of Units 2 and 3 will require separate Site Plan approval(s) and Site Plan Agreement(s) to the satisfaction of the City.

8. Agree to submit, at each subsequent Site Plan stage, updated engineering drawings for the applicable phase of development, including any required interim servicing and grading measures, to demonstrate that each phase can be completed without adversely impacting completed phases or relying on incomplete future works, and in conformance with the approved Phasing Plan.
9. Agree to provide the necessary securities for all works, in accordance with all agency requirements and the approved engineering drawings at the Site Plan stage.
10. Agree to submit all required supporting documentation and draft reference plans (R-Plans) for all existing and proposed private easements, including easements required for servicing, access, ingress/egress, and utilities.
11. Regional Servicing Conditions: The Owner must provide draft easement documents that demonstrate, to the satisfaction of the Region's Development Project Manager that permanent mutual private domestic watermain and sanitary sewer easements are to be provided that will ensure that access rights to and the maintenance of the private water and sewer systems in the development and properties are addressed between the multiple property owners. The easements will be required to be described as parts on a reference plan and the transfer documents for the private water and wastewater easements will be required to stand solely on their own, and not part of any other easement or agreement.
12. Regional Transportation Conditions: The conditions from the previous site plan application (from MM-007/18) are still applicable.
 - a) The Owner agrees to implement the recommendations of the updated Transportation Impact Study, to the satisfaction of Halton Region.
 - b) The Owner agrees to implement the recommendations of the updated Noise Impact Study, to the satisfaction of Halton Region.
13. Regional Access Conditions: Access to the site will continue to be provided from Upper Middle Road currently facilitated through two access easements under Instrument No. HR973836. The eastern access has been built and serves as access to the existing sales centre. The western access is currently gravel and will act as the construction access for the development of Block 1.
14. The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
15. The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost. Upon receipt of this comment letter, the Owner is to provide Bell Canada with servicing plans/CUP at their earliest convenience to

planninganddevelopment@bell.ca to confirm the provision of communication/telecommunication infrastructure needed to service the development.

16. Prior to registration of the plan of Condominium, the Developer/Owner will, at its own cost, grant all necessary easements and maintenance agreements required by those CRTC-licensed telephone companies and broadcasting distribution companies intending to serve the Condominium (collectively, the "Communications Service Providers"). Immediately following registration of the Plan of Condominium, the Developer/Owner will cause these documents to be registered on title.
17. Prior to registration of the plan of Condominium, the Developer/Owner will, with consultation with the applicable utilities and Communications Service Providers, prepare an overall utility distribution plan that shows the locations of all utility infrastructure for the Condominium, as well as the timing and phasing of installation.
18. Prior to registration, taxes must be paid on parcels associated with this file. This includes all outstanding balances plus current year taxes that have been billed but not yet due.
19. Prior to signing the final plan, the Director of Community Planning shall be advised by the City Engineering Services Department that Conditions 2-10 (inclusive) have been carried out to their satisfaction with a brief but complete statement detailing how each condition has been satisfied if applicable.
20. Prior to signing the final plan for each phase, the Director of Community Planning shall be advised by the Region of Halton that Conditions 11, 12 and 13 have been carried out to their satisfaction with a brief but complete statement detailing how each condition has been satisfied if applicable.
21. Prior to signing the final plan for each phase, the Director of Community Planning shall be advised by the Bell Canada and Rogers that Conditions 14-17 (inclusive) have been carried out to their satisfaction with a brief but complete statement detailing how the condition has been satisfied if applicable.
22. All of the above conditions shall be satisfied within 3 years of the granting of draft approval, being _____, 2029.

J. Tellier
Director of Community Planning

Date

If there are no appeals, Draft Approval is deemed to have been made on

NOTES:

- a) The owner is advised that additional fees are required by the City of Burlington and the Region of Halton for each Extension to Draft Approval and for Major Revisions to the draft plan or conditions.
- b) The owner, its successors and assigns, is hereby notified that City-wide Development Charges may be payable in accordance with By-law No. 72-2004, as may be amended, upon issuance of a building permit at the rate in effect on the date issued. For further information, the owner is advised to contact the City Burlington Department at 905-335-7731
- c) Regional Development Charges and Surcharges are payable in accordance with the applicable Regional Development Charges by-law and are required at the following stages:

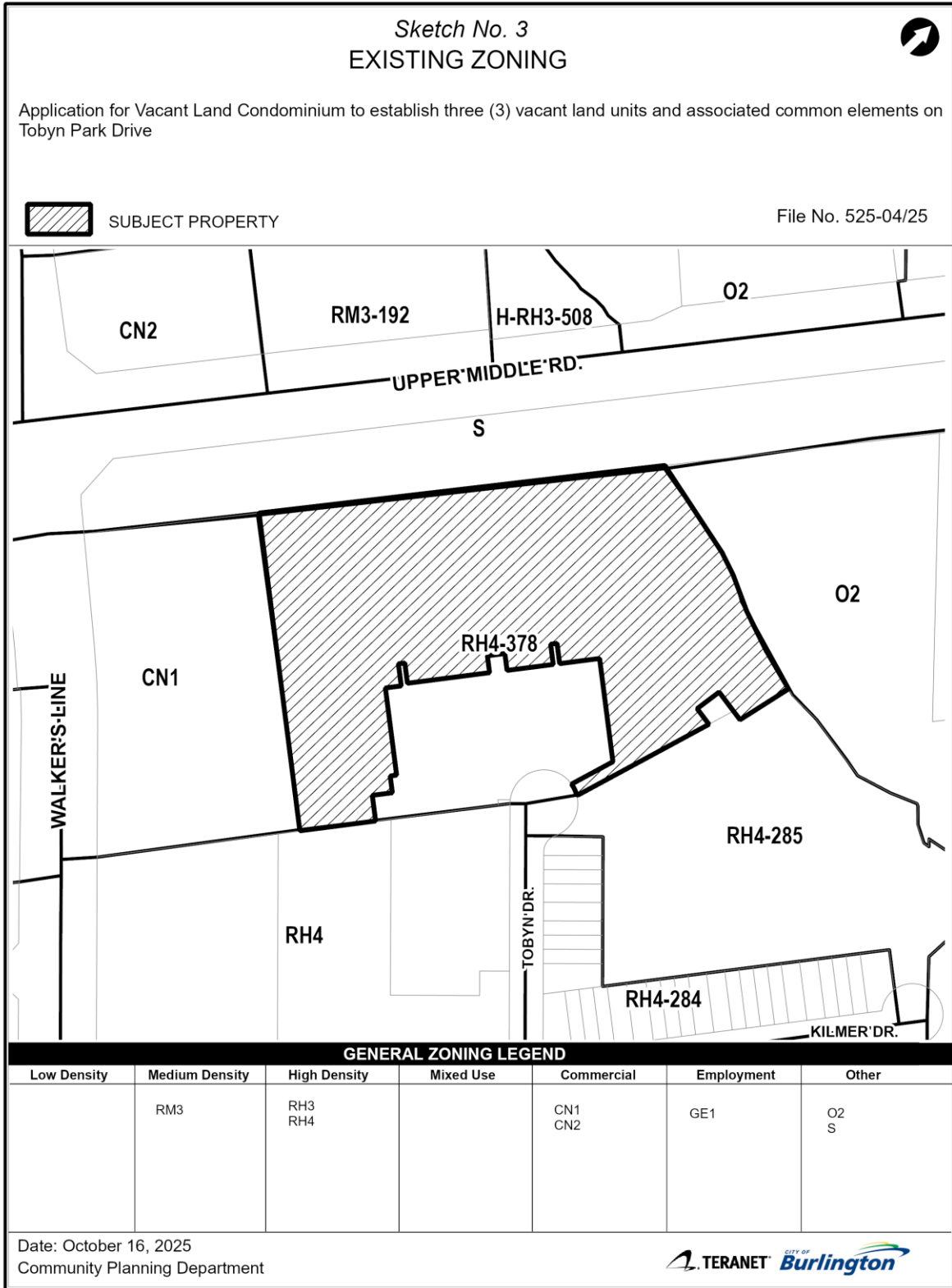
Subdivision Agreement: Water and wastewater (including blocks intended for future development at the maximum density permitted under the applicable zoning by-law)

Building Permit Issuance: All remaining Region-wide Development Charges in effect at
the date of issue.

NOTE: Any building permits which are additional to the maximum unit yield which is specified by the Subdivision Agreement are subject to all Regional Development Charges (including water, wastewater and surcharges not collected at subdivision agreement) prior to the issuance of the building permit, at the rate in effect at the date of issue.

- d) Educational Development Charges are payable in accordance with the applicable Education Development Charge by-law and are required at the issuance of a building permit. Any building permits which are additional to the maximum unit yield which is specified by the Subdivision Agreement are subject to Education Development Charges prior to the issuance of a building permit, at the rate in effect at the date of issuance.
- e) At any time prior to final approval of the plan for registration, the City or Region may amend, delete or add to the conditions and this may include the need for amended or new studies in accordance with Section 51 (18) of the Planning Act, 1990
- f) An electrical distribution line operating at below 50,000 volts might be located within the area affected by this development or abutting this development. Section 186 – Proximity – of the Regulations for Construction Projects in the Occupational Health and Safety Act, requires that no object be brought closer than 3 metres (10 feet) to the energized conductor. It is the proponent's responsibility to be aware,

and to make all personnel on site aware, that all equipment and personnel must come no closer than the distance specified in the Act. They should also be aware that the electrical conductors can raise and lower without warning, depending on the electrical demand placed on the line. Warning signs should be posted on the wood poles supporting the conductors stating “**DANGER – Overhead Electrical Wires**” in all locations where personnel and construction vehicles might come in close proximity to the conductors.



Planning Analysis

Provincial Planning Statement, 2024 (PPS, 2024)

The PPS, 2024 provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS, 2024 sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians. Subsection 3(5) of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act.

The proposed plan of VLC is consistent with the new PPS, 2024 since the proposal promotes development within a settlement area and provides for various housing types where adequate infrastructure can accommodate the proposal. The VLC is proposed to be located on vacant lands within a built-up residential area within the Park City development. This promotes efficient development as existing community amenities are located within walking distance of the proposed development. There are also existing community and commercial services in the area that can support the proposed residential development (Walkers Plaza). The proposed VLC will support the future intensification of the lands through subsequent planning applications, in accordance with the City's Official Plans and Zoning By-law by providing conveyable land units to facilitate developments.

Halton Region Official Plan, 2006 as amended (ROP)

The ROP outlines a long-term vision for the physical form and community character of Halton. All planning decisions must conform to the ROP.

The subject lands are designated as Urban Area within the ROP.

Lands within the Urban Area designation are locations where urban services (water and wastewater) are or will be made available to accommodate existing and future development. The ROP states that the range of permitted uses and creation of new lots within the Urban Area shall be in accordance with local Official Plans and Zoning By-laws and other policies of the ROP. Overall, the plan of VLC application will be consistent with the PPS and the ROP once conditions have been addressed.

City of Burlington Official Plan (2020)

The subject lands are located within the Urban Area boundary as identified on Schedule A – City System, and within the Urban Growth Centre as shown on Schedule A1 – City System – Provincial Land Use Plan and Designations. Under Schedule B – Urban Structure, the site is designated Residential Neighbourhood Areas and is further identified as an Established Neighbourhood Area on Schedule B1 – Growth Framework.

In accordance with Schedule C – Land Use (Urban Area), the lands are designated Residential – High-Rise Neighbourhoods. Policy 8.3.5(1) permits apartment buildings and a range of ground-oriented and non-ground-oriented residential forms within this designation,

while excluding single-detached and semi-detached dwellings. The maximum height of development is to be established through the implementing Zoning By-law.

Upper Middle Road is identified as a Major Arterial Road on Schedule O1 – Classification of Transportation Facilities – Urban Area and is also designated for a bike lane and boulevard trail on Schedule P – Long Term Cycling Master Plan.

A site-specific policy applies to 1800 Tobyn Drive (currently 4040, 4030 and 4050 Upper Middle Road), permitting a combined floor area ratio of 2.2:1 for apartment buildings and at least one retirement home, and allowing limited accessory ground-floor retail, service commercial, and office uses that support the seniors' residential complex (s. 8.3.5(2)(c)).

Zoning By-law 2020

The Subject Lands are zoned RH4-378, a high-density residential zone with site-specific exception 378. The current VLC application establishes three vacant land units but does not propose any new buildings or physical development.

Zoning staff have confirmed that the VLC application itself does not trigger zoning compliance issues, as it merely establishes a land-ownership framework. Full conformity with the RH4-378 zone will need to be assessed through future development applications, including the active Site Plan Amendment for unit 1 and any forthcoming Zoning By-law Amendment or Site Plan submissions for units 2 and 3

Gasic, Melissa

From: Gasic, Melissa
Sent: Thursday, January 22, 2026 7:17 PM
To: [REDACTED]
Subject: RE: Site Address Ward 4

Hi [REDACTED]
The lands are to the east of Walkers Plaza and to the north of the existing condominium building at 4040 Upper Middle Road. I hope this helps.
Best,



Melissa Gasic, MCIP RPP
Planner - Site Plan Review, Community Planning
Development and Growth Management
City Hall | 426 Brant St., PO Box 5013, Burlington ON L7R3Z6
Phone | 905-335-7600 ext.7463 | burlington.ca

Our working hours may be different. You are not obligated to reply outside of your typical working hours and I am asking you not to reply outside of your typical working hours.

From: [REDACTED]
Sent: Thursday, January 22, 2026 4:17 PM
To: Gasic, Melissa <Melissa.Gasic@burlington.ca>
Subject: Site Address Ward 4

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

Hi Melissa

I received a notice in the mail about a property located at 4030 and 4050 Upper Middle Road.

I am located at [REDACTED] Upper Middle Road and are curious as to where these properties are located in relation to [REDACTED] Upper Middle Road.

I will wait for your reply.

Regards,
[REDACTED]

Gasic, Melissa

From: Gasic, Melissa
Sent: Tuesday, January 27, 2026 4:22 PM
To: [REDACTED]
Subject: RE: Application Submitted Notice - re Walkers Green Residences Ltd.

Hi [REDACTED]

Thank you for your email and for taking the time to review the Vacant Land Condominium (VLC) application materials. I appreciate you sharing your concerns.

To clarify, the current application does not seek permission to change land use, introduce new buildings, or remove approved amenities. The Draft Plan of Vacant Land Condominium is a legal and ownership framework only. Its purpose is to create three vacant land units to support long-term phasing of development that has already been contemplated through prior planning approvals. No physical changes to the site, including buildings, access, parking, or amenity areas, are proposed or approved through this application.

Importantly, the VLC application does not amend or override any existing site plan approvals, zoning permissions, or condominium agreements that govern the development at 4040 Upper Middle Road. Any shared amenities continue to be governed by the applicable site plan approvals and condominium documents for that development. The VLC process does not remove, reduce, or reassign approved amenity areas.

The overlay drawings you referenced are intended to illustrate future land units for planning purposes only. They do not indicate a change in how existing common elements function or how amenities are allocated. Any future development on the vacant land units would require separate planning approvals, including site plan approval, at which time matters such as building layout, access, servicing, and amenity provision would be reviewed in detail.

At this stage, the City's review is limited to confirming that the proposed VLC framework conforms with the Official Plan, Zoning By-law, and applicable legislation.

I hope this helps clarify the intent and scope of the application. Please feel free to reach out if you have further questions or would like additional clarification.

Kind regards,



Melissa Gasic, MCIP RPP
 Planner - Site Plan Review, Community Planning
 Development and Growth Management
 City Hall | 426 Brant St., PO Box 5013, Burlington ON L7R3Z6
 Phone | 905-335-7600 ext.7463 | burlington.ca

Our working hours may be different. You are not obligated to reply outside of your typical working hours and I am asking you not to reply outside of your typical working hours.

From: [REDACTED]
Sent: Tuesday, January 27, 2026 1:41 PM
To: Gasic, Melissa <Melissa.Gasic@burlington.ca>
Subject: Re: Application Submitted Notice - re Walkers Green Residences Ltd.

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

Thanks for the speedy response Melissa.

I'm certainly no expert so would appreciate any feedback or guidance you could provide.

It looks to me like they are asking for permission to repurpose the land (or at least redraw the property lines)?

My concern is that this looks to be a potential deviation from the initial plans which were promised to buyers like me.

In the original marketing materials, we were sold (at a premium) units that would face inwards towards a 1acre courtyard that would be shared among multiple buildings.

I purposefully chose my unit and paid the premium for this reason. If this new plan removes the need for the builder to provide this amenity, I would be very much opposed to it (and would like to understand if they face any legal repercussions as a result).

Maybe i'm misinterpreting but the overlay drawings look very much like 4040's portion of land is restricted to what's built, while the rest is attributable to the other 'units' with no mention of the initially marketed courtyard.

Are you the person we should be writing these concerns to? If not, could you kindly redirect me, or this email, to the appropriate person(s)?

Appreciate any feedback / guidance you could provide.

Thanks,



On Jan 27, 2026, at 1:02 PM, Gasic, Melissa <Melissa.Gasic@burlington.ca> wrote:

Hi

Here is the link for the proposal:

<https://www.burlington.ca/en/news/current-development-projects/4030-upper-middle-rd.aspx>

Best,

<image001.png>

<p>Melissa Gasic, MCIP RPP Planner - Site Plan Review, Community Planning Development and Growth Management City Hall 426 Brant St., PO Box 5013, Burlington ON L7R3Z6 Phone 905-335-7600 ext.7463 burlington.ca</p>

Our working hours may be different. You are not obligated to reply outside of your typical working hours and I am asking you not to reply outside of your typical working hours.

From:
Sent: Tuesday, January 27, 2026 12:52 PM
To: Gasic, Melissa <Melissa.Gasic@burlington.ca>
Subject: Application Submitted Notice - re Walkers Green Residences Ltd.

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

Hi Melissa,

I received the subject notice in the mail regarding the proposal of Vacant Land Condominium.

The website to get more information listed is not live or available.

www.burlington.ca/en/n

Will there be an update to this site or an alternative site provided to understand what is being asked?

Thanks,

(redacted) resident of 4040 Uppermiddle Road Condo)

This message, including any attachments, is privileged and intended only for the addressee(s) named above. If you are not the intended recipient, you must not read, use or disseminate the information contained in this email/fax. If you have received this email/fax transmission in error, please notify the sender immediately by telephone, fax or email and permanently delete this email from your computer/shred this fax, including any attachments, without making a copy. Access to this email/fax by anyone else is unauthorized. Thank you.

Gasic, Melissa

From: Gasic, Melissa
Sent: Tuesday, January 27, 2026 9:15 AM
To: [REDACTED]
Subject: RE: Inquiry regarding Planning Application File 525-004/25 (4030 and 4050 Upper Middle Road)

Dear [REDACTED]

Thank you for reaching out regarding the Draft Plan of Vacant Land Condominium application at 4030 and 4050 Upper Middle Road. I appreciate your interest in understanding how this application may relate to the surrounding neighbourhood.

At this stage, the Vacant Land Condominium (VLC) application is a legal and planning framework only. It does not authorize any new buildings, changes to traffic patterns, or physical construction. The purpose of the VLC is to establish land ownership boundaries to support orderly future development that has already been contemplated through long-term master planning for the site.

With respect to your specific questions:

- **Traffic on Upper Middle Road:**
The VLC itself does not generate new traffic or alter existing access points. Any future development on the vacant land units would be subject to separate planning applications (such as site plan approval and, if required, zoning amendments), which would include detailed traffic studies and review by the City's Transportation Services staff at that time.
- **Infrastructure and services:**
There are no new infrastructure demands created by the VLC. Future development phases will be required to demonstrate adequate servicing, stormwater management, and infrastructure capacity through technical studies, all of which would be reviewed and approved by the City and Region before construction could proceed.
- **Long-term vision for the units:**
The vacant land units are intended to accommodate future residential buildings in accordance with the City's Official Plan and Zoning By-law. Each future building proposal would undergo its own public planning process, including detailed technical review and opportunities for public input, before any development could occur.

Kind regards,



Melissa Gasic, MCIP RPP
Planner - Site Plan Review, Community Planning
Development and Growth Management
City Hall | 426 Brant St., PO Box 5013, Burlington ON L7R3Z6
Phone | 905-335-7600 ext.7463 | burlington.ca

Our working hours may be different. You are not obligated to reply outside of your typical working hours and I am asking you not to reply outside of your typical working hours.

From: [REDACTED]
Sent: Friday, January 23, 2026 5:46 PM
To: Gasic, Melissa <Melissa.Gasic@burlington.ca>
Subject: Inquiry regarding Planning Application File 525-004/25 (4030 and 4050 Upper Middle Road)

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

Dear Melissa,

I am writing to you as a homeowner on Tobyn Dr. regarding the planning application submitted by Walkers Green Residences Ltd. for the properties at 4030 and 4050 Upper Middle Road (File: 525-004/25).

I received the notice about the proposal for a Vacant Land Condominium. While I understand that no new buildings are being proposed at this stage, I would like to better understand how this legal reorganization might impact the neighborhood in the future.

Specifically, I have the following questions:

- How will this division into three units affect future traffic flow on Upper Middle Road?
- Are there any anticipated impacts on local infrastructure or services as a result of this phasing?
- What is the long-term vision for these specific units once they are established?

Thank you for your time and for providing more information on this application.



Get [Outlook for Android](#)

Gasic, Melissa

From: [REDACTED]
Sent: Tuesday, February 3, 2026 4:05 PM
To: Gasic, Melissa
Subject: Re: Public feedback: Proposed development at 4030 and 4050 Upper Middle Road

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Thank you very much Melissa!! Really appreciate the clarification on everything.

[REDACTED]

> On Feb 3, 2026, at 4:02 PM, Gasic, Melissa <Melissa.Gasic@burlington.ca> wrote:
>
> Hi Chris,
> Thank you for your email and for taking the time to review the Vacant Land Condominium (VLC) application materials. I appreciate you sharing your concerns.
> To clarify, the current application does not seek permission to change land use, introduce new buildings, or remove approved amenities. The Draft Plan of Vacant Land Condominium is a legal and ownership framework only. Its purpose is to create three vacant land units to support long-term phasing of development that has already been contemplated through prior planning approvals. No physical changes to the site, including buildings, access, parking, or amenity areas, are proposed or approved through this application.
>
> Importantly, the VLC application does not amend or override any existing site plan approvals, zoning permissions, or condominium agreements that govern the development at 4040 Upper Middle Road. Any shared amenities continue to be governed by the applicable site plan approvals and condominium documents for that development. The VLC process does not remove, reduce, or reassign approved amenity areas.
>
> The VLC plans are intended to illustrate future land units for planning purposes only. They do not indicate a change in how existing common elements function or how amenities are allocated. Any future development on the vacant land units would require separate planning approvals, including site plan approval, at which time matters such as building layout, access, servicing, and amenity provision would be reviewed in detail.
>
> At this stage, the City's review is limited to confirming that the proposed VLC framework conforms with the Official Plan, Zoning By-law, and applicable legislation.
> I hope this helps clarify the intent and scope of the application. Please feel free to reach out if you have further questions or would like additional clarification.
>
> Kind regards,
>

> Melissa Gasic, MCIP RPP
> Planner - Site Plan Review, Community Planning
> Development and Growth Management
>
> City Hall | 426 Brant St., PO Box 5013, Burlington ON L7R3Z6
>
> Phone | 905-335-7600 ext.7463 | burlington.ca
>
> Our working hours may be different. You are not obligated to reply outside of your typical working hours and I am asking you not to reply outside of your typical working hours.
>
> -----Original Message-----
> From: [REDACTED]
> Sent: Tuesday, February 3, 2026 1:41 PM
> To: Gasic, Melissa <Melissa.Gasic@burlington.ca>
> Subject: Public feedback: Proposed development at 4030 and 4050 Upper Middle Road
>
> CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> Good afternoon Melissa,
>
> I am writing to you in respect to the public's feedback notice i received for this proposed development and want to express my egregious concerns in respect to this vendor/builder's conduct throughout the history of this development site.
>
> The city should be well aware of the history with this site. Walkers Green Residences marketed, sold (collected deposits) and received approvals for a prior development proposal on this site. I am expressing my concerns for not only myself, but more importantly, my brother Cory Dowling, who has an active purchase agreement for a unit he purchased in the prior proposed development back in 2016. I have never before experienced such unprofessional conduct that we have experienced with this builder. There has been zero communication to the affected purchasers of the prior development for several years. In fact, many years. As stated above, Cory still has an active purchase agreement with a deposit held in Trust with this builder. This builder took 3 years to register their first building on this site so i would seriously question their competency as a builder.
>
> It would be a serious injustice to the residences of Burlington and devastating to the affected purchaser's if the City were to approve this proposed development. If this was to be approved, i would simply ask why the City does not hold a builder accountable! I see there is a meeting on March 2nd at 9am in which i will be there on behalf of Cory Dowling to express my concerns to the committee in addition to this email to serve as my letter of objection for this proposal.
>
> Once again, the conduct of this builder has been disgusting and our family would be truly at a loss for words if the City would allow this builder to slip out of their obligations to build anything other than what the city had prior approved and the builder sold. I would deem this as misrepresentation and we would pursue all remedies available to us against this builder. Although misrepresentation may not have been their intent, there is absolutely no excuse for zero communication to their purchasers.
>

> Thank you for your attention to this matter.

>

> Best regards,

>

[REDACTED]

>

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SUBJECT: Appointment of Livestock Valuers and Weed Inspectors

TO: Committee of the Whole

FROM: Development and Growth Management
By-law Compliance

Report Number: DGM-20-26

Wards Affected: All

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Direct the Commissioner, Legal and Legislative Services/City Solicitor to prepare, for the approval of Council, the necessary by-law to appoint Municipal Livestock Valuers and Municipal Weed Inspectors and repeal the current appointment By-law 31-2022 as outlined in development and growth management report DGM-20-26.

Executive Summary

To update the appointment of Municipal Livestock Valuers and Municipal Weed Inspectors in the City of Burlington in accordance with applicable law.

Analysis

The *Protection of Livestock and Poultry from Dogs Act* (previously the *Livestock, Poultry and Honey Bee Act*) mandates that every local municipality appoint one or more Municipal Livestock Valuers. When an owner notifies the City that their livestock or poultry has been killed or injured by a dog, a Municipal Livestock Valuer investigates and makes a report. The Municipal Livestock Valuer determines whether compensation, as set out in the Act, is to be paid to the owner. In Burlington, all Animal Services By-law Officers in the Bylaw Compliance Department are appointed as Municipal Livestock Valuers.

Recommendation Report

The *Weed Control Act* authorizes lower-tier municipalities to appoint one or more Municipal Weed Inspectors. Municipal Weed Inspectors identify noxious weeds designated in Schedule 1 of Regulation 1096 under the *Weed Control Act* and ensure their destruction. In Burlington, all By-law Enforcement Officers in the By-law Compliance Department are appointed as Municipal Weed Inspectors.

The new version of the appointment by-law will be updated to appoint Municipal Livestock Valuers and Municipal Weed Inspectors by position rather than naming them individually to avoid the need for updates to the by-law due to personnel changes.

There are no financial or staffing implications to these appointments.

Recommendation Details

Approving the appointment by-law ensures compliance with applicable law.

References

[Protection of Livestock and Poultry from Dogs Act](#)
[Weed Control Act](#)

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:

Kerry Davren
Director, By-law Compliance
905-335-7777

Appendices:

None

Draft By-laws for Approval at Council:

- By-law to Appoint Municipal Livestock Valuers and Municipal Weed Inspectors and to repeal By-law repeal 31-2022 for Council March 10, 2026

Report Approval:

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

SUBJECT: Assumption of Municipal Parking Operations at 390 Brant Street - SIMS Square – Lot 17

TO: Committee of the Whole

FROM: Public Works
Transportation

Report Number: PWS-11-26

Wards Affected: 2

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve public works report PWS-11-26 regarding the assumption of Municipal Parking Operations at 390 Brant Street – SIMS Square – Lot 17; and

Repeal and replace Schedule 1 of the Parking and Idling By-law 39-2016 with the revised schedule attached in Appendix B.

Executive Summary

Purpose of report:

- Advise council of commencement of Municipal Parking Operations at 390 Brant Street surface lot as of March 1st, 2026.
- Approve the by-law amendment adding this property to Schedule 1 of the Parking and Idling By-law thereby setting the fees and rules for the space.

Implications:

- Financial – Minor capital improvements funded from 2026 Operating Budget
- Financial – Daily use revenue generated to be journaled back to Realty Services to offset permit revenue losses. Fine revenue to be retained by Municipal Parking Operations.

- Legal – Inclusion of 390 Brant Street in the revised Schedule 1 of the Parking and Idling by-law.
- Legal - Notice given to third-party contractor on January 16th, 2026, regarding cessation of operations as of March 1st, 2026

Recommendation Report

Background

Operational parking matters relating to SIMS Square Surface parking lot will be transferred to City Municipal Parking Operations effective March 1st, 2026. Implementation of the standard downtown hourly rate is proposed between the hours of 9am and 6pm, Monday to Saturday, as this is deemed to be a premium lot based on location. The by-law amendment includes a time limit for use of the surface lot only until the renovation of Civic Square has been completed to ensure turnover of the spaces. After the Civic Square renovation is completed, the lot will revert to standard time limits.

Analysis

Benefits:

- Addition of approximately 30 parking spaces into municipal inventory
- Improved and consistent service level standards
- Improved pavement markings, stall sizing and appropriate driving lane width

Considerations:

- Minor capital improvements
- Realignment of the pavement markings to maximize the use of space

Additional Information:

- Capital funds will be requested in the near term to resurface and redesign the overall space, bringing it into alignment with Downtown Parking Plans and Active Transportation Plans

Community Engagement and Communications:

- Inform the Downtown Parking Committee of this change to operations.
 - Inform the Burlington Downtown Business Association of this change to operations.
-

Recommendation Details

This option is recommended to bring the Sims Square Lot into the municipal inventory to ensure its operation aligns with service level standards and to help manage future demand.

Key Dates & Milestones

March 1st, 2026 – Third Party Contractor will no longer operate SIMS Square surface lot. Operational matters will be transferred to City Municipal Parking Operations.

March - May 2026 – Municipal Parking Operations will begin minor upgrades to the property,

bringing it into better alignment with current service levels. This includes minor repairs to the asphalt, pavement markings, installation of municipal signage and pay station.

May 2026 onward – broader evaluation of capital improvements to be included in the Capital Budget review process for 2027 or 2028.

Implications

Minor capital improvements funded through the 2026 Municipal Parking Operations operating budget will be deployed to increase state of good repair and ensure compliance with applicable standards. Minor work will be limited to only what is necessary considering broader improvements to be made beyond 2026.

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:

Stephen Camm
Supervisor of Municipal Parking Operations

Appendices:

- A. By-law to repeal & replace Schedule 1 from Parking and Idling By-law 39-2016
- B. Revised Schedule 1 including 390 Brant Street - Sims Square – Lot 17 surface lot

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 39-2016

A by-law to amend By-law 39-2016, being a by-law to regulate parking and idling in the City of Burlington
File: 745-2 PWS-11-26

Whereas the Council of The Corporation of the City of Burlington wishes to amend By-law 39-2016, being a by-law to regulate parking and idling in the City of Burlington, to update Schedule “1” thereto;

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

1. Schedule “1” of By-law 39-2016, as amended, is hereby repealed and Schedule “1” of this by-law is substituted therefore.
2. The provisions of this by-law shall become effective on March 10, 2026.

Enacted and passed this 10th day, of March, 2026

Mayor Marianne Meed Ward _____

City Clerk Michael de Rond _____

THE CORPORATION OF THE CITY OF BURLINGTON
PARKING AND IDLING BY-LAW 39-2016

SCHEDULE "1"

MUNICIPAL PARKING RATES AND FEES

FACILITY Name and Address	PARKING FEES			FACILITY USE	
	Hour	Day	Month	Free Parking	Hourly, Daily & Monthly Permit Parking
Pearl St Lot – Lot 1 431 Elizabeth St	\$2.00	\$18	n/a	Mon to Sat, 6pm to 9am All Day Sun & Holidays	Mon to Sat, 9am to 6pm Hourly and Daily
Burlington Ave Lot – Lot 2 455 Burlington Ave	n/a	n/a	n/a	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am - 6pm Staff Only Permit
John St North – Lot 3 533 John St	\$2.00	\$18	\$91	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am - 6pm Hourly, Daily & Monthly Permit
Elizabeth St Lot – Lot 4 421 John St	\$2.00	\$18	n/a	Mon to Sat, 6pm to 9am All Day Sun & Holidays	Mon to Sat, 9am to 6pm Hourly & Daily Permit
Brant St Lot – Lot 5a & 5b 391 Brant St	\$2.00	\$18	n/a	Mon to Sat, 6pm to 9am All Day Sun & Holidays	Mon to Sat, 9am to 6pm Hourly & Daily Permit
Brock Ave South Lot – Lot 6 430 Brock Ave	\$2.00	\$18	\$91	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Hourly, Daily & Monthly Permit
Locust St Lot – Lot 7 500 Locust St	\$2.00	\$18	n/a	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Hourly & Daily Permit
Caroline St. Lot – Lot 8 523 Locust St	\$2.00	\$18	\$151	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Hourly, Daily & Monthly Permit
Elgin St Lot – Lot 10 1370 Elgin St	n/a	n/a	n/a		Mon to Fri, 8am to 6pm Staff Only Permit St. Luke's Church Only Mon to Fri, 6pm - 8am Sat, Sun & Holidays

THE CORPORATION OF THE CITY OF BURLINGTON
PARKING AND IDLING BY-LAW 39-2016

SCHEDULE "1"

MUNICIPAL PARKING RATES AND FEES

Martha St Lot – Lot 11 412 Martha St	n/a	n/a	\$151	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Monthly Permit Only
City Hall Lot – Lot 13 – 426 Brant St	\$2.00	n/a		Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Hourly Permit Permit for Council Members Only
Brock Avenue North Lot – Lot 15 475 Brock Ave	\$2.00	\$18	\$91	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Daily, Hourly & Monthly Permit
John Street Lot – Lot 16 515 John St	\$2.00	\$18	n/a	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Hourly and Daily Permit Mobile Payment Only
Sims Square – Lot 17 390 Brant St	\$2.00	\$6	n/a	Mon to Sat, 6pm to 9am All Day Sun & Holidays	Mon to Sat, 9am to 6pm Hourly – 3 hour maximum <i>Reserved and Accessible spaces exempt from 3-hour limit</i>
Parking Garage – 414 Locust St	\$2.00	\$18	\$151	Mon to Fri, 6pm to 9am All Day Sat, Sun & Holidays	Mon to Fri, 9am to 6pm Daily, Hourly & Monthly Permit
Waterfront East 1340 Lakeshore Rd	\$2.00	n/a	n/a		7 Days, 9am to 6pm Hourly Permit
Waterfront West 1340 Lakeshore Rd	\$2.00	n/a	n/a		7 Days, 9am to 4pm Hourly Permit 4pm to Midnight, Reserved Spaces
Beachway Park Lakeside Lots – 1100 Lakeshore Rd	\$2.50	\$20	n/a		Saturday, Sunday & Holidays, 8am to 8pm, May (Victoria Day) to September Mobile Payment Only
Beachway Park Overflow Lot – 106 Willow Avenue	\$2.50	\$20	n/a		Saturday, Sunday & Holidays, 8am to 8pm, May (Victoria Day) to September Hourly, Daily Permit Mobile Payment Only
Lasalle Park Marina Trailer Parking	n/a	\$20	n/a		Saturday, Sunday & Holidays, 8am to 8pm, May to September Daily Permit Mobile Payment Only

THE CORPORATION OF THE CITY OF BURLINGTON
PARKING AND IDLING BY-LAW 39-2016

SCHEDULE "1"

MUNICIPAL PARKING RATES AND FEES

Additional Permits and Fees		
Permit Type	Fee	Description
Downtown Street - Hourly Parking	\$2.00	Fee per Parking Space per hour, Monday to Saturday, 9am to 6pm Three-hour parking limit per day per Parking Pay Station Zone.
Downtown Lot - Monthly Premium Fee for a Parking Space with Personal Sign	\$20	Fee added to monthly permit fee for the particular facility for a specific Parking Space identified with a personal sign.
Lot 3 Reserved Space – per month	\$103	Monthly premium fee to have reserved space for local business
Lot 8 Reserved Space – per month	\$152	Monthly premium fee to have reserved space for local business
Downtown Street - Temporary Parking Permit to Reserve a Parking Space	\$21	Fee per Parking Space per day, Monday-Friday from 9am-6pm.
Downtown Lot - Temporary Parking Permit to Reserve Parking Spaces	\$100	Fee per Facility per day, Monday - Saturday after 6pm and all-day Sunday or Holiday.
Alton Community Street Permit - Monthly Residential Parking Fee	\$30	Fee per vehicle license plate per month.
Alton Community Street Permit - Annual Residential Parking Fee	\$350	Fee per vehicle license plate per year.

Disclaimer: Refunds will not be issued due to parking machine operational problems.

SUBJECT: Use of Corporate Resources During an Election Policy Review

TO: Committee of the Whole

FROM: Legal and Legislative Services
Legislative Services

Report Number: LLS-12-26

Wards Affected: all

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the updated Use of Corporate Resources During an Election Policy, substantially in the form attached as Appendix A to legislative services report LLS-12-26.

Executive Summary

Purpose of report:

- The purpose of this report is to seek approval of the updated Use of Corporate Resources During an Election policy.

Key findings:

- Legislative Services staff conducted a thorough review of the existing Use of Corporate Resources During an Election policy and has proposed several amendments.
- The review included a comprehensive jurisdictional scan, as well as the gathering of feedback from staff and Council Members.
- Proposed changes provide additional clarity and ensure compliance with municipal, provincial and federal legislation with respect to campaign contributions.
- Further, the proposed changes establish the appropriate use of resources during an election period in order to protect the interests of the City, Members of Council, Candidates, Registered Third-party Advertisers, and staff.
- The policy also ensures accountable and transparent election practices.

Implications:

- The *Municipal Elections Act, 1996*, requires that municipalities establish rules that govern the use of municipal resources during an election, by May 1 in the year a regular election is held.

Recommendation Report

Background

Section 88.18 of the Municipal Elections Act, 1996, (MEA) requires that municipalities and local boards establish rules and procedures with respect to the use of municipal resources during an election campaign before May 1 of an election year. The MEA prohibits municipalities from making campaign contributions to candidates or registered third-party advertisers. Since a contribution can take the form of money, goods or services, any use of the City's resources for an election by any staff, member of Council who is a candidate, or by any other candidate or any registered third party, would be considered a contribution by the City for the purposes of the MEA. The purpose of the Use of Corporate Resources During an Election policy is to ensure compliance with legislation, to protect the interests of the Corporation, members of Council, candidates, third parties and staff, as well as ensure accountable and transparent election practices.

Analysis

The Use of Corporate Resources During an Election policy underwent a significant overhaul for the 2022 municipal election. Staff reviewed the policy for the 2026 municipal election with a goal to address any concerns, gaps or ambiguities that may have come up in the previous election through proposed revisions, and in implementation, staff education and candidate awareness. The review included engagement with Members of Council, staff, and a comprehensive jurisdictional scan. Staff analyzed all the inputs and developed amendments to the various sections of the policy. Additionally, feedback was used to determine and address gaps in training, supplemental documentation for staff and information for candidates for the 2026 municipal election.

For ease of reference, a "clean" version of the policy has been included in Appendix A, with a marked-up version to show the proposed changes included in Appendix B.

Highlights of the proposed updates

- Clarification of what is a campaign contribution for the purposes of the *Municipal Elections Act, 1996* and the policy.
- Scope and Application has been updated to reflect that the election period for the purposes of this policy ends on the day that official results are certified by the City Clerk.

- Principles section has been updated to clarify process on the provision of information regarding special events to candidates.
- Additional definitions have been provided for further clarity, and the section has been moved up in the document for ease of reference.
- Additional information has been included in the section titled “Attendance at City Events.” This section provides clarity on the permissibility of Council members who are also candidates to attend City-organized events and act as ceremonial participants in their capacity as elected officials.
- A provision about attending Food for Feedback in an election year has been added to reflect what has been done in practice in previous elections and will be applied moving forward.
- The section on social media has been updated to provide more detail and additional clarity regarding the utilization of Council members’ use of social media for the election period.
- Additional clarification has been included in the provision on the printing and distribution of newsletters.
- A section titled “Access to City Information During an Election Period” has been added to the policy to reflect practice and procedure during the election period. Candidates will be provided with protocols on how to request information from the City during their nomination appointment.
- Additional clarification has been included in the “City Staff” section to ensure clarity on staff responsibilities under this policy. This includes a provision for staff directly supporting the City Clerk in the administration of the election.
- Additional details have been included to provide clarity on the roles and responsibilities of the City Clerk, the leadership team, Members of Council and staff regarding compliance with this policy.

The updated policy provides comprehensive rules and procedures for the use of corporate resources during an election period as required by the *Municipal Elections Act, 1996*, as amended. Once approved, policy implementation will include training and supplemental information documents for staff. While no policy, no matter how comprehensive, will be able to capture and interpret all potential scenarios, the City Clerk and the elections team will provide support on the implementation of this policy to staff and candidates during the election.

Candidates for the 2026 municipal election will receive a copy of the policy with supplemental information included in their nomination packages. The policy will be reviewed with candidates when they file their nomination papers to ensure awareness and compliance. Third-party advertisers will also be made aware of the policy when they register.

Recommendation Details

Staff recommend that Council approve the policy with the proposed amendments to ensure compliance with relevant legislation, and to ensure transparent and accountable election practices. The proposed changes are aimed at providing further clarity and response to feedback as to what worked and what did not work in 2022. The updated policy will protect the interests of the Corporation, Members of Council, candidates and staff.

Key Dates & Milestones

- May 1, 2026: legislated deadline to establish rules on the use of municipal resources during an election.
 - May 1, 2026: Nomination period begins.
 - Aug 21, 2026: Nomination Day – last day for a candidate to file their nomination paper.
 - Oct 14 – 23, 2026: On-line voting period
 - Oct 17 & Oct 20, 2026: In-person advance polls
 - Oct 26, 2026: Election Day. Unofficial results are published on election night.
 - Oct 27, 2026: Official tabulation begins. Official results are certified and published once official tabulation is completed.
-

Implications

The *Municipal Elections Act, 1996*, requires that municipalities establish rules that govern the use of municipal resources during an election, by May 1 in the year a regular election is held.

References

[CL-05-22](#) Use of Corporate Resources During an Election Policy

Strategic Alignment

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

Author:

Aleksandra Hutchison
Coordinator, Elections & Protocols
aleksandra.hutchison@burlington.ca

Appendices:

- A. Use of Corporate Resources During an Election policy draft (clean version)
- B. Use of Corporate Resources During an Election policy draft (marked up version)

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.

Council, Boards, Committees

Use of Corporate Resources During an Election

Approved by Council on:

Report Number: CL-05-22

Effective: May 2, 2022

Reviewed: February 2026

Amended:

Next Review: October 2029

Section 88.18 of the *Municipal Elections Act, 1996, as amended* (MEA) requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources during an election campaign, before May 1 of an election year.

The MEA, prohibits municipalities from making campaign contributions to municipal candidates or registered third parties. A contribution includes:

- money, goods and services given to and accepted by or on behalf and under the direction of a person for his or her election campaign (s. 88.15(1))
- money, goods and services given to and accepted by or on behalf of an individual, corporation or trade union in relation to third party advertisements (s.88.15 (2))

Since a contribution can take the form of money, goods, or services, any use of the City's resources for an election by any staff, member of Council who is a candidate, or by any other candidate or any registered third party, would be considered a contribution by the City for the purposes of the MEA. Provincial and Federal legislation impose similar restrictions for provincial and federal campaigns where a contribution can only be made by an individual.

Purpose:

The purpose of this policy is to:

- i. ensure compliance with municipal, provincial and federal legislation with respect to contributions to candidates;

Corporate Policy

- ii. ensure Registered Candidates and Registered Third Parties are treated fairly and consistently within the municipality;
- iii. ensure the integrity of the election process is maintained at all times;
- iv. establish the appropriate use of resources during an election period, in order to:
 - a. protect the interests of Members of Council, Registered Candidates, Registered Third Parties, Staff and the Corporation; and
 - b. ensure accountable and transparent election practices.

Nothing contained in this Policy shall limit or constrain a Member of Council from exercising their statutory functions, or from limiting the Mayor from exercising their duties as the Head of Council and the Chief Executive Officer of the City.

The provisions in this policy may also be subject to additional City by-laws and policies.

Scope and Application:

This policy applies to all Members of Council, all City staff, registered election candidates, registered third parties, and members of the public.

This policy is applied throughout the election period, which begins on the day in which a candidate's nomination papers or third-party registration papers are filed and ends on the day that official results are certified by the City Clerk.

For members of Council who are not seeking re-election this policy is in effect at the close of nominations and ends on the day that official results are certified by the City Clerk.

For Federal and Provincial elections, this policy will be applied the date the writ is issued for the election or by-election and ends on voting day.

Objectives:

The objective of this Policy is to ensure compliance with the Municipal, Provincial and Federal legislation as amended, as it relates to contributions to political campaigns, the Council Code of Good Governance, Code of Conduct for Local Boards, and the Employee Code of Conduct.

Principles:

Corporate Policy

1. Corporate resources, assets, and funding shall not be used for any election-related purposes.
2. Election information will be available through the local media and on the City's website at myvoteburlington.ca. The names of candidates will be posted as soon as possible following receipt in the Clerk's office of the required fees and forms.
3. Staff will continue to invite all members of Council in their capacity as elected officials to the City's special events throughout an election year. Information about special events will be available to all candidates on the City's Events calendar.

Definitions:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Affiliates	Means any affiliates of the City of Burlington including but not limited to Burlington Economic Development Corporation, Burlington Hydro, Burlington Performing Arts Centre, Burlington Art Gallery, Burlington Museums and Royal Botanical Gardens.
Blackout Period	From midnight the day of the last council meeting of the term, until midnight of election day.
Campaigning	Means any activity by, on behalf of, in support of or in opposition to a Candidate, political party or ballot question during a campaign period that is meant to elicit support or opposition.
Campaign contribution	Means anything of value given to influence an election, may take the form of money, goods, or services.

Corporate Policy

Term	Definition
Campaign period	Means, in accordance with Section 88.24 of the <i>Municipal Elections Act, 1996</i> , as amended, and begins on the day in which nomination papers are filed and ends on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election.
Campaign materials	Means any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for example print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the City's Sign By-law.
City	Means the City of Burlington
City Clerk	Means the City Clerk and Returning Officer of the City of Burlington or their delegate.
City Staff	Means employees (full-time, part-time, contract and seasonal) including any contractor providing services to the City.

Corporate Policy

Term	Definition
Corporate Resources	<p>Means City facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the City.</p> <p>City facilities and infrastructure do not include public right-of-ways such as sidewalks, roads, boulevards and laneways.</p>
Elected Official	<p>Means an individual elected to the House of Commons, the Legislative Assembly of Ontario, Burlington City Council or a school board.</p>
Election campaign activities	<p>Means any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.</p>
Nomination Day	<p>Means the third Friday in August in the year of the election, in accordance with Section 31 of the <i>Municipal Elections Act, 1996</i>, as amended.</p>
Political advertising	<p>Means advertising that takes a position on an issue that can reasonably be regarded as closely associated with a registered third party or candidate.</p>
Political Party	<p>Means political parties for provincial and federal elections that are registered under the Ontario <i>Election Finances Act</i> or in the registry of parties referred to in section 374 of the <i>Canada Elections Act</i>.</p>

Corporate Policy

Term	Definition
Registered Third Party Advertiser	Means, in relation to a municipal election, an individual, corporation or trade union that is registered with the City Clerk, as per section 88.6 of the <i>Municipal Elections Act, 1996</i> , whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.
Voting Day	Means in a regular municipal election, the fourth Monday in October, in accordance with Section 5 of the <i>Municipal Elections Act, 1996</i> , as amended.

Provisions

1. Access to City Facilities During an Election Period

- a. Municipally provided facilities/properties can only be used for any election related purpose if there is a rental fee established corporately, and the rental is available to all candidates and third parties. No facility/property shall be rented or used for any municipal election related purpose during any day that voting is taking place on the property including set-up, hosting, or take-down activities.
- b. Use of rentals are subject to the following conditions:
 - i. all election campaign materials must only be displayed within the allotted rental period in the allotted rented area designated in the rental agreement; and
 - ii. rentals for campaign related activities are not permitted from the first date of advance voting to the day after voting day; and
 - iii. the City reserves the right to refuse or cancel a rental contract at any time, in accordance with the terms of the contract, should it conflict with the City's corporate values or established policies or procedures, or presents a health and safety concern.
 - iv. no rentals permitted under the Lobby rental category or at Civic Square at City Hall.

Corporate Policy

- c. Candidates and Registered Third Parties may accept an invitation to address a group who have booked a City Facility but cannot solicit those outside the meeting/event during this time.
- d. Campaign materials in City facilities (including notice boards) is prohibited and any staff at these facilities are authorized to remove materials.

2. Attendance at City Events

- a. Candidates and registered third parties may attend City organized, hosted, or funded events during a campaign period, but may not display or distribute any campaign materials, or engage in any election related activities.
- b. Members of Council are permitted to attend City-organized events or events held on City facilities and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, but may not campaign. Once the writ is issued for Provincial or Federal elections, MPPs and MPs, respectively, are no longer elected officials and therefore should not be invited to attend City events.
- c. Any meetings hosted by Members of Council and paid for by the City must be regarding City business only and may not include any campaigning or distribution of campaign materials.
- d. Members of Council including those not seeking re-election may attend Food for Feedback during an election year as members of the public but may not have a booth at the event. Campaigning, including the display or distribution of campaign materials is prohibited.

3. Use of Corporate Identifiers and Resources

- a. The City's logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers or that of its affiliates, shall not be used for any election campaign-related purposes, except in the case of a link to any City website to obtain information about the municipal election.
- b. Photographs, videos, electronic images, or graphics, produced or generated by the City or its affiliates shall not be used by registered candidates and registered third parties for any election purposes. This includes official headshots.

Corporate Policy

- c. Candidates may not post photographs or themselves with City employees in uniform.
- d. Corporate resources shall not be used for:
 - i. printing or distribution of any material that illustrates that a Member of Council or any other individual is registered or intends to run for office; or
 - ii. the printing or distribution of any campaign material that makes reference to, or contains the names or photographs, or identifies registered candidates,
 - iii. recording election related messages or distributing election related correspondence.
- e. No City consumable materials, such as toner and paper, associated with computer systems shall be used for election campaign-related purposes.
- f. Distribution lists and information produced using City resources, except for lists produced for election purposes in accordance with the *Municipal Elections Act, 1996*, (e.g. Voters' List) shall not be used for any election campaign-related purposes.
- g. Data and information contained in the City's corporate Customer Relationship Management (CRM) system, or the Constituent Records System (CRS) shall not be used for any election campaign-related purposes.

4. Restrictions During the Campaign Period

Design Resources

- a. Members of Council are not permitted to request resources from Corporate Communications and Engagement staff to produce or distribute communication materials. Any requests are forwarded to the Director of Communications and Engagement for review/approval.
- b. City business cards and promotional materials prepared by Creative and Digital Services shall not be used for any campaign purposes or at any campaign events and can only be distributed in the normal course of a candidate's performance of their official duties (e.g. distributed during an AMO , ROMA, or FCM conference a Member is attending in their official capacity).

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Media Requests

- c. Media requests to City Staff during the campaign period shall be directed for response by the City through the Manager of Communications.
- d. Sitting Council Members are permitted under the policy to comment on matters related to the performance of their duties and decision-making, respecting their obligations under the Code of Good Governance Sec 11: “We will communicate information to the public in ways that are accurate, timely, and in the interest of the corporation. We will respect that the Mayor, as Head of Council, is the primary spokesperson for Council.
- e. Official City press releases will not feature quotes from any Member of Council during the election blackout period from midnight the day of the last council meeting of the term, until midnight of election day, except in an emergency situation or in exceptional circumstances as determined by Communications, Clerks, and the Chief Administrative Officer.

Social Media

- f. Members of Council are required to remove the City logo, crest, official photo or title from their social media bio, but can state they are running for re-election.
- g. Members of Council are encouraged to create a secondary campaign social media account for the purposes of campaigning. Elected officials who choose to use their existing social media accounts must include, for the duration of the election campaign period, a clear statement indicating that the account is being used for election campaign purposes and is not related to their duties as an elected official.
- h. Links to all social media, blogs, and external websites will be removed from Member of Council webpages on the City’s website.
- i. All City of Burlington social media accounts (including Transit, Fire, and Recreation accounts) will unfollow all Members of Council on social media.
- j. All City of Burlington social media accounts (includes Transit, Fire, and Recreation Accounts) will not like or reshare posts from Members of Council on social media.

City Talk Issues and Newsletters

- k. Information, messages, or photographs from any member of council shall not be posted in City Talk issues. Previous City Talk issues hosted on individual Member of Council websites shall be removed.

Corporate Policy

- l. Printing and distribution of newsletters for Members of Council including those not seeking re-election is prohibited from the day nominations open to midnight of Election Day unless utilizing the City of Burlington approved and adopted campaign period newsletter template that does not reference the name or image of a Member of Council.
- m. Printed and electronic newsletters whose printing and distribution is paid for with City resources shall not contain campaign information, other than links to general election information (e.g. voting locations, key election dates, links to registered candidates).

Webpages

- n. Council Member biographies, speeches by Members of Council, ward meetings, links and news from your Ward Councillor' will be removed from the Mayor and Council webpages on the City's website and any of its affiliates, leaving only the name and photo of the elected representative, their contact information including staff support, their ward map, and a list of their current representation on local boards and committees.

Any webpages pertaining to corporate programs, approved by Council, such as the Red Tape Red Carpet, Key to the City, Burlington Best, etc. may remain on the City's website.

Photographs and Videos

- o. During the election campaign period City communication materials, including videos, will not feature/highlight Members of Council.

Expenditures

- p. Council advertising of ward meetings will not include the council member's name and photo and will only include the generic ward contact information starting nomination day until midnight on election day.
- q. Photographs of Members of Burlington City Council will not appear in advertising placed by or paid for by the City of Burlington. Communication expenditures will be permitted with the approval of the City Clerk in the case of emergency situations, as part of a pre-approved communications plan or an urgent neighbourhood issue that requires a timely response.
- r. The budgets for Members of Council for the period of January 1 to Voting Day in a municipal election year will be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to Voting Day:

Corporate Policy

- i. Newly elected members of council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - ii. Re-elected Members of Council have available to them the balance of funds remaining as of Voting Day;
 - iii. Expenditures for gifts and donations from council members will be limited to those boards, projects and committees that the council member was appointed to by Council.
- s. Funds allocated per ward, and to the Mayor, for support of community events, during an election year, will be administered by the Senior Manager of Community Development in the Recreation, Community and Culture. In non-election years, the funds will once again be administered by Members of Council. In both election and non-election years the expenses will be reported annually as part of the council expense reporting.
- t. Ordering of office furniture and furnishings, except those of an emergency nature, will be discontinued for the Councillor's Office and Mayor's Office.
- u. Virtual meeting software licenses purchased or funded by the City shall not be used for election campaign activity.

5. Access to City Information During an Election Period

- a. Information provided to one candidate, registered third party advertiser or political party that is of a general nature and may provide valuable guidance to all others will be provided to all candidates, registered third-party advertisers or political parties.

6. City Staff

In recognizing the rights of employees and volunteers to participate in political activity, the provisions set out below ensure the requirement for public service to be politically impartial.

- a. City staff shall not canvass or actively campaign for any registered candidate or registered third-party during hours in which they are receiving compensation from the City unless they are on a leave of absence without pay, lieu time, float day, or vacation leave. This shall not interfere with the employee's normal duties.

Corporate Policy

- b. City staff shall not use corporate resources in support of or in opposition to a candidate, political party, or registered third party.
- c. Members of Council may not request staff working in a Ward Office or Mayor's Office, to perform any duties related to the election campaign during hours in which the employee receives any compensation from the City unless they are on a leave of absence without pay, lieu time, float day, or vacation leave. This shall not interfere with the employee's normal duties.
- d. City staff shall not canvass nor actively campaign in support of or in opposition to a candidate or party while wearing a City uniform, badge, crest, or other item identifying them as a City of Burlington employee, or while using a City branded vehicle.
- e. City staff shall consult with their Manager prior to agreeing to deliver a presentation at ward or constituent meeting, or similar function within any ward or combination of wards.
- f. City staff shall not use their title or position within the City in a way that may lead a member of the public to infer that the City is endorsing a Candidate, Registered Third-Party or political party.
- g. City staff that support the City Clerk in the administration of a municipal election or by-election may not engage in political activity during such election.

7. At Voting Locations

- a. City staff working directly for a Member(s) of Council (i.e., Executive and Administrative Assistants), shall not be assigned to work as Election Officers in a municipal election.
- b. City staff, who are also relatives of any Member of Council or candidates for municipal election, shall not be assigned to work as Election Officers in a municipal election.

Roles:

Accountable:

The City Clerk is authorized and directed to take such action as necessary to

Corporate Policy

give effect to this Policy including facilitating complaints regarding alleged contraventions of the Policy.

Procedures may be defined, and amended from time to time, by the City Clerk to address specific implementation of this Policy.

Responsible:

The City Clerk is responsible for:

- Communicating this Policy to municipal Candidates and Registered Third Parties
- Ensuring this Policy is reviewed and updated as required, prior to municipal elections or by-elections, or as required by legislative change
- Ensuring all municipal Candidates and Registered Third Parties are treated equally

The Chief Administrative Officer, Commissioners, Directors, Managers and Supervisors are responsible for:

- Communicating this Policy to their Staff
- Ensuring compliance with this Policy
- Investigating reported contraventions of the Policy and escalating as required

City Staff are responsible for:

- Complying with this Policy
- Seeking clarification from their supervisor if any aspect of this Policy is not understood

Without exception, all Members of Council, election Candidates, and Registered Third Parties shall comply with this Policy

References:

Municipal Elections Act, 1996, as amended
Council Code of Good Governance
Code of Conduct of Local Boards
Employee Code of Conduct



Corporate Policy

Council, Boards, Committees

Use of Corporate Resources during an Election

Approved by Council on:

Report Number: CL-05-22

Effective: May 2, 2022

Reviewed ~~on: December 20,~~

~~2024~~ March 2026 Next Review:

October ~~2025~~ 2029

Section 88.18 of the *Municipal Elections Act, 1996, as amended* (MEA) requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources during an election campaign, before May 1 of an election year.

The ~~MEA~~ *Municipal Elections Act, 1996, as amended*, prohibits municipalities from making campaign contributions to municipal candidates or registered third parties. A contribution includes:

- money, goods and services given to and accepted by or on behalf and under the direction of a person for his or her election campaign (s. 88.15(1))
- money, goods and services given to and accepted by or on behalf of an individual, corporation or trade union in relation to third party advertisements (s.88.15 (2))

Since a contribution can take the form of money, goods, or services, any use of the City's resources for an election by any staff, member of Council who is a candidate, or by any other candidate or any registered third party, would be considered a contribution by the City for the purposes of the MEA. Provincial and Federal legislation impose similar restrictions for provincial and federal campaigns where a contribution can only be made by an individual.

Policy Statement Purpose:

This Policy is intended to The purpose of this policy is to:

- ~~i. ensure compliance with the *Municipal Elections Act, 1996*, 88.4 paragraph 5 with respect to the role of the City contribution to a municipal and trustee election campaign;~~
- ~~ii.i. ensure compliance with municipal, provincial and fFederal and Provincial provisions-legislation with respect to contributions to candidates;~~
- ~~iii.ii. ensure Registered Candidates and Registered Third Parties are treated fairly and consistently within the municipality;~~
- ~~iv.iii. ensure the integrity of the election process is maintained at all times;~~
- ~~v.iv. establish the appropriate use of resources during an election period, in order to:
 - a. protect the interests of Members of Council, Registered Candidates, Registered Third Parties, Staff and the Corporation; and
 - b. ensure accountable and transparent election practices.~~

Nothing contained in this Policy shall limit or constrain a Member of Council from exercising their statutory functions, or from limiting the Mayor from exercising their duties as the Head of Council and the Chief Executive Officer of the City.

The provisions in this policy may also be subject to additional City by-laws and policies.

Scope and Application:

This ~~p~~Policy applies to all Members of Council, ~~all Citymunicipal~~ staff, registered election candidates, registered third parties, ~~r,~~ and members of the public.

This policy is applied throughout the election period, which begins on the day in which a candidate's nomination papers or third-party registration papers are filed and ends on the day that official results are certified by the City Clerk.

For members of Council who are not seeking re-election this policy is in effect at the close of nominations and ends on the day that official results are certified by the City Clerk.

For Federal and Provincial elections, this policy will be applied the date the writ is

issued for the election or by-election, and ends on voting day.

Objective:

The objective of this Policy is to ensure compliance with the Municipal, Provincial and Federal legislation as amended, as it relates to contributions to political campaigns, the Council Code of Good Governance, Code of Conduct for Local Boards, and the Employee Code of Conduct.

~~1. Application of Policy~~

- ~~a. This policy is applied throughout the campaign period, which begins on the day in which a candidate's nomination papers or third party registration papers are filed and ends on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election.~~
- ~~b. For members of Council who are not seeking re-election this policy is in effect at the close of nominations and ends December 31 in the case of a regular election.~~
- ~~c. For Federal and Provincial elections this policy will be applied the date the writ is issued for the election or by-election, and ends on voting day.~~

Principles

1. Corporate resources, [assets](#), and funding shall not be used for any election-related purposes.
2. Election information will be available through the local media and on the City's website at myvoteburlington.ca. The names of candidates will be posted as soon as possible following receipt in the Clerks office of the required fees and forms.
3. Staff will continue to invite all members of Council in their capacity as elected officials to the City's special events throughout an election year. Information about special events will be available to all candidates on the City's Events calendar.

Definitions:

For the purpose of this Policy, unless otherwise stated, the following definitions shall apply:

<u>Term</u>	<u>Definition</u>
<u>Affiliates</u>	<u>Means any affiliates of the City of Burlington including but not limited to Burlington Economic Development Corporation, Burlington Hydro, Burlington Performing Arts Centre, Burlington Art Gallery, Burlington Museums and Royal Botanical Gardens.</u>
<u>Blackout Period</u>	<u>From midnight the day of the last council meeting of the term, until midnight of election day</u>
<u>Campaigning</u>	<u>Means any activity by, on behalf of, in support of or in opposition to a Candidate, political party or ballot question during a campaign period that is meant to elicit support or opposition.</u>
<u>Campaign contribution</u>	<u>Means anything of value given to influence an election, may take the form of money, goods, or services.</u>
<u>Campaign period</u>	<u>Means, on accordance with Section 88.24 of the <i>Municipal Elections Act, 1996</i>, as amended, and begins on the day in which nomination papers are filed and ends on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election.</u>

<u>Campaign materials</u>	<u>Means any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for</u>
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<u>Term</u>	<u>Definition</u>
	<u>Example:;</u> print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the City's Sign By-law.
<u>City</u>	<u>Means City of Burlington</u>
<u>City Clerk</u>	<u>Means the City Clerk and Returning Officer of the City of Burlington or their delegate.</u>
<u>City Staff</u>	<u>Means employees (full-time, part-time, contract and seasonal) including any contractor providing services to the City.</u>
<u>Corporate resources</u>	<u>Means City facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the City.</u> <u>City facilities and infrastructure do not include public right-of-ways such a sidewalks, roads, boulevards and laneways.</u>
<u>Elected Official</u>	<u>Means an individual elected to the House of Commons, the Legislative Assembly of Ontario, Burlington City Council or a school board.</u>
<u>Election campaign activities</u>	<u>Means any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.</u>
<u>Nomination day</u>	<u>Means the third Friday in August in the year of the election, in accordance with Section 31 of the <i>Municipal Elections Act, 1996</i>, as amended.</u>

<u>Political advertising</u>	<u>Means advertising that takes a position on an issue that can reasonably be regarded as closely associated with a registered third party or candidate.</u>
<u>Political Party</u>	<u>Means political parties for provincial and federal elections that are registered under the Ontario <i>Election Finances Act</i> or in the registry of parties referred to in section 374 of the <i>Canada Elections Act</i>.</u>
<u>Registered Third Party Advertiser</u>	<u>Means, in relation to a municipal election, an individual, corporation or trade union that is registered with the City Clerk, as per section 88.6 of the <i>Municipal Elections Act, 1996</i>, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.</u>
<u>Voting Day</u>	<u>Means in a regular election, the fourth Monday in October, in accordance with Section 5 of the <i>Municipal Elections Act, 1996</i>, as amended.</u>

a. Provisions

2. Election Campaigning Access to City Facilities during an Election Period

- a. Municipally provided facilities/properties *can only be* used for any election related purpose if there is a rental fee established corporately, and the rental is available to all candidates and third parties. No facility/property shall be rented or used for any municipal election related purpose during any day that voting is taking place on the property including set-up, hosting, or take-down activities.
- b. Use of rentals are subject to the following conditions:
 - i. all election campaign materials must only be displayed within the allotted rental period in the allotted rented area designated in the rental agreement; and
 - ii. rentals for campaign related activities are not permitted from the first date of advance voting to the day after voting day; and
 - iii. the City reserves the right to refuse or cancel a rental contract at any time, in accordance with the terms of the contract, should it conflict with the City's corporate values or established policies or procedures, or presents a health and safety concern.
 - iv. no rentals permitted under the Lobby rental category or at Civic Square at City Hall.
- c. Candidates and Registered Third Parties may accept an invitation to address a group who have booked a City Facility but cannot solicit to those outside the meeting/event during this time. ~~(e.g. clubs who meet on a regular basis or ratepayers groups who have organized an all-Candidates meeting)~~
- ~~d. Registered Candidates and registered third parties may attend City organized, hosted, or funded events during a campaign period, but may not display or distribute any campaign materials, or engage in any election related activities.~~
- d. Campaign materials in City facilities (including notice boards) is prohibited and any staff at these facilities are authorized to remove materials.

