



Committee of the Whole

Agenda

Date: May 11, 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.

- 7.1 2025 Treasurer's Statement for Development Charges reserve funds, Parkland Dedication reserve fund and the Community Benefit Charge reserve fund (FIN-14-26) (CCS) 1 - 15

Receive for information finance department report FIN-14-26 regarding 2025 Treasurer's Statement for Development Charges (DCs) reserve funds, Parkland Dedication (PD) reserve fund and the Community Benefit Charge (CBC) reserve fund.

- 7.2 Resource funding agreements for fibre network buildout (PWS-24-26) (PW) 16 - 22

Authorize the Director of Engineering Services to negotiate and execute resource funding agreements with telecommunications carriers for the installation of fibre optic networks within the City of Burlington, using the principle of full cost-recovery for the City, with content satisfactory to the Director of Engineering Services and form satisfactory to the Commissioner, Legal and Legislative Services and City Solicitor, as outlined in public works report PWS-24-26.

- 7.3 Tender Award ES-26-06 – Walkers Line Renewal – North Service Road to south of Dundas Street (PWS-21-26) (PW) 23 - 31

Award the tender for contract ES-26-06 – Walkers Line Renewal, North Service Road to South of Dundas Street, to PAVE-AL LIMITED, 1250 Shawson Drive, Mississauga, ON, L4W 1C3, for \$12,073,596.25 including HST; and

Authorize the Manager of Procurement Services to issue a purchase order and/or sign any associated agreements with the bidder named above; and

Authorize the City Clerk to prepare the debenture by-law; and

Authorize the Mayor and City Clerk to sign any required agreements with the bidder named above, subject to the satisfaction of the Commissioner, Legal and Legislative Services; and

Approve the total cost of \$13,895,000 (Net HST) to be charged to Capital Order RD-RA-1854-1, Walkers Line (North Service Road to Dundas Street) and funded as outlined in the Financial Information section of the report.

8. Community and Corporate Services

- 8.1 Status update on Indigenous advisory services work (CAF-02-26) 32 - 40

Receive for information corporate affairs report CAF-02-26 providing an update on work undertaken to date related to Indigenous relationships and engagement.

- 8.2 Community Survey – follow-up presentation (CAF-05-26) 41 - 78

Receive for information corporate affairs report CAF-05-26 regarding the presentation of the final results of the Community Survey.

8.3 Guidelines for the Use of Strong Mayor Powers and amendments to the Council-Staff Relations Policy (LLS-25-26) 79 - 86

Adopt the Guidelines for the Use of Strong Mayor Powers Policy attached as Appendix A to legislative services report LLS-25-26; and

Direct the City Clerk to amend the Council-Staff Relations Policy as recommended in this report; and

Direct the City Clerk to report back to Council before the end of Q2 in 2027 with further information and recommendations regarding aligning the Council Code of Good Governance with the Halton Region Council Code of Conduct.

8.4 Advisory Committees of Council Governance Framework (LLS-08-26) 87 - 98

Approve the Advisory Committees of Council Framework attached as Appendix A to legislative services report LLS-08-26; and

Direct the Director of Legislative Services/City Clerk to conduct a review of the Advisory Committees of Council portfolio, applying the Framework to make recommendations on whether to maintain, combine or wind down committees and report back to Committee of the Whole in Q1 2027 to align with the new term of Council; and

Direct the Director of Legislative Services/City Clerk to update terms of reference, the Public Appointment Policy and other related documents as required to support the revised committee portfolio and governance framework.

8.5 Motion memorandum regarding parking supply structure - downtown east of Brant Street (COW-13-26)

99 - 104

Direct the Chief Administrative Officer (CAO) to report back by Q3 2026 with a financial analysis and options for delivering additional structured parking supply east of Brant Street in Downtown Burlington, including:

1. An assessment of the financial capacity of the downtown parking system;
2. Order-of-magnitude capital cost estimates for structured parking options;
3. Identification of potential sites east of Brant Street in Downtown Burlington, including options for location, land use, and scale of parking structure;
4. A preliminary scan of partnership opportunities to offset capital or operating costs;
5. Definition of the scope for a potential feasibility study to evaluate preferred options; and
6. Recommendations to inform a potential Phase 2 business case as part of the 2027 Budget process; and

Direct the CAO, subject to Council consideration of the Q3 2026 report and approval through the 2027 budget process, to undertake a feasibility study to assess the viability of a structured parking facility east of Brant Street in Downtown Burlington.

9. Confidential Items and Closed Meeting

Confidential items will be discussed at 1 p.m. on Monday, May 11, 2026

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

9.1 Confidential Halton District School Board Lands (DGM-24-26)

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

Pursuant to Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- 9.2 Confidential update regarding a labour relations matter (HRS-02-26)
Pursuant to Section 239(2)(d) labour relations or employee negotiations
- 9.3 Confidential Legal update on litigation matter regarding 127 Plains Road (LLS-19-26)
Pursuant to Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

10. Rise and Report

11. Public Works

12. Growth Management

- 12.1 Proposed New Building Permit By-law (DGM-18-26)

105 - 144

Approve the proposed new Building Permit By-law, substantially in the form attached as Appendix A to development and growth management report DGM-18-26, to repeal and replace City of Burlington By-law 66-2019 (the “Building Permit By-law”), being a by-law under the *Building Code Act, 1992* respecting construction, demolition, change of use, occupancy, transfer of permits and inspections.

- 12.2 Amendment to Burlington Housing Community Improvement Plan (DGM-35-26) 145 - 206

Approve the amendment to the Affordable Rental Housing Community Improvement Plan, attached as Appendix A to development and growth management report DGM-35-26 at the direction of Council's referral motion of March 2, 2026; and

Instruct the Clerk to prepare the necessary by-laws to amend the by-law to designate the Community Improvement Project Area (CIPA) and amend the by-law that adopted the Affordable Rental Housing Community Improvement Plan in accordance with section 28 of the Planning Act; and

Deem that Section 17(21) of the Planning Act has been met; and

Approve the recommendation for implementation and funding found in this report related to 2026 and direction for 2027; and

Direct the Director of Community Planning to prepare a budget business case for the 2028 budget to identify program priorities and propose for Council consideration, City budget or other budget sources to support implementation of the full range of Housing Community Improvement Programs.

13. Statutory Public Meetings

Statutory Public Meeting will be discussed at 9:30 a.m. on Tuesday, May 12, 2026

- 13.1 Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 207 - 263

Approve and enact a Zoning By-law Amendment in accordance with Appendix C of development and growth management report DGM-36-26; and

Deem that Zoning By-law 2020.518 conforms to the 2020 Official Plan of the City of Burlington, the 1997 Official Plan of the City of Burlington, and the 1995 Burlington Regional Official Plan, as applicable.

14. Information Items

- 14.1 Legislative Services forecast for standing committee reports (COW-14-26) 264 - 264

15. Staff Remarks

16. **Committee Remarks**

17. **Adjournment**

SUBJECT: 2025 Treasurer's Statement for Development Charges reserve funds, Parkland Dedication reserve fund and the Community Benefit Charge reserve fund

TO: Committee of the Whole

FROM: Finance

Report Number: FIN-14-26

Wards Affected: All

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation:

Receive for information finance department report FIN-14-26 regarding 2025 Treasurer's Statement for Development Charges (DCs) reserve funds, Parkland Dedication (PD) reserve fund and the Community Benefit Charge (CBC) reserve fund.

Purpose of report:

In accordance with the *Development Charges Act, 1997* (DCA), *Planning Act*, and the City's Development Charges By-law 41-2024, as amended by By-law 68-2024, the Chief Financial Officer is required to provide Council with an Annual Treasurer's Statements on the Development Charges, the City's Parkland Dedication and Community Benefit Charge reserve funds.

Key findings:

The following below provides a high-level summary of 2025 activities related to the Development Charges, Parkland Dedication, and Community Benefits Charges reserve funds.

2025 Development Charge Reserve Funds

- Year-over-year comparison:

	2024	2025
Opening Balance	\$ 41,654,923	\$ 51,796,310
Plus: Revenues	\$ 12,975,596	\$ 7,720,098
Less: Expenditures	\$ (2,834,209)	\$ (3,335,508)
Net Change	\$ 10,141,387	\$ 4,384,590
Ending Balance	\$ 51,796,310	\$ 56,180,900

- The total contribution to DC reserve funds in 2025 was \$7.7M, with draws totaling \$3.3M. The December 31, 2025, year-end balance in DC reserve funds is \$56M, compared to a balance of \$52M at December 31, 2024.
- The City has commitments of \$22M to be funded from DC reserve funds. This amount includes multi-year capital projects, intra-reserve loans and \$1.2M debt for the Bateman project to be repaid over the next 13 years.
- The City's 2026 Budget included a 10-year capital forecast of \$127 million of Growth-related capital costs funded from DCs.
- There was \$949K of statutory exemptions in 2025, which are foregone revenues to the reserve funds. These exemptions are as prescribed by the DCA.
- The treasurer's statement for the DC reserve funds is included as Appendix A in this report.

2025 Parkland Dedication Reserve Fund

- Year-over-year comparison:

	2024	2025
Opening Balance	\$ 10,955,155	\$ 10,725,159
Plus: Revenues	\$ 3,119,021	\$ 952,963
Less: Expenditures	\$ (3,349,016)	\$ (2,887,165)
Net Change	\$ (229,995)	\$ (1,934,201)
Ending Balance	\$ 10,725,159	\$ 8,790,958

- The total contribution to PD reserve fund in 2025 was \$953K, with draws totaling \$2.9M. The December 31, 2025, year-end balance in PD reserve fund is \$8.8M, compared to a balance of \$10.7M at December 31, 2024.
- The City has committed \$14M to be funded from the PD reserve fund. This includes \$9.6M in debt for the Bateman project, which will be repaid over the next 13 years.

- The treasurer’s statement for the PD reserve fund is included as Appendix B in this report.

2025 Community Benefit Charge Reserve Fund

- Year-over-year comparison:

	2024		2025
Opening Balance	\$ 1,676,297	\$	3,317,755
Plus: Revenues	\$ 1,687,862	\$	192,402
Less: Expenditures	\$ (46,404)	\$	(109)
Net Change	\$ 1,641,458	\$	192,293
Ending Balance	\$ 3,317,755	\$	3,510,048

- The total contribution to the CBC reserve fund in 2025 was \$192K, with draws from the CBC reserve fund totaling \$109. The December 31, 2025, year-end balance in the CBC reserve fund is \$3.5M, compared to a balance of \$3.3M at December 31, 2024.
- The City has commitments of \$3.3M to be funded from the CBC reserve fund. This includes \$227K collected through the CBC since September 2022, with the remaining amount collected under the previous Section 37 provision of the Planning Act and committed to specific capital projects.
- The treasurer’s statement for the CBC reserve fund is included as Appendix C in this report.

Information Report

Background

The preparation of the Treasurer's Statement is guided by the legislative requirements set out in the *Development Charges Act, 1997*, the *Planning Act*, and their associated regulations. These statutes outline the City's reporting obligations for Development Charges, Parkland Dedication, and Community Benefit Charge reserve funds, including details on fund balances, credits, project funding, and compliance.

On October 23, 2025, the Province introduced the *Fighting Delays, Building Faster Act* (Bill 60). Bill 60 received Royal Assent on November 27, 2025, and in regards to information accessibility and transparency, expanded the reporting requirements to each project that is financed, in whole or in part, by development charges to include:

- The amount from each reserve fund that was committed to a project, but had not been spent, as of the end of the year;
- The amount of debt that had been issued for a project as of the end of the year; and
- The location in the D.C. background study where the project's capital costs were estimated.

The additional information required as per above can be found in Schedule 2. A summary of the applicable legislative requirements is provided in Appendix D.

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. The 2025 Development Charges reserve fund statements

- Schedule 1 – Development Charges Reserve Funds statement
- Schedule 2 – Capital Fund Transfers

B. The 2025 Parkland Dedication reserve fund statement

- Schedule 1 – Parkland Dedication Reserve Fund statement
- Schedule 2 – Capital Fund Transfers

C. The 2025 Community Benefit Charge reserve fund statement

- Schedule 1 – Community Benefit Charge Reserve Fund statement
- Schedule 2 – Capital Fund Transfers

D. Legislative Requirements for Annual Treasurer's Statements

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

Treasurer's Statement - Development Charges Reserve Funds (DCRF)
For The Period January 1, 2025 to December 31, 2025

Appendix A of FIN-14-26
Schedule 1

	Growth Studies	Fire	Library	Transit	Transportation	Storm	Parks & Recreation	Total
	800025	800018	800021	800028	800029	800026	800501	
Balance as of January 1, 2025	\$ -	\$ 232,987	\$ 664,112	\$ 1,901,678	\$ 35,841,455	\$ 6,517,041	\$ 6,639,037	\$ 51,796,310
Revenues								
Development Charges Collected								
Residential	14,479	121,857	14,963	96,375	711,455	9,398	264,723	1,233,251
Non-Residential	56,056	611,418	15,963	487,427	3,696,350	111,741	303,667	5,282,621
Interest Earned	1,172	16,790	16,998	44,120	883,652	110,154	131,340	1,204,226
Sub-Total	\$ 71,708	\$ 750,066	\$ 47,924	\$ 627,922	\$ 5,291,457	\$ 231,292	\$ 699,730	\$ 7,720,098
Expenditures								
Transfers (To)/ From Capital	13,297	-	0	(211,570)	(1,444,431)	(1,594,561)	(4,085)	(3,241,350)
Transfers (To)/ From DCRF (Loan Repayment)*	(33,513)	(119,615)	0	-	153,128	-	-	-
Transfers (To)/From Other Reserve Funds	-	-	-	-	-	-	-	-
Debt Repayment	-	-	(94,158)	-	-	-	-	(94,158)
Sub-Total	\$ (20,216)	\$ (119,615)	\$ (94,158)	\$ (211,570)	\$ (1,291,303)	\$ (1,594,561)	\$ (4,085)	\$ (3,335,508)
Balance as of December 31, 2025**	\$ 51,491	\$ 863,438	\$ 617,879	\$ 2,318,030	\$ 39,841,609	\$ 5,153,772	\$ 7,334,682	\$ 56,180,900
Commitments								
Capital Projects	-	-	(54,869)	(1,031,990)	(11,726,696)	(3,719,645)	(4,492,103)	(21,025,303)
Debt Repayment			(1,229,173)					(1,229,173)
Intra-Reserve Loans	(233,503)	(556,512)			790,015			
Sub-Total	(233,503)	(556,512)	(1,284,042)	(1,031,990)	(10,936,681)	(3,719,645)	(4,492,103)	(22,254,476)
Total balance after commitments	\$ (182,012)	\$ 306,925	\$ (666,163)	\$ 1,286,040	\$ 28,904,928	\$ 1,434,127	\$ 2,842,579	\$ 33,926,424

* Under the Development Charges Act the City is permitted to borrow funds between DCRFs

**The numbers may differ from other reports due to year-end entries

The City of Burlington has not imposed, directly or indirectly, a charge related to a development or requirement to construct a service related to development except as permitted by the DCA, 1997.

**City of Burlington
Development Charges - Capital Fund Transfers
Eligible Services
For The Period January 1, 2025 to December 31, 2025**

**Appendix A of FIN-14-26
Schedule 2**

Order No.	Description	Capital Project Expenditures			Outstanding Development Charges Commitment	Outstanding Other Commitment
		Development Charges Reserve Funds	Other Revenue Sources	Total		
Growth Studies						
RD-RA-327-24	2024 Development Charge Study and Community Benefit Charge Strategy	\$ (13,297)	\$ (8,207)	\$ (21,504)	\$ -	\$ -
Subtotal Growth Studies		\$ (13,297)	\$ (8,207)	\$ (21,504)	\$ -	\$ -
Transit						
FB-BD-1863	Burlington Transit Ops - Expansion	\$ 15,740	\$ 307,843	\$ 323,583	\$ 677,768	\$ -
RD-TR-1903	Bus Stop and Shelter - Improvements	\$ 11,857	\$ -	\$ 11,857	\$ 18,607	\$ -
RD-TR-270	Transit Bus Stops - Upgrades	\$ 21,752	\$ 204,765	\$ 226,517	\$ 30,413	\$ 315,814
VE-VN-1502-20	Transit - Specialized Expansion 2020 (1)	\$ -	\$ -	\$ -	\$ 929	\$ -
VE-VN-1502-21	Transit - Specialized Expansion - 2021 (1)	\$ -	\$ -	\$ -	\$ 2,055	\$ -
VE-VN-1502-22	Transit - Specialized Expansion - 2022 (1)	\$ 349	\$ -	\$ 349	\$ -	\$ -
VE-VN-1502-23	Transit - Specialized Expansion - 2023 (1)	\$ 11,339	\$ -	\$ 11,339	\$ 767	\$ -
VE-VN-1502-24	Transit - Specialized Expansion - 2024 (1)	\$ -	\$ -	\$ -	\$ 12,468	\$ -
VE-VN-1503-24	Transit - Conventional Expansion (Hybrid) - 2024 (4)	\$ 148,861	\$ -	\$ 148,861	\$ 11,966	\$ -
VE-VN-1502-25	Transit - Specialized Expansion - 2025 (1)	\$ 911	\$ 66,735	\$ 67,646	\$ 61,638	\$ -
VE-VN-1503-25	Transit - Conventional Expansion (Hybrid) - 2025 (3)	\$ 761	\$ 950,651	\$ 951,412	\$ 203,029	\$ -
VE-VN-2073-25	Transit - Support Vehicle Expansion - 2025 (1)	\$ -	\$ -	\$ -	\$ 12,350	\$ -
Subtotal Transit		\$ 211,570	\$ 1,529,994	\$ 1,741,564	\$ 1,031,990	\$ 315,814
Transportation						
FB-BD-1727	RPF Ops Centre - Revitalization	\$ 388	\$ 129,558	\$ 129,947	\$ 21,242	\$ 98,073
RD-RA-1113	Harvester Road- (Guelph Line - Walkers Line) - Widening - EA and DD	\$ -	\$ -	\$ -	\$ 246,828	\$ -
RD-RA-1113-1	Harvester Road (Guelph Line - Walkers Line) - Land Acquisition	\$ -	\$ -	\$ -	\$ 474,352	\$ -
RD-RA-1250-1	Harvester Road (Appleby Line - Century Drive) - Land	\$ -	\$ -	\$ -	\$ 475,000	\$ -
RD-RA-167	Harvester Road at Appleby Line - EA	\$ -	\$ -	\$ -	\$ 880,443	\$ -
RD-RA-199	Miscellaneous Land	\$ 10,000	\$ 32,487	\$ 42,487	\$ -	\$ -
RD-RA-687	Transit Priority Measures	\$ -	\$ -	\$ -	\$ 41,182	\$ -
RD-RA-763	Harvester Road at Guelph Line - Intersection Improvements and Widening - EA & DD	\$ -	\$ -	\$ -	\$ 421,760	\$ -
RD-RA-763-1	Harvester Road at Guelph Line - Intersection Improvements and Widening	\$ -	\$ -	\$ -	\$ 300,288	\$ -
RD-RA-776	King Road (Future South Service Road to North Service Road) - Widening - EA	\$ -	\$ -	\$ -	\$ 97,124	\$ -
RD-RL-1596	Digital Ortho Imagery and Geographic Information System (GIS) Data	\$ 13,139	\$ 16,377	\$ 29,516	\$ 45,867	\$ 56,442
RD-RL-325	Planning, Design and Survey of Future Year Projects	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -
RD-RL-326	Design Services (External)	\$ 3,190	\$ -	\$ 3,190	\$ 36,810	\$ -
RD-RR-1918	Walkers Line at Dundas Street - Intersection Realignment	\$ -	\$ -	\$ -	\$ 760,000	\$ -
RD-SW-1313	Millcroft Community Multi-use Pathway	\$ -	\$ -	\$ -	\$ 1,160,580	\$ -
RD-SW-1879	Sidewalk - Harvester Road and Century Drive	\$ 15,355	\$ (49,552)	\$ (34,198)	\$ -	\$ -
RD-TS-287	Traffic Signals - Minor Improvements and Modifications	\$ 8,233	\$ 60,000	\$ 68,233	\$ 61,074	\$ -
RD-TS-772	New Traffic Signals and Intersection Pedestrian Signals	\$ 11,733	\$ 46,650	\$ 58,382	\$ 266,618	\$ -
RD-RA-1749-2	Plains Road (Shadeland Avenue - Waterdown Road) - Renewal	\$ 28,859	\$ 1,566,825	\$ 1,595,684	\$ 2,065,441	\$ 2,012,875
RD-RA-1854	Walkers Line (Lakeshore Road - Dundas Street) - Renewal	\$ -	\$ -	\$ -	\$ 2,577,659	\$ -
RD-TS-2178	Transit Signal Priority and Emergency Vehicle Preemption Equipment	\$ 3,493	\$ 337,500	\$ 340,993	\$ 334,007	\$ -
RD-RR-1748-2	Prospect Street Area Phase 2 (Brant Street - Joyce Street) - Renewal	\$ 1,202,636	\$ 7,210,886	\$ 8,413,522	\$ 1,289,664	\$ -
FB-BD-1727-3	RPF Ops Centre - Office Reno Phase 3	\$ 108,909	\$ 724,000	\$ 832,909	\$ 167,091	\$ -
FB-MB-445-3	Union Cemetery - Wall Repair	\$ 3,411	\$ -	\$ 3,411	\$ 3,665	\$ -
RD-RL-1443	Integrated Mobility Plan	\$ (14,914)	\$ (36,448)	\$ (51,362)	\$ -	\$ -
Subtotal Transportation		\$ 1,444,430	\$ 10,038,283	\$ 11,482,713	\$ 11,726,696	\$ 2,167,391
Storm Drainage						
RD-RL-1596	Digital Ortho Imagery and Geographic Information System (GIS) Data	\$ 6,378	\$ 7,950	\$ 14,328	\$ 22,265	\$ 27,399
RD-RL-326	Design Services (External)	\$ 2,484	\$ -	\$ 2,484	\$ 28,666	\$ -
SM-SD-1504	Falcon Creek - CNR to Willowbrook Road	\$ 30,014	\$ 300,000	\$ 330,014	\$ 573,465	\$ -
SM-SD-295	Grindstone Creek - Waterdown Road to Main Branch	\$ -	\$ -	\$ -	\$ 36,302	\$ -
SM-SD-512	Appleby Creek - South Service Road to Lake Ontario - EA and DD	\$ 20,608	\$ (177,586)	\$ (156,978)	\$ 544,007	\$ -
SM-SD-512-1	Appleby Creek - North of Lakeshore Road to Lake Ontario Phase 1	\$ 9	\$ -	\$ 9	\$ 124,130	\$ -
SM-SD-512-2	Appleby Creek - South Service Road - South of Harvester Road - Phase 2	\$ 585	\$ -	\$ 585	\$ 419,938	\$ -
SM-SD-512-3	Appleby Creek - Upstream and Downstream of Spruce Avenue	\$ 221,943	\$ 397,800	\$ 619,743	\$ 400,257	\$ -
SM-SD-685	Minor Erosion Control Projects	\$ 66,826	\$ 100,000	\$ 166,826	\$ 236,250	\$ -
SM-SM-1623	Tuck Creek Culverts Upgrade and Channelization (North of New Street to Spruce Avenue)	\$ (46,499)	\$ (5,007,753)	\$ (5,054,252)	\$ -	\$ -
SM-SM-1623-1	Tuck Creek Phase 2 - New Street 750 CPP Watermain	\$ 509,506	\$ -	\$ 509,506	\$ 53,800	\$ -
SM-SM-1623-2	New Street Bridge (at Tuck Creek)	\$ 782,707	\$ 4,522,630	\$ 5,305,337	\$ 1,155,563	\$ -
SM-SM-941	Roseland Creek - Flood Control Facility - North of QEW	\$ -	\$ -	\$ -	\$ 125,000	\$ -
Subtotal Storm Drainage		\$ 1,594,561	\$ 143,041	\$ 1,737,602	\$ 3,719,645	\$ 27,399
Parks & Recreation						
PO-PD-115	City View Park - Sportsfield Development	\$ -	\$ -	\$ -	\$ 2,318,521	\$ -
PO-PD-115-1	City View Park - Baseball	\$ 3,016	\$ 1,247	\$ 4,262	\$ 2,081,587	\$ 860,444
PO-PD-1647	Palmer Trail Phase 2 (Heathfield Drive - Mainway)	\$ -	\$ -	\$ -	\$ 128	\$ -
PO-PD-1733	Recreational Multi-Use Trail - Sheldon Creek	\$ 1,069	\$ 1,522	\$ 2,591	\$ 47,957	\$ 68,246
PO-PD-1872	Multi-Use Trail - Sutton to Bronte Creek	\$ -	\$ -	\$ -	\$ 43,909	\$ -
Subtotal Parks & Recreation		\$ 4,085	\$ 2,768	\$ 6,853	\$ 4,492,103	\$ 928,690
Library						
FB-LB-1588	Library - Collection Expansion	\$ -	\$ -	\$ -	\$ 54,869	\$ -
	Debt Payment - Bateman Land Acquisition - Library Expansion	\$ 94,158	\$ 731,604	\$ 825,762	\$ 1,229,173	\$ 9,550,675
Subtotal Library		\$ 94,158	\$ 731,604	\$ 825,762	\$ 1,284,042	\$ 9,550,675
Total		\$ 3,335,508	\$ 12,437,483	\$ 15,772,990	\$ 22,254,476	\$ 12,989,969