3. Attendance at City Events

- a. Candidates and registered third parties may attend City organized, hosted, or funded events during a campaign period, but may not display or distribute any campaign materials, or engage in any election related activities.
- b. Members of Council are permitted to attend City-organized events or events held on City facilities and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, but may not campaign. Once the writ is issued for Provincial or Federal elections, MPPs and MPs, respectively, are no longer elected officials and therefore should not be invited to attend City events.
- c. Any meetings hosted by Members of Council and paid for by the City must be regarding City business only and may not include any campaigning or distribution of campaign materials.
- e-d. Members of Council including those not seeking re-election may attend Food for Feedback during an election year as members of the public but may not have a booth at the event. Campaigning, including the display or distribution of campaign materials, is prohibited.

3.4. Use of Corporate Identifiers and Resources

- a. The City's logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers or that of its affiliates, shall not be used for any election campaign-related purposes, except in the case of a link to any City website to obtain information about the municipal election.
- b. Photographs, videos, electronic images, or graphics, produced or generated by the City or its affiliates shall not be used by registered candidates and registered third parties for any election purposes. This includes official headshots.
- b-c. Candidates may not post photographs or themselves with City employees in uniform.
- ~~c. Use of photographs, videos, electronic images, not produced by the City or its affiliates, in campaign advertising containing the corporate logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers is not in contravention of paragraph 3(b) of this Policy.~~

- d. Corporate resources shall not be used for:
 - ~~i.~~ the printing or distribution of any material that illustrates that a [Member](#) of Council or any other individual is registered or intends to run for office; or
 - ~~ii.i.~~ the printing or distribution of any campaign material that makes reference to, or contains the names or photographs, or identifies registered candidates,
 - ~~iii.ii.~~ recording election related messages or distributing election related correspondence.
- e. No City consumable materials, such as toner and paper, associated with computer systems shall be used for election campaign-related purposes.
- f. Distribution lists and information produced using City resources, ~~with-
the exception of~~[except for](#) lists produced for election purposes in accordance with the *Municipal Elections Act, 1996*, (Voters' List) shall not be used for any election campaign-related purposes.
- ~~g.~~ Data and information contained in the City's ~~c~~orporate Customer Relationship ~~M~~anagement (CRM) system, or the Constituent Records System (~~C~~[RS](#)) shall not be used for any election campaign-related purposes.

~~g.~~

4.5. Restrictions during the Campaign Period

a. Design Resources

- i. Members of Council are not permitted to request resources from Corporate Communications and Engagement staff to produce or distribute communication materials. Any requests are forwarded to the ~~Manager of Creative and Digital Services~~[Director of Communications and Engagement](#) for review/approval.
- ~~ii.~~ City business cards and promotional materials prepared by Creative and Digital Services shall not be used for any campaign purposes or at any campaign ~~events, and~~[events and](#) can only be distributed in the normal course of a candidate's performance of their official duties (~~eg-e.g.~~ distributed during an AMO ~~, ROMA,~~ or FCM conference a [Member](#) is attending in

their official capacity).

b.

b-c.

i.d. **Media Requests**

- i. Media requests to City Staff during the campaign period shall be directed for response by the City through the Manager of Communications.
- ii. Sitting Council Members ~~will continue to be available to media at all times~~ are permitted under the policy to comment on matters related to the performance of their duties and decision-making, respecting their obligations under the Code of Good Governance Sec 11: "We will communicate information to the public in ways that are accurate, timely, and in the interest of the corporation. We will respect that the Mayor, as Head of Council, is the primary spokesperson for Council.
- iii. Official City press releases will not feature quotes from any Member of Council during the election blackout period from midnight the day of the last council meeting of the term, until midnight of election day, except in an emergency situation or in exceptional circumstances as determined by Communications, Clerks, and the City Manager/Chief Administrative Officer

ii.e. **Social Media**

- i. Members of Council are required to remove the City logo, crest, official photo or title from their social media bio, but can state say they are running for re-election.
- ii. Members of Council are encouraged to create a secondary campaign social media account for the purposes of campaigning. Elected officials who choose to use their existing social media accounts must include, for the duration of the election campaign period, a clear statement indicating that the account is being used for election campaign purposes and is not related to their duties as an elected official.
- iii. Links to all social media, blogs, and external websites will be removed from Member of Council webpages on the City's website.

iii-iv. All City of Burlington social media accounts (including Transit, Fire, and Recreation accounts) will unfollow all Members of Council on social media.

v. All City of Burlington social media accounts (including Transit, Fire, and Recreation Accounts) will not like or reshare posts from Members of Council on social media.

f. City Talk Issues and Newsletters

iv-i. Information, messages, or photographs from any member of council shall not be posted in City Talk issues. Previous City Talk issues hosted on individual Member of Council websites shall be removed.

v-ii. Printing and distribution of ~~hard-copy~~ newsletters for Members of Council including those not seeking re-election will be discontinued is prohibited from the day nominations open to midnight of Election Day unless utilizing the City of Burlington approved and adopted campaign period newsletter template that does not reference the name or image of a Member of Council.

vi-iii. Printed and electronic newsletters whose printing and distribution is paid for with City resources shall not contain campaign information, other than links to general election information (eg. voting locations, key election dates, links to registered candidates).

e.g. Webpages

- i. Council Member biographies, speeches by Members of Council, ward meetings, links and 'news from your Ward Councillor' will be removed from the Mayor and Council webpages on the City's website and any of its affiliates, leaving only the name and photo of the elected representative, their contact information including staff support, their ward map, and a list of their current representation on local boards and committees.

Any webpages pertaining to corporate programs, approved by Council, such as the Red Tape Red Carpet, Key to the City, Burlington Best, etc. may remain on the

City's website.

ii.h. Photographs and Videos

During the election campaign period City communication materials, including videos, will not feature/highlight members of council.

d.i. Expenditures

- i. Council advertising of ward meetings will not include the council member's name and ~~photo, and photo and~~ will only include the generic ward contact information starting nomination day until midnight on election day.

~~Any meetings hosted by members of Council and paid for by the city must be regarding City business only and may not include any campaigning or distribution of campaign materials.~~

- ii. Photographs of ~~M~~members of Burlington City Council will not appear in advertising placed by or paid for by the City of Burlington. Communication expenditures will be permitted with the approval of the City Clerk in the case of emergency situations, as part of a pre-approved communications plan or an urgent neighbourhood issue that requires a timely response.
- iii. The budgets for Members of Council for the period of January 1 to Voting Day in a municipal election year will be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to Voting Day:
 - i. Newly elected members of council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - ii. Re-elected ~~M~~members of ~~C~~council have available to them the balance of funds remaining as of Voting Day;
 - iii. Expenditures for gifts and donations from council members will be limited to those boards, projects and committees that the council member was appointed

to by Council.

- iv. Funds allocated per ward, and to the Mayor for support of community events, during an election year, will be administered by the Senior Manager of Community Development in the Recreation, Community and Culture. In non-election years, the funds will once again be administered by Mmembers of Council. In both election and non-election years the

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expenses will be ~~reported on~~reported annually as part of the council expense reporting.

- v. Ordering of office furniture and furnishings, except those of an emergency nature, will be discontinued for the Councillor's Office and Mayor's Office.

vi. Virtual meeting software licenses purchased or funded by the City shall not be used for election campaign activity.

6. Access to City Information during an Election Period

Information provided to one candidate, registered third party advertiser or political party that is of a general nature and may provide valuable guidance to all others will be provided to all candidates, registered third-party advertisers or political parties.

vi.i. _____

7. City Staff

5. In recognizing the rights of employees and volunteers to participate in political activity, the provisions set out below ensure the requirement for public service to be politically impartial.

- a. City staff shall not canvass or actively campaign for any registered candidate or registered third-party during hours in which they are receiving compensation from the City unless they are on a leave of absence without pay, lieu time, float day, or vacation leave. This shall not interfere with the employee's normal duties.
- b. City staff shall not use corporate resources in support of or in opposition to a candidate, political party, or registered third party.
- c. Members of Council may not request staff working in a Ward Office or Mayor's Office, to perform any duties related to the election campaign during hours in which the employee receives any compensation from the City unless they are on a leave of absence without pay, lieu time, float day, or vacation leave. This shall not interfere with the employee's normal duties.

e.—

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- d. City staff shall not canvass nor actively campaign in support of or in opposition to a candidate or party while wearing a City uniform, badge, crest, or other item identifying them as a City of Burlington employee, or while using a City branded vehicle.
- e. City staff shall consult with their Manager prior to agreeing to deliver a presentation at ward or constituent meeting, or similar function within any ward or combination of wards.
- f. City staff shall not use their title or position within the City in a way that may lead a member of the public to infer that the City is endorsing a Candidate, Registered Third-Party or political party.
- e.g. City staff that support the City Clerk in the administration of a municipal election or by-election may not engage in political activity during such election.

6.8. At Voting Locations

- a. City staff working directly for a Member(s) of Council (i.e., Executive and Administrative Assistants), shall not be assigned to work as Election Officers in a municipal election.
- b. City staff, who are also relatives of any Member of Council or candidates for municipal election, shall not be assigned to work as Election Officers in a municipal election.

Corporate Policy

Definitions:

For the purpose of this Policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Affiliates	Means any affiliates of the City of Burlington including but not limited to Burlington Economic Development Corporation, Burlington Hydro, Burlington Performing Arts Centre, Burlington Art Gallery, Burlington Museums and Royal Botanical Gardens.
Campaigning	Means any activity by, on behalf of, in support of or in opposition to a Candidate, political party or ballot question during a campaign period that is meant to elicit support or opposition.
Campaign contribution	Means anything of value given to influence an election, may take the form of money, goods, or services.
Campaign period	Means, on accordance with Section 88.24 of the <i>Municipal Elections Act, 1996</i> , as amended, and begins on the day in which nomination papers are filed and ends on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election.
Campaign materials	Means any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for

Corporate Policy

Term	Definition
	example, print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the City's Sign By-law.
City	Means City of Burlington
City Clerk	Means the City Clerk and Returning Officer of the City of Burlington or their delegate.
City Staff	Means employees (full-time, part-time, contract and seasonal) including any contractor providing services to the City.
Corporate resources	Means , assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the City.
Election campaign activities	Means any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.
Nomination day	Means the third Friday in August in the year of the election, in accordance with Section 31 of the <i>Municipal Elections Act, 1996</i>, as amended.
Political advertising	Means advertising that takes a position on an issue that can reasonably be regarded as closely associated with a registered third party or candidate.
Voting Day	Means in a regular election, the fourth Monday in October, in accordance with Section 5 of the <i>Municipal Elections Act, 1996</i>, as amended.

Corporate Policy

Principles:

- ~~1. Corporate resources, assets and funding shall not be used for any election-related purposes.~~
- ~~2. Election information will be available through the local media and on the City's web site at myvoteburlington.ca. The names of candidates will be posted as soon as possible following receipt in the Clerks office of the required fees and forms.~~
- ~~3. Staff will continue to invite all members of Council to the City's special events throughout an election year. The City Clerk will ensure that the dates, locations and times of major public special events known to the City Clerk are also communicated to all candidates.~~

References:

Municipal Elections Act, 1996, as amended
Council Code of Good Governance
Code of Conduct of Local Boards
Employee Code of Conduct

Roles:

Accountable:

The City Clerk is authorized and directed to take such action as necessary to give effect to this Policy including facilitating complaints regarding alleged contraventions of the Policy.

Procedures may be defined, and amended from time to time, by the City Clerk to address specific implementation of this Policy.

Responsible:

The City Clerk is responsible for:

- Communicating this Policy to municipal Candidates and Registered Third Parties
- Ensuring this Policy is reviewed and updated as required, prior to municipal elections or by-elections, or as required by legislative change
- Ensuring all municipal Candidates and Registered Third Parties are treated equally

Corporate Policy

~~The City Clerk shall be responsible for interpreting this Policy.~~

The Chief Administrative Officer, Commissioners, Directors, Managers and Supervisors are responsible for:

- Communicating this Policy to their Staff
- Ensuring compliance with this Policy
- Investigating reported contraventions of the Policy and escalating as required

City Staff are responsible for:

- Complying with this Policy
- Seeking clarification from their supervisor if any aspect of this Policy is not understood

Without exception, all Members of Council, election Candidates, and Registered Third Parties shall comply with this Policy

SUBJECT: Real estate matter declaring intent to lease Waterdown Road properties

TO: Committee of the Whole

FROM: Legal and Legislative Services
Legal

Report Number: LLS-16-26

Wards Affected: all

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Declare intent to enter into a long-term land lease on 1022-1030 Waterdown Road, a rectangular-shaped parcel of land having an approximate land area of 2,670 square metres, to Indwell as per development and growth management report DGM-11-26 to develop an affordable housing project; and

Consider the long-term land lease of these lands at the Committee of the Whole meeting of April 13, 2026, and the Council meeting of April 21, 2026; and

Provide notice by regular mail to all properties within 120 metres of the subject lands and publicize the resolution in the Council minutes on the City's website.

Executive Summary

Purpose of report:

- As per Council direction and endorsement of DGM-11-26 staff will proceed with declaring intent to complete a long-term land lease with Indwell for up to 55 years to develop and operate the Waterdown Road Properties with an affordable rental housing project.

Key findings:

- City policy requires that a lease term greater than 20 years on viable city owned property be considered in a two-stage process via public reports and public notice.
- This report represents stage one, which provides public notice and outlines the proposed long- term land lease of the subject lands to support the development of affordable rental housing units.
- Waterdown Road Properties
 - 1022 Waterdown Road
 - 1028 Waterdown Road
 - 1030 Waterdown Road

Implications:

- Public Engagement:
 - Committee and Council can receive and consider any public input on April 13, 2026, and/or April 21, 2026.
- Financial:
 - All funding and proceeds will be sourced via the Housing Accelerator Fund (HAF)

Recommendation Report

Background

In December 2025, Council endorsed and directed staff through [DGM-91-25](#) to:

- use City-owned lands at 1028-1030 Waterdown Road for non-profit affordable rental housing to meet the Housing Accelerator Fund (HAF) target deadline of December 31, 2026.
- explore additional land acquisitions, proximate to 1028-1030 Waterdown Road or elsewhere, to increase affordable housing units and report back by April 2026.
- a budget of up to \$7.25M for proposed project on Waterdown Road including the acquisition of additional adjacent lands.

In March 2026, Council was provided the following update through DGM-11-26:

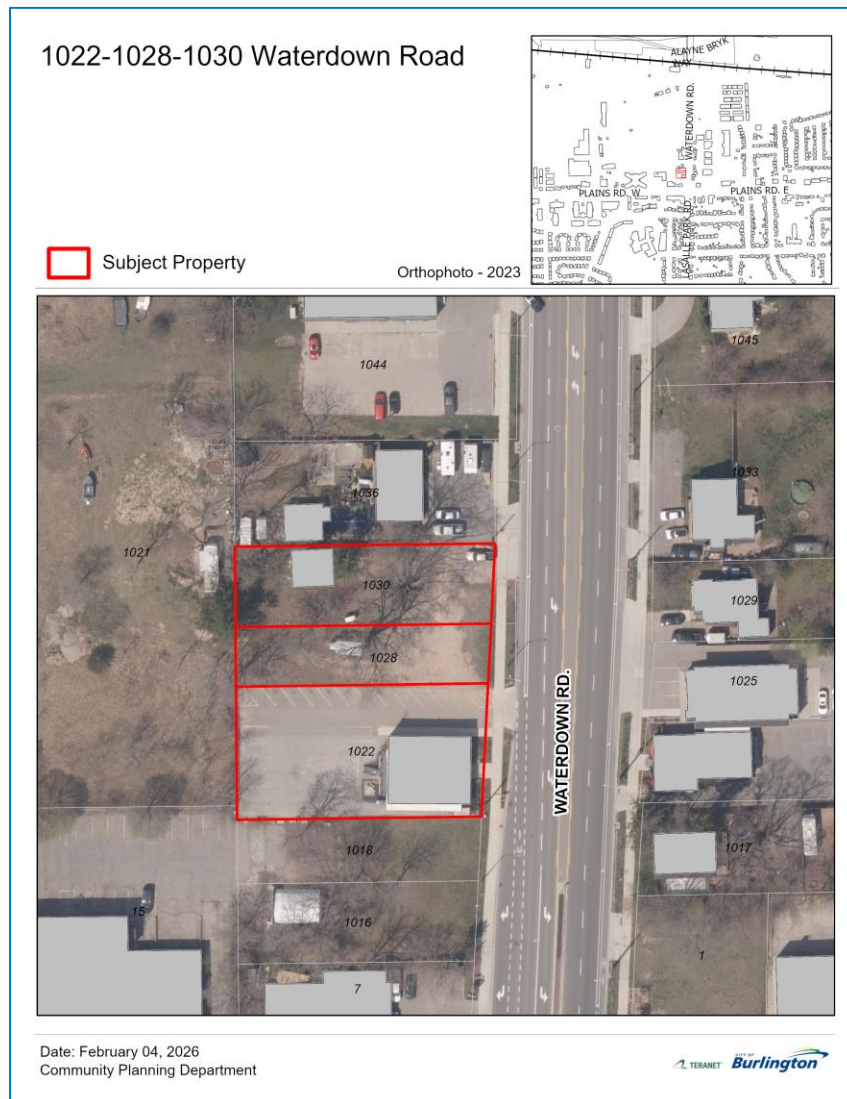
- City-owned lands were expanded to include 1022 Waterdown Road. As a result, a larger site was created and includes 1028-1030 Waterdown Road which were previously endorsed by Council for non-profit affordable rental housing to meet the Housing Accelerator Fund (HAF) target deadline of December 31, 2026. The Waterdown Road properties comprise 3 abutting parcels between 1022 and 1030 Waterdown Road.
- Staff are seeking Council approval on the use of 1022-1030 Waterdown Road to create affordable rental housing. The proposed development as per DGM-11-26 will be constructed and operated by Indwell comprising up to six storeys and approximately 74 affordable rental housing units. The number of units and storeys will be finalized as Indwell completes development due diligence, staff will report back in June 2026.
- As a result of the proposed Indwell development, Realty Services will enter negotiations for a long-term land lease with building operator and developer Indwell.

Analysis

Sale of Real Property Policy (including lease terms greater than 20 years)

The City's Sale of Real Property Policy requires a two- stage process when leasing City property for a term greater than twenty (20) years. This report represents Stage One, which provides public notice and outlines the proposed long- term lease of the subject lands.

A Stage Two report will be presented to the Committee of the Whole on April 13, 2026, and to Council on April 21, 2026. The second report will restate key information from this report and will include a confidential appendix containing negotiation details, as permitted under the Municipal Act. This two- stage approach ensures that Committee and Council can receive and consider any public input on April 13, 2026, and/or April 21, 2026, prior to making a final decision on April 21, 2026.



Waterdown Road Properties:

- 1022 Waterdown Road - PIN 07123-0045 (LT)
 - approximately 0.30 acres or 1,214 square metres
- 1028 Waterdown Road - PIN 07123-0044 (LT)
 - approximately 0.16 acres or 647 square metres

- 1030 Waterdown Road - PIN 07123-0019 (LT)
 - approximately 0.20 acres or 809 square metres

As per Council direction and the endorsement of Report DGM- 11- 26, staff will proceed with providing notice of the City’s intent to enter into a long- term land lease with Indwell, for a term of up to fifty- five (55) years, to enable the construction and operation of a affordable rental housing project on the Waterdown Road properties.

Staff have no objection to the City moving forward with declaring intent to complete a long-term land lease up to 55 years with Indwell subject to the following:

- Public notice as per the recommendation; and
- Completion of a land lease agreement prepared to the satisfaction of the City Solicitor; and
- All costs associated with delivering the lands to Indwell are funded via HAF.

Recommendation Details

City policy requires that a lease term greater than 20 years on viable city owned property be considered in a two-stage process via public reports and public notice. The proposed land lease with Indwell for up to 55 years is recommended by staff in compliance with the policy.

Key Dates & Milestones

April 2026: Realty Services Council Report

- Approval to negotiate a long-term land lease (up to 55 years) with Indwell will be decided on April 21, 2026.

Implications

Financial Matters:

- Specific financial details will be provided at the next stage of reporting in April in a confidential appendix.
- All funding and proceeds will be sourced via the Housing Accelerator Fund (HAF)

Public Engagement Matters:

As noted in the recommendation, public notice for both matters is recommended as:

- Publication of this resolution in the Council minutes and on the City's website.
 - Notification by regular mail to all properties within 120 meters of the subject land.
 - Committee and Council can receive and consider any public input on April 13, 2026, and/or April 21, 2026.
-

References

[DGM-91-25](#) - Housing Accelerator Fund update

[DGM-11-26](#) - City Land for Affordable Housing

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:

Kristen Ljubicic
Manager, Realty Services
905-335-7600 ext. 7581

Notifications:

None

Report Approval:

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

SUBJECT: City of Burlington Community Strategic Plan – Horizon 2050

TO: Committee of the Whole

FROM: Transformation Office

Corporate Strategy and Business Improvement

Report Number: TRN-03-26

Wards Affected: All

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Endorse the Horizon 2050 Strategic Plan as a replacement to Vision 2040 attached as Appendix A to transformation office report TRN-02-26; and

Instruct staff to consider Horizon 2050 in future land planning policy, service delivery, advocacy and budget planning; and

Instruct staff to share the Horizon 2050 strategic plan and supportive research with community partners for consideration in their future service planning.

Executive Summary

Horizon 2050 is Burlington’s updated 25-year community strategic plan, evolving from and replacing Vision 2040. Community expectations have shifted, and the operating context for municipalities continues to evolve. Grounded in research and broad engagement, the plan defines Burlington’s long-term success in practical terms: how well residents can live, grow, and thrive here—today and over time. As a result, quality of life across all ages and stages is established as the City’s central strategic outcome.

With projected population growth, shifting demographics, economic change, and increasing climate pressures, Horizon 2050 sets out four strategic directions with measurable outcomes to guide City decisions. It treats growth, land use planning, infrastructure investment, and service delivery as the “how”—tools designed to deliver the “why”: complete communities,

strong environmental stewardship, economic opportunity, and modern, accountable municipal services.

If endorsed, Horizon 2050 will guide future budgets, business planning and partnerships to ensure municipal actions remain aligned with the evolving needs of people and community over the long term.

Purpose of report:

- In 2015 the City of Burlington developed its first 25-year community wide strategic plan, Vision 2040. At that time Council endorsed a 10-year review cycle.
- In 2025, City staff received Council approval to develop an updated community strategic plan via report TRN-01-25.
- Staff have followed this approved strategic planning approach in developing a new strategic plan, Horizon 2050 for Council consideration.
- This strategic plan will inform future City-led tactical planning, operational planning, and budget development. It would also establish an expectation that City-funded service delivery organizations will show how their strategic plans align with this community-wide direction.

Background

In early 2025, City of Burlington Council endorsed (TRN-01-25) - an approach to developing a new 25-year strategic plan building from the current plan, Vision 2040. This plan sets a shared long-term direction for Burlington. It guides decision-making, service delivery, advocacy priorities, and partnerships, ensuring the City can respond to evolving community needs and changing conditions.

Key service delivery partners use the City's strategic plan to inform their own strategic and business planning and demonstrate alignment with shared priorities

Analysis

Research and Findings

Throughout 2025 and early 2026 City staff engaged in a period of research and engagement. This included:

- Current and projected demographic analysis (CANCEA data)
- Statistically valid telephone survey (CATI telephone survey completed)
- Online community survey (GetInvolvedBurlington.ca)

- In-person public engagement (Community event attendance, focus groups, and public engagement meetings)
- Targeted feedback from key stakeholders & community partners (e.g. business community, boards and committees, and non-profit service providers)
- Direct engagement with representatives from the local indigenous community (The Indigenous Advisory Circle to the Mayor)

As a result of this aggregated feedback, several key themes have emerged and required careful consideration within the draft strategic plan:

1. Some of the assumptions and ambitions set out in Vision 2040 are occurring at rates faster than anticipated thus requiring a reset and reframing of our strategic direction.
2. Burlington anticipates additional growth in its population, number of dwelling units, and employment opportunities within the community. By 2050, we can anticipate a population of approximately 265,000 residents, 110,000 homes, and 125,000 jobs.
3. Most population growth will come from international immigration and people relocating from other GTA municipalities. As Burlington continues to grow and its demographics shift, community members' needs—and what they expect from City services and engagement—will evolve.
4. The community recognizes that Burlington will continue to attract new residents and businesses because of its quality of life and community character. Growth should strengthen—not dilute—what makes Burlington livable by expanding access to housing and jobs and by enhancing neighbourhoods, public spaces, facilities, and community programming. At the same time, the City must manage growth responsibly so municipal services and infrastructure keep pace and pressures are addressed proactively.
5. Even with continued in-migration, Burlington's population is projected to age, and the number of residents in fair or poor health is expected to grow faster than the population overall. Horizon 2050 responds by making resident health and well-being a core decision lens—so planning, investments, service design, and partnerships are aligned to help people live well, age well, and stay connected across all stages of life.
6. It is anticipated that the top 10 local economic sectors will see strong job growth throughout the next 25 years. The Professional, Scientific and Technical Sector will see the highest proportionate growth while the manufacturing sector is forecast to overtake the retail sector as the number one employment sector within Burlington.
7. Proximity to nature, the environment, and accessible green spaces is one of Burlington's core community assets and a natural draw factor for new residents and visitors. Residents expect proximity and access to be maintained and enhanced.
8. Climate resilience and mitigation efforts will be a necessary future focus to support residents in maintaining the same quality of life.

9. Residents want to engage with, and receive service from a municipality that is modern, responsive, and accountable. Future investments in service delivery should demonstrate value for money.

Horizon 2050

Horizon 2050 builds on the foundation of Vision 2040 while reflecting a clear evolution in Burlington's context and community expectations. It defines elevated quality of life, for today's community members and future generations, as the primary outcome that municipal decisions and investments should align. Accordingly, growth management, infrastructure, land use planning, and service delivery are positioned as levers—not ends in themselves—used to build complete communities, strengthen health and well-being, protect the environment, and support economic opportunity.

In response to the key themes identified through research and engagement, staff have co-created a strategic planning document (Appendix A) which outlines a series of objectives that are grouped across four overarching strategic directions. These objectives are designed to maximize the positive impacts of the forecasted changes while also addressing anticipated challenges through mitigation efforts. Each objective will have one or more outcome indicator. The complete inventory of outcomes and their relationship to each strategic objective is available within Appendix A.

Delivering on these strategic directions is not the City's responsibility alone. Staff have identified a range of roles the City may play—shifting as needed based on what other partners, organizations, and community actors are doing—so efforts remain coordinated and outcomes are achieved collectively.

Prior to its presentation for consideration today, this strategy was made available to the public, business community, and to City staff for feedback via our normal public engagement platforms. Recognizing the central role of our Board- and Committee-governed service delivery partners—and the importance of Indigenous input—we directly invited Indigenous leaders and representatives, along with partner organizations, to provide focused feedback.

Next Steps

If Council endorses Horizon 2050, staff will embed it across municipal operations through enterprise-wide business planning, and will share the community vision broadly with residents and key program and service delivery partners through a comprehensive communications plan. Budgets and divisional business plans will be realigned to advance Horizon 2050's strategic objectives and measurable outcomes.

Each of our Boards and Committees will be undertaking independent strategic planning over the next 18 to 24 months. This creates a timely opportunity to align priorities and investments across the organization in support of Council's endorsed vision for Burlington.

Following the election, staff will work with the new term of Council to develop a multi-year operating plan that aligns municipal priorities and activities with Horizon 2050. Staff will also launch a set of measurable community indicators through a public-facing dashboard, updated as data becomes available, so community members can track progress toward the shared community vision.

Implications

There are no immediate financial or human resource implications through the endorsement of this report. However, Horizon 2050 will guide the future work of the municipality which will include future budget deliberations.

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
-

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Appendices:

A. Horizon 2050 Community Strategic Plan – Strategic Directions and Objectives (Final Draft)

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.

Proposed Horizon 2050 Vision Statement

A Vision

An **aspirational** description of what the City of Burlington would like to **achieve, accomplish** or **be known for** over the medium to long-term; serves as a clear **directional guide** for choosing the right course of action.

The Vision Statement

Burlington is a community where nature is protected, growth is purposeful, and everyone thrives.

Emphasizes a strong sense of place and civic identity

Emphasizes collective belonging and shared responsibility

Green spaces and the lakefront preserved for generations

Development, mobility, and services that are planned and deliberate to support community well-being

Residents, businesses, and visitors have access to opportunity, feel connected, a sense of belonging and able to live well and fulfilling lives.

Proposed Horizon 2050 Strategic Directions and Objectives

Quality Services for all Communities

Burlington provides exceptional and efficient services to customers and community members. Community members feel connected and actively participate in civic life

- *The city aims to meet or exceed service levels and quality standards.*
- *Foster meaningful civic engagement and participation*
- *Ensure transparency and accountability in governance*
- *Enhance customer experience through a customer-first approach*
- *Foster an ethical and collaborative organizational culture*

Neighbourhoods that Support Well-Being

Burlington's diverse neighborhoods are welcoming to all. Neighbourhoods are designed and supported to be safe, inclusive and encourage healthy living.

- *Strengthen social connectivity and community spirit*
- *Enable safe and inclusive neighborhoods*
- *Advance creative and adaptive city planning and development*
- *Foster equity and inclusion across all service*
- *Promote health and wellness for all community members*

Preserve the Environment & Promote the Natural Legacy

Burlington is a leader in environmental stewardship. The natural beauty of the lake front and green spaces are protected for future generations and enjoyed by all.

- *Advance the established net-zero commitments for municipal operations and the broader community*
- *Preserve natural areas to maintain biodiversity and ecological resilience*
- *Expand and innovate urban green spaces to support climate adaptation and improve community well-being*
- *Create vibrant, accessible green spaces that invite exploration, learning, and generational connection with nature*
- *Enhance municipal resilience to climate-related risks to protect essential infrastructure and maintain reliable service delivery.*

Enabled and Purposeful Growth

Burlington grows its economy in priority sectors. Development is purposeful to meet the changing needs of the community. An integrated network of mobility solutions moves people and goods seamlessly.

- *Drive sustainable economic growth in priority sectors to create quality jobs and long-term prosperity*
- *Deliver purposeful housing development to support diverse and changing needs*
- *Create an integrated mobility network with accessible and low-emission options*
- *Enhance connectivity and reduce car dependency through transit and active transportation*

Strategic Direction #1

Quality Services for all Communities

The Objectives are to ...

The city aims to meet or exceed service levels and quality standards

Foster meaningful civic engagement and participation

Ensure transparency and accountability in governance

Enhance customer experience through a customer-first approach

Foster an ethical and collaborative organizational culture

The Outcomes We are Working Towards...

- Modernize the city's digital infrastructure to deliver secure, seamless and accessible services
- Implement innovative and adaptive approaches to continuously improve service delivery

- Increased community member participation and engagement to inform community needs
- Commitment to strong and effective volunteer programs, civic boards, and advisory committees
- Growth in community-led initiatives

- Open, reliable, and accurate data is available to community members
- Clear and timely communication of city decisions
- Information on financial health and service performance is clear and accessible to everyone

- High satisfaction ratings across all community member interactions
- Streamlined service channels with responsive digital platforms
- Service delivery supports diverse community needs

- All staff adhere to and promote the values of helpfulness, integrity, accountability and adaptability
- Strong collaboration across departments and with community partners

Strategic Direction #2

Neighbourhoods that Support Well-Being

The Objectives are to...

Strengthen social connectivity and community spirit

Enable safe and inclusive neighborhoods

Advance creative and adaptive city planning and development

Foster equity and inclusion across all service

Promote health and wellness for all community members

The Outcomes We are Working Towards...

- Expanded access to community events, arts, and cultural festivals for all demographic groups city-wide
- Increased intergenerational programming offered in community hubs and center
- Enhanced social cohesion by design through inclusive and equitable initiatives

- Enhanced city safety through proactive and preventative strategies
- Family-friendly neighbourhoods that promote safe and accessible walkable spaces
- Continued sense of safety, trust, and low crime rates across all neighbourhoods

- Future-oriented community hubs supporting diverse needs
- Integrated design that preserves neighbourhood character and charm
- Improved mobility and connectivity between neighbourhoods for social interaction

- Advance equity and inclusion as core principles in amenities, programs, and services across the city
- Provide access to city programs and services by minimizing cost barriers
- A welcoming culture that creates a strong sense of belonging across the city

- Healthcare and preventative health programs are available citywide
- Mental health support is integrated into community services
- Increased life-long participation in active lifestyle programs, sports, and recreational activities

Strategic Direction #3

Preserve the Environment & Promote the Natural Legacy

The Objectives are to ...

Advance the established net-zero commitments for municipal operations and the broader community

Preserve natural areas to maintain biodiversity and ecological resilience

Expand and innovate urban greenspaces to support climate adaptation and improve community well-being

Create vibrant, accessible green spaces that invite exploration, learning, and generational connection with nature

Enhance municipal resilience to climate-related risks to protect essential infrastructure and maintain reliable service delivery

The Outcomes We are Working Towards...

Municipal buildings, facilities, and services operate with net-zero emissions

Municipal operations, electricity and heating are sourced entirely from renewable energy

Municipal fleet are zero-emission vehicles

Reduction in GHG emissions from residential, commercial, and industrial sectors

Meet and preserve the tree canopy coverage goals

Maximize the life expectancy of trees within the urban forest

Natural areas actively adapt to changing climate conditions

- Continuous, connected green corridors linking parks, streetscapes, and natural areas
- Urban green spaces are engineered to manage stormwater, reduce heat islands, and buffer extreme weather
- Integration and innovation of green infrastructure across urban developments

- Every community member lives within a short walk of high-quality, inclusive green spaces
- Green spaces serving as hubs for recreation, health, and cultural connection year-round
- Parks and trails designed for exploration and discovery across diverse landscapes
- Outdoor learning spaces and interpretive features integrated into public green spaces
- Year-round programs fostering environmental stewardship and generational connection

- Reduced service disruptions during extreme weather events through upgraded, climate-resilient infrastructure and response protocols
- Integrated climate-risk assessments embedded in capital planning, asset management, and emergency operations to proactively manage vulnerabilities
- Community readiness and continuity through clear communication plans, accessible emergency supports, and coordinated multi-party resilience efforts.

Achieve zero waste in City operations and promote circular economy practices in the community

Inclusive engagement of community members at risk of inequity in climate response

Reporting frameworks that track progress and ensure accountability

Native species flourish, invasive species decline, and ecosystems sustain diverse life

Broad public participation in conservation and biodiversity monitoring

Strategic Direction #4

Enabled and Purposeful Growth

The Objectives are to ...

Drive sustainable economic growth in priority sectors to create quality jobs and long-term prosperity

Deliver purposeful housing development to support diverse and changing needs

Create an integrated mobility network with accessible and low-emission options

Enhance connectivity and reduce car dependency through transit and active transportation

The Outcomes We are Working Towards...

- Burlington recognized for innovative and advanced industries
- Increased private and public investment in priority sectors
- Growth in tourism and cultural economy contributing to local revenue
- Integrated support network for local businesses and entrepreneurs
- Diverse job opportunities across sectors supporting local talent
- Increased proportion of community members living and working within Burlington
- Sustained partnerships with educational institutions to advance workforce development and talent pathways in Burlington
- Reduced office vacancy with increased use of office and employment spaces
- Balanced mix of housing types for all income levels and life stages
- Increased access to attainable and affordable housing options
- Walkable, integrated neighbourhoods with transit and amenities
- Housing growth aligned with sustainable land use and infrastructure capacity
- Rural landscapes and community identity are preserved as urban growth is directed to established and designated growth areas
- Optimized public transit coverage with frequent and reliable service
- Cost-effective transportation options available to those at risk of inequity
- Widespread adoption of electric vehicles and charging infrastructure
- Micro-mobility and on-demand transit integrated into the transportation system
- North-south transit link fully operational and connected
- Increase in cycling and walking mode share
- Increased modal shift from cars to public transit, cycling, and walking
- Safe streets that prevent vehicle fatalities and serious injuries

Horizon 2050 Guiding Principles

Horizon 2050 Guiding Principles



Financially Responsible

The city uses public resources responsibly and designs services, programs, and community amenities that remain within reach for everyone.

As a community, we work together to make thoughtful, balanced choices for all that support long-term financial sustainability.



Sustainable & Future-Ready

The city protects and enhances our natural environment, acts on climate change, and plans with long-term responsibility.

As a community, we contribute to sustainability by caring for our natural spaces, making climate-minded choices, and supporting a resilient future for generations to come.



Communities Fostering Respect & Belonging

The city fosters communities rooted in respect and belonging through strong partnerships that create welcoming spaces.

As a community, we ensure equitable access to services, safe and healthy environments, and opportunities for all community members.



Economic Vitality

The city supports a strong, diverse local economy that provides opportunities for residents and businesses to prosper.

As a community, we champion local enterprise, participate in economic life, and help build a Burlington where everyone can succeed.



Innovative, Transparent & Data-Driven

The city operates with openness, integrity, and accountability - using modern digital tools, clear communication, and evidence to guide decisions and build trust.

As a community, we engage constructively, stay informed, and participate meaningfully in decision-making.

SUBJECT: Strategic parking framework for downtown Burlington

TO: Committee of the Whole

FROM: Public Works
Transportation

Report Number: PWS-05-26

Wards Affected: 2

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the Downtown Parking Plan as attached as Appendix A to public works report PWS-05-26; and

Endorse a phased implementation approach, prioritizing short-term, staff-led policy and program initiatives; and

Endorse the advancement of targeted medium-term investments in parking technology and system improvements, subject to future budget approval; and

Direct the Commissioner of Public Works to continue planning and monitoring conditions for longer-term, capital-intensive parking initiatives, including potential parking expansion, in a manner that ensures responsible stewardship of the Downtown Parking Reserve and supports the needs of existing businesses, customers, residents, and visitors.

Executive Summary

Report PWS-05-26 presents the [Downtown Parking Plan](#) (DPP), a data-informed strategy to guide the management of municipal parking in Burlington's downtown. The DPP builds on the [Integrated Mobility Plan](#) (IMP) and aligns parking supply, pricing, and operations with broader mobility, land use, economic, and climate objectives.

Parking is a critical City asset and is an essential component of the downtown mobility system. When managed strategically, it supports business access, reduces congestion, influences travel behaviour, and reinforces long-term transportation and land use priorities. The DPP positions parking as an actively managed system rather than a static supply to be expanded by default.

Technical analysis and engagement confirmed that downtown parking challenges are driven by localized demand pressures, special events, circulation patterns, and user perception – particularly east of Brant Street – rather than an overall shortage of supply. Future demand modelling indicates that anticipated growth can be largely accommodated within the existing system, providing parking is managed more effectively and demand is better distributed across facilities.

The DPP proposes a phased implementation approach that delivers early, measurable improvements through staff-led policy and program changes, followed by targeted investments in technology and longer-term planning informed by performance data. All recommendations are intended to be funded through the Downtown Parking Reserve, without impacting the general tax base. Collectively, the DPP supports downtown vitality, fiscal stewardship, and the City's broader mobility objectives.

Recommendation Report

Background

This report outlines the downtown parking context and recommends a strategic parking framework that builds on the mobility policies established in the City's [Integrated Mobility Plan](#) (IMP). The framework is intended to improve the effectiveness of parking management while better aligning parking supply and pricing with the City's broader mobility and land use objectives.

Municipal parking is a critical component of the City's mobility network and land use framework. It supports the movement of people and goods and represents a significant portion of the City's real estate portfolio. When managed proactively, parking can advance strategic mobility and land use goals, influence travel behaviour, and support mode-shift objectives. Strategic management of the downtown parking supply helps mitigate traffic congestion, promotes efficient use of valuable land, and reinforces the City's long-term transportation priorities.

Well-managed parking also contributes to downtown economic vitality and tourism by improving access, supporting appropriate turnover, and creating positive first impressions for customers and visitors. A coordinated and strategic approach to downtown parking management helps sustain a vibrant, accessible, and competitive downtown that supports businesses, residents, and visitors alike.

The resulting [Downtown Parking Plan](#) (DPP) enables the City to make data-informed strategic decisions that ensure parking is available where needed, responsive to the needs of diverse users, and managed in a manner that is efficient, effective, and fiscally responsible. The Final Report is contained in **Appendix A** for reference.

Development of the Strategic Parking Framework

Oversight

To support effective coordination, strategic direction, and informed decision-making throughout the preparation of the Downtown Parking Plan, a joint steering committee was established. The Committee included City staff, project consultants, members of the Downtown Parking Advisory Committee (DPAC), and representatives from the Burlington Downtown Business Association (BDBA), and served as the study's executive body.

The Committee's composition ensured that perspectives from community leaders, business owners, elected officials, and staff familiar with municipal parking operations were represented throughout the process. This governance structure helped ensure that stakeholder and

customer needs were considered at key milestones and directly informed the plan's recommendations.

A clear and agreed-upon set of project goals and objectives was established at the outset of the Downtown Parking Plan through collaboration with the Committee. These goals and objectives were mutually endorsed and served as the guiding framework for the development of the Strategic Parking Framework and all resulting recommendations. The strategic parking framework reflects these collectively endorsed objectives and represents their translation into actionable, implementable recommendations.

Throughout the planning process, proposed strategies were evaluated and refined against these objectives to ensure alignment, consistency, and transparency in decision-making. The goals and objectives included:

- *Balance Parking Supply and Demand:* Manage parking effectively to accommodate increasing demands from new residential developments, economic growth, special events, and tourism.
- *Provide Diverse Parking Solutions:* Offer a safe and convenient mix of parking to serve the diverse needs of customers, visitors, residents, and employees.
- *Support Economic Development:* Respond to intensification pressures and support economic growth through strategic investment and management of parking assets.
- *Enhance the Visitor Experience:* Ensure that parking infrastructure supports increased visitor activity while preserving the character of the downtown.
- *Sustainability in Parking Management:* Strategically manage parking resources to align with broader planning and mobility goals, promote sustainable development while meeting current and future parking needs.
- *Adapt to Intensification:* Respond proactively to increasing residential density by ensuring the parking system remains functional and adaptable over time.
- *Maintenance and Management:* Strengthen the on-going upkeep, operation, and administration of municipal parking assets.

Foundation for the Framework

A comprehensive program of parking inventories, data analysis, policy review, and stakeholder and community engagement was undertaken to establish a strong evidence base for the Downtown Parking Plan. This foundational work informed the development of strategic recommendations that directly respond to the project's goals and objectives. The DPP is intentionally structured so that each chapter is built upon the analysis and findings of the previous section, ensuring that the resulting recommendations are cohesive, well-supported, and grounded in data, policy context, and community input. The DPP was structured as follows:

Phase 1 – Existing Conditions and Needs Assessment:

Analysis of existing conditions found that overall downtown parking demand does not exceed the functional capacity of the municipal parking system. However, demand is not evenly distributed across the downtown area, resulting in localized shortages during weekday and weekend peak periods within specific sub-areas, most notably east of Brant Street. Publicly accessible municipal parking lots east of Brant Street regularly experienced utilization rates exceeding 90 percent during peak periods, indicating localized capacity constraints. In contrast, the Waterfront Garage operated at approximately 30 percent utilization during the same periods, demonstrating available reserve capacity west of Brant Street.

Public consultation and the parking behaviour and preference survey conducted as part of Phase 1 identified several consistent themes:

- *Weekend Parking Access Challenges*: Respondents reported difficulty finding parking downtown on weekends, particularly during special events and festivals. Traffic congestion, limited transportation alternatives, and challenges navigating the downtown during peak event periods were frequently cited.
- *Perceived Parking Availability*: Regardless of day of week, respondents perceived parking availability to be limited, especially near the hospital, event venues, and east of Brant Street.
- *Cost*: Respondents identified the need for improved and more responsive parking pricing strategies.
- *Demographic-Specific Needs*: Survey results highlighted distinct parking needs across different demographic groups.

A comprehensive review of the downtown parking inventory, regulations, utilization patterns, and survey results informed the needs assessment and validated key issues and opportunities, including:

- *Event and Waterfront Parking Management*: Opportunities to improve the visitor experience and more evenly distribute parking demand across the study area, particularly during peak event periods.
- *Dynamic Wayfinding and Information*: Opportunities to provide real-time guidance to underutilized parking facilities both prior to arrival downtown and at over-capacity locations, leveraging emerging technologies and mobile applications to reduce circulation and congestion.
- *Performance-Based Pricing*: Consideration of a performance-based pricing approach that uses rate adjustments to balance demand, support turnover, and optimize use of existing parking assets.

Phase 1 confirmed that downtown parking challenges are not driven by a system-wide shortage of supply, but by localized demand pressures, event conditions, circulation patterns, and user perception. This understanding is fundamental to the DPP, which prioritizes strategies

that improve distribution, visibility and management of existing parking resources before considering expansion of supply. This evidence-based foundation informed Phase 2, which examines the relationship between land use patterns and parking demand to forecast future needs and guide long-term planning.

Phase 2 – [Analysis of Future Parking Demand](#):

Phase 2 evaluated future parking demand to assess the potential impacts of planned and in-stream development on the existing municipal parking system and to identify opportunities to manage demand efficiently as downtown redevelopment occurs. A parking demand model was developed and calibrated to observed conditions and subsequently applied to forecast future demand under a range of development scenarios.

Using development forecast data from the Pipeline to Permit dashboard, supplemented by staff input regarding viable future redevelopment opportunities within the study area, four development scenarios were established to represent varying growth horizons.

- *Scenario 1 - Ongoing and Expected Development:* Includes projects in the development pipeline that are currently being built, have planning approval, or reasonably anticipated to receive approval, representing a 0–10-year horizon. This scenario comprises approximately 1,850 new residential units and 43,000 square feet of gross commercial floor area (GFA).
- *Scenario 2 – Pending Site Plan Application or Appeal:* Builds upon Scenario 1 and includes known development projects further from approval, representing a 10–15-year horizon. This scenario includes approximately 600 additional residential units and 4,000 square feet of commercial GFA.
- *Scenario 3 – Initial Concept Review:* Combines Scenarios 1 and 2 with development projects currently at a conceptual review stage, with an anticipated 15+ year build out horizon. This scenario includes approximately 700 additional residential units and 24,000 additional square feet of commercial GFA.
- *Scenario 4 – Additional Potential Development & Modified Behaviour:* A long-term theoretical scenario that builds upon Scenario 3 and assumes significant transformative redevelopment not currently reflected in the development pipeline, including the redevelopment of a major shopping plaza and a heavily utilized municipal parking lot. This scenario includes approximately 1,200 additional residential units and 65,800 square feet of commercial GFA.

The Phase 2 modelling results indicate that future parking demand associated with the first three growth scenarios is expected to be accommodated within the existing parking system. In particular, the analysis demonstrates that anticipated residential growth does not result in a net increase in demand for municipal parking supply, as new residential developments are generally providing parking on-site for residents. In addition, non-residential land uses

displaced through redevelopment are largely replaced by commercial space within new mixed-use developments, resulting in minimal net change to non-residential parking demand.

The highly aggressive fourth scenario results in a measurable increase in parking demand; however, the modelling does not indicate system-wide failure or conditions under which overall demand would exceed theoretical supply. This scenario reinforces the importance of continued efforts to promote more distributed use of public parking facilities across the study area and to ensure that future residential development continues to accommodate parking on-site rather than relying on the municipal parking system to absorb demand.

Phase 3 – [Strategic Plan for Parking Operations Management](#):

The development of a set of integrated strategic recommendations was informed by technical analysis and shaped through feedback received as part of the concurrent public consultation process. Together, these recommendations guide the evolution of the downtown municipal parking system in a manner that supports broader mobility, land use, economic, and community objectives. The recommendations are organized into the following focus areas:

- *System Regulation and Performance*: Introduces a performance-based framework to guide parking pricing, regulation, and permit strategies in response to changing demand conditions, with the objective of improving availability and turnover rather than uniformly increasing rates across the system. In some locations, this approach may result in lower prices where demand is underutilized.
- *Asset Management and Operations*: Emphasizes modernization of parking infrastructure, enhancement of the user experience, and improvements to safety and functionality.
- *Operational Programs and Policies*: Outlines indirect strategies to manage parking demand, improve access, and better align parking with the City's multimodal and accessibility objectives, consistent with the Integrated Mobility Plan.
- *Funding and Financials*: Examines the existing revenue model and identifies strategies to support the long-term financial sustainability of the municipal parking system.

While individual recommendations may appear modest when considered in isolation, they are intentionally designed to function as a coordinated package. When implemented collectively, the recommendations reinforce one another and deliver a cumulative impact that advances the study's goals and objectives more efficiently than any single measure on its own. This integrated approach enables incremental, adaptable implementation that allows the city to phase investment over time, supporting fiscal stewardship and aligning actions with available resources, while maintaining operational feasibility and delivering meaningful system-wide outcomes. The resulting strategic recommendations are summarized in **Table 1**.

Table 1: Downtown Parking Plan – Strategic Recommendations

Focus Area	Strategic Recommendations
System Regulation and Performance	<ul style="list-style-type: none"> i. Adopt Performance Measures and Define Performance Targets <ul style="list-style-type: none"> ▪ Adopt parking availability as the primary performance measure for managing parking supply and define utilization targets of 15% availability for on-street parking and 10% availability for surface parking lots as the key performance target. ii. Reflect Performance Targets in Pricing <ul style="list-style-type: none"> ▪ Implement tiered pricing as a performance-based approach to better distribute parking demand across the system. ▪ Adjust pricing schedules to optimize the use of existing facilities and support greater turnover of premium spaces. ▪ Consider removing time limits and implement progressive rates for metered on-street spaces. ▪ Monitor performance data to guide fee and regulation adjustments. iii. Modify On-Street Parking Regulations <ul style="list-style-type: none"> ▪ Simplify on-street regulations in areas where parking is not priced. ▪ Review loading zone regulations to better manage curbside. iv. Review Permit Parking Options and Locations <ul style="list-style-type: none"> ▪ Review pricing structure of monthly permits and adjust in order to reduce waitlist and balance permit demand across the system. v. Redefine Electric Vehicle Charging and Occupancy Regulations <ul style="list-style-type: none"> ▪ Consider employing a pricing structure that ensures availability of EV charging stations and recovers operational costs. This recommendation is further explored in Report PWS-06-26.
Asset Management and Operations	<ul style="list-style-type: none"> i. Enhance Payment Systems <ul style="list-style-type: none"> ▪ Procure replacement pay stations and ensure that dynamic pricing strategies and new payment technologies can be accommodated. Refer to Capital Project RD-PK-1214. ii. Expand Coordinated Information Systems & Wayfinding <ul style="list-style-type: none"> ▪ Prepare and publish effective advance information to help visitors and customers plan for parking prior to departing for Downtown. ▪ Leverage technology to deploy dynamic wayfinding that provides clear instruction to access parking facilities with greater availability and enhance lot displays to provide information regarding nearby parking options. iii. Enhance Safety and Security in Public Parking Facilities <ul style="list-style-type: none"> ▪ Develop a comprehensive security plan tailored to each off-street parking location. Refer to Capital Project RD-PK-2074 iv. Identify Future Parking Expansion Opportunities <ul style="list-style-type: none"> ▪ Proactively identify potential sites and estimate costs to construct a future municipal parking garage. Refer to Capital Project RD-PK-87.

Operational Programs and Policies	<ul style="list-style-type: none"> i. Create a Special Event Parking Management Program <ul style="list-style-type: none"> ▪ Create a policy framework that permits special event pricing during major events occurring in the downtown. Collaboration with the Downtown Parking Advisory Committee is required to examine options for pricing structure. ▪ Explore opportunities to partner with private providers of shuttle and/or valet services during special events. ii. Formalize a Private-Public Access Agreement Policy <ul style="list-style-type: none"> ▪ Develop and formalize a policy related to the pursuit of public-private partnerships to deliver new parking supply as part of new high-density residential buildings. iii. Create a Temporary Displacement Policy <ul style="list-style-type: none"> ▪ Develop a formalized policy to manage parking impacts associated with construction activities downtown, outlining expectations for developers when public parking is temporarily displaced. Recommendations should be integrated into the permitting process and securities may be required prior to permit issuance. iv. Redefine Parking Requirements <ul style="list-style-type: none"> ▪ Monitor parking occupancy in private development and adjust parking minimums in the Zoning By-Law to reflect actual use patterns. ▪ Consider redefining residential parking requirements through implementation of an impact fee per parking space not provided, offering developers flexibility to meet parking requirements through a combination of on-site parking and financial contribution to long-term mobility strategies. v. Pursue Transportation Demand Management Reduction Opportunities <ul style="list-style-type: none"> ▪ Continued investment in micromobility and shared mobility solutions (i.e., SCOOTY E-Scooter Pilot Project) and establish a mobility hub within an existing municipal parking lot to bring together transportation options and shared mobility services and active transportation amenities. ▪ Continued efforts to enhance the pedestrian environment, particularly within parking lots and at street crossings, to establish the creation of a “park once” district where visitors feel comfortable parking once and walking between multiple destinations. ▪ Invest in green infrastructure within public parking lots and adjacent to curbside spaces to transform the public right-of-way into assets that support environmental goals, enhance the user experience, and contribute to a more resilient urban fabric. vi. Ensure Accessibility <ul style="list-style-type: none"> ▪ Continued collaboration with the City’s Accessibility Specialist and the Burlington Accessibility Advisory Committee to integrate regulatory solutions that advance accessible parking design standards.
Funding and Financials	<ul style="list-style-type: none"> i. Update the Defined Parking Area Boundary <ul style="list-style-type: none"> ▪ As commercial development has since occurred outside the current defined area, with more foreseen, the current boundary area should be expanded to include the lands encompassed by Ontario Street, Maple Avenue and Lakeshore Road. Expansion of the boundary area would support coordinated management of the entire municipal parking system.

Community Engagement

Feedback from residents, visitors, business owners, and their employees was foundational to the development of a parking strategy that reflects local needs and responds to real-world operating conditions, both today and in the future. The engagement program was intentionally designed to solicit meaningful, actionable input at key milestones throughout the study process, allowing emerging ideas and assumptions to be tested, refined, and validated as the work progressed.

Engagement activities were structured to both inform the technical analysis and to assess the practicality and community acceptance of potential strategies. Input received through public consultation was used to confirm priority issues, identify unintended impacts, and shape the direction and sequencing of recommendations. Technical input from internal staff teams complemented this process by providing operational insight and ensuring alignment with broader City policies, service delivery considerations, and implementation realities. A detailed engagement report is contained in **Appendix B** for further reference.

The second and final round of formal engagement focused on testing the draft strategic recommendation themes and demonstrated strong overall support among survey respondents. The highest levels of support were expressed for simplifying parking regulations, implementing a special event parking management strategy, and leveraging technology to provide dynamic information to assist users in locating available parking. Continued support was indicated for expanded multimodal and micromobility options, enhanced payment functionality at pay machines, and the use of dynamic pricing strategies. Collectively, this feedback confirmed both the relevance of the proposed strategies and the readiness for phased implementation.

Lived Experience of the Business Community

Recognizing that publicly accessible municipal parking supply east of Brant Street regularly experiences utilization rates exceeding 90 percent during peak periods, it was prudent to capture the lived experience of the business community within this sub-area. The Burlington Downtown Business Association (BDBA) administered a survey targeted at businesses located east of Brant Street. Survey results indicated a strong consensus among respondents that the current parking supply is insufficient to support existing business operations or accommodate anticipated growth over the next five years. Respondents also noted that limited availability of nearby low-cost parking indirectly affects their ability to attract and retain employees.

When asked to identify their primary “pain points,” respondents ranked ease of finding a parking space as the top priority for their customers, followed by the convenience of parking location. These findings reinforce the underlying philosophy of the proposed parking strategy by emphasizing the importance of parking availability and turnover in supporting customer access and business vitality. This experience-based feedback aligns with the broader objective of implementing strategies that encourage turnover, thereby improving availability and access to better serve community needs. Findings from the BDBA-administered survey are contained in **Appendix C** for further reference.

Recommendation Details

Prioritization of Recommended Strategies




The prioritization of recommended strategies is guided by the needs and experiences of those who interact with the downtown parking system every day, including local business owners and their employees, customers, visitors, and residents. Input gathered through engagement activities and surveys provided valuable insight into day-to-day challenges, user expectations, and operational considerations within the system.

This qualitative data - lived experience - was considered alongside technical analysis, data modelling, and operational feasibility assessments to ensure that recommended strategies are both responsive to community needs and supported by evidence-based planning. Together, these inputs informed the identification and sequencing of priority actions that are practical, achievable, and appropriate for early implementation, while also recognizing the importance of longer-term planning to address future parking demand, including consideration of additional parking supply through a new parking structure if warranted.

Establishing clear priorities is particularly important as the downtown continues to evolve and accommodate growth over time. A phased and prioritized approach allows the City to make thoughtful use of available resources, advance strategies that deliver meaningful benefits in the near term and position the municipal parking system to support ongoing economic activity, development, and broader mobility objectives.




Based on this approach, the recommended strategies have been organized into short-, medium- and longer-term priorities (reference **Tables 2** through **4**) to reflect differences in timing, complexity, and resource requirements. This sequencing is intended to deliver early improvements while establishing a clear pathway for longer-term planning and investment.

Table 2: Short-Term Prioritization of Strategic Recommendations

Focus Area	Strategic Recommendation	Cost	Community Priority
System Regulation and Performance	Adopt Performance Measures and Define Performance Targets <ul style="list-style-type: none"> ▪ Staff-led initiative that establishes a consistent framework for monitoring and managing parking system performance 	\$	
	Reassess Permit Program Options and Locations <ul style="list-style-type: none"> ▪ Staff-led initiative to improve alignment between permit supply, user needs, and observed demand patterns 	\$	
	Redefine EV Charging and Occupancy Regulations <ul style="list-style-type: none"> ▪ Staff-led initiative currently underway to improve utilization and turnover of EV charging spaces 	\$	
Operational Programs and Policies	Formalize Public-Private Access Agreement Policy <ul style="list-style-type: none"> ▪ Staff-led initiative that may require targeted consultant support to develop standardized agreements and implementation tools 	\$	
	Create a Temporary Displacement Policy <ul style="list-style-type: none"> ▪ Staff-led initiative to provide a clear and consistent approach for managing parking impacts during construction 	\$	
	Ensure Accessibility <ul style="list-style-type: none"> ▪ Ongoing staff-led initiative supported through continued collaboration with the Burlington Accessibility Advisory Committee (BAAC) 	\$	
Funding and Financials	Update Defined Parking Area Boundary <ul style="list-style-type: none"> ▪ Staff-led initiative to ensure the defined parking area reflects current conditions, operational realities, and policy objectives 	\$	



These short-term strategies (0–2-year horizon) represent an appropriate starting point for implementation as they can be advanced largely through staff-led policy, program, and regulatory updates, with limited capital investment. Collectively, they respond directly to issues raised through public engagement, improve clarity and consistency within the parking system, and establish the performance measures, policies, and frameworks needed to support future operational and capital initiatives. Early advancement allows the city to deliver tangible improvements in the short-term, build momentum and public confidence, and ensure that more complex or capital-intensive initiatives are implemented on a strong, data-informed foundation.

Table 3: Medium-Term Prioritization of Strategic Recommendations

Focus Area	Strategic Recommendation	Cost	Community Priority
System Regulation and Performance	Reflect Performance Targets in Pricing <ul style="list-style-type: none"> Staff-led initiative enabled by enhancing parking technology and data systems 	\$	
	Modify On-Street Regulations <ul style="list-style-type: none"> Informed by findings of future Curbside Management Study and supported by improved data and enforcement tools 	\$\$	
Asset Management and Operations	Enhance Payment Systems <ul style="list-style-type: none"> Foundational capital investment that enables multiple priority initiatives, including dynamic pricing, special event management, and improved customer experience 	\$\$\$	
	Expand Coordinated Information Systems and Wayfinding <ul style="list-style-type: none"> High-priority capital initiative that builds on enhanced payment system and supports real-time user information, event management, and system performance management 	\$\$\$	
Operational Programs and Policies	Create a Special Event Parking Management Program <ul style="list-style-type: none"> Staff-led program supported by enhanced payment technology, replacement pay stations and coordinated information systems 	\$	
	Redefine Parking Requirements <ul style="list-style-type: none"> Policy update informed by updated utilization data and aligned with broader mobility and land-use objectives Update to the 2017 City-Wide Parking Standards Report 	\$\$	

Many of the medium-term strategies (3-5-year horizon) are more complex, multi-year projects that require coordination across technology, operations, policy, and customer-facing systems. Certain initiatives, particularly investments in technology and payment systems, serve as foundational enablers, allowing multiple operational, policy and regulatory strategies to be implemented efficiently and in a coordinated manner over time.

Table 4: Long-Term Prioritization of Strategic Recommendations

Focus Area	Strategic Recommendation	Cost	Community Priority
Asset Management and Operations	Enhance Safety and Security in Public Parking Facilities <ul style="list-style-type: none"> ▪ Multi-year initiative that may require phased capital investment, enhanced technology, and additional operating resources to improve lighting, surveillance, access control, and user safety across the parking system 	\$\$\$	
	Future Parking Expansion <ul style="list-style-type: none"> ▪ Long-term initiative requiring detailed planning, technical analysis, land acquisition, and significant capital investment to address future parking demand, including potential development of a new parking structure, subject to Council direction, budget, and further demand analysis 	\$\$\$	
Operational Programs and Policies	Pursue Transportation Demand Management Reduction Opportunities <ul style="list-style-type: none"> ▪ Ongoing, staff-led initiative aligned with the Integrated Mobility Plan, supported through broader Transportation Demand Management programs and complementary investments in technology, pricing and information systems 	\$\$\$	

These long-term recommendations (5-year horizon and beyond) focus on more complex and higher-cost system improvements that require additional planning, coordination, and investment. Advancing the foundational short- and medium-term recommendations first helps ensure that future decisions are informed by updated data, operational experience, and broader mobility objectives, while allowing Municipal Parking Operations to plan thoughtfully and responsibly for these longer-term initiatives.

Implementation

The prioritized implementation of the strategic recommendations provides a coordinated and phased roadmap for improving the municipal parking system over time and is aligned with the outcomes-based approach of the Integrated Mobility Plan (IMP). Implementation is structure to support incremental delivery, continuous learning, and evidence-based decision-making as parking plays a key role within the downtown mobility system.

Short-term actions focus on staff-led policy, and regulatory improvements that can be delivered efficiently and at relatively low cost. These initiatives address immediate operational needs while establishing the performance measures, data, collection practices, and governance frameworks required to support ongoing monitoring and alignment with IMP objectives.

Consistent with the IMP's monitoring framework, early success will be evaluated using indicators such as parking utilization, turnover in higher-demand areas, customer feedback, and overall system performance. These metrics will support ongoing assessment of outcomes, allow for course correction where required, and inform data-driven decision regarding the prioritization of medium- and longer-term initiatives.

Medium term initiatives build on this foundation through targeted investments in technology, systems, and operational enhancements that improve customer experience and enable more effective management of parking resources. Performance data from earlier phases will be used to refine implementation sequencing and confirm that investments continue to support broader mobility, access and mode-shift objectives.

Longer-term initiatives address more complex and capital-intensive needs, including the potential development of a new parking structure and broader transportation demand management objectives. These objectives will require careful planning, coordination, and budget consideration, informed by observed system performance and financial capacity, to ensure fiscally responsible use of the Downtown Parking Reserve while continuing to support the businesses, residents and visitors that rely on the municipal parking system today.

Recommendation

That Council endorse the phased implementation of the Downtown Parking Plan, beginning with short-term, staff-led policy and program initiatives, followed by targeted medium-term investments in technology and system improvements, while directing staff to continue planning for longer-term, capital-intensive initiatives. This approach supports timely improvements to the downtown parking system, ensures responsible stewardship of the Downtown Parking Reserve, and positions Municipal Parking Operations to make informed future decisions that support the needs of existing businesses, customers, residents, and visitors.

Key Dates & Milestones

- June 2024 – Project Awarded to Stantec Consulting Ltd.
- Summer 2024 – Background Review / Parking Utilization Surveys undertaken
- September 2024 – DPAC / BDBA Joint Steering Committee Meeting & Walkabout
- Fall 2024 – Public Engagement (Food for Feedback, Survey #1, Public Open House #1)
- November 2024 – DPAC / BDBA Joint Steering Committee Meeting
- January 2025 – Phase 1 Report Published (Existing Conditions & Needs Assessment)
- Winter 2025 – Model Development and Growth Scenario Analysis
- June 2025 – Phase 2 Report Published (Analysis of Future Parking Demand)
- July 2025 – Public Engagement (Survey #2)
- September 2025 – Phase 3 Report Published (Strategic Plan for Parking Operations and Management)

- September 2025 – DPAC / BDBA Joint Steering Committee Meeting
 - October 2025 – Public Engagement (Public Open House #2 – Virtual)
 - Fall 2025 – Development of Implementation Plan
 - January 2026 – Final Report Published (Downtown Parking Plan)
 - February 2026 – DPAC / BDBA Joint Steering Committee Meeting
 - March 2026 – Presentation of Committee of the Whole
-

Implications

Financial

The recommendations of the Downtown Parking Plan are structured to be funded through the Downtown Parking Reserve and are not anticipated to put pressure on the City's broader tax base. Downtown parking is intended to function as a financially self-sustaining system, with user revenues reinvested directly into the operation, maintenance, and improvement of parking assets and services.

Many of the Plan's capital-related recommendations are already reflected in the City's approved 10-year capital program. Higher-cost and more complex investments, such as future parking expansion through the development of a new parking structure, will be subject to further detailed financial analysis in collaboration with Finance to confirm long-term affordability, reserve capacity and overall sustainability.

Implementation of the DPP recommendations will be phased based on available funding, financial performance, and Council approval. Revenue-generating initiatives identified in the DPP, including the proposed Special Event Parking Management Program, are intended to strengthen the Downtown Parking Reserve and support reinvestment in parking infrastructure while preserving the self-sustaining nature of the downtown parking system.

Communications & Engagement

Proactive, clear and consistent communication will be essential as parking policies, pricing, and technologies evolve. A comprehensive communications and engagement approach will be used to ensure businesses, residents and visitors are informed, understand the rationale for changes, and are supported through the transition.

Any changes to parking management practices, fee structures, or the introduction of new paid periods will be accompanied by a targeted communication campaign focused on transparency, timing and ease of understanding. The rollout of new parking technologies will be supported through robust customer education, frontline staff training, and ongoing engagement to minimize disruption, address concerns early, and support a positive user experience.

Climate

Parking plays an important supporting role in advancing the City's climate and mobility objectives by influencing travel behaviour, vehicle circulation, and the efficiency of the transportation system. While the Downtown Parking Plan is not a standalone climate strategy, its recommendations are aligned with the Integrated Mobility Plan and support broader greenhouse gas reduction goals through improved parking management and transportation demand management.

Short- and medium-term recommendations focus on operational and policy-based measures that can reduce unnecessary vehicle circulation and idling in the downtown. Improvements to wayfinding, pricing alignment, and the use of data and technology to manage supply and demand more effectively are intended to reduce cruising for parking, improve turnover in high-demand areas, and support more efficient use of existing parking assets.

The DPP also supports climate objectives by reinforcing mode-shift goals through parking policies that prioritize access, encourage short stays in core areas, and complement investments in walking, cycling, and transit. By managing parking as a finite and valuable resource, the DPP helps align parking supply with broader land use and mobility goals, rather than inducing additional vehicle demand.

Longer-term initiatives, including any future consideration of parking expansion, will be informed by observed system performance, transportation demand management outcomes, and evolving climate targets. This approach ensures that capital-intensive investments are carefully evaluated to avoid overbuilding parking supply and to support the City's long-term sustainability and emissions-reduction objectives.

In this way, the Downtown Parking Plan supports the City's Climate Action Plan by complementing broader efforts to manage travel demand, reduce vehicle-related emissions, and make more efficient use of existing transportation infrastructure.

References

[Integrated Mobility Plan](#)

[Downtown Parking Plan](#)

[Phase 1 - Existing Conditions and Needs Assessment](#)

[Phase 2 - Analysis of Future Parking Demand](#)

[Phase 3 - Strategic Plan for Parking Operations and Management](#)

PWS-06-26 EV Charging Policy and Pricing Options

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
-

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Appendices:

- A. Downtown Burlington Parking Plan – Final Report and Implementation Plan
- B. What we heard: Community Engagement Report
- C. Burlington Downtown Business Association: Downtown Parking Survey Results

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.



DOWNTOWN BURLINGTON PARKING PLAN



FINAL REPORT AND IMPLEMENTATION PLAN

JANUARY 2026

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INTRODUCTION

The City of Burlington has initiated work on the Downtown Burlington Parking Plan to guide the management of parking resources now and in the future. As the city continues to invest in its assets and enhance the urban environment for both visitors and residents, the need for parking policies that are functional, sustainable, and adaptable has become increasingly important. The downtown's long-term success will depend on a well-thought-out parking management plan that maximizes available parking resources without sacrificing its unique character.

Burlington is experiencing an evolution from a primarily suburban community to a rapidly urbanizing community, especially at its core. Growth in both residents and businesses over the past decade has been accompanied by an increased demand for parking. The Downtown Parking Plan will formalize a set of strategies and recommendations, based on collected data and topical investigations, in an achievable phased implementation plan.

As Burlington continues to grow and evolve, both the demand for parking and public perceptions of it will shift, influencing parking requirements in various areas and at different times. The plan development process aims to assess current and anticipated future states of the downtown parking system to ensure that parking assets maximize value for business owners, residents, and visitors alike. A strategic downtown parking management program will allow Burlington to optimize the potential of its downtown for civic, residential, commercial, and tourism activity.

Project Goals and Objectives

In consultation with the City of Burlington, the project team has identified the following goals and objectives to guide analysis and assessment:

- ▶ **Balance Parking Supply and Demand:** Manage parking resources effectively to accommodate the increasing demands resulting from new residential developments, special events, and tourism.
- ▶ **Provide Diverse Parking Solutions:** Offer a safe and convenient mix of short-term, high-turnover parking and long-term vehicle parking to serve the diverse needs of customers, visitors, residents, and employees.
- ▶ **Support for Economic Development:** Respond to intensification pressures and support economic development within the downtown through strategic investment and management of parking assets.
- ▶ **Enhance the Visitor Experience:** Ensure that parking infrastructure supports Downtown Burlington's growing status as a day-trip or getaway destination, facilitating visitor activity while preserving the character of the downtown.
- ▶ **Sustainability in Parking Management:** Strategically manage parking resources to align with the city's broader planning and mobility vision, promoting sustainable development while meeting current and future parking needs.
- ▶ **Adapt to Intensification:** Respond to the increase of dense residential development in Downtown Burlington by ensuring the parking system remains functional and adaptable.
- ▶ **Maintenance and Management:** Derive techniques to enhance the upkeep and administration of surface parking lots, garages, and on-street parking spaces operated by the City.

Study Process

The *Final Report and Implementation Plan* represents the final print deliverable within a project process spanning 2024 and 2025 (**Figure 1**). This plan was completed through a series of analytical phases that included documenting existing conditions, identifying key issues and opportunities, and formulating strategic recommendations. Throughout the process, collaboration with municipal project leaders and engagement with stakeholders and the public played a central role in shaping plan outcomes.

In addition to the steps completed so far, the study team will present the findings and recommendations from this and all prior deliverables to City Council to ensure alignment with community and leadership priorities.

Figure 1: Complete Project Schedule



Study Area

The Parking Plan Study Area encompasses the majority of Downtown Burlington between Maple Avenue, Martha Street, Baldwin Street, and Lake Ontario (**Figure 2**). The study area covers an area of just under 85 hectares and encompasses residential areas in addition to the mixed use downtown cores. The boundary was drawn purposefully to be legible, include all city-administered off-street parking facilities, capture a mix of activity types, and to understand if and how any supply limitations impact adjacent districts.

Figure 2: Downtown Burlington Parking Study Area



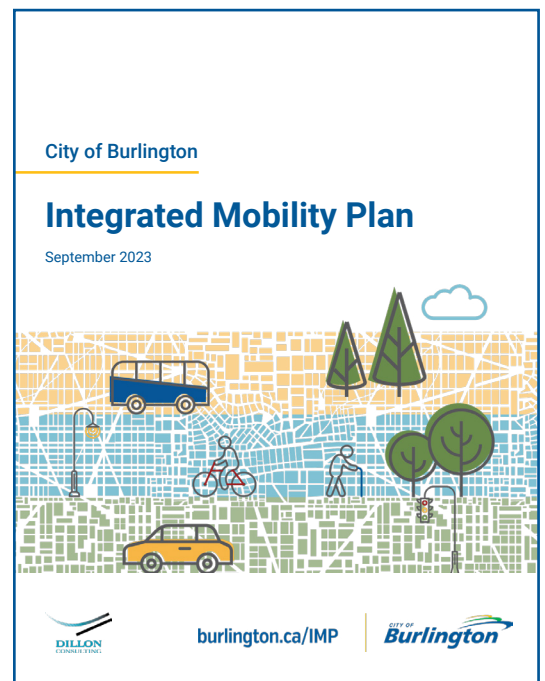
Planning Context

The Burlington Downtown Parking Plan builds on numerous relevant policies, regulations, plans, and other study documents. Review of these documents offers valuable insights to the project team, helping to identify trends, gaps, and opportunities that shape the assessment of the parking system.

2022-2026 Burlington's Plan: From Vision to Focus (2023): The City's four-year strategic work plan outlines Burlington's short-term approach to accommodating growth over 10 and 25 year time horizons. The plan calls for implementation of tactics within the Integrated Mobility Plan, Active Transportation Plan and the Transit Strategic Plan. It sets a goal for measuring, monitoring, and reporting progress of 15 percent transit and 15 percent active transportation mode shares.

Burlington's Official Plan (2021): The Burlington Official Plan serves as a significant guiding document for the city's long-term development strategy, prepared in accordance with the Ontario Planning Act. The purpose of the plan is to establish goals, objectives, and policies to manage and direct physical change and the effects on the social, economic, built and natural environment of the City. Strategic directions and plan principles seek to coordinate land use, infrastructure, transportation, and environmental strategies to achieve a more sustainable community. Plan objectives related to parking recognize parking management as a tool to influence mode choice, affect housing costs, and shape the public realm while policies require that parking management does not undermine transit and active modes of transportation. Policies further explicitly encourage shared parking arrangements between compatible uses, consideration of reduced parking requirements for development where comprehensive Transportation Demand Management (TDM) programs are in place, and establish the desire to perform parking-specific studies.

City of Burlington Integrated Mobility Plan (2023): The Integrated Mobility Plan (IMP) is a 30-year, community-driven action plan aimed at aligning transportation investments with the city's long-term goals. Combining progressive policies, active transportation programs, and capital projects, the IMP seeks to make mobility in Burlington safe, accessible, sustainable, balanced, and liveable. Rather than expanding roads, the IMP focuses on rebalancing the the transportation network by offering more travel options to add person-movement capacity. The IMP proposes a Strategic Parking Management Program, a set of tools and strategies to improve the effectiveness of the parking system and align supply and pricing with the city's strategic transportation objectives, and calls for the development of a Downtown Parking Master Plan.



Burlington Zoning By-law: Part 6 – Downtown Mixed-Use Centre Zones (2023): Zoning regulations for Burlington's downtown area outline key provisions related to permitted land use and built form within specific zones. Part 6 designates downtown mixed-use centre zones, establishes parking requirements for core and high-density zones that supersede those established in Part 1, and govern spacing and setbacks of parking areas with respect to lot lines and rights-of-way.

Burlington City-Wide Parking Standards Review (2017): The Burlington City-Wide Parking Standards Review assessed and recommended updates to the city's off-street parking regulations within the By-law in force at that time. The study adopts a broad understanding of the role of context-sensitive parking standards and parking requirements as key parking management tools to help promote more sustainable forms of development. The study's primary recommendations are to reduce parking rates for several land uses, based on findings from a 2016 city-wide parking utilization survey and comparisons with peer municipalities in Southern Ontario. Additionally, the review offers recommendations for parking design guidelines and parking management strategies, supported by best practices and approaches used by peer municipalities.

Burlington Transit Five-Year Business Plan (2020): The primary purpose of the Burlington Transit Five-Year Business Plan is to ensure individual strategies, projects, and activities align with and contribute to Burlington Transit's vision and policy objectives. Strategic directions identify courses of action that support the vision, focusing on the customer, service delivery, and accountability. Applicable growth strategies note that parking at each GO station was nearing capacity and increased demand from enhanced GO Train service levels would need to be accommodated by other modes. Specifically, this would take the form of closer integration of connecting transit services to proposed express service headways. Note that the plan is prefaced by a warning that it was framed prior to the 2020 coronavirus pandemic and does not necessarily reflect contemporary travel behaviour patterns.

City of Burlington Climate Action Plan (2020): Following the city's declaration of a climate emergency in April 2019, the Burlington Climate Action Plan acknowledges the necessity to act now to avoid further economic, ecological and societal impacts, and resolves that Burlington will address public and private operational contributions, ensure thorough consultation with interested parties, increase the ambition of City climate initiatives, and establish performance metrics to track progress. The plan's Electric Mobility and Equipment Program relates to parking primarily in its inclusions of support infrastructure for electric vehicles.

Development Charges Background Study (2024): Prepared in accordance with the Development Charges Act, 1997, the latest edition of the Development Charges Background Study for the City of Burlington outlines existing development charge policies, forecasts anticipated development and associated municipal servicing needs, and proposes updates to the development charges By-law. While parking is not included in the list of service components funded by development charges, other aspects of transportation that indirectly affect demand, such as both vehicular and active transportation infrastructure, may expect funding contributions from development charges associated with increased density.

Municipal Parking Rates and Fees (2024): City of Burlington By-law 12-2024 amends By-law 39-2016 and updates hourly, daily, and monthly parking rates and fees at specific municipal parking facilities as of April 2, 2024. The amendment likewise modifies facility use regulations, most notably the implementation of hourly pricing on Saturdays in the Pearl, Elizabeth, and Brant Street lots.

EXISTING CONDITIONS

The Downtown Burlington Parking Plan is grounded in a thorough understanding of the existing parking inventory, current regulations, utilization patterns, and relevant policy frameworks. Foundational knowledge is important for developing strategies that effectively respond to the needs and goals identified during the planning process. The study team examined these elements in detail while creating the Existing Conditions and Needs Assessment, which served as the initial phase of the project.

Parking Inventory

The study team conducted a comprehensive desktop inventory of all parking facilities within the study during July, 2024. Stantec collected supplemental inventory data on-site on Monday, July 29, 2024. The inventory forms the backbone of the plan, guiding the study team’s analysis and shaping the development of recommendations. The inventory excludes gated, garaged, and underground parking facilities due to physical access restrictions as well as small residential driveways and minor rear lots. The inventory includes all on-street parking areas, all commercial off-street surface facilities, and all off-street residential parking facilities on a property corresponding to four or more residential units.

Overall, the study area contains over 4,100 observable parking spaces in a variety of on-street and off-street parking assets. It is home to 113 off-street surface parking lots, one parking garage, and over 100 on-street parking and loading areas. City-owned and privately-owned facilities provide both public and restricted access. The “access” concept—what user groups are permitted to use a parking facility at any given time—is fundamental to examination of parking inventory. There are two primary categories of parking access, regardless of facility ownership:

- ▶ **Public Access:** Parking is available to the general public for a non-specific purpose, sometimes associated with a fee. These facilities are clearly marked as intended for public use.
- ▶ **Restricted Access:** Parking spaces reserved for particular groups, including City staff, permit holders, tenants, patrons, and employees.

Of all inventoried parking spaces in the study area, almost 45 percent are publicly owned. Not all publicly owned spaces are open to the public. Fully 15 percent of publicly-owned parking spaces, 278 spaces, are either reserved for permit holders, reserved for loading functions, and restricted via other regulations on weekdays. This figure ranges from 4 to 7 percent on evenings and weekends.

Over 86 percent of the observable parking inventory is located off-street, accounting for approximately 13 percent of the land in the study area (**Table 1**). More than half of off-street spaces are privately-owned. However, privately-owned public access parking is only 7 percent of the overall inventoried supply.

Ratios of public access to restricted spaces shift significantly by time of day, day of the week, and time of year (**Table 2**). For example, 55 percent of total parking spaces are restricted during daytime hours on weekdays. During weekday evenings, 200 fewer spaces are restricted from public use. Only 46 percent of the parking inventory is restricted on Sundays.

Table 1: Above-ground Downtown Parking Inventory by Facility Type

Facility Type	Spaces
Off-Street	3,577
On-Street	563
Total	4,140

Table 2: Above-ground Downtown Parking Inventory by Access Category

Time of Week	Off-Street		On-Street		Total	
	Public Access	Restricted	Public Access	Restricted	Public Access	Restricted
Weekday	1,484	2,093	384	179	1,868	2,272
Evening	1,540	2,037	528	35	2,068	2,072
Saturday	1,706	1,871	484	79	2,190	1,950
Sunday	1,706	1,871	528	35	2,234	1,906

More off-street public access spaces can be found west of Brant Street during each examined time period. The difference is most pronounced earlier on weekdays when 580 of the total 1,401 off-street public access spaces are located east of Brant Street. On weekends 718 of 1614 off-street public access spaces are located east of Brant Street while the division is approximately even during weekday evenings.

The project team used the observed data to compile a parking inventory database, which was subsequently geocoded to map existing parking assets (**Figures 3–6**). Each garage, surface lot, and on-street parking area displays its number of total spaces. Time and fee regulations are color coded by general category for both on-street and off-street parking facilities.



Figure 3: Parking Inventory and Regulations – Weekday

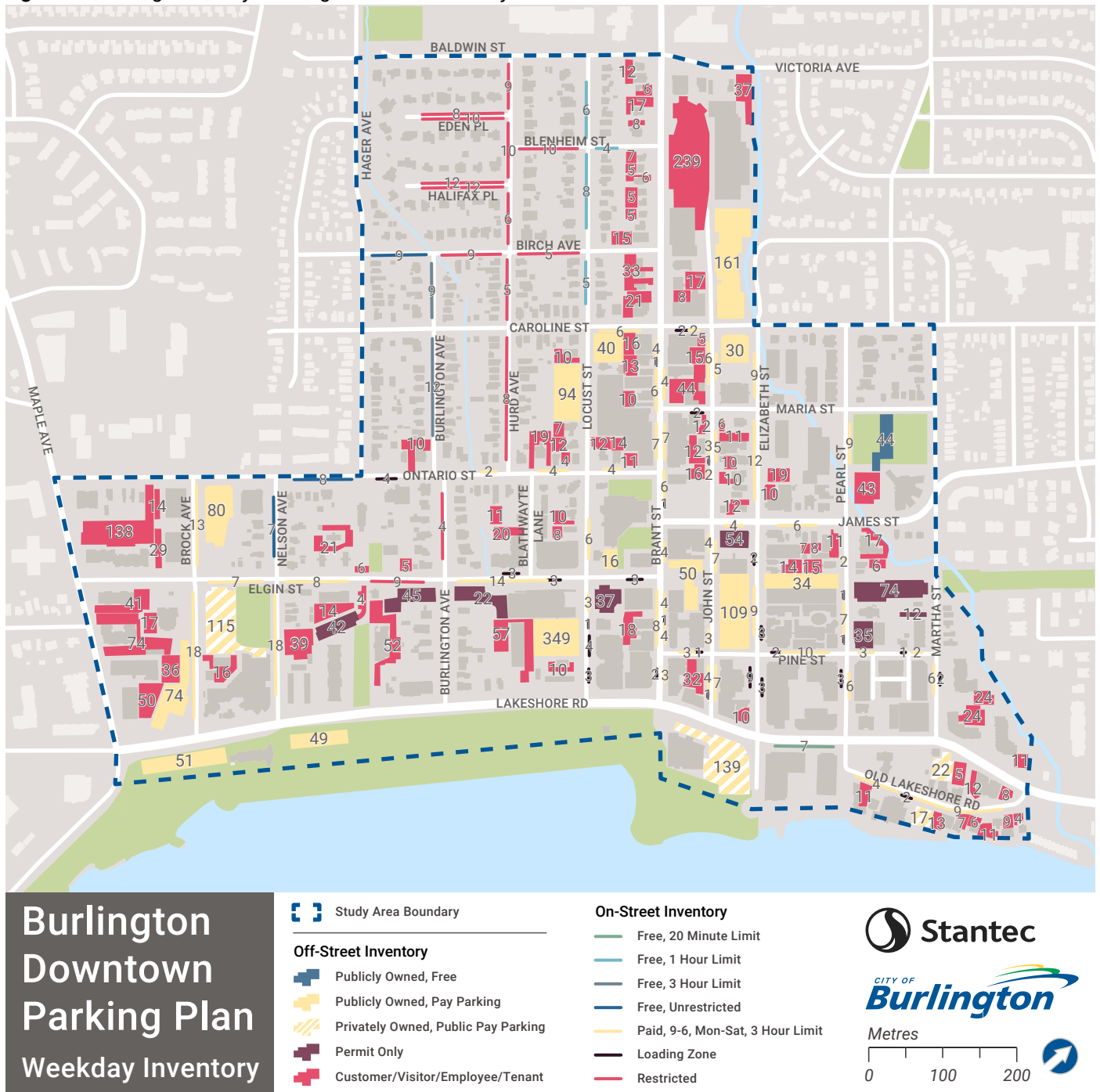


Figure 4: Parking Inventory and Regulations – Evening

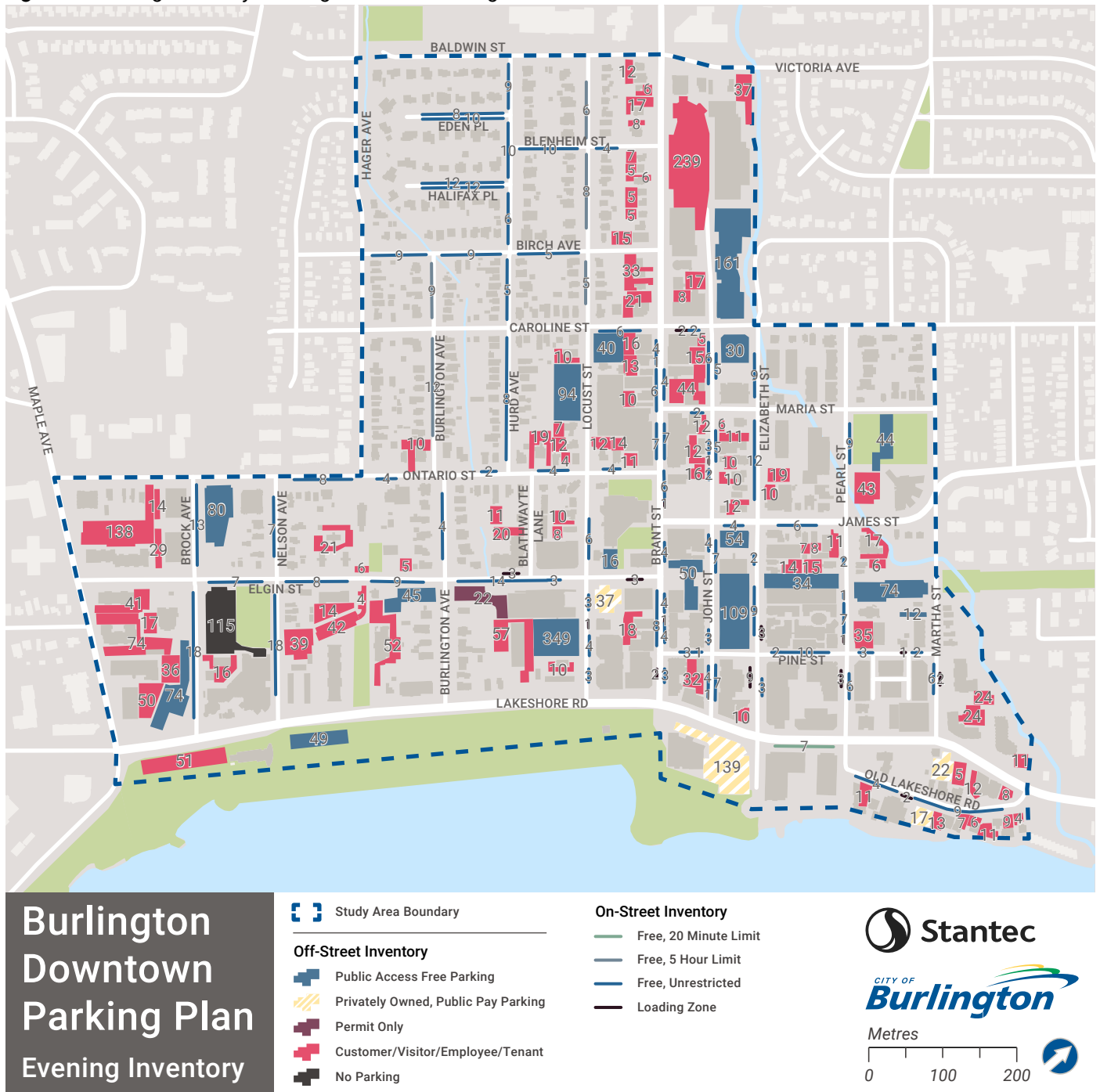
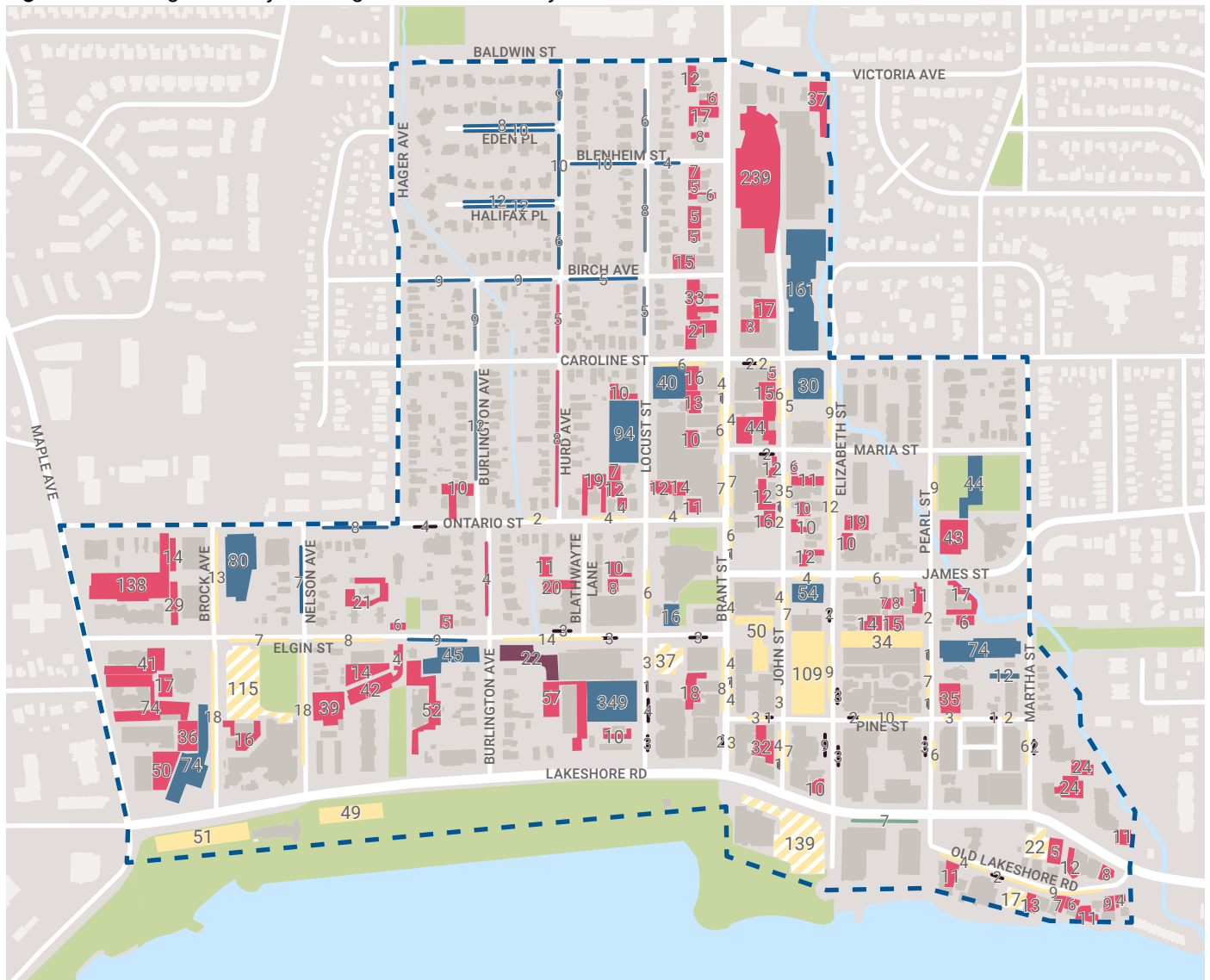


Figure 5: Parking Inventory and Regulations – Saturday



Burlington Downtown Parking Plan Saturday Inventory

- Study Area Boundary
- Off-Street Inventory**
 - Public Access Free Parking
 - Publicly Owned, Pay Parking
 - Privately Owned, Public Pay Parking
 - Permit Only
 - Customer/Visitor/Employee/Tenant
- On-Street Inventory**
 - Free, 20 Minute Limit
 - Free, 5 Hour Limit
 - Free, Unrestricted
 - Paid, 9-6, Mon-Sat, 3 Hour Limit
 - Loading Zone
 - Restricted

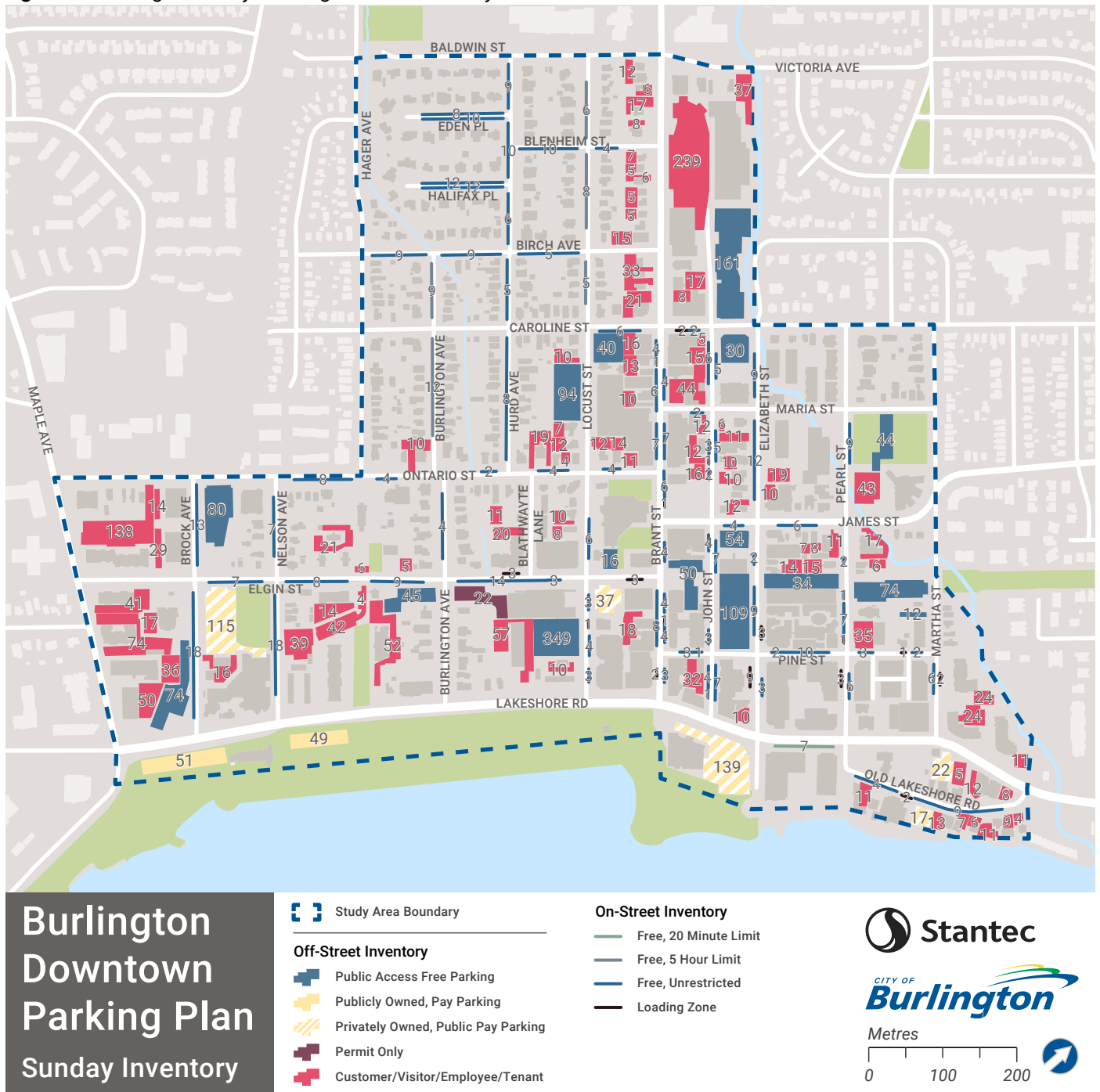
Stantec

CITY OF Burlington

Metres

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Figure 6: Parking Inventory and Regulations – Sunday



Parking Regulations

The way parking spaces are regulated and managed significantly influences their utilization. The study team documented the ownership, usage categories, and regulatory details of all observable parking spaces within the study area to fully understand the parking system’s ability to respond to changing demand patterns. Many regulations shift by time of day, day of the week, and weekday to weekend days.

On-Street Parking

On-street parking regulations in Downtown Burlington vary in type, pricing, and duration at different times of the day and week (**Table 3**). More than half of the on-street parking inventory is priced at \$2.00 per hour between the hours of 9:00 a.m. and 6:00 p.m., Monday through Saturday. Users are limited to a maximum of three hours. There are also a variety of time limits governing unpriced on-street parking within the study area; 20 minutes, one hour, three hours, and five hours. One-hour and three-hour time limits are unique to weekdays while five-hour limited spaces are unique to evenings and weekends in many of the same locations.

Many on-street parking segments are regulated as no-parking zones for large portions of days. Generally, parking is prohibited in these spaces during daytime hours, with some restrictions applying only from September-June. The restrictions respond to a desire to restrict faculty and students of Burlington Central High School, located immediately north of the study area, from parking long-term on neighbourhood streets. There is no residential on-street permit district within the study area.

Only 24 on-street parking spaces, or 4 percent of the study area’s on-street inventory are completely unrestricted during weekdays. On Saturdays, nearly one-quarter of on-street spaces become unrestricted. Fully 85 percent of the on-street supply is unrestricted during evenings and Sundays.

Table 3: On-Street Downtown Parking Inventory by Regulation

Regulation/Rate, Time Limit	Weekday	%	Evening	%	Saturday	%	Sunday	%
Free, 20 minute limit	7	1%	7	1%	7	1%	7	1%
Free, 1 hour limit	23	4%	0	0%	0	0%	0	0%
Free, 3 hour limit	21	4%	0	0%	0	0%	0	0%
Free, 5 hour limit	0	0%	40	7%	40	7%	40	7%
Free, Unrestricted	24	4%	481	85%	128	23%	481	85%
Paid, \$2.00/hour, 3 hour limit	309	55%	0	0%	309	55%	0	0%
Loading Zone	62	11%	35	6%	62	11%	35	6%
Restricted	117	21%	0	0%	17	3%	0	0%

Off-Street Parking

Off-street parking includes parking in garages and surface lots, excepting private indoor, below ground, and courtyard facilities. There are 114 observed off-street parking facilities in the study area, including a single garage or parking structure featuring multiple levels. The Waterfront Parking Garage contains 327 regular spaces, 10 accessible spaces, and 12 spaces equipped to charge electric vehicles, representing approximately 8 percent of the total overall parking supply. Outdoor surface-level facilities are the dominant form of parking in Downtown Burlington. Observed lots contain 3124 regular spaces, 84 accessible spaces, and 20 electric vehicle spaces, over two-thirds of the overall inventoried supply.

The City of Burlington owns 17 parking facilities. However, not all of these facilities are always open for public use on an hourly or daily basis. Some offer a combination of public and permit parking dependent on the time of day, while others are not consistently accessible to the general public. Public access free parking is limited to the publicly-owned portion of the Lions Park lot during weekday daytime. The free off-street supply becomes large during evenings and weekends as pricing fees and restrictions are no longer in effect (**Table 4**).

Lots owned and regulated by private landowners or private institutions comprise over half of the observable off-street parking inventory. While some privately-owned facilities are available for public use for an hourly or daily fee, most are reserved for a combination of commercial customers, employees, residential tenants, and their visitors.

Table 4: Off-Street Downtown Parking Inventory by Regulation

Regulation/Rate	Weekday	%	Evening	%	Saturday	%	Sunday	%
Public Access Free Parking	44	1%	1,325	37%	1,076	30%	1,276	36%
Publicly Owned, Pay Parking, \$2.00/hour	1,147	32%	0	0%	300	8%	100	3%
Privately Owned, Public Pay Parking	293	8%	215	6%	330	9%	330	9%
Permit Only	321	9%	22	1%	22	1%	22	1%
Reserved (Customer/ Visitor/Employee/Tenant)	1,772	50%	1,900	53%	1,849	52%	1,849	52%
No Parking	0	0%	115	3%	0	0%	0	0%

Permit Parking

The City offers monthly parking permits for many municipal lots. Monthly rates for unreserved spaces range from \$91 to \$151 depending on location. Permits are purchased via an online customer portal.

Eight off-street lots are designated permit-only during weekdays. Three are publicly-operated and include the Martha Street Lot reserved for permit holders as well as the Elgin Street and Burlington Avenue Lots reserved for City staff. The Martha Street and Burlington Avenue lots become unrestricted during evenings and weekends. Two privately-owned facilities associated with the 440 Elizabeth Street office building do the

same per agreement with the City. The surface portion of the privately-operated parking for the Sims Square office building becomes a public access lot after 5:00 p.m. on weekdays, charging \$1.75 per hour after permit restrictions lapse on weekdays and during weekends. Permit-only lots associated with the Burlington Performing Arts Centre and St. Mary's Church remain reserved for private use at all times.

Public Access Off-Street Facilities

Rates and regulations for public access off-street parking vary across facilities. The municipal hourly rate is constant at \$2 per hour, but is not uniformly in effect with respect to day of the week and time of day.

The Waterfront Hotel charges a premium hourly rate of \$10.00 for the first hour and \$5.00 for each additional half hour, with a flat daily rate of \$40.00, making it one of the more expensive options in the area. Private lots at 2097 Old Lakeshore Road and 2092 Old Lakeshore Road have higher hourly rates compared to most other facilities, charging \$5.00 per hour, with a daily rate of \$20.00 at the former and \$13.00 at the latter.

Uniquely, the Art Gallery of Burlington offers public access paid parking, but does not allow it to continue during evening and overnight hours (6 p.m. to 6 a.m.). There seems to be inconsistency in posted versus unposted regulations at this facility as in-lot signage states that parking is limited to visitors, describes hourly and daily rates, and declares a no overnight parking restriction from 2:00 a.m. to 6:00 a.m. After 6:00 p.m., payment stations revert to a screen confirming that parking is subject to tow-away until 6:00 a.m.

Parking Utilization

The City of Burlington has installed magnetic sensors that provide utilization data for 767 off-street and 354 on-street spaces within the study area. Additionally, the Waterfront Parking Garage is equipped with a Mistall Zone Counter camera system that provides usage counts for that facility's 349 spaces.

Analysis of data starting June 1, 2022 and capturing all days through July 25, 2024 informed the decision to supplement automated data at private and public parking facilities not equipped with automating counting capability on a Friday and Saturday in September to best represent typical parking demand during the two days of the week exhibiting the highest peak occupancy. The study team chose the exact dates (Friday, September 20, 2024 and Saturday, September 21, 2024) based on the following additional factors.

- ▶ A desire to capture a period of typical activity while schools are in session and employees are less likely to be on vacation, but while weather does not inhibit travel.
- ▶ Inclusion of events that reflect a more representative and consistent level of use for cultural venues. The Burlington Performing Arts Centre immediately adjacent to the Waterfront Parking Garage hosted shows during each day of data collection. The Friday show was anticipated to bring 120 patrons to the facility while 650 visitors were expected for Saturday, close to the full seating complement of the Performing Arts Centre.

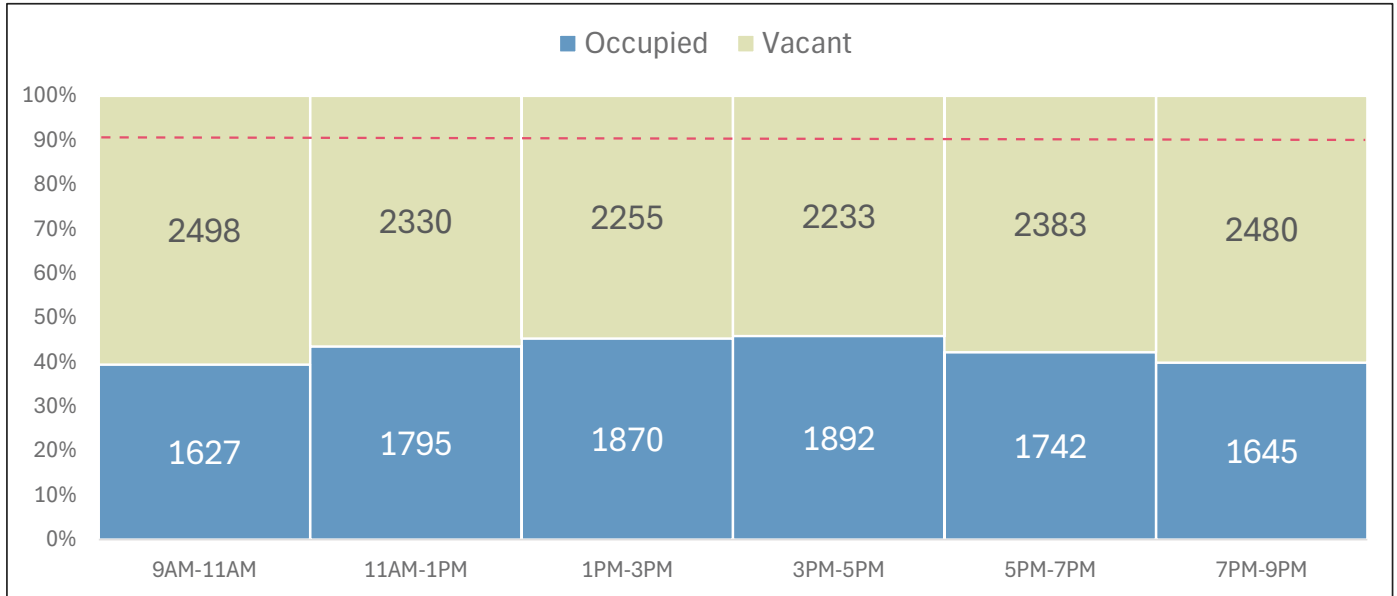
Overall, utilization data revealed consistently high levels of excess capacity, even during times of peak parking demand. However, public access parking facilities are highly occupied in certain sub-areas of the study area during specific times of day and days of the week, contributing to a perception that parking availability is scarce in downtown Burlington.

Parking can be defined as being at optimal occupancy when there is at least one empty space per block face or along a typical row of parking, ensuring customer access to businesses but also indicating a busy commercial environment. This typically equates to a target of 15% vacancy per block face and 10% vacancy off-street. If any block or parking facility has less availability than the target, it is effectively at its functional capacity where users perceive a lack of available parking.

Full Study Area Utilization: Friday

On Fridays, the busiest parking period in the study area was from 1 p.m. to 5 p.m., with more than 1,850 of the 4,100 assessed spaces occupied (**Figure 7**). Although parking demand is less in the morning and decreases late evening, the overall level is relatively similar to the peak demand despite the closure of offices, retail stores, and other daytime venues. Even at peak occupancy, over 2,200 observable parking spaces, or 54%, were still available.

Figure 7: Full Study Area – Parking Utilization – Friday, September 20, 2024



As previously defined, public access parking is open to all drivers, regardless of their trip purpose or destination, and can include privately-owned lots that permit public use. Collected data shows that public access garages, lots, and on-street spaces were utilized at similar rates to restricted-access facilities throughout Friday (**Figure 8, Figure 9**). During the afternoon peak periods, more than half of both publicly-accessible and restricted parking spaces remained unoccupied.

Figure 8: Full Study Area – Public Access Parking Utilization – Friday, September 20, 2024

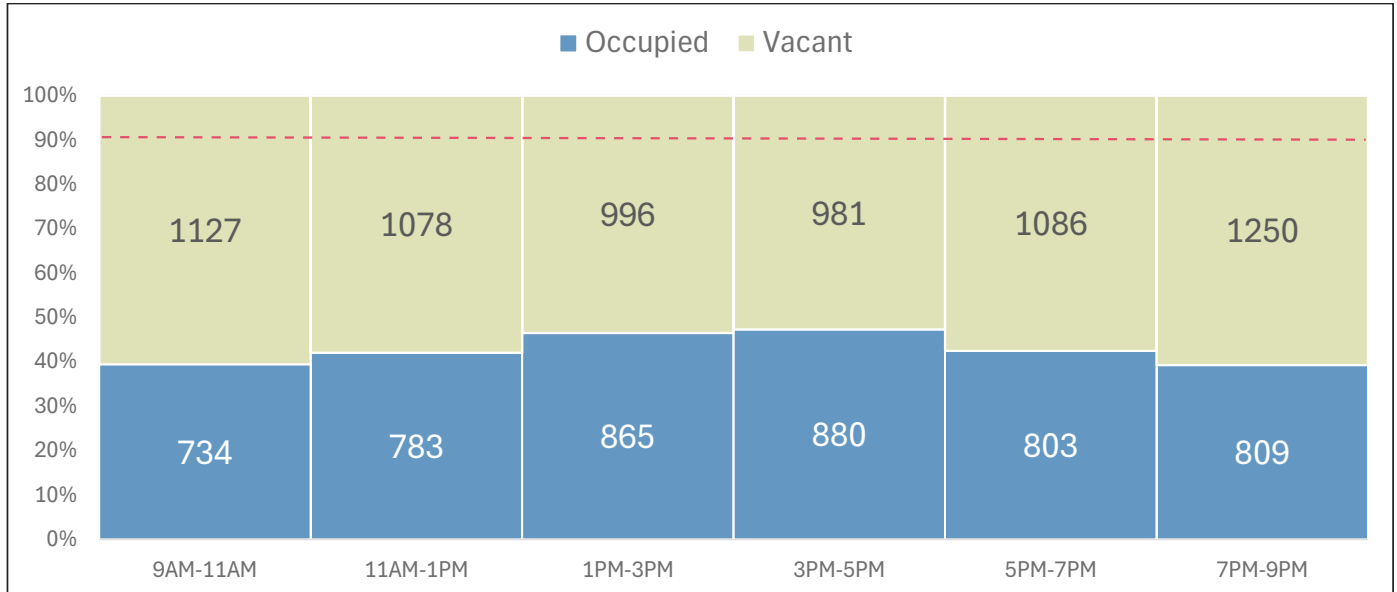
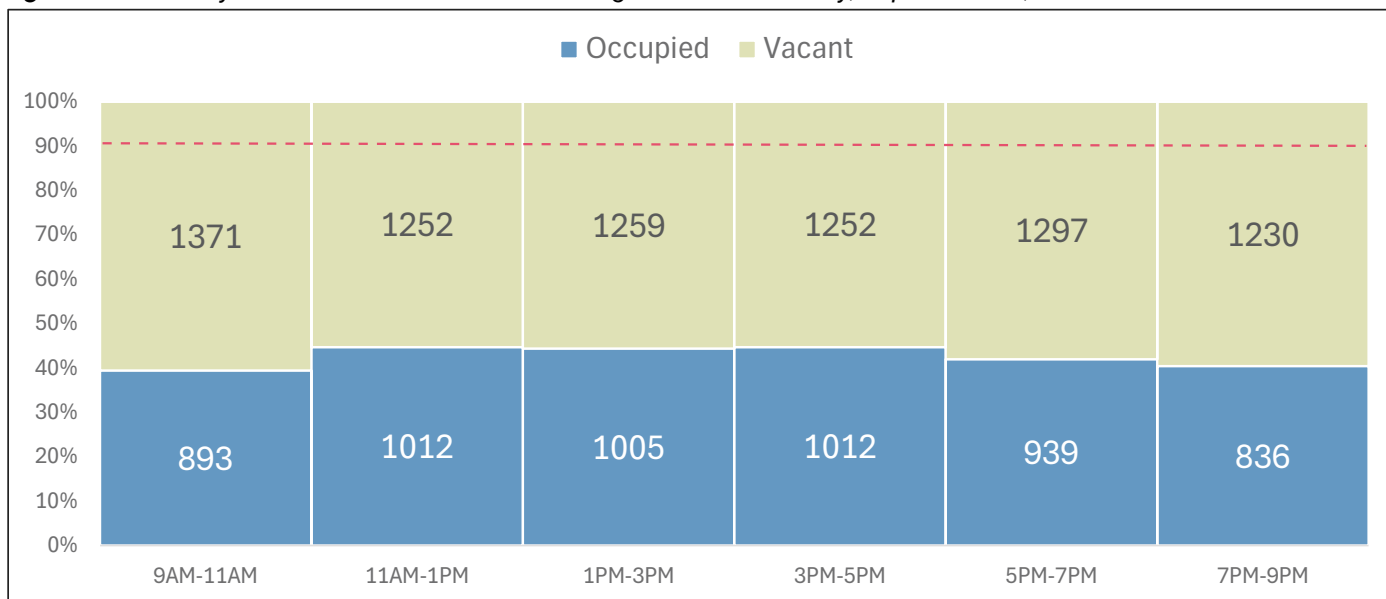


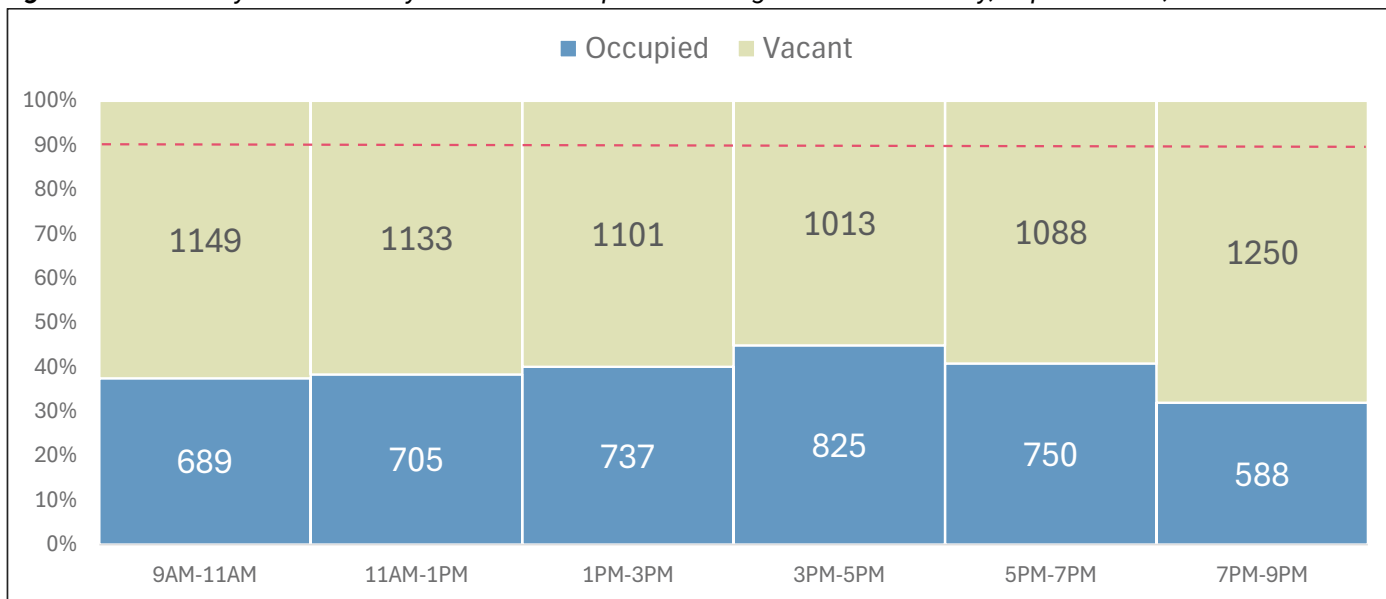
Figure 9: Full Study Area – Restricted Access Parking Utilization – Friday, September 20, 2024



City Administered Spaces

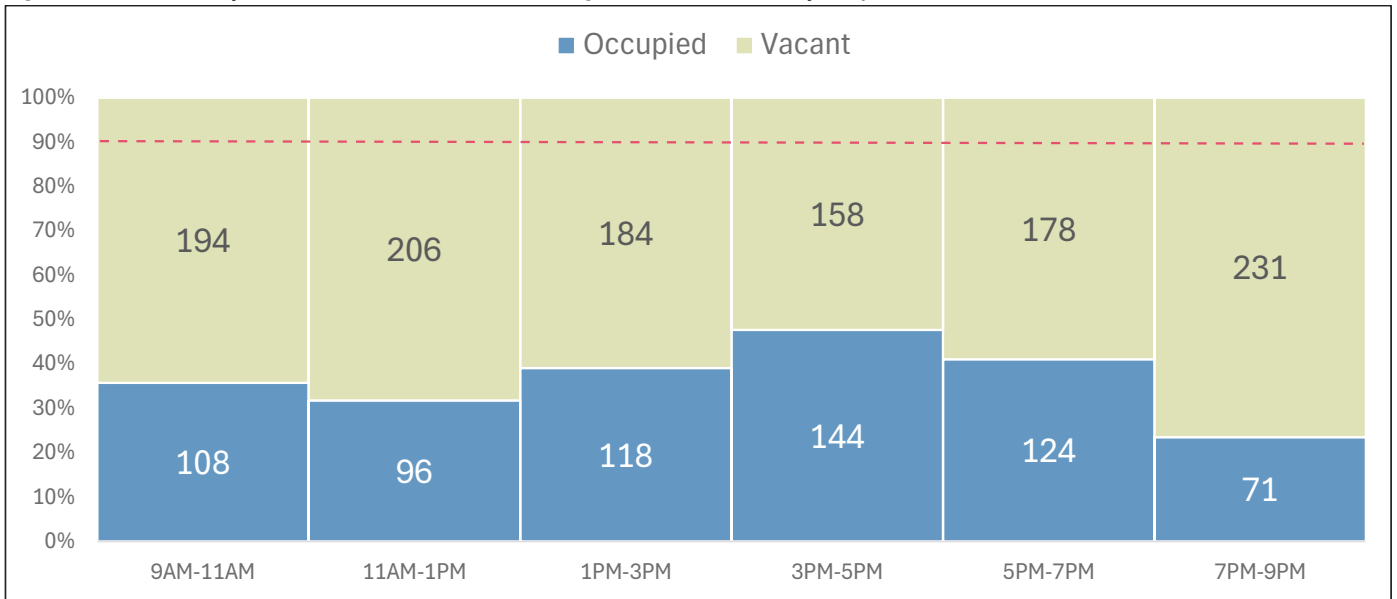
City administered spaces can be defined as parking that is not only owned by the City, but for which the City sets fees and regulations, and includes all on-street parking areas as well as municipal lots and garages. Parking assets under the City’s control perform similarly on Fridays to the study area as a whole, though there is more distinction between the mid-afternoon peak and lower demand early mornings/late evenings (**Figure 10**).

Figure 10: Full Study Area – All City Administered Spaces Parking Utilization – Friday, September 20, 2024



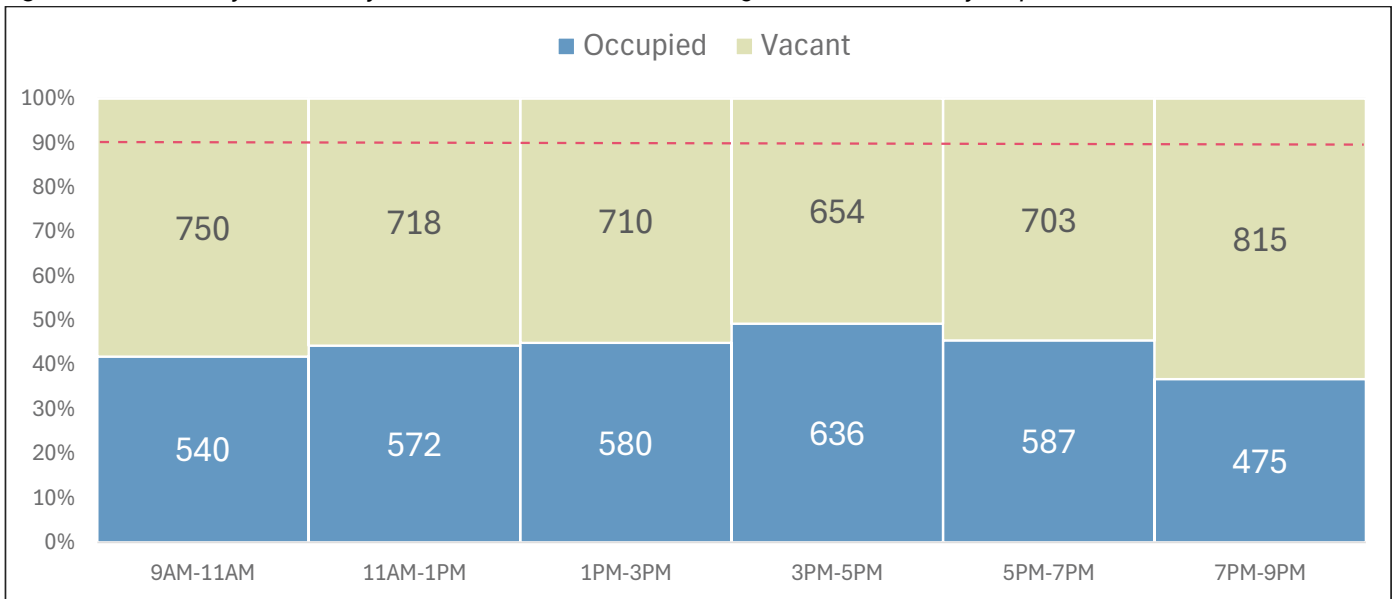
On-street metered spaces are a subset of the City’s managed inventory. The primary purpose for charging fees for on-street parking is to encourage short stays and turnover in highly convenient locations. The rate is \$2 per hour in effect from 9:00 a.m. to 6:00 p.m Monday through Saturday. Friday utilization of Downtown Burlington’s paid on-street spaces ranges between 32 and 48 percent occupancy until pricing ends (**Figure 11**). Despite no fees in effect later in the evening, utilization of these spaces drops further after 7:00 p.m.

Figure 11: Full Study Area – On-Street Paid Parking Utilization – Friday, September 20, 2024



Off-street city-owned and regulated lots are a significant amount of the study area’s off-street inventory. Demand for these facilities remained relatively stable over the course of the day, peaking at 49 percent occupancy between 3:00 p.m. and 5:00 p.m. As observed on-street, use of off-street public parking diminished despite the relaxing of fee regulations after 6:00 p.m. in all facilities (**Figure 12**).

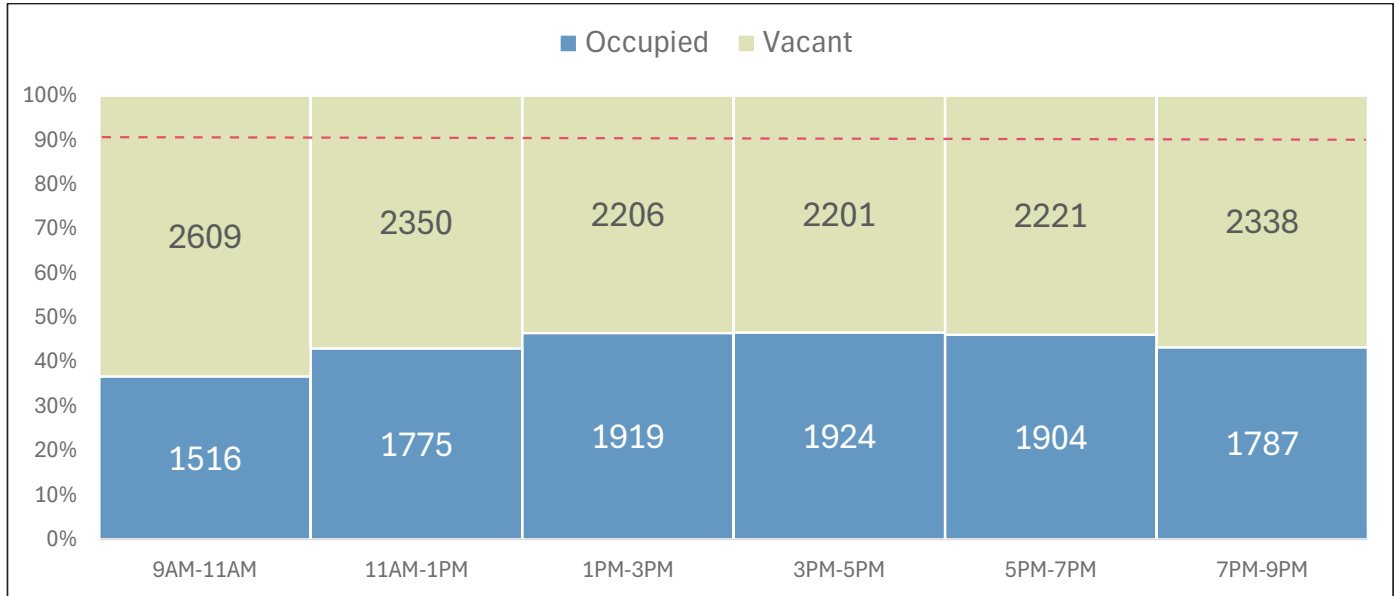
Figure 12: Full Study Area – City Administered Off-Street Parking Utilization – Friday, September 20, 2024



Full Study Area Utilization: Saturday

Overall, Downtown Burlington witnessed slightly higher parking demand on Saturday compared to Friday. Like Friday, demand peaks from 3:00 p.m. to 5:00p.m., though the peak is even more broad, extending through 7:00 p.m. Peak occupancy still does not fill more than half of the observed parking inventory (**Figure 13**).

Figure 13: Full Study Area – Parking Utilization – Saturday, September 21, 2024



Visitors to Downtown Burlington used public access spaces at a higher rate on Saturdays compared to restricted spaces (**Figure 14, Figure 15**). The temporal profile of each access category follows the same broad peak pattern as the study area as a whole. While the demand for public access parking was consistently 150 to 300 vehicles greater than for restricted uses, over 1,000 public access spaces sat vacant throughout the Saturday.