**City of Burlington
Treasurer's Statement - Parkland
Dedication Reserve Fund (PDRF)
For The Period January 1, 2025 to
December 31, 2025**

**Appendix B of
FIN-14-26
Schedule 1**

	Parkland Dedication
Balance as of January 1, 2025	\$ 10,725,159
Revenues	
Parkland Dedication Cash-in-Lieu	
Residential	739,334
Non-Residential	1,785
Interest Earned	211,844
Sub-Total	<u>952,963</u>
Expenditures	
Transfers (To)/ From Capital	(1,955,560)
Transfers (To)/From Other Reserve Funds	(200,000)
Debt Repayment	(731,604)
Sub-Total	<u>\$ (2,887,164)</u>
Balance as of December 31, 2025*	<u>\$ 8,790,958</u>
Commitments:	
Capital Projects	(4,526,315)
Debt Repayment	(9,550,675)
Sub-Total	<u>(14,076,990)</u>
Total balance after commitments	<u>\$ (5,286,032)</u>

*The numbers may differ from other reports due to year-end entries

City of Burlington
Capital Fund Transfers - Parkland Dedication Reserve Fund (PDRF)
Eligible Services
For The Period January 1, 2025 to December 31, 2025

Appendix B of
FIN-14-26
Schedule 2

Order No.	Description	Capital Project Expenditures			Outstanding Parkland Dedication RF Commitment	Outstanding Other Commitment
		Park Dedication Reserve Fund	Other Revenue	Total		
FB-AA-1134	Skyway Arena - Revitalization	\$ 177,287	\$ 712,285	\$ 889,572	\$ 290,694	\$ 1,462,567
FB-AA-1808	Arenas - Repair and Renewal	\$ 65,683	\$ 549,667	\$ 615,350	\$ -	\$ -
FB-AA-1808-3	Central Arena - Repair and Renewal	\$ 74,846	\$ -	\$ 74,846	\$ -	\$ -
FB-BD-1727	RPF Ops Centre - Revitalization	\$ 1,875	\$ 128,071	\$ 129,947	\$ 98,073	\$ 21,242
FB-CC-1135	Sherwood Forest Park - Phase 3 (West)	\$ -	\$ -	\$ -	\$ 294,450	\$ -
FB-CC-1810	Recreation / Community Centres - Repair and Renewal	\$ 14,280	\$ 212,358	\$ 226,638	\$ 52,094	\$ -
FB-CC-1810-1	Tansley Woods - Repair and Renewal	\$ 69,301	\$ -	\$ 69,301	\$ 66,436	\$ -
FB-CC-1810-14	Mountainside Community Centre - Repair and Renewal	\$ (75,000)	\$ (25,000)	\$ (100,000)	\$ -	\$ -
FB-CC-1810-2	Brant Hills - Repair and Renewal	\$ 11,650	\$ -	\$ 11,650	\$ -	\$ -
FB-CC-1810-3	Alton Community Centre - Repair and Renewal	\$ 6,252	\$ (80,000)	\$ (73,748)	\$ -	\$ -
FB-CC-1810-4	Senior Centre - Repair and Renewal	\$ 2,285	\$ -	\$ 2,285	\$ -	\$ -
FB-CC-1810-6	Nelson CC - Repair and Renewal	\$ -	\$ -	\$ -	\$ 69,887	\$ -
FB-CC-1810-7	Mountainside Pool Project	\$ 75	\$ -	\$ 75	\$ 37,901	\$ -
FB-CC-1810-9	Brant Hills - Lighting Replacement	\$ 4,900	\$ (20,834)	\$ (15,934)	\$ -	\$ -
FB-MB-1725	Park Buildings - Revitalization	\$ -	\$ -	\$ -	\$ 80,130	\$ -
FB-MB-1811-2	Ella Foote Hall - Repair and Renewal	\$ -	\$ -	\$ -	\$ 9,200	\$ -
FB-MB-8-2	Park Buildings - Auto Door Locks	\$ 8,943	\$ (17,885)	\$ (8,942)	\$ -	\$ -
FB-MB-X003	Roof Hatch Safety	\$ -	\$ -	\$ -	\$ 54,754	\$ -
PO-PD-115	City View Park - Sportsfield Development	\$ -	\$ -	\$ -	\$ 122,895	\$ -
PO-PD-115-1	City View Park - Baseball	\$ 1,247	\$ 3,016	\$ 4,262	\$ 860,444	\$ 2,081,587
PO-PD-1460	Beachway Master Plan	\$ 17,099	\$ -	\$ 17,099	\$ 29,373	\$ -
PO-PD-1462	Boich Parkette	\$ 22	\$ -	\$ 22	\$ 7,673	\$ -
PO-PD-1562-1	Nelson Park - Community Gardens	\$ -	\$ -	\$ -	\$ 20,000	\$ -
PO-PD-1647	Palmer Trail Phase 2 (Heathfield Drive - Mainway)	\$ -	\$ -	\$ -	\$ 465	\$ -
PO-PD-1733	Recreational Multi-Use Trail - Sheldon Creek	\$ 1,522	\$ 1,069	\$ 2,591	\$ 68,246	\$ 47,957
PO-PD-1841	City Benches	\$ 63,449	\$ -	\$ 63,449	\$ 31,593	\$ -
PO-PD-1872	Multi-Use Trail - Sutton to Bronte Creek	\$ -	\$ -	\$ -	\$ 156,091	\$ -
PO-PD-1895	Ireland Park - Parking Lot and Path Connection	\$ 4,199	\$ -	\$ 4,199	\$ 26,237	\$ -
PO-PD-1974	Trail - Eileen and John Holland Nature Sanctuary	\$ -	\$ -	\$ -	\$ 25,000	\$ -
PO-PD-2072	Park - Bylaws, Policies and Standards	\$ 27,293	\$ -	\$ 27,293	\$ 162,707	\$ -
PO-PD-877	Recreational Multi-Use Trails - Master Plan Update	\$ 39,006	\$ -	\$ 39,006	\$ 10,494	\$ -
PO-PR-101	Park - Repair and Renewal	\$ 7,510	\$ 263,500	\$ 271,010	\$ 28,338	\$ -
PO-PR-1290-1	Spencer Smith Park - Splash Pad & Pathway	\$ 356	\$ -	\$ 356	\$ 7,793	\$ -
PO-PR-133	School Playground Improvement Strategy	\$ (48,830)	\$ 145,963	\$ 97,133	\$ -	\$ -
PO-PR-1564	Ireland Park - Sports Field Lighting, Water Services and Footbridge (FB009)	\$ 201,527	\$ 2,700	\$ 204,227	\$ -	\$ -
PO-PR-1566-1	Millcroft Park - South Playground	\$ 1,553	\$ -	\$ 1,553	\$ 17,421	\$ -
PO-PR-1567	Sherwood Forest Park - West Side Renewal	\$ 5,331	\$ 1,100,000	\$ 1,105,331	\$ 254,604	\$ -
PO-PR-1568	Orchard Community Park	\$ -	\$ -	\$ -	\$ 67,264	\$ -
PO-PR-1575	Hidden Valley Park	\$ -	\$ -	\$ -	\$ 12,921	\$ -
PO-PR-1594-1	Lowville Park - Bridge (west end of park)	\$ 36,465	\$ -	\$ 36,465	\$ 224,263	\$ -
PO-PR-1659-1	Sheldon Park - Water Service	\$ -	\$ -	\$ -	\$ 3,614	\$ -
PO-PR-1688-1	Nelson Park - Tennis Club Parking Lot Lighting	\$ -	\$ -	\$ -	\$ 1,920	\$ -
PO-PR-1689	Port Nelson Parkette	\$ 397,955	\$ 400,000	\$ 797,955	\$ 2,357	\$ -
PO-PR-1695	Queensway Park	\$ 262	\$ 109	\$ 371	\$ 20,627	\$ 8,631
PO-PR-1801	Sports Lighting - Relamping Program	\$ 20,175	\$ 65,000	\$ 85,175	\$ 33,178	\$ -
PO-PR-1894	Kinsmen Park	\$ 91	\$ -	\$ 91	\$ 1,495	\$ -
PO-PR-1933-2	Walker's Line - Window to the Lake	\$ 488	\$ -	\$ 488	\$ 7,780	\$ -
PO-PR-1933-3	Appleby Place - Window to the Lake	\$ 15,443	\$ -	\$ 15,443	\$ 20,107	\$ -
PO-PR-1981	Downtown Civic Square - Revitalization	\$ 14,680	\$ 709,693	\$ 724,374	\$ 403,838	\$ 200,712
PO-PR-2041	Tyandaga Golf Course - Repair and Renewal	\$ 45,763	\$ (636,000)	\$ (590,237)	\$ -	\$ -
FB-PL-1809	Pool Facilities - Repair and Renewal	\$ 14,987	\$ 190,000	\$ 204,987	\$ 136,552	\$ -
PO-PA-1079	Park Acquisition Fund	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -
PO-PR-1688	Nelson Park	\$ -	\$ -	\$ -	\$ 10,205	\$ -
PO-PR-1933	Windows to the Lake	\$ 48,221	\$ -	\$ 48,221	\$ -	\$ -
PO-PD-1593	Sherwood Forest Park - West Side Enhancements	\$ -	\$ -	\$ -	\$ 300,000	\$ -
PO-PR-1669	Tecumseh Park	\$ 1,680	\$ 350,000	\$ 351,680	\$ 48,320	\$ -
PO-PR-1691	Brant Hills Park	\$ -	\$ -	\$ -	\$ 75,000	\$ -
PO-PR-2174	Sweetgrass Park	\$ 20,000	\$ 160,000	\$ 180,000	\$ -	\$ -
PO-PR-2184	Parking Lot 10 Driveway Relocation	\$ 1,561	\$ 125,000	\$ 126,561	\$ 123,439	\$ -
VE-EN-2016-23	Tree Management - Enclosed Trailer - 2023 (1)	\$ 13,994	\$ -	\$ 13,994	\$ -	\$ -
PO-PR-133-6	Central PS - Playground	\$ 48,830	\$ 135,170	\$ 184,000	\$ -	\$ -
PO-PR-1379-1	Spencer Smith Park - Seawall Improvements	\$ 258,281	\$ 1,316,090	\$ 1,574,371	\$ 31,719	\$ -
PO-PR-2039-1	Parks, Recreation and Cultural Assets Master Plan	\$ (24,697)	\$ 1,663	\$ (23,034)	\$ -	\$ -
PO-PR-2041-1	Tyendinaga Trail	\$ 82,719	\$ 848,171	\$ 930,890	\$ 117,281	\$ -
FB-CC-1810-15	Miscellaneous Roofing	\$ 75,000	\$ 68,600	\$ 143,600	\$ -	\$ -
PO-PR-1686-19	Tuck Park - Playground	\$ -	\$ -	\$ -	\$ 1,445	\$ -
	Transfer to the Strategic Land Acquisition Reserve Fund - Partial Contribution to Lion's Club Park Debt Payment	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -
	Debt Payment - Bateman Land Acquisition	\$ 731,604	\$ 94,158	\$ 825,762	\$ 9,550,675	\$ 1,229,173
Total		\$ 2,887,164	\$ 6,802,565	\$ 9,689,730	\$ 14,076,990	\$ 5,051,869

**City of Burlington
Treasurer's Statement - Community
Benefit Charge
For The Period January 1, 2025 to
December 31, 2025**

**Appendix C of
FIN-14-26
Schedule 1**

	Community Benefit Charge Reserve Fund
Balance as of January 1, 2025	\$ 3,317,755
Revenues	
Development Contributions	\$ 100,000
Interest Earned	\$ 92,402
Total Revenues	\$ 192,402
Expenditures	
Transfers (To)/ From Capital	\$ (109)
Total Expenditures	\$ (109)
Balance as of December 31, 2025	\$ 3,510,048
Commitments:	
Project Committed	\$ (158,631)
Section 37 Committed	\$ (3,124,179)
Sub-Total	\$ (3,282,809)
Total after commitments	\$ 227,238

City of Burlington
Capital Fund Transfers - Community Benefit Charge
Eligible Services
For The Period January 1, 2025 to December 31, 2025

Appendix C
of FIN-14-26
Schedule 2

Order No.	Description	Capital Project Expenditures			Outstanding CBC RF Commitment	Outstanding Other Commitment
		Community Benefit Charge Reserve Fund	Other Revenue	Total		
FB-BD-1387-6	Swing Space Tenant Fit-Up	-	1,844,728	1,844,728	150,000	-
PO-PR-1695	Queensway Park	109	262	371	8,631	20,627
Total		\$ 109	\$ 1,844,990	\$ 1,845,099	\$ 158,631	\$ 20,627



Appendix D of FIN-14-26

Legislative Requirements:

Development Charges Reserve Fund Statement

Section 12 of O.Reg. 82/98 prescribes the information that must be included in the Treasurer's statement. The information is in addition to the opening and closing balance for the previous year and the transactions relating to that year. For each reserve fund, provide the following:

1. A description of the service for which the fund was established. If the fund was established for a service category, the service is the category.
2. For the credits in relation to the service or service category for which the fund was established,
 - i. the amount outstanding at the beginning of the previous year, given in the year, used in the year and outstanding at the end of the year,
 - ii. the amount outstanding at the beginning of the previous year and outstanding at the end of the year, broken down by individual credit holder.
3. The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed.
4. The amount of interest accrued during the previous year on money borrowed from the fund by the municipality.
5. The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money.
6. A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied and the source of funds used to finance the credit.

The following is also prescribed as information to be included in the statement of the treasurer:

1. For each project that is financed, in whole or in part, by development charges,
 - i. the amount of money from each reserve fund established under section 33 of the Act that is spent on the project, and
 - ii. the amount and source of any other money that is spent on the project.
 - iii. the amount of money from each reserve fund established under section 33 of the Act that was expected to be spent under an agreement entered into by the municipality but that has not been spent as of the end of the year,
 - iv. the amount of debt that has been accrued by the municipality in respect of the

- v. project as of the end of the year, and the part of any development charge background study that contains the estimated capital costs of the project, except where the statement of the treasurer identifies the project in the same way as in every applicable background study.
2. For each service for which a development charge is collected during the year,
 - i. whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law, and
 - ii. if the answer to subparagraph i is no, the amount the municipality now expects to incur and a statement as to why this amount is expected.
 3. For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

As per item (2) the City expects to incur the amount of capital costs that were estimated in the development charge background study during the term of the development charge by-law. Further, spending occurred from each reserve fund in which development charges were collected as per item (3).

Parkland Dedication Reserve Fund Statement

Section 42 of the Planning Act and Section 7 of O.Reg. 509/20 prescribes the information that must be provided to council with annual treasurer's statements on the city's Cash in Lieu of Park Land, known as the Parkland Dedication Reserve Fund. For this reserve fund:

1. All money received by the municipality and all money received on the sale of land less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes.
2. The money in the special account may be invested in securities in which the municipality is permitted to invest, and the earnings derived from the investment of the money shall be paid into the special account.
3. The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account.
4. The statement shall include, for the preceding year,
 - a. statements of the opening and closing balances of the special account and of the transactions relating to the account;
 - b. statements identifying,

- i. any land or machinery acquired during the year with funds from the special account,
 - ii. any building erected, improved or repaired during the year with funds from the special account,
 - iii. details of the amounts spent, and
 - iv. for each asset mentioned in subclauses (i) and (ii), the manner in which any capital cost not funded from the special account was or will be funded.
- 5. The amount of interest accrued on any money borrowed from the special account.
- 6. The treasurer shall give a copy of the statement to the Minister on request.
- 7. The council shall ensure that the statement is made available to the public.
- 8. The report shall explain how land conveyed to the municipality and funds from the special account spent during the preceding year contributed to addressing the need for parkland in the municipality that was set out in the parks plan.

As per item (9) land conveyed to the city and funds collected under parkland dedication are pivotal to addressing the city's parkland needs to strengthen the community's wellbeing. The city annually uses these funds to address land acquisition, new park and park related infrastructure and manage existing park needs as per the City's parks plan.

Community Benefit Charge Reserve Fund Statement

Section 37 of the Planning Act and Section 7 of O.Reg. 509/20 prescribes the information that must be provided to council with annual treasurer's statements on the city's Community Benefit Charge Reserve Fund. For this reserve fund:

- 1. All money received by the municipality under this section shall be paid into a special account and spent only for facilities, services and other matters specified in the by-law.
- 2. The money in the special account may be invested in securities in which the municipality is permitted to invest, and the earnings derived from the investment of the money shall be paid into the special account, and the auditor in the auditor's annual report shall report on the activities and status of the account.
- 3. The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account.
- 4. The statement shall include, for the preceding year,
 - a. statements of the opening and closing balances of the special account and of the transactions relating to the account;
 - b. statements identifying,
 - i. facilities, services and matters acquired during the year with funds from the special account,
 - ii. details of the amounts spent, and
 - iii. for each facility, service or matter mentioned in subparagraph i, the manner in which any capital cost not funded from the special account was or will be funded

5. The amount of money borrowed from the special account and the purpose for which it was borrowed.
6. The amount of interest accrued on any money borrowed from the special account.
7. The treasurer shall give a copy of the statement to the Minister on request.
8. The council shall ensure that the statement is made available to the public.

SUBJECT: Resource funding agreements for fibre network buildout

TO: Committee of the Whole

FROM: Public Works
Engineering Services

Report Number: PWS-24-26

Wards Affected: All

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation

Authorize the Director of Engineering Services to negotiate and execute resource funding agreements with telecommunications carriers for the installation of fibre optic networks within the City of Burlington, using the principle of full cost-recovery for the City, with content satisfactory to the Director of Engineering Services and form satisfactory to the Commissioner, Legal and Legislative Services and City Solicitor.

Executive Summary

Purpose of report:

- To seek authorization for the Director of Engineering Services to negotiate and execute Resource Funding Agreements with telecommunications carriers undertaking large-scale fibre optic network installations within the City of Burlington.
- Resource Funding Agreements will establish service levels for permit processing and construction administration within the City's right-of-way.
- Agreements will include provisions to ensure full cost recovery for all City resources required to support these projects

Key findings:

- Telecommunications carriers are planning accelerated fibre optic network build-outs within the City, beginning as early as 2026.

- The City does not currently have sufficient resources to manage the significant increase in permitting, coordination, inspection, and public relations that will be required to support build-out projects.
- Resource Funding Agreements will ensure the City is adequately resourced through carrier-funded temporary staffing and operational support.
- Agreements will be structured so that carriers fund all incremental costs required to meet defined service levels.
- The agreement will support the timely installation of critical broadband infrastructure while ensuring the City is adequately resourced to manage the project and protect the interests of residents, businesses, and the community during construction.
- Delegating authority to the Director of Engineering Services will enable timely negotiation and execution of future agreements, avoiding delays associated with Council approval cycles and supporting delivery within construction windows.

Implications:

- No financial impact to the City; all costs will be recovered through agreements.
- Temporary contract staff will be required and funded through the agreements.
- Residents and businesses will experience increased construction activity and temporary disruptions.
- Additional staff funded by the agreements will oversee construction and ensure City infrastructure and natural assets are protected and properly restored and assist the public with any issues that may arise during construction.
- Expanded fibre infrastructure will improve fibre connectivity, reliability, and service choice for residents and businesses.

Recommendation Report

Background

Across Ontario, municipalities, including Burlington, continue to experience gaps in high-speed fibre infrastructure, particularly as demand for reliable, high-capacity connectivity increases for both residences and businesses.

The City has received proposals from telecommunications carriers to install fibre optic networks that would service thousands of homes and businesses through accelerated deployment within the City's right-of-way. These projects typically involve multi-phase construction programs focused on urban areas. Work includes installation of fibre optic cables and related infrastructure within the City's rights-of-way to support future service private service connections.

The City of Burlington permits utility companies (e.g. telecommunications companies) to install, operate, and maintain its plant within the municipal right-of-way (ROW) through the execution of a Municipal Access Agreement (MAA). The MAA establishes the legal and technical framework governing the utility's access to the ROW, including location, design, construction standards, restoration obligations, safety requirements, and financial securities. The agreement ensures the municipality retains control over its assets and coordination of competing uses of the ROW, while providing the utility with predictable, non-exclusive access necessary to deliver essential services. MAAs are used to protect the public interest, manage risk, and clearly allocate responsibilities between the municipality and the utility over the full lifecycle of the infrastructure. The Director of Engineering Services is delegated authority to negotiate and execute these agreements in a form satisfactory to the Commissioner, Legal and Legislative Services and City Solicitor.

Under the framework of the MAA, the City issues Municipal Consent (MC) permits for each distinct installation the utility seeks to construct. Engineering Services staff are responsible for coordination, and inspection of the permitted work within the right-of-way in accordance with applicable by-laws, legislation, and standards.

Due to the scale and pace of fibre network buildouts planned by telecommunications carriers, the carriers are requesting municipalities to dedicate additional resources to support timely permit processing and inspection services. Fibre buildouts are both planned and underway in area municipalities, including the Town of Oakville and the City of Hamilton, and carriers are anticipated to begin similar work in Burlington as early as 2026. City staff have undertaken a scan of peer municipalities and engaged directly with them to inform Burlington's approach, including understanding best practices and implementation considerations.

Analysis

Based on discussion with telecommunications carriers, and with other municipalities that have managed similar deployments, the anticipated number and rate of permit applications associated with a rapid large-scale fibre build-out will represent a significant increase over normal volumes currently processed through the City's right-of-way permitting program. Municipalities are using Resource Funding Agreements to facilitate the additional staff and process enhancements that are required to maintain service levels and ensure regulatory oversight.

A Resource Funding Agreement (RFA) complements the Municipal Access Agreement (MAA) by addressing the additional municipal capacity and coordination requirements associated with an accelerated or large-scale utility build-out within the municipal right-of-way. While the MAA establishes the standing legal authority and conditions for access to the ROW, an RFA enables the municipality to recover costs and secure dedicated resources needed to manage a heightened level of activity over a compressed timeframe. This includes funding for temporary or incremental staffing for permitting support, engineering review, traffic management coordination, engineering and forestry inspection, and increased engagement with other infrastructure stakeholders. A core principle of the RFA is full cost-recovery for the municipality.

By aligning municipal resources with the utility's construction schedule, the RFA helps facilitate timely delivery of the project while maintaining municipal standards, protecting public assets, and minimizing impacts to residents and other ROW users. Together, the MAA and RFA provide a clear, accountable framework that supports rapid infrastructure deployment without transferring undue operational or financial risk to the municipality.

Delegating authority to the Director of Engineering Services to negotiate and execute Resource Funding Agreements will allow the City to be responsive to telecommunication carrier build-out proposals, reduce the risk of delay associated with Council approval cycles and avoid seeking repeated Council approval for each telecommunication carrier that pursues a build-out project in the City. This approach will complement existing delegated authority established for Municipal Access Agreements.