Figure 14: Full Study Area – Public Access Parking Utilization – Saturday, September 21, 2024

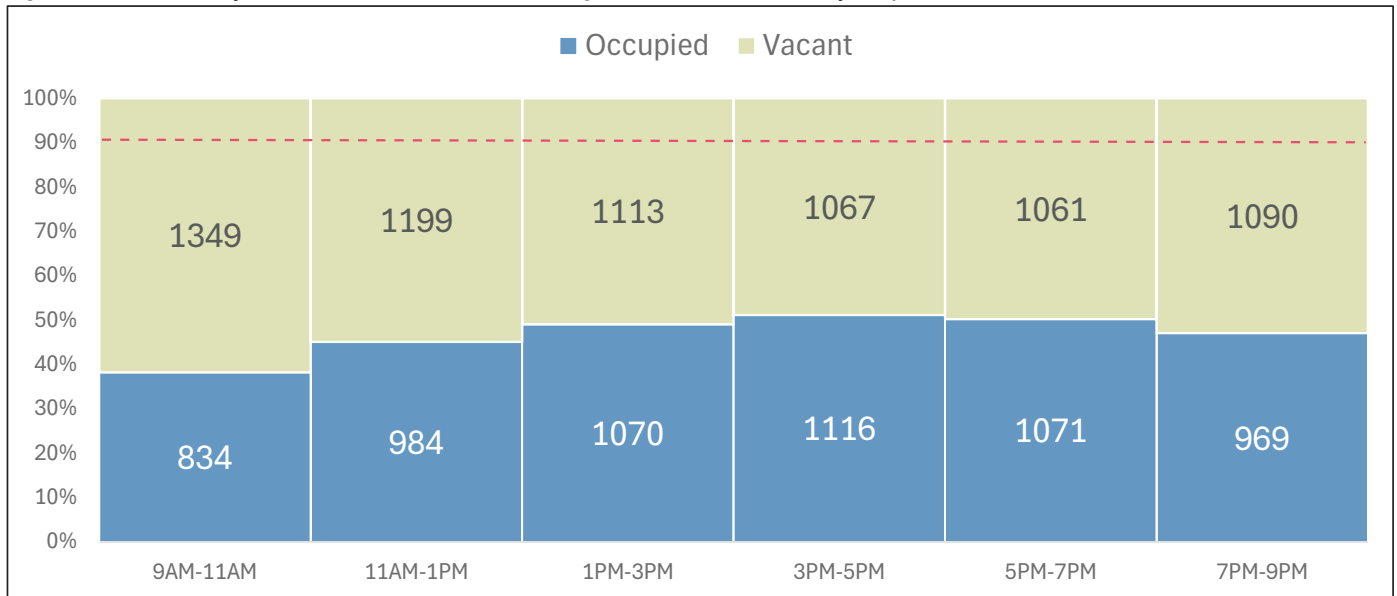
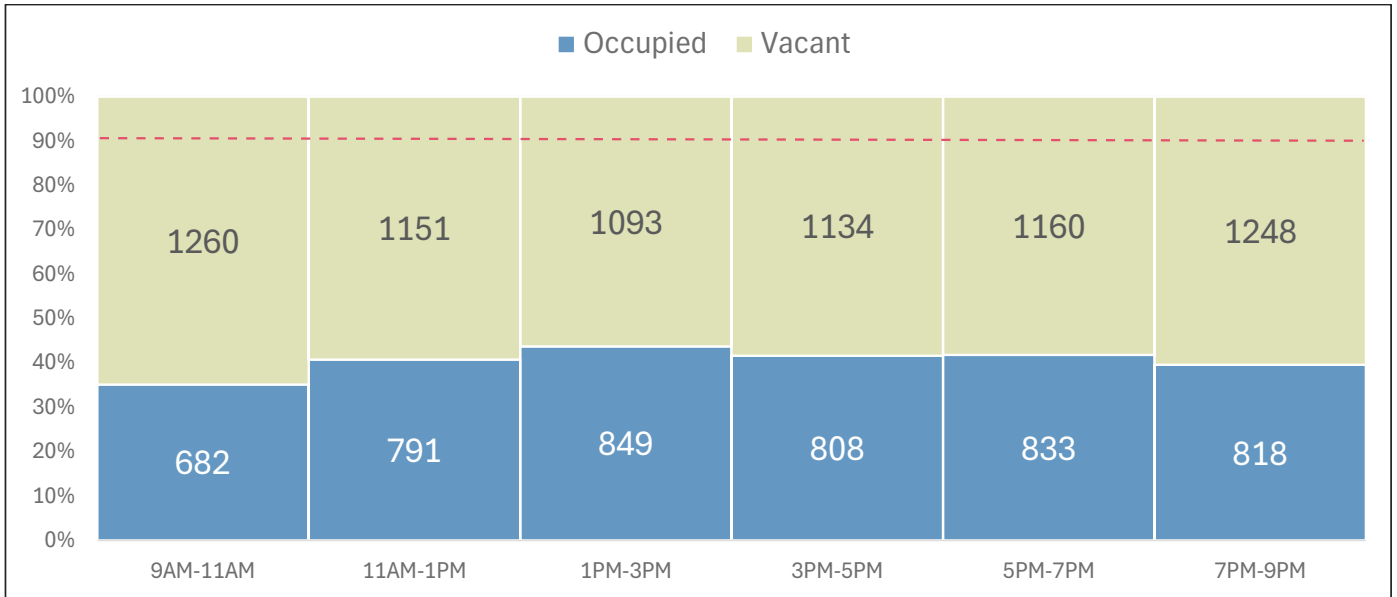


Figure 15: Full Study Area – Restricted Access Parking Utilization – Saturday, September 21, 2024

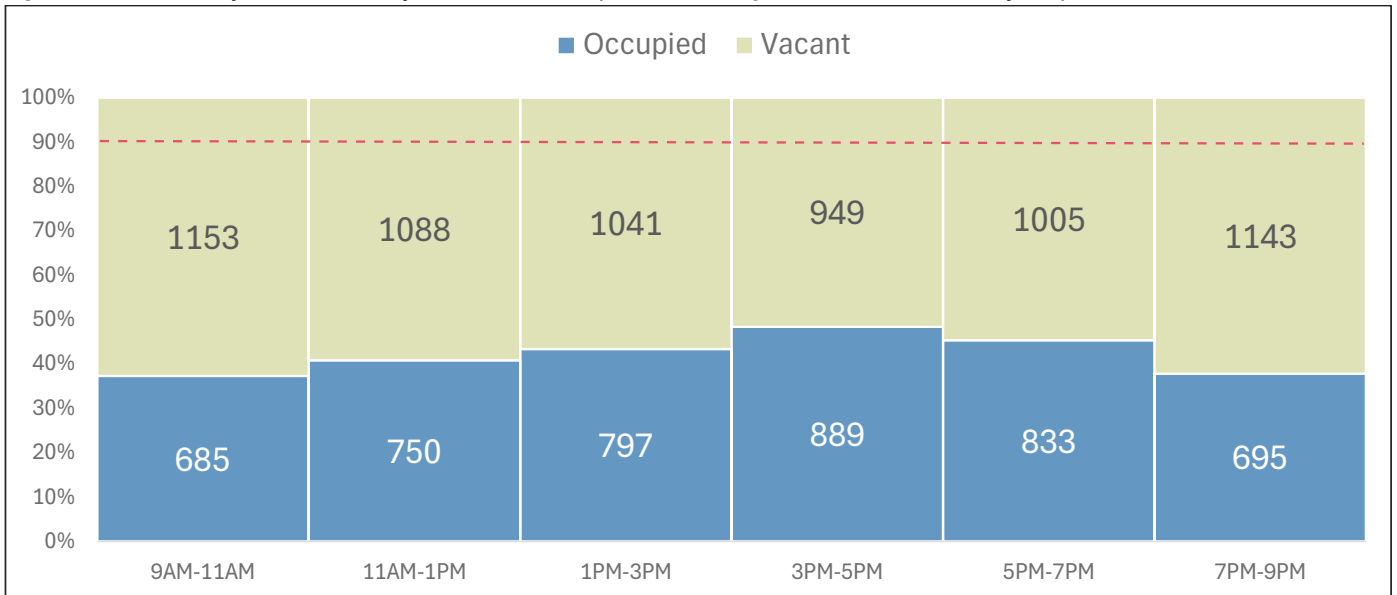


Again, utilization charts in this section reflect the entirety of the study area, which may dilute acute concentrations of demand. Further analysis will examine the spatial distribution of demand during all data collection time periods.

City Administered Spaces

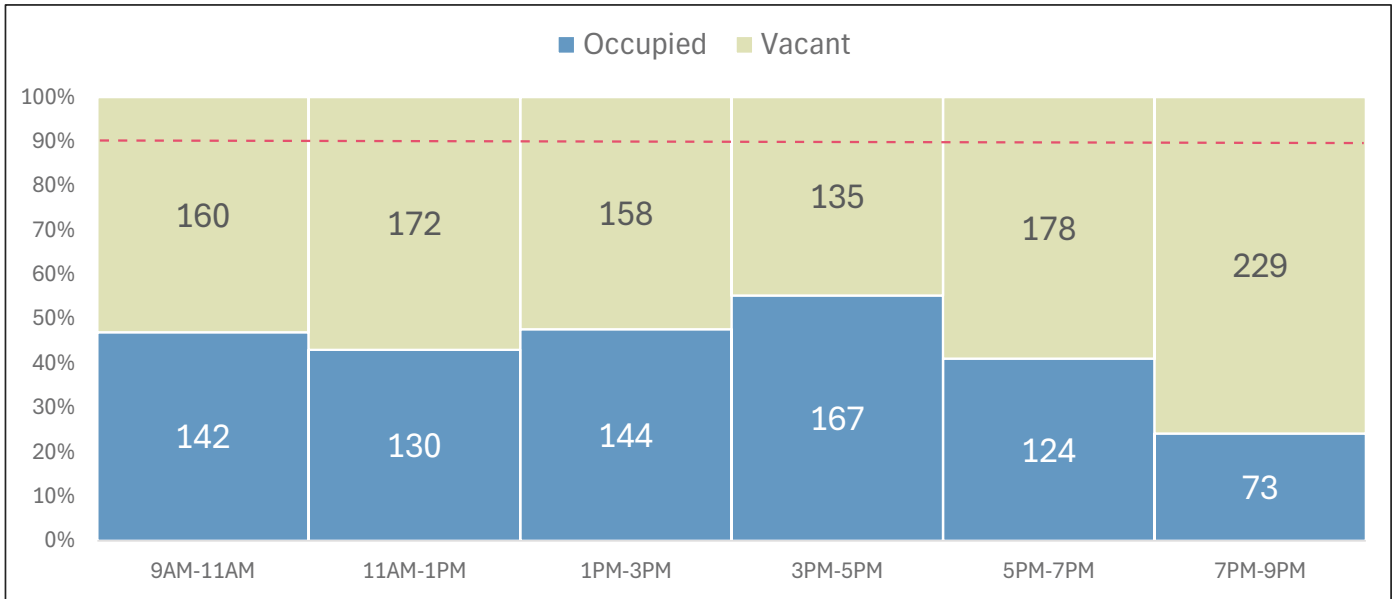
Like the Friday demand profile, overall Saturday demand for City administered spaces reflects the overall study area demand profile in terms of proportion with a more pronounced peak between 3:00 p.m. and 5:00 p.m. (Figure 16). Throughout the day, city-administered parking consistently maintains a large number of vacant spaces, never exceeding 50% occupancy. As such, availability in the public access parking system is more than sufficient on Saturdays.

Figure 16: Full Study Area – All City Administered Spaces Parking Utilization – Saturday, September 21, 2024



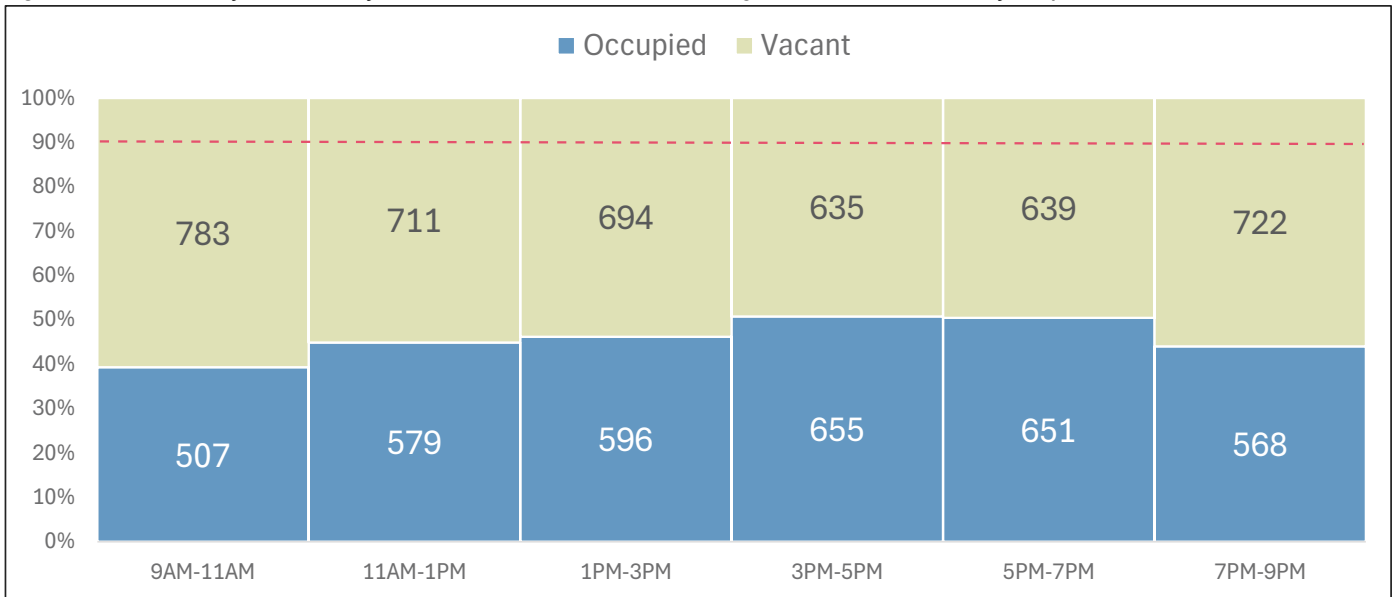
Compared to Friday, Saturday witnesses a higher rate of use of on-street metered spaces, especially during morning and early afternoon hours (**Figure 17**). Like Friday, utilization of metered spaces drops precipitously after the pricing period ends, potentially demonstrating a gap in the understanding of system users regarding time and fee regulations associated with on-street spaces.

Figure 17: Full Study Area – On-Street Paid Parking Utilization – Saturday, September 21, 2024



The demand for publicly managed off-street facilities throughout the study area holds higher later into the evening on Saturday than Friday (**Figure 18**). As is the case with most full study area classifications, the peak of demand is broad across the twelve-hour data collection period. Overall utilization however, remains far below functional capacity at all times.

Figure 18: Full Study Area – City Administered Off-Street Parking Utilization – Saturday, September 21, 2024

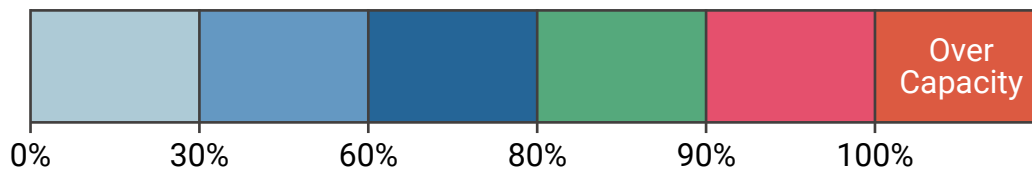


Spatial Analysis

Comprehensive understanding of parking demand requires more than full study area quantitative analysis. Complete assessments must recognize the way in which on- and off-street parking areas complement each other over the course of the day and week. While full study area hourly utilization rates provide helpful data, an examination of how a small number of facilities in a certain area compares to others nearby can highlight patterns in parking behaviour. For example, a highly used facility may see overflow demand directed toward a lesser used lot. Identifying these patterns and what may be encouraging or preventing these dynamics can help inform management decisions that optimize the utilization of existing parking facilities and support Downtown Burlington's overall mobility goals.

Utilization data collected via automated sources and in-person parking surveys was geocoded and displayed on a series of maps. Individual parking facilities are colour-coded to show the fluctuation of demand and use over the course of each data collection period. The maps additionally reveal spatial trends and peak use times for each facility, providing a visual tool to better understand how parking demand varies across Downtown Burlington during a typical Friday and Saturday and identify areas for supply optimization.

The maps indicate relative levels of occupancy based on the following convention.



- ▶ Light blue and dark blue colours represent utilization levels of 0 to 30 percent, 30 to 60 percent, and 60 to 80 percent. Each of these ranges indicate underutilization of both on-street and off-street parking facilities. Any parking facility should be considered to have surplus capacity if it continuously operates within these limits, especially during periods of peak demand.
- ▶ Green represents blocks and facilities utilized between 81 and 90 percent, indicating optimally used resources. As utilization approaches the upper end of this range, the facilities approach their functional capacity (85 percent for on-street facilities).
- ▶ Pink indicates utilization above 90 percent, signifying that the resource operates above functional capacity. As these parking facilities are either full or nearly full, users perceive a lack of available parking.
- ▶ Orange signifies parking utilization exceeding capacity, an indication that vehicles are either double-parked or parked illegally in addition to the nominal capacity.

Reference the *Existing Conditions and Needs Assessment* report for a full complete set of utilization maps.

Friday Morning – 9 a.m. to 11 a.m.

Overall, 39 percent of all parking inventory throughout the study area was occupied during this time period with no variation between restricted and public access spaces. Off-street facilities were greater utilized at 41 percent than on-street spaces at 27 percent. Off-street City administered lots were utilized at 42 percent, the highest level of any facility sub-type.

Few on-street parking areas exceeded functional capacity. Notable exceptions occurred along Locust Street, Nelson Avenue, and Pine Street. Only two public access off-street facilities, privately-owned paid lots at 2092 and 2097 Old Lakeshore Road reached functional capacity.

Friday Mid-day – 11 a.m. to 1 p.m.

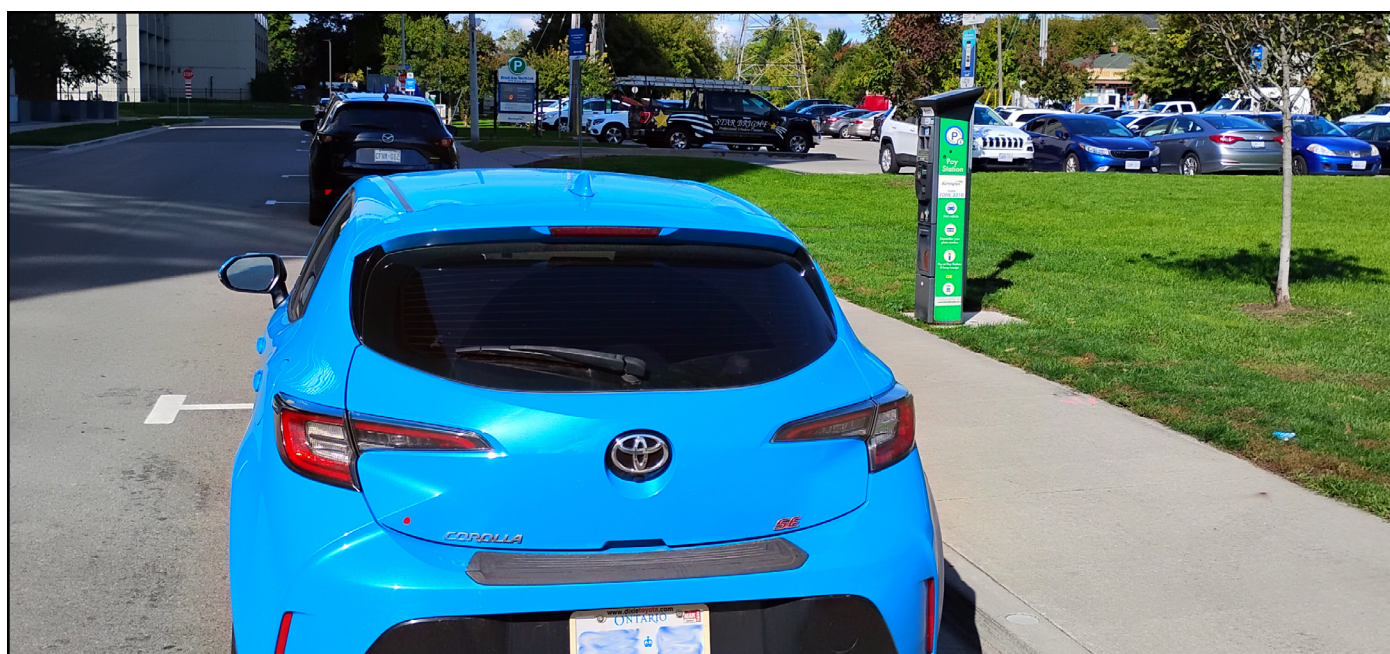
The overall study area utilization increased to 44 percent during the mid-day data collection period. Restricted access spaces slightly led public access spaces in proportion of use. Off-street facility use rose while on-street use actually dipped compared to the morning period. Off-street City administered lots and metered on-street spaces matched this utilization pattern.

Numerous off-street parking facilities join those at functional capacity during this time period, most notably both priced lots at Waterfront Park. The unpriced public portion of the Lions Park lot and a private lot in the centre of the block bounded by Brant, Pine, and John Streets also exceed 90 percent occupancy at this time.

Friday Mid-afternoon – 1 p.m. to 3 p.m.

Overall study utilization continued its slow climb toward peak occupancy during the early portion of Friday afternoon. Restricted and public access occupancy rates closely bounded the 45 percent full system rate. On-street parking area use rebounded and exceeded its morning levels, with the use of metered spaces increasing to 39 percent.

Spatial analysis indicates that two important off-street facilities transition into optimal occupancy between 80 and 90 percent. The 225-space lot associated with the shopping plaza at the northern end of the study area achieved its daily peak during this data period. The Pearl Street public lot joins its neighbor the Elizabeth Street lot as east of Brant Street utilization continues to increase. Waterfront Park demand decreases.



Friday Mid-to-late-afternoon – 3 p.m. to 5 p.m.

Full study area utilization peaked during the afternoon at 46 percent, with similar rates realized by both restricted access and public access spaces. On-street parking use also reaches its peak during this time period. Metered on-street spaces posted their highest Friday occupancy at 48 percent.

Heavily utilized privately-owned off-street lots began to empty during this round of observations while the Waterfront Lot West lot rebounded into an optimally optimized condition coinciding with a regulation change to reserved parking for the adjacent restaurant (**Figure 19**). The Lions Park public lot experienced lower use than the early afternoon while the Pearl Street lot's daily usage peaked at 91 percent.

Figure 19: Parking Utilization – Friday 3:00 p.m. – 5:00 p.m.



Friday Early-evening – 5 p.m. to 7 p.m.

The overall utilization rate began to decline after 5:00 p.m. though key locations witnessed increases in parking demand. Decline was uniform across many facility categories though the demand for metered on-street spaces outpaced the rest despite the daily end of pricing regulations.

As usage dropped in northern publicly administered lots on Locust and Caroline Streets, private and public lots along the waterfront neared their daily peak demand (**Figure 20**). Additionally, the Brant Street and Burlington Avenue lots reached functional capacity early in the evening. As on-street parking use declined in most locations, spaces along Locust Street between Ontario Street and Lakeshore Road were heavily used.

Figure 20: Parking Utilization – Friday 5:00 p.m. – 7:00 p.m.



Friday Late-evening – 7 p.m. to 9 p.m.

Full study area parking demand retreated to early morning levels near 40 percent. On-street parking utilization dropped its lowest level of the day despite the removal of regulations on most spaces and pricing no longer being in effect.

Public access off-street facilities in the downtown core that were previously either optimally utilized or at functional capacity emptied to occupancy levels indicative of surplus capacity (**Figure 21**). Along the waterfront however, demand and use exceeded actual capacity, signifying parking behaviour in these lots outside of the full complement of marked spaces. While on-street use was greatly diminished overall, spaces along John Street between Caroline and Maria Streets were completely utilized.

Figure 21: Parking Utilization – Friday 7:00 p.m. – 9:00 p.m.



Saturday Morning – 9 a.m. to 11 a.m.

Saturday started with lower overall parking demand during the early morning hours (37 percent) than its weekday counterpart. Public access space demand outstripped private access spaces led by use of nearly half of on-street metered spaces.

Only a single private access lot at the northern end of the study area reached or exceeded functional capacity. The large Elizabeth Street Lot starts the day optimally utilized. Functionally full on-street segments included many along Pine Street and John Streets along with larger block faces along Nelson Avenue and Ontario Street.

Saturday Mid-day – 11 a.m. to 1 p.m.

The overall study area utilization increased to a mid-day level comparable to that observed on Friday (44 percent). Public access spaces exceed restricted access spaces in proportion of use. Similar to Friday, off-street facility use rose while on-street use slightly decreased compared to the morning period, matched again by off-street City administered lots and metered on-street spaces following that utilization pattern.

Many off-street facilities experience increases from lower to higher levels of underutilization during the Saturday mid-day data period. More pronounced increases occur at the Burlington Avenue lot and the Waterfront Park East Lot.

Saturday Mid-afternoon – 1 p.m. to 3 p.m.

The full study area reached its broad Saturday utilization peak during the early afternoon data collection period, rising to 47 percent occupancy. Public access spaces continue to be used in greater proportion than their restricted-use counterparts. Like Friday, on-street parking area use rebounded and exceeded its morning levels, with the use of metered spaces increasing to 48 percent.

Off-street parking facilities use at certain locations spiked during the early afternoon (**Figure 22**). The Waterfront Park West Lot reached functional capacity while the East Lot exceeded its nominal maximum. The Pearl Street Lot and a privately-owned public access lot at 425 Pearl Street filled to a combined 94 percent occupancy.



Figure 22: Parking Utilization – Saturday 1:00 p.m. – 3:00 p.m.



Saturday Mid-to-late-afternoon – 3 p.m. to 5 p.m.

Marginally higher than the preceding and succeeding data collection period, Saturday afternoon experienced the highest observed full study utilization rate of 47 percent. Use of public access spaces exceeded 50 percent during this time period led the highest observed proportionate use of on-street metered parking.

The large Elizabeth Street Lot and the Burlington Avenue lot joined the public access off-street facilities at functional capacity as the afternoon progressed, creating a cluster of demand for public access parking east of Brant Street (**Figure 23**). On-street parking segments along Locust, Pine, John, Elizabeth, and Brant Streets reached functional capacity.

Figure 23: Parking Utilization – Saturday 3:00 p.m. – 5:00 p.m.



Saturday Early-evening – 5 p.m. to 7 p.m.

The study area continued operated within its broad utilization peak into the evening on Saturday. Off-street demand ticked up slightly while on-street use dropped precipitously despite the end of daily pricing regulations.

Demand patterns shifted as the Burlington Performing Arts Centre hosted a full theater event Saturday evening (**Figure 24**). Demand east of Brant Street abated while demand exceeded capacity at the Waterfront Hotel lot. The Sims Square public access priced lot reached capacity while the Waterfront Parking Garage added almost 100 cars. Despite this addition, the garage remained less than 50 percent utilized.

Figure 24: Parking Utilization – Saturday 5:00 p.m. – 7:00 p.m.



Saturday Late-evening – 7 p.m. to 9 p.m.

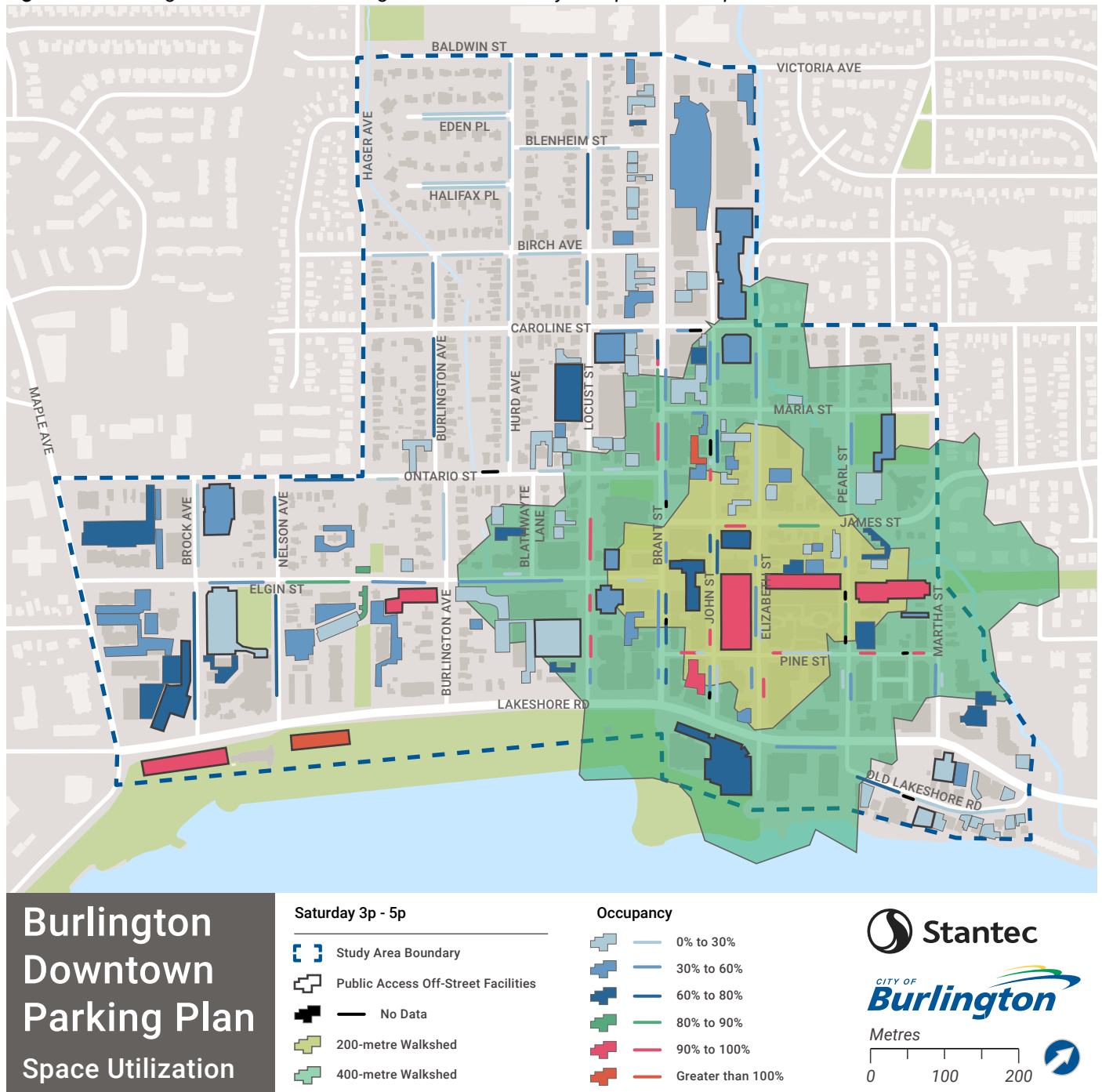
Overall parking demand began to drop later in the Saturday evening, nearly matching levels observed during mid-day hours. Decreases were comparable across most facility types though on-street demand, particularly for spaces metered and priced at other times of the day, fell faster than other parking options.

Demand patterns once again shifted as most public access lot in the acute demand area east of Brant Street sunk below optimal utilization rates. Occupancy halved in the John, Locust, and Caroline Street lots. As demand related to the Performing Arts Centre settled, the Waterfront Parking Garage accommodated over 50 additional vehicles, but remained only 61 percent occupied.

East of Brant Street Focus Area

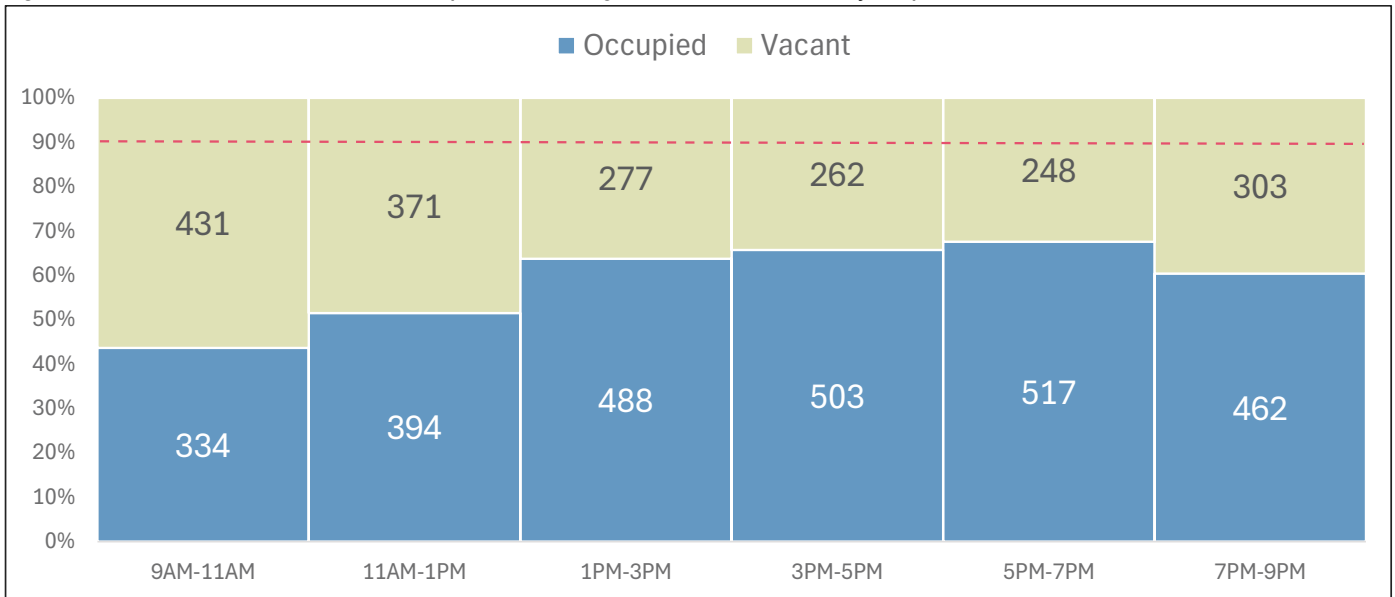
Revisiting the 3:00 p.m. to 5:00 p.m. Saturday data collection period, the three largest public access off-street lots combined to experience a 94 percent utilization rate for 217 spaces, greater than functional capacity. The Brant Street Lot was just a single vehicle shy of the optimal occupancy range. At the same time, the 349-space Waterfront Garage held only 61 vehicles. Calculating the areas accessible via a 200-metre and 400-metre walk from the point on Elizabeth Street where a crosswalk links two high demand facilities helps to demonstrate fundamentals underlying the spatial mismatch between high-demand and high-available capacity areas (**Figure 25**). The 200- and 400-metre walk sheds correspond to a 2.5- and 5-minute walk, respectively.

Figure 25: Parking Utilization and Walking Access – Saturday 3:00 p.m. – 5:00 p.m.



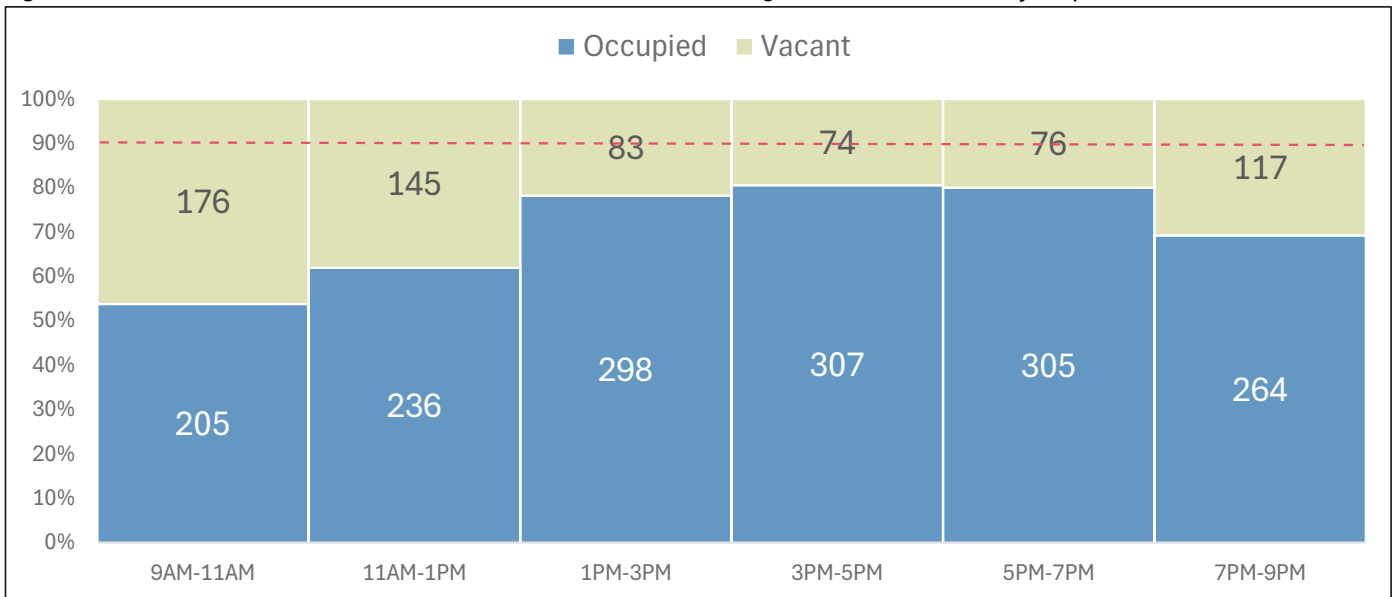
A closer look at special utilization charts shows demand approaching 70 percent for all facility and access types touched by the 200-metre walk shed (**Figure 26**).

Figure 26: 200 Metre Walkshed – All Spaces Parking Utilization – Saturday, September 21, 2024



When limiting the analysis to public access facilities within that same geography, demand exceeds 80 percent, indicating that some preventative management action may be necessary to avoid routine reaching of functional capacity (**Figure 27**).

Figure 27: 200 Metre Walkshed – Off-Street Public Access Parking Utilization – Saturday, September 21, 2024



Zooming out to a 400-metre walking radius, which adds no more than 2.5 minutes on foot between ones parking space and final destination, adds the Waterfront Parking Garage, the temporary mobile payment lot, the Martha Street Lot, the public portion of the Lions Park Lot, the Waterfront Hotel Lot, and the south end of the John Street Lot to the public access inventory within 5 minutes of the area of highest condensed demand. Inclusion of these facilities, on-street parking assets, and other restricted access lots to the area’s functional inventory lowers peak utilization percentages to 53 percent overall and 61 percent for public access spaces (**Figure 28, Figure 29**).

Figure 28: 400 Metre Walkshed – All Spaces Parking Utilization – Saturday, September 21, 2024

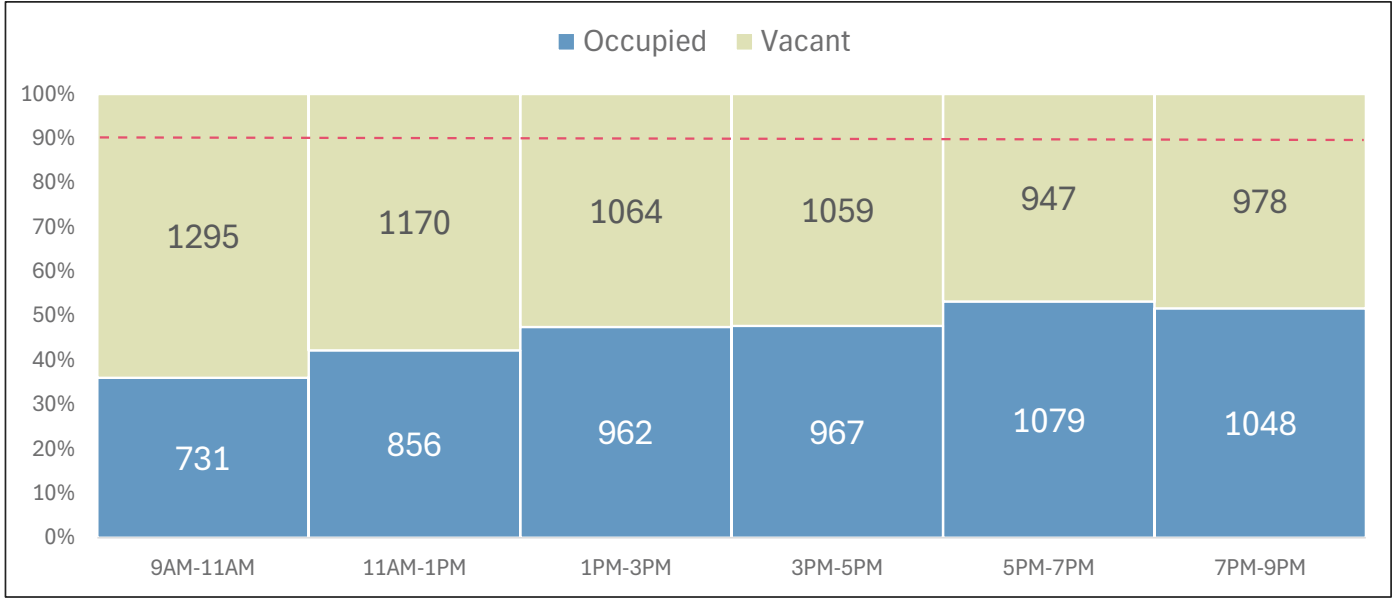
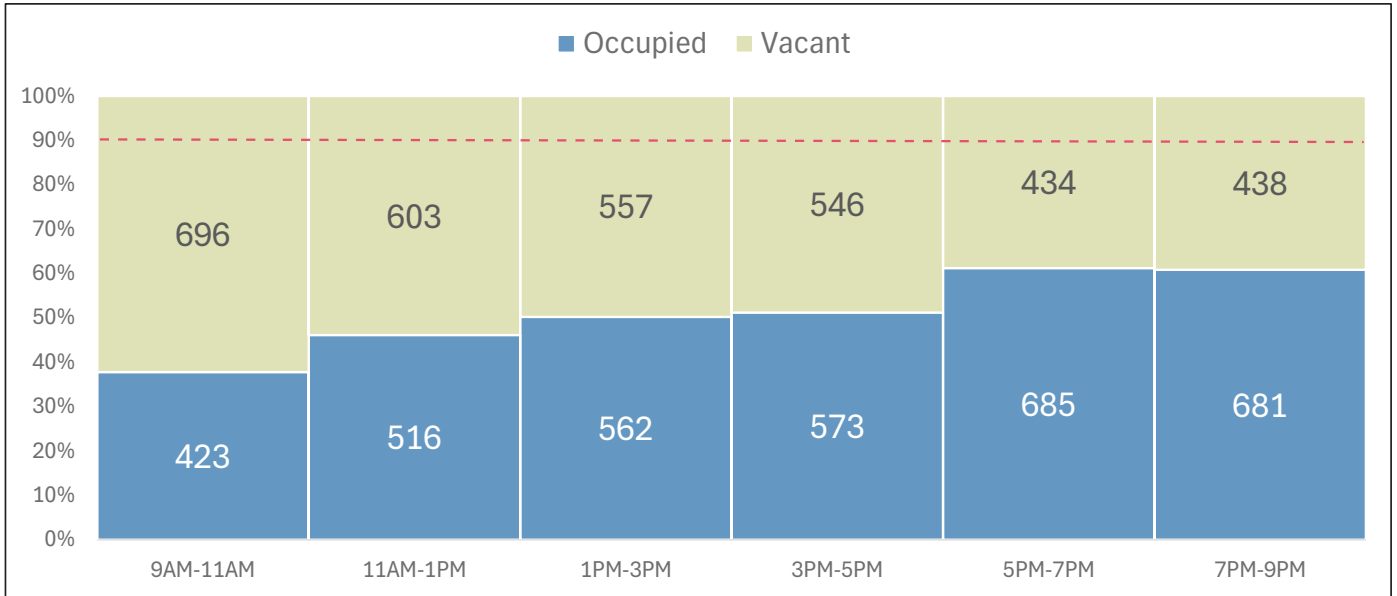


Figure 29: 400 Metre Walkshed – Off-Street Public Access Parking Utilization – Saturday, September 21, 2024



Initial Public Guidance

The study team engaged in concurrent consultation throughout the *Existing Conditions and Needs Assessment* phase, featuring a range of involvement opportunities. Participants took part in both online and in-person activities and/or special meetings, each of which were accessible to people with disabilities. Feedback helped to identify emerging issues and shape strategic recommendations.

Study Website

The City launched a website dedicated to the Downtown Parking Plan project (<https://www.getinvolvedburlington.ca/dtparking>) early in the study process to provide easy public access to project information and materials. Early iterations of the website included dates and details of key engagement events, frequently asked questions regarding the parking plan's content and focus, contact information for key study team members, and project documents such as fully-accessible digital versions of public presentation materials.

Study Contact List

City staff created a contact list of technical advisory contacts early in the project. Those designated to be consulted include City staff, advisory committees of council, civic institution board members, and other entities such as the Burlington Downtown Business Association. A second list tabulates those to be informed and includes employers, school representatives, indigenous communities, and other interest groups.

Notifications

The study team issued notices of consultation activity via multiple methods, including City social media accounts, electronic notifications, mailed newsletters, and hand-delivered postcards to invite members of the public to participate and provide comment on study progress and findings.

Interested Parties

The holistic review of existing transportation conditions complemented data analysis with a series of meetings, walking tours, presentations, and discussions designed to gather input from the community's leaders, business owners, municipal parking operations, and others familiar with parking system activity and needs in Downtown Burlington. Discussion led to the synthesis of key themes within the needs assessment.

Internal

Initial meetings with interested parties took place in late July with members of the internal technical advisory committee (iTAC). The iTAC consists of members of a wide variety of City departments, including transportation planning, municipal parking operations, policy planning, development planning, design and construction, parks, forestry, and others. The iTAC participated in site visits, walking tours, and meetings, facilitating information exchange between staff and consultant members of the study team to gain insights from varying experiences and perspectives.

External

The study team prepared a series of presentations for external interested parties, primarily members of the Burlington Downtown Business Association and the Downtown Parking Advisory Committee. The presentations summarized inventory and utilization data analysis performed to date as well as initial public survey findings. Additionally, interested parties participated in a second walking tour with City and consultant project team members to identify unique perceived shortcomings of the parking system.

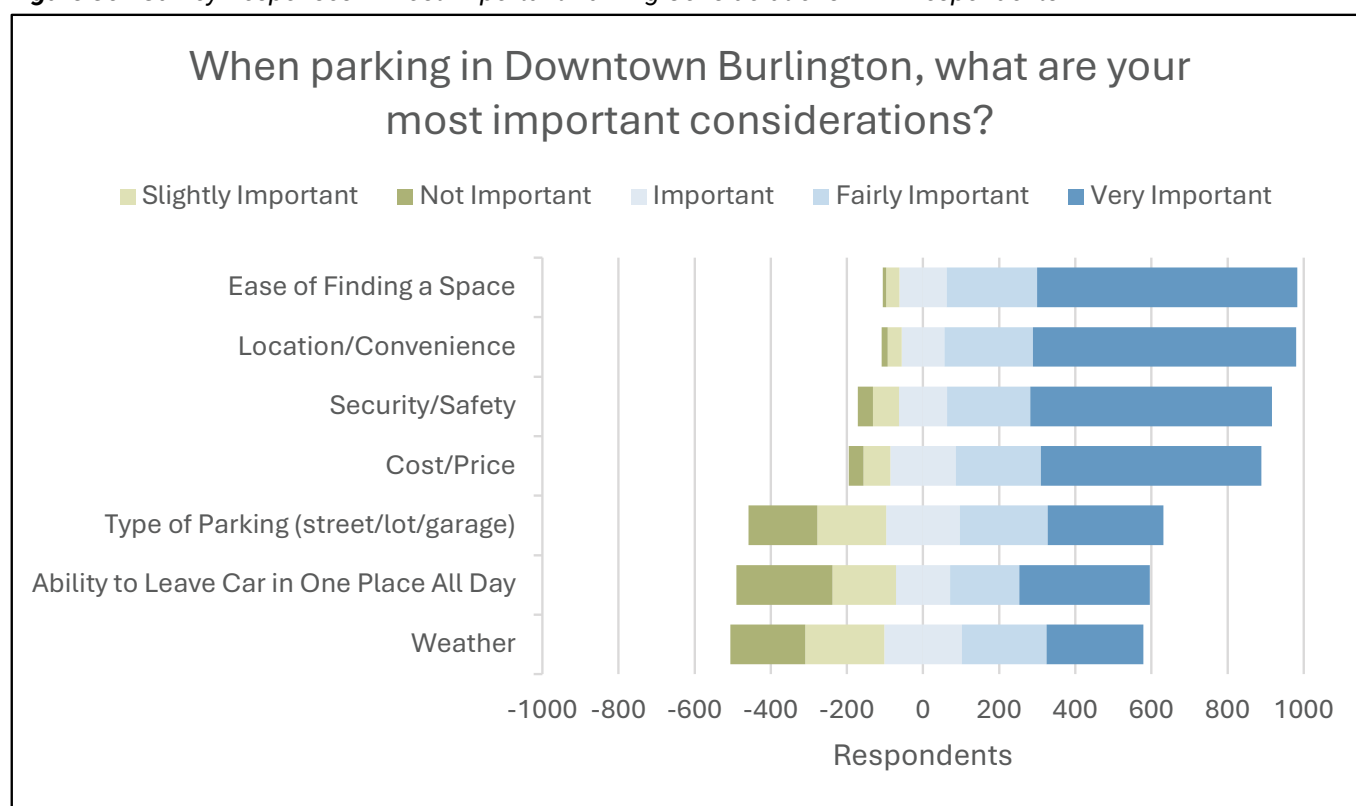
Public Parking Survey

The study team oversaw a parking behaviour and preference survey open to responses from September 14, 2024 until October 14, 2024 via an online form. Community Participation was high as the survey received 1,098 responses. Most of the respondents, nearly 70 percent, were Burlington residents who live within the city, but outside of the downtown parking study area. Almost one-quarter of the respondents live within the study area. Reference the *Existing Conditions and Needs Assessment* report for full response analysis.

Survey respondents were asked about their travel distance to Downtown Burlington as it affects the likelihood of travelling by personal vehicle. Most survey respondents indicated that they come from 3 or more kilometres away with the highest single grouping, over 30 percent, driving from a distance of 3 to 6 kilometres. The vast majority of respondents, approximately 85 percent, reported at least occasionally traveling by personal car while over 30 percent reported that they sometimes walk to reach Downtown.

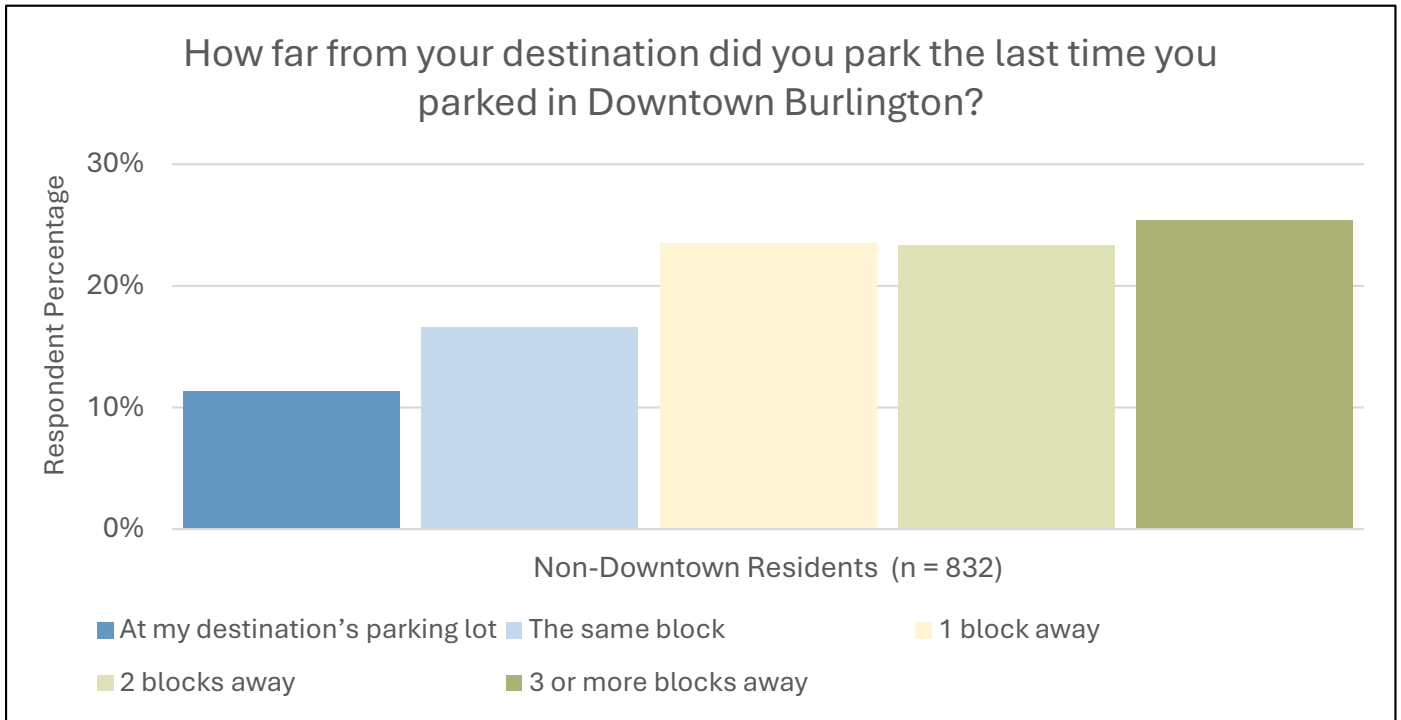
Respondents were tasked to assign a level of importance to multiple factors such as location, security, time limits, and cost to determine the relative significance of each to the larger group. Those who park in Downtown Burlington place the most importance on easy to find and conveniently located parking followed by personal safety concerns and the cost of user fees (**Figure 30**). This ranking was found to be consistent between the full group of respondents as well as non-downtown residents on their own.

Figure 30: Survey Responses – Most Important Parking Considerations – All Respondents



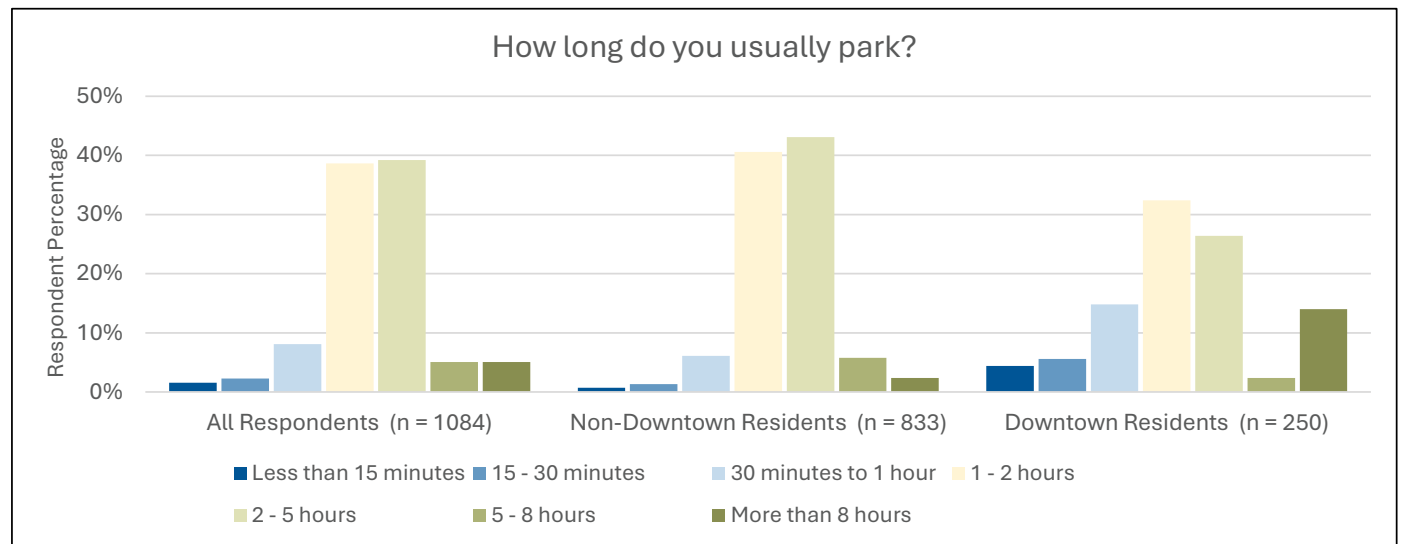
Since ease of finding an available spot and the location of said spot were primary considerations, the survey aimed to evaluate where parking is preferred, challenges faced when finding a parking spot and how close respondents park to their destination. It was determined that most respondents use a parking lot or garage, with about half of the respondents also using on-street or unpriced spots. One third of respondents reported finding a spot taking less than 3 minutes while another third reported it taking three to five minutes. Finally, most respondents reported parking one block or closer to their final destinations (**Figure 31**).

Figure 31: Survey Responses – Parking/Destination Proximity



Nearly 80 percent of all survey respondents and almost 85 percent of responding non-downtown residents indicated that they park for between one and five hours in Downtown Burlington (**Figure 32**). However, since 12 percent of the survey respondents claim to park for less than one hour, Downtown Burlington must accommodate the secondary need for some amount of short-term, high-turnover parking.

Figure 32: Survey Responses – Parking Duration



At the end of the survey respondents were asked to provide additional comments in an open-ended format. These comments highlighted challenges in accessing parking on the weekend, especially during busy weekends and festivals or events. Respondents also perceived limited parking availability regardless of the day of the week, especially in popular areas near the hospital or event spaces. There were some concerns expressed concerning the cost of parking as well as specific parking needs of various demographic groups, such as seniors or individuals with disabilities.

Public Information Centre #1

City staff and the consultant team hosted the first Public Information Centre in an open house format on November 19, 2024 from 6:30 to 8:30 p.m. at the Art Gallery of Burlington. The format provided an opportunity for discussion with the public regarding the existing parking system, survey results, and an initial high-level needs assessment. Presentation boards including key findings of the inventory and utilization analysis created a self-guided tour for attendees who were able to ask questions of the project team as they encountered new information.

The final presentation board included a participatory exercise related to validation of the project team’s understanding of parking system needs. The activity asked participants to signal their level of support of the following suggested initiatives influenced by study team observations and data analysis:

- ▶ **Effective Information:** Providing clean and user friendly maps that highlight public access facilities, their fee structure, and timing that fees are in effect.
- ▶ **Dynamic Information:** Providing clear guidance to underutilized parking facilities in advance of arrival in Downtown Burlington and upon arrival at over-capacity parking facilities.
- ▶ **Performance-Based Pricing:** Adjusting parking fee rates to achieve a standard of availability based on supply and demand.
- ▶ **Event Management:** Examining the viability of shuttle and/or valet services to/from large events. Special consideration for management of parking inventory at the waterfront.
- ▶ **Formalize Public Access Agreements:** Reducing confusion related to rules and regulations at privately-owned facilities outside of restricted hours to effectively add to the public parking supply.

The exercise also allowed participants to write in additional suggestions to improve the Downtown Burlington Parking Plan. Participants applied stickers signifying their highest priorities (**Table 5**).

Event management and implementation of additional dynamic information accumulated the majority of high and medium priority votes. The results indicate a strong desire among Burlington parking system users for an improved user experience that coherently handles surges in demand related to events and assists visitors in locating available parking options as they arrive near their destination.

Table 5: Public Information Centre Needs Assessment Validation

Topic	Highest Priority	Second Priority	Third Priority
Event Management	4	3	1
Dynamic Information	4	2	0
Performance-based Pricing	2	0	2
Effective Information	0	3	2
Formalize Public Access Agreements	0	1	3

Public Comments

All presentation boards reserved space for written comments. Public meeting participants took advantage of this space to provide comments supportive to findings of the inventory and utilization analysis. Topics included the existence of surplus parking supply and the comparison of walking distance from a downtown parking option to a destination versus that of suburban commercial parking layouts.

Additionally, meeting attendees could express their opinions on any special concerns using official comment sheets. Members of the public indicated a desire for integration with active transportation and other forms of mobility, lower fees in underutilized parking lots, an increase in the number of accessible spaces beyond minimum standards, and surge pricing during events that would encourage people to either park in underutilized spaces away from activity centres or arrive downtown via more sustainable travel modes.

Those providing comments stated a desire for a variety of actions including joint evaluation of parking supply changes and traffic flow implications, adding concern that additional parking provision might contribute to severe traffic congestion. Others asked for additional electric vehicle charging capability, allocation of parking spaces in new private development for visitor and public parking, application of mobile technology to display real-time available space location, and new shared parking agreements with private lot owners after hours public use. Special event management was a common theme for multiple respondents including the need for proximate parking supply and concurrence with potential shuttle strategies.

Other Community Consultation

On October 10, 2024, the project team presented preliminary information regarding the parking plan project to the Burlington Accessibility Advisory Committee to gain perspectives on accessibility issues.

The committee responded with recommendations for consideration regarding improvements to accessible parking adapted from input to a provincial review of public spaces standards in the Accessibility for Ontarians with Disabilities Act.

The Committee's suggestions include:

- ▶ Requiring accessible placement and design of pay stations in parking lots
- ▶ Amending parking regulations such that all accessible parking and electric vehicle charging spaces meet Type A requirements for size and transfer aisle
- ▶ Ensuring universal access paths of travel from parking spaces to intended destinations by locating accessible spaces near accessible entrances and ensuring access aisle connections to sidewalks
- ▶ Requiring and ensuring the presence of proper markings, signage, and overhead clearance
- ▶ Ensuring safe entry and exit from vehicles in loading areas

Through discussions with staff it was determined that many of the recommendations within the Committee's feedback would be more appropriately addressed through the New Zoning By-Law project and future updates to the City's Accessibility Design Standards rather than within the Downtown Parking Plan. While the Downtown Parking Plan acknowledges the importance of accessibility, including a proposal within operational program and policy recommendations for parking and mobility staff to continue to collaborate with the City's Accessibility Specialist, most items identified by the advisory committee are already managed through existing design standards and the site plan review process.

EMERGING ISSUES AND OPPORTUNITIES

Establishing the scope of the Downtown Burlington Parking Plan's strategic recommendations required an identification of emerging issues and opportunities. Comprehensive review of the existing parking inventory and regulations, utilization analysis, and public survey data informed an initial needs assessment for the Downtown Burlington study area validated by public participation and feedback received from interested parties.

Event and Waterfront Management

An attempt to better understand the viability of shuttle and valet services for large events in Downtown Burlington may enhance the visitor experience and help distribute parking demand more evenly across the area, minimizing congestion and improving overall accessibility. Large events often lead to significant increases in traffic and parking demand, which can overwhelm existing infrastructure. Shuttle services can provide a convenient and efficient way for attendees to travel to and from event locations, reducing the need for extensive and impractical parking facilities near the event site. Valet services offer a premium option that can attract visitors willing to pay for convenience, optimizing the use of available remote parking spaces.



Spatial utilization analysis during typical demand conditions demonstrates the necessity of special consideration for parking inventory at the waterfront due to its popularity and limited space. A dynamic parking management system that includes real-time monitoring and adaptive pricing can help ensure that parking spaces are used as efficiently as possible.

Dynamic Information

While most publicly administered public access facilities in Downtown Burlington use sensors and dynamic displays to inform motorists of the available supply in each facility, discussions with interested parties described a lack of guidance in the event one's preferred facility is at capacity. A need exists to provide clear guidance to underutilized parking facilities in advance of arrival in Downtown Burlington and upon arrival at over-capacity parking facilities.



Dynamic displays would need to be clearly visible, designed consistent with existing parking system branding, and placed in strategic locations in order to provide clear instruction to parking locations with greater availability. In tandem, providing clear pedestrian signage would help to create and promote a 'park-once' district where visitors feel comfortable walking to multiple destinations from a single parking space. Pedestrian-level signage would also help parking system users easily locate their primary destination and their parked vehicle at the beginning and end of their visit.

Other opportunities exist to integrate mobile technology and reservation services to manage publicly- and privately-operated resources. Mobile applications are also capable of providing advance information to drivers that not only simplifies their own parking search, but minimizes vehicular traffic circulating the downtown in search of spaces close to desired destinations.

Performance-based Pricing

Parking policies should be adaptable to fluctuations in supply and demand. Burlington may consider officially adopting a key performance indicator for parking management focused on occupancy rates. Municipal parking operations would base targets on the previously established definition of optimal occupancy. Surplus available parking would suggest local oversupply.

The success of a performance-based pricing strategy depends upon regular performance assessments – monitoring utilization and availability during peak demand periods – to guide rate adjustments. Burlington may also explore a tiered rate system that adjusts based on utilization data. Municipal parking operations would need to coordinate with private parking operators to harmonize pricing strategies and more efficiently distribute demand across the available parking supply.

Survey data reflects that non-downtown residents overwhelmingly park for a duration between one and five hours, potentially longer than the 3-hour limit for paid on-street parking allows. As time limits do not enhance customer experience but instead limit visitors to shorter periods of stay, the City may reconsider time limits where pricing is in effect. The use of fees themselves as a management tool can achieve greater consistency in availability.

Other pricing techniques exist to incentivize efficient turnover of spaces by making longer stays particularly expensive, while shielding the shortest-term parkers from some of the cost of performance-based rates.

Effective Advance Information

Clean, up-to-date, and user-friendly maps that highlight public access facilities, their fee structures, and the times during which fees are in effect are useful for effective parking management. Maps should be easily accessible and clearly indicate where parking is available, helping visitors plan their trips and understand alternate parking options to alleviate congestion in high demand areas. Having a single, simple map posted online as well as in activity centres can serve as a consistent and reliable informational guide to visitors.



Branding of online informational materials that matches signage and information posted at public access parking facilities aids in this effort to reduce confusion and enhance visitors' overall parking experience.

Formalize Public Access Agreements

Already in effect in lots associated with the office building at 440 Elizabeth Street, shared parking agreements serve the parking demand for multiple land uses in a mixed-use context. Valuable in walkable, mixed-use centers in which small, private lots tend to be overwhelmed with demand when their associated land uses are busy, and significantly under-utilized much of the rest of the time, these agreements allow for free public parking outside of typical weekday business hours.

Based on feedback received during site visits, an opportunity exists to reduce confusion related to rules and regulations at privately-owned facilities outside of restricted hours. Clearing up this confusion and expanding the scope and number of these types of agreements can effectively add to the public parking supply, especially in areas of acute demand.

PROJECTED CONDITIONS AND GROWTH MANAGEMENT

As Downtown Burlington attempts to accommodate various new land uses and intensities, the relationship between parking demand and programmed land use becomes increasingly significant. Trends continue toward residential infill development with reduced accessory parking provisions to achieve locally focused planning objectives. Future parking demand analysis examines the relationship between existing land use patterns and observed parking demand to forecast future demand levels, identify potential pressure on parking supply due to expected development, and guide recommended management actions.

The analysis adds the land use characteristics of each of four scenarios to a calibrated model to determine the expected future parking demand. The process concurrently adjusts the available parking system capacity as development activity removes and adds spaces. Resulting comparisons provide an understanding of how the parking system may need to adapt in the future to meet demand while supporting economic development. The *Analysis of Future Parking Demand* report fully expands upon forecast analysis methodology, development of a baseline demand model, and assessment results related to all scenarios.

Growth Scenarios

The study team created scenarios for future parking demand evaluation using the City's Pipeline to Permit dashboard. City staff further assisted with supplementary information related to viable future development either currently under construction or in the approval process. The analysis grouped individual development projects by application and construction status, which corresponds to anticipated delivery time frames. Other growth projections based on local trends informed aggressive, but feasible levels of future development activity for a scenario extending beyond anticipated projects to demonstrate the response of the parking system to higher levels of demand stress.

- ▶ **Scenario 1:** Ongoing and Expected Development
- ▶ **Scenario 2:** Pending Site Plan Application or Appeal
- ▶ **Scenario 3:** Initial Concept Review
- ▶ **Scenario 4:** Additional Potential Development, Modified User Behaviour

The analysis quantified attributes of each development scenario before adding to baseline quantities within the parking forecast model to assess variations in demand and excess capacity. Scenarios are not independent, but rather cumulative. For example, Scenario 3 includes all development described in Scenarios 1 and 2. Should any proposed redevelopment within a scenario result in the loss of existing public or private parking supply, those modelling iterations feature an appropriately adjusted supply total.

Scenario 1: Ongoing and Expected Development

The first scenario represents a continuation of existing policy conditions and an assumption that user behavior remains unchanged. Inclusion of all projects in the development pipeline that are currently being built, have planning approval, or are likely to return with a minimally modified site program after appeal corresponds to a zero-to-ten-year implementation horizon. In total, this scenario consists of approximately 1,850 new residential units and 43,000 square feet of commercial space (**Table 6**).

Scenario 1 requires the elimination of 191 existing parking spaces, 161 of which are currently publicly accessible while 30 are restricted. New development attempts to offset this loss by including 96 spaces reserved for a mix of commercial uses and residential visitors.

Table 6: Ongoing and Expected Development Projects (Scenario 1)

Project Address	Residential Units	Commercial Sq. Ft.	Hotel Rooms	Status
2082 James Street	150			Under Construction
2075 Lakeshore Road	310	5,018		Under Construction
370 Martha Street	240	4,521		Under Construction
535 Brant Street	259	12,819		Planning Approval
2093 – 2101 Old Lakeshore Road	310	4,633		Planning Approval
2020 Lakeshore Road	594	16,017	120	Refused by OLT
Full Scenario 1	1,863	43,008	120	

Scenario 2: Pending Site Plan Application or Appeal

The second scenario includes known development projects further away from planning approval and a predicted ten-to-fifteen year time frame for ultimate completion of construction. This scenario introduces nearly 600 additional residential units and just over 4,000 square feet of commercial space (**Table 7**).

Scenario 2 incorporates the removal of 66 existing parking spaces, with 30 of these spaces currently available to the public and 36 designated as restricted. Efforts to compensate for this reduction would offer only 25 spaces expressly allocated to commercial uses.

Table 7: Projects Pending Site Plan Application or Appeal (Scenario 2)

Project Address	Residential Units	Commercial Sq. Ft.	Status
2085 Pine Street	38		Waiting for Site Plan Application
441 Maple Avenue	140		Waiting for Site Plan Application
407 Martha Street	111		Waiting for Site Plan Application
2030 Caroline Street	302	4,111	Appealed to OLT
PLUS Scenario 1	1,863	43,008	
Full Scenario 2	2,454	47,119	

Scenario 3: Initial Concept Review

The final scenario derived from the development pipeline incorporates projects currently at an early conceptual review phase. City staff estimates the completion time frame of these projects at fifteen or more years. Scenario 3, in isolation, consists of over 700 new residential units and almost 24,000 square feet of commercial space (**Table 8**).

The removal of 20 restricted access parking spaces accompanies Scenario 3. Plans add 21 spaces for use by customers and visitors. The observable inventory remains 3.3 percent below existing conditions.

Table 8: Projects Under Initial Concept Review (Scenario 3)

Project Address	Residential Units	Commercial Sq. Ft.	Status
2072 Lakeshore Road	165	6,264	Under Review
409 Brant Street	161	8,180	Under Review
2083 Old Lakeshore Road	196	4,499	Under Review
2107 Old Lakeshore Road	196	4,972	Under Review
PLUS Scenarios 1 and 2	2,454	47,119	
Full Scenario 3	3,172	71,034	

Scenario 4: Additional Potential Development, Modified User Behaviour

The study team collaborated with City staff to create an investigative scenario where transformative development, not reflected in the existing project pipeline, occurs in key locations. The scenario examines how redevelopment of an existing shopping plaza and a heavily used public parking facility would impact supply and demand. The final scenario, which represents a time horizon of 20 years or greater to complete, incorporates all previous scenarios as well as modifications to behavior that greatly diminish influences that allow Downtown residents to use private vehicles less frequently, testing resilience of the parking system. The study team adjusted parameters within the analysis tool to model a situation where residential parking occupancy is higher at all times of day. Reflecting a continuation of some level of telework, and a situation where the broader study area more closely adopts the parking demand profile of residential buildings with

underground parking components, the Scenario 4 analysis greatly reduces residential captive market effects related to trip chaining and the impact of Transportation Demand Management programs on residents.

Table 9: Additional Hypothetical Development Projects (Scenario 4)

Project Address/Location	Residential Units	Commercial Sq. Ft.
561-593 Brant Street	900	53,800
Elizabeth Street Lot	310	12,000
PLUS Scenarios 1, 2, 3	3,172	71,034
Full Scenario 4	4,382	136,834

The shopping plaza redevelopment would include approximately 53,800 square feet of commercial space to offset the loss of the shopping plaza and 900 residential units. The

second development concept attempts to portray a potential redevelopment agreement for the Elizabeth Street Lot. Defining characteristics of the contemplated building would include roughly 12,000 square feet of commercial space and 310 residential units. Combining the two development concepts yields an impactful land use scenario comparable to a combination of Scenarios 2 and 3 in terms of the residential additions and more than twice as large with respect to commercial uses (**Table 9**).

Added commercial land uses do not identically replace that which would be lost due to redevelopment of the shopping plaza. As the split between retail and service establishments in the potential redevelopment is unknown, Scenario 4 continues to add new commercial space at the same ratio as baseline conditions. As the shopping plaza was considered a retail use, implementation of Scenario 4 results in a net loss of purely retail space, but a 20 percent gain in floor space for commercial services (**Table 10**).

Table 10: Impacts on Study Area Land Use of Additional Hypothetical Development Projects (Scenario 4)

Land Use	Baseline Total	Scenario 3 Quantity	Added Quantity	Lost Quantity	Scenario 4 Total	Change vs. Baseline
Residential (Inclusive)	3,165 units	6,337 units	1,210 units	–	7,547 units	+138%
Retail	206,200 sq. ft.	231,353 sq. ft.	28,950 sq. ft.	58,300 sq. ft.	202,003 sq. ft.	-2.0%
Service	262,468 sq. ft.	277,080 sq. ft.	36,850 sq. ft.	–	313,930 sq. ft.	+20%
Office	363,174 sq. ft.	355,805 sq. ft.	–	–	355,805 sq. ft.	-2.0%
Hotel	280 rooms	271 rooms	–	–	271 rooms	-3.2%
Assisted Living	160 units	67 units	–	–	67 units	-58%

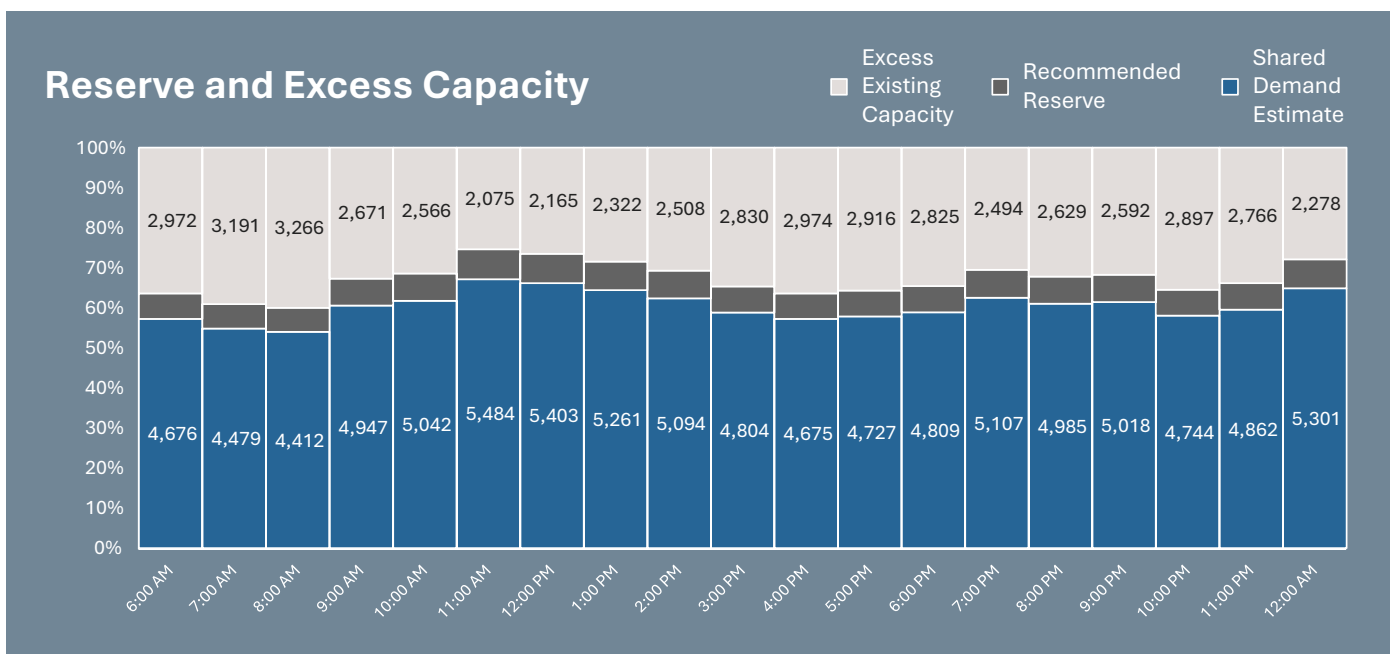
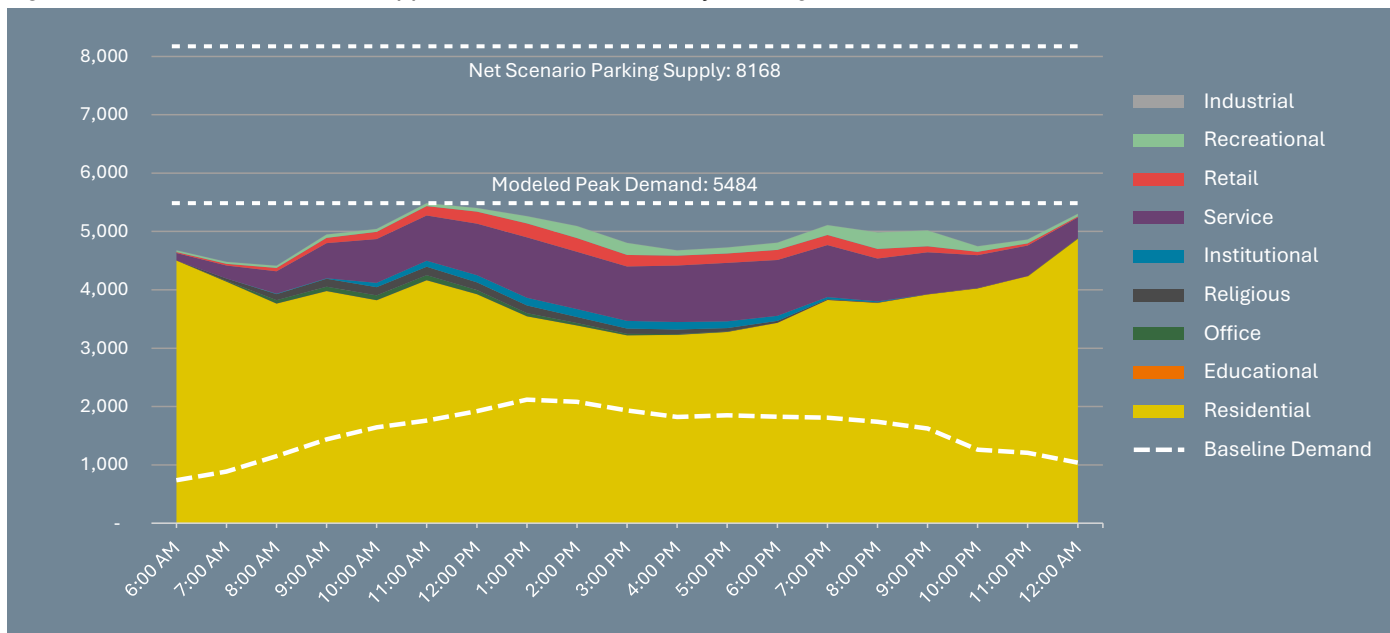
Following the Zoning By-law, the shopping plaza redevelopment would incorporate 175 parking spaces for commercial use compared to 251 existing spaces lost due to construction. The redeveloped municipal lot would include parking for commercial uses. Per the terms of any agreement to sell municipal parking for redevelopment, builders must agree to a one-to-one replacement of public parking as well as provide an acceptable interim supply of alternate public access parking during construction.

Modeled Demand

Applying an inclusive approach to demand analysis for Scenario 4, which incorporates parking demand contributions from new residential units going forward along with all parking constructed as part of those developments, shows significant tightening of available supply. The time of day distribution broadens as residential uses dominate (**Figure 33**). Predicted vacant spaces not part of a 10 percent reserve buffer at the new absolute peak demand time, 11:00 a.m., comprise just over 25 percent the resultant supply. The number of extra spaces (2,075) remains greater than the number of vacant spaces beyond a best practice reserve in the baseline case (1,771).

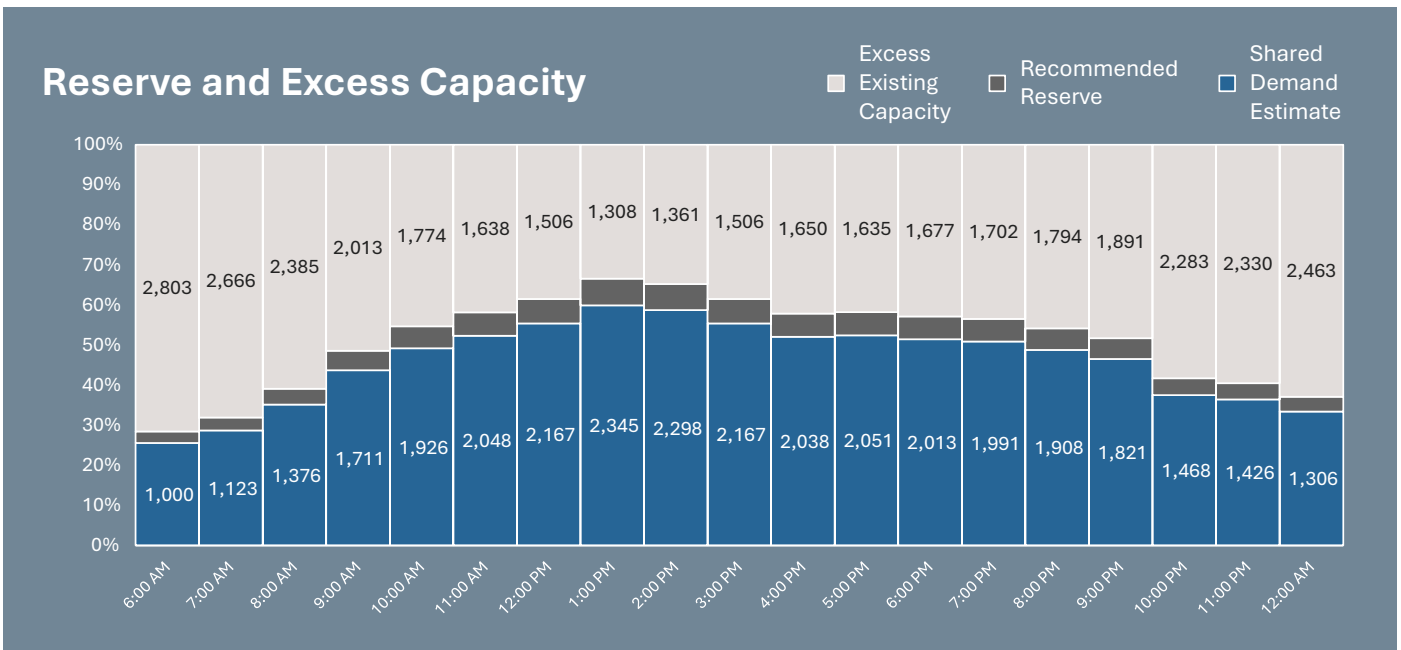
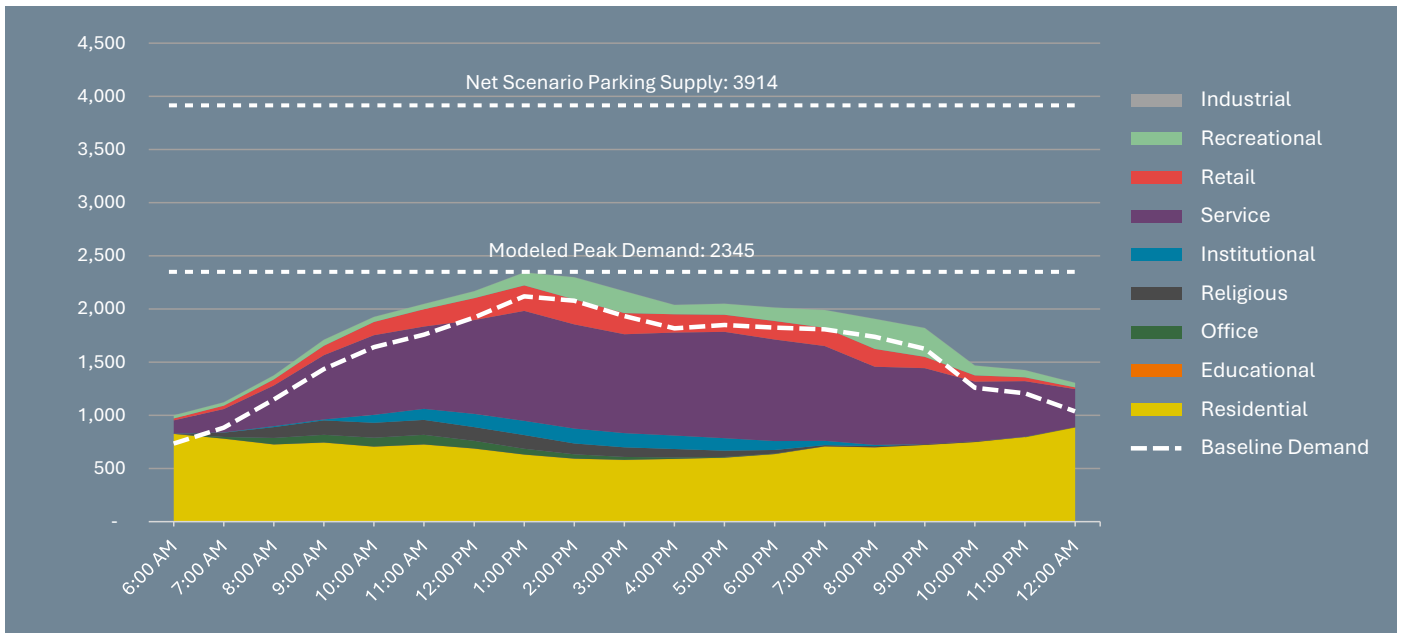
The increase of vacant spaces in absolute terms is attributable to a near doubling of the parking supply over existing conditions. Developments would include over 4,000 new parking spaces while peak demand would only increase by 3,365 despite aggressive adjustments to modelled residential parking behaviour.

Figure 33: Scenario 4: Inclusive Approach Modelled Saturday Parking Demand



An exclusive approach to the analysis of forecast demand implications excludes parking demand contributions from residential units assumed to park on-site, typically underground. Only commercial land uses and parking expressly dedicated to non-residential unit tenants are integrated into the study area model. Applying this technique, and a non-gated parking supply decrease of 76 spaces, yields more pronounced changes to the supply/demand relationship. The increase in commercial space coupled with adjustments that intensify certain categories of demand sees peak demand rise by more than 200 spaces over other scenarios (**Figure 34**). Diminished supply due to the implementation of four consecutive development programs creates a situation with nearly 500 fewer non-reserve vacancies than observed in the baseline scenario. The end result shows over 1,300 expected excess vacancies, still considered underutilized as the anticipated occupancy rate of roughly 60 percent falls below the optimal 80-to-90 percent range.

Figure 34: Scenario 4: Exclusive Approach Modelled Saturday Parking Demand



Integrated Mobility Plan Mode Share Target Impacts

The City of Burlington’s Integrated Mobility Plan (IMP) assigns mode share targets to neighbourhood types that recognize the way a neighbourhood’s dominant land use and form, development density, and street layout impact an individual’s transportation decisions. The IMP calls for pronounced mode shift in Downtown Burlington by 2051. The share of trips originating Downtown made by private automobile would decrease from 90 to 50 percent. The IMP seeks to achieve increases in walking (from 4 to 19 percent), cycling (from 2 to 11 percent), and transit (from 3 to 20 percent) activity. When combined, the level of walking, cycling, and transit use would increase approximately five times.

The study team further adjusted parameters within Scenario 4 to reflect achievement of the mode share targets and predict demand reductions that might counteract increases due to new development and behavioural profiles. Meeting mode share targets would have a far greater impact on outputs of the

exclusive approach model as the inclusive approach model has become dominated by self-parked residential uses. The exclusive approach remains more focused on arrivals to the Downtown area rather than vehicles which may remain parked at home for extended stays.

Figures generated by a exclusive approach version of Scenario 4 that reflects achievement of mode share targets sees peak parking demand drop 13 percent from the unadjusted Scenario 4. The peak occupancy level of this scenario variant would decrease below that of the baseline model despite various increases in commercial space and activity. The vacancy ratio for non-gated parking would return the level witnessed in early scenarios notwithstanding a study area parking inventory net loss of approximately 110 spaces.

Isolated Impact on Public Access Spaces

As presented in the Existing Conditions chapter, Saturday peak demand for public access parking would need to increase by 839 vehicles to meet the 90 percent utilization level that indicates functional capacity and the beginning of a parking supply shortage (**Figure 13**). The sum of development scenarios included in this analysis increase peak modeled demand by 234 spaces.

Scenario 1 included redevelopment of the Waterfront Hotel and its paid public access lot along with a smaller privately-owned paid lot on Lakeshore Road. Scenario 2 would experience redevelopment of the temporary mobile payment lot. In total, 191 public access spaces would be lost across all scenarios, not including 109 spaces at Lot 4 temporarily lost during construction of replacement supply.

If the entirety of non-self-parked modelled demand additions over the course of a Saturday were to be absorbed only by remaining public access facilities, this subset of the parking system would retain over 400 empty spaces at all times in excess of a 10 percent reserve buffer, corresponding to a maximum occupancy rate of 68 percent (**Table 11**).

Table 11: Future Saturday Public Access Parking Supply Conditions

	9AM-11AM	11AM-1PM	1PM-3PM	3PM-5PM	5PM-7PM	7PM-9PM
Current Public Access Supply	2173	2173	2173	2173	2122	2049
Future Public Access Supply	1982	1982	1982	1982	1931	1858
Functional Capacity	1784	1784	1784	1784	1738	1672
Observed Demand	834	984	1070	1116	1071	969
Modelled Additional Demand	284	248	226	234	202	182
Future Excess Supply	666	552	488	434	465	521

The analysis assumes a broad distribution of modelled additional demand to public access facilities throughout the study area. The assessment of existing parking utilization in the first phase of the Downtown Burlington Parking Plan project indicated acutely higher demand at certain public parking facilities and underutilized conditions within others. Despite the indication of overall excess supply, parking management

techniques identified in the subsequent phases of the parking study must encourage dispersal of demand from higher utilized lots to lower utilized facilities. Revisiting the busiest Saturday data collection period, the three largest public access off-street lots experienced a 94 percent utilization rate, greater than functional capacity. At the same time, the 349-space Waterfront Garage held only 61 vehicles. Previously described walksheds corresponding to a 2.5 minute and 5-minute walk from the centre of the high demand area illustrates the reasonable potential for operational strategies to redirect and spread demand from the most sought-after facilities to an array of off-street and on-street facilities where availability is greater (**Figure 24**).

Future Parking Demand Analysis Conclusions

In summary, modelling and future demand forecasting anticipates that excess capacity will continue to exist throughout the Downtown Burlington parking system, and within subsets of the system across the study area. Results of multiple assessment approaches of the first three scenarios that represent the entirety of the known development pipeline fail to show parking stress as building programs are accompanied by a high quantity of parking for residential tenants. Additionally, existing non-residential land uses that would be lost to redevelopment nearly offset the generic commercial space planned for inclusion in new buildings.

A highly aggressive hypothetical fourth scenario designed by the study team and City staff shows a more notable increase in occupancy regardless of the analysis approach. However, the model does not predict that system-wide occupancy in either case would exceed what utilization analysis still considers an underutilized condition.

A secondary investigation building on Scenario 4 attempted to quantify the parking demand reduction potential of achieving mode share targets established by the Integrated Mobility Plan. When examining the exclusive approach version of the scenario that is primarily based on commercial and other activity, parking demand largely consists of arrivals originating elsewhere, representing discrete trips that can be influenced by mode shift. Demand reduction benefits in this scenario variant are more apparent, decreasing peak demand below that of the baseline case despite the 4th scenario's more car-centric parameters.

Finally, the study team assessed a hypothetical situation where only public access facilities absorbed the entirety of modelled non-residential demand increases. That analysis demonstrates that this subset of the parking system alone would retain vacancies beyond the quantity of a best practice reserve buffer.

Strategic takeaways from the future demand forecast analysis generally match those of the inventory and utilization analysis. A need remains to encourage more distributed use of public access facilities across the study area. Future strategic planning should consider and define policy related to temporary replacement of both public access and restricted parking inventory lost during the construction phase of redevelopment. Interim accommodation strategies should clearly characterize the developer's level of responsibility.

STRATEGIC RECOMMENDATIONS

A newly developed set of integrated strategic recommendations seek to guide the evolution of the municipal parking system in a way that supports broader transportation, land use, and community objectives. The Strategic Recommendations chapter, based heavily on the previously published *Strategic Plan for Operations and Management* document, organizes these recommendations into four key focus areas.

- ▶ **System Regulation and Performance** introduces a performance-based framework to guide pricing, regulation, and permit strategies in response to dynamic demand conditions.
- ▶ **Asset Management and Operations** emphasizes the modernization of infrastructure, enhanced user experience, and improved safety.
- ▶ **Operational Programs and Policies** outlines indirect approaches to manage demand, improve access, and align parking with multimodal and accessibility goals.
- ▶ **Funding and Financials** explores the existing revenue model, especially as it relates to capital reinvestment in facilities, and strategies to ensure long-term viability.

Together, these strategies provide a comprehensive suite of actions to enhance responsiveness, efficiency, and inclusivity of the parking system.

System Regulation and Performance

Effective parking management relies on a regulatory framework that is responsive to changing demand patterns, user needs, and broader mobility objectives. To that end, a series of performance-based regulatory strategies are recommended to improve system efficiency, equity, and adaptability. These include the adoption of clear performance measures and targets, which are largely reflected in dynamic pricing strategies. Modifications to on-street parking regulations, a reassessment of permit program options and geographic coverage, and the refinement of electric vehicle charging and occupancy policies will further align parking operations with evolving visitor behaviour and current asset optimization goals.



Adopt Performance Measures and Define Performance Targets

The Existing Conditions and Needs Assessment indicated disparities between the utilization of various public parking facilities based on location. During some time periods, observed data showed certain facilities exceeding functional capacity while other significant assets went underutilized. Burlington’s parking policies should respond to fluctuations in parking supply and demand. A first step toward achieving more balance across the parking system is a redefinition of the metrics used to defined successful operations.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management
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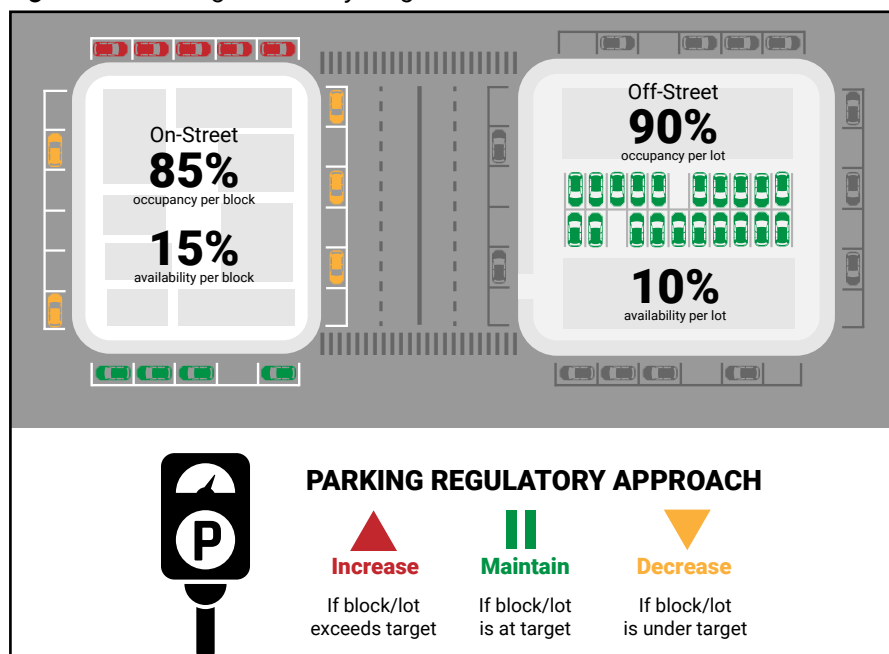
Define Availability as the Primary Performance Measure

Municipal parking operations should adopt availability as the primary performance measure for managing parking supply dynamics. Availability itself should be defined as the number of unoccupied parking spaces within a block of time, measured along individual block faces and within specific off-street parking facilities (**Figure 35**).

Define best practice performance targets for the following facility types:

- ▶ On-street parking: 15 percent availability, or about 1-2 spaces on each block face
- ▶ Off-street, general parking: 10 percent availability
- ▶ Off-street, long-term parking, typically permit-only facilities: 5 percent availability, with no wait list for monthly permits

Figure 35: Parking Availability Targets



Maintain Short Walking Distances as a Quality-of-Service Metric

As walking distance and time are a key factor influencing visitor parking choice, management should integrate an assessment of these access factors in relation to nearby parking demand generators into its understanding of facility performance, especially when considering opportunities to incorporate new municipal supply. Walking times of less than five minutes, corresponding to maximum distances of approximately 400 metres should be the threshold for a standard when conceiving a facility’s relationship with likely serviced destinations.

Reflect Performance Targets in Pricing

Application of a performance-based approach that seeks to ensure availability in all locations at all times requires a fee structure that more accurately values parking assets according to demand.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management
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Implement Tiered Pricing

Apply differing parking rates to distinct zones, based on demonstrated availability. A zonal approach is more intuitive to visitors and minimizes search time according to price points. Each zone features a differential in pricing between on- and off-street facilities. On-street parking spaces surrounding off-street facilities featuring the highest demand, and closest to popular destinations, are premium parking assets. These premium assets should be priced highest to ensure continued availability during peak periods. In areas of relatively lower demand, on-street parking should still be priced higher than off-street facilities to encourage the longest stays to take place in the largest facilities and preserving on-street options for shorter visits.

Noting the current single rate of \$2.00/hour, example rate tiers may take the following form:

- ▶ **Premium Rate On-Street Spaces:** \$3.00/hour
 - Along Brant, John, and Pearl Streets between Lakeshore Road and Maria Street
 - Along Pearl Street between Lakeshore Road and James Street
 - Along James and Pine Streets between Brant and Martha Streets
- ▶ **Premium Rate Off-Street Spaces:** \$2.50/hour
 - Brant Street Lot (Lot 5)
 - Elizabeth Street Lot (Lot 4)
 - Pearl Street Lot (Lot 1)
 - Waterfront Park East Lot (Lot 12E)
 - Waterfront Park West Lot (Lot 12W)
- ▶ **Base Rate On-Street Spaces:** \$2.00/hour
 - All other currently metered on-street parking spaces
- ▶ **Base Rate Off-Street Spaces:** \$1.50/hour
 - Waterfront Parking Garage
 - John Street Lot North (Lot 3)
 - Temporary Mobile Payment Lot (Lot 16)
 - Caroline Street Lot (Lot 8)
 - Locust Street Lot (Lot 7)
 - Lions Park Lot (requires introduction of pricing)
 - Brock Avenue Lot North (Lot 15)
 - Brock Avenue Lot South (Lot 6)

Proposed rate zone areas should be adjusted in response to input from residents and businesses, as well as observed levels and patterns of parking demand, and should be spatially coherent when mapped (**Figure 36**). Municipal parking operations should reexamine the necessity of loading regulations within the premium tier and consider reverting these spaces to priced parking where possible.

Pricing strategies for privately owned public access facilities (such as the Waterfront Hotel or Art Gallery of Burlington) should be coordinated with the city's parking rate tiers. The rate tier zones should be also used to price any new parking areas created by public-private partnership as they are integrated into the municipal system.

Figure 36: Proposed Pricing Rate Tiers



Adjust Pricing Schedules

The suggested rate zone arrangement takes utilization data into account collected on a Friday and Saturday from 9:00 a.m. to 9:00 p.m. That data suggests that modification of the schedule during which pricing is in effect may be appropriate to optimize the use of existing facilities. Any remaining time limits and pricing structures should be streamlined and applied consistently. All on-street pricing should continue to be in effect during a consistent time period from Monday through Saturday. To support greater availability of premium spaces and reflect observed demand, the operational hours for off-street parking pricing should align with—or be shorter than—those for on-street spaces. The current practise of removing pricing from non-premium tier off-street facilities on Saturdays is consistent with occupancy observations.

Municipal parking operations should consider some minor modifications to the off-street pricing schedule.

- ▶ Extend weekday and Saturday pricing at the Waterfront parking lots at Spencer Smith Park to 9:00 p.m.
- ▶ Extend weekday and Saturday pricing in Lots 1, 4, and 5 to 7:00 p.m.
- ▶ Extend weekday and Saturday pricing in premium on-street spaces to 7:00 p.m.
- ▶ Delay Saturday pricing in Lots 1 and 5 until 1:00 p.m.

Operations must ensure that all related informational signage accurately reflects updated regulations. Clear and accurate signs help visitors quickly understand parking rules and make corresponding informed choices based on the nature of their visit.

Remove Time Limits and Consider Progressive Rates for Metered On-Street Spaces

Best practices in parking management use price, not time limits to manage demand. Time limits tell visitors that they must leave the area, even if they are willing to pay to stay longer. When pricing is appropriately configured, those seeking longer-term parking will use less expensive, less convenient parking, reserving the premium spaces closest to destinations for shorter stays.

Burlington should remove its current three-hour time limit on its on-street priced parking spaces. As nearly 50 percent of survey respondents reported an average parking duration of two or more hours, users often wish to park for longer than regulations allow. Rather than relying on short time limits—which often lead to unproductive ‘shuffling’ by customers and employees—pricing strategies should be used to create more consistent availability by strongly encouraging longer stays to utilize off-street facilities.

One mechanism to achieve on-street availability goals is an escalating progressive rate scheme where the hourly rate increases as stays lengthen beyond a desired duration. While hourly rates remain at their base levels for short stays, a progressive rate structure makes longer stays particularly expensive such that most visitors will seek lower-priced options more aligned with management goals. Raising hourly fees for the third hour of the stay and beyond can effectively discourage long-term use of on-street parking by local employees and business owners who require extended stays. As an added procedural benefit, payment enforcement is generally more straightforward than monitoring time-limits, making this approach a more practical and efficient way to promote availability of prime on-street spaces in high-demand areas.

In an example rate scheme, a premium on-street space with a base rate of \$3.00 per hour could cost \$4.00 for the third hour and \$5.00 for subsequent hours. A standard on-street space in a lower demand zone with a base rate of \$2.00 per hour could cost \$3.00 for the third hour and \$4.00 for subsequent hours. Daily maximum rates should not apply to on-street parking. A daily maximum fee, especially one equal to nearby off-street facilities, incentivizes long-term use of premium on-street spaces counter to management goals that promote availability.

Case Study

The City of Sacramento California has designed what they term a ‘tiered rate’ system with rates dependent on the parking session time.¹ There are no time limits corresponding to these meters, which encourage short-term use for on-street spaces and those seeking longer stays to use off-street lots or garage featuring lower hourly rates.

Rates follow the following schedule:

- ▶ **Tier 1:** \$3.00 per hour
- ▶ **Tier 2:** \$4.50 per hour
- ▶ **Tier 3:** \$6.00 per hour

Each meter displays its rate structure while street signage indicates the number of hours available at the base Tier 1 rate using a digit-in-circle followed by a ‘+’ symbol (**Figure 37**). Meters reset when a vehicle leaves a space, ensuring accurate session tracking.

¹ [Parking Meters | City of Sacramento](#), Accessed July 24, 2025

Figure 37: Proposed Pricing Rate Tiers



Source: City of Sacramento

Performance Monitoring and Rate/Regulation Adjustment

Transient parking demand is dynamic. It is shaped by visitors to evolving land uses, parking costs and availability, and the accessibility and attractiveness of alternative arrival options. In walkable mixed-use areas, this demand is especially sensitive to changing conditions and responsive to strategic management interventions—such as a performance-based pricing strategy. The success of pricing as a primary management tool relies on ongoing performance monitoring, particularly during peak demand periods, with utilization and availability data guiding timely fee adjustments.

Burlington is in a strong position to perform periodic performance monitoring with minimal field work requirements due to the broad distribution of space sensors alongside metered spaces and in municipal off-street facilities. To support effective implementation of performance-based pricing, the following steps are recommended:

- ▶ Conduct regular surveys of on-street blocks and off-street facilities to assess parking conditions.
- ▶ Pinpoint specific locations where parking availability falls below defined performance thresholds.
- ▶ Adjust zone rates based on consistent patterns of availability relative to performance targets:
 - Use two weeks of sampled data collected quarterly, excluding Mondays and holidays.
 - Provide a 30-day public notice period ahead of proposed rate changes, including a two-week public comment period.
 - Once system performance stabilizes, operations may choose to adjust the frequency of evaluation and rate adjustments.

It is important to monitor currently unpriced on-street spaces adjacent to pricing zones for consideration of expansion of the pricing program. Analysis performed as part of the Existing Conditions and Needs Assessment identifies spaces along Nelson Avenue between Elgin and Ontario Streets as well as those along Ontario Street near Nelson Avenue as candidates based on high utilization early on weekdays and Saturdays. Future performance monitoring analysis should consider parking utilization patterns on Sundays to determine if any modifications to Sunday regulations are appropriate.

Performance monitoring and regulation adjustment should also apply to multi-day off-street parking rates, such as monthly permit parking. While hourly pricing aims to maintain space availability during peak-demand periods, more predictability accompanies management of monthly parking. Performance targets for permit parking should focus on eliminating wait lists at highest-demand facilities, achievable through adjustment of permit rates to redistribute demand toward underutilized locations, and balancing use across the system.

City staff should explore a delegated approval process that enables management to implement regular parking fee modifications according to performance monitoring, within certain bounds, that does not require by-law amendment.

Modify On-Street Regulations

Non-metered on-street spaces within the study area currently operate under a mix of restrictions, especially north of Ontario Street and west of Brant Street. Spaces along Locust and Blenheim Streets operate under a one-hour time limit from 8:00 a.m. to 6:00 p.m. on weekdays and a five-hour time limit at other times. Likewise, spaces along Burlington Avenue feature a three-hour limit regulation during weekday core hours and a five-hour limit spanning evenings and weekends. Stricter regulations govern all on-street spaces along Hurd Avenue and its offshoots, including the block of Burlington Avenue between Elgin and Ontario Streets. Parking is prohibited in these areas, generally during school hours, but extended to 6:00 p.m. in some cases and including Saturdays in others.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

Simplify On-Street Regulations Where Not Priced

The combination of on-street parking restrictions just outside of the Downtown core may be difficult for visitors to understand and may lead to additional circulation while searching for a space. Noting low occupancy in many of these street segments even when regulations are not in effect, operations should revisit the justification for the varying rules in an effort to simplify the number and type of restrictions for non-metered spaces. In addition to the potential of creating more usable inventory at more times of the week that is well understood by visitors, simplification of regulations streamlines enforcement actions.

Make Loading Zones Multi-Purpose to Proactively Manage Curbside Activity

Likewise, as the demand of loading zones has shifted to include a greater emphasis on pick-up/drop-off and small scale deliveries, cities are experiencing a mismatch between available curbside space and the needs of those evolving uses, especially in areas of dense residential development. Internet-based ride-sharing services operate differently than traditional taxis, and food or parcel delivery vehicles have distinct activity patterns compared to larger supply deliveries, which loading zones were originally designed to accommodate. When curbside space is insufficient, rideshare drivers and delivery trucks often resort to double parking, which disrupts traffic flow and compromises safety.

The core of Downtown Burlington features distributed loading zones operating under various rules. Some loading zones limit stays to 20 minutes, while others only allow use of the space by large vehicles. Some Downtown loading zone regulations are in effect from 6:00 a.m. to 6:00 p.m. excluding Sundays, while others regulate use from 10:00 a.m. to 10:00 p.m., and still others indicate permanent restrictions.

The City of Burlington may choose to merge loading zone restrictions into a single regulation that seeks to ensure availability of space for legitimate support activity during peak parking demand hours. An option for consolidating loading zone regulations while enforcing appropriate use at germane times would be to match times that nearby pricing is in effect. In support of potential loading zone assignment and regulation changes, operations should conduct a curbside monitoring study to assess passenger pick-up/drop-off and delivery activity, ensuring that curbside management goals and informed by current and comprehensive data.

Reassess Permit Program Options and Locations

Public engagement alerted the study team to intensification conditions creating a unique demand for multi-day off-street permit parking by visitors to Downtown Burlington residents. An additional class of permits allows daily use of parking spaces by contractors and other temporary business activity. Concurrently, multiple facilities that host monthly permit parking have reached the maximum number of permits able to be sold and currently have additional demand expressed on waiting lists. Finally, a unique permit option operates counter to availability goals for on-street spaces. These situations represent opportunities for permit program management more closely aligned with earlier recommendations for transient spaces.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

The current parking by-law lists a temporary parking permit to reserve parking spaces in downtown lots priced at \$100 per day. However, the purpose of this permit is to apply a fee for occupying public space for uses other than general public parking such as a business-related activities associated with special events. Likewise, the by-law provides for a \$21 daily temporary reserved parking permit for on-street spaces, meant as a development impact mitigation measure, not for public space reservation in lieu of meter payment. In both cases, wording of the by-law lacks specificity regarding intent and exclusions.

In addition to adding clarification to the by-law, municipal parking operations should examine a public temporary permit option for off-street facilities that includes highest demand lots, but that uses pricing as clear incentive to park long-term in less utilized areas. A multi-day permit should cost a premium above the daily sum of the hourly rate in high demand locations per its contributions to utilization levels during evening periods, but can be offered at a discount in underutilized lots as indicated by occupancy data.

As described when primary performance measures, efficient pricing of monthly permits should eliminate the need for a waiting list. Permit rates range from \$91 to \$151 per month or approximately \$4.33 to \$7.19 per day during an average month with 21 business days. Operations should seek to raise rates in fully subscribed permit-only facilities unable to accommodate additional demand, such as the Martha Street Lot, while increasing the maximum number of permits available for sale in underutilized lots with permit waiting lists (**Table 12**). In all current waiting list cases excepting the Martha Street Lot, the sale of additional permits will not create a situation where demand exceeds functional capacity. If that occurs in the future due to various factors, operations should increase the price of permits for that facility to restore availability.

Table 12: Availability at Public Facilities At or Near Monthly Public Permit Capacity

Facility	Capacity	Permits Available	Permits Issued	Waiting List	Peak Weekday Occupancy
Brock Avenue North Lot	80	28	28	16	30
Brock Avenue South Lot	74	26	25	0	39
John Street North Lot	161	70	70	3	64
Caroline Street Lot	40	25	25	1	32

Redefine Electric Vehicle Charging and Occupancy Regulations

As the adoption of electric vehicles continues to increase, the City of Burlington has demonstrated a commitment to supporting electric mobility, a key program area in the 2020 Climate Action Plan. From 2021 to 2024, City-owned charging stations saw a nearly 400 percent increase in electricity use. During the same period, the number of unique vehicles plugged into City chargers increased by 250 percent.

Despite the positives associated with public electric vehicle charging, charging station data indicates that vehicles are often left plugged in beyond the four-hour maximum time limit established in the parking by-law to promote charger availability for other users. Operational fees associated with the service also continue to increase, including the cost of electricity, licensing fees, maintenance, and equipment replacement beyond operational staff time.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management
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To ensure consistent availability of electric vehicle charging stations, promote equity, and help recover operational costs, parking management should employ a second pricing mechanism in addition to occupancy fees consistent with other priced parking spaces. Enforcement of the charger time limit should be conducted as consistently as payment compliance is enforced throughout the rest of the parking system, rather than in response to complaints.

Staff should continue to explore alternate fee models, charging configurations and billing options to refine specific recommendations to council for by-law updates. Further assessment should consider relative demand of each charging location in determining user fees and time thresholds.

Case Study

In April 2025, the City of Mississauga introduced a \$0.30/kWh user fee for its previously free electric vehicle charging stations to help recover operating and maintenance costs while promoting charger availability. The fee is based on energy consumed to ensure fairness for owners of vehicles with slower charging speeds. To further encourage efficient use, drivers have 30 minutes to vacate a charger after their vehicle is fully charged, after which a \$5/hour idle fee applies during daytime hours, though this fee is waived between 10 p.m. and 8 a.m. at locations allowing overnight parking. At sites where energy-based billing isn't possible due to technical limitations, time-based fees are applied instead. The City also emphasizes that home charging remains the most economical option and provides resources to support residents in installing higher-capacity home chargers.



Asset Management and Operations

Targeted enhancements to asset management and operational practices are an important part of ensuring the continued reliability, efficiency, and user-friendliness of the municipal parking system. This includes modernizing payment infrastructure through the integration of diverse, user-preferred payment methods. Expanding coordinated information systems will improve real-time communication, data sharing, and operational oversight. Additionally, prioritizing personal safety and security within public parking facilities will foster greater public confidence and encourage utilization of a broader range of facilities. Together, these initiatives aim to elevate the overall parking experience while supporting long-term operational sustainability.

Enhance Payment Systems

While Burlington already employs many best practices such as a pay-by-plate that accepts cash, credit, and mobile payments, opportunities remain to increase the robustness of payment collection systems in order to provide even more options to visitors. Older pay station infrastructure is also at risk of becoming non-compatible with wireless communication networks going forward.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

The City intends to procure replacement pay stations as current equipment is at the end of its useful life. Tap-and-go payment systems, which have evolved as innovative new payment technology that allows customers to use an RFID equipped payment card or their mobile devices, are gaining in adoption and popularity for paying parking costs. Additionally, as the Toronto Parking Authority is in the process of updating their pay station infrastructure, they note that debit card payments represent over one-quarter of all retail payments in Canada.²

Burlington should ensure that equipment upgrades enable tap-and-go payment via credit, debit/Interac, and digital wallets like Apple/Google Pay. New equipment should transmit license plate information to a cloud-based system over a 4G compliant network with forward compatibility.



² [Pay by Plate Equipment Purchase | Toronto Parking Authority](#), Accessed July 30, 2025

Expand Coordinated Information Systems

In addition to communicating parking rates and regulations, signage and information displays should direct help direct visitors to less utilized facilities. Thoughtful design and deployment of Information systems should assist the decision-making process of drivers at three specific points; before departure, en route, and upon arrival at their preferred parking option. Areas of significantly lower parking utilization in close proximity to areas of demand near capacity demonstrates that visitors may not be aware of options that not only feature more availability, but also lower cost. While most publicly administered public access facilities in Downtown Burlington use sensors and dynamic displays to inform motorists of the available supply in each facility, discussions with interested parties described a lack of guidance in the event one arrives at an at capacity preferred facility.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

Effective Advance Information

Producing parking information for visitors and customers to review before departing for Downtown Burlington helps motorists plan their trips and informs them of alternatives. Initially a highly legible static map should be featured prominently on the City’s Parking in Downtown Burlington website. The map should neatly describe the location of on- and off-street public access spaces, fees structures if applicable, time periods during which fees are in effect, and any other important regulations to ensure that Downtown functions as a ‘park once’ district where visitors are able to reach multiple destinations, if desired, from one parking location. Operations should subsequently investigate upgrades that allow reporting of real-time occupancy to an online interface.

Branding of online informational materials that matches signage and information posted at public access parking facilities aids in the effort to reduce confusion and enhance visitors’ overall parking experience. City staff should actively encourage local businesses to direct their customers and clients to official centralized information.

District Dynamic Wayfinding

Information along the route, especially received just outside of areas of high demand can be highly effective in redirecting visitors from an intended parking lot destination already at functional capacity. A dynamic display listing public access parking facilities, the number of spaces remaining, and the relative direction can provide an invaluable management tool that both enhances the visitor experience and limits congestion where availability is scarce. The study team has observed an example installation in nearby Oakville (**Figure 38**).

Using the sensor system that informs on-site space occupancy displays, municipal parking operations should deploy dynamic wayfinding that are clearly visible, designed consistent with existing parking system branding, and placed in strategic locations displays such as Brant Street approaching Caroline Street, James Street approaching Pearl Street, Ontario Street approaching Locust Street, and Lakeshore Road approaching Locust and Pearl Streets in order to provide clear instruction to parking locations with greater availability.

Burlington may also investigate the viability and capability of mobile applications to provide advance information to drivers that not only simplifies their own parking search, but also minimizes vehicle circulation in search of spaces close to desired destinations.

Dynamic On-Site Information

Concurrent with and reinforcing dynamic wayfinding, an opportunity exists to provide similar clear guidance to underutilized parking facilities on-site at facilities that are already full. Operations should investigate upgrades to displays at lot and garage entrances, similar to the peripheral dynamic wayfinding, that would provide initial direction to nearby available parking options in the event a facility nears capacity. Parking smart signs currently available from vendors include the capability to change displayed messages based on automated prompts.

Figure 38: Dynamic Parking Lot Location and Availability Signage



Enhance Personal Safety and Security in Public Parking Facilities

Aggregated responses to the public survey indicated that safety and security were even more important considerations than cost when parking in Downtown Burlington.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

The City should prioritize personal safety and security in all public parking facilities by developing a comprehensive security plan tailored to each location. Plans should incorporate design strategies and operational measures aimed at improving visibility and ensuring a safe environment for visitors. More detailed recommended elements include:

- ▶ **Lighting:** Effective lighting should eliminate dark spots and shadows by ensuring consistent coverage across driving lanes, pedestrian pathways, and stairwells where applicable. Interior garage walls painted white can enhance brightness through light reflection. Pedestrian scale lighting in lots should be chosen such that it is dark sky compliant; targeted, down-shielded, and only used when needed (e.g., making use of timers and motion detectors).
- ▶ **Landscaping:** Vegetation should be maintained to preserve clear sightlines throughout parking areas.
- ▶ **Environmental Design:** All facilities, but especially parking structures should apply crime prevention through environmental design principles, such as sealing off areas behind stairwells and avoiding hidden corners, to reduce opportunities for concealment and increase natural visibility of and by others.
- ▶ **Surveillance Systems:** Cameras should be installed and actively monitored. Advanced systems may include voice-activated features that automatically focus on the source of unusual sounds and alert security personnel in real time.
- ▶ **Communication Devices:** The City should equip public parking areas with button-activated emergency call boxes that connect directly to security staff or emergency services. These devices should be clearly marked, well-lit, and easily accessible.
- ▶ **Signage and Public Awareness:** Visible signage should inform users about the security measures in place, such as surveillance and emergency contacts. Clear communication increases visitor confidence and encourages proper use of safety tools during emergencies.

Identify Future Capacity Expansion Opportunities

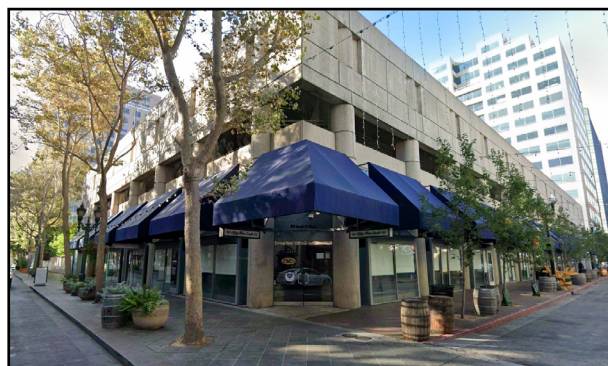
Feedback received based on the lived experience of interested parties continues to indicate a perception of parking shortages and a need for a second parking structure. Proactively identifying potential sites and estimating costs for a future municipal parking garage is a prudent step in long-term planning for Downtown Burlington. Assessing the suitability of capacity expansion options in advance would position the City to respond strategically to evolving parking needs and ensure that any future facility supports broader goals such as accessibility, economic development, and integration with transit and active transportation networks.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

If and when future demand monitoring signals consistently limited parking availability across a variety of parking facilities in key downtown zones, staff should initiate scoping activities related to expansion of the municipal parking supply. Key steps and considerations include:

- ▶ **Defining Project Objectives:** Determine a clear purpose for the garage such as supporting downtown businesses, event parking, etc. Estimate the number of parking spaces needed and types of users, whether visitors, employees, residents, or all of the above. Establish requirements for embedded active ground floor programming, potentially inclusive of retail uses, commercial services, community-oriented spaces, office or co-working spaces, mobility amenities, and small cultural or entertainment spaces.
- ▶ **Parcel Identification and Site Analysis:** Identify potential parcels based on proximity to demand generators. Evaluate parcel size and geometry for compatibility with structured parking containing the desired number of parking spaces. Consider zoning regulations, land ownership, adjacent land uses and potential for integration with other developments.
- ▶ **Preliminary Conceptual Planning:** Develop conceptual layouts based on parcel dimensions and access points. Consider circulation patterns, entry/exit locations, and pedestrian access. Evaluate foundation requirements based on soil conditions.
- ▶ **Initial Cost Estimates:** Include site acquisition, design and engineering, construction, and ancillary costs, such as signage, lighting, and landscaping, in a capital cost estimate.



60 South Market Garage, San Jose, California

Contemporary hard construction cost estimates for a 175- to 200-space garage range between approximately \$7.5 million and \$13.7 million. This translates to an estimated cost of roughly \$42,700 to \$68,300 per parking space, depending on design, materials, and other factors. Estimates are based on published low and high costs per square foot for freestanding above-grade parking garages in the Greater Toronto Area.³

³ [Altus Group – 2025 Canadian Cost Guide](#), Accessed October 22, 2025

Operational Programs and Policies

To support a more efficient, equitable, and sustainable approach to parking management, a comprehensive suite of operational programs and policy refinements is proposed. These initiatives aim to address both current and emerging challenges related to special event surges, waterfront access, and evolving land use patterns. Key recommendations include the creation of a special demand management programs, the formalization of policies governing parking agreements and temporary facility displacement. Additionally, redefining parking requirements within zoning regulations, advancing multimodal demand reduction strategies, and ensuring universal accessibility will help align parking practices with broader transportation, environmental, and community goals.

Create a Special Event and Waterfront Demand Management Program

Participants at the first Public Information Centre identified actions related to event parking management as their highest collective priority. Spatial utilization analysis during typical demand conditions demonstrates the necessity of special consideration for parking inventory at the waterfront due to its popularity and limited space.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

Explore Shuttle and Valet Parking Options

Municipal parking operations and integrated mobility staff should examine the viability of shuttle and/or valet services to/from large events and popular waterfront attractions. Such services enhance the visitor experience and help distribute parking demand more evenly, minimizing congestion and improving overall accessibility. Large events often lead to significant increases in traffic and parking demand, which can overwhelm existing infrastructure. Shuttle services can provide a convenient and efficient way for attendees to travel to and from event locations, reducing the need for extensive and impractical parking facilities near the event site. Valet services offer a premium option that can attract visitors willing to pay for convenience, optimizing the use of available remote parking spaces.

If proceeding with a pilot program, staff should clearly define operating hours, shuttle pick-up/drop-off areas, shuttle remote lots, valet parking zones, and vehicle circulation patterns to and from visitor parking or drop-off. To ensure consistency, transparency, and accountability, the City should formalize the permitting and application process for any valet and/or shuttle operators in by-law including eligibility criteria, review procedures, and conditions for approval. Staff may consider supporting a shuttle program by identifying and negotiating use of lots nearer the QEW and Highway 403 to increase the potential to reduce congestion during large events. Such options may be attractive to visitors while maintaining greater availability in larger municipal facilities closer to Downtown.

Special Event Parking Pricing

Municipal parking operations should create and establish a policy framework that permits pricing at select facilities, outside the standard rate schedule, during major special events occurring in downtown areas or along the waterfront. Facilities that do not charge for parking during evenings and weekends fail to generate

potential revenue from high-demand special events. It is advisable to implement a special event pricing strategy that contributes to the parking reserve fund, helps finance facility reinvestment, and advances related recommendations such as wayfinding improvements, technology upgrades, and potential future expansion of parking supply. Special event pricing can be implemented in multiple ways. Options include charging for parking at key facilities during events using all existing payment systems, applying either standard rates or premium rates, and requiring event organizers to pay a single fee based on expected attendance or performance targets that goes directly to the reserve fund, offsetting lost revenue without directly impacting event attendees.

Case Study

The Rockport Summer Shuttle is a free seasonal transit service designed to ease travel and reduce parking stress in Rockport, Massachusetts, especially during the busy summer months. Operating daily from late June through Labor Day, the shuttle runs every 20–30 minutes and connects key destinations such as downtown Rockport, beaches, the MBTA train station, and popular tourist spots.

A central feature of the service is its direct connection to the Blue Gate Meadow parking lot, a convenient parking area located just outside the village center. This setup allows visitors to park their vehicles outside the congested downtown core and enjoy easy, car-free access to Rockport’s attractions via the shuttle.

By emphasizing parking convenience and reducing traffic in the village, the shuttle supports local businesses while improving the visitor experience. The service is wheelchair accessible and funded by the Town of Rockport in partnership with local organizations, making it a practical and lower-stress option for exploring the town.

Much like Rockport’s summer shuttle, a similar service could benefit Burlington during major events at Spencer Smith Park like the Sound of Music Festival or Canada’s Largest Ribfest, both of which draw large crowds and create intense parking demand in the downtown core. A dedicated shuttle operating between a remote parking area and the festival grounds could alleviate congestion, ease logistical challenges, and make it easier to access the event.

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Formalize Private Ownership – Public Access Agreement Policy

Public-Private Partnerships (PPP) offer a strategic way for municipalities to add parking facilities to the public access inventory and add value to the community. Collaborations benefit both entities, often involving shared investment and operational responsibilities. They may also take the form of public land sale conditions or development incentives in return for providing designated public access parking spaces.

In Burlington, the most common public-private partnership takes the form of a standard shared parking agreement. Privately owned lots associated with properties occupied during traditional business hours become public access facilities during evenings and weekends. More recently, the City has conducted discussions with developers, with involvement of the Downtown Parking Committee, to potentially include public access parking within accessory parking at new developments.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management
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The City should take steps to formalize policies related to the pursuit of future agreements and to standardize management practices as perceived by system users.

Common Branding

As parking facilities should serve as valuable, marketable assets that contribute to the appeal of Downtown Burlington, facilities incorporated into the publicly-administered supply should also be clearly identifiable as part of the public parking system. Management should seek to accomplish this level of understanding through the use of signage and branding consistent with that of current municipal lots and garages as well as regulation inclusion within online information products.

Case Study

Ann Arbor, Michigan operates a parking system consisting of a mix of more than 8,000 structured, surface lot, and metered street parking spaces throughout its downtown. What makes Ann Arbor's approach distinctive is its integration of privately-owned lots into the broader branded system through a mix of leases and revenue sharing agreements, creating a seamless experience for users regardless of ownership. Unified branding and management allow for consistent signage, payment systems, and user expectations across the system at both publicly- and privately-owned facilities.

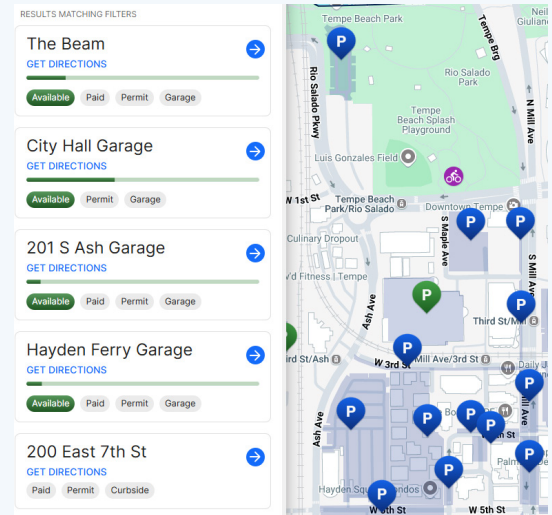


Schedule, Rate, and Payment Coordination

The alignment of pricing strategies and distribution of demand more evenly across the available parking supply requires effective coordination between public and private parking operators. Municipal parking operations should initiate cooperative discussions with private partners to equalize rates according to rate-tier zones and allow the City to accept payment on their behalf. In addition to more efficient system operation, presenting a unified parking system with consistent, easy-to-understand rates can enhance the user experience and increase satisfaction among visitors to Downtown Burlington. If true rate and payment infrastructure consolidation cannot be achieved, the City may opt to work with private facility owners to apply third party technology solutions that integrate fee information and accept additional payment methods.

Case Study

The Downtown Tempe Authority of Tempe, Arizona manages a coordinated parking system that integrates both public and privately-owned facilities under a unified experience for users. Many of the majority privately-owned facilities operate under consistent policies for hours of enforcement, pricing, and accepted payment methods. A standout feature is the Tempe TRiP platform—a real-time digital tool developed in partnership with the City of Tempe. It provides live parking availability, current rates, navigation assistance, and allows users to pay for parking directly. The tool helps unify the experience across different operators and integrates transit, bicycle, and scooter options.



Inclusion in New Construction

The City has expressed interest in growing the public access supply in the most intensifying areas by reaching agreements with developers to include public spaces in accessory parking structures of new high-density residential buildings. The Downtown Parking Committee has stated a willingness to invest in such a partnership.

Concerns remain related to security and accessibility of parking facilities located far underground. Drivers and pedestrians may need to navigate multiple levels, which can be time-consuming and inconvenient. Deep underground facilities may be less accessible for individuals with mobility impairments, especially if elevators or escalators are limited or malfunctioning. Navigating to and from deep underground spaces can be confusing, especially for first-time visitors. Deep underground areas may feel less safe due to limited visibility and a lack of other activity. Finally, evacuation during emergencies (e.g., fire, flooding, power outage) can be complex and slow.

Integrated mobility staff should formalize a policy related to the pursuit of public-private partnership delivery of new parking supply. Components should include:

- ▶ Preliminary identification of areas in which the City has interest in employing PPP to expand parking inventory
- ▶ Protocol related to the initiation of discussion with private developers
- ▶ Required parameters (e.g., public access spaces must be located no lower than the first underground level)

Institutionalize Temporary Displacement Policy

Construction activity often impacts the parking supply in multiple ways. Directly, if a lot previously housed parking, this supply is lost for the duration of construction. Additionally, adjacent or nearby parking lots, and sometimes on-street parking spaces, serve as staging areas for construction. Furthermore, daily on-site and visiting contractors and tradespeople require vehicular parking near the new building.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

The City should draft a formal policy outlining expectations for developers when public parking is temporarily displaced. Include clear definitions of displacement, affected zones, and duration thresholds. Differentiate between construction and other inventory preclusions. Engage stakeholders (e.g., business owners, residents, developers, parking operators) for feedback. A sample policy should include requirements of developers, specifically a mitigation plan that includes a parking impact analysis and identified temporary replacement parking (e.g., leased lots, valet services). Building on temporary parking space reservation permits already identified in the parking by-law, require financial contributions to the municipal parking operations and/or reserve funds.

Integrate requirements into the permitting process. Include conditions in development agreements that specify parking mitigation obligations. Establish review protocols to ensure compliance before permits are issued. Review and update the policy periodically to reflect evolving development patterns and parking technologies.



Redefine Parking Requirements

Parking minimum requirements in zoning—rules that mandate a certain number of parking spaces for new developments—can have several negative consequences. Building parking, especially structured or underground, is expensive and significantly raises the cost of housing and commercial space while conflicting with efforts to promote transit, biking, and walking as well as emission reduction targets. Costs associated with parking are often passed on to tenants or customers even if they don't drive.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

Monitor to Reduce Minimums

Integrated mobility staff should lead an effort to continually and consistently monitor use in private development to adjust parking minimums to levels that reflect actual use patterns in Downtown Burlington. The modification program should employ periodic in-person survey of a collection of similar land use types during peak demand periods for that type and the plotting of occupancy data against units of development to determine constants rooted in contemporary transportation trends.