Benefits

- Accelerated deployment of high-speed fibre infrastructure to homes and businesses
- Improved connectivity, reliability, and telecommunications choices to provide support for economic activity, remote work, and digital services
- Full cost recovery for City resources required to support build-out projects

- Enhanced oversight of construction within the right-of-way

Considerations

- Given the potential scale and accelerated timeline associated with local fibre network deployments, interdepartmental coordination will be essential to ensure that construction activities within the City's right-of-way are managed effectively and that potential impacts to roads, boulevards, trees, and traffic operations are minimized.
- Continuous coordination with telecommunications companies will be required to address scheduling, restoration requirements, inspections, and operational considerations throughout the construction period.

Community Engagement and Communications

Large-scale fibre deployments will increase construction activity across multiple neighbourhoods, resulting in temporary impacts such as:

- Traffic disruptions
- Noise
- Boulevard and sidewalk work

Each Resource Funding Agreement will require a comprehensive communication plan that:

- Provides advance notice of construction activities
- Outlines timelines, impacts, and restoration plans
- Includes complaint tracking and response protocols
- Identifies clear points of contact to support resident concerns

Carriers will be responsible for implementing communication plans, with oversight from the City. City staff will support public inquiries and escalations as needed.

Recommendation Details

Authorize the Director of Engineering Services to negotiate and execute Resource Funding Agreements with telecommunications carriers for the installation of fibre optic networks within the City of Burlington, using the principle of full cost-recovery for the City, with content satisfactory to the Director of Engineering Services and form satisfactory to the Commissioner, Legal and Legislative Services and City Solicitor.

Key Dates & Milestones

- Subject to proposals by telecommunications companies
-

Implications

- All costs will be fully recovered through Resource Funding Agreements.
 - Delegated authority will enable efficient project delivery while maintaining appropriate internal controls and oversight.
 - Costs associated with each Resource Funding Agreement will be tracked separately within the City's financial system to ensure accurate and transparent record keeping and to facilitate full recovery from telecommunication companies.
 - Additional temporary contract staff will be required to administer fibre deployment projects.
 - An accelerated hiring process may be required, and the hiring and contract management will place additional demand on HR services.
 - Pending Council's approval of PWS-24-26, staff will bring forward an update to the Delegated Authority By-law at the appropriate time
-

References

N/A

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:

N/A

Draft By-laws for Approval at Council:

N/A

Report Approval:

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

SUBJECT: Tender Award ES-26-06 – Walkers Line Renewal – North Service Road to south of Dundas Street

TO: Committee of the Whole

FROM: Public Works
Engineering Services

Report Number: PWS-21-26

Wards Affected: 4 & 6

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation

Award the tender for contract ES-26-06 – Walkers Line Renewal, North Service Road to south of Dundas Street, to PAVE-AL LIMITED, 1250 Shawson Drive, Mississauga, ON, L4W 1C3, for \$12,073,596.25 including HST; and

Authorize the Manager of Procurement Services to issue a purchase order and/or sign any associated agreements with the bidder named above; and

Authorize the City Clerk to prepare the debenture by-law; and

Authorize the Mayor and City Clerk to sign any required agreements with the bidder named above, subject to the satisfaction of the Commissioner, Legal and Legislative Services; and

Approve the total cost of \$13,895,000 (Net HST) to be charged to Capital Order RD-RA-1854-1, Walkers Line (North Service Road to Dundas Street) and funded as outlined in the Financial Information section of the report.

Executive Summary

Purpose of report:

- To award the tender for contract ES-26-06 – Walkers Line Renewal (North Service Road to South of Dundas Street).

Key findings:

- n/a

Implications:

- The project is fully funded through the 2026 Capital Budget

Recommendation Report

Background

The City's Integrated Mobility Plan (IMP, 2023) identified protected cycling facilities on Walkers Line from Lakeshore Road to Dundas Street, as part of the cycling Spine Network. In addition, the asphalt on Walkers Line is at the end of its useful life cycle and requires renewal. The Walkers Line Renewal project (RD-RA-1854) has been planned to implement new cycling facilities and renew existing assets on Walkers Line.

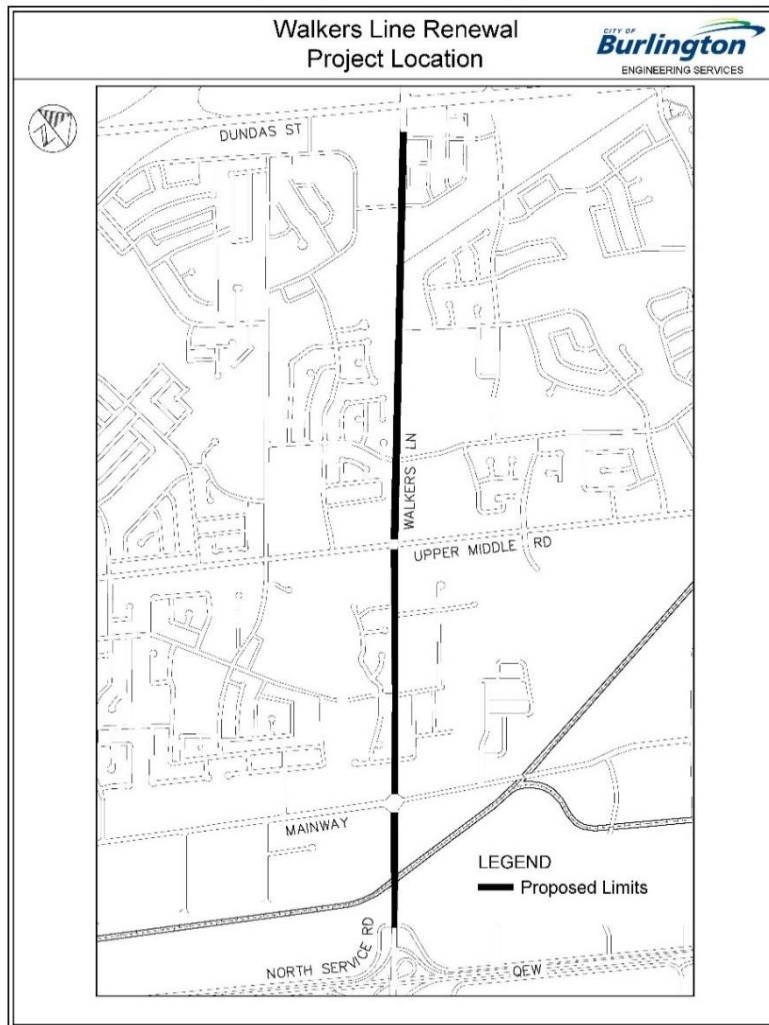
Improvements to Walkers Line are planned to be implemented in two phases:

- Phase 1: North Service Road to Dundas Street – Tender Award ES-26-06
- Phase 2: Lakeshore to the QEW Interchange – planned for 2027 in the 2026 Capital Budget and Forecast

The purpose of this report is to award tender ES-26-06, for construction services for *Walkers Line Renewal, North Service Road to Dundas Street* (Phase 1). The following scope is included in the current project:

- Cycle track installation
- Sidewalk/Multi-use pathway replacement
- Localized storm sewer repairs
- Asphalt rehabilitation (50 mm to full depth asphalt replacement)
- Curb repairs
- Street lighting renewal
- Traffic signal renewal
- Noise wall replacement
- Fire hydrant relocations

Project Location:



Analysis

There are several other City and Halton Region capital projects underway along the Walkers Line corridor that have been coordinated with the current project.

Project ES-27-01, *Mainway Renewal, Guelph Line to Walkers Line*, is a joint project with Halton Region and includes water and wastewater main scope that extends into the intersection of Walkers Line and Mainway. To avoid any re-work in the intersection it will be completed as part of the Mainway Renewal project, which is currently planned for 2027, subject to council approved financing.

Walkers Line from Berton Avenue to Dundas Street will be constructed as part of Halton Region’s PR-2550A, *Dundas Street Improvements*, anticipated to commence construction in 2028.

Upper Middle Road and its intersection with Walkers Line is under Halton Region jurisdiction and was resurfaced approximately 6 years ago.

Lane Restrictions

There will be ongoing lane restrictions as part of this work. Some of the work is to be completed at night due to the high traffic volumes on Walkers Line.

Procurement Information:

Advertised / Issue Date:	March 11, 2026
Advertised Methods(s):	<input checked="" type="checkbox"/> Bid & Tenders, <input type="checkbox"/> Other (specify) _____
Closing Date:	April 7, 2026
Number of Bids Received:	7
Total Number of Compliant bids:	7

Bid Results

Tender Results: The contract is awarded to the lowest compliant bidder (named first).

No.	Name of Company	Total Bid including HST
1.	PAVE-AL LIMITED	\$12,073,596.25
2.	King Paving & Construction Ltd.	\$12,945,455.55
3.	Pacific Paving Limited.	\$13,493,923.39
4.	614128 Ltd o/a Trisan Construction	\$14,453,893.28
5.	GIP Paving Inc.	\$15,175,900.00
6.	DESO Construction Limited	\$15,430,150.03
7.	Rankin Construction	\$15,626,880.29

Financial Information

The following table presents a summary of the estimated project costs for RD-RA-1854-1 Walkers Line Renewal (North Service Road to Dundas Street):

	Project Budget	Tender Award
Contracted Construction		
Contracted Construction	\$ 12,893,980	\$ 10,684,598
HST (1.76%)	\$ 226,934	\$ 188,049
Subtotal Contracted Construction (Net HST)	\$ 13,120,914	\$ 10,872,647
Construction Contingency	\$ 1,289,398	\$ 1,068,460
Asphalt Cement Adjustment	\$ 245,674	\$ 343,947
HST (1.76%)	\$ 27,017	\$ 24,858
Total Contracted Construction	\$ 14,683,003	\$ 12,309,912
Internal Costs		
Administration	\$ 250,000	\$ 250,000
Design Services	\$ 300,000	\$ 250,000
Inspection	\$ 300,000	\$ 300,000
Total Internal Costs	\$ 850,000	\$ 800,000
External Costs		
Consulting Fees	\$ 280,000	\$ 275,000
Material Testing	\$ 100,000	\$ 100,000
Utility Relocations, Transit Shelters	\$ 250,000	\$ 260,000
Other	\$ 125,000	\$ 150,000
Total External Costs	\$ 755,000	\$ 785,000
Total Project Costs (Rounded)	\$ 16,288,003	\$ 13,895,000

Source of Funding

The total cost for the Walkers Line Renewal, North Service Road to Dundas Street (RD-RA-1854-1) project in the amount of \$13,895,000 (including Net HST) will be funded as follows:

	Tender Award RD-RA-1854-1
Project Financing (RD-RA-1854)	
Capital Purposes Reserve Fund	\$ 347,862
Infrastructure Renewal Reserve Fund	\$ 3,586,076
Transportation Development Charge Reserve Fund	\$ 4,684,134
Canada Community-Building Fund - Roadways	\$ 2,841,928
Debt Issue - Tax Supported	\$ 435,000
Debt Issue - Multi-Year Community Investment Plan	\$ 2,000,000
Total Project Financing	\$ 13,895,000

- RD-RA-1854-1 Walkers Line (North Service Road to Dundas Street) - Renewal
- RD-RA-1854 Walkers Line (Lakeshore Road - Dundas Street) – Renewal (source of funding)

Cost Savings

The scope of work was reduced from the project estimating stage. The reductions included:

- Removal of the Mainway intersection.
- Removal of Walkers Line from Berton Avenue to Dundas Street.
- Reduced full depth asphalt replacement areas following geotechnical review.

The cost savings from this project will be applied to the second phase of the Project – RD-RA-1854-2 – Walkers Line Renewal, Lakeshore Road to QEW Interchange.

Engagement Matters

A Public Information Centre was held on April 7, 2026.

Area residents and business owners were notified by:

- Direct mail
- The City's project web page
- Advertisement digitally through Inside Halton

The Public Information Centre provided an overview on the following:

- Construction plans
- Construction schedule
- An open forum for residents and area business owners to ask questions and provide comments
- Direction to the project web page

Recommendation Details

Staff are recommending that tender ES-26-06 be awarded to the lowest compliant bidder, PAVE-AL LIMITED.

Key Dates & Milestones

Construction Schedule – North Service Road to Upper Middle Road: June 2026 to End of 2026
Construction Schedule – Upper Middle Road to south of Dundas Street: Spring 2027 to End of 2027

Implications

Upon awarding this contract, letters will be delivered to affected homes and businesses prior to the beginning of construction. As construction progresses, project updates will be delivered to affected residents on a regular basis. The project updates and associated road closure information will also be made available on the City's website.

References

Integrated Mobility Plan (IMP, 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
-

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Appendices:

n/a

Draft By-laws for Approval at Council:

- n/a

Notifications:

n/a

Report Approval:

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

SUBJECT: Status update on Indigenous advisory services work

TO: Committee of the Whole

FROM: Corporate Affairs
Communications and Engagement

Report Number: CAF-02-26

Wards Affected: not applicable

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation:

Receive for information corporate affairs report CAF-02-26 providing an update on work undertaken to date related to Indigenous relationships and engagement.

Executive Summary

The purpose of this report is to respond to direction provided by Council at the November 13, 2025, Budget Committee meeting to explore approaches related to Indigenous relationships and engagement. It also provides an overview of work undertaken to date and reflects the City's current stage in this work. The findings highlight the importance of continued learning, listening, and relationship-building as foundational elements moving forward.

Staff have undertaken a municipal scan involving over 20 municipalities, alongside local discussions and internal review, to better understand how municipalities approach this work. This work has been informed by ongoing collaboration with the Indigenous Advisory Circle, whose contributions have provided important guidance and perspective. The work has also been informed by the Association of Municipalities of Ontario (AMO) Indigenous-Municipal Relationship Agreements Guidance Document, which provides a useful municipal reference point for understanding how Indigenous-municipal relationships may be approached in a manner grounded in relationship-building, dialogue, and local context.

Purpose of report:

The purpose of the report is to give Council a status update on work completed so far related to Indigenous relationships and engagement, and to respond to Council's November 13, 2025

direction to explore possible approaches in this area. It is not asking Council to approve a final model or structure yet. Instead, it is meant to:

- show what staff have done so far
- share what was learned through the municipal scan, local discussions, and internal review
- explain that Burlington is still in an early stage of this work
- reinforce that the current focus is on learning, listening, and relationship-building before

Key findings:

The work identified several consistent themes:

- There is no single approach; practices vary based on local context
- Relationship-building is ongoing and shaped through dialogue over time
- Learning and listening are commonly identified as early areas of focus
- Organizational approaches tend to evolve as understanding deepens
- AMO guidance reinforces that municipal approaches are most effective when they are relationship-based, context-specific, and developed over time

Implications:

Financial

There may be financial implications associated with ongoing learning and engagement activities.

Human Resources

This work requires coordination across departments. No additional staff resources are proposed at this time.

Legal

No immediate legal implications have been identified.

Communications and Engagement

Engagement will continue to be informed by ongoing dialogue and collaboration.

Climate

No direct climate implications have been identified.

Background

The City's work related to Truth and Reconciliation began in 2018 with the development of Burlington's Land Acknowledgement, created in collaboration with the Mississaugas of the Credit First Nation, an Indigenous community member, and City staff.

In 2022, this work expanded through the establishment of the Indigenous Advisory Circle, launched and supported by the Mayor's Office. Since its establishment, the Indigenous Advisory Circle has made meaningful contributions to the City's work. Through 2025 and early 2026, members contributed approximately 100–110 hours in meeting preparation, research, event support, and advisory input, with a significant portion of this time provided on an unpaid basis.

Their involvement has supported several City initiatives, including Sweetgrass Park, Horizon 2050, and the development of this report. These contributions reflect an ongoing commitment to sharing knowledge and supporting the City's understanding of Indigenous perspectives. Federal direction, including Canada's adoption of the United Nations Declaration on the Rights of Indigenous Peoples Act (2021) and the 2023–2028 Action Plan, provides additional context for municipalities as they consider how to strengthen relationships with Indigenous communities. These commitments, along with Burlington's existing initiatives, form the backdrop for considering the City's next steps in this area.

Additional municipal context is also provided through the AMO Indigenous-Municipal Relationship Agreements Guidance Document, which emphasizes that Indigenous-municipal relationships are best approached through sustained dialogue, mutual understanding, and respect for the distinct histories, rights, and roles that shape those relationships. The document also recognizes that formal agreements or structures are typically most effective when they emerge from established relationships rather than preceding them.

Status

Analysis

To inform this work, staff undertook a municipal scan of over 20 municipalities across Canada, reflecting a range of sizes, geographies, and governance models.

Conversations were guided by common questions related to:

- approaches to relationship-building and engagement
- organizational structure and staffing

- financial resourcing
- formal agreements and partnerships

This work was complemented by local discussions and internal review, as well as consideration of municipal guidance materials, including AMO's Indigenous-Municipal Relationship Agreements Guidance Document.

Methodology

Staff developed a structured approach to identifying municipalities and regional governments with relevant Indigenous engagement practices. The following criteria were used:

1. **Geographic and demographic diversity**
Municipalities of various sizes and locations were included—large urban centres, mid-sized communities, rural municipalities, and northern jurisdictions. This range helped ensure the scan reflected different governance models, service delivery structures, and community contexts.
2. **Presence of emerging or established approaches**
Municipalities were selected if they had developed, or were developing, approaches to Indigenous relationships and engagement. These comparators provided insight into how approaches evolve over time.
3. **Alignment with provincial and national trends**
Ontario municipalities were prioritized to understand regional approaches, with several out-of-province comparators included to observe emerging practices nationally.
4. **Lessons learned and emerging practices**
Municipalities with more established approaches were included to help identify considerations related to funding, long-term relationship-building, and integrating Indigenous perspectives into municipal work.
5. **Relevance to municipal decision-making**
Municipalities were selected to reflect a range of organizational approaches, including advisory tables, distributed responsibilities, and hybrid models.
6. **Referrals from participating municipalities**
Additional municipalities were identified through referrals, providing further insight into training, engagement approaches, and organizational readiness.

This methodology was intended to provide staff with a broad understanding of how municipalities are approaching this work, while also considering guidance such as the AMO document, which reinforces that relationship-building is foundational and that local context is central.

Engagement Process

Four standard questions guided each conversation:

- How would you describe your approach to Indigenous relationship-building and engagement?
- How is this work supported within your organization?
- What types of financial investments support this work?
- Are there any formal agreements or partnerships in place?

Most municipalities participated through 60-minute virtual discussions. Notes were documented and summarized to identify common themes.

Municipal Participants

The municipalities included were:

Brant County	Halton Region	Region of Peel
Brampton	Hamilton	Richmond Hill
Brantford	Kawartha Lakes	Sault Ste. Marie
Bruce County	Kitchener	Sioux Lookout
Calgary	London	St. John's
Cambridge	Milton	Thunder Bay
Edmonton	Mississauga	Toronto
Fredericton	Niagara Region	Vancouver
Guelph	North Bay	Vaughan
Halifax	Oakville	Waterloo
Halton Hills	Ottawa	Waterloo Region
		Winnipeg

Highlighted jurisdictions indicate those that responded.

Findings and Interpretation

- 1. Approaches vary across municipalities:** The scan did not identify a single approach that would be suitable across all communities. Municipal approaches are shaped by local histories, relationships, governance structures, and the presence of Indigenous-led institutions.

The AMO Indigenous-Municipal Relationship Agreements Guidance Document was referenced as a helpful municipal resource in considering this work. Its guidance reinforces that Indigenous-municipal relationships should be grounded in respect, recognition, reciprocity, and dialogue, and that any formal agreements are most meaningful when they are built on relationships that have already been established.

The AMO guidance also underscores that municipalities should avoid assuming a single template can be applied across communities, and instead take into account local histories, Indigenous rights, and the distinct relationship context in each municipality. This aligns closely with what was heard through the municipal scan.

- 2. Indigenous-led organizations influence local approaches:** Many municipalities work closely with Indigenous-led organizations, such as Friendship Centres or community service agencies, which help inform local approaches.

Burlington and Halton Region do not have comparable institutions, which may influence how this work develops locally. In this context, ongoing dialogue with local Indigenous partners, including the Indigenous Advisory Circle, remains an important source of insight.

This also reflects the AMO guidance, which points to the importance of relationship-specific approaches rather than assuming that one governance or partnership structure will fit all municipalities.

- 3. Internal approaches and capacity vary:** Municipalities organize this work differently based on their context, relationships, and capacity.

In Burlington, engagement with Indigenous partners is currently taking place across multiple service areas. These efforts are ongoing and reflect growing awareness across the organization.

The AMO guidance does not prescribe a particular staffing or governance model. Rather, it suggests that municipalities should first build understanding of the relationships, responsibilities, and local context that may shape how the work is organized over time.

- 4. Relationship-building is ongoing:** Municipalities consistently described this work as evolving over time. The concept of “progress at the speed of trust” was reflected across conversations and highlights the importance of continuity and relationship-building.

This perspective is consistent with the AMO guidance, which emphasizes that strong Indigenous-municipal relationships are built through ongoing engagement, trust, and sustained effort, rather than through rapid structural decisions alone.

- 5. Learning and listening are foundational:** Many municipalities identified learning and listening as early and ongoing areas of focus. These steps support internal understanding and help ensure that future approaches are informed by Indigenous perspectives.

This is also consistent with the direction reflected in the AMO guidance, which highlights the importance of listening, learning, and relationship development as foundational to any future agreements, structures, or shared approaches.

The work completed to date reflects a stage focused on building understanding and strengthening relationships.

Key themes include:

- the importance of continued learning and awareness
- the value of ongoing dialogue
- the need to better understand local perspectives
- the recognition that approaches will continue to evolve over time
- the importance of grounding municipal approaches in established guidance, including the AMO Indigenous-Municipal Relationship Agreements Guidance Document

Taken together, these findings indicate that Burlington is in an early stage of this work.

At this stage, the focus remains on:

- building internal understanding and organizational readiness
- continuing to strengthen existing relationships
- creating space to listen to and learn from Indigenous partners
- allowing approaches to develop over time, rather than establishing formal structures prematurely

Overall, the work is best understood as relationship-based, context-specific, and evolving. The emphasis at this stage is on continuing to build the understanding and relationships that will inform future direction.

This work remains ongoing and continues to be shaped through collaboration, reflection, and experience.

Key Dates & Milestones

2021

- Canada adopts the *United Nations Declaration on the Rights of Indigenous Peoples Act (UNDRIP)*, providing national context for advancing Indigenous rights and relationships

2022

- Establishment of the Indigenous Advisory Circle to provide guidance on advancing municipal Truth and Reconciliation Commission Calls to Action

2023

- Release of the federal UNDRIP Action Plan

2025–2026 (to date)

- Municipal scan and internal review completed
- Ongoing collaboration with the Indigenous Advisory Circle

- Review of municipal guidance materials, including the AMO Indigenous-Municipal Relationship Agreements Guidance Document

2026–2027 (anticipated)

- Continued learning, dialogue, and information-gathering
- Ongoing internal reflection and coordination
- Report back to Council in Q3 2027 with further findings and options for future consideration

Implications

Financial

There may be financial implications associated with ongoing learning and engagement activities.

Human Resources

This work requires coordination across departments. No additional staff resources are proposed at this time.

Legal

No immediate legal implications have been identified.

Communications and Engagement

Engagement will continue to be informed by ongoing dialogue and collaboration.

Climate

No direct climate implications have been identified.

Conclusion

This report provides an overview of work undertaken to date and key observations from both municipal comparators and local discussions.

The findings, together with the AMO Indigenous-Municipal Relationship Agreements Guidance Document, reinforce that this work is ongoing and continues to evolve through learning, listening, and relationship-building.

Staff will return to Council by Q3 2027 with findings and options for future consideration.

References

A summary of relevant reports, decisions, and other related material, include hyperlinks

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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Notifications:

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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: Community Survey – follow-up presentation

TO: Committee of the Whole

FROM: Corporate Affairs
Communications and Engagement

Report Number: CAF-05-26

Wards Affected: all

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation:

Receive for information corporate affairs report CAF-05-26 regarding the presentation of the final results of the Community Survey.

Executive Summary

This report presents findings from the 2025 Community Survey. Conducted in partnership with Deloitte and supplemented by online responses via GetInvolvedBurlington.ca, the survey explores residents' perceptions of quality of life, satisfaction with City services, civic engagement, and community priorities.

The findings reflect a generally positive view of life in Burlington, tempered by concerns about transportation, traffic, and affordability.