Consider Replacement Access Management Requirements

Alternately, Downtown Burlington should redefine parking requirements, if not by setting maximum limits, then by ensuring that most parking serves broader access needs beyond the immediate development site. This approach enables both private and public investments to transition from parking infrastructure, especially in areas where other transportation modes are more viable and effective. It offers developers flexibility to meet requirements through a combination of near-term solutions and longer-term mobility strategies. Developers would have the option to:

- ▶ **Provide publicly-accessible on-site parking:** Spaces that are made part of the public access may offset or reduce parking requirements. More inclusive and well-managed parking increases its value to the community.
- ▶ **Include on-site mobility amenities:** Features such as secure bike parking, car-share vehicles, and other on-site micromobility options can reduce reliance on personal vehicles, lower parking demand, and reduce the parking provision requirement.
- ▶ **Implement Transportation Demand Management strategies:** Subsidized transit passes, vanpool programs, and/or hourly pricing for parking encourage alternative modes of travel and reduce the need for on-site parking.
- ▶ **Pay an impact fee per parking space not provided:** Fees contribute to district-level investments in public parking, mobility infrastructure, and Transportation Demand Management programs.

This example framework redefines parking requirements as part of a broader access strategy, encouraging investments in mobility and shared infrastructure while maintaining some flexibility for development. Any new development would be required to achieve a minimum access management score rather than a parking requirement, calculated using a use-based formula and met via a series of credits and reductions with penalties for provision of extra and/or reserved spaces.

Case Study

The City of Vaughan employs a very dynamic set of parking requirements. Certain uses within combinations of most zones list maximum parking limits alongside minimum requirements. Vaughan also extends their long- and short- bicycle parking requirements to apartment dwellings and any residential use that requires visitor parking. Where long-term bicycle parking spaces are required, a change and shower facility shall also be provided. Vaughan also allows reductions to parking requirements within mixed-use developments using simplified shared parking time-of-day factors and a methodology similar to that employed in the Analysis of Future Parking Demand report.

The most distinctive features of Vaughan’s parking requirements are the innovative reduction allowances designed to promote sustainable transportation options over the provision of additional vehicle parking. These allowances apply differently depending on the type of development and the zone in which it is located.

For employment uses located in the Metropolitan Centre, Mixed Use, and Prestige Employment Zones, Vaughan offers a reduction of two vehicle parking spaces for each dedicated carpool space. This incentive is limited to a maximum of five parking spaces or five percent of the total required parking for non-residential uses—whichever is less.

Apartment dwellings in Residential, Metropolitan Centre, or Mixed Use Zones can also benefit from carshare-related reductions. For each dedicated carshare parking space, up to four vehicle parking spaces may be reduced from the minimum requirement. The number of allowable carshare spaces is determined by dividing the total number of dwelling units by 60, rounded to the nearest whole number.



Pursue Multimodal Demand Reduction Opportunities

A pronounced mode shift toward multimodal transportation can significantly ease parking demand by reducing reliance on single-occupancy vehicles. The City's Integrated Mobility Plan assigns mode share targets to neighbourhood types that recognize the way a neighbourhood's dominant land use and form, development density, and street layout impact an individual's transportation decisions. The IMP calls for the share of trips originating Downtown made by private automobile would decrease from 90 to 50 percent through increases in walking, cycling, and transit use. Respondents to the parking survey and participants at the first Public Information Centre supplied open-ended comments, choosing to discuss a preference for integrated and prioritized active transportation options and other forms of mobility.

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

Micromobility and Shared Mobility Solutions

The City has initiated an e-scooter pilot along the Centennial Trail that provides another mobility option. As this program matures and is potentially supplemented by other micromobility projects, Burlington should consider the establishment of a mobility node, potentially within an existing municipal parking lot, to bring together transportation options, shared mobility services, and active transportation amenities. By grouping these elements into a clearly defined multimodal transportation plaza, the node concept makes a wider array of travel modes more convenient by providing flexibility and minimizing transition time.

In Downtown Burlington, such a location would enhance connectivity by integrating walking, cycling, public transit, and personal vehicle access near key activity centres. A mobility node may offer compact, high impact amenities such as parking, shared ride pick-up/drop-off, and access to shared vehicles, bicycles, and/or scooters. Beyond transportation, the site can also serve as vibrant public spaces, potentially featuring seating, public art, greenery, and even public internet to support navigation.

Independent of a co-located multimodal mobility installation, municipal parking operations and transportation services should designate a limited number of spaces in strategic, high-demand locations for commercial shared vehicle operations. Shared vehicle services create affordable options for households seeking to reduce or eliminate the number of vehicles they own. The shared vehicles help more people travel without needing their own car, which increases the efficiency of existing parking assets.

Pedestrian Environmental Quality, Safety, Access, and Wayfinding

Enhancing the pedestrian environment, particularly within parking lots and at street crossings, is a high-impact strategy for establishing a 'park once' district, where visitors feel comfortable walking between multiple destinations. Smaller intersections with shorter crossing distances contribute to a more connected and accessible pedestrian network. This connectivity makes it easier and more pleasant for drivers to reach their final destination on foot from parking facilities. Upon arrival, clear pedestrian signage helps users navigate to their intended location and back to their parked vehicle, enhancing the overall experience.

Tools have been created to support the evaluation of pedestrian-friendly spaces and prioritize investment. One such system is the Pedestrian Environmental Quality Index (PEQI) survey protocol developed by the San Francisco Department of Public Health Program on Health, Equity, and Sustainability to evaluate the quality and safety of the physical pedestrian environment and guide pedestrian planning decisions.⁴

The Center for Occupational and Environmental Health at the University of California at Los Angeles has since adapted the protocol to evaluate the pedestrian environment at intersections and along street sections using five categories:

- ▶ Intersection safety
- ▶ Land use
- ▶ Traffic
- ▶ Perceptions of safety and walkability
- ▶ Street design

PEQI scores indicate how well features that supportive walking and pedestrian safety are integrated into street segments and intersections. Beyond evaluating individual locations, comparing scores across a broader area reveals deficiency patterns and highlight places with greater supportive features. Spatial analysis also helps identify how scores relate to known pedestrian attractors, offering insight for targeting improvements. Burlington should conduct an assessment within the Downtown parking study area to determine needed improvements along walking corridors linking areas of highest demand in the Downtown core and at the waterfront to nearby underutilized facilities north of Lakeshore Road and west of Brant Street.

Green Infrastructure

As Burlington moves toward a more environmentally integrated urban landscape, investing in green infrastructure within public parking lots and adjacent to curbside spaces presents a high-impact opportunity to transform utilitarian spaces into assets that support environmental goals, enhance the user experience, and contribute to a more resilient urban fabric. Integrating green infrastructure into parking environments can help manage storm water and augment the urban canopy, ultimately reducing carbon emissions and lowering long-term maintenance costs. Parking-oriented green infrastructure can take the form of:

- ▶ **Expanded urban tree canopy:** Planting shade trees along lot perimeters, landscaped parking aisle dividers, and curbside areas helps mitigate the urban heat island effect, improves air quality, and supports biodiversity. Native species and pollinator-friendly plants are especially beneficial.
- ▶ **Vegetated planters and bioswales:** Where soil conditions are limited, raised planters can provide surface stormwater storage and filtration. Bioswales, with shallow grades and native vegetation, can be integrated into parking lot medians or curb extensions that protect on-street parking lanes to manage runoff and enhance aesthetics.
- ▶ **Subsurface stormwater trenches:** Below-grade systems allow for significant water storage without disrupting surface activities, making them ideal for constrained urban parking areas.
- ▶ **Pedestrian-focused enhancements:** Incorporating green elements alongside improved lighting, seating, and wayfinding signage creates a more inviting and functional environment for users transitioning between parked vehicles and destinations.
- ▶ **Multi-functional curbside zones:** Curbside areas can be reimaged to include green buffers, which house bike parking and/or shared mobility docking stations to further support mode shift.

Further exploration of green infrastructure implementation opportunities requires geotechnical analysis to determine feasibility, value, and cost.

⁴ [Pedestrian Environmental Quality Index | UCLA Center for Occupational and Environmental Health, Accessed July 28, 2025](#)

Ensure Accessibility

On October 10, 2024, the project team presented preliminary information regarding the parking plan project to the Burlington Accessibility Advisory Committee to gain perspectives on accessibility issues. The committee responded with recommendations for consideration regarding improvements to accessible parking adapted from input to a provincial review of public spaces standards in the Accessibility for Ontarians with Disabilities Act (AODA).

Aligned Goals and Objectives

Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

The Committee’s suggestions include:

- ▶ Requiring accessible placement and design of pay stations in parking lots
- ▶ Amending parking regulations such that all accessible parking and electric vehicle charging spaces meet Type A requirements for size and transfer aisle
- ▶ Ensuring universal access paths of travel from parking spaces to intended destinations by locating accessible spaces near accessible entrances and ensuring access aisle connections to sidewalks
- ▶ Requiring and ensuring the presence of proper markings, signage, and overhead clearance
- ▶ Ensuring safe entry and exit from vehicles in loading areas

The 2016 City of Burlington Accessibility Design Standards address several of these recommendations, exceeding AODA standards with respect to accessible routes, paths, and corridors. The site plan review process addresses actions associated with other committee recommendations.

Municipal parking operations and integrated mobility staff should continue to work with the City’s Accessibility Specialist to integrate regulatory solutions to the advisory committee’s concerns in updates to by-law, site plan design guidelines, and accessibility standards. Examples include the location of accessible parking spaces near accessible entrances and paths of travel, amounts of overhead clearance where applicable, and specification assignments for accessible spaces as well as barrier-free electric vehicle charging spaces.

The Downtown Parking Plan’s recommendation related to standardization of loading zone regulations emphasizes accessibility and consideration of loading zone use for purposes beyond commercial use.

Funding and Financials

Currently, the downtown parking system operates under a user-fee based financial model supplemented by a levy within a Defined Parking Area that contributes to a capital reserve fund specific to that area. The levy is assessed to ratable commercial properties within the defined parking area in exchange for not being required to provide on-site parking for the commercial components of mixed-use developments. Changes in parking utilization and development patterns suggest a opportunity to reevaluate area boundaries.

Update Defined Parking Area Boundaries

By-Law 3-2007 established a Downtown Parking Area, imposed a levy within its boundaries, and established a Defined Parking Area Reserve Fund. In 2020, City Council established Parking Growth and Parking Renewal Reserve Funds within the Defined Parking Area Reserve Fund, reiterated Defined Parking Area boundaries (**Figure 39**), and amended the list of municipal parking facilities providing special benefit to the lands within the defined zone.

Aligned Goals and Objectives

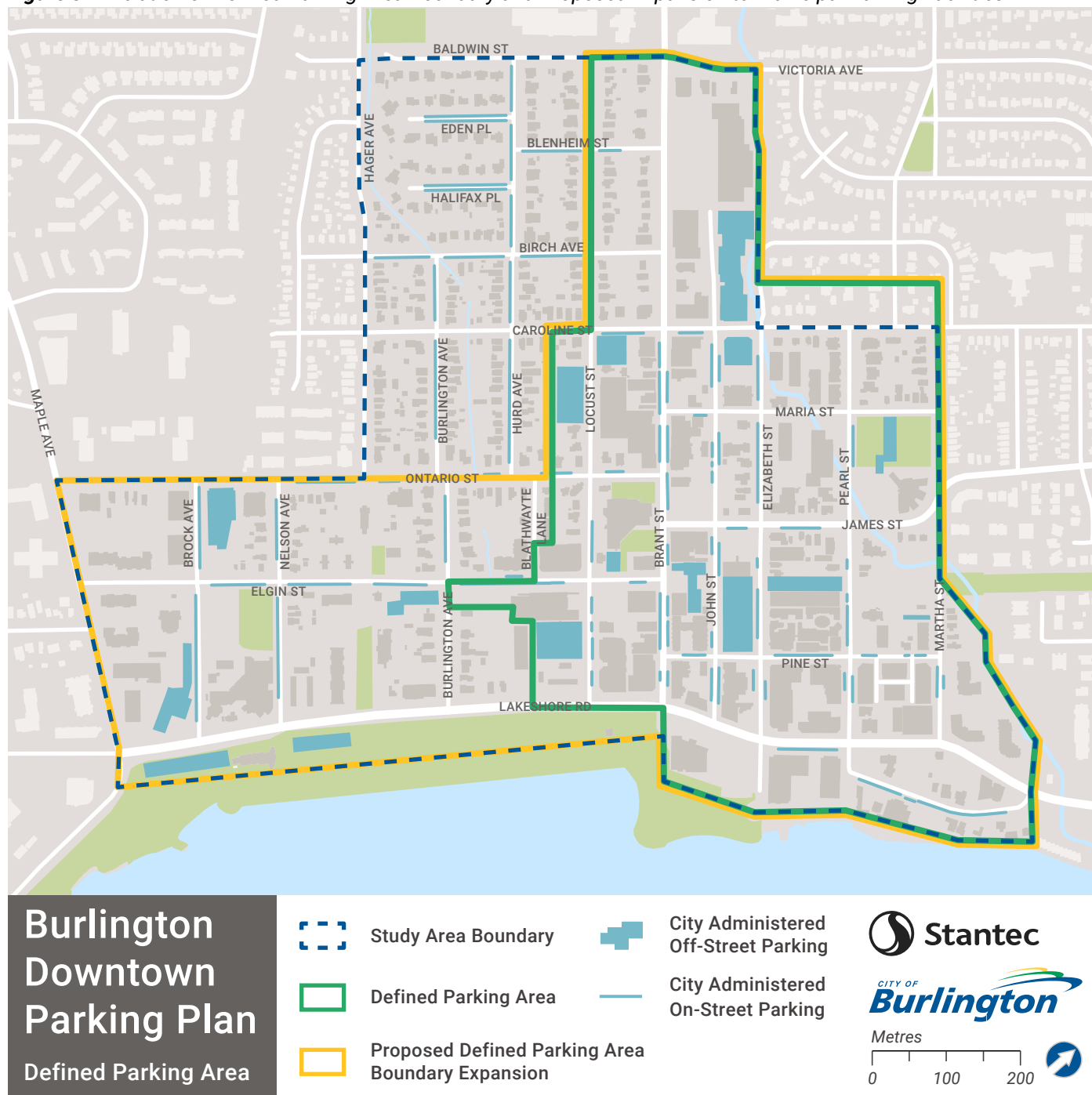
Balance Parking Supply and Demand	Provide Diverse Parking Solutions	Support for Economic Development	Enhance the Visitor Experience	Sustainability in Parking Management	Adapt to Greater Development Intensity	Maintenance and Management

The annual operating budget of municipal parking operations in the Downtown Parking Area is approximately \$2,451,000, of which roughly \$1 million is a contribution to the Defined Parking Area Reserve Fund. The Downtown Parking Area’s levy collection contributes \$273,780 to the reserve fund, playing a part in facility renewal and capital enhancements that maintain the parking system in a state of good repair.

As certain facilities associated with the Defined Parking Area are located significantly outside of the current defined area, and as commercial development has since occurred outside of the current defined area, with more foreseen, the City should consider expanding area boundaries to include the lands encompassed by Ontario Street, Maple Avenue, and Lakeshore Road. A replacement by-law should add the Waterfront West and Waterfront East lots to the list of special benefit contributors and capital funding recipients.

Such an expansion would support coordinated management of the entire Downtown parking system by more accurately levying beneficiaries of the Brock Avenue North and Brock Avenue South lots. The Waterfront lots could receive sensors to allow for accurate monitoring, consistent with other municipal facilities. Additional uses for the funds could support other recommendations with the Downtown Parking Plan, such as the installation of dynamic and static wayfinding to guide visitors before and after parking to and from destinations while balancing facility demand. Boundary expansion helps to keep up with escalating system needs, better ensuring long-term viability of the capital funding source.

Figure 39: Relation of Defined Parking Area Boundary and Proposed Expansion to Municipal Parking Facilities



ADDITIONAL PUBLIC GUIDANCE

A second round of engagement with the public and other interested parties helped to validate, finalize, and prioritize draft strategic recommendations.

Second Public Survey

The study team administered a second online survey open to public responses from June 14, 2025 until July 18, 2025. Hosted on the project website, city staff initiated promotion and encouraged participation in-person at the Sound of Music Festival in Spencer Smith park. Additional promotion took place across through City contact lists, social media accounts, and the project website.

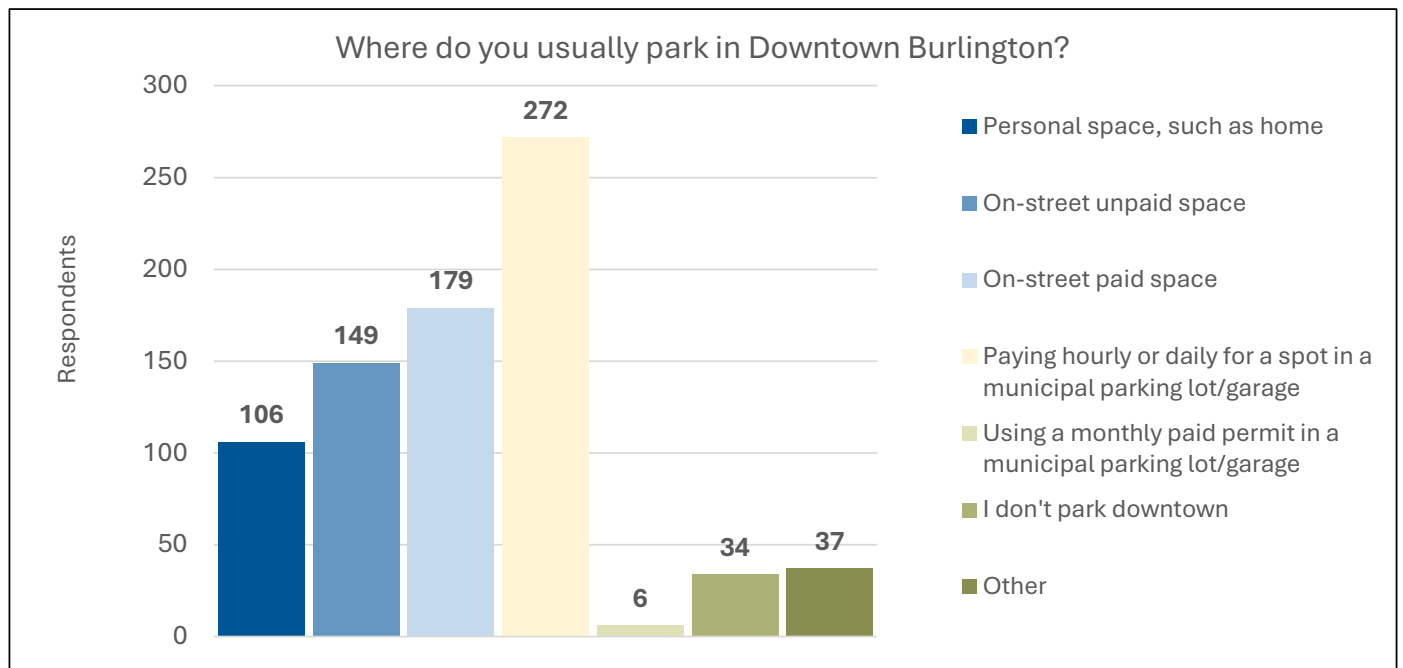
Downtown Affiliation

Five-hundred twenty-six individuals submitted survey responses. Of these respondents, the largest proportion—over one-third—represented visitors to Downtown Burlington. Fully 30 percent of participants were full time downtown residents. The next largest cohort consisted of those marking ‘Other.’ The vast majority of those who chose ‘Other’ wrote in that they were Burlington residents who did not live downtown. Seasonal downtown residents, downtown employees, and downtown business owners combined to form just under 12 percent of those who engaged with the online survey.

Facility Type Preference

When asked where respondents usually parked in Downtown Burlington, a municipal off-street space with an hourly or daily fee was the most common response, inclusive of more than half of all survey participants, who were allowed to choose multiple options (**Figure 40**). On-street paid parking was the second most popular facility type identified. Other parking options identified as commonly used by at least twenty percent of respondents included on-street unpaid parking and reserved spaces such as a personal space at one’s residence.

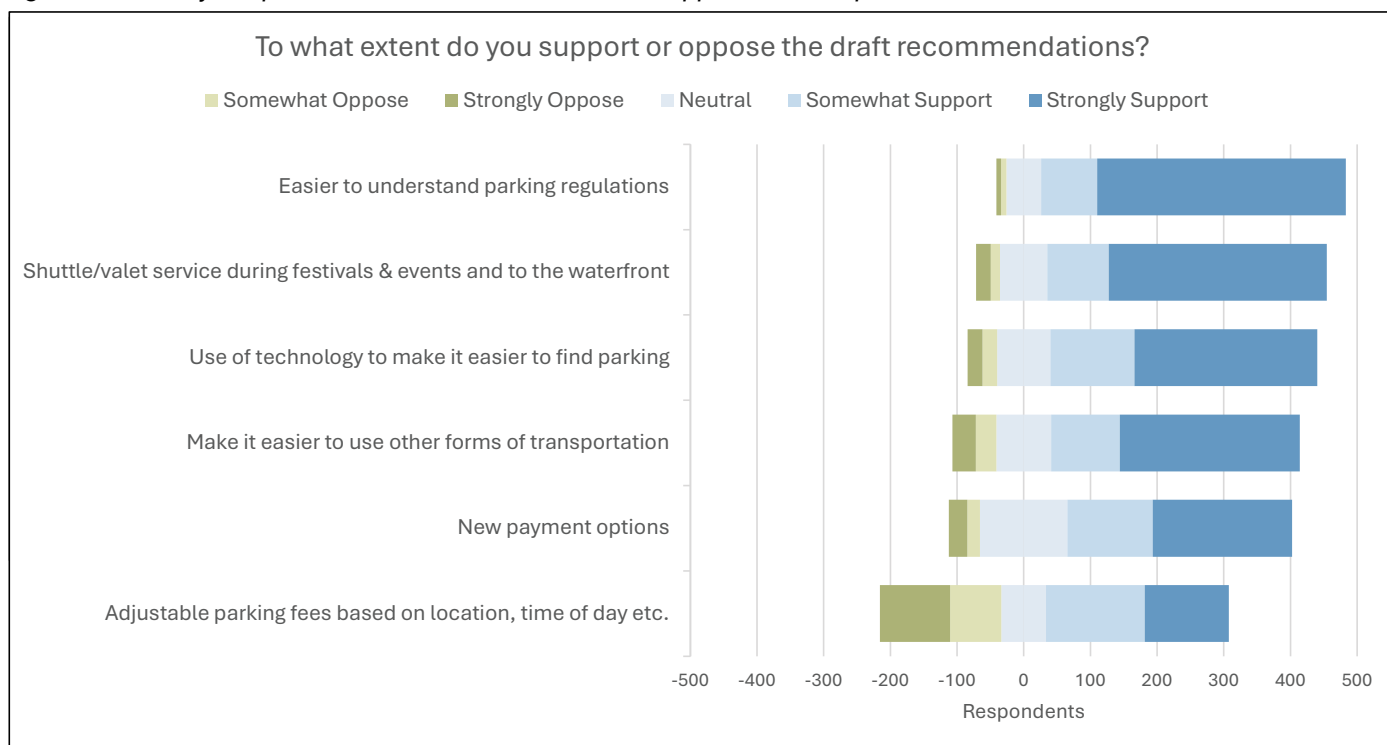
Figure 40: Survey Responses – Parking Facility Type Choice – All Respondents



Relative Support of Draft Recommendations

The primary purpose of this round of engagement was to ensure that no draft strategic recommendation themes facing widespread public opposition. Survey respondents showed high levels of support for most concepts. Participants indicated highest levels of support for simplification of parking regulations, event and waterfront management, and dynamic information to assist in finding available parking (Figure 41). They registered secondary, but still high support for broader and more easy-to-use multimodal transportation and payment options. The lowest levels of support, though still positive overall, were reserved for dynamic pricing of paid parking according to location and time of day.

Figure 41: Survey Responses – Draft Recommendation Support – All Respondents



Open-ended Responses

The survey also gave respondents the opportunity to communicate at length with the study team through an open-ended question that asked if the draft recommendation themes were missing any important topics. As with the preference survey association with the existing conditions assessment, participants mentioned some common subjects far more often than others.

Parking Fees/Costs: The most popular topic mentioned, public sentiment around parking fees in Downtown Burlington reflects a strong preference for maintaining free or low-cost parking, especially during evenings, weekends, and holidays. Affordability was a recurring concern. Several comments advocated for reinstating previously free periods—such as Saturdays and December—and suggested designated free parking days for Burlington residents to enjoy the waterfront and downtown amenities.

There were also calls for resident-specific benefits, such as free or discounted parking passes, and for short-term free parking to support quick errands or pickups. While some supported dynamic or surge pricing during peak times or special events, others warned that such strategies could feel punitive and discourage downtown visits. Overall, the feedback suggests that residents value simplicity and affordability.

Parking Requirements and Development: A dominant theme in public feedback is concern over insufficient parking in new residential developments, particularly high-rise condos in the downtown core. Many residents expressed frustration that new buildings often provide little or no visitor parking. The perception is that this has led to overflow into public lots and on-street parking, creating tension in surrounding neighborhoods and straining existing infrastructure.

Respondents emphasized the need for clear and enforceable parking requirements for new developments, including mandates for on-site parking and contributions to municipal parking infrastructure. Several comments called for better planning and accountability, suggesting that developers should help fund parking solutions or be required to meet minimum parking standards to avoid shifting the burden onto public supply.

Special Event and Waterfront Demand Management: Public input revealed strong interest in improving how parking is managed during special events and peak waterfront season. A recurring concern was the overcrowding and traffic congestion during major events like Canada Day, Sound of Music Festival, and Ribfest, which often overwhelm existing infrastructure. Many called for clearer signage and advance communication about road closures and parking restrictions to reduce confusion and improve traffic flow.

There was broad support for shuttle services, especially if they can bypass regular traffic through dedicated lanes or routes. Suggestions also included bike valet services, secure bike lockers, and temporary bike rental programs to encourage active transportation during events. Finally, several comments highlighted the need for integrated planning across departments, suggesting that parking, transit, and event logistics should be coordinated to support a more seamless experience.

Promotion of Other Transportation Modes: Many respondents expressed support for shifting focus from parking expansion to improving access to alternative transportation modes such as transit, cycling, and walking. A recurring theme was the need for better infrastructure and service quality to make these modes viable and attractive. Some advocated for creative solutions like seasonal shuttles, bike valets at events, and integrating green infrastructure into parking areas to enhance the downtown experience.

However, there was also a strong emphasis on equity and accessibility. Many commenters noted that seniors and people with mobility challenges often cannot rely on walking or biking, and that transit still requires too much walking or waiting. As such, while promoting other modes is seen as important, it must be balanced with maintaining accessible parking options, especially during peak times and festivals.

Relatively few respondents chose to mention topics encompassing permit options, payment and information systems, clarity of regulations, electric vehicle charging, and person safety/security.

Public Information Centre #2

After publication of the *Strategic Plan for Operations and Management*, City staff and the consultant team hosted a second Public Information Centre in an online teleconference open house format on October 9, 2025 from 7:00 to 8:30 p.m. Participants were able to review a document in advance of the meeting that included a detailed summary of each draft strategic recommendation as previously presented to the Downtown Parking Committee and Burlington Downtown Business Association.

The format provided an opportunity for open discussion between the public and the project team regarding potential management strategies. Before and concurrent with the meeting, members of the public were able to help prioritize draft recommendations by identifying which concepts provided the best value or should be implemented as soon as possible. The survey split strategies into two groups, those related to system regulation/performance or asset management/operations and those represented operational programs/policies. Participants could choose three priority initiatives from each list.

The most popular strategy, as identified by public participants was the redefinition of parking requirements described as updated requirements placed on new construction to ensure inventory support that extends beyond the new building site to the surrounding neighborhood (**Table 13**). The next most popular selection related to information systems, more specifically maps with easy-to-understand parking information and real-time digital information for visitors in helpful locations.

At least 40 percent of participants identified several other strategies as priorities. These include managing parking through performance measures and targets to ensure availability near downtown attractions, providing shuttle services during events and peak waterfront season, and enhancing access to transit, walking, and cycling to reduce parking demand. Additionally, participants supported revising defined parking area boundaries to include more contributors to the fund that supports the maintenance, improvement, and development of downtown parking infrastructure.

Table 13: Public Information Centre #2 Strategic Prioritization

Recommendation	Priority
Redefine Parking Requirements	76%
Expand Coordinated Information Systems	63%
Adopt Performance Measures and Define Performance Targets	54%
Create a Special Event and Waterfront Demand Management Program	52%
Pursue Multimodal Demand Reduction Opportunities	44%
Update Defined Parking Area Boundaries	40%
Enhance Personal Safety and Security in Public Parking Facilities	38%
Ensure Accessibility	32%
Reflect Performance Targets in Pricing	25%
Reassess Permit Program Options and Locations	25%
Enhance Payment Systems	25%
Redefine Electric Vehicle Charging and Occupancy Regulations	21%
Formalize Private Ownership – Public Access Agreement Policy	20%
Modify On-Street Regulations	17%
Institutionalize Temporary Displacement Policy	16%

ACTION PLAN

Implementing the proposed parking management strategies for Downtown Burlington will require a phased approach. While some strategies can be rolled out quickly, others will require more staff resources and capital investment. Certain initiatives are designed to complement one another and work best when implemented together, whereas others depend on a sequence of steps to be effective.


The Action Plan is meant to serve as a practical agenda to guide the execution of the strategies outlined in the Strategic Recommendations chapter. Each table in the plan corresponds to a specific implementation time frame, and individual actions are organized under four primary strategy themes (**Table 14, Table 15**). For each action, the plan outlines key implementation considerations, relative levels of cost, and—where applicable—community priorities identified through the Public Information Centre engagement exercises. As a living document, the Action Plan is intended to support decision-making by City of Burlington staff and their partners over time.

The Action Plan is organized via the following structure:

- ▶ **Time Frame**
 - Short Term = completed within one-to-two years
 - Long term = completed over the course of more than three years
- ▶ **Category**
 - Identifies the overarching strategy grouping, as outlined in the Strategic Recommendations chapter for each specific action
- ▶ **Action**
 - Individual previously-defined recommendations
- ▶ **Implementation Considerations**
 - Specific details related to an action that may require further evaluation or contemplation within the decision-making and implementation process
- ▶ **Relative Cost**
 - Scope of required investment to support execution
 - Actions marked with a single dollar sign (\$) indicate the lowest-cost initiatives, which can be implemented by staff without additional expense.
 - Additional dollar signs (\$\$ to \$\$\$\$) indicate increasing required levels of investment, such as contracted labour or capital improvements. Actions marked with four dollar signs represent the highest-cost initiatives, requiring substantial capital and operational resources to implement.
- ▶ **Community Priority**
 - A **blue** marker in the right-most column indicates that the action was identified as a top community priority during public engagement activities.
 - A **green** marker in the right-most column indicates that the action was identified as a top community priority during meetings with interested parties.



Table 14: Short-term Downtown Burlington Parking Action Plan

Category	Action	Implementation Considerations	Relative Cost	Community Priority
System Regulation and Performance	Adopt Performance Measures and Define Performance Targets	Adoption of on-street, off-street, and permit availability standards as the primary performance measure. Assessment of access versus proximity to demand generators.	\$	
	Modify On-Street Regulations	Revisitation of the justification for varying unpriced on-street rules in an effort to simplify the number and type of restrictions. Conducting a curbside monitoring study to assess passenger pick-up/drop-off and delivery activity.	\$\$	
	Reassess Permit Program Options and Locations	Examination of non-monthly off-street permit options. Adjustment of rates in fully-utilized permit lots. Increasing the availability of monthly permits in otherwise underutilized lots.	\$	
	Redefine Electric Vehicle Charging and Occupancy Regulations	Determination and employment of a second pricing mechanism (alternate fee models, charging configurations, and billing options) in addition to occupancy fees. Consistent enforcement of charger time limits.	\$	








Category	Action	Implementation Considerations	Relative Cost	Community Priority
Operational Programs and Policies	Formalize Private Ownership – Public Access Agreement Policy	Formalization of policies related to the pursuit of future agreements and inclusion of public access parking in new private construction. Standardization of management practices (e.g., branding, rates, schedules) as perceived by system users.	\$	
	Institutionalize Temporary Displacement Policy	Drafting a formal policy including clear definitions of displacement, affected zones, and duration thresholds. Integration of requirements and conditions into the permitting process.	\$	
	Redefine Parking Requirements	Continually monitor use in private development to adjust parking minimums to levels that reflect actual use patterns. Redefinition of requirements that ensures accessory parking serves broader access needs beyond the building site.	\$	
	Ensure Accessibility	Continual work with the City's Accessibility Specialist to integrate solutions into updates to by-law, site plan design guidelines, and accessibility standards.	\$	
Funding and Financials	Update Defined Parking Area Boundaries	Expansion of area boundaries to more accurately levy beneficiaries of municipal facilities. Enabling capital funding receipt for additional lots that contribute benefit to the parking system.	\$	

Table 15: Long-term Downtown Burlington Parking Action Plan

Category	Action	Implementation Considerations	Relative Cost	Community Priority
System Regulation and Performance	Reflect Performance Targets in Pricing	Implementation of tiered pricing and associated communication. Coordination of pricing with private operators. Adjustment of pricing schedules and removal of time limits (metered on-street). Conducting regular automated and supplemental utilization monitoring and analysis.	\$\$	
Asset Management and Operations	Enhance Payment Systems	Ensuring pay station upgrades enable acceptance of additional convenient payment methods and are equipped with forward-compatible communications equipment.	\$\$\$	
	Expand Coordinated Information Systems	Creation of a highly legible static map. Installation of dynamic wayfinding and supply indication at district gateways. Upgrade and enhancement of on-site information displays.	\$\$\$	
	Enhance Personal Safety and Security in Public Parking Facilities	Development of comprehensive security plans for each facility that incorporate design and operational measures. On-the-ground installation.	\$\$	
	Identify Future Capacity Expansion Opportunities (Potential new lot or parking structure)	Definition of project objectives. Identification and site analysis of potential parcels. Development of preliminary conceptual plans. Estimation of acquisition, engineering, construction, and ancillary costs.	\$\$\$\$	

Category	Action	Implementation Considerations	Relative Cost	Community Priority
Operational Programs and Policies	Create a Special Event and Waterfront Demand Management Program	Definition of operating hours, pick-up/drop-off areas, remote lots, valet parking zones, and vehicle circulation patterns to and from visitor parking or drop-off. Formalization of a permitting process for any private operators including eligibility criteria, review procedures, and conditions for approval. Designing a policy framework that permits pricing at select facilities, outside the standard rate schedule, during major special events.	\$\$\$	
	Pursue Multimodal Demand Reduction Opportunities	Establishment of a mobility node to unite transportation options, shared mobility services, and active transportation amenities. Choice of spaces in strategic locations for commercial shared vehicle operations. Assessment of pedestrian environmental quality within the Downtown parking study area. Exploration of green infrastructure implementation opportunities.	\$\$	



What we heard

Downtown Parking Plan

Appendix B to PWS-05-26

Engagement Report

Engagement

The City of Burlington invited residents to take part on the engagement of the Downtown Parking Plan. The Burlington Downtown Parking Plan will help determine future parking needs that support growth and land use in the downtown area. Having a strategic downtown parking plan will result in better parking options and financial sustainability.

Number of Community Members Engaged

<i>Date</i>	<i>Activity</i>	<i>Details</i>
Sept. 14, 2024	Food For Feedback Event	Hosted a booth at event. Approx 2000+ in attendance
Oct. 2024	Survey #1- Gathering feedback	1099 surveys completed
Nov. 19, 2024	Public Information Session	
July 2025	Survey #2- Early recommendations input	527 surveys completed
Oct. 2025	Public Information Session- virtual	

Communication

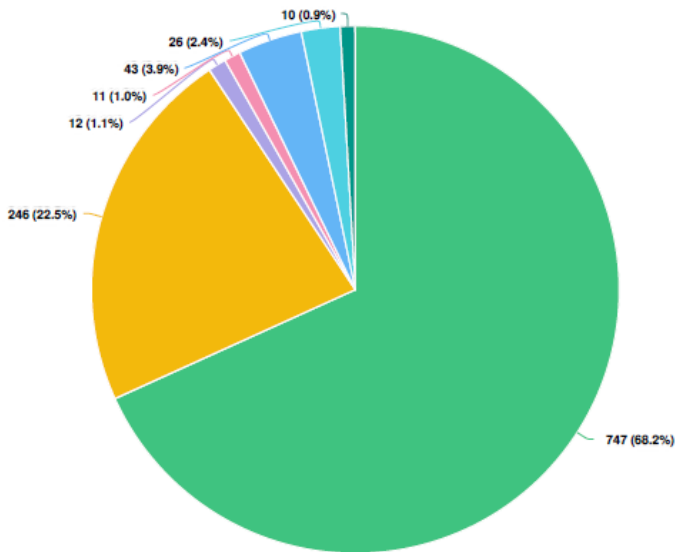
Community engagement opportunities were promoted using the following methods:

- Get Involved Burlington Project Page – 5.2K page visits
- Get involved Burlington e-newsletters – 6800+ subscribers
- Social Media posts - Campaign timeline - Sept. – Nov. 2024
 - Impressions - 72,298
 - Engagements – 3,964
 - Post link clicks – 463
 - # of posts- 28

- Social Media posts – Campaign timeline – July 1 – 31, 2025
 - Impressions -14,394
 - Engagements – 467
 - Post link clicks – 112
 - # of posts – 11
- Social Media posts – Campaign timeline – Oct 8 – 31, 2025
 - Impressions -7,102
 - Engagements – 160
 - Post link clicks – 23
 - # of posts – 5

Key Findings – Survey # 1 Sept – Oct. 2024

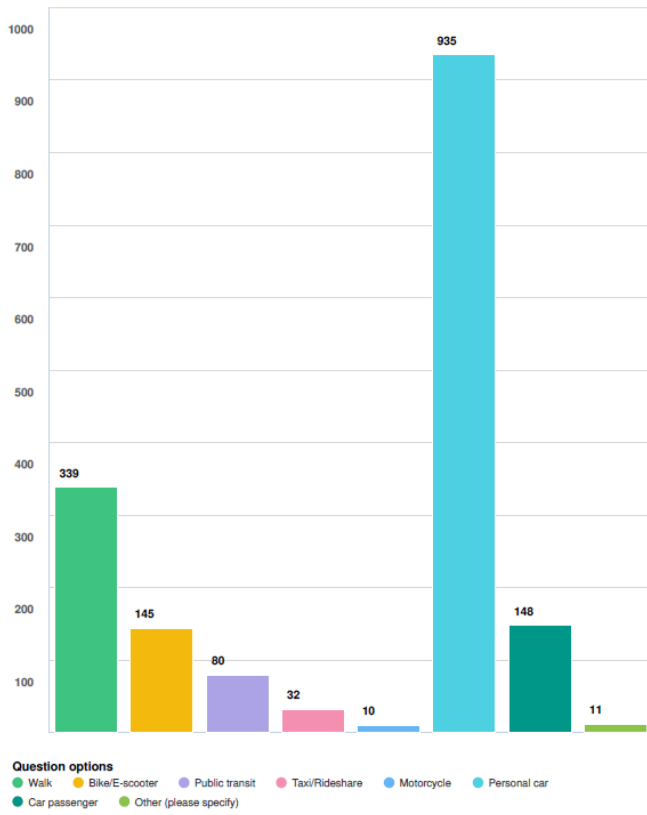
Which of these options best describes you?



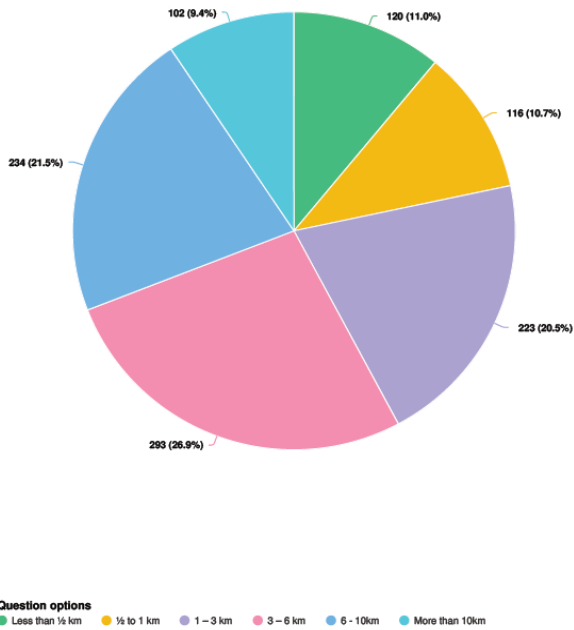
Question options

- Live in Burlington
- Live in Downtown Burlington
- Both a downtown resident and business owner
- Downtown business owner
- Work downtown but live elsewhere
- Visitor
- Other (please specify)

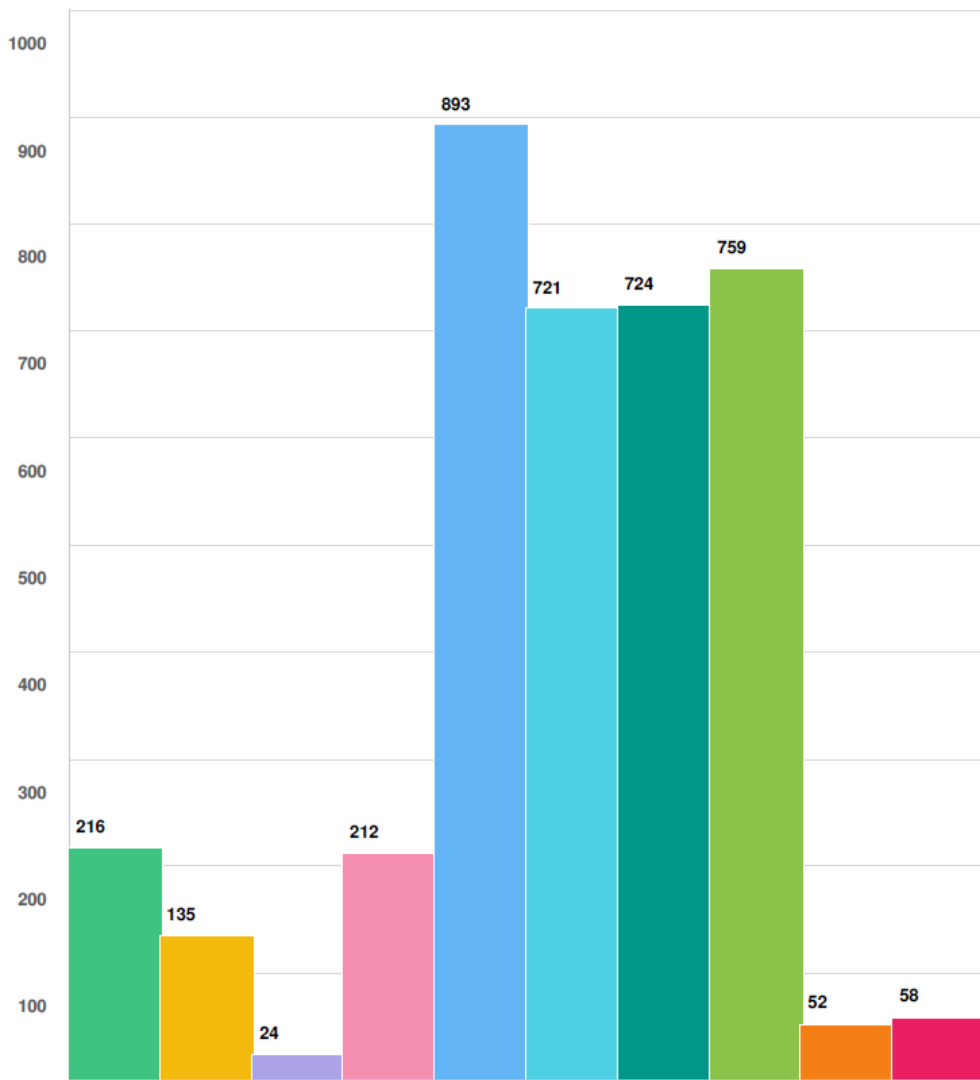
How do you usually travel to Downtown Burlington? (Select all that apply)



How far do you travel to get to Downtown Burlington?



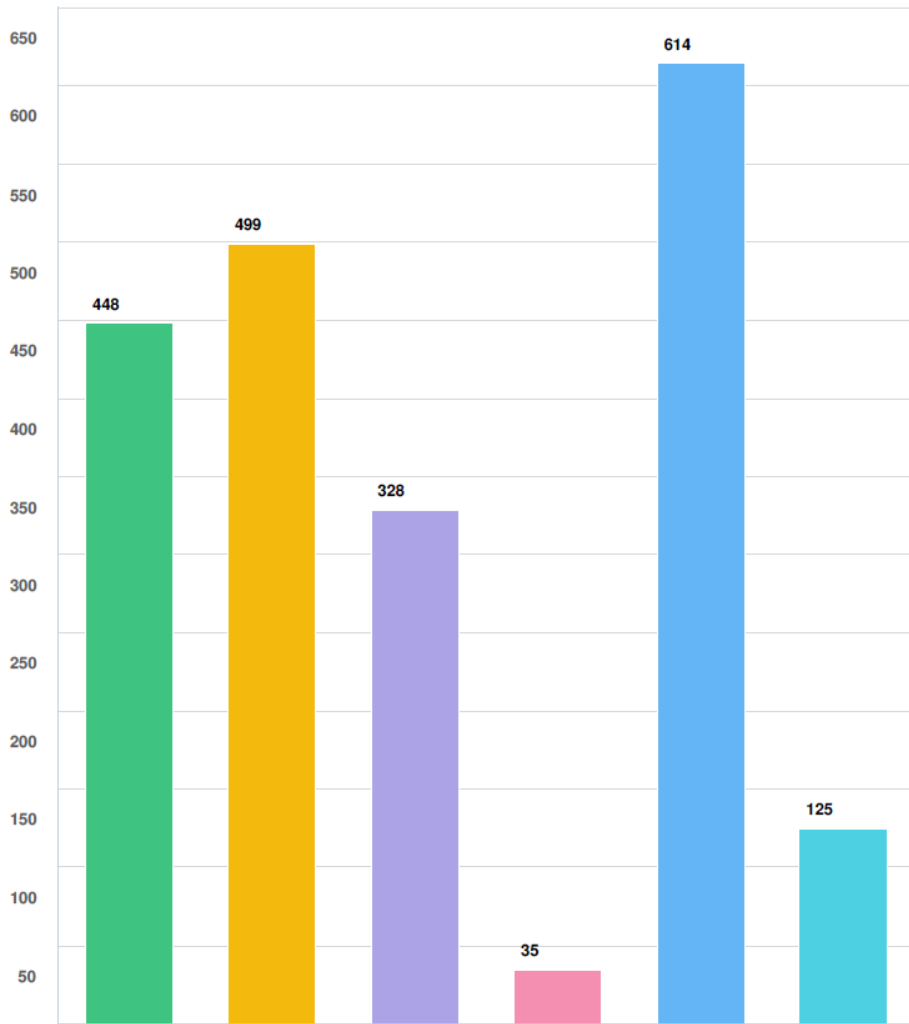
Why do you travel to Downtown Burlington? (select all that apply).



Question options

- Live
- Work
- Own a business
- Visit family/friends
- Visit restaurants/bars
- Shopping/errands/appointments
- Recreational/leisure/beach
- Attend festivals or events
- Worship
- Other (please specify)

Where do you usually park in Downtown Burlington? (select all that apply)



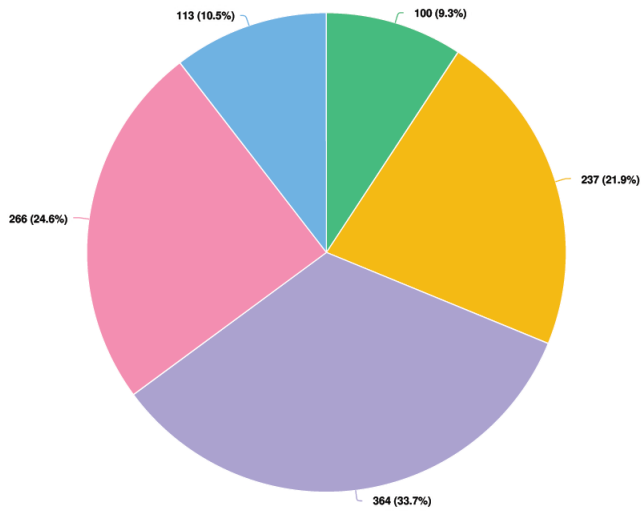
Question options

- A space that I don't pay for
- On-street paid space
- On-street unpaid space
- A parking lot/garage that is paid for monthly
- A parking lot/garage that is paid for hourly or daily
- Other (please specify)

When parking in Downtown Burlington, what are your most important considerations?



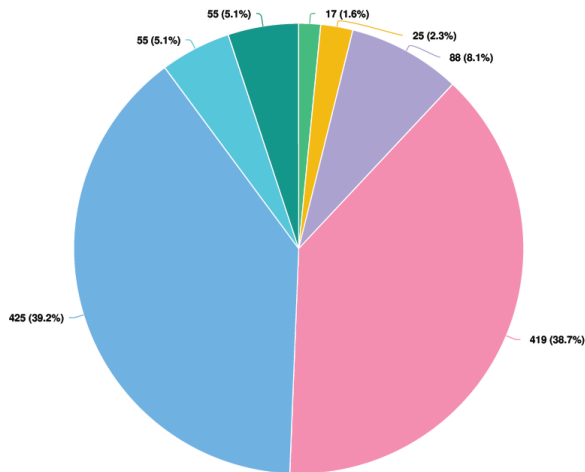
How long does it usually take you to find a parking spot?



Question options

- More than 10 minutes
- 5 - 10 minutes
- 3 - 5 minutes
- 1 - 3 minutes
- less than a minute

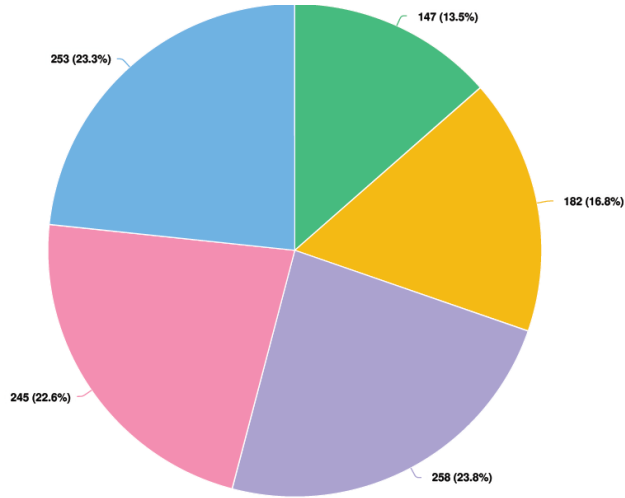
How long do you usually park?



Question options

- More than 8 hours
- 5 - 8 hours
- 2 - 5 hours
- 1 - 2 hours
- 30 minutes to 1 hour
- 15 - 30 minutes
- Less than 15 minutes

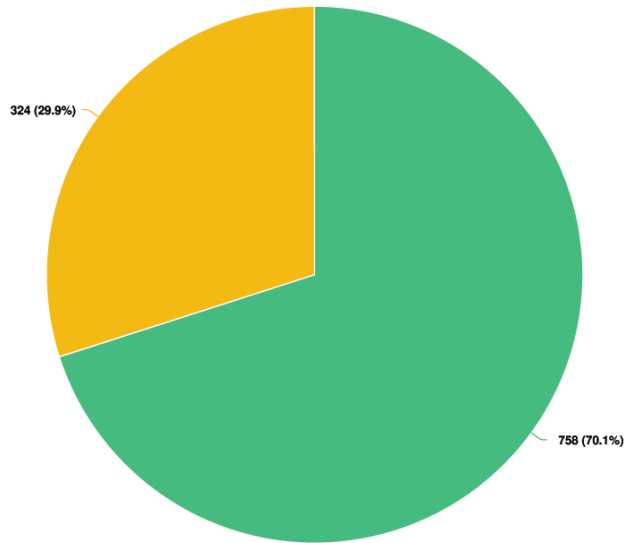
How far from your destination did you park the last time you parked in Downtown Burlington?



Question options

- 3 or more blocks away
- 2 blocks away
- 1 block away
- The same block
- At my destination's parking lot

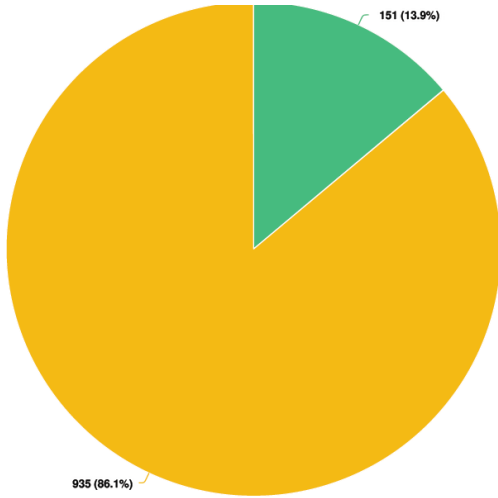
Do you ever avoid traveling to the downtown because you think you might not be able to find a spot?



Question options

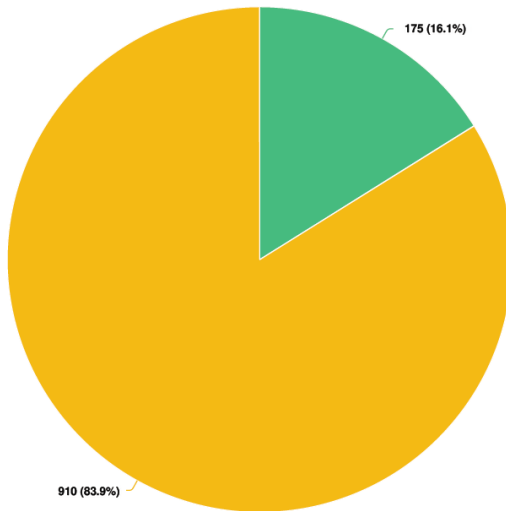
- No
- Yes

Do you ever avoid certain parking lots because of safety?



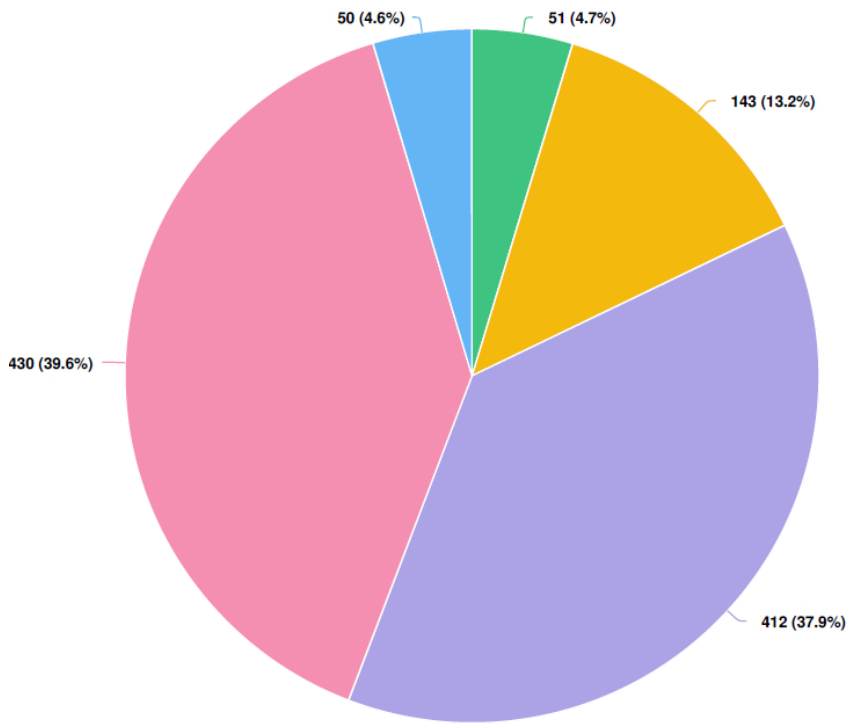
Question options
● No ● Yes

Do you ever avoid walking to your destination because of safety?



Question options
● No ● Yes

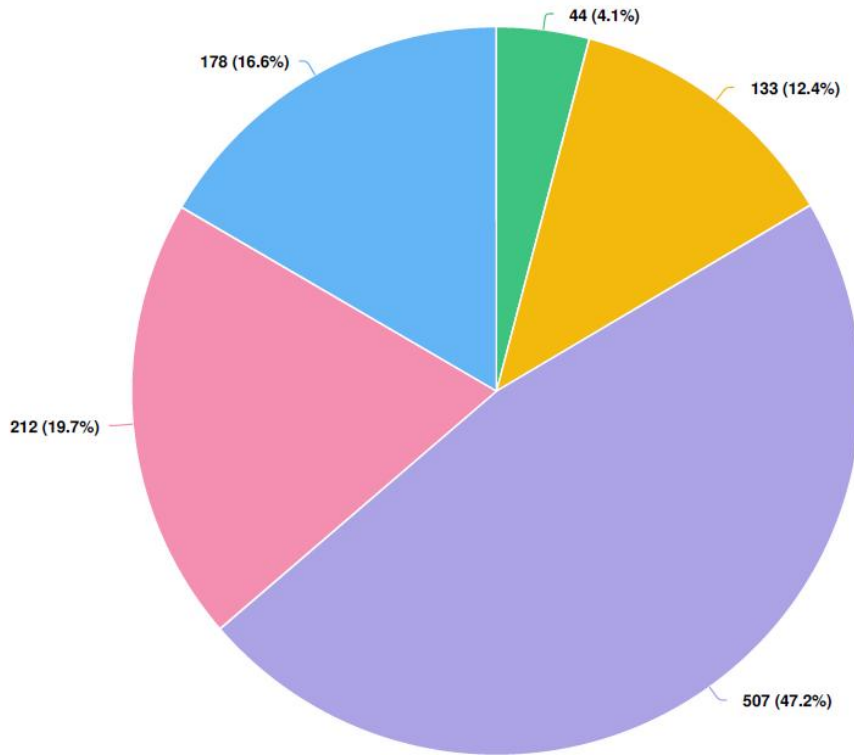
I consider parking signage and markings in Downtown Burlington to be:



Question options

- Extremely clear
- Clear
- Somewhat clear
- Unclear
- Extremely unclear

Parking enforcement in Downtown Burlington is:



Question options

- Too strict
- Strong
- Just right
- Lacking
- Nonexistent

Do you have any other comments about parking in Downtown Burlington? Top 10 themes	
1. Not Enough Parking (Especially During Events & Summer)	<ul style="list-style-type: none"> • A dominant theme is that parking supply feels insufficient, particularly near Spencer Smith Park, the waterfront, festivals, and during construction. • Many respondents say they avoid downtown because parking is too difficult to find.
2. High Demand for More Parking Garages	<p>Hundreds of comments call for additional multi-level garages, especially:</p> <ul style="list-style-type: none"> • near Village Square • Elizabeth / Martha / John Street • close to the waterfront • using existing surface lots to “build up”
3. Strong Desire for More Free or Affordable Parking	<p>A major theme:</p> <ul style="list-style-type: none"> • Bring back free Saturdays • Free December holiday parking • Free evenings & weekends • Reduced rates for short stays. • Cheaper rates overall
4. Employee Parking Challenges	<p>Downtown workers consistently report:</p> <ul style="list-style-type: none"> • Parking costs are a financial burden • No long-term options for >3-hour shifts • Safety concerns when walking far early/late • Desire for employee discount passes or designated lots
5. Frustration with Condo Development & Insufficient Parking Minimums	<p>Residents frequently cite:</p> <ul style="list-style-type: none"> • New condos built with 1 or fewer spots per unit • No visitor parking in many buildings • Overflow into public lots and on-street spaces <p>Many feel the city is approving density “without infrastructure.”</p>
6. Concerns About Traffic Congestion	<p>Traffic is mentioned almost as often as parking:</p> <ul style="list-style-type: none"> • Overcrowded roads near Lakeshore, Brant, Maple • Festivals worsen congestion • Highway backups push cars downtown
7. Parking Technology Problems (Meters, HONK, Visibility)	<p>A number of complaints are about technology:</p> <ul style="list-style-type: none"> • Meter screens unreadable in the sun • Credit cards not working • HONK app frustrations or distrust of phone-based payment • Seniors unable or unwilling to use smartphones • Confusing or hard-to-find Zone Numbers
8. Mixed Views on Street Patios (Seen as Taking Away Parking)	<p>Many respondents say temporary patios:</p> <ul style="list-style-type: none"> • Remove street parking • Narrow lanes • Reduce accessibility • Others like patios but feel they need better placement.

*Do you have any other comments about parking in Downtown Burlington?
Top 10 themes*

9. Demand for Improved Accessibility Parking

Strong concerns from:

- Seniors
- People with mobility issues

Caregivers Themes include:

- Not enough accessible spots
- Spots too far from destinations
- Wheelchair ramps poorly located
- Elevators in garages not always functioning

10. Split Community Opinions on “More Parking vs. Less Cars”

Group A – “We need more parking.”

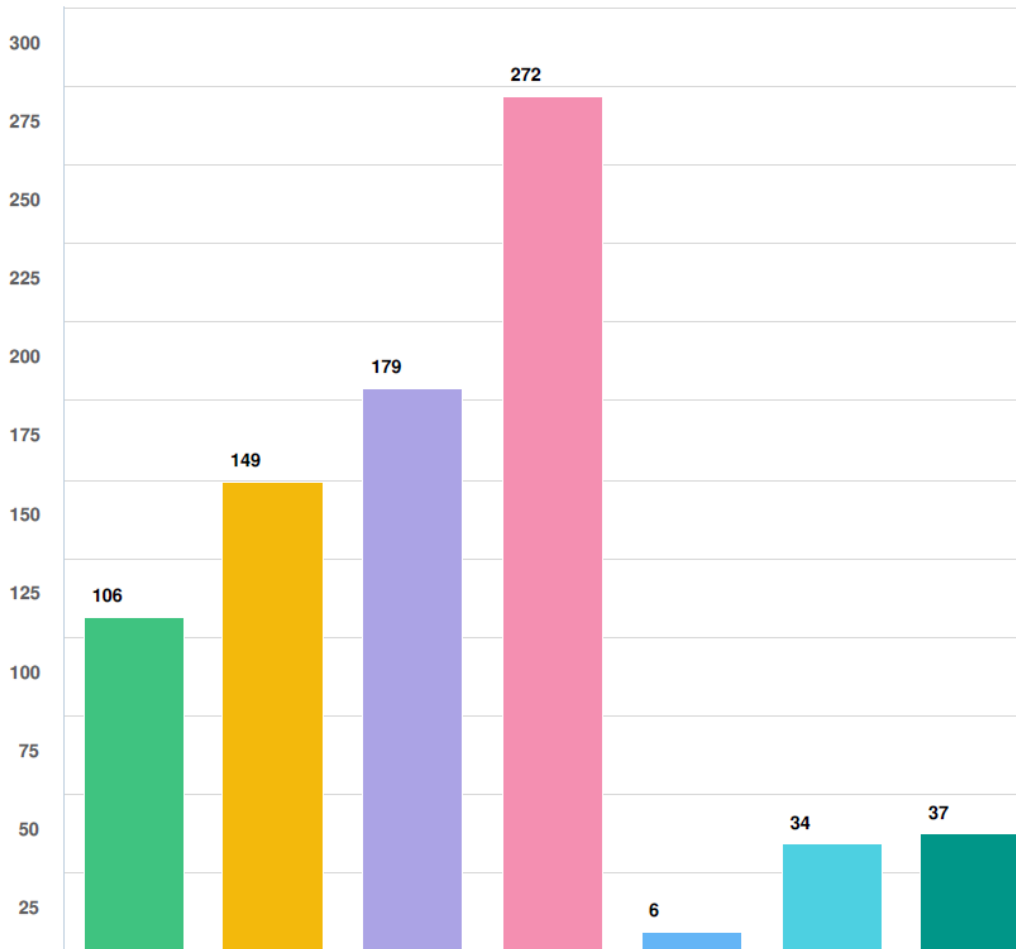
- Want more lots, garages, free parking
- Feel the city discourages drivers
- Fear downtown will become inaccessible

Group B – “We need fewer cars.”

- Want better transit, cycling, and walkability
- Support reducing surface lots
- Oppose adding more parking
- Cite environmental and urban design benefits

Key Findings – Survey # 2 June – July 2025- Draft recommendations

Where do you usually park in Downtown Burlington?



Question options

- Personal space, such as home
- On-street unpaid space
- On-street paid space
- Paying hourly or daily for a spot in a municipal parking lot/garage
- Using a monthly paid permit in a municipal parking lot/garage
- I don't park downtown
- Other (please specify)

To what extent do you support or oppose the draft recommendations?



Next Steps

Final Report to Committee and Council in February 2026.



BURLINGTON DOWNTOWN

Executive Director's Report

December 2025 / January 2026

+

Downtown Parking Survey results

Executive Summary

+

Next Steps

Downtown Parking Survey 2025

Parking Survey Fast Facts:

- 10- minute survey with 11 questions
- Comments and open-ended commentary as well as “fixed” selections
- Open for 20 days: December 3rd to December 23
- Promoted: 3x E-news and direct member visits

Downtown Parking Survey Analysis

Overview: The survey of **27** downtown business stakeholders revealed critical concerns regarding the current and future state of public parking. The respondents, **97%** of which were businesses east of Brant Street identified as being heavily reliant on automobile transportation. They expressed overwhelming concern with parking availability. There is a strong consensus that the current parking supply is insufficient to support business operations today or accommodate future growth.

Key Findings

- **Critical Shortage for Growth:** **92%** of respondents disagree that there is adequate public parking to support the growth of their business over the next 5 years.
- **Employee Impact:** **69%** report that there is insufficient parking within one block to meet the needs of their staff, **77%** of whom rely primarily on automobiles.

- **Negative Customer Experience:** **96%** of businesses describe the feedback they receive from patrons regarding parking as "generally negative."
 - **High Frequency of Complaints:** **65%** of businesses receive feedback about parking from patrons on a frequent or daily basis.
 - **Opposition to Paid Parking Extension:** **77%** of respondents are opposed to extending paid parking hours past 6:00 p.m.
-

Detailed Analysis

1.Primary Pain Points: Availability and Convenience When asked to rank their patrons' most important parking considerations, respondents identified "**Ease of finding a parking space**" as the number one priority, followed closely by "**Location/convenience.**"

- **Tier 1 Concerns (Highest Priority):** Ease of finding a space; Location/Convenience.
- **Tier 2 Concerns:** Cost/Price; Type of parking; Security/Safety.
- **Tier 3 Concerns:** Ability to leave a car all day.

Qualitative feedback indicates that patrons are frustrated by the need to "circle" for spots, with some leaving the area entirely if parking cannot be found quickly.

2.Patron Behavior and Turnover The majority of businesses serve patrons who require short-to-medium term parking:

- **46% report patrons stay less than 1 hour.**
- **42% report patrons stay 1–3 hours.**
- Only **8%** report patron visits exceeding 3 hours.

This usage pattern suggests a high need for turnover and readily available short-term spots near business entrances, rather than long-term storage options.

3. Policy Feedback: Paid Parking Hours There is strong resistance to the proposed extension of paid parking after 6:00 p.m.

- **20 out of 26 respondents (77%) voted "No" to the extension.**
- Among the few who were open to it, conditions were suggested, such as ensuring the revenue directly funds parking improvements or extending it only to 8:00 p.m. rather than late night.

Operational Impact The lack of parking is not just a customer service issue but an operational one. With nearly 70% of businesses stating their employees cannot find adequate parking nearby, staff are often forced to compete for the same limited inventory as customers or park at significant distances/costs, further straining the limited supply.

Conclusion

The survey results quantify a business community deeply concerned about parking infrastructure. The prevailing sentiment is that the current supply is already at capacity and inhibiting potential revenue. Stakeholders strongly favor strategies that increase the **supply and ease of finding spaces** over changes to pricing structures or enforcement hours. Addressing the availability of convenient, short-term parking is identified as the most critical factor for sustaining downtown business vitality.

Next Steps:

- **Synthesize** and share survey results with BDBA membership
- **Share** detailed survey and summary with Transportation Services, C.O.B. and Downtown Parking Advisory Committee
- **Integrate** the results into the Downtown Parking Plan report, slated for Q1 2026, as “lived experiences” data
- **Support and advocate** with City Council a plan to build new public parking supply east of Brant Street (garage?) and expedite funding

10 - Minute Downtown PARKING Survey

27 Responses 09:37 Average time to complete Active Status

1. What is your business address?

27 Responses

Latest Responses
"396 Martha Street"
"707 Brant st"
"408 John St"

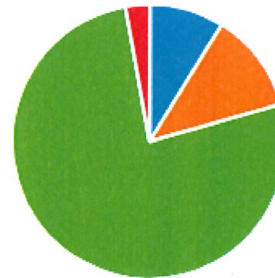
2. How many full-time staff members does your business employ annually?

27 Responses

Latest Responses
"7"
"6"
"2"

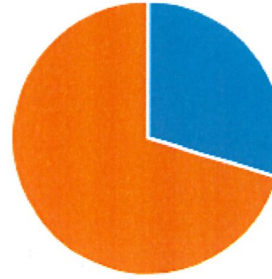
3. What is the **primary** mode of transportation for your full-time staff members?

- Walk 3
- Bus/Transit 4
- Automobile 26
- Other 1



4. Do you agree with the following statement: *"There is adequate public parking (within one block) to meet the needs of my employees that drive"*?

● Yes	8
● No	19



5. COMMENTS:

19
Responses

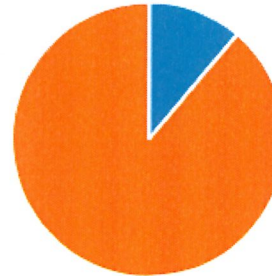
Latest Responses

"As a brand new business, at times I have family members or...

"Definitely not enough parking "

6. Do you agree with the following statement: *"There is adequate public parking supply Downtown to support the growth of my business over the next 5 years"*?

● Yes	3
● No	24



7. COMMENTS:

15
Responses

Latest Responses

"Being on Martha street, we are tucked away and parking is ...

"My clients can barely find parking "

8. The BDBA would like to learn more about feedback that your patrons have shared regarding public parking supply.

What is the *average* amount of time that a patron spends in your place of business?



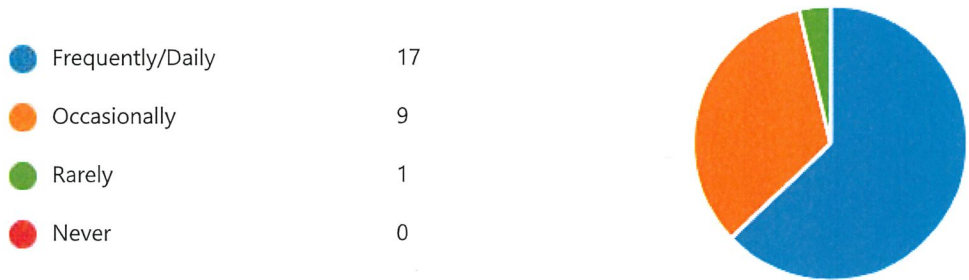
9. Other/Comments:

7 Responses

Latest Responses

"If we had even a collection of spots that were 1 hour or less,..."
"My clients have to circle and circle the streets before finding..."

10. How frequently do your patrons engage you (and your staff) with feedback about Downtown parking?



11. COMMENTS:

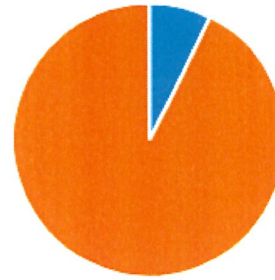
12 Responses

Latest Responses

"It's the Holiday season... outside of which red non alcoholic w..."

12. Is the feedback your business receives about Downtown parking *generally*:

- Positive 2
- Negative 25

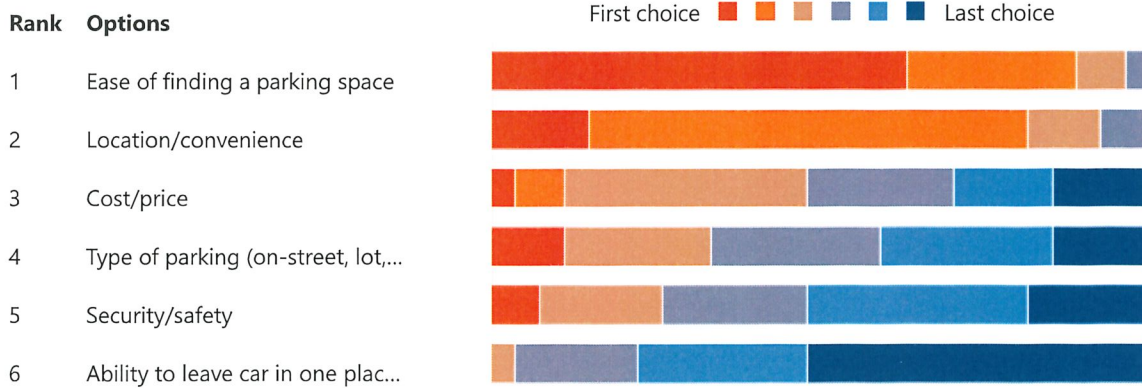


13. Comments:

11 Responses

Latest Responses
"covered in other comments."

14. (Regarding negative feedback): How do you characterize your patrons' **most important** parking considerations. Please rank



15. **As noted, City Council will be considering a series of long-term parking strategies and options to enhance the public parking system downtown.**

What is the *most important* recommendation that your business feels would enhance parking operations Downtown?

27 Responses

Latest Responses

"The city laws for parking downtown are actually very accom...

"Another parking garage "

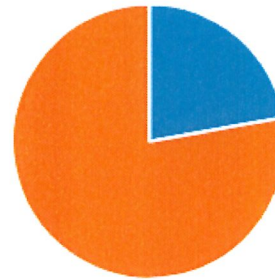
"Daily maximum charges "

16. Finally, a subcommittee of the DPC is investigating changes to paid parking after 6:00 p.m.

- Paid parking: Mondays to Fridays/Saturdays (Lots 1, 4, 5 and on-street parking) from 9 a.m. to 6 p.m. The parking rate is \$2 per hour.
- There is no fee to park in most Downtown parking lots from 6 p.m. to 1 a.m. Monday to Friday, and all day on Saturday, Sunday and holidays.

Does your business support a change that would result in charging for parking after 6:00 p.m.?

● Yes	6
● No	21



17. If yes, how long should paid parking extend after 6:00 p.m.?

10 Responses

Latest Responses

"9pm Question 16 has an error. Saturdays is paid parking do..."



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SUBJECT: Electric Vehicle Charging Policy and pricing options

TO: Committee of the Whole

FROM: Public Works
Transportation

Report Number: PWS-06-26

Wards Affected: All

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Approve the Electric Vehicle Charging Stations on City Property Corporate Policy attached as Appendix A to public works report PWS-06-26; and

Approve option 4 of the pricing strategy as outlined in public works report PWS-06-26; and

Report back with the necessary amendments to the Rates and Fees By-law as well as the Parking and Idling By-law for approval by City Council to implement the fees in Q2 2026.

Executive Summary

Purpose of report:

To recommend a fee structure be implemented for the City's publicly available electric vehicle (EV) chargers and establish a corporate policy for EV charging.

Key findings:

- Report [PWS-02-25](#) EV Charging Policy and Fee Options was presented to City Council in July 2025 and deferred for staff to conduct additional data analysis and engage with the Downtown Parking Advisory Committee.
- Since adopting its 2014 Community Energy Plan, Burlington has significantly expanded EV charging infrastructure through public and private investment, supporting its goal of becoming a net carbon neutral community by 2050.
- Staff found most Ontario municipalities charge \$1–\$3/hour for Level 2 EV charging, some increase rates after initial hours, and a few offer free charging with parking fees.

- To help manage the increasing inventory of City owned EV charging stations, staff have developed an Electric Vehicle Charging Stations on City Property Policy to provide guidance on the operation, maintenance, monitoring and reporting of the chargers.

Implications:

- The City is facing rising costs for maintenance, repairs, and electricity as its electric vehicle charging infrastructure expands and utilization increases.

Recommendation Report

Background

In 2014, City Council approved a Community Energy Plan for Burlington that included an action to support electric mobility: Monitor the electric vehicle (EV) market and investigate the feasibility of EV charging stations at City facilities, including downtown parking lots. Supporting electric mobility was further strengthened in the 2020 Climate Action Plan where it was identified as a key program area to help achieve the target to be a net carbon neutral community by 2050.

Since the approval of the Community Energy Plan, the City, institutions, and private businesses have actively invested in charging infrastructure to help support the adoption of EVs in Burlington. Between 2015 and 2022, the City steadily expanded its EV charging network through multiple provincial, federal, and partner funding programs. Installations grew from two stations in 2015 to 49 charging stations (94 charging heads) in 2025. With 20 of those charging stations (37 charging heads) located in the downtown core and the remaining 29 (57 charging heads) at various locations in the community, including the City's only Level 3 chargers, with most available for public use. As a result, from 2021 to 2024 electricity use increased by nearly 400%.

Industry Scan

Staff reviewed online data for municipal charging fees in 22 municipalities located in southwestern/central Ontario. More information can be found in Appendix B.

- Seventeen municipalities (77%) charge an hourly charging fee, ranging from \$1.00 - \$3.00 per hour (for Level 2 chargers). Eight out of 17 (47%) charge \$1.50 - \$2.00 per hour.
- Six municipalities implemented a secondary charge, meaning a higher hourly rate is applied following a certain number of either free or a lower hourly rate.
- Four municipalities offer free charging (but parking fees apply where applicable).

Operational and Lifecycle Costs

The cost of ownership of the City EV charging infrastructure has increased with an annual operating cost of approximately \$120,000 to cover electricity, licensing fees (cloud plan), maintenance/repairs and replacements. This does not include staff time required to operate and maintain the stations.

The current asset value of the City's charging infrastructure is estimated at just over \$1.3 million. The cost of installing a new Level 2 charging station is budgeted at \$25,000 and a Level 3 charging station at \$50,000 although, this could vary depending on the capacity of the

Level 3 charger. The costs of repairing stations range from \$1,000 to \$8,000 depending on the severity of the repair.

In 2022, the responsibility to install, operate, maintain and monitor the charging stations was consolidated under the Energy and Emissions staff team. As the EV charging inventory continues to grow, so has the time required to manage the inventory under the existing staff complement.

Downtown Economic Development

One of the consequences of offering free charging at the City's EV charging stations is the disincentive to move a vehicle even after it's fully charged. Data from the City's downtown charging stations indicates that vehicles are left plugged in beyond the four-hour maximum time. There is a four-hour limit for charging in the Parking and Idling Bylaw which is currently enforced on a complaint basis.

The City's Downtown Parking Master Plan (PWS-05-26) highlights that increasing vehicle turnover is correlated with increasing patronage to downtown businesses and optimizing vehicle turnover is a recommended objective of any future changes to the Parking and Idling Bylaw. Introducing an EV charging fee is expected to improve availability at the City's chargers by encouraging drivers to move their vehicles once charging is complete, freeing up spaces for other EV users and reducing the likelihood of fees from extended parking.

In November 2025, staff presented data and the recommended option, less the overnight portion, to the Downtown Parking Advisory Committee. Follow-up material was provided to the Committee in early 2026 and included in Appendix B – "Additional information provided to the downtown parking advisory committee."

Achieving Climate Action Objectives

City Council has supported free EV charging at City owned chargers to incentivize EV ownership in Burlington, to help reduce emissions, and work towards the target to be a net carbon neutral community by 2050. Staff track EV ownership data published by the Ministry of Transportation and since 2019, ownership of battery electric vehicles (full electric) in Burlington has increased by almost 500 percent. Local EV test drive events with Plug'n Drive have also helped to promote the benefits of electric mobility.

Public Feedback/Opinion

Sustainability staff engaged the public to prioritize action areas for the Burlington Climate Plan (PWS-01-26). Support for City owned EV charging stations is low compared to other areas such as walking and cycling, transit, sustainable new building standards, and the Better Homes Burlington program. Providing free charging is seen to serve a small part of the population who can afford EVs and, therefore, is not seen to be equitable.

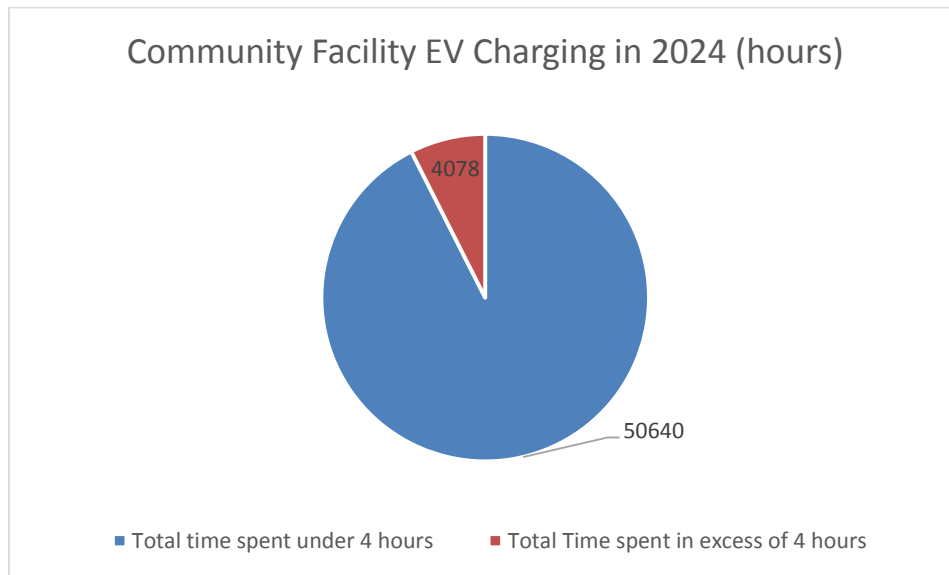
To help manage the increasing inventory of City owned EV charging stations, staff have developed an EV Charging Stations on City Property corporate policy (refer to Appendix A) to provide guidance on the operation, maintenance, monitoring and reporting of the chargers.

Analysis

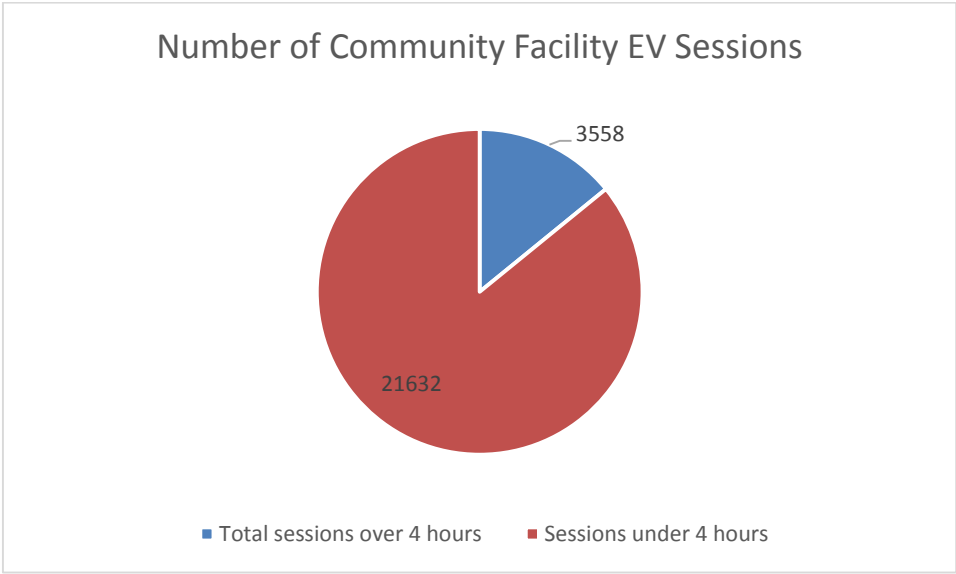
Overstay Data

Below is 2024 data for Level 2 stations at both community facilities and downtown parking lots, excluding chargers where data is not available (City Hall) and City fleet charging sessions.

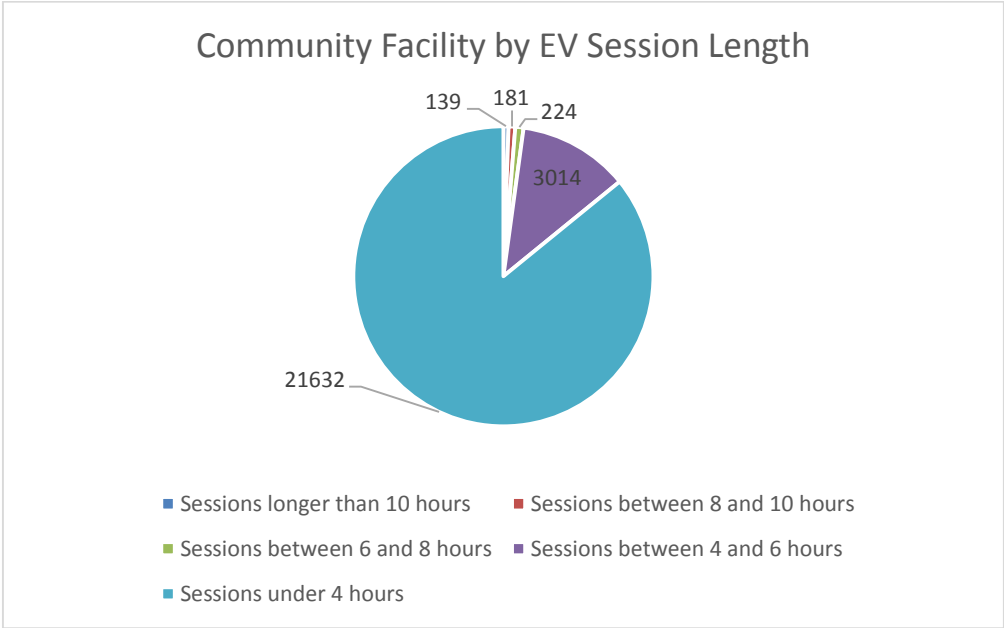
Community Facilities



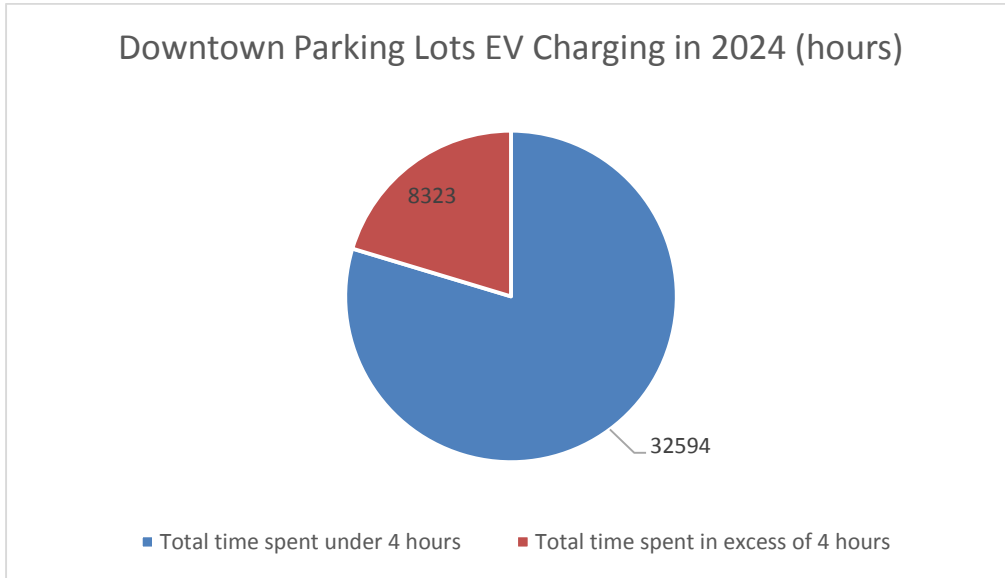
Vehicles plugged in at community facilities for just under 55,000 hours in 2024 with 7.5% of sessions exceeding 4 hours in length. This shows that most of these stations are used appropriately and primarily as a convenience when users are using the amenities on site.



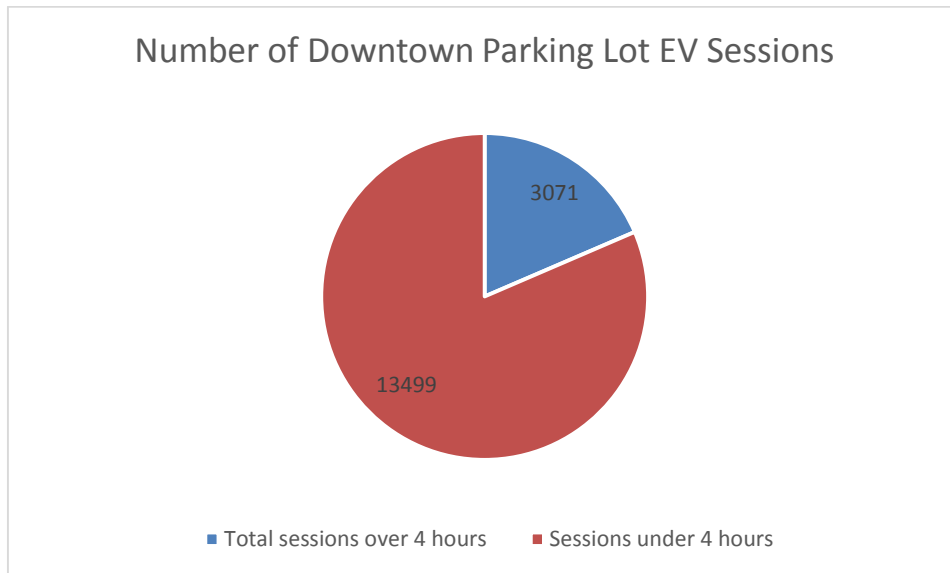
Community facilities had a total of 25,190 charging sessions in 2024. Of those sessions, 3,558 exceeded 4 hours (14.1%) primarily in the range of 4-6 hours as illustrated below.



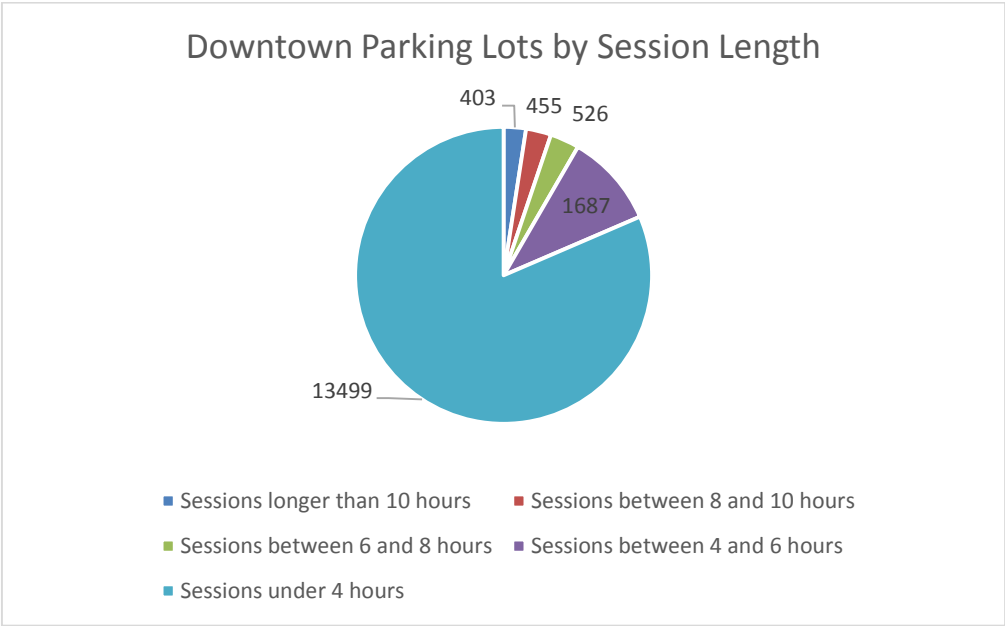
Downtown Facilities



In 2024, vehicles were plugged in at Downtown parking lots for just under 41,000 hours, with 18.5% exceeding 4 hours in length which is more than double the rate experienced at community facilities. This trend may be attributed to limited access to charging infrastructure within downtown high-rise residential and commercial buildings, suggesting that EV charging in the downtown core serves as a necessity rather than a convenience for many users. For this reason, the proposed pricing structures suggested below include a higher hourly rate for downtown locations, aimed at managing demand and encouraging turnover.

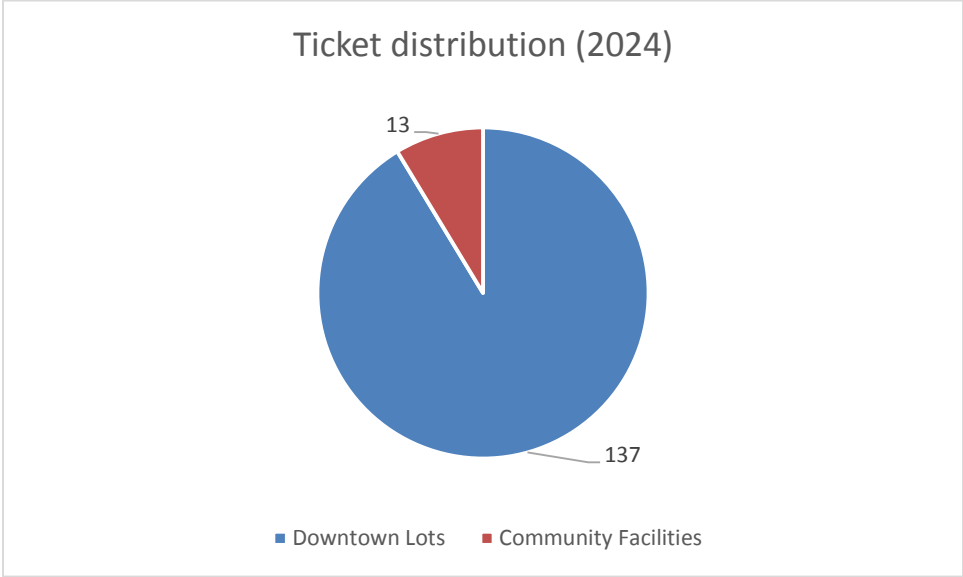


Downtown parking lots saw a total of 16,570 charging sessions in 2024. Of those sessions, 3,071 exceeded 4 hours (18.5%) with a number of these sessions in excess of 6-10 hours, further supporting the overstay issues in the downtown core as mentioned above.



Ticket data

In 2024, 150 tickets were issued for either staying longer than 4 hours at a charging station or parking in a charging station stall without plugging in with the breakdown between community facilities and downtown parking lots shown below.



Recommendation Details

As a result of the data analysis shown above and comments previously received from City Council when presenting report [PWS-02-25](#) EV Charging Policy and Fee Options in July 2025, staff are presenting four fee schedules.

Option 1 – Location based fee schedule

Introduce an hourly charging rate and subsequent higher tiered rate at City owned EV charging stations. The proposed rate for Level 2 chargers would be location based (downtown core versus community facilities) and a third rate for Level 3 chargers. Fees for each location and charging level would be as indicated in the chart below.

	Downtown Chargers	Community Facility Chargers	Level 3 Chargers
First 4 hours	\$2.00/hr.	\$1.50/hr.	\$10.00/hr.
After 4 hours	\$4.00/hr.	\$4.00/hr.	\$10.00/hr.

Option 2 – Free to begin, fee following, location based

Maintain free charging for the first half hour for City owned Level 3 EV Chargers and free charging for the first hour for City owned Level 2 EV Chargers. Introduce an hourly location-based fee as indicated in the chart below after the free period ends.

	Downtown Chargers	Community Facilities	Level 3 Chargers
First 30 minutes	Free	Free	Free
30 minutes – 1 hour	Free	Free	\$10.00/hr.
After first hour	\$2.00/hr.	\$1.50/hr.	\$10.00/hr.

Option 3 – Location based fee schedule, higher tiered fee

Like Option 1, but with a lower first 4-hour price and a higher tier fee after 4 hours for both Level 2 and 3 chargers.

	Downtown Chargers	Community Facilities	Level 3 Chargers
First 4 hours	\$1.50/hr.	\$1.00/hr.	\$7.00/hr.
After 4 hours	\$6.00/hr.	\$6.00/hr.	\$15.00/hr.

Option 4 – Location based fee schedule, tiered fee and overnight rate

Like Option 1, but with a lower overnight rate.

	Downtown Chargers	Community Facility Chargers	Level 3 Chargers
First 4 hours	\$2.00/hr.	\$1.50/hr.	\$10.00/hr.
After 4 hours	\$4.00/hr.	\$4.00/hr.	\$10.00/hr.
9pm – 7am	\$0.50/hr.	\$0.50/hr.	\$10.00/hr.

Considerations for all options

The City is currently not recovering any of the costs of owning and operating the EV charging network and costs are growing annually. Free charging is resulting in less parking turnover in downtown EV charging stalls and some residents noted that providing ‘free’ EV charging is not equitable for those who drive traditional vehicles.

When a fee structure has been implemented, the private sector may also be more inclined to install charging stations on private property as they will no longer be competing with free charging.

Introducing a fee may be unpopular with some EV drivers who have become accustomed to free charging. A communication campaign will be required to provide EV drivers adequate notice. The City’s EV chargers can warn drivers of the increasing charge rate after four hours via email and/or text.

Any fee structure implemented would still be subject to all other portions of the Parking and Idling Bylaw including during snow events.

The net funds collected would be separated into revenue collected by the downtown chargers and community chargers. These funds would be used to pay for the electricity, maintenance and repair of each group of charging stations. In addition, a portion of the EV charging fee (10%) will be paid to ChargePoint to cover their administrative costs.

In all scenarios a 20-minute grace period would also be implemented before the second level fee would begin at Level 2 stations. A \$100 upset limit will also be implemented at all Level 2 stations.

Potential Recovered Funds

Using 2024 data, the potential revenue for Level 2 stations would be as follows for each of the options provided above. It can be expected that usage patterns will change as a result of implementing a fee. It should also be noted that the calculations for Option 4 are more difficult to calculate given the granularity of the data and may not be as accurate as the other options.

<u>Downtown Parking Lots</u>				
	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>
Fees collected during base tier pricing*	\$ 65,188	\$ -	\$ 48,891	\$ 52,740
Fees collected during higher tier pricing*	\$ 33,290	\$ 75,484	\$ 49,935	\$ 19,684
Fees collected overnight	\$ -	\$ -	\$ -	\$ 4,189
Downtown Fees Collected	\$ 98,478	\$ 75,484	\$ 98,826	\$ 76,613
10% Fee to ChargePoint	\$ -9,848	\$ -7,548	\$ -9,883	\$ -7,661
Operating Costs	\$ -61,615	\$ -61,615	\$ -61,615	\$ -61,615
Estimated annual capital cost	\$ -8,000	\$ -8,000	\$ -8,000	\$ -8,000
Downtown Net Revenue Collected	\$ 19,015	\$ -1,679	\$ 19,328	\$ -663
<u>Community Facilities</u>				
	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>
Fees collected during base tier pricing*	\$ 75,960	\$ -	\$ 50,640	\$ 70,422
Fees collected during higher tier pricing*	\$ 16,312	\$ 80,178	\$ 24,468	\$ 13,940
Fees collected overnight	\$ -	\$ -	\$ -	\$ 2,904
Community Facility Fees Collected	\$ 92,272	\$ 80,178	\$ 75,108	\$ 87,266
10% Fee to ChargePoint	\$ -9,227	\$ -8,018	\$ -7,511	\$ -8,727
Operating Costs	\$ -58,217	\$ -58,217	\$ -58,217	\$ -58,217
Estimated annual capital cost	\$ -12,000	\$ -12,000	\$ -12,000	\$ -12,000
Community Facilities Net Revenue Collected	\$ 12,828	\$ 1,943	\$ -2,620	\$ 8,322
Total Net Revenue Collected	\$ 31,843	\$ 264	\$ 16,708	\$ 7,659

*In options 1, 3 and 4, higher tier pricing occurs after 4 hours during the day; in option 2 after 1 hour.

The revenue collected from all options is projected to cover the cost of electricity, maintenance, and repair. Staff are recommending Option 4 as it provides both the supplementary higher rate after four hours to incentivize drivers to move their vehicles after charging as well as the additional lower overnight rate which is meant to encourage residents living close to the chargers to be able to continue to use the chargers overnight, so the chargers do not sit idle, and the user is not penalized for leaving the vehicle there for long periods of time.

Examples of charges

Below are examples of charges for each scenario presented above.

<u>Scenario</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>
User parks at a downtown charger for 4.5 hours at a Level 2 station	\$10.00	\$7.00	\$9.00	\$10.00
User parks at a community facility for 2.5 hours at a Level 2 station	\$3.75	\$2.25	\$2.50	\$3.75
User parks at a Level 3 charger for 45 minutes	\$7.50	\$2.50	\$5.25	\$7.50
User parks at a downtown Level 2 station from 10pm to 6am	\$24.00	\$14.00	\$30.00	\$4.00

Key Dates & Milestones

Pending approval of the recommended option:

- Q2 2026 - Report to amend the Rates and Fees bylaw as well as the Parking and Idling Bylaw
- Q2 2026 - Communications campaign to advise EV charging rates
- Q3 2026 - Implementation date for introduction of hourly charging fee pending approval
- Q2 2027 - Update report one year after implementation

Implications

- Staff will monitor the rates of usage of the EV charging stations and cost recovery from charging fees and report back in a year from the date of implementation to recommend any necessary changes.
- A communications plan will be developed and implemented to engage the community and EV drivers on the new fees, in advance of being introduced.
- It is estimated that just over 500 tonnes of greenhouse gas emissions have been saved through the utilization of the City's EV charging stations.

References

[EICS-16-22 Electric Mobility Strategy](#)
[PWS-02-25 Electric Vehicle Charging Policy and fee options](#)
[Climate Action Plan](#)

Strategic Alignment

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

Author:

Tom Pedlar
Supervisor, Energy & Emissions

Appendices:

- A. EV Charging Stations on City Property corporate policy
- B. Additional information provided to the Downtown Parking Advisory Committee

Draft By-laws for Approval at Council:

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.

Corporate Policy

Transportation

Electric Vehicle Charging Stations on City Property

Approved by Council on: March 10, 2026

Report Number: PWS-06-26

Effective: March 10, 2026

Reviewed on: March 10, 2026

Amended: N/A

Next Review: March 2027

This corporate policy applies to the future planning, installation, operation, use, and maintenance of electric vehicle (EV) charging stations on City property.

Policy Statement:

The City supports electric mobility through the installation and operation of EV charging stations on City property to support a transition away from the use of fossil fuels in the transportation sector, including City fleet vehicles.

Scope:

The policy applies to:

- Planning for future installation of EV charging stations on City property
- The installation, operation and maintenance of EV charging stations on City property
- Public use of City owned EV charging stations
- Staff use of City owned EV charging stations for personal vehicles (during work hours)
- The implementation of fees and fines for the operation of the EV charging stations
- Barrier free design for the installation of EV charging stations

Corporate Policy

Objectives:

To work towards the City's climate targets for City operations to be net carbon zero by 2040 and a net carbon neutral community by 2050 by:

- Operating and maintaining EV charging stations on City property to encourage the transition to EVs
- Monitoring and reporting on use and demand for the City's EV charging stations
- Implementing measures to ensure EVs do not stay longer than permitted, such as fees and fines
- Engaging staff and the public on the benefits of electric mobility

Definitions:

For this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Electric Mobility	Refers to vehicles and other e-micro mobility options that use electricity (from an external charging source) to fuel the movement of the vehicle either in whole or in part. For vehicles, this means plug-in hybrid electric vehicles (PHEV) and battery electric vehicles (BEV).
Battery Electric Vehicle (BEV)	Runs on an electric motor powered by electricity from an external electric source. The vehicle must be plugged into an outlet or charging station to charge.
Plug-in Hybrid Electric Vehicle (PHEV)	Runs on an electric motor powered by electricity from an external electric source, in addition to support from an internal combustion engine. The vehicle battery can be recharged by plugging into an outlet or charging station as well as through a gas-powered alternator and/or by regenerative braking.
Level 1 Charger	Uses a standard 120V household outlet to full charge in 8 – 20 hours. One hour of charging provides approximately 8 km of driving range and is the slowest speed of charging.
Level 2 Charger	Uses a 240V outlet or connection, like that of a dryer or stove to fully charge in 4 – 6 hours. One hour of charging provides approximately 30 km of driving range

Corporate Policy

Term	Definition
	and is the most common charger installed in homes and public charging locations.
Level 3 Charger	Also known as 'DC Fast Charger' and provides 80% charge in under an hour for most EVs typically using over 480V DC. One hour of charging provides approximately 300 km of driving range and is typically installed along highways and public charging locations.

Principles:

The following principles will help guide operations, maintenance, monitoring and reporting, as well as planning for future expansion of EV charging stations on City property.

- Encourage EV through the supply of EV charging stations on City property.
- Disincentivize blocking of EV charging stations through fees and/or fines.
- Implement barrier free designs for new EV charging stations where space allows.
- Reduce downtime by proactive monitoring and repairs.
- Expand EV charging stations on City property, when possible, to areas where gaps are identified by monitoring use/demand of existing stations while considering available power and infrastructure accessibility to reduce costs and available staff resources to support additional EV charging stations.
- Planning and operations of EV charging stations to meet the needs of the Corporate Fleet will fall under the Corporate Fleet Policy.
- City staff will use the publicly available charging stations on City property for fleet vehicles.
- City owned fleet vehicles will not be charged for time at City owned EV chargers.

Corporate Policy

References:

Burlington Electric Mobility Strategy
Burlington Green Fleet Strategy
Corporate Energy and Emissions Management Plan
Burlington Climate Plan: Taking Action to Reduce Community Greenhouse Gas Emissions

Roles:

Accountable:

Commissioner, Public Works

Responsible:

Supervisor, Energy and Emissions

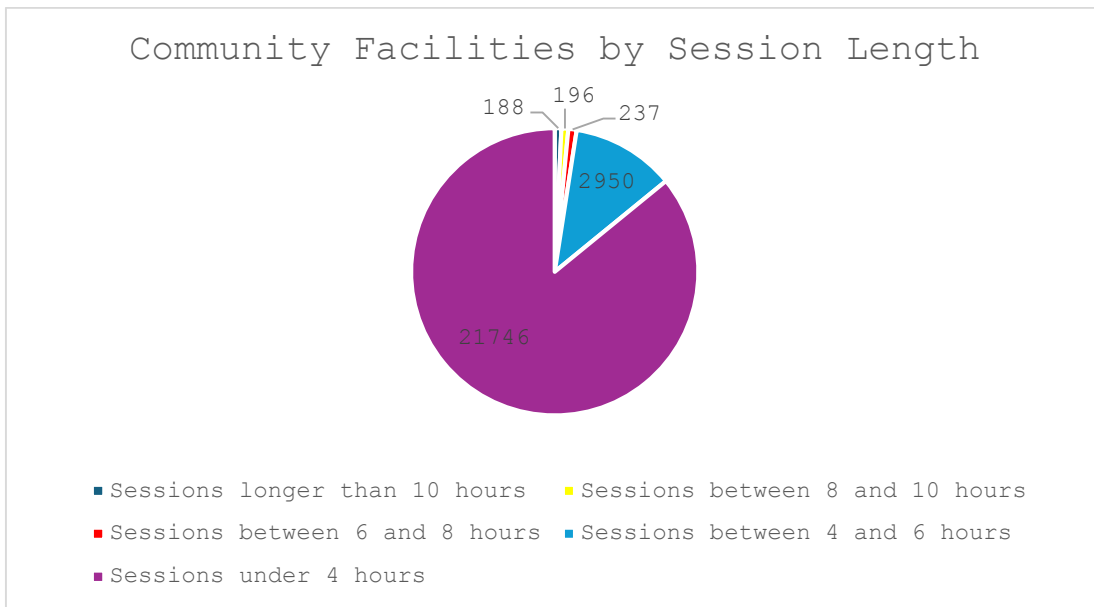
Additional Information on City Owned Electric Vehicle Charging Infrastructure

The following information was requested by the Downtown Parking Advisory Committee after the EV Charging Infrastructure presentation at the November 20, 2025, meeting.

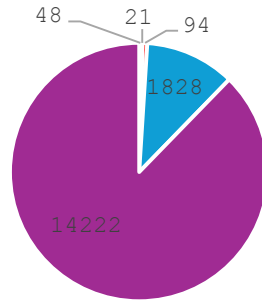
Number of Charges by Time of Day.

The following charts show session data from 2024 for both community and downtown facilities by length of session and if the charge was during the evening/night (6pm-9am) or the day (9am-6pm). Where the wedges are very small, they can be read from left to right: longer than 10 hours, between eight and 10 hours, and between six and eight hours.

Community Facilities

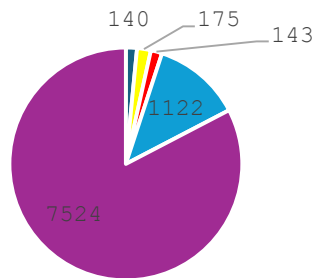


Community Facilities by Session Length
(Day 9am-6pm)



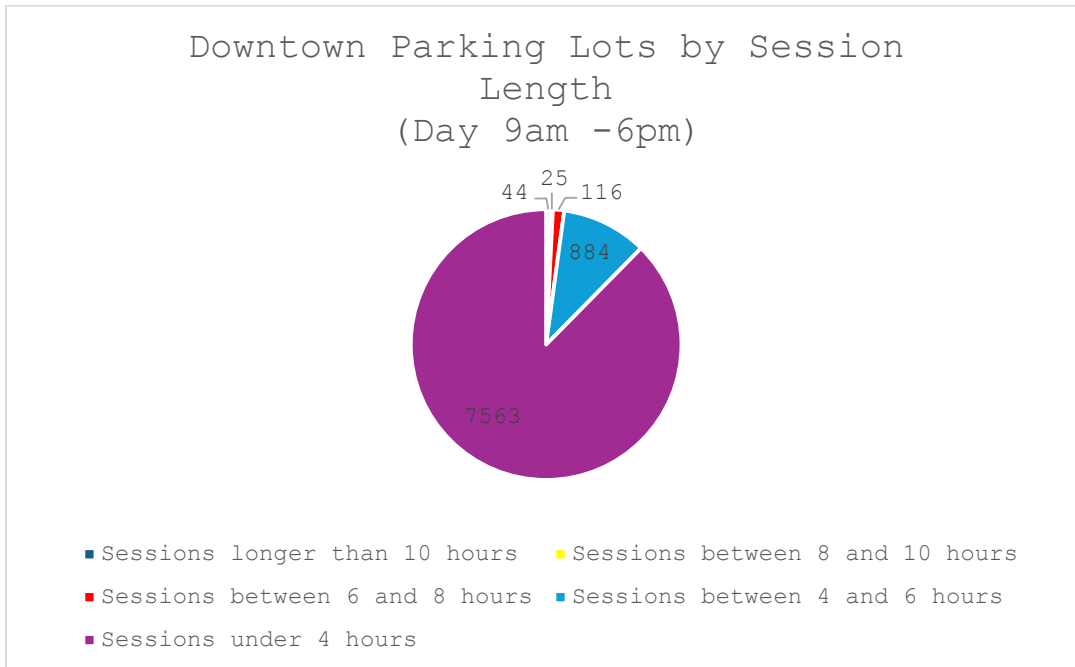
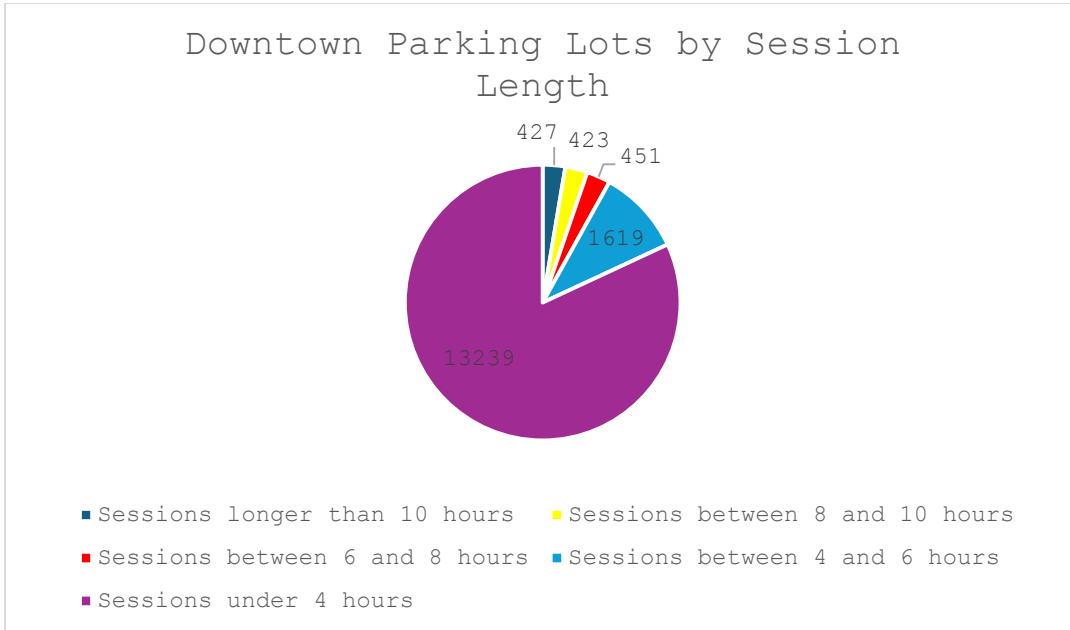
- Sessions longer than 10 hours
- Sessions between 8 and 10 hours
- Sessions between 6 and 8 hours
- Sessions between 4 and 6 hours
- Sessions under 4 hours

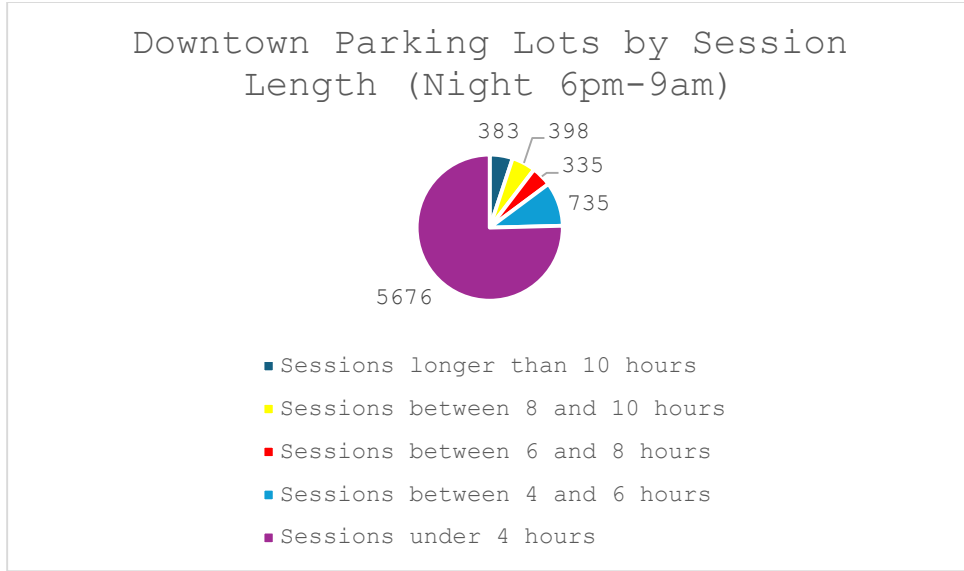
Community Facilities by Session Length
(Night 6pm-9am)



- Sessions longer than 10 hours
- Sessions between 8 and 10 hours
- Sessions between 6 and 8 hours
- Sessions between 4 and 6 hours
- Sessions under 4 hours

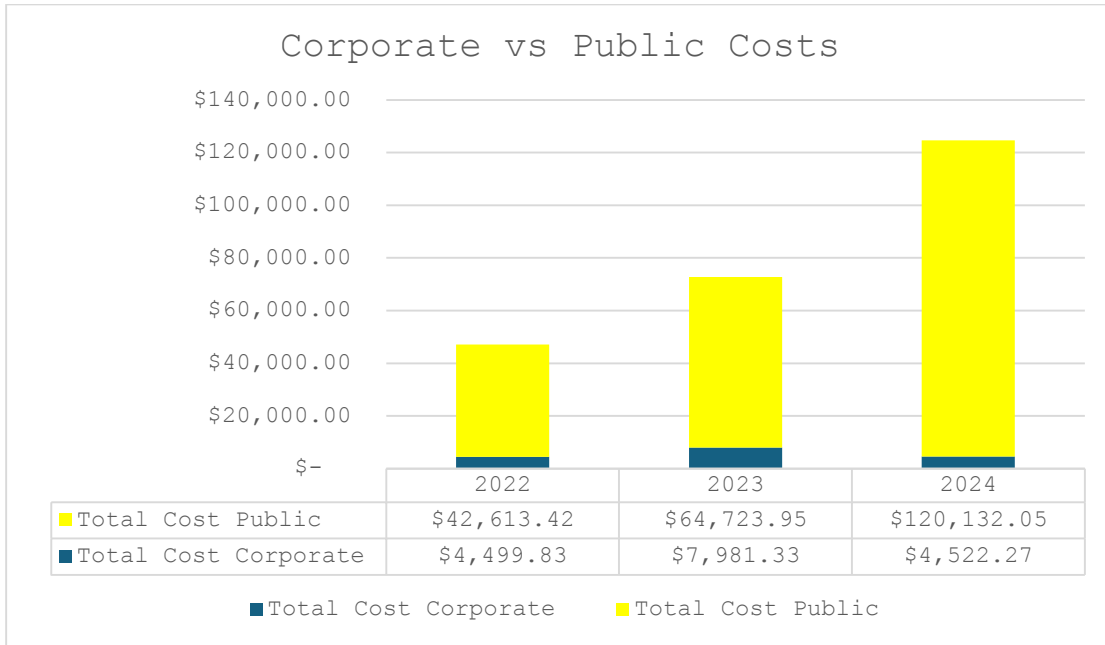
Downtown Facilities





Cost of Charging the City’s Corporate Fleet.

Below are the cost differences between public charging and corporate fleet charging.



Revenue Projections

Below is a description of the fee schedule for Option 1 as well as revenue projections using 2024 data. We do expect usage patterns to change if fees are implemented; however, this does give a general idea of what could be collected.

Location based fee schedule

Introduce an hourly charging rate and subsequent penalty rate at City owned EV charging stations. The proposed rate for Level 2 chargers would be location-based (downtown core versus community facilities) and a third rate for level 3 chargers. Fees for each location and charging level would be as indicated in the chart below.

	Downtown Chargers	Community Facility Chargers	Level 3 Chargers
First 4 hours	\$2.00/hr.	\$1.50/hr.	\$10.00/hr.
After 4 hours	\$4.00/hr.	\$4.00/hr.	\$10.00/hr.

<u>Downtown Lots</u>		
Fees Collected <4 Hours	\$	65,188.00
Fees Collected >4 Hours	\$	33,290.00
Downtown Subtotal	\$	98,478.00
<u>Community Facilities</u>		
Fees Collected <4 Hours	\$	75,960.00
Fees Collected >4 Hours	\$	16,312.00
Community Facilities Subtotal	\$	92,272.00
Total Fees Collected	\$	190,750.00
10% administration fees (paid to ChargePoint)	\$	19,075.00
Net fees collected	\$	171,675.00

The net funds collected would be divided up and deposited back annually into the operating accounts where the electricity, annual fees and repairs are charged for the individual charging stations. If the stations generated more revenue than costs incurred, transferring those funds into reserve funds to support future expansion or capital replacement of the stations should be implemented.

Municipal Scan

Below are the 2025 charging rates for various municipalities across Ontario.

Municipality or Institution	Charging Rate	Secondary Charging Rate
City of Burlington	Free	N/A
City of Hamilton	\$1.00/hour	\$4.00/hour after 4 hours
Town of Oakville	\$1.50/hour	\$5.00/hour after 3 hours
Town of Halton Hills	\$2.00/hour	N/A
City of Mississauga (City Hall parking garage)	Free	N/A
City of Brampton	\$1.00	\$5.00/hour after 3 hours
City of Toronto – City Hall parking garage	Varies: Night 6pm – 7am \$6.00/session Day 7am – 6pm \$2.00/hour Level 3 charger: \$15/hour	N/A
Town of Ajax	\$1/hour	\$2.00/hour after 2 hours
Town of Whitby	\$1.50 activation fee \$1.50/hour Level 3 \$19/hour	\$4.00/hour after 3 hours
City of Oshawa	Free	N/A
City of Peterborough	\$1.50/hour Level 3: \$15/hour	N/A
City of London	\$2.00/hour	N/A

Municipality or Institution	Charging Rate	Secondary Charging Rate
City of Windsor	Free	N/A
Town of Orangeville	\$2.50/hour	N/A
Town of Aurora	\$2.50/hour	N/A
Town of Newmarket	\$2.83/hour	N/A
City of Barrie	\$3.00/hour	N/A
Town of Uxbridge	\$.25/kWh	N/A
City of Markham	\$3.00/hour	N/A
	Level 2 240V AC - \$1.90 / Hour	
City of Kingston	Level 2 208V AC - \$1.65 / Hour Level 3 \$21.35 / Hour	N/A
Town of Caledon	\$1.00/hour for Level 2 and \$0.20/minute for Level 3	\$5.00/hour after 4 hours
City of Guelph	\$1.50/hour	N/A

SUBJECT: New Site Plan Control By-law
TO: Committee of the Whole
FROM: Development and Growth Management
Community Planning

Report Number: DGM-12-26

Wards Affected: All

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Repeal By-law 35-2017, being a by-law to establish site plan control and designate all lands in the City of Burlington as a site plan control area; and

Enact the new Site Plan Control By-law, substantially in the form attached as Appendix A to development and growth management report DGM-12-26.

Executive Summary

Purpose of report:

- Burlington's Site Plan Control By-law 35-2017 (the existing Site Plan Control By-law) is nine years old and requires updates to conform to provincial legislation and implement new exemptions from Site Plan Control identified through the Streamlining the Development Applications Project (SDAP). This report provides an overview of the changes and the analysis behind them.

Key findings:

- Since 2022, the provincial government has passed five bills and an Ontario Regulation ("O.Reg") updating the Site Plan Control section of the *Planning Act*, with the goal of expediting housing and other development. Notably, the legislation exempted all undertakings of post-secondary institutions and residential developments of 10-units or less from Site Plan Control.

- Through SDAP, the site plan team identified 12 types of site alterations and building proposals that typically do not advance past the pre-consultation phase, and which could be exempt from Site Plan Control with minimal risk to the City.

Implications:

- The expanded list of minor Site Plan Control exemptions could reduce annual pre-consultation application volumes by 17-20% per year, freeing up staff resources to focus on larger and more substantive applications.

Recommendation Report

Background

The existing Site Plan Control By-law (By-law 35-2017) is out-of-date and significant changes in provincial legislation and City policies and processes have occurred since it was enacted, creating an opportunity to update and modernize the by-law. The two most significant drivers of change are provincial legislation and SDAP.

Significant Legislative Changes to Section 41- Site Plan Control of the *Planning Act* since 2022:

The provincial government has enacted five bills and one O.Reg that have altered Section 41 of the *Planning Act*. Not all the changes require an amendment to the Site Plan Control By-law.

1. [Bill 109- More Homes for Everyone Act, 2022](#)

- Approval of site plan applications delegated to municipal staff from Council;
- Extended the timeline to appeal a site plan application for non-decision from 30 days to 60 days;
- Required a municipality to refund either 50%, 75% or 100% of a site plan application fee if it failed to issue a site plan approval within 60 days. The refund percentage was based on lateness intervals of 30 days. For example, an approval issued between 61-89 days after receipt of a complete application was eligible for a 50% refund and an approval issued between 90-119 days was eligible for a 75% refund, etc.; and
- Limited plans and studies that a municipality could require for a complete site plan application to only those referenced in its official plan.

2. [Bill 23- More Homes Built Faster Act, 2023](#)

- Exempted residential developments of 10 units or less from Site Plan Control;
- Removed “exterior design” as a matter subject to Site Plan Control, unless it was related to exterior access to a building containing affordable housing units; and
- Added a provision stating that the “appearance of the elements, facilities and works on the land or any adjoining highway under a municipality’s jurisdiction is not subject to Site Plan Control, except to the extent that the appearance impacts matters of health, safety, accessibility, sustainable design or the protection of adjoining lands.”

3. [Bill 97- Helping Homebuyers, Protecting Tenants Act, 2023](#)

- Made residential developments of 10 units or less subject to Site Plan Control if they are in areas prescribed by an Ontario Regulation (areas within 300 metres of a

railway line, 120 metres of a wetland, and 120 metres of a shoreline of a lake, river or creek, etc...); and

- Delayed commencement of refund provisions of Bill 109 to July 1, 2023 and provided authority to exempt certain municipalities from having to provide fee refunds in future.

4. [Bill 185 Cutting Red Tape to Build More Homes Act, 2024](#)

- Repealed the fee refund requirements for site plan applications set out in Bill 109;
- Exempted any undertaking by a post-secondary institution from Site Plan Control;
- Removed the City’s ability to mandate a pre-consultation prior to a site plan application;
- Enabled applicants to make a motion for a tribunal decision immediately on whether a site plan application is complete or whether the application requirements are reasonable, rather than waiting for a municipality to first make the determination; and
- Authorized municipalities to impose a lapsing date on new site plan approvals stipulating that they will expire if a building permit is not issued within a specified time frame (minimum 3 years, if not otherwise prescribed).

5. [Bill 17, the Protect Ontario by Building Faster and Smarter Act, 2025](#)

- Any information or material (plans or studies) that a municipality requires for a complete application, prepared by a person authorized to practice a “prescribed profession” is deemed to meet the complete application requirements;
- Altered section 41 (3.4) to state that the plans and studies listed as requirements for a complete site plan application in its Official Plan are “subject to regulations”. This section indicates that the province may in future limit what plans and studies a municipality may ask for; and
- A municipality must apply to the Ministry of Municipal Affairs and Housing to expand or alter its list of complete application (including site plan applications) requirements in the Official Plan.

6. [Ontario Regulation 10/26 \(Introduced January 22, 2026\)](#)

- Designated professional engineers as a “prescribed profession”, and states that any information or material prepared by a professional engineer and required for determining application completeness is “deemed to meet the applicable requirement” for that information or study.

Streamlining Development Applications Project (SDAP)

Beginning in the Q3, 2025, a multi-departmental team of City staff has worked with the consulting firm Lean Agility and the City’s Transformation Office to “streamline the site plan process, making it smoother and faster, to improve the quality of the applications, requiring fewer review cycles and resulting in fewer deficiencies...”. Introducing Site Plan Control

exemptions for low-risk, small-scale projects emerged as an important “quick win” measure to reduce waste, free up staff resources and improve the customer experience.

Analysis

Staff are proposing multiple types of updates to the Site Plan Control By-law including dividing the document into sections for easier navigation. The proposed sections and updates are summarized below:

- Definitions: New definitions for “Agricultural Use” and “Agriculture- Related Use” have been added to clarify that the exemption for agricultural buildings in the existing Site Plan Control By-law (35-2017) is intended for buildings associated with the growing of crops, raising of livestock etc... Unrelated uses such as event venues and non-agricultural buildings are subject to Site Plan Control. Farm dwellings and housing for farm workers continue to be exempt.
- Area Subject to Site Plan Control: Modified to clarify that Community Planning Permit System areas are not subject to Site Plan Control.
- Authority for Director to Define and Exempt Classes of Development from Site Plan Control: A section has been added giving the Director of Community Planning (the “Director”) authority to exempt a list of minor development types under sections 6 and 7 of the By-law from Site Plan Control.
- Exemptions from Site Plan Control: 12 new exemptions from Site Plan Control have been added for small scopes of work such as adding electric vehicle charging stations to an existing parking lot, outdoor patios where no building permit is required and public park infrastructure.
- Classes of Development Eligible for Exemption if Criteria Met: Five types of development are identified as candidates for an exemption provided the Director confirms one or more key criteria are met such as the absence of health, safety or nuisance impacts to neighbouring properties.
- All Undertakings of Post-Secondary Institutions are Exempt from Site Plan Control: This exemption is found in the *Planning Act* and is included in the By-law for clarity.
- Site Plan Agreements and Financial Securities: Consistent with the *Planning Act*, new provisions have been added, which communicate that the City has authority to require applicants to enter into site plan agreements and require that financial securities be posted to guarantee its construction. However, alternative requirements are proposed for public interest agencies and entities. Staff propose that organizations like the Region of Halton or a local school board be permitted to provide alternatives to financial securities to expedite final approval of a site plan application by several weeks. There is a lower risk of work on public land not being completed as approved. The City can also mitigate this risk through measures like a lease or license agreement.

- **Site Plan Complete Application Requirements:** A section has been added to clarify that the City may require plans and drawings showing sustainable design elements on any adjoining highway under the City or Region’s jurisdiction. This language is already found in the Official Plan, but the *Planning Act* requires that it also be present in the Site Plan Control By-law to be enforceable.
- **Minor Changes:** A new section has been added clarifying that certain minor revisions or changes to a Site Plan Control approval are permitted without revising the site plan agreement, where written permission is provided by the Director. This is intended to more easily facilitate minor technical changes to an approved project such as when changes arise during the building permit review stage.

Exemptions:

Section 41 of the *Planning Act* gives municipalities the ability to regulate “*Development*” within its boundaries. Development is broadly defined as “the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof”, which allows for significant discretion. Over time, patterns have emerged in the type of exemptions the City grants based in part on applicant feedback. There is an opportunity to formalize these exemptions in the new By-law so that applicants and staff have greater certainty and our process is consistent.

There are significant time savings associated with site plan exemptions. As part of SDAP, staff quantified the time spent across all departments at each step of the pre-consultation and site plan process. Each pre-consultation requires 88-93 hours of staff review time under the current process. The team then looked at pre-consultation applications that were exempted from Site Plan Control based on their small scale and low-risk nature. Staff exempted eight applications from Site Plan Control in 2024 (20% of the total) and six in 2025 (19%), although these exempt applications continued to be subject to Zoning By-law requirements for location, setbacks, screening requirements and all other applicable zoning provisions.