The purpose of conducting the 2025 Community Survey was to:

- Objectively measure resident opinions about the City's service delivery,
- Guide future actions and decisions on City services,
- Monitor and benchmark progress since the 2023 Community Survey,
- Learn opinions about property taxation, transportation options
- Identify and benchmark opinions regarding communications and public involvement with the City.

Purpose of report:

This report is in response to Item 8.8 from the April 13, 2026, Committee of the Whole meeting: “Direct the Head of Corporate Affairs to bring forward the 2025 Community Survey results, including a presentation of the findings from Deloitte to a Committee of the Whole meeting in Q2 2026.”

At this time, there are no substantive updates beyond the information previously shared with Council through the September 26, 2025 Council Information Package, the November 25, 2025 Budget Committee of the Whole meeting discussion, and the December 19, 2025 Council Information Package.

Background

Since 1998, the City of Burlington has regularly conducted a community telephone survey to uncover resident satisfaction. Surveys typically occurred every 2–4 years until 2019, when the decision was made to conduct the survey biennially. The most recent surveys were in 2008, 2011, 2015, 2019, 2021, 2023, and now 2025. The survey provides benchmarking and monitors progress over time with the goal of continuous improvement. After a competitive process, the City selected Deloitte Canada to conduct two community surveys for Burlington—one in fall 2023 and one in fall 2025. After 2025, if the Community Survey continues to be a Council priority, the City will enter into an RFP process again to select a vendor. Feedback received from Council has indicated that the timeline for the Community Survey needs to be adjusted to better support budget discussions. The 2027 Community Survey will be administered in the spring instead of the fall to allow ample time for results and analysis.

Analysis

Key findings:

The 2025 Community Survey was conducted using a scientific methodology via Computer-Assisted Telephone Interviews (CATI). Respondents were randomly selected from the city's population using a mix of residential landlines and cell phone numbers. This sampling strategy ensured a representative sample, eliminating potential bias that could occur with opt-in online surveys.

- Sample size: 755 completed interviews
- Margin of error: $\pm 3.5\%$ at 95% confidence level
- Fieldwork: September 8–29, 2025
- Weighting: Responses weighted by age, gender, and ward based on the 2021 Canadian Census

Overall, the results continue to reflect generally positive resident views of the City, while also identifying some areas where results were lower than in previous surveys.

- **Quality of Life - Decline in positive sentiment:**
 - 71% rate Burlington's quality of life as very good or excellent (down from 79% in 2023).
 - 37% say quality of life has worsened in the past two years; 6% say it has improved.
 - Top factors for decline: cost of living/affordability (35%), traffic (33%), Transportation/public transit (25%).

- **Overall Service Satisfaction:**
 - 91% were satisfied with the overall quality of City services (down from 92% in 2023).
 - Highest-rated services: recreation facilities (95%), maintenance of parks and green space (94%), parks, sports fields and trails (94%).
 - Lower-rated services: council decision-making (71%), roadway and sidewalk maintenance (78%), snow removal (79%).

- **Top Priorities (Derived Importance*):**
 1. Council (council decision-making, open, accountable, transparent local government)
 2. Roadways and sidewalk maintenance
 3. Snow removal - roads, sidewalks, and walkways
 4. Parking management
 5. By-law enforcement

*Derived Importance

- A statistical calculation of importance
- It is far more accurate relative to asking importance
- Calculates the correlation coefficient of municipal services with the KPI
- Services with a high derived importance will have the greatest impact on the KPI

- **Community Safety – Some declines:**
 - 93% feel Burlington is very or somewhat safe.
 - 36% say safety has worsened in the past two years.

- **Taxation and Budget Preferences:**
 - 82% feel they receive good value for taxes.

Option	2025 %	2023 %
Cut taxes by cutting services	11%	21%
Limit tax increases by limiting enhancements*	35%	22%
Keep current services (taxes at inflation)	42%	39%
Improve services (slightly higher taxes)	12%	18%

*Note: 2023 wording was “**Cut services to maintain current tax level**”, which differs from 2025’s “**Limit enhancements**”—interpret trends directionally, not as exact equivalence.

- **Communications and Engagement:**

- 71% rate City communication as *good or excellent*.
- Preferred channels: direct mail (57%), City website (51%), e-newsletters (49%), social media (47%).
- 79% did not participate in any engagement activity in the past year; among those who did, most felt heard and 66% believe input informs decisions.

Online vs. Computer Assisted Telephone Interview (CATI) Survey Results

The survey was conducted using Computer Assisted Telephone Interview methodology to ensure representativeness. Calls displayed “BurlION Survey” to improve legitimacy and reduce spam concerns.

At the same time, City staff distributed an online version of the survey through our Get Involved Burlington engagement platform. Comparative results are listed below. The online survey was in field from September 3 to September 30, 2025.

Question	CATI 2025	Online 2025
Q1 How would you rate the overall quality of life in the City of Burlington? (Top-2 Very good/Excellent)	71%	53.5%
Q2 QoL change – Improved	6%	3.8%
Q2 QoL change – Stayed the same	57%	32.4%
Q2 QoL change – Worsened	37%	60.5%
Q5 Overall satisfaction with City services (Top-2)	91%	77.3%
Q13 City communications (Good/Excellent)	71%	38.4%
Q16 Feel Very/Somewhat safe	93%	70.3%
Q18 Good value for taxes (Fairly+Very good)	82%	34.6%
Q19 Budget: Keep current services (taxes at inflation)	42%	35.3%

Note: Online and CATI results varied, which is not unexpected given the different methodologies and respondent recruitment approaches. The online survey was open to self-selected participants, while CATI used a structured telephone methodology designed to reach a representative sample.

These differences should be considered when interpreting the findings. Together, the results provide complementary insights and reinforce the value of using multiple methods to understand resident perspectives across Burlington. Demographic data collected through both survey streams will help inform future outreach, promotion and engagement planning, including opportunities to broaden participation across communities.

Community Panels

To complement the quantitative survey findings, the City hosted two Community Panel sessions in fall 2025. Panelists were drawn from the City's volunteer roster, with random selection used where possible to reduce bias and ensure representation across wards, age groups, and diverse backgrounds. Each session was facilitated by the Manager of Engagement & Marketing and designed as an in-person focus group to gather qualitative insights.

- **September 16, 2025 (10 participants)**

Focus: Quality of Life, City Services, and key themes already identified in survey data (e.g., affordability, safety, traffic).

Highlights: Participants generally described Burlington in positive terms, including as a peaceful and vibrant community. At the same time, feedback identified areas of concern, including traffic congestion, housing affordability, access to amenities and recreation, transit, walkability, and infrastructure maintenance.

Participants also identified areas viewed positively, including emergency services, libraries, and programming for seniors. Overall, the feedback reflects both strong community satisfaction in key areas and opportunities to address issues that affect residents' day-to-day experience across Burlington.

- **October 28, 2025 (8 participants)**

Focus: Perceptions of quality of life, transparency and trust, community engagement, and engagement fatigue.

Highlights: Panelists pointed to several factors they believe are affecting quality of life, including broader economic pressures such as cost of living, housing affordability and economic uncertainty, as well as local issues such as traffic, parking and employment opportunities.

The feedback suggests that while some concerns are outside the City's direct control, residents may still look to the City to clearly communicate its priorities, explain where it can influence outcomes, and demonstrate progress where municipal action is possible. Suggestions related to trust focused on making Council information easier to access, strengthening clarity around decision-making, and showing how public input is considered and reflected in next steps.

Feedback on engagement suggests residents value opportunities to participate, while also reinforcing the importance of ensuring engagement is focused, accessible and clearly connected to the decisions being made. This can help support public understanding of how input is used, while recognizing the time and effort residents contribute when they take part.

Insights:

Feedback from both panels largely aligned with survey results, adding context and nuance through lived experiences. Themes such as affordability, traffic, and transparency were reinforced, while participants offered practical ideas for improving engagement (e.g., hybrid options, simplified language, and visible “what we heard” reporting).

Benchmarking:

- Quality of Life
 - 71% of residents rate quality of life as Very good or Excellent (2025). Burlington’s indexed score is 7.10 vs the national comparator of 7.07.
- Service Satisfaction
 - Overall service satisfaction remains high at 91% somewhat or very satisfied. On a 0–10 index, Burlington scores 7.7 compared to a national comparator of 6.8, indicating stronger-than-average service satisfaction. While the score reflects a slight decline from previous years, results continue to point to a high level of resident satisfaction with City services.
- Satisfaction with Council
 - Based on the most recent survey, 71% of residents expressed satisfaction with the work of Council. Direct benchmarking is limited because other municipalities do not ask the same question. Instead, they tend to assess satisfaction with Council’s openness, transparency, and accountability. These alternative measures provide directional context but are not directly comparable. Among the municipalities that asked similar questions, satisfaction ranged from 46% to 69%, averaging around 60%, placing Burlington above the benchmark range.
- Engagement Participation
 - In the data from the consultant, only two other municipalities ask about engagement in a similar way. Those municipalities had 11% and 14% vs. Burlington’s 21%. A broader data set would confirm observed trends.

Status

2025 Community Survey work has been completed.

2025 Community Survey to be presented on May 11, 2026, Committee of the Whole.

2026 Community Survey will enter into an RFP process to secure a vendor for 2027 and 2029.

Key Dates & Milestones

Sept 3, 2025 – Community Survey Launched online
Sept 8 to 29 - Deloitte survey fieldwork
Sept 16, 2025 – Community Panel 1 – Community Survey
Sept 26, 2025 – Preliminary Community Survey results report via council Information package
Sept 30, 2025 – Community Survey Closes, fieldwork ends
October 28, 2025 – Community Panel 2 – Community Survey
Nov 13, 2025 – Presentation of full Community Survey results to Budget Community
Dec 19, 2025 – Follow-up Community Survey results report via council Information package
Q2 and Q3 2026 – Development and posting of RFP for new Community Survey vendor
Q2 2027 – Next Community Survey launched on new timeline

Conclusion:

The results of the 2025 Community Survey provide statistically valid data to guide future actions, priorities, and decisions. This information helps the City understand resident opinions across all wards and track progress over time.

References

[CAF-03-25 - Community Survey – Preliminary Results](#)
[CAF-04-25 – Community Survey – Final Results](#)
[CAF-06-25 - Community Survey – Follow-up on CAF-05-25](#)

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. City of Burlington 2025 Community Survey Final Report

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.

Page 8 of Report Number: CAF-05-26

City of Burlington 2025 Community Survey Survey Findings Report

Final Report
November 2025



Disclaimer

This report was provided to summarize the 2025 City of Burlington Community Survey.

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Background and report overview

Background and report overview | Objectives and methodology

The objectives of the 2025 Community Survey were to...



Understand resident perceptions of Municipal services, engagement, and communication efforts



Measure satisfaction with current Municipal services and priorities for improvement



Benchmark and compare 2025 data against results from previous surveys

Survey Methodology

- Survey data was gathered through Computer Assisted Telephone Interviews (CATI).
- Randomly-selected landline and cell phone numbers from all six municipal wards were dialed to ensure a representative sample and minimize bias that could arise from self-selection.
- Interviews were conducted between 5:00 pm and 8:30 pm from September 8 to September 29, 2025.
- This methodology resulted in 755 completed interviews. The margin of error for the results is $\pm 3.5\%$ at a 95% confidence level.
- To ensure the survey results accurately reflected the community's demographic makeup, all data were weighted to match the exact proportions of age, gender, and ward based on the 2021 Statistics Canada census data for the City of Burlington.

Background and report overview | Study findings



Quality of life & community priorities

While 71% of Burlington residents still rate their quality of life as "Very good" or "Excellent" in 2025, this marks a decline from previous years.

Burlington residents most frequently cited improvements in recreation, transportation, and the environment as key factors enhancing quality of life, while cost of living, traffic, and population growth were the main concerns contributing to declines.

Transportation and infrastructure, along with nature and green spaces, were consistently ranked as top priorities.



Municipal services

Overall satisfaction with City services remains high at 91%, with particularly strong ratings for recreation facilities, parks, and green spaces.

However, satisfaction with some key municipal services – such as roadways, snow removal, and council decision-making – has declined, signaling areas where residents expect improvement.

Services like leaf collection and recreation programs have seen moderate gains in satisfaction, while council transparency and infrastructure are identified as top priorities for future focus.



Communication and engagement

Residents prefer to interact with the City through traditional channels like phone and direct mail, with most contacts related to reporting issues or public works.

Satisfaction with City interactions is generally strong, especially regarding staff professionalism (93%), though there is room to improve speed, timeliness, and issue resolution.

While a majority feel well-informed and able to participate in City engagement activities, overall participation rates remain low, indicating an opportunity to further enhance community involvement.



Community safety, taxation, and future outlook

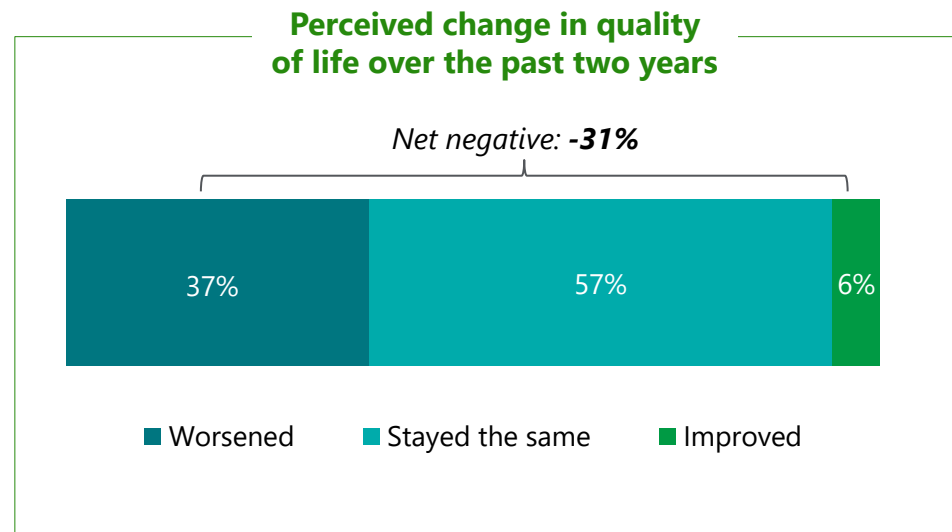
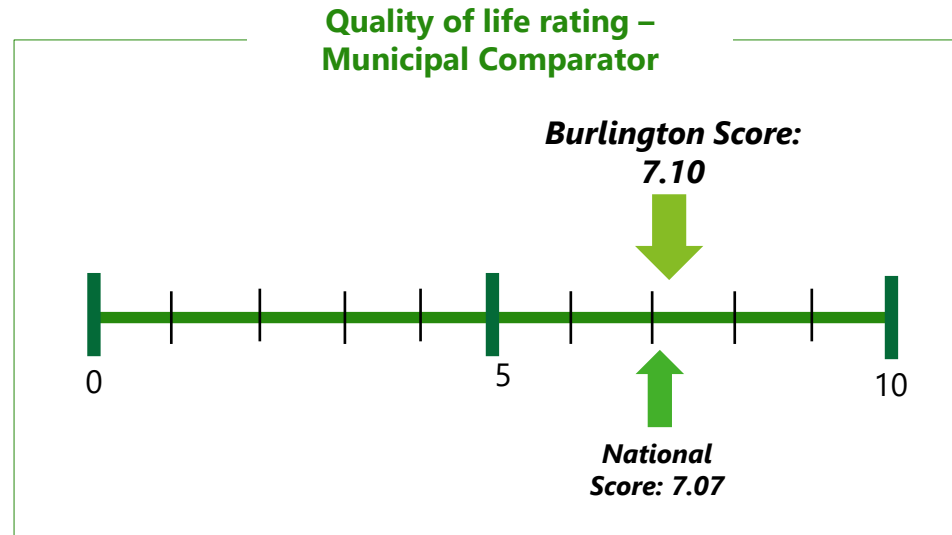
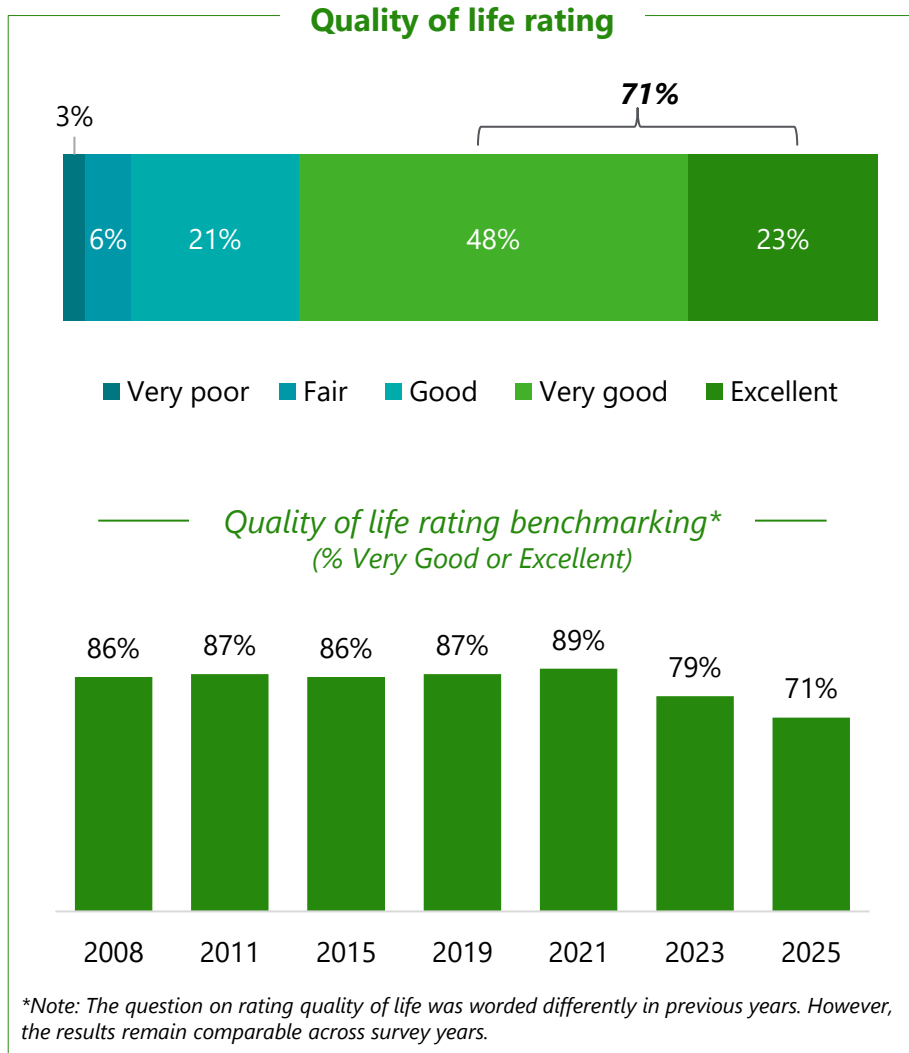
Most residents perceive Burlington as a safe community, yet over a third feel safety has worsened in recent years.

The majority believe they receive good value for their tax dollars and support maintaining current service levels, even if it requires property tax increases to match inflation.

Looking ahead, residents favour a balanced and sustainable approach to growth, with a focus on infrastructure investment, green space protection, and neighbourhood safety.

Quality of life and service satisfaction

Quality of life and service satisfaction (1/6)



Key Insights

The majority of Burlington residents rate their quality of life as “Very good” or “Excellent” (71% in 2025), but this represents a decline from previous years, where satisfaction levels were consistently above 85%.

The Quality-of-Life Key Performance Indicator (KPI) for the City was compared to a municipal normative dataset. This includes data collected by Deloitte and other market research studies. Scores are calculated on a scale of 0 to 10 to allow for comparisons between communities. Burlington scored 0.03 higher than the national score.

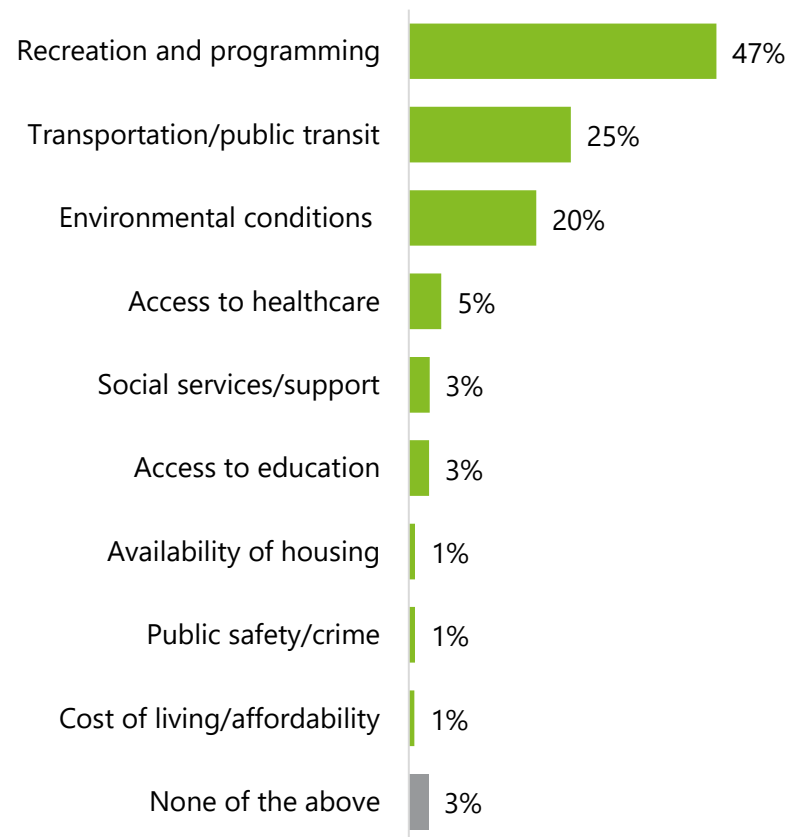
Over the past two years, 37% of respondents feel the quality of life has worsened, while only 6% believe it has improved.

Q: How would you rate the overall quality of life in the City of Burlington? (n=755)

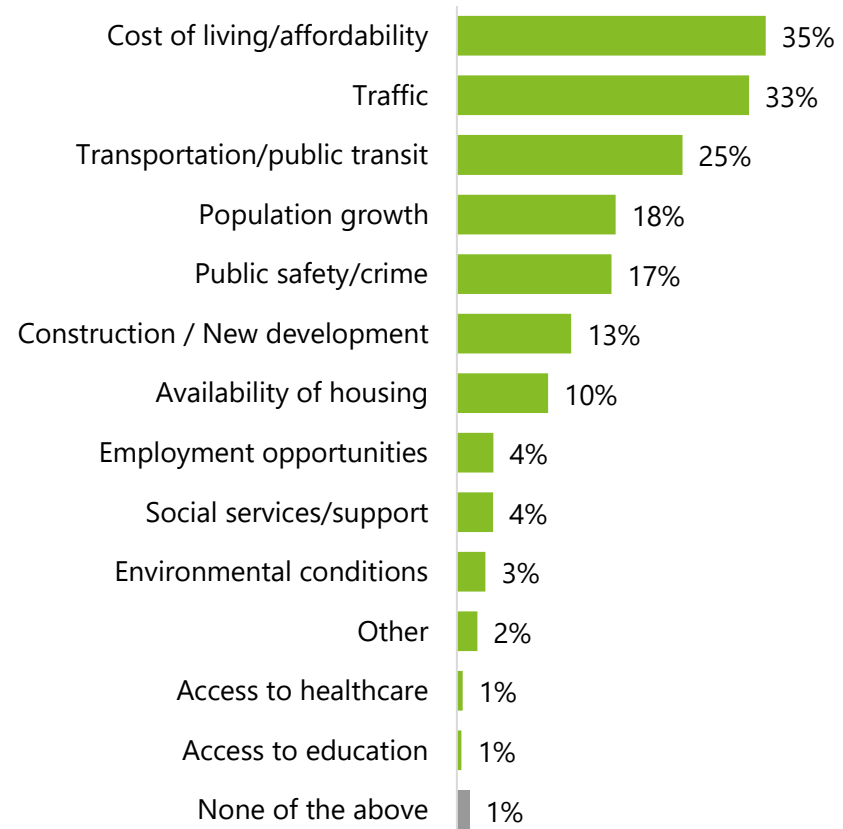
Q: In the past 2 years, has the quality of life in Burlington ... (n=755)

Quality of life and service satisfaction (2/6)

Factors that have improved quality of life over the past two years (n=50)



Factors that have worsened quality of life over the past two years (n=245)



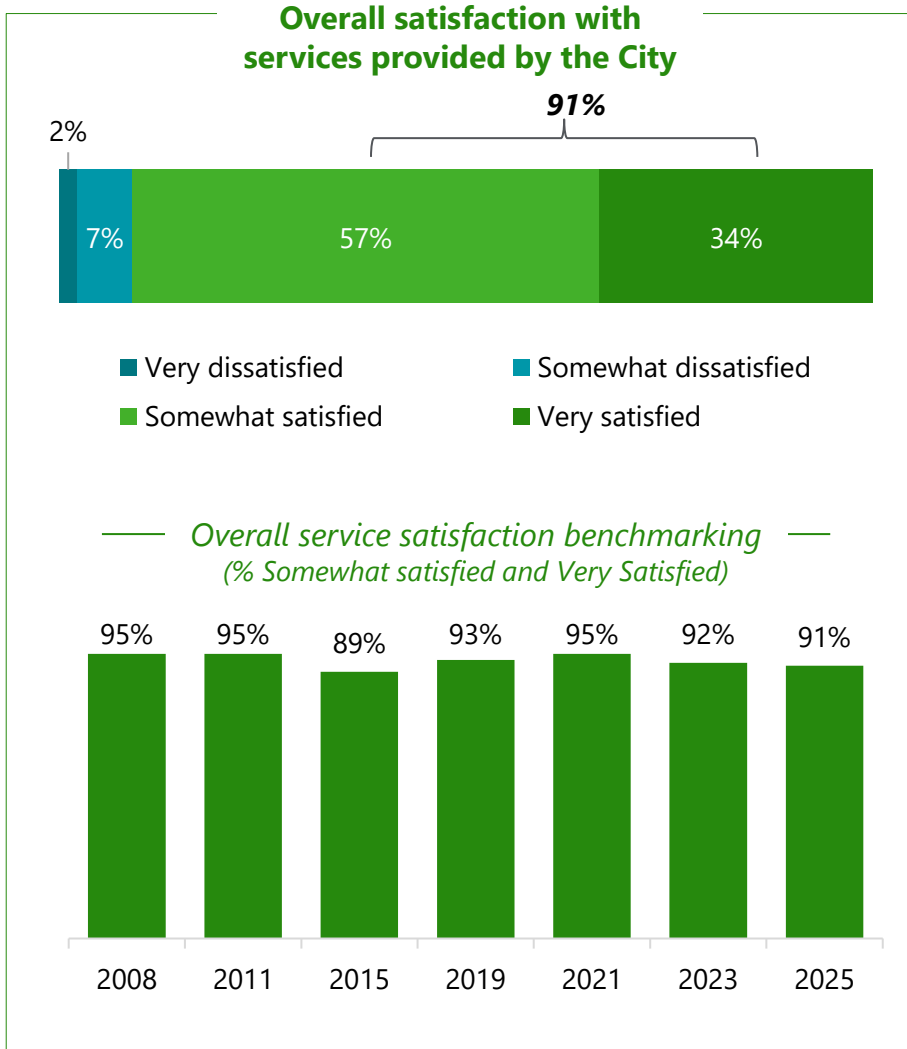
Key Insights

Over the past two years, Burlington residents most frequently cited improvements in recreation and programming (47%), transportation/public transit (25%), and environmental conditions (20%) as factors enhancing quality of life.

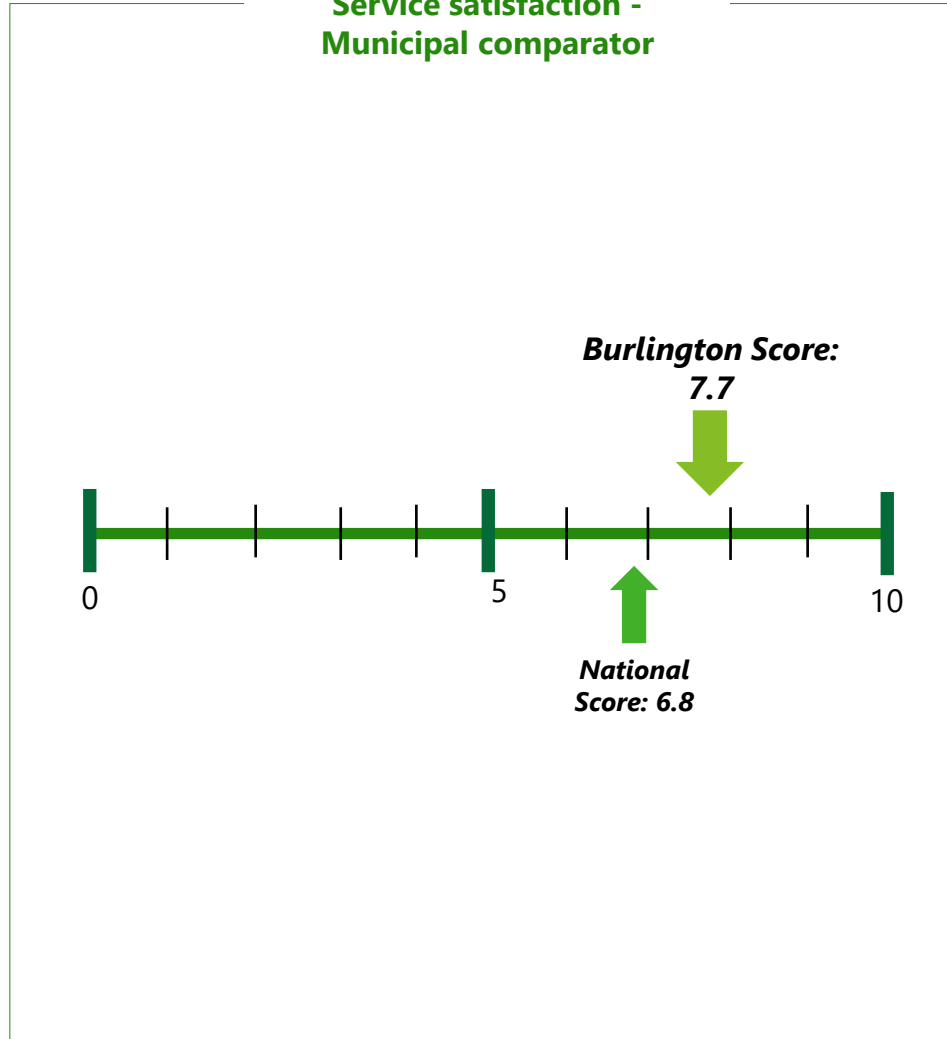
Conversely, the most commonly reported factors contributing to a decline in quality of life were cost of living/affordability (35%), traffic (33%), transportation/public transit (25%), and population growth (18%).

Q: In your opinion, what aspects or factors have [improved / worsened] the quality of life in Burlington over the past two years? (n=295)

Quality of life and service satisfaction (3/6)



Service satisfaction - Municipal comparator



Key Insights

Overall satisfaction with City of Burlington services remains high, with 91% of residents in 2025 reporting they are somewhat or very satisfied. This represents a slight decline from previous years.

The service satisfaction KPI in the City was compared to a municipal normative dataset. This includes data collected by Deloitte and other market research studies. Scores are calculated on a scale of 0 to 10 to allow for comparisons between communities. Burlington scored 0.9 points higher than the national score.

Q: Generally speaking, how satisfied are you with the overall quality of services provided by the City of Burlington? Would you say you are ...? (n=755)

Quality of life and service satisfaction (4/6)

Satisfaction with services provided by the City



Service satisfaction benchmarking

Factor	2025 Top 2 Box	Change from 2023	Change from 2021	Change from 2019
Animal Control Services	89%	+2 PP	+3 PP	+1 PP
By-law enforcement	80%	+2 PP	-1 PP	-3 PP
Roadways and sidewalk maintenance	78%	-6 PP	-9 PP	-1 PP
Maintenance of parks and green space	94%	-	-	-3 PP
Snow removal – roads, sidewalks, and walkways	79%	-5 PP	-6 PP	-1 PP
Tree health and pest management	88%	+2 PP	+3 PP	+4 PP
Leaf collection	93%	+4 PP	+6 PP	+12 PP
Surface water drainage	85%	-7 PP	-5 PP	-4 PP
Transit service	82%	+4 PP	-1 PP	+9 PP
Parking management	79%	-3 PP	-	+4 PP
Recreation programs	90%	+3 PP	-1 PP	-4 PP
Festivals and events	93%	-	-1 PP	-4 PP
Parks, sports fields and trails	94%	-3 PP	-3 PP	-4 PP
Recreation facilities	95%	-	+2 PP	-
Council	71%	-5 PP	-13 PP	N/A
Service Burlington	90%	-2 PP	-4 PP	-6 PP

Key Insights

Individual service ratings show particularly high satisfaction with recreation facilities (95%), maintenance of parks and green space (94%), and parks, sports fields, and trails (94%).

Satisfaction with council (71%) is lower relative to other services.

The data shows that satisfaction with several municipal services (such as roadways and sidewalk maintenance, snow removal, surface water drainage, and council decision-making) has declined since 2023 and previous years.

In contrast, services like leaf collection, tree health and pest management, transit, and recreation programs have seen moderate gains in satisfaction over time.

Q: To the best of your ability, please rate your level of satisfaction with the following services by indicating whether you are Very Satisfied, Somewhat Satisfied, Somewhat Dissatisfied or Very Dissatisfied. (n=755)

Quality of life and service satisfaction (5/6)

Derived Importance Methodology

Priority Matrix: Using respondents' satisfaction levels with Municipal services a priority matrix was created using Deloitte's proprietary derived importance methodology. The Priority Matrix consists of three metrics:

- **Level of Importance:** A statistical measure using a machine learning algorithm to determine the strength of the relationship between their satisfaction with individual services and their overall satisfaction. Attributes with a high importance tend to matter greatly to residents.
- **Performance:** The percentage of respondents who were somewhat or very satisfied with a given service.
- **Priority rank:** This was determined for each attribute based on high levels of importance and low levels of performance. Top priorities are factors where there is opportunity for improvement, and any improvements made would be likely to have a big impact on their overall satisfaction with Municipal services.

Priority Matrix

Factor	Performance	Importance	Priority Rank
Council (council decision making, open, accountable, transparent local government)	71%	9.4	1
Roadways and sidewalk maintenance	78%	8.5	2
Snow removal – roads, sidewalks, and walkways	79%	8.3	3
Parking management	79%	7.4	4
By-law enforcement	80%	7.8	5
Transit service	82%	8.3	6
Surface water drainage	85%	8.1	7
Service Burlington	90%	8.5	8
Tree health and pest management	88%	6.7	9
Animal Control Services	89%	7.2	10
Recreation programs	90%	7.8	11
Leaf collection	93%	7.2	12
Festivals and events	93%	6.3	13
Maintenance of parks and green space	94%	6.7	14
Parks, sports fields and trails	94%	5.4	15
Recreation facilities	95%	5.6	16

Key Insights

Using Deloitte's proprietary derived importance methodology, it was found that the top priorities related to Municipal services were Council, roadways and sidewalk maintenance, snow removal, parking management, and by-law enforcement.

The City of Burlington should focus on the higher priority areas when making improvements, to best meet the needs of community members.

Quality of life and service satisfaction (6/6)

Derived Importance Methodology

Priority Matrix: Using respondents' satisfaction levels with Municipal services a priority matrix was created using Deloitte's proprietary derived importance methodology. The Priority Matrix consists of three metrics:

- **Level of Importance:** A statistical measure using a machine learning algorithm to determine the strength of the relationship between their satisfaction with individual services and their overall satisfaction. Attributes with a high importance tend to matter greatly to residents.
- **Performance:** The percentage of respondents who were somewhat or very satisfied with a given service.
- **Priority rank:** This was determined for each attribute based on high levels of importance and low levels of performance. Top priorities are factors where there is opportunity for improvement, and any improvements made would be likely to have a big impact on their overall satisfaction with Municipal services.

Priority Comparison

Factor	2025 Ranking	2023 Ranking	2021 Ranking
Council (council decision making, open, accountable, transparent local government)	1	1	5
Roadways and sidewalk maintenance	2	4	9
Snow removal – roads, sidewalks, and walkways	3	6	4
Parking management	4	5	1
By-law enforcement	5	3	2
Transit service	6	2	3
Surface water drainage	7	14	12
Service Burlington	8	12	16
Tree health and pest management	9	7	6
Animal Control Services	10	10	7
Recreation programs	11	8	13
Leaf collection	12	11	8
Festivals and events	13	15	18
Maintenance of parks and green space	14	16	17
Parks, sports fields and trails	15	18	19
Recreation facilities	16	17	15

*Please note there were 19 factors in the 2023 survey and 20 factors in the 2021 survey.

Key Insights

Council decision-making and transparency remains the top priority in 2025, suggesting growing concern about governance and accountability.

Roadway and sidewalk maintenance has also moved up significantly, from ninth in 2021 to second in 2025, reflecting increased resident focus on core infrastructure.

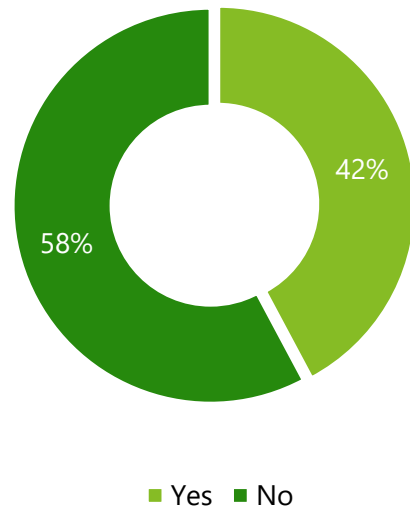
Some services, such as transit, have dropped in priority (from second in 2023 to sixth in 2025), possibly indicating either improved satisfaction or shifting resident needs.

Other areas like surface water drainage and Service Burlington have climbed in priority.

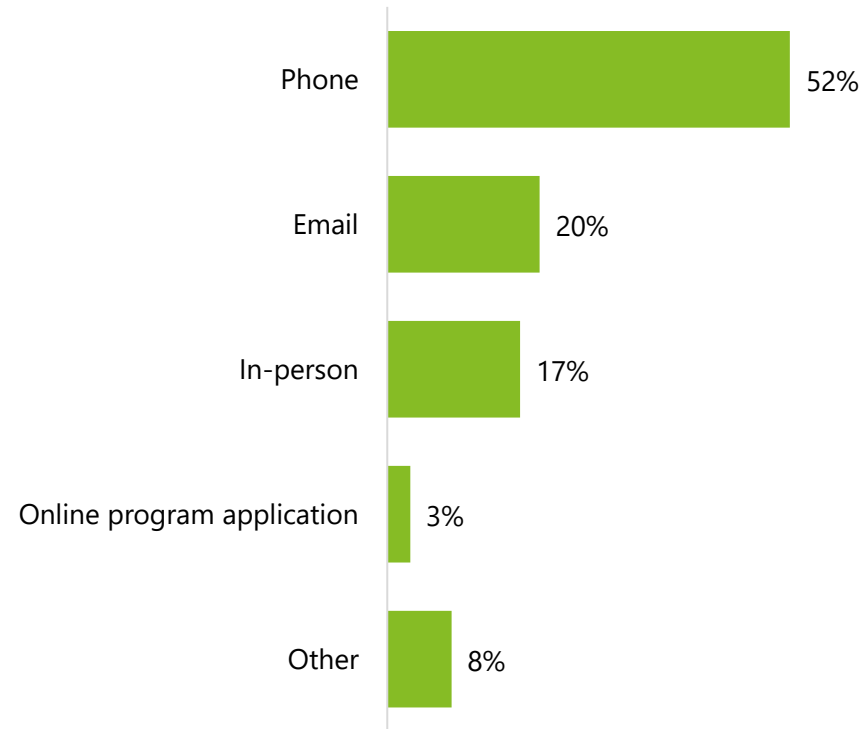
Customer service

Customer service (1/2)

Interaction with the City over the past year



Channel for communicating with the City



Key Insights

In the past 12 months, 42% of Burlington residents reported contacting or communicating with the City or its employees, while 58% did not.

Among those who reached out, the most common method was by phone (52%), followed by email (20%) and in-person visits (17%).

A smaller proportion used online program applications (3%) or other methods (8%), indicating a continued preference for traditional communication channels when engaging with the City.

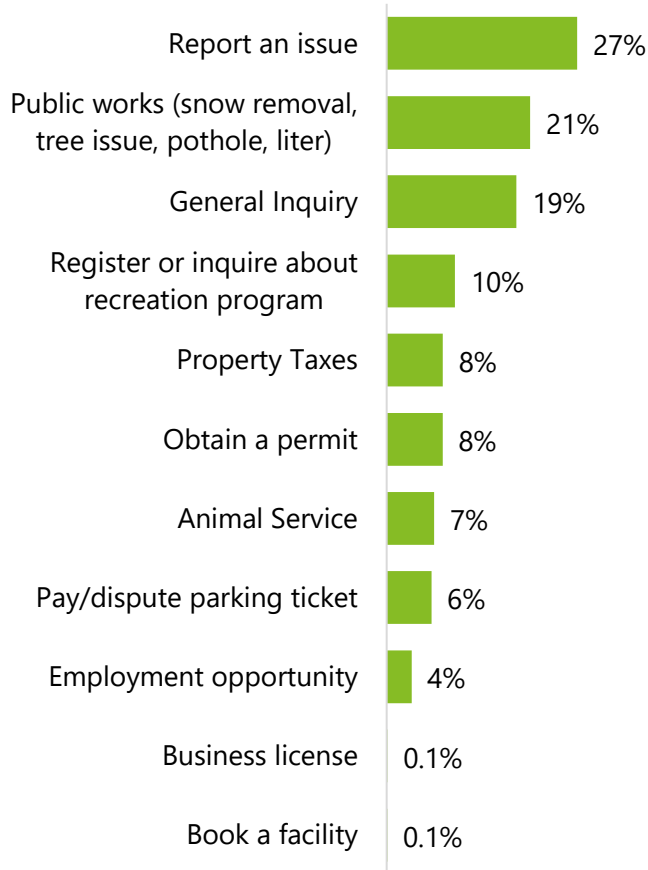
Q: In the past 12 months, have you contacted or communicated with the City of Burlington or one of its employees? (n=755)

Q: How did you contact or communicate with the City or one of its employees? (n=316)

Customer service (2/2)

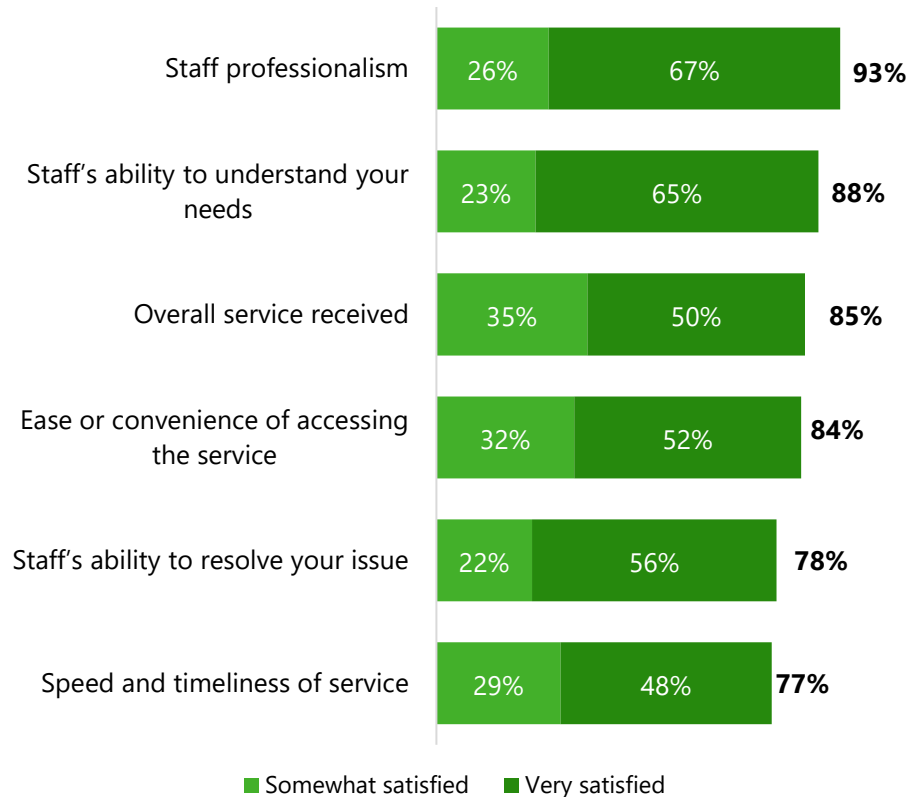
Reason for contacting the City

(Filter: Residents who had a recent interaction with the City)



Satisfaction with aspects of interaction with the City

(Filter: Residents who had a recent interaction with the City)



Key Insights

The most common reasons for contacting the City are to report an issue (27%), address public works concerns (21%), and make general inquiries (19%).

Satisfaction with City interactions is high overall, with 85% satisfied with the service received and 93% rating staff professionalism positively.

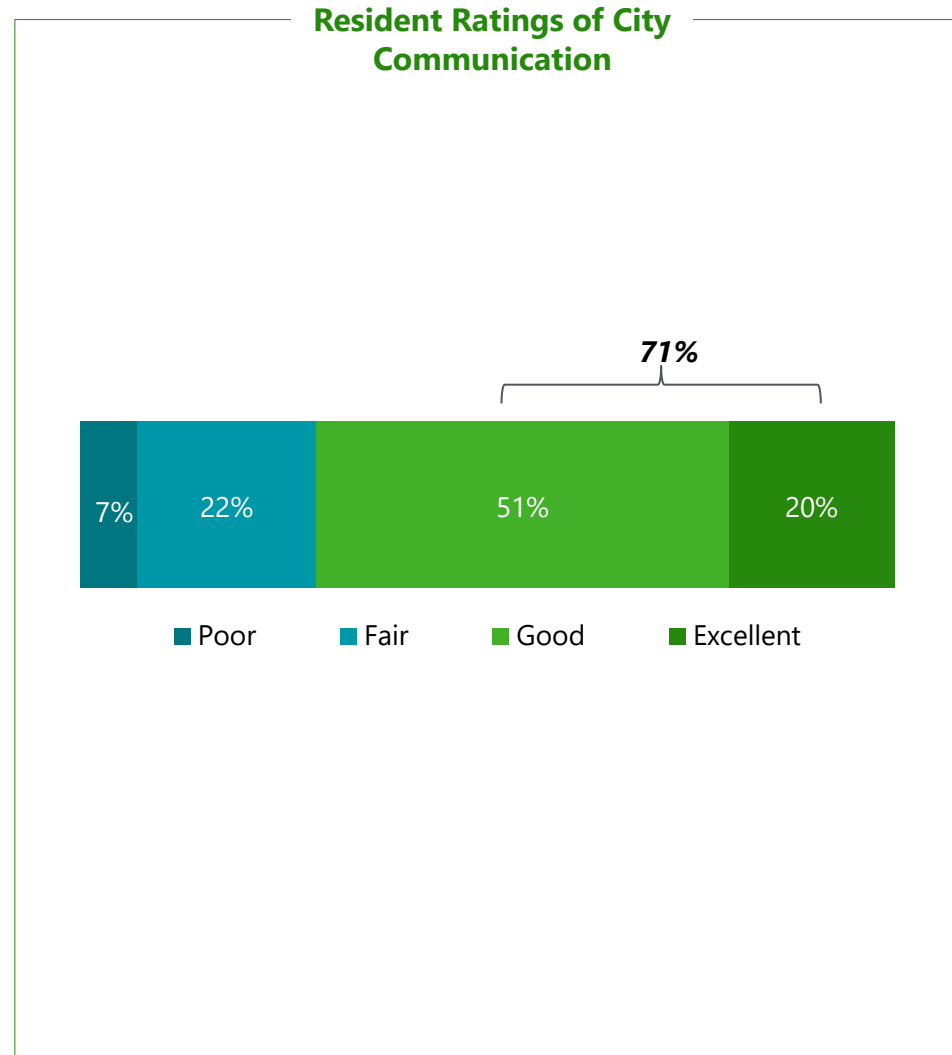
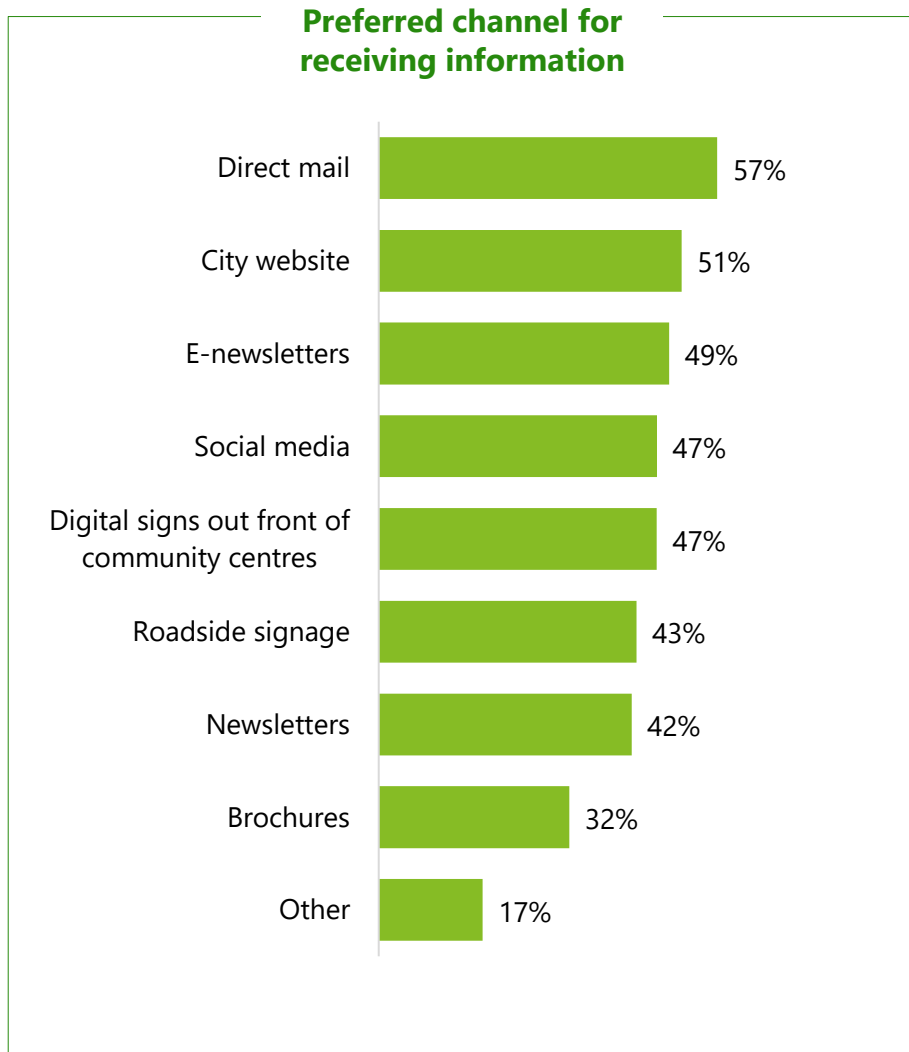
However, satisfaction is slightly lower for speed and timeliness (77%) and issue resolution (78%), indicating some room for improvement in these areas.

Q: Which of the following best describes the reason you contact the City or one of its employees? (n=316)

Q: To the best of your ability, please rate your level of satisfaction with each of the following aspects of your interaction with the City? (n=316)

Community engagement

Community engagement (1/2)



Key Insights

Residents of Burlington prefer to receive information from the City through a variety of channels, with the most popular being direct mail (57%), the City website (51%), e-newsletters (49%), social media (47%), and digital signs at community centres (47%).

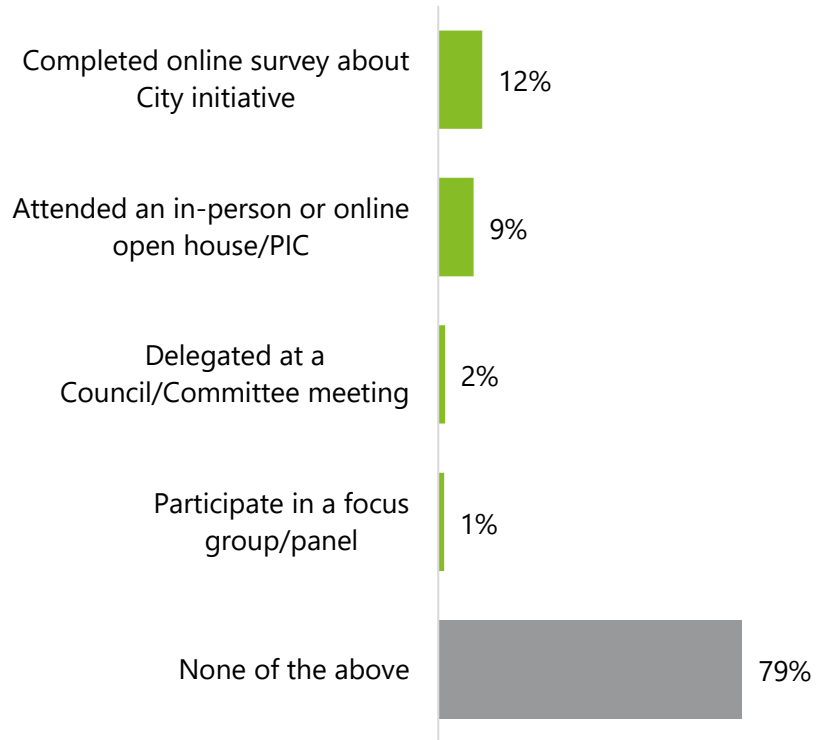
When asked to rate the City's communication effectiveness, 71% of residents responded with "Good" or "Excellent," while 29% rated it as "Fair" or "Poor," indicating overall positive perceptions but also some room for improvement.

Q: How do you prefer to receive information from the City? Please select all that apply (n=755)

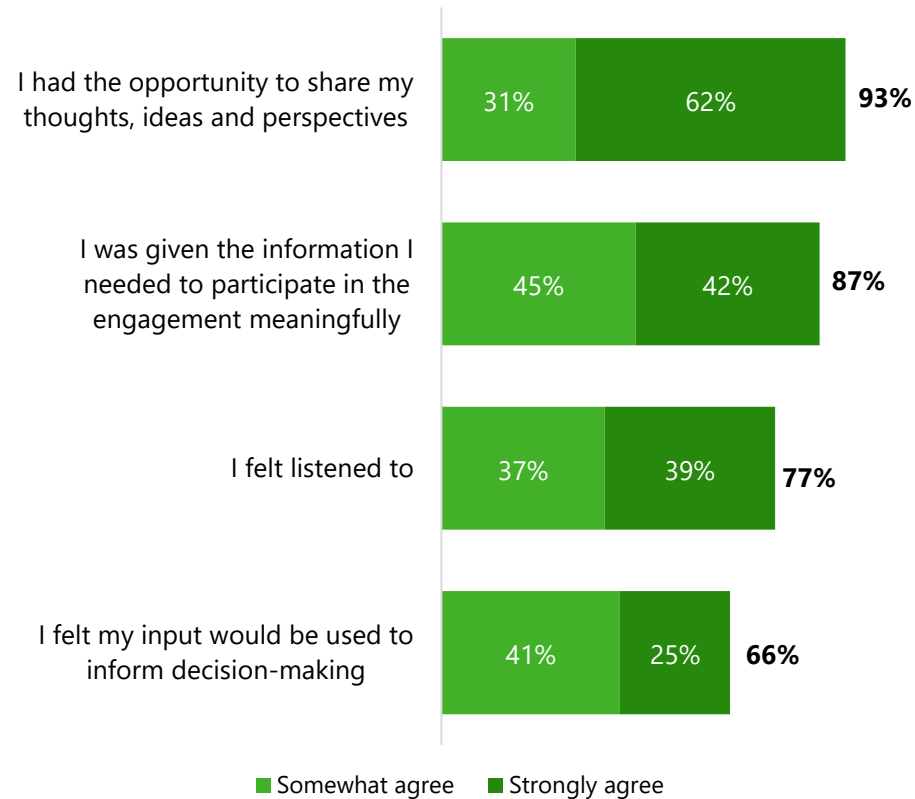
Q: How would you rate the City of Burlington in terms of how well it communicates with residents about services, programs, policies and plans? (n=755)

Community engagement (2/2)

Participation in engagement activities



Agreement with statements related to engagement



Key Insights

In the past year, 79% of Burlington residents did not participate in any City engagement activities, while 12% completed an online survey, 9% attended an open house, and smaller percentages took part in focus groups or delegated at council meetings.

Among those who engaged, 93% agreed they had the opportunity to share their thoughts, and 87% felt they received the information needed to participate meaningfully.

Additionally, 77% felt listened to, and 66% believed their input would inform decision-making.

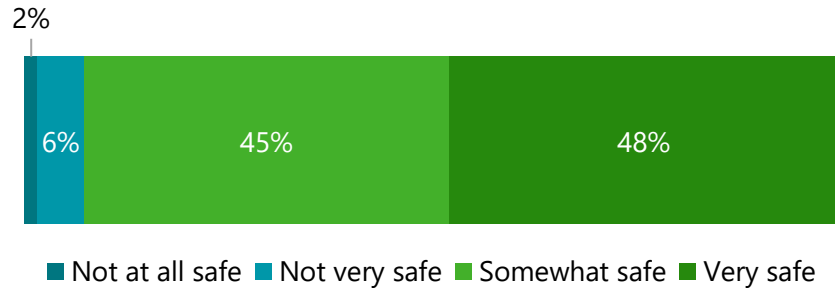
Q: In the past 12 months, have you participated in any of the following engagement activities? (n=755)

Q: Thinking about your most recent engagement with the City, please indicate whether you agree or disagree with the following statements: (n=166)

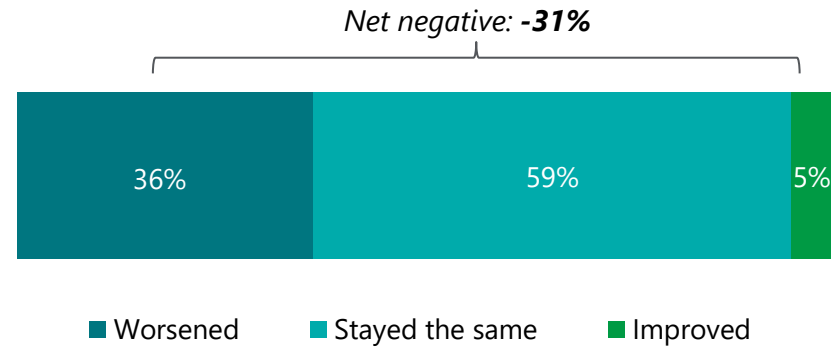
Community safety

Community safety

Resident perception of safety



Changes in community safety over the past 2 years



Key Insights

Most Burlington residents perceive their community as safe, with 93% describing it as either "very safe" (48%) or "somewhat safe" (45%).

However, when reflecting on changes over the past two years, 36% feel that community safety has worsened, while 59% believe it has stayed the same and only 5% think it has improved.

This suggests that despite high overall feelings of safety, there are growing concerns about recent trends in community safety.

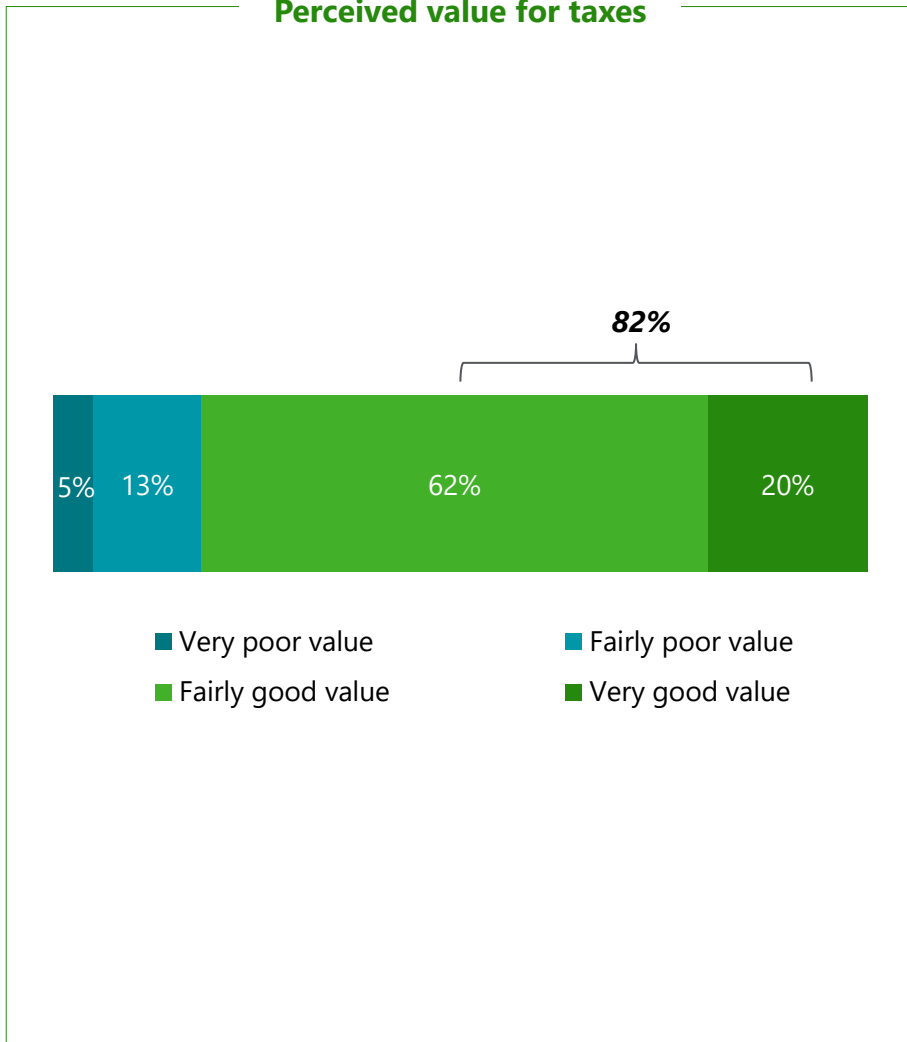
Q: Overall, how would you describe community safety in the City of Burlington? (n=755)

Q: Over the past 2 years, do you feel community safety in the City of Burlington has... (n=755)

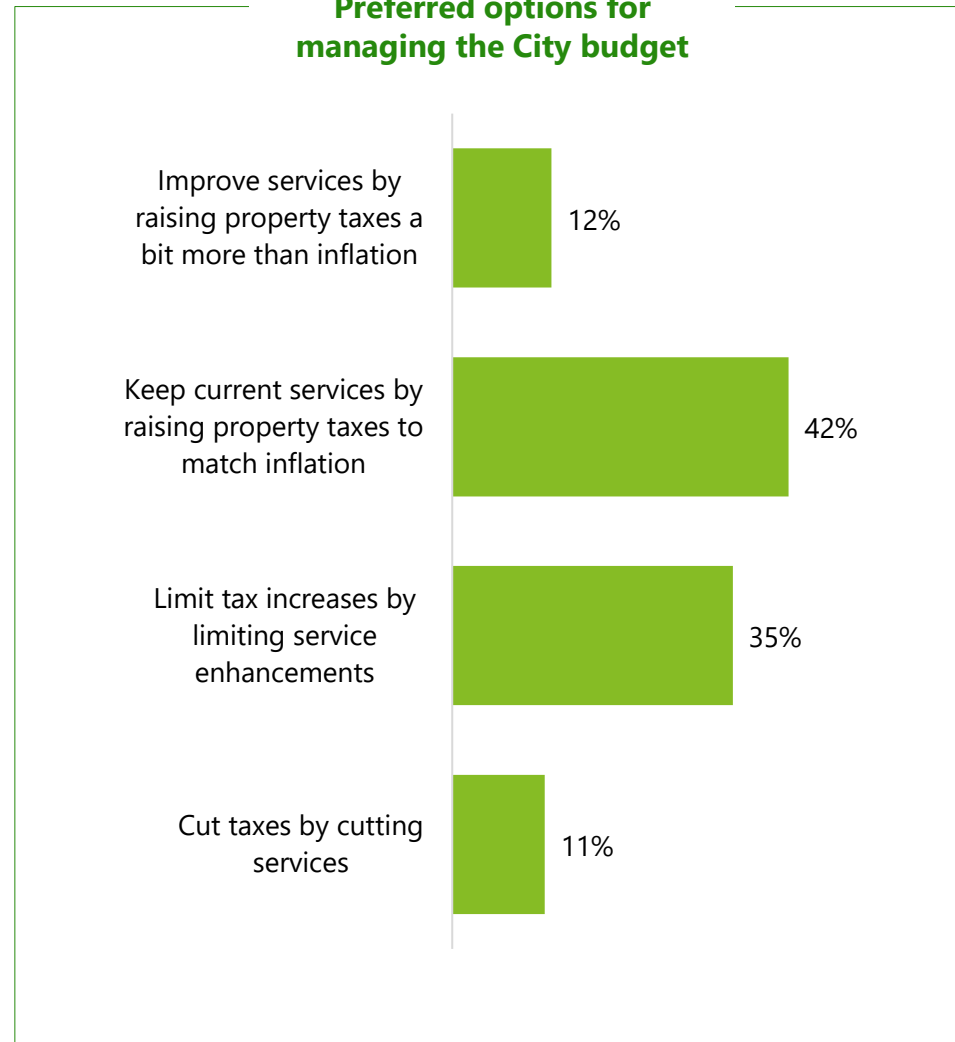
Taxation

Taxation

Perceived value for taxes



Preferred options for managing the City budget



Key Insights

A strong majority of Burlington residents (82%) feel they receive good value for their tax dollars, with 62% rating it as "fairly good" and 20% as "very good." Only 18% perceive the value as poor.

When it comes to managing the City's yearly budget, the most supported option is keeping current services by raising property taxes to match inflation (42%).

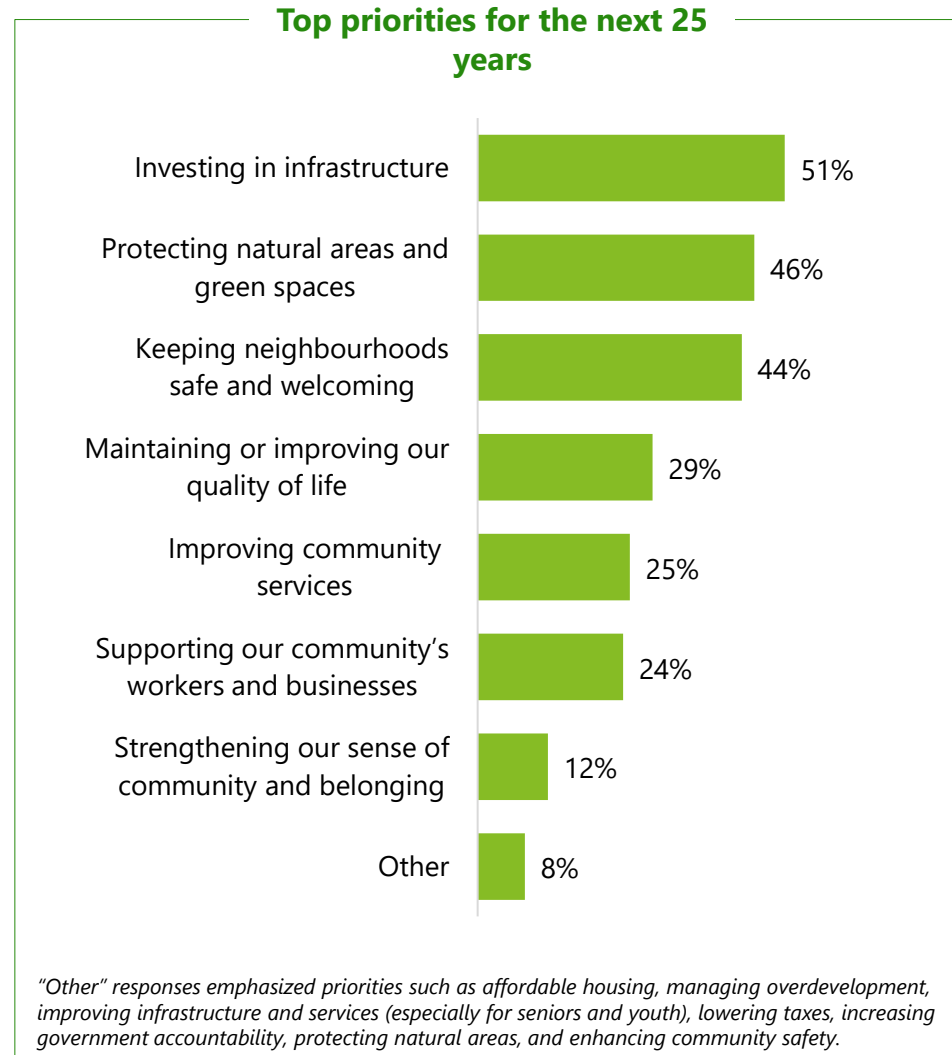
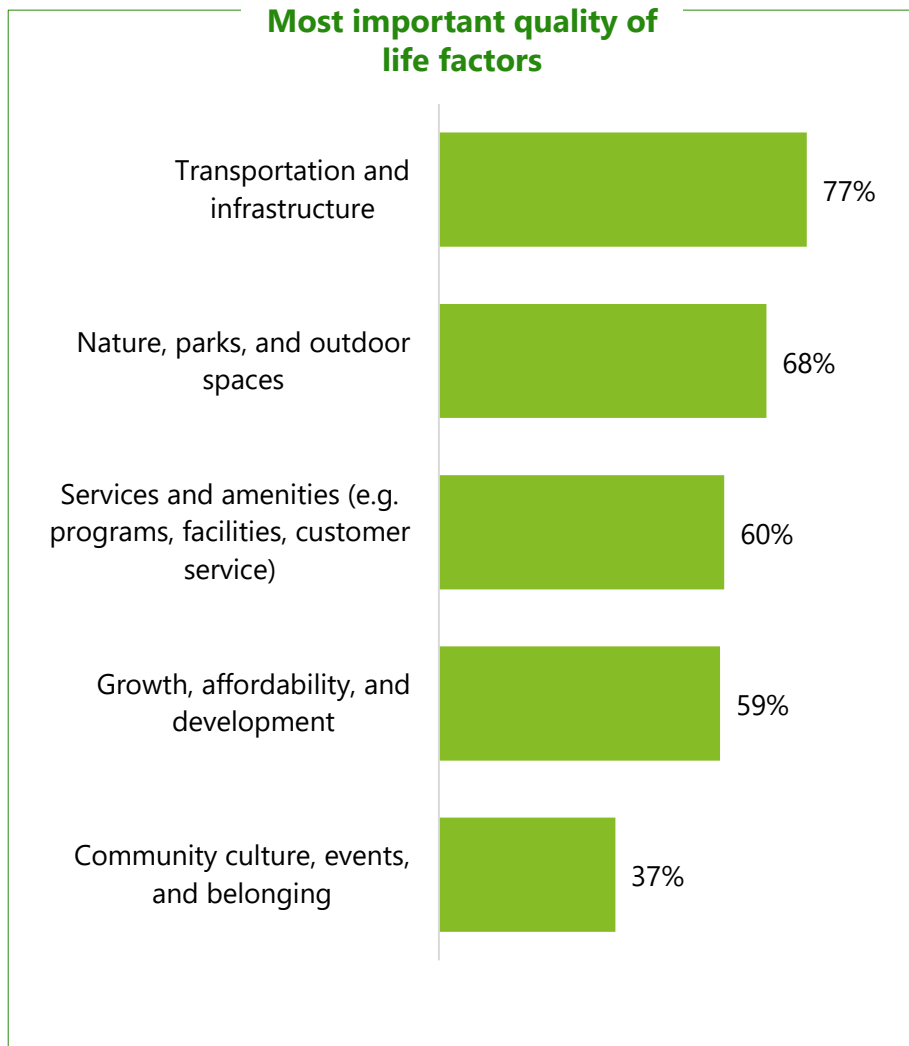
This is followed by limiting tax increases by limiting service enhancements (35%), improving services with slightly higher tax increases (12%), and cutting taxes by cutting services (11%).

Q: Thinking about all the programs and services you receive from the City of Burlington; how would you rate the overall value of what you receive for your tax dollars? (n=755)

Q: Which of the following four options would you most support for managing the City's yearly budget? (n=755)

Resident visions and growth priorities

Resident visions and growth priorities (1/2)



Q: When you think about your quality of life today, which area matters most to you? (n=755)
 Q: As our city grows over the next 25 years, which of the following should be our top priorities? (n=755)

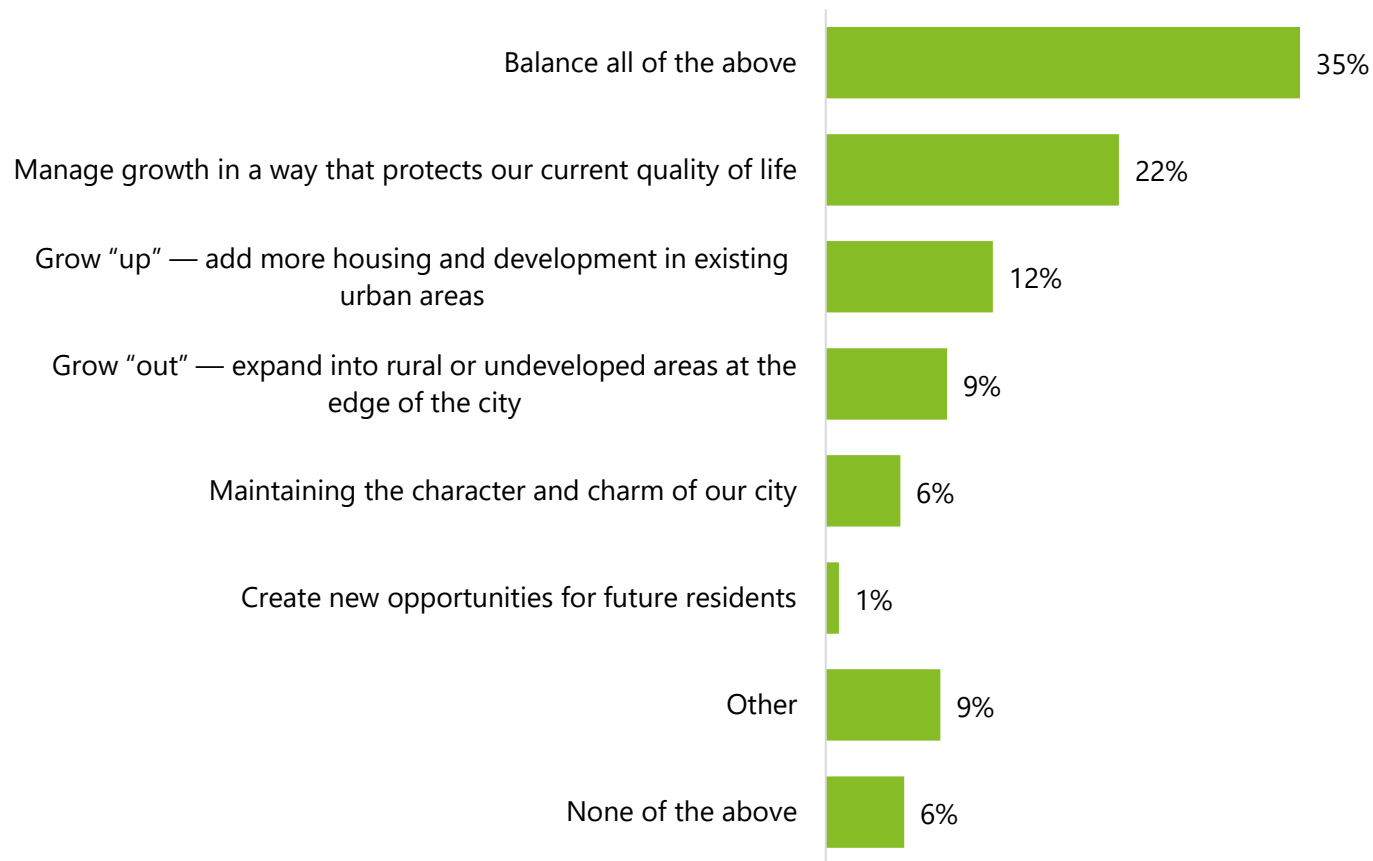
Key Insights

The data indicates that transportation and infrastructure (77%) and nature, parks, and outdoor spaces (68%) are the most frequently ranked among the top three factors influencing residents' quality of life.

As Burlington grows, residents' top priorities are investing in infrastructure (51%), protecting green spaces (46%), and keeping neighborhoods safe and welcoming (44%).

Resident visions and growth priorities (2/2)

Priorities for quality of life



"Other" responses emphasized the need to improve road and transit infrastructure, manage or limit population growth and intensification, provide more affordable and diverse housing, maintain quality of life, and ensure that services and amenities keep pace with a growing population.

Q: By 2051, the City of Burlington is projected to have a population of 265,000 (an increase of 40% compared to today). What do you think the City should focus on to make life better now and for future generations? (n=755)

Key Insights

When asked how the City should approach future growth, the most popular choice was to "balance all of the above" (35%), followed by managing growth to protect quality of life (22%) and focusing on urban development ("grow up" at 12%).

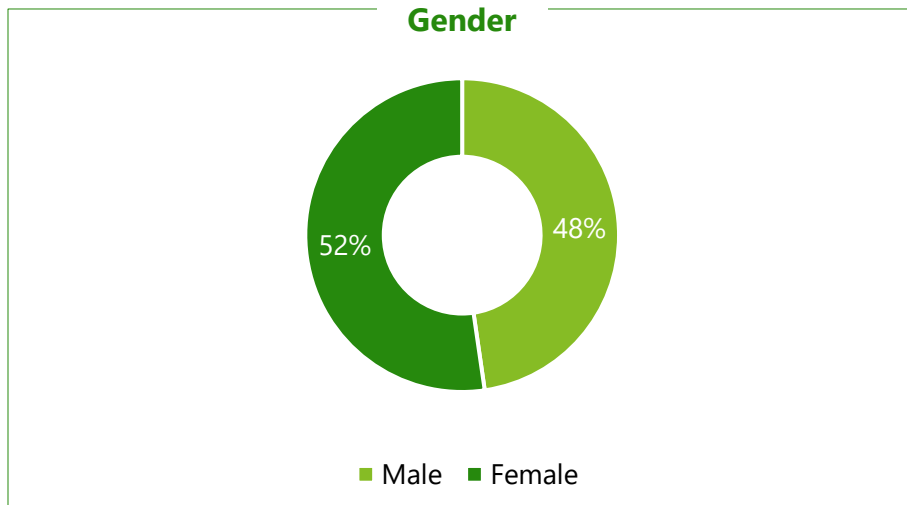
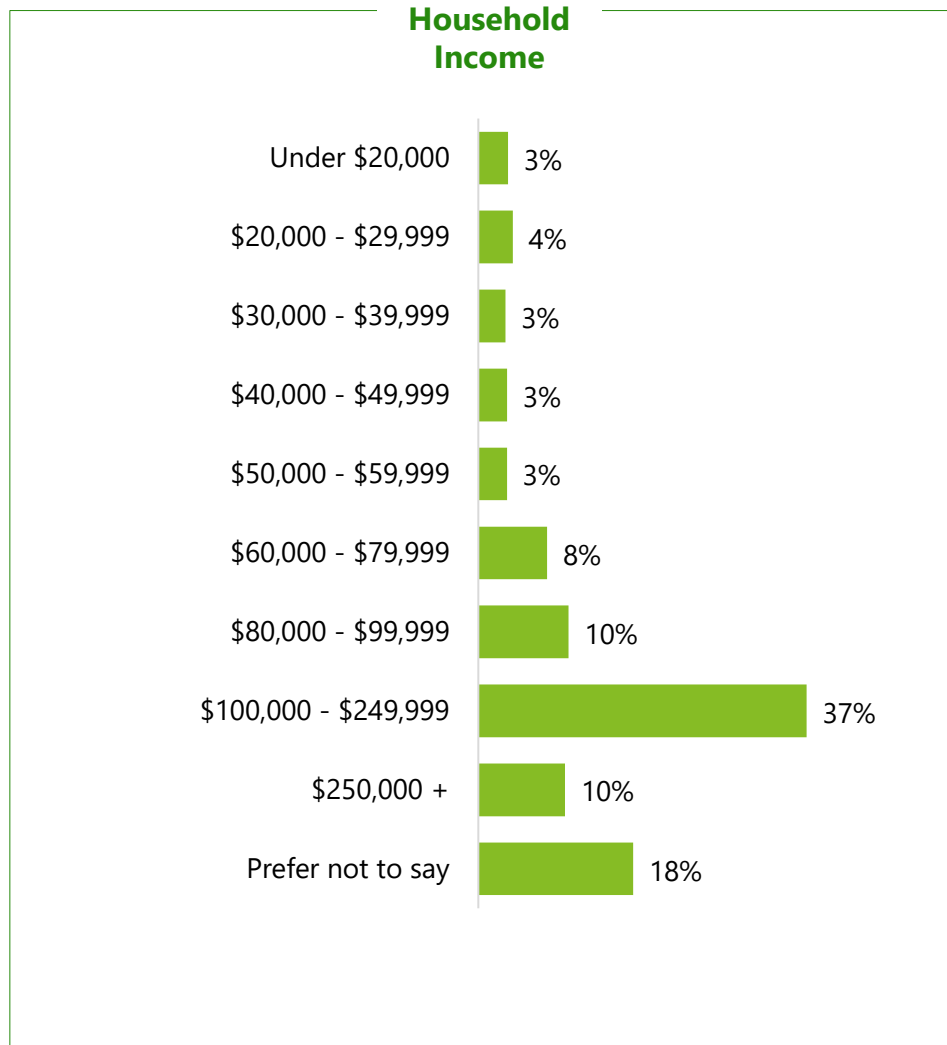
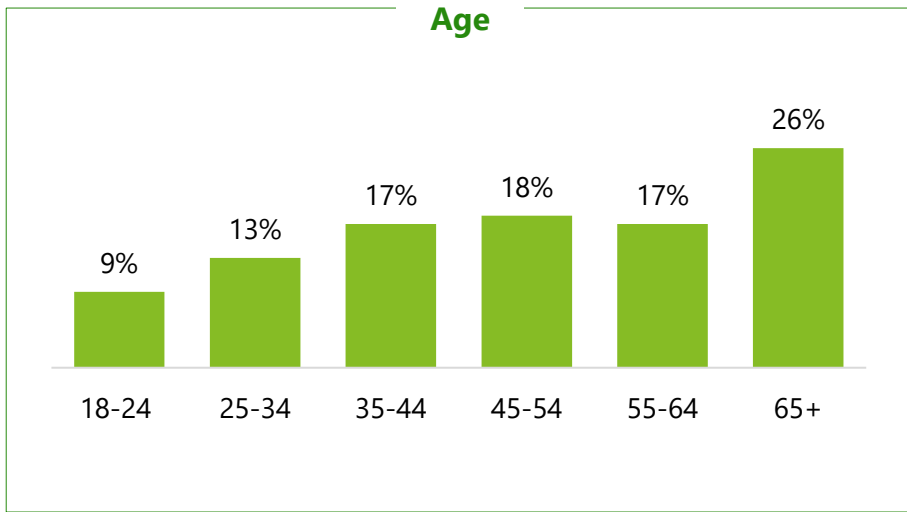
This shows strong support for a balanced and sustainable approach to growth.

Demographics

Demographics (1/2)

Key Insights

The survey responses have been weighted by age and gender according to the 2021 Canadian Census profile for the City of Burlington to ensure the findings are representative of the population.

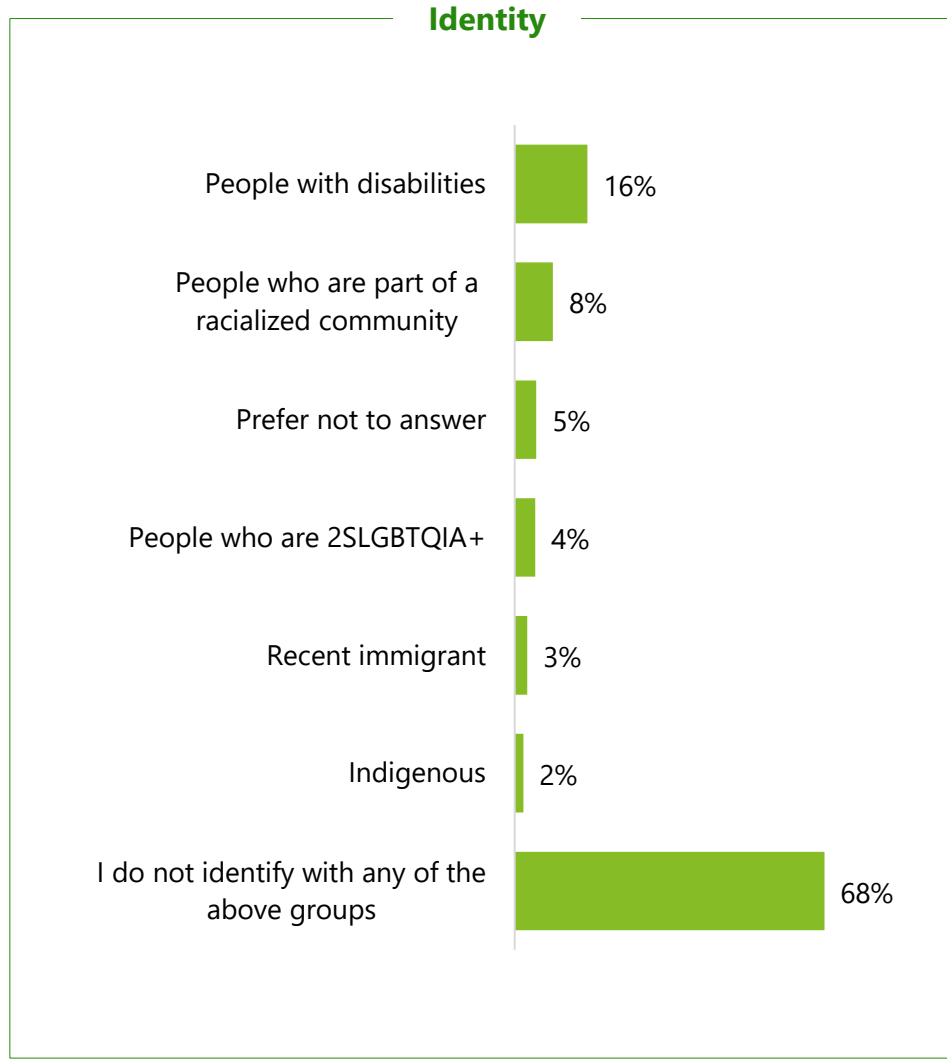
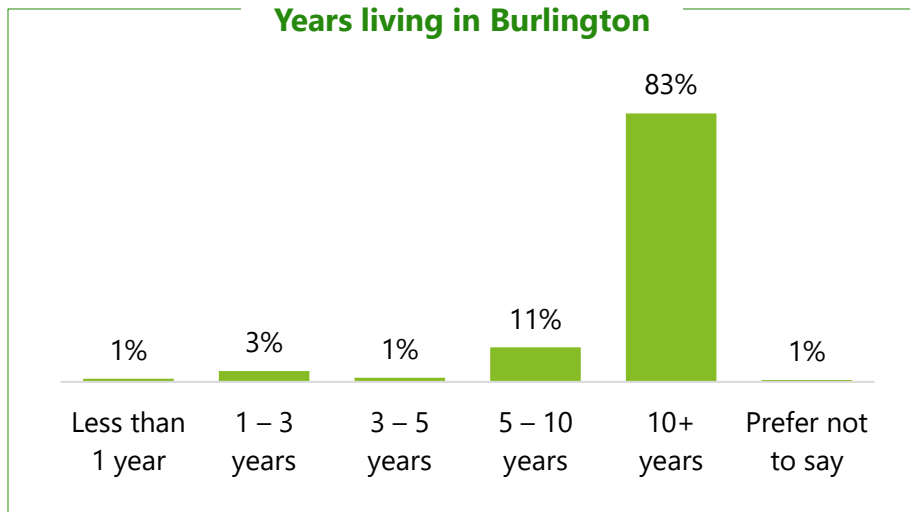
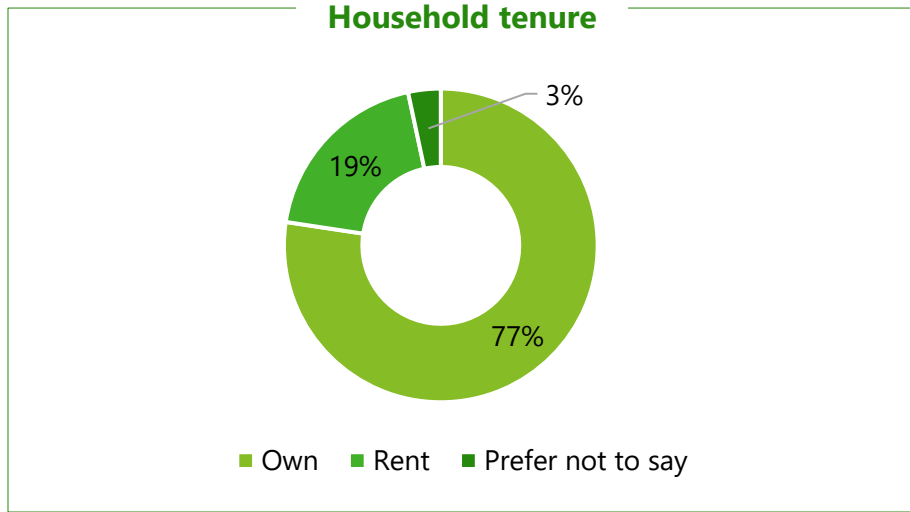


Q: Can you please tell me which of the following age groups you are in? (n=755)

Q: With which gender do you identify? (n=755)

Q: What is your household income before taxes? (n=755)

Demographics (1/2)



Key Insights

The majority of respondents are long-term Burlington residents, with 83% having lived in the city for over 10 years and 77% owning their homes.

Most do not identify with equity-deserving groups (68%), although 16% identify as people with disabilities, and smaller proportions identify as recent immigrants (3%), Indigenous (2%), or part of a racialized community (8%).

Q: What is your household tenure? (n=755)
 Q: How long have you lived in Burlington? (n=755)
 Q: Do you identify as a member of the following groups? (n=755)



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In 2017, we started a Market Research and Analytics Division. The division is focused on gathering local market intelligence. The statistically reliable data from businesses, consumers, and citizens is gathered and analyzed with methods that ensure applicability to strategy and action planning. Bringing these capabilities in-house has positioned us to better integrate the latest market research innovations into our work, and to provide the most diverse array of market intelligence supports for our clients.

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SUBJECT: Guidelines for the Use of Strong Mayor Powers and amendments to the Council-Staff Relations Policy

TO: Committee of the Whole

FROM: Legal and Legislative Services

Legislative Services

Report Number: LLS-25-26

Wards Affected: All

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation

Adopt the Guidelines for the Use of Strong Mayor Powers Policy attached as Appendix A to legislative services report LLS-25-26; and

Direct the City Clerk to amend the Council-Staff Relations Policy as recommended in this report; and

Direct the City Clerk to report back to Council before the end of Q2 in 2027 with further information and recommendations regarding aligning the Council Code of Good Governance with the Halton Region Council Code of Conduct.

Executive Summary

Purpose of report:

- This report responds to the Council adopted staff direction to review the Council-Staff Relations Policy to strengthen the language around individual members of Council attempting to direct municipal staff or advisory committees/local boards.
- This report proposes a non-binding, standalone policy for the Mayor to consider when contemplating whether to use Strong Mayor Powers.
- This report also reviews the Council Code of Good Governance for areas of alignment with Halton Region's Council Code of Conduct as well as potentially achieving further

clarity regarding the ability of member of council make directions to local boards and committees.

- Finally the report speaks to the existing clarity for municipal staff around the roles of staff with respect to local boards and committees.

Implications:

- As explained in this report, a policy regarding the use of Strong Mayor Powers would be non-binding and for guiding purposes only. The Mayor would not be required to give the principles of the policy due consideration when deciding whether to use Strong Mayor Powers because a municipal policy cannot limit or otherwise remove the statutory powers that are assigned to the Mayor in the *Municipal Act, 2001*.

Recommendation Report

Background

At the March 2, 2026 Special Meeting of Council, the following staff direction was adopted by Council;

Direct the City Clerk to review the Council-Staff Relations Policy including consideration of a section designed to guide the Mayor's decision making when considering the use of Strong Mayor Powers, including that "Strong Mayor Powers directions will only be delivered in writing in accordance with Ontario Regulation 530/22," and to review the option of stipulating that staff are only to implement directions from the mayor that are delivered in writing in accordance with Ontario Regulation 530/22; and

Direct the City Clerk, in consultation with the Integrity Commissioner, to review Council's Code of Good Governance with a view to (a) alignment with the region's code; (b) clarity regarding the ability of member of council make directions to local boards and committees; and

Direct the CAO to review staff policies to ensure clarity around the roles of staff with respect to local boards and committees; and

Direct the City Clerk to report back to Committee of the Whole by May 11, 2026.

Analysis

Council-Staff Relations Policy

The Council-Staff Relations Policy provides guidance on the interactions between Members of Council and City Staff and is designed to promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation. The current policy clearly delineates the roles of Members of Council and City staff while also providing keys to highly effective working relationships and expectations for the conduct of Members of Council and City staff.

After reviewing the policy, staff do not recommend appending a guiding document for the Use of Strong Mayor Powers to the Council-Staff Relations Policy as the purpose of that policy is to outline the roles and working relationship between all members of Council and staff, not simply the Mayor. Instead, should Council want to have a policy that specifically provides policy guidance for the Mayor to consider in the exercise of Strong Mayor Powers under the

Municipal Act, 2001 and its regulations, staff have attached a draft, non-binding, standalone policy for the use of Strong Mayor Powers as an appendix to this report for Council's consideration.

Staff recommend the following bullet point be added to Section 3 (Expectations) of the Council-Staff Relations Policy;

It is expected that Council members will:

- **Refrain from providing direction to staff that has not been adopted by Council, and additionally, in the case of the Mayor, exercising their authority pursuant to Part VI.1 of the *Municipal Act, 2001*, refrain from directing staff by any means other than a written Mayoral Direction, in accordance with Ontario Regulation 530/22 and, provided on the approved template that is signed by the Mayor.**

Staff recommend the following bullet point be added to Section 3 (Expectations) of the Council-Staff Relations Policy;

It is expected that staff will:

- **advise their supervisor of any directions received from Members of Council to ensure that such directions have been considered and adopted by Council.**

Guidelines for use of Strong Mayor Powers Policy

The draft policy, attached as Appendix "A" to this report, represents staff's recommendations for the principles that should be considered by the Mayor when deciding whether to use Strong Mayor Powers. The use of Strong Mayor Powers is at the sole discretion of the Mayor, meaning that should this policy be adopted, it will be considered non-binding and the Mayor will not be required to consider the principles contained therein.

The City's Integrity Commissioner was consulted in the creation of this policy and their comments are reflective of what is being recommended to Council.

This would be a unique policy for a municipal Council in Ontario to enact. Staff could not locate another example of a policy or other document designed to guide the Mayor in their use of Strong Mayor Powers. The likely reason for that is because a municipal policy cannot limit or otherwise remove the statutory powers that are assigned to the Mayor in the *Municipal Act, 2001*.

Council Code of Good Governance

At this time, staff are not recommending that Council adopt any amendments to align the Council Code of Good Governance with Halton Region's Council Code of Conduct. The reason for this is twofold; with less than six months remaining in the Council term, it is not considered a best practice to make significant changes to a Council Code of Conduct (or the like) due to the significant amount of training required for members of Council as well as the substantial public education campaign that would be launched to assist the City's residents in understanding the changes. Further, the Province of Ontario could adopt Bill 9, the *Municipal Accountability Act, 2025*, at any time. If passed, the legislation would introduce a standardized municipal Code of Conduct across Ontario. As a result, adopting the Region's Code of Conduct at this stage may not be the most effective use of time or resources, particularly if further changes are required to align with provincial requirements. The Integrity Commissioner was consulted with regards to potentially aligning with the Region's Code of Conduct and agrees with the position of staff.

Should the Province not introduce a standardized Code by early 2027, staff are of the view that there would be merit in aligning the City's Code of Good Governance with the Region's Code of Conduct, as this could support greater consistency for Members of Council and the City. Should Council agree, staff would report back on moving forward with alignment early in the 2027-2030 Council term.

Staff also do not believe further amendments to the Code of Good Governance are necessary to address Members of Council being restricted from singularly directing staff. Rule No. 17 contains the wording "we will not direct staff..." which clearly articulates the expectation for Members of Council in this area.

Other Staff policies that relate to local boards and committees

On behalf of the CAO, Legislative Services considered other corporate policies that could be amended to ensure clarity with the role of staff as it relates to local boards or committees. After the review, staff are not recommending any further amendments to any corporate policies.

Recommendation Details

Council has indicated they would like to consider adopting a policy that assists the Mayor in their potential use of Strong Mayor Powers. Council has further suggested it may be beneficial to strengthen the language around the inability of a single member of Council or minority of Council to direct staff.

The recommendations in this report provides staff's advice on how those two goals can be achieved.

Key Dates & Milestones

None

Implications

Note the financial, human resources, legal, communication, engagement and climate implications of the recommended action or decision where relevant.

References

None

Strategic Alignment

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

Author:

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City Clerk/Director of Legislative Services
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Appendices:

A. Draft Guidelines for the Use of Strong Mayor Powers

Draft By-laws for Approval at Council:

None

Notifications:

None

Report Approval:

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



Organizational Policy

Office of the Mayor

Guidelines for the use of Strong Mayor Powers

Approved by Council on May 19, 2026

Report No.: if applicable, otherwise type n/a Effective: May 19, 2026

Reviewed: select date. Amended: selectdate.

Next Review: N/A. Note:

Scope:

This is a non-binding policy meant to guide the Mayor of the City of Burlington when exercising their powers under Part VI.1 of the *Municipal Act, 2002*, commonly referred to as Strong Mayor Powers.

The use of Strong Mayor Powers are at the sole discretion of the Mayor except with respect to the adoption of the City's annual budget. This policy aims to support and guide the Mayor when making decisions using Strong Mayor Powers, however compliance with its provisions is not necessary for a Strong Mayor Power decision to be of full force and effect.

Principles:

When considering the use of Strong Mayor Powers, the Mayor should have regard to the following;

- Any previous decisions made by Council on the matter in question.
- Advice from City Staff on the matter in question.
- If the timelines or situation allow for Council to form a position on the matter.
- Whether there are other, more inclusive, avenues for decision-making available.

References:

Bill 3, the Strong Mayors, Building Homes Act, 2022, received Royal Assent on Sept. 8, 2022, and came into force on Nov. 23, 2022. This bill created what is commonly referred to as Strong Mayor Powers in the province of Ontario.

Organizational Policy

O. Reg. 180/23 came into force and effect on July 23, 2023 and provided the Mayor of the City of Burlington with the powers identified in Part VI.1 of the Municipal Act, 2002.

SUBJECT: Advisory Committees of Council Governance Framework

TO: Committee of the Whole

FROM: Legal and Legislative Services

Legislative Services

Report Number: LLS-08-26

Wards Affected: All

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation

Approve the Advisory Committees of Council Framework attached as Appendix A to legislative services report LLS-08-26; and

Direct the Director of Legislative Services/City Clerk to conduct a review of the Advisory Committees of Council portfolio, applying the Framework to make recommendations on whether to maintain, combine or wind down committees and report back to Committee of the Whole in Q1 2027 to align with the new term of Council; and

Direct the Director of Legislative Services/City Clerk to update terms of reference, the Public Appointment Policy and other related documents as required to support the revised committee portfolio and governance framework.

Executive Summary

Purpose of report:

Advisory Committees of Council (ACOC) are volunteer-based committees established by municipal council to provide advice, diverse perspectives and recommendations on specific topics. Some advisory committees are required by provincial legislation (i.e. accessibility advisory committees), while others are enabled by provincial legislation (i.e. heritage advisory committees). Several non-legislated committees are established by city council to support a specific need for community input on a strategic direction, plan or policy. ACOCs are an

important tool for civic engagement and provide one form of community engagement to support council in its decision making.

The city has engaged the community on opportunities to enhance the advisory committee structure since 1997, with the most recent round of engagement occurring in 2019. Throughout the consultation, several consistent themes emerged. These include concerns that ACOCs are not well integrated into the city's decision-making processes, that there is a lack of clarity regarding roles and responsibilities, outdated or unclear terms of reference, limited training opportunities, gaps in representation and diversity of perspectives and insufficient staff support and resources.

The purpose of this report is to build on information gathered through engagement. Clerks and engagement staff believe the insights and feedback from past engagement remain relevant and aligned. This report proposes a framework to guide the city's decisions about ACOCs going forward. The framework provides guidelines to review the current committee portfolio and to determine when to establish an ACOC in the future. The framework supports the development of an effective and inclusive committee portfolio that aligns with Horizon 2050 - the community's long-term vision and strategic plan, and the city's Community Engagement Charter.

Recommendation Report

Background

Council, at its meeting on December 17, 2018, directed staff to conduct a comprehensive review of citizen advisory committees. Report [MO-01-18](#), *Council Member Appointments to Boards and Committees*, directed staff to “conduct an overall review of citizen advisory committees, including consultation with the public and citizen advisory committee members, and report back to Council with recommendations and options for any changes to improve effectiveness by Q2 2019.”

During Q1 2019, clerk’s department staff worked with the internal engagement team to plan and implement a community engagement strategy aimed at gathering a broad range of input from across the community. Information was collected through online surveys, interviews with committee members and staff, and citizen action labs. In September 2019, a Review Team consisting of five community members was assembled to analyze the data received through the engagement.

At a Council workshop held on February 25, 2020, the Review Team presented its findings through report [CWC-03-20](#), *Report of the Volunteer Members of the Citizen Advisory Committee Review Team*.

The final staff report, [CL-17-20](#) *Advisory Committee Review*, was presented to Council at its meeting on September 28, 2020. This report and its recommendations represented the fourth occasion when residents and stakeholders were asked to provide advice to council on ACOC reform since 1997. Throughout this extended period of consultation, consistent challenges continue to be identified:

- Limited connection between advisory input and Council decision-making
- Unclear roles, mandates, expectations and alignment to city priorities
- Outdated or inconsistent terms of reference
- Gaps in representation and diversity of membership
- Insufficient staff support and subject matter expertise

Collectively, these challenges have limited advisory committees’ ability to operate at their full potential. The engagement revealed that ACOCs were not being used as effectively as they could be. Additionally, the ACOC model is not well aligned with the current engagement environment or the City’s evolving strategic priorities.

Analysis

The City of Burlington's experience with ACOCs is not unique, with many Ontario municipalities engaging in reviews and seeking reform. In 2023 the City of Guelph undertook extensive research and engagement to review its Advisory Committees of Council. The work included a review of academic literature and government documents, as well as extensive engagement with Council and the community through surveys, interviews, and public sessions. This review resulted in a well-researched governance framework for advisory committees that was approved by Guelph City Council in Nov. 2023.

Like Burlington, the City of Guelph acknowledged there were few resources available to guide them on how to create, design, operate, evaluate, reform and dissolve ACOCs and they sought to improve how ACOCs functioned having identified concerns regarding how well committees were serving Council, how they fit in with other community engagement efforts, how best to support their work and how to bring clarity to their role. Guelph's approved Framework responds to the concerns, fills the gaps and provides a guide to the city's future decisions about ACOCs.

Staff propose that Burlington build from the community engagement of 2019 and the work completed by the City of Guelph to adopt a similar framework model.

Guiding Principles:

The following are guiding principles for the development of future ACOCs and the evaluation of current ACOCs in Burlington:

- **Alignment with the Community Engagement Charter**

ACOCs should be viewed as one tool within the broader suite of engagement options outlined in Burlington's Community Engagement Charter spectrum of participation. An ACOC should be considered when the level of engagement identified meets the criteria for Involve/Collaborate on the spectrum. To ensure the most effective alignment with the Community Engagement Charter, staff should assess the intended level of participation and determine whether an Advisory Committee of Council (ACOC) is the most appropriate mechanism, or whether other engagement approaches on the spectrum would better achieve the desired outcome. This assessment should prioritize a coordinated, collaborative approach that leverages existing engagement tools, avoids duplication, and ensures clarity of roles between ACOCs and other engagement activities.

- **Alignment with Horizon 2050**

Alignment with Horizon 2050 strategic pillars is critical to ensuring advisory committees deliver real impact—through sustained contributions to key initiatives and a meaningful role in shaping the City's future priorities. This includes structuring ACOCs around key strategic

themes, ensuring mandates are forward-looking and outcome-oriented and enabling ACOCs to contribute to long-term planning and policy development. This shift will help move advisory committees toward a more strategic and integrated model.

Resourcing and Support

A critical factor in effectiveness is ensuring that ACOC's are adequately resourced and supported. This includes assigning department subject matter experts, legislative services staff for procedural, logistical, and administrative support, and appropriate financial resources. Standardized training and onboarding, along with clear and consistently applied terms of reference, further support this work. Regular review of roles, expectations, and resource commitments helps ensure committees remain aligned with departmental priorities and positioned to deliver informed advice.

Deliberative Input and Continuity

Advisory committees are most effective when engaged early on complex or long-term initiatives, where their input can help inform direction rather than solely reacting to final recommendations. A deliberative approach grounded in learning, consideration of diverse perspectives, and discussion of potential solutions can strengthen the quality and relevance of advice. To be successful, engagement with ACOC's needs to be clearly defined. Establishing the scope, timing, and intent of engagement in advance helps align expectations and ensures committee input supports, rather than delays staff work.

Connection to Decision-Making

It is beneficial for Council to consider input from ACOCs in its decision-making and for ACOCs to understand how their advice is being received. Clear communication between Council and advisory committees contributes positively to the legitimacy of the ACOC and the understanding that their contributions are valued. This can be supported through staff reports that reflect committee advice and regular opportunities for ACOC members to delegate to committee and council.

Diversity of perspectives

Advisory committees will reflect the communities they serve by bringing forward a wide range of perspectives. Barriers to participation should be identified and actively addressed to enable broader involvement in alignment with the city's Public Appointment Policy. Committees will include residents from diverse backgrounds, including different locations, languages, cultures, abilities, and lived experiences, to ensure more inclusive and representative input.

Next Steps: A two-phased approach

Other municipalities have begun evolving their advisory models to reflect similar principles, including reducing the number of advisory committees, appropriately resourcing committees,

aligning them to strategic priorities and introducing more flexible, time-limited structures. The experience of the City of Guelph provides one example of this shift, demonstrating the value of a more structured and strategic framework. Burlington can build on these insights while tailoring an approach that reflects its own priorities, resourcing, engagement charter, and community context.

Following the approach used by the City of Guelph, staff propose a two-phased approach. Phase One seeks Council approval of the framework outlined in Appendix A to this report. In Phase Two, staff will apply the framework to the existing ACOC portfolio to assess alignment and effectiveness.

To inform the assessment in Phase Two, staff will engage and gather input from current and former advisory committee members, community stakeholders participating on ACOC's (i.e. Burlington Public Library) and department staff liaisons. Findings from the framework assessment and engagement will be presented to Committee of the Whole early in 2027. At that time, staff will bring forward a report to advise whether committees in the current ACOC portfolio should be maintained, combined or phased out.

Recommendation Details

Staff recommend approval of the Advisory Committee Framework attached as Appendix A, which establishes clear criteria for determining when an ACOC is the appropriate engagement mechanism within the City's broader suite of public participation tools. Applying the framework from the outset will help ensure committees are established only where they are the right fit, strengthening their effectiveness and long-term success, and dissolved where appropriate

The framework introduces a more strategic, streamlined, and meaningful approach to establishing ACOCs, and is intended to better support both Council decision-making and community engagement. It aligns advisory committees with the City's Community Engagement Charter, particularly the "Involve and Collaborate" levels of the Burlington Spectrum of Participation, as well as the long-term priorities outlined in Horizon 2050. It also reinforces a broader engagement model in which advisory committees function as one component of an integrated public participation system.

Advisory committees remain a valuable part of Burlington's engagement ecosystem; however, the current model requires redesigning to improve effectiveness, strengthen community involvement, enhance decision-making, and better support long-term strategic priorities through appropriate resourcing.

Key Dates & Milestones

- Approval of Advisory Committee of Council Framework – May 2026
 - Engagement on Advisory Committee Portfolio review - Q3 and Q4 2026
 - Advisory Committee Portfolio recommendations to Committee of the Whole – Q1 2027
-

Implications

Budget and staff resource implications of the Advisory Committees of Council portfolio will be outlined in the report back to Committee in 2027.

References

[MO-01-18](#) Council member appointments to boards and committees.

[CWC-03-20](#) Report of the volunteer members of the Citizen Advisory committee review team.

[CL-17-20](#) Advisory committee review.

City of Guelph - A Governance [Framework](#) for Advisory Committees of Council

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. Proposed Advisory Committee Framework

Draft By-laws for Approval at Council:

- None.

Notifications:

City of Burlington Advisory Committee Chairs

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.

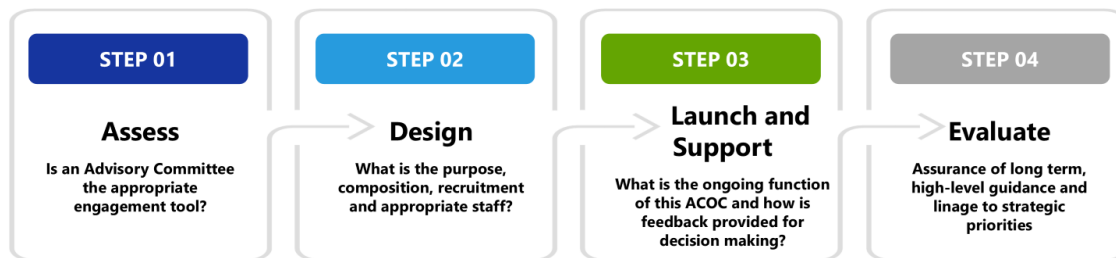
LLS-08-26 Appendix A – DRAFT

Advisory Committees of Council Framework

The purpose of the Framework is to guide the creation, design, function, and evaluation of Advisory Committees of Council (ACOCs). The Framework provides steps to follow when considering the creation of a new ACOC. The Framework ensures that committees are established only where they are the right fit and appropriately resourced, strengthening their effectiveness and long-term success and ensuring resources and support are in place.

The framework introduces a more strategic, streamlined, and meaningful approach to establishing ACOCs, and is intended to better support Council decision-making through alignment with the Community Engagement Charter and the long-term priorities outlined in Horizon 2050.

Advisory Committees of Council – Framework at a Glance



Step 1: Is an Advisory Committee the appropriate engagement tool

In Step 1, ACOCs should be viewed as one tool within the broader suite of engagement options outlined in Burlington’s Community Engagement Charter spectrum of participation. An ACOC should be considered when the level of engagement identified meets the criteria for Involve/Collaborate on the spectrum. In Step 1 identify whether an ACOC is the best community engagement option for the issue or topic at hand. Consider the following:

- Is the ACOC required by provincial legislation?
- Is the topic appropriate for an ACOC? In consultation with the city’s transformation office team, determine the topic is appropriate if:
 - it is linked to the city’s strategic priorities or a major plan or project with significant community impact;
 - it requires ongoing attention for at least the term of Council;

- it will benefit from information and ideas generated through a deliberative approach; and
- it is not already being addressed through another community engagement tool.
- Is an ACOC an appropriate engagement tool? In consultation with the city’s engagement team determine an ACOC is an appropriate engagement tool if:
 - A program is being designed and implemented that requires multiple sector buy-in and participation;
 - Interested parties expertise and actions form an integral part of the solution;
 - The solution requires changes at the system level across various institutions and organizations – policies, procedures, bylaws, and programs; and
 - Long term commitment and sustainability are key considerations.
- Are there adequate resources to support an ACOC on this topic? Adequate resources for an ACOC include:
 - A subject matter expert from a city department has capacity to act as staff liaison to the ACOC, including but not limited to attendance at meetings, providing strategic guidance, support training, work with ACOC Chair to set agenda, support reporting and communication functions between the ACOC and Council, will provide the ACOC with information, opportunities to influence decision making by sharing views and values and setting priorities and respond to requests for information;
 - Legislative Services has capacity to provide operational, logistical and procedural support for the ACOC, including but not limited to attendance at meetings, meeting documentation, procedural guidance, recruitment, training, operational and logistical support; and
 - funds to compensate and cover the participation-related expenses of ACOC members.

Step 2: Design the ACOC

In Step 2, once a decision to establish an ACOC is made, its purpose, formation, and design must be clearly articulated. Consider the following:

- What is the mandate/purpose of the ACOC?
 - All ACOCs are intended to provide the City with considered, long-term, high-level guidance that is aligned with its strategic priorities; and
 - What is the anticipated level of activity and expected duration?
- What should the membership composition of the ACOC be? Consider:

- Which members of the community may be impacted by the outcome or decision;
 - Ensure residents from a variety of locations, languages, cultures, abilities and other demographics are invited to participate;
 - How lived and professional expertise will benefit the work of the ACOC; and
 - Which stakeholder groups should be engaged.
- What recruitment methods should this ACOC use?
 - ACOC members should be recruited using a combination of strategies, including open recruitment, targeted recruitment, and representative random sampling.
 - Who is an appropriate staff liaison for this ACOC?
 - Staff liaisons should be senior staff members with subject matter expertise who can support high-level decision-making and bring a strong understanding of the City's strategic goals and priorities.
 - How long is the ACOC required?
 - Will the ACOC remain in place until the long-term project, plan, or policy is finalized?

Step 3: Launch and Support the ACOC

Step 3 outlines key operational components of ACOCs and serves as a checklist for staff responsible for proposing and establishing an ACOC, ensuring all necessary details are considered.

- Create the Terms of Reference (TOR);
- Confirm the department staff liaison and Legislative Services support;
- Identify budget requirements and available resources to support those needs;
- Determine the expected duration and end date of the ACOC's work;
- Seek approval from City Council;
- Develop a training plan for ACOC members and City staff who interact with and support the ACOC;
- Plan and prepare the agenda for the first meeting; and
- Clearly articulate the methods of communication between the ACOC, staff and Council. How does input from ACOC's contribute to the work of staff and decisions of Council.

Step 4: Evaluate the ACOC

Step 4 outlines the process for reviewing and evaluating ACOCs to ensure they continue to provide long-term, strategic guidance aligned with the City's priorities.

- Conduct a review of the Terms of Reference (TOR);
- Complete a self-assessment to evaluate the ACOC's engagement process, identify its effectiveness, and highlight considerations for future engagement;
- Assess the current duration of the ACOC and determine whether it should remain unchanged or be revised; and
- Prepare an interim report to City Council that includes the TOR review, self-assessment findings, and any recommended changes.

Note: This framework is adapted from the City of Guelph's Advisory Committee framework and modified to reflect local context and needs.

Motion Memorandum

SUBJECT: Parking Supply Structure – Downtown East of Brant Street

TO: Committee of the Whole

From: Councillor Lisa Kearns

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Motion for Council to Consider:

Direct the Chief Administrative Officer (CAO) to report back by Q3 2026 with a financial analysis and options for delivering additional structured parking supply east of Brant Street in Downtown Burlington, including:

- a) An assessment of the financial capacity of the downtown parking system;
- b) Order-of-magnitude capital cost estimates for structured parking options;
- c) Identification of potential sites east of Brant Street in Downtown Burlington, including options for location, land use, and scale of parking structure;
- d) A preliminary scan of partnership opportunities to offset capital or operating costs;
- e) Definition of the scope for a potential feasibility study to evaluate preferred options; and
- f) Recommendations to inform a potential Phase 2 business case as part of the 2027 Budget process; and

Direct the CAO, subject to Council consideration of the Q3 2026 report and approval through the 2027 budget process, to undertake a feasibility study to assess the viability of a structured parking facility east of Brant Street in Downtown Burlington.

Reason:

Background:

The City's Strategic Downtown Parking Framework identifies that peak parking utilization in key downtown areas regularly exceeds 85–90%, which is widely recognized in municipal planning as the threshold at which users begin to experience difficulty finding available parking. This condition is most acute east of Brant Street, where municipal structured supply is limited.

At the same time, the majority of Burlington's municipal parking inventory—over 60%—is located west of Brant Street, creating a geographic imbalance between supply and demand as growth shifts eastward.

The report also notes that downtown growth projections will continue to increase parking demand in the near- to medium-term, even as investments in transit and active transportation expand travel options.

***It is critical to understand that this is not a solution in isolation and that the recommendations in the Strategic Downtown Parking Framework as well as all mobility efforts and enhancements will continue to improve the mobility split and provide increased options to reduce reliance on single occupancy vehicles.

Outcome Sought:

This motion is intended to ensure that Council has a clear, evidence-based understanding of the need, cost, and feasibility of expanding structured parking supply in the downtown east area before any capital commitments are made.

It reflects a prudent and phased approach to infrastructure planning, grounded in financial accountability and strategic foresight.

Key considerations include:

1. Financial Sustainability

Structured parking facilities require significant upfront capital investment and ongoing operating costs. A comprehensive assessment of the downtown parking system's financial capacity will determine whether expansion can be supported through user fees and reserves, or whether additional funding mechanisms would be required.

2. Supporting Downtown Growth

The continued intensification of downtown Burlington—particularly east of Brant Street—necessitates proactive planning for supporting infrastructure. Evaluating

structured parking options now helps ensure that future growth is not constrained by insufficient access or unintended spillover impacts into surrounding neighbourhoods.

3. Economic Vitality and Accessibility

Accessible parking plays an important role in supporting local businesses, cultural venues, and tourism. Ensuring adequate supply in emerging areas of the downtown can enhance the overall visitor experience and support economic activity. Supporting economic vitality through parking infrastructure is an economic enabler, the report reinforces that:

High parking utilization correlates with strong demand for downtown businesses and destinations, however, when utilization exceeds 90%, customers may choose alternative destinations due to inconvenience.

Ensuring available parking supply east of Brant Street helps:

- Maintain business competitiveness

- Support events, tourism, and waterfront access

- Reduce spillover parking into residential neighbourhoods

4. Strategic Use of Land

Structured parking enables more efficient land use compared to surface parking, allowing for higher-value uses at grade and supporting broader city-building objectives. Exploring location, scale, and potential mixed-use opportunities will help align parking investments with urban design and planning goals.

5. Partnership Opportunities

There may be opportunities to collaborate with the private sector, institutions, or other stakeholders to deliver shared parking solutions. Identifying these opportunities early can help offset capital costs and improve project feasibility.

6. Informed Decision-Making

By defining the scope of a future feasibility study and identifying preferred options, Council will be well-positioned to consider a Phase 2 business case through the 2027 Budget process, ensuring decisions are timely, transparent, and well-supported.

Demonstrated Capacity Constraints

- Industry best practice identifies **85% utilization** as the practical capacity limit before system strain occurs.
- The consultant report shows **downtown Burlington is already operating at or above this threshold during peak periods**, particularly in the east downtown area.

This means the system is not just busy, it is functionally constrained, with limited ability to absorb additional demand without intervention.

Cost Realities of Structured Parking

Structured parking represents a significant capital investment:

- **Above-grade structured parking:** approximately **\$45,000–\$65,000 per space**
- **Below-grade structured parking:** approximately **\$70,000–\$100,000+ per space**

A modest 300-space structure could therefore range from:

- **\$13.5 million to \$30 million+**, depending on design and site conditions

This underscores why a **phased, evidence-based approach** is essential before advancing AND why the addition of ancillary spaces must be independently funded and not hinder the advancement of the structured parking.

At this time there is no evidence of any funded additional uses or clear intentions