Below is a summary of the proposed exemptions and the source:

Source of Exemption	Exemption Type
Planning Act	Portable classrooms (public school board) Residential buildings under 10 units Projects by post-secondary institutions
SDAP	Outdoor Patios Electric Vehicle Charging Stations Portable classrooms (private school board) Building additions with GFA under 30m ² *

	Exterior building alterations Site alterations for outdoor recreation uses* Mixed use buildings under 10 units*
Customer-Service Scenario or Existing Best Practice	Projects listed in Ontario Regulation 828 Public park infrastructure HVAC equipment and generators Play areas for daycares* Seasonal garden centres*

***Approval for exemption required from the Director**

Future Changes

In *Bill 17, the Protect Ontario by Building Faster and Smarter Act, 2025*, the Province froze a municipality’s list of complete site plan requirements to only what is currently required in its official plan. The Bill removed a municipality’s ability to expand or alter this list without MMAH approval. The Province also signaled its intent to standardize complete site plan application requirements across Ontario. In ERO number 025-0462, posted in the summer of 2025, the Province proposed that municipalities may no longer evaluate the following matters through the site plan process:

- Sun/Shadow: information and material related to the impact of shadows cast by a proposed development on the subject land and on surrounding lands including streets.
- Wind: information and material related to the potential impacts of a proposed development on wind conditions in surrounding areas.
- Urban Design: information and material concerning the urban design of a proposed development, including how a proposed development aligns with municipal urban design guidelines or policies.
- Lighting: information and material related to lighting and lighting levels on the site, including the location and type of lighting fixtures proposed on the exterior of the building and on the site

Staff contributed to a consolidated analysis of Bill 17 through “CAF-03-25- Preliminary analysis of Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025”. ERO number 025-0462 is on hold and has not advanced past the proposal stage.

The Site Plan Control By-law will also require future updates to ensure it remains aligned with evolving provincial and Official Plan policy related to agricultural uses. Specifically, future amendments will need to reflect updated policy direction by recognizing agriculture, agriculture-related uses, and on-farm diversified uses as distinct land uses.

This work will require direct engagement with the agricultural community to better understand operational needs, emerging trends, and potential impacts, and to ensure the updated provisions are practical, responsive, and informed by on-the-ground experience.

Staff's intention is that the Site Plan Control By-law be a living document that receives more regular updates in response to ongoing SDAP and continuous improvement work, provincial legislation and council direction.

Option 1- Approve the By-law as-is

Benefits: Approval as-is would bring the By-law into conformity with the *Planning Act* and the OP, increase certainty around the City's list of Site Plan Control exemptions; expedite the approvals of public park projects, school board projects and small-scale housing proposals under 10 units.

Considerations: Some proposed site plan exemptions including site alterations for outdoor recreation uses such as tennis, basketball and pickleball courts carry a risk of impacting the public if inappropriate lighting is installed or stormwater is not managed well, but staff have attempted to mitigate this risk by requiring Director approval for this type of exemption. In addition, the City has by-laws that can manage drainage or lighting problems after installation. City of Burlington By-law 17-2018- "A by-law to regulate the drainage of property in the City of Burlington" prevents owners from causing or contributing "to the obstruction of a drain or change the grading and/or the drainage pattern of the Property so as to affect the drainage of another". Similarly, By-law no. 19-2003 "The Nuisance and Noise Control By-law" states "No strong light or moving or twinkling lights shall be used so that an unusual quantity or type of light shines upon the land of others".

Community Engagement and Communications:

- Many proposed exemptions are responses to customer feedback and real-life scenarios in which applicants felt that a site plan application process was not proportionate to the small scale of their project.
- Notice of the new draft Site Plan Control By-law and a copy of the draft site plan By-law was posted to the City website for public comment in February 2026.
- The proposed updates to the Site Plan By-law are considered low-risk, with many updates being necessary to conform to in-force provincial legislation.
- Key internal departments were consulted during the creation of the new By-law.

Option 2- Approve the By-law with Modifications

Council could opt to approve the By-law with modifications.

Benefits: Reduces risk by retaining existing levels of regulation and oversight.

Considerations: The exemptions and other development expediting measures in the By-law are based largely on applicant feedback and existing patterns of decision making on low-risk applications.

Recommendation Details

The proposed changes to the Site Plan Control By-law would modernize the document and align it with the *Planning Act* and customer expectations for the scale of project subject to the Site Plan Control.

Implications

The site plan review team received over 35 pre-consultation applications in 2024 and 2025. The proposed list of Site Plan Control exemptions could reduce pre-consultation application volumes by 17-20% (6-8 applications per year). At the current fee of \$2,295, this would reduce application revenues by \$13,770-\$18,360 per year. However, pre-consultation applications do not operate on a cost recovery basis and are deducted from the applicant's site plan application fee if they apply within one year. Eliminating 6-8 pre-consultations per year would free up an estimated total of approximately 530-745 hours of staff time per year across all departments, which could be re-allocated to higher priority housing and employment generating site plan projects. Other updates to the by-law, such as exempting public authorities from the requirement to submit letters of credit or securities could expedite final approvals of these projects by several weeks.

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:

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Supervisor, Site Plan Review
905-335-7600 ext.7693

Appendices:

A. New Site Plan Control Bylaw- March 2026

Draft By-laws for Approval at Council:

- By-law xx-2026, March 10, 2026 Council meeting

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 By-law ##-2026

City of Burlington By-law ##-2026

A By-law to establish Site Plan Control and designate all lands in the City of Burlington as a site plan control area, and to repeal By-law 35-2017, as amended.

Whereas section 41 of the *Planning Act*, permits the Council of a municipality to designate the whole or any part of the municipality as a Site Plan Control Area where in the Official Plan the area is shown or described as a Site Plan Control Area;

And whereas the City of Burlington Official Plan designates all lands in the City of Burlington as a Site Plan Control Area;

And whereas Council has delegated to the Director of Community Planning, the powers and authority conferred upon the Council under section 41 of the *Planning Act* to declare a site plan application complete or incomplete and refuse to accept incomplete site plan applications; approve site plan applications with or without conditions including a condition to require the approval of minor variances for the project by the Committee of Adjustment becoming final and binding; amend conditions of site plan approval; and grant extensions to site plan approvals, through City delegation by-law 71-2023 “A by-law to delegate approvals to staff and to repeal by-laws 07-2022, 53-2022 and 197-1990”;

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

Definitions

1. Terms used in this By-law have the same meaning as corresponding terms used in the applicable zoning by-laws in effect for the lands.
2. In this By-law:
 - (a) **“Agricultural Use”** means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and housing for farm workers, when the size and nature of the operation requires additional employment.
 - (b) **“Agriculture-Related Use”** means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

- (c) **“City”** means the Corporation of the City of Burlington;
- (d) **“Council”** means the Council of the Corporation of the City of Burlington;
- (e) **“Development”** has the same meaning as in subsection 41(1) of the *Planning Act*, R.S.O. 1990, c. P. 13.
- (f) **“Director”** means the Director of Community Planning, or any successor to that position, and includes the acting Director of Community Planning or his/her designate.
- (g) **“Planning Act”** means the *Planning Act*, R.S.O. 1990, c. P.13 as amended from time-to-time.

Area of the City Subject to Site Plan Control

- 3. The whole of the City of Burlington is hereby designated as a Site Plan Control area, except for any areas subject to an in-force community planning permit system by-law passed under Ontario Regulation 173/16.

Authority for Director to Define and Exempt Classes of Development from Site Plan Control

- 4. Subject to section 7 and in addition to the exemptions identified in section 6, Council delegates authority to the Director to define any class or classes of Development that may be undertaken without the approval of plans and drawings.

Requirement for Approval

- 5. Subject to sections 6 and 7 of this By-law, no person shall undertake any Development in the Site Plan Control Area without approval of plans and drawings in accordance with section 41(4) of the *Planning Act*, by the Director.

Exemptions from Site Plan Control

- 6. The following classes of Development are exempt from the requirement for approval of plans and drawings set out in section 5:
 - (a) Any single detached dwelling, duplex dwelling or semi-detached dwelling used solely for residential use;
 - (b) Any building or structure accessory to the uses described in subsection 6(a) of this By-law;
 - (c) Any agricultural building or structure intended for Agricultural Use or Agriculture-Related Uses, save and except large scale agricultural buildings or structures used for, or in association with food processing and manufacturing;

- (d) Projects listed in *Ontario Regulation 828: Development Within the Development Control Area* under the *Niagara Escarpment Planning and Development Act, R.S.O. 1990, c. N.2* within the Niagara Escarpment Planning Area that are exempt from the requirement to obtain a development permit;
- (e) *Outdoor patios* on private property where no building permit is required;
- (f) Electric vehicle charging stations;
- (g) Portable classrooms on a school site of a district school board, or on a school site owned by a private school that meets the requirements set by the *Education Act* but is independent of the Ministry of Education;
- (h) Public park infrastructure, including the construction of park structures or facilities by the municipality for the purpose of building, expanding, or renewing public parks, including but not limited to playgrounds, splashpads, recreational trails, shade structures, sports fields, courts, lighting, skateparks, landscape features and other park-related amenities;
- (i) Projects that consist solely of the installation or upgrading of mechanical equipment such as emergency generators, HVAC systems and other mechanical equipment;
- (j) Exterior building alterations with no increase in gross floor area;
- (k) Construction, erection or placing of a residential building on a parcel of land if that parcel of land will contain no more than 10 units; and
- (l) Despite subsection 6(k), the approval of plans and drawings in accordance with section 5 is required where the Development falls within prescribed areas under O. Reg. 254/23.

Classes of Development Eligible for Exemption if Criteria Met

7. The classes of Development set out in section 8 may be exempt from the requirement for approval of plans and drawings set out in section 5, if an exemption is granted by the Director. The Director may grant such an exemption if the Director is satisfied that one or more of the following criteria are met:
 - (a) There are no health, safety or nuisance impacts to neighbouring properties or future occupants of the property;
 - (b) The project does not require a building permit;
 - (c) A road widening is not required; or
 - (d) The project is not located on a property that contains a portion of the Natural Heritage System or a Conservation Halton regulated area.
8. The classes of Development that may be exempt from site plan control in accordance with section 7 are:

- (a) a mixed-use building with 10 residential units or fewer, if in addition to the criteria under section 7, all the following criteria are met:
 - i. The non-residential component occupies the ground floor only;
 - ii. The non-residential component comprises no more than 50% of the Gross Floor Area of the building; and
 - iii. The project is not located in a prescribed area under O. Reg. 254/23.
- (b) Play areas, play equipment and fencing associated with daycare uses provided they do not encroach into existing parking areas or drive aisles;
- (c) A seasonal garden centre in a parking lot;
- (d) Site alterations for outdoor recreation uses such as the construction of trails, walking paths, or open-air recreational facilities and associated infrastructure, such as tennis, basketball or pickleball courts; and
- (e) Projects where the gross floor area of the structure or building is the lesser of 5% of the total Gross Floor Area of the building or 30 square metres.

Undertakings of Post-secondary Institutions Exempt from Site Plan Control

- 9. In accordance with Part VII, section 62.0.2 of the *Planning Act*, any undertaking of a post-secondary institution described in subsection 10 is not subject to Site Plan Control.
- 10. Section 9 applies to the following post-secondary institutions:
 - (a) Publicly-assisted universities, as defined in section 1 of the *Ministry of Training, Colleges and Universities Act*, except as otherwise prescribed.
 - (b) Colleges and universities federated or affiliated with a publicly-assisted university.

Site Plan Agreements and Financial Securities

- 11. The Director may require an owner enter into a site plan agreement satisfactory to the Director.
- 12. The Director may require that securities be posted by the owner to the Director's satisfaction, and may permit public interest agencies and entities to provide alternatives to security, where it is appropriate in the Director's opinion.

Site Plan Application Requirements

- 13. An application for Site Plan Control approval shall include the submission of plans and drawings showing the location of all buildings, structures and related facilities, and all matters applicable to the Development under sections 41(4) and 41(7) of the *Planning Act*, including the following:

- (a) the sustainable design elements on any adjoining highway under the City or Region's jurisdiction, including, without limitation, trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.

Minor Changes

- 14. Minor revisions or changes to a Development that has received Site Plan Control approval are permitted without revision to an existing site plan agreement where written permission is provided by the Director or designate, and provided the change meets the following criteria:

- (a) The change implements administrative or technical corrections or adjustments to approved plans

Enforcement and Penalties

- 15. Any person or corporation who uses land contrary to any provision of this By-law and any person who owns land which is used contrary to any provision of this By-law is guilty of an offence.
- 16. Any person convicted of an offence under any provision of this By-law shall be liable to a penalty as set out in section 67(1) of the *Planning Act*, or its successor, as amended.
- 17. Any corporation convicted of an offence under any provision of this By-law shall be liable to a penalty as set out in section 67(2) of the *Planning Act*, or its successor, as amended.

Enacted and passed this ##th day of March, 2026

Mayor Marianne Meed Ward

City Clerk Michael De Rond

SUBJECT: City land for affordable housing
TO: Committee of the Whole
FROM: Development and Growth Management
Community Planning

Report Number: DGM-11-26

Wards Affected: 1

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Endorse the Indwell project concept for 1022, 1028 and 1030 Waterdown Road, as outlined in development and growth management report DGM-11-26 Appendix A, subject to final design, applicable planning approvals, securing required funding and financing, and Council approval of the disposition of City lands by way of a long-term land lease in accordance with legal services report LLS-16-26; and

Direct the Commissioner of Development, Growth and Management to initiate a city-led site-specific zoning by-law amendment for 1022, 1028 and 1030 Waterdown Road to permit the approved Indwell project concept, as outlined in development and growth management report DGM-11-26 Appendix A, subject to final design; and

Delegate authority to the Commissioner of Development, Growth and Management, in consultation with the Chief Financial Officer (CFO), to reallocate the HAF budget, as may be required during 2026, to ensure the City meets its Housing Accelerator Fund housing targets by December 31, 2026, including capital funding, incentives, land acquisitions, or other opportunities that may arise; and

Authorize the Director of Community Planning, in consultation with the City Solicitor, to approve, execute, and administer, on behalf of The Corporation of the City of Burlington, all agreements and documentation necessary to implement the recommendations of this report or throughout the year 2026; and

Direct the Director of Community Planning to engage with Halton Region to explore opportunities to prioritize Burlington residents, where feasible and consistent with Regional policies, within the applicant selection process for the Indwell / Waterdown project.

Executive Summary

Purpose of report:

- To seek Council endorsement of the proposed, Indwell affordable rental housing project concept (Appendix A), at 1022, 1028 and 1030 Waterdown Road, subject to final design and applicable planning approvals, to advance progress towards the City's Housing Accelerator Fund (HAF) targets by December 31, 2026.
- To seek Council approval to initiate a City-led site-specific zoning by-law amendment for 1022, 1028 and 1030 Waterdown Road to permit the proposed Indwell affordable rental housing project (Appendix A).
- To seek Council approval for delegated staff authority to reallocate HAF funding in 2026, if required, to advance the City's HAF housing targets, with updates to Council in June and December 2026.

Key findings:

- Indwell has been identified as an affordable housing provided with a proven track record of developing affordable housing projects and Indwell has capacity to develop these lands for a new purpose built building of up to six stories in height and containing approximately 74 affordable rental housing units, subject to final design, on City-owned lands at 1022, 1028 and 1030 Waterdown Road (Appendix A), contributing to the City's HAF Affordable and Housing Supply Growth targets, including the Missing Middle target where buildings are four stories or less.
- The City's contribution is estimated at \$5.59M, including \$4.15M from the 2026 Council-approved HAF budget, representing land lease value (1022, 1028 and 1030 Waterdown Road), pre-development due diligence, and legal costs.
- Municipal fees for this project will be expensed to the 2026 HAF Municipal Fee Waivers (Non-profit) program that Council approved in December 2025 ([DGM-91-25](#)).
- Securing land is a key priority for Indwell to apply or request capital funding or financing from senior levels of government.

Implications:

Financial

An estimated \$4.15M of the Council approved a \$7.25M HAF budget for “City-land and/or Land Acquisitions for Non-profit Affordable Rental Housing” ([DGM-91-25](#)) is being allocated to the Indwell project. The City’s total project contribution, including all land value, is estimated at \$5.59M. Given the municipal election implications, delegated authorities will assist in agile responses should the HAF budget reallocation be needed to ensure that the City’s housing targets are met by December 2026.

Human Resources

Staffing expenses where applicable are considered for cost recovery as needed and in alignment with HAF budget and program compliance.

Legal

Support from internal and external legal services will be required for real estate fees, agreement negotiations and have been estimated in the \$7.25M City-land and/or Land Acquisitions for Non-profit Affordable Rental Housing Lands HAF 2026 budget.

Climate

The project anticipates building design aligned with senior government funding programs for sustainability, accessibility, speed of construction and maximize Canadian made materials.

Engagement

Public engagement on the proposed project will be led by Indwell in collaboration with the City.

Recommendation Report

Background

In December 2025, Council approved [DGM-91-25](#) providing support for non-profit affordable rental housing through:

- the use of City-owned land to meet the Housing Accelerator Fund (HAF) targets by December 31, 2026.
- a \$7.25M budget City land acquisition and site readiness for non-profit affordable rental housing.
- a \$507,602 budget for municipal fee waivers for non-profits.
- requests to Halton Region to explore partnership opportunities for affordable housing.

This report updates Council on the opportunity to partner on affordable rental housing on City-owned lands, retaining City ownership, advancing HAF housing targets, maximizing community benefits, and supporting the City's enabling role under the Council-approved Housing Strategy through the provision of land, planning, and municipal tools.

Analysis

Project Overview

Through a targeted engagement, the City has identified an opportunity to partner with Indwell, a charitable non-profit with extensive development and operating experience building affordable housing leveraging government funding. The proposed project is approximately 74 units of affordable rental housing, up to six stories, with ground-floor program and community space on City-owned lands at 1022, 1028 and 1030 Waterdown Road (Appendix A), subject to final design, or as may be amended through the planning approval or funding process. Capital and/or operating funding is required from senior government.

The subject lands are located within the Aldershot Major Transit Station Area (MTSA). As reported to Committee through staff report [DGM-99-25](#), the Minister of Municipal Affairs and Housing released its decision to approve Official Plan Amendment 2 (OPA 2), with modifications on October 10, 2025. There are three appellants to OPA 2. Many of the policies of OPA 2 have come into effect as of October 30, 2025, by virtue of not being appealed or not being appealable. While work continues to define the extent and scope of appeals staff can confirm that the enabling policies for the Community Planning Permit System (CPPS) have

been appealed and are not in effect. As a result, the anticipated CPPS By-law for MTSAs cannot be approved by Council. The proposed development will therefore require a site-specific zoning by-law amendment and site plan approval to permit the proposed residential use before building permits can be issued. The zoning by-law amendment will be City initiated in alignment with OPA 2 and will consider the approved in principle [CPPS](#).

Alignment with HAF Targets

The anticipated 74 units will add to the City's HAF Affordable Housing target of 228, and the Housing Supply Growth target of 2,724. Units constructed at four stories or less, as shown in the preliminary site plan (Appendix A), may also count towards the Missing Middle housing target, of 1,047, subject to final design approval.

Intergovernmental Coordination

While Halton Region is the designated Service Manager for assisted and supportive housing and is responsible for administering capital and operating funding programs, the City of Burlington plays a critical enabling role in delivering affordable and supportive housing within its boundaries, as set out in the Council-approved Housing Strategy. In the current market environment, private sector developers are not delivering new, deeply affordable rental housing without significant capital funding. As a result, projects that combine City-owned land, non-profit delivery partners, and senior government funding represent one of the few viable pathways to advancing affordable housing supply within required timelines.

Land Readiness and Due Diligence

Environmental Site Assessment (ESA) Phase 1 reports have been completed for 1022, 1028 and 1030 Waterdown Road. ESA Phase 2 reports have been initiated. A Record of Site Condition will be required to secure financing. It is anticipated that the \$300k budget approved by Council ([DGM-91-25](#)) will be adequate to finish land readiness.

Risk Considerations and Mitigation

The primary risks associated with the proposed project relate to external funding/financing, development approvals, and infrastructure capacity. These are being actively managed through project design alignment to funding programs, early technical due diligence, early engagement with City staff through a "threshold review" to identify any potential project impediments, delegated authority, and scheduled reporting back to Council in June and December 2026.

The project has been assessed for the following risks:

Risk	Issue / Impact	Likelihood	Mitigation
Zoning	Residential uses are not currently permitted; Ontario Land Tribunal (OLT) appeals possible.	Medium - High	City-initiated site-specific ZBA (May 2026) aligned with OPA 2 and Council-endorsed CPPS; project design informed by prior OLT decisions.
Hydro Capacity	Existing single-phase supply may be insufficient; 3-phase expansion required for service.	Medium	Early Burlington Hydro coordination; budget contingency; obtain OEB-based cost estimate. Capacity confirmed prior to final site plan. Burlington Hydro has indicated their commitment to working with the City to advance affordable housing projects.
Planning/Building Approvals - Timing	Delays in these approvals could jeopardize achieving the Dec 31, 2026, HAF housing target deadline and may reduce 2027 funding (\$5.2M).	Medium	Early engagement with City/Region; overlap planning and building approvals where feasible; internal cross department coordination; Council updates scheduled for June and December 2026.
Environmental	Contamination or remediation could delay project or increase costs.	Low	ESA Phase 2 underway toward Record of Site Condition; reserve budget contingency.
Regional Funding Approval	Halton Region funding delays could impact timeline	Low	Early engagement with Region; align project with regional priorities; land lease conditional on approvals.
Senior Government Financing	Delayed funding/financing if land lease is not confirmed.	Low	Confirm land tenure; program-aligned design; construction approach aligned with municipal/federal goals; participate in Enbridge "Savings by Design" program.
HAF Compliance	Submitted capital project may not meet CMHC eligibility requirements.	Low	Submit through 2025 HAF Annual Report. Obtain CMHC written confirmation. Delegated reallocation authority: alternative eligible projects identified.
MTSA Land Value	Potential forgone future land value or underdeveloped.	Low	Long-term land lease retains City ownership and future land value, while securing affordable rental housing community benefit advancing Council priorities.

Land Ownership/Disposition

- The long-term land lease model (anticipated up to 55 years) ensures the land remains in public ownership and dedicated to affordable rental housing use, while enabling Indwell to secure external financing and proceed with development.
- This proposed partnership leverages underutilized City assets, supports Regional housing objectives, and advances the City's Housing Accelerator Fund (HAF) targets within the prescribed federal timelines.
- Upon successful completion of the surplus lands disposition process and Council approval Realty Services will negotiate a long-term land lease with Indwell.

- Land lease is required for Indwell to apply for and/or receive project funding/ financing.
- Staff review of City-owned lands ([DGM-08-25](#)) or pending surplus school sites indicated that no other options met the HAF target and deadlines or had the partnership opportunities.

Financial Analysis

The City's total contribution to the Indwell / Waterdown affordable rental housing project at 1022, 1028 and 1030 Waterdown Road is estimated at \$5.59 M. This includes land value, pre-development due diligence, and legal fees, averaging approximately \$75k per unit (based on the estimated 74 units shown in Appendix A). This falls within the Affordable Rental Community Improvement Plan (ARU) HAF incentive program range of \$70k–\$95k per unit, while offering deeper affordability and greater tenant security for a longer period.

Of the \$5.59 M, \$4.15 M comes from the Council-approved 2026 HAF \$7.25M budget ([DGM-91-25](#)). The value of City-owned land is provided via lease, with ownership retained by the City. The project also benefits from the Council-approved 2026 HAF Municipal Fee Waiver program, which may include building permits, planning fees, and fast-track approvals.

Any remaining HAF funds from [DGM-91-25](#), if available, will be retained for risk mitigation or, if required, reallocated to additional affordable housing projects or incentives. If the Indwell Waterdown project does not proceed or is delivered at a reduced scale due to development, funding, or infrastructure constraints, delegated authority to the Commissioner of Development, Growth & Management, in consultation with the CFO, enables HAF reallocation in 2026 to capital funding, incentive programs, land acquisitions, or other opportunities aligned with the Council-approved HAF Action Plan.

Delegated authority provides flexibility and supports timely alternative actions to meet the City's HAF housing target commitments by December 31, 2026.

Recommendation Details

This project represents a strong opportunity to deliver approximately 74 units of affordable rental housing by leveraging City-owned lands, senior government funding/financing, and Indwell's non-profit housing expertise. The project aligns with the Council-approved Housing Strategy and implements the Council-approved HAF Action Plan, advancing the City's HAF housing targets by December 31, 2026.

Providing the City land through a long-term lease (anticipated up to 55 years) preserves municipal ownership, leverages public assets for near-term capital investments, and provides community value and benefit to those most in need.

Staff have taken significant steps to prepare the lands and advance the partnership. Council will receive updates in June and December 2026 on project progress, risk mitigation, and funding or financing status as the project evolves.

Key Dates & Milestones

- June 2024: Council update on HAF Budget and Indwell / Waterdown project progress.
 - April 2026: Council approval to negotiate a long-term land lease (up to 55 years).
 - May 2026: Council approval for site-specific Zoning By-law Amendment for 1022-1030 Waterdown Road, aligned with Council endorsed [Community Planning Permit System](#).
 - December 2026: CMHC deadline to achieve all HAF housing targets.
 - December 2026: Council update on HAF budget, targets, and project progress.
 - January 2027: CMHC: submission of 2026 HAF annual report.
 - Q1 2027: CMHC assessment and release of final \$5.2M HAF funding.
 - Q1 2027: Council review and approval of proposed 2027 HAF budget.
 - December 2027: CMHC: deadline to spend all HAF funds.
-

References

LLS-16-26: Real Estate matter declaring intent to Lease Waterdown Road properties – March 2026

[DGM-91-25](#): Housing Accelerator Fund Update – December 2025

[DGM-99-25](#): MTSA Official Plan Amendment No. 2 Notice of Decision – December 2025

[DGM-33-25](#): HAF Implementation and Update - May 2025

[DGM-19-25](#): HAF Implementation Update - February 2025

[DGM-08-25](#): Burlington Lands Partnership Update – February 2025

[PL-82-24](#): HAF Implementation Plan Budget and Update - November 2024

[CS-13-23](#): Council approve HAF Action Plan – July 2023

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:

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Appendices:

A. Indwell Proposed Preliminary Site Plan: 1022 - 1030 Waterdown Road

Draft By-laws for Approval at Council:

- N/A

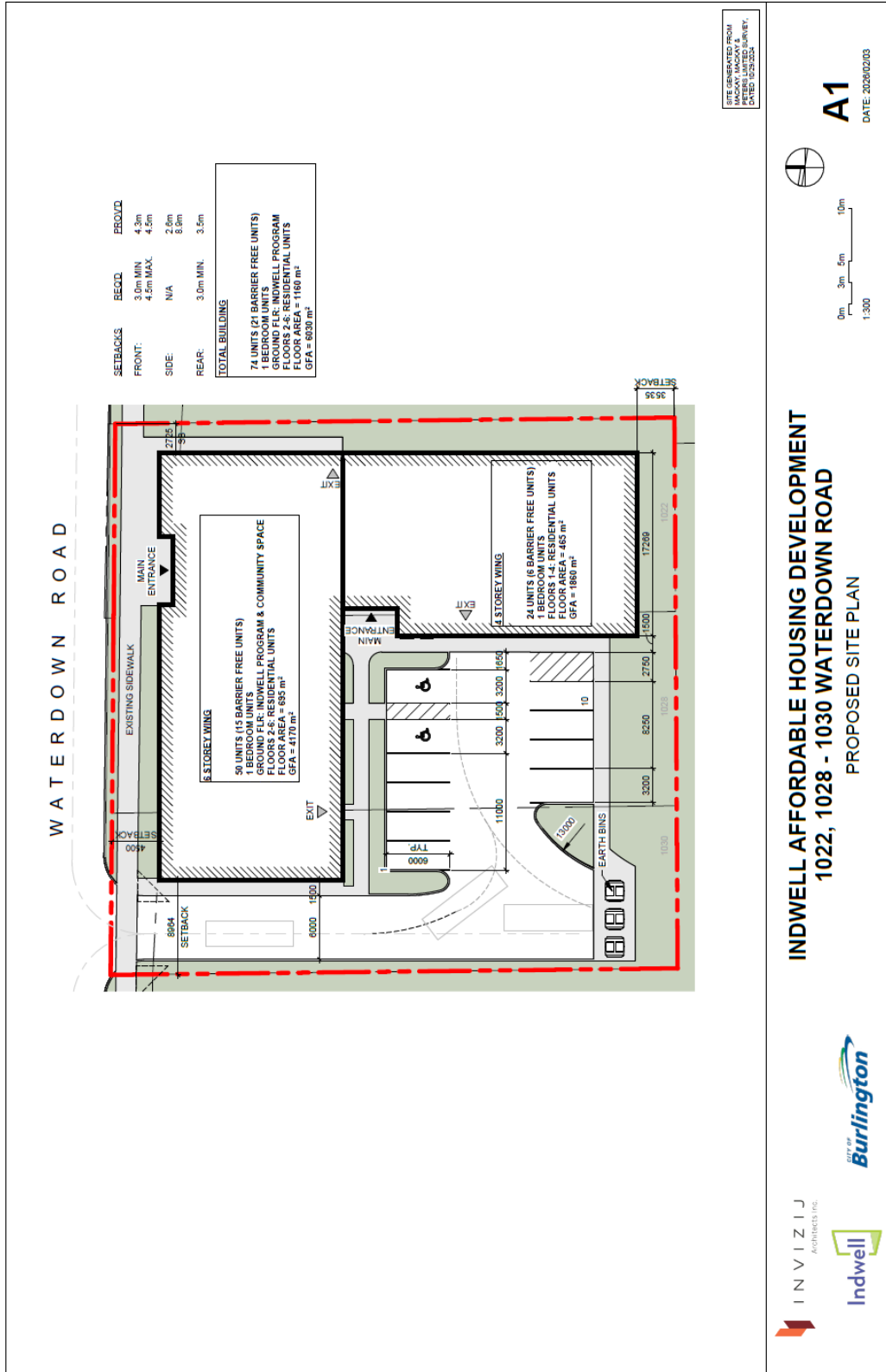
Notifications:

- Regional Clerk, Halton Region
- Alex Sarchuk, Commissioner, Social & Community Services, Halton Region
Alex.Sarchuk@halton.ca

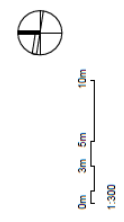
Report Approval:

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

Appendix A: Indwell Proposed Preliminary Site Plan: 1022, 1028 and 1030 Waterdown Road



INDWELL AFFORDABLE HOUSING DEVELOPMENT
1022, 1028 - 1030 WATERDOWN ROAD
PROPOSED SITE PLAN



DATE: 2020/02/03



SITE GENERATED FROM
PREPARED LAYOUT DRAWING
DATE: 02/20/2020

SUBJECT: Statutory Public Meeting - Delegated Authority By-law Amendments and enabling
Official Plan Amendments

TO: Committee of the Whole

FROM: Legal and Legislative Services
Legislative Services

Report Number: LLS-13-26

Wards Affected: All

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

Recommendation

Adopt Amendment No. 8 to the Burlington Official Plan, 2020 (“OPA 8”), as provided in Appendix A of legislative services report LLS-13-26, to add policies to enable certain technical changes without a Plan amendment and to add policies to assist in the interpretation of the City’s Official Plans; and

Adopt Amendment No. 2 to the Burlington Regional Official Plan, 1995 (“BROPA 2”), as provided in Appendix B of legislative services report LLS-13-26, to add policies to enable certain technical changes without a Plan amendment; and

Deem that OPA 8 and BROPA 2 are in compliance with *The Planning Act*; and

Instruct the City Clerk to prepare the necessary by-laws adopting OPA 8 and BROPA 2, substantially in the form attached as Appendix A and Appendix B of legislative services report LLS-13-26, respectively; and

Approve the withdrawal of Subsection 12.2.2 m), in its entirety, from the BOP, 2020; and

Instruct the City Clerk to prepare the necessary by-law to amend By-law No. 24-2018, being the adopting by-law for the BOP, 2020, to delete Subsection 12.2.2 m) in its entirety; and

Authorize the Commissioner, Legal & Legislative Services/City Solicitor, or his designate, to advise the Ontario Land Tribunal of the withdrawal of Subsection 12.2.2 m) of the BOP, 2020; and

Approve the proposed new delegations of authority provided in legislative services report LLS-13-26; and

Enact the amending by-law substantially in the form attached as Appendix C to legislative services report LLS-13-26, to amend By-law 71-2023, being a by-law to delegate authorities to staff; and

Direct the City Clerk to bring forward a further amending by-law to By-law 71-2023 to delegate the additional authorities introduced through OPA 8 and BROPA No. 2 once the amendments are in full force and effect.

Executive Summary

Purpose of report:

- The purpose of the report is three-fold:
 - To recommend amendments to the Delegated Authority By-law 71-2023 for new authorities brought forward by requesting areas:
 - Schedule A – City Clerk: Authority to designate an event as an event of municipal significance.
 - Schedule C – Heritage: Authority to establish practices and procedures to execute Heritage Conservation Agreements.
 - Schedule G – Engineering Services: Authority to sign Site Alteration Agreements.
 - Schedule M – Building: Authority to negotiate, execute, administer, and discharge demolition agreements.
 - To recommend amendments to the Delegated Authority By-law 71-2023 to update existing delegated authorities in Schedule B – Planning that do not require Official Plan amendment to implement, and in Schedule I – Recreation, Community and Culture.
 - To recommend additional amendments to the Delegated Authority By-law 71-2023 related to Schedule B – Planning enabled through proposed amendments to the City’s official plans as well as proposing additional official plan policies and changes as set out below.

Key findings:

- Several new or updated delegated authorities are sought by City departments and identified to Legislative Services staff for inclusion in this update.

Implications:

- Provides the City with flexibility in governing its affairs.
- Allows Council to focus on strategic matters for the City and enables staff to implement and operationalize.
- Improves service delivery and customer experience.

Recommendation Report

Background

Legislative Services staff received a number of requests from City departments for new delegated authorities from Council which provide for greater efficiency and maintenance of business continuity with City operations. The requested authorities are outlined in detail in the section below.

Staff are bringing this report forward as part of a Statutory Public Meeting because some of the requested delegated authorities for Community Planning require an Official Plan Amendment (OPA). For efficiency, all new and updated delegated authority submissions are being presented in one report and can be discussed in their entirety by Committee at the Statutory Public Meeting. If the recommendation is passed as presented, Council will be approving a by-law to adopt Burlington Official Plan Amendment No. 8 and Burlington Regional Official Plan Amendment No. 2 to provide Community Planning with additional delegated authority, and a by-law to amend the Delegated Authority By-law 71-2023, with the additions outlined in this report. Once the appeal period for the Official Plan Amendment has elapsed, and if there are no appeals, staff will bring an additional amendment to the Delegated Authority By-law 71-2023 straight to Council capturing the additional delegated authority provided through Burlington Official Plan Amendment No. 8 and Burlington Regional Official Plan Amendment No. 2.

Analysis

1. New Delegations of Authority

The proposed by-law to amend Delegated Authority By-law 71-2023 includes a number of new delegations of authority. In each case, the requesting area/department provided a description of the delegated authority sought and the rationale for the requested delegated authority to improve existing inefficiencies, delays or impacts to customer services and/or project completion.

Schedule A – City Clerk

1. Authority to designate an event as an event of municipal significance for the purpose of obtaining a Special Occasion Permit under the Alcohol and Gaming Commission of Ontario, in accordance with the City of Burlington's Municipal Alcohol Policy.

Rationale: The Alcohol and Gaming Commission of Ontario (AGCO) administers the Special Occasion Permit (SOP) program, which allows for the sale, service and in most cases consumption of liquor on special occasions, such as weddings or private receptions, as well as larger scale events that are open to the public, including charity fundraisers. An event of municipal significance requires a designation by the municipality in which the event will take place. Special Occasion Permit applications for a municipally significant public event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. Council approved the Recreation, Community and Culture (RCC) [Municipal Alcohol Policy](#) on December 14, 2021 (RCC-13-21). The policy defines a municipally significant event as one designated by the City of Burlington and identifies the City Clerk as having delegated authority to make this designation, based on staff review and recommendation. While this process has been routinely applied in practice, the delegated authority is not currently reflected in the City's Delegated Authority By-law.

The City receives multiple requests each year from event organizers seeking designation of an event as municipally significant for the purpose of obtaining a liquor licence. These requests relate primarily to events held on City property and, on occasion, events held on private property. The Letter of Municipal Significance is not an event permit. It provides the AGCO with confirmation that the City is aware of the event, that it aligns with community interests, and that the City does not object to liquor service at the event.

Requiring Council approval for each designation is administratively inefficient and inconsistent with the intent of the City's Municipal Alcohol Policy and AGCO guidance, which permits designation by a delegated municipal official. Formalizing this authority within the Delegated Authority By-law will align Council policy, administrative practice and provincial requirements, while ensuring timely and consistent decision-making.

Staff recommend that Council amend the Delegated Authority By-law to delegate authority to the City Clerk to designate events as being of municipal significance for the purpose of obtaining a Special Occasion Permit, in accordance with the Recreation, Community and Culture Municipal Alcohol Policy.

Schedule C – Heritage

1. Authority to execute Heritage Conservation Agreements.

Rationale: Delegated Authority By-law 71-2023 provides the Director of Community Planning or delegate with the authority to approve Heritage Grant Program applications but does not provide the Director of Community Planning or delegate with the authority to execute Heritage Conservation Agreements required in connection with applications. As such, a staff report to Committee of the Whole and Council to allow for the Mayor and City

Clerk to execute the agreements is required. The proposed amendment to Delegated Authority By-law 71-2023 will allow the Director of Community Planning or delegate to execute Heritage Conservation Agreements and eliminate the need for Council approval respecting execution of future heritage conservation agreements.

Schedule G – Engineering Services

1. Authority to approve and execute site alteration agreements.

Rationale:

City of Burlington By-law 64-2014 (the “Site Alteration By-law”) requires Owners to enter into a site alteration agreement with the City where the calculated site alteration volume is greater than 5000 m³ or where the resulting proposed elevation will be greater than 0.5 m above or below the originally existing grades. While the requirements of site alteration agreements are to be determined and met to the satisfaction of the Director of Engineering Services (the “Director”), the Site Alteration By-law does not expressly authorize the Director to approve and execute site alteration agreements on behalf of the City. The proposed amendment will eliminate the need for Council approval of execution of future site alteration agreements.

Schedule M – Building

The proposed amending by-law to Delegated Authority By-law 71-2023 includes a new Schedule M for the Building Department. The following new delegation of authority has been requested:

1. Authority to negotiate, execute, administer, and discharge demolition agreements, including authority to:
 - a. enter into, execute, and administer demolition agreements on behalf of the City, where such agreements are required as a condition of issuing a demolition permit under the Ontario Building Code Act or applicable municipal by-laws;
 - b. collect, hold, and release any securities or deposits associated with demolition agreements;
 - c. execute any ancillary documents necessary to give effect to the demolition agreement;
 - d. take all actions necessary to enforce the terms of the demolition agreement;
 - e. enter any building subject to a Demolition Agreement, at reasonable times and upon reasonable notice where required, for the purpose of securing the site and removing any contents or materials remaining within the building;
 - f. remove, transport, and store any such contents or materials at the sole cost and expense of the owner, without liability to the City, the CBO, or their agents for

- loss of or damage to such contents, except in cases of gross negligence or willful misconduct; and
- g. authorize the disconnection, termination, or securing of any utility or service to the building, where necessary to carry out or enforce the demolition agreement or to address health, safety, or property protection concerns.

Rationale:

The Building Department is requesting an amendment to the Delegated Authority By-law to authorize the Chief Building Official (CBO) to approve and execute demolition agreements on behalf of the municipality. This authority is enabled under both the *Building Code Act, 1992* and the *Municipal Act, 2001*.

Demolition agreements are legal contracts between the municipality and a property owner and are commonly required as a condition of issuing a demolition permit under municipal by-laws. While the CBO currently has the authority to issue demolition permits, the authority to enter into and execute agreements that bind the municipality remains with Council unless formally delegated. Without this delegation, the CBO cannot legally execute a demolition agreement, even though the demolition permit itself falls within their approval authority, and Council must sign each agreement.

Demolition agreements are typically used in situations where a property owner is permitted to continue residing in an existing dwelling while construction of a new dwelling is underway on the same property. Once the new dwelling is complete and occupiable, demolition of the original dwelling may proceed. The demolition agreement forms a condition of the demolition permit, which is issued only when the owner is ready to demolish.

Delegating this authority to the CBO would align the approval of demolition agreements with the operational responsibility for issuing demolition permits and would eliminate the need to prepare individual reports to Council for routine agreements. This would reduce administrative delays and support more timely service delivery.

Legal Services provide and maintain the standard demolition agreement template and will be consulted on each agreement to ensure compliance and manage risk. Granting delegated authority to the CBO for demolition agreements will streamline the permitting process while ensuring appropriate legal oversight and compliance with legislative requirements.

2. Updates to Existing Delegated Authorities that do not require an Official Plan Amendment

The following updates to existing delegated authorities and rationales for the requested changes have been submitted to Legislative Services:

Schedule B – Planning

Schedule B, Planning, section 17 (b) regarding the authority to approve applications for part lot control is amended by removing the words “upon receipt of a recommendation from City Council” in the Delegated Authority column.

Rationale: This delegated authority allows a more streamlined approval process by eliminating inefficiencies of staff reporting to Council on a routine implementation matter for development.

Schedule I – Recreation, Community and Culture

Schedule I, Recreation, Community and Culture, section 3, regarding the authority to approve and execute agreements for the provision of recreation, community and culture services is amended by adding the words “or designate” in the Delegate column.

Rationale: This provision covers a wide range of agreements, including some with minimal risk to the organization and for which budget approval has already been granted. These agreements can be efficiently and appropriately managed by the Director’s designate, improving operational efficiencies.

3. Delegated Authority Amendments Enabled by the Official Plan Amendments

Schedule B – Planning

1. Authority to broaden the listing of technical changes that would not require an amendment to the Burlington Official Plan, 2020 and the Burlington Regional Official Plan, 1995.

Subject to the final approval of the proposed Official Plan Amendments (OPAs), the proposed amending by-law to the Delegated Authority By-law will amend “Schedule B – Planning” to broaden the listing of technical changes that would not require an Official Plan Amendment. This policy will apply to the BOP, 2020 and the BROP, 1995, as both are official plans of the City of Burlington. Despite the list being more extensive, the expanded authority remains bound by the direction that only technical changes that do not alter the intent, meaning or substance of the plans are delegated. The policies also make clear that changes of this nature do not constitute an amendment to the Official Plan. The proposed amendments (OPA 8 and BROPA 2) will ensure both Official Plans remain current,

accurate, and implementable, while preserving Council’s role in establishing policy direction.

Similar to policy changes made in June of 2025, broadening the listing of technical changes that do not require an amendment and extending those policies to the BROP, 1995 will reduce the inefficiencies of staff reporting to Council on routine administrative matters to correct numbering, clerical, grammatical, and formatting issues, to update the names of agencies or public authorities, and to remove obsolete or redundant policies etc. This direction is strictly limited to technical changes that do not alter the intent, meaning or substance of the Official Plans.

4. Additional Official Plan Policies and Changes

Transitional and Administrative Matters

Amendments proposed to the BOP, 2020 include additional policies related to transitional and administrative matters. These changes are timely and support effective interpretation.

The new transitional policies are proposed to clarify the interpretation of the BOP, 2020 in relation to a series of recent and potential future changes to the broader provincial planning framework.

The proposed transitional policies acknowledge the revocation of the *Provincial Policy Statement, 2020* and *A Place to Grow: Growth Plan for the Greater Golden Horseshoe*, the transition of upper-tier planning responsibilities from Halton Region to the lower-tier municipalities, and the potential consolidation of Ontario’s conservation authorities. Amendments are proposed to ensure that the Regional Official Plan (now BROP, 1995) is interpreted, and operates as, an official plan of the City of Burlington.

A minor administrative amendment is also proposed to clarify both the adoption and approval date of the City’s Official Plans. This supports the practice of consistently referencing Official Plans based on their original approval date (meaning approval of an entirely new Plan, as opposed to an amended Plan). This change acknowledges that the approval authority often modifies an Official Plan during the approval process, resulting in a Plan that differs from the Council adopted version. Further, it is the approval date which informs when policies come into effect, as any policies not subject to appeal are deemed to have come into effect on the day after the end of the appeal period.

Withdrawal of Obsolete Policy

This report also proposes the withdrawal of Subsection 12.2.2 (m), in its entirety, from the BOP, 2020:

“12.2.2 POLICIES

- m) An amendment to this Plan is not required and changes may be made by the *City* during office consolidations for:

- (i) altering the numbering, arrangement and cross-referencing of provisions in this Plan;
- (ii) correcting clerical, grammatical, and spelling errors;
- (iii) updates to address references;
- (iv) adding technical information to maps or schedules; and/or
- (v) changing format or presentation.”

The above Subsection is currently appealed in the BOP, 2020 and is therefore not in effect. Given the updated policies introduced in June of 2025, as well as the further updates proposed in this OPA, staff advise that the entirety of Subsection 12.2.2 m) is redundant and/or obsolete, and should therefore be withdrawn from the BOP, 2020.

Policy Framework

The proposed Official Plan Amendments are in accordance with *The Planning Act*, the Provincial Planning Statement, 2024 and the Official Plans of the City of Burlington (BROP, 1995, as amended; BOP, 1997 as amended; and BOP, 2020 as amended).

Recommendation Details

The proposed new delegated authorities and amendments address specific inefficiencies as identified by the requesting areas. Approval of these new authorities as outlined above will contribute to more efficient, effective and transparent decision-making, enabling Council to focus on its strategic role.

Key Dates & Milestones

- [Public Notice for Official Plan Amendments posted on the City's webpage](#): January 30, 2026.
-

Implications

The recommended new delegated authorities provide flexibility as well as improve efficiencies in City operations, enhancing the overall customer experience. As presented, the recommendations do not have direct human resources, climate or financial implications.

References

Below are links to the Delegated Authority By-law and all amending by-laws to date:

- Delegated Authority By-law: [By-law 071-2023](#)
 - Amending by-law: [By-law 042-2024](#)
 - Amending by-law: [By-law 062-2024](#)
 - Amending by-law: [By-law 012-2025](#)
 - Amending by-law: [By-law 37-2025](#)
 - Amending by-law: [By-law 46-2025](#)
 - Amending by-law: [By-law 72-2025](#)
 - Amending by-law: [By-law 03-2026](#)
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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
-

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Appendices:

- A. Draft OPA 8
- B. Draft BROPA 2
- C. Draft by-law to amend By-law 71-2023 being a by-law to delegate authorities to staff.

Draft By-laws for Approval at Council:

- Draft by-law to amend By-law 71-2023 to delegate approvals to staff going to Council March 10, 2026.

Notifications:

None

Report Approval:

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

OFFICIAL PLAN AMENDMENT
PROPOSED AMENDMENT NO. 8 TO THE OFFICIAL PLAN
OF THE BURLINGTON PLANNING AREA

CONSTITUTIONAL STATEMENT

The Amendment contained in Part “B” of this document constitutes Amendment No. 8 to the Official Plan of the City of Burlington, 2020.

PART A – PREAMBLE

1. PURPOSE OF THE AMENDMENT

The purpose of this Amendment to the Burlington Official Plan, 2020 (BOP, 2020) is to enable the delegation of authority to staff to make technical changes that do not alter the intent, meaning, or substance of the Plan, in accordance with the *Municipal Act* and the City’s Delegated Authority By-law. The Amendment will also introduce transitional policies to clarify the interpretation of the BOP, 2020 in response to recent and forthcoming changes to provincial legislation, plans, and policy.

The effect of the proposed Amendment is to add policies to the BOP, 2020 to:

- Establish the authority for staff to make technical changes, without a Plan amendment, that do not alter the intent, meaning, or substance of the Plan, including updates to the names of agencies or public authorities and the removal of obsolete or redundant policies, and;
- Add new transitional policies to the BOP, 2020’s interpretation provisions to acknowledge:
 - the transition of upper-tier planning responsibilities in Halton Region to each of Halton’s lower-tier municipalities;
 - the revocation of the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe; and
 - the potential consolidation of Ontario’s 36 conservation authorities into regional conservation authorities.

2. SITE AND LOCATION

The proposed amendment applies City-wide across the entirety of the City of Burlington subject to the Burlington Official Plan, 2020.

3. BASIS FOR THE AMENDMENT

- The *Municipal Act* and provides municipalities with flexibility in governing their affairs, including the ability to delegate certain powers and duties from Council to a committee or an individual. Matters delegated by Council are typically administrative, technical, or operational in nature and do not involve substantive policy decisions.

- While the BOP, 2020 contains some existing provisions delegating certain authorities to staff, additional policies are required to enable staff to update the names of agencies or public authorities and remove obsolete or redundant policies, without an amendment to the Plan.
- In addition, recent and anticipated changes to provincial legislation, plans, and policy- including the transition of upper-tier planning responsibilities in Halton Region, the revocation of the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, and potential changes to the conservation authority framework- necessitate the inclusion of transition provisions in the BOP, 2020 to enhance clarity in the interpretation and application of the Plan.
- Further, to aid in clear and consistent interpretation among its three Official Plans during this time of transition, and to acknowledge that Plan modifications often occur during the approval process, the City is proposing the administrative change of referencing an Official Plan by its approval date, as opposed to its Council adoption date.

PART B – THE AMENDMENT

1. DETAILS OF THE AMENDMENT

1.1 Text Change

The amendment includes the changes to the text of the Burlington Official Plan, 2020 as described in the following table:

Item No.	Section	Description of Change
1	<p>CHAPTER 1 - INTRODUCTION</p> <p>SECTION 1.3 JURISDICTION</p>	<p>Delete section 1.3 Jurisdiction in its entirety and replace it with NEW section 1.3 Jurisdiction, as follows:</p> <p>1.3 JURISDICTION</p> <p>This Official Plan, adopted in 2018 and approved in 2020, replaces Burlington’s former Official Plan, adopted in 1994 and approved in 1997, as amended. This Plan was prepared to conform and/or be consistent, as applicable, with the Provincial land use plans, regulations, Policy/Planning Statements and Guidelines that were in effect at the time of Plan approval.</p> <p>Burlington's Official Plan policies reflect the <i>City's</i> individual community interests within the Provincial planning framework. In this manner, the Plan may be more restrictive than the policies contained in Provincial Government planning documents but is not permitted to conflict with these documents.</p>

Item No.	Section	Description of Change
		<p>External policies and plans that will be referred to in conjunction with any interpretation or amendment of an Official Plan of the City of Burlington are:</p> <ul style="list-style-type: none"> a) any Provincial Policy/Planning Statement issued by the Province of Ontario, as amended from time to time, subject to requirements under <u>The Planning Act</u>; b) Provincial Land Use and Transportation Plans, including specifically the Niagara Escarpment Plan, the Greenbelt Plan, the Parkway Belt West Plan, the Regional Transportation Plan (The Big Move) and any applicable amendments; and c) other government agencies' policies and plans, where applicable.
2	<p>CHAPTER 12 – IMPLEMENTATION AND INTERPRETATION</p> <p>SECTION 12.2 INTERPRETATION</p> <p>SUBSECTION 12.2.2 POLICIES</p>	<p>Add NEW text to subsection 12.2.2, Policies as follows:</p> <p>12.2.2 POLICIES</p> <p>m) [subsection not in use]</p>
3	<p>CHAPTER 12 – IMPLEMENTATION AND INTERPRETATION</p> <p>SECTION 12.2 INTERPRETATION</p> <p>SUBSECTION 12.2.2 POLICIES</p>	<p>Add a NEW policy to subsection 12.2.2, Policies, as follows:</p> <p>12.2.2 POLICIES</p> <p>u) On October 20, 2024, the Provincial Policy Statement, 2020 and the Growth Plan for the Greater Golden Horseshoe, 2019 were revoked and a new Provincial Planning Statement was enacted. However, the Provincial Policy Statement and the Growth Plan will continue to apply where the Greenbelt Plan refers to them, to maintain existing protections for the Greenbelt.</p> <p>Until this Plan has been revised to reflect the updated Provincial policy framework, a reference to the Provincial Policy Statement or the Growth Plan in relation to lands located outside of the Greenbelt Plan area,</p>

Item No.	Section	Description of Change
		<p>as shown on Schedule A-1: City System - Provincial Land Use Plans and Designations, of this Plan, <i>shall</i> be interpreted in accordance with section 1.3, of this Plan.</p> <p>Within the Greenbelt Plan area, and outside of the Niagara Escarpment Plan area, a reference to the Provincial Policy Statement or the Growth Plan <i>shall</i> be interpreted as a reference to the Provincial Policy Statement or the Growth Plan, respectively, as they read immediately before revocation.</p> <p>v) On July 1, 2024, through changes to <u>The Planning Act</u>, the Province identified the Region of Halton as an “upper-tier municipality without planning responsibilities”. As a result, the Regional Official Plan is no longer an official plan for the Regional Municipality of Halton.</p> <p>Instead, it has been deemed an official plan of each of the lower-tier municipalities in Halton (City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville), until it is revoked or amended by the respective municipality.</p> <p>Until this Plan has been revised to reflect the transition of Regional planning responsibilities, any reference to the Regional Official Plan and its requirements <i>shall</i> be interpreted as a reference to an official plan/requirement of the City of Burlington and the two Plans <i>shall</i> be read as companion documents.</p> <p>w) On October 31, 2025, the Province announced its intention to consolidate Ontario’s 36 conservation authorities into regional conservation authorities. These proposed changes include the potential consolidation of Conservation Halton into the “Western Lake Ontario Regional Conservation Authority”.</p> <p>Until this Plan has been revised to reflect future changes to conservation authority names and boundaries, any reference to</p>

Item No.	Section	Description of Change
		Conservation Halton <i>shall</i> be interpreted as a reference to the applicable authority name and boundaries established under the <u>Conservation Authorities Act</u> .
3	<p>CHAPTER 12 – IMPLEMENTATION AND INTERPRETATION</p> <p>SECTION 12.1 IMPLEMENTATION</p> <p>SUBSECTION 12.1.22(1) OBJECTIVES</p>	<p>Add a NEW objective to subsection 12.2.2(1), Objectives, as follows:</p> <p>b) To delegate to staff the authority to make certain technical changes to an Official Plan of the City, without an amendment.</p>
4	<p>CHAPTER 12 – IMPLEMENTATION AND INTERPRETATION</p> <p>SECTION 12.1 IMPLEMENTATION</p> <p>SUBSECTION 12.1.22 (2) DELEGATED AUTHORITY</p>	<p>Delete subsection 12.1.22 (2) b) in its entirety and replace it with NEW subsection 12.1.22 (2) b), as follows:</p> <p>b) Authority is delegated to staff to make technical changes, without a Plan amendment, that do not alter intent, meaning, or substance, as follows:</p> <ul style="list-style-type: none"> (i) alteration of the numbering, arrangement and cross-referencing of provisions; (ii) correction of clerical, grammatical, and spelling errors; (iii) updating of address references; (iv) updating of agency and/or <i>public authority</i> names; (v) removal of obsolete and/or redundant policies; (vi) updating of schedules, tables or graphics; and (vii) alteration of format or presentation.

OFFICIAL PLAN AMENDMENT
PROPOSED AMENDMENT NO. 2 TO THE REGIONAL OFFICIAL PLAN OF THE
BURLINGTON PLANNING AREA

CONSTITUTIONAL STATEMENT

The Amendment contained in Part “B” of this document constitutes Amendment No. 2 to the Regional Official Plan of the City of Burlington, 1995.

PART A – PREAMBLE

1. PURPOSE OF THE AMENDMENT

The purpose of this City-initiated Amendment to the Regional Official Plan, 1995 is to enable the delegation of authority to staff to make technical changes that do not alter the intent, meaning, or substance of the Plan, in accordance with the *Municipal Act* and the City’s Delegated Authority By-law.

The effect of the proposed Amendment is to add policies to the Regional Official Plan, 1995 to:

- Establish the authority for staff to make technical changes, without a Plan amendment, that do not alter the intent, meaning, or substance of the Plan, including updates to the names of agencies or public authorities and the removal of obsolete or redundant policies.

2. SITE AND LOCATION

The proposed amendment applies City-wide across the entirety of the City of Burlington subject to the Regional Official Plan, 1995.

3. BASIS FOR THE AMENDMENT

- On July 1, 2024, through changes to the Planning Act, the Province identified the Region of Halton as an “upper-tier municipality without planning responsibilities”. As a result, the Regional Official Plan is no longer an official plan for the Regional Municipality of Halton. Instead, it has been deemed an official plan of each of the lower-tier municipalities in Halton (City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville), until it is revoked or amended by the respective municipality.
- To distinguish between the versions of the Regional Official Plan as amended by each lower-tier municipality in Halton, the City’s version of the Plan will henceforth be referred to as the “Burlington Regional Official Plan, 1995” (BROP, 1995).
- Further, the City has elected to conclude the Region’s former Amendment numbering at “Regional Official Plan Amendment No. 48”, that being the last Amendment undertaken by the Region of Halton. To clearly distinguish any changes made by the City, the numbering has been re-started at “Burlington Regional Official Plan Amendment No. 1”.

- The *Municipal Act* provides municipalities with flexibility in governing their affairs, including the ability to delegate certain powers and duties from Council to a committee or an individual. Matters delegated by Council are typically administrative, technical, or operational in nature and do not involve substantive policy decisions. While the BRP, 1995 includes some existing provisions delegating certain authorities to staff, additional policies are required to enable staff to update the names of agencies or public authorities and remove obsolete or redundant policies, as well as other technical changes, without an amendment to the Plan.

PART B – THE AMENDMENT

1. DETAILS OF THE AMENDMENT

1.1 Text Change

The amendment includes the changes to the text of the Burlington Regional Official Plan, 1995 as described in the following table:

Item No.	Section	Description of Change
1	<p>PART I INTRODUCTION</p> <p>GUIDE TO THE PLAN SUBSECTION 24.1</p>	<p>Delete subsection 24.1 in its entirety and replace it with NEW subsection 24.1 as follows:</p> <p>24.1 Authority is delegated to staff to make technical changes, without a Plan amendment, that do not alter intent, meaning, or substance, as follows:</p> <ul style="list-style-type: none"> (i) alteration of the numbering, arrangement and cross-referencing of provisions; (ii) correction of clerical, grammatical, and spelling errors; (iii) updating of address references; (iv) updating of agency and/or <i>public authority</i> names; (v) removal of obsolete and/or redundant policies; (vi) updating of schedules, tables or graphics; and (vii) alteration of format or presentation.

The Corporation of the City of Burlington

City of Burlington By-law XX-2026

A by-law to amend B-law 71-2023, to delegate approvals to staff

File: LLS-13-26

Whereas sections 8, 9 and 11 of the *Municipal Act*, S. O. 2001, c. 25, as amended (the "*Municipal Act, 2001*"), authorize The Corporation of the City of Burlington (the "City") to pass by-laws necessary or desirable for municipal purposes, and in particular, subsection 23.1 specifies that sections 9 and 11 authorize the City to delegate its powers or duties under the *Municipal Act, 2001* or any other Act to City staff, subject to certain restrictions; and

Whereas Council of The Corporation of the City of Burlington passed By-law 71-2023 being the Delegated Authority By-law delegating certain approvals to staff; and

Whereas it is deemed necessary to amend Schedule A of the Delegated Authority By-law to authorize the City Clerk to designate an event as an event of municipal significance for the purpose of obtaining a Special Occasion Permit; and

Whereas it is deemed necessary to amend Schedule B of the Delegated Authority By-law to streamline decision making processes for various planning matters related to part lot control; and

Whereas it is deemed necessary to amend Schedule C of the Delegated Authority By-law to authorize the Director of Community Planning, or their designate, to execute Heritage Conservation Agreements; and

Whereas it is deemed necessary to amend Schedule G of the Delegated Authority By-law to authorize the Director of Engineering Services, or their designate, to approve and execute site alteration agreements; and

Whereas it is deemed necessary to amend Schedule I of the Delegated Authority By-law to improve operational efficiencies; and

Whereas it is deemed necessary to add Schedule M to the Delegated Authority By-law to authorize the Chief Building Official to approve and execute demolition agreements to reduce administrative delays and support timely service delivery; and

Whereas it is deemed necessary to amend By-law 71-2023 to reflect the addition of Schedule M to By-law 71-2023, Building in the listing of schedules throughout By-law 71-2023;

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

1. That Part 2 – Nature and Scope of Delegation of Powers and Duties, subsection 2.1 (1), be amended by adding the words “Schedule M – Building” immediately following “Schedule L – By-law Compliance”.
2. That Part 2 – Nature and Scope of Delegation of Powers and duties, subsection 2.1 (2) through to (4), section 2.2, and subsection 2.4 (2), be amended by deleting the words “Schedules A through L” and replacing them with words “Schedules A through M”.
3. That Part 3 – Execution and Amendment of Documents, sections 3.1 through to 3.5, be amended by deleting the words “Schedules A through L” and replacing them with words “Schedules A through M”.
4. That Schedule A to By-law No. 71-2023, City Clerk, be amended by adding the following new section immediately following section 6:

7.	Authority to designate an event as an event of municipal significance for the purpose of obtaining a Special Occasion Permit under the Alcohol and Gaming Commission of Ontario, in accordance with the City of Burlington’s Municipal Alcohol Policy.	City Clerk or delegate	
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5. That Schedule B to By-law No. 71-2023, Planning, section 17(b), Part Lot Control, be amended by deleting the words “upon receipt of a recommendation from City Council,” in the Delegated Authority column.
6. That Schedule C to By-law No. 71-2023, Heritage, be amended by adding the following new section immediately following section 3 and renumbering the sections that follow:

4.	Authority to execute Heritage Conservation Agreements.	Director of Community Planning or delegate	Consult with the Heritage Burlington Advisory Committee, as needed.
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7. That Schedule G to By-law No. 71-2023, Engineering Services, be amended by adding the following new heading and section immediately following section 9:

Site Alteration Agreements			
10.	Authority to approve and execute site alteration agreements.	Director of Engineering Services or delegate	

8. That Schedule I to By-Law No. 71-2023, Recreation, Community and Culture, section 3, Provision of Recreation, Community and Culture Services be amended by adding the words “or designate” immediately following “Director of Recreation, Community and Culture” in the Delegate column.
9. That By-law No. 71-2023 be amended by adding the following new Schedule M to By-law 71-2023, Building, immediately following Schedule L:

SCHEDULE M to By-law 71-2023

Building

No.	Delegated Authority	Delegate	Conditions/Restrictions
1.	<p>Authority to negotiate, execute, administer and discharge demolition agreements, including authority to:</p> <p>(a) enter into, execute, and administer demolition agreements on behalf of the City, where such agreements are required as a condition of issuing a demolition permit under the Ontario Building Code Act or applicable municipal by-laws;</p> <p>(b) collect, hold, and release any securities or deposits associated with demolition agreements;</p> <p>(c) execute any ancillary documents necessary to give effect to the demolition agreement;</p>	Chief Building Official	

	<p>(d) take all actions necessary to enforce the terms of the demolition agreement;</p> <p>(e) enter any building subject to a demolition agreement, at reasonable times and upon reasonable notice where required, for the purpose of securing the site and removing any contents or materials remaining within the building;</p> <p>(f) remove, transport, and store any such contents or materials at the sole cost and expense of the owner, without liability to the City, the CBO, or their agents for loss of or damage to such contents, except in cases of gross negligence or willful misconduct; and</p> <p>(g) authorize the disconnection, termination, or securing of any utility or service to the building, where necessary to carry out or enforce the Demolition Agreement or to address health, safety, or property protection concerns.</p>		
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10. Subject to the amendments made in this By-law, in all other respects, By-Law No. 71-2023 is hereby confirmed and remains unchanged.

11. This By-law comes into force on the date of its passing.

Passed this 10th day, of March, 2026

Mayor Marianne Meed Ward

City Clerk Mike de Rond

Committee of the Whole Report Forecast April 13 & 14, 2026

Note: this forecast is subject to change

Consent Items:

- Indexation of building permit fees 2026
- 2025 annual building permit revenues and expenses
- Updates to 2026 Rates and Fees By-law – By-law Compliance
- 2026 Tax Levy By-law
- Quarterly financial status – December 31, 2025
- Operating budget performance report as at December 31, 2025 and summary of year end financial position
- Advisory Committee 2025 annual reports and 2026 workplans and budgets

Regular Items:

- Community Engagement Charter
- Burlington Economic Development and Tourism – service delivery model and considerations
- Robert Bateman Community Centre – the next chapter
- St. Luke's Window to the Lake opportunity
- Building Permit By-law amendment
- Introduction to the 2026 Official Plan Review
- Council remuneration follow-up report
- Advisory Committee Review
- Real estate matter regarding Waterdown Road properties leased to Indwell

Statutory Meeting:

- Official Plan and Zoning By-law amendments for 1056-1060 Brant St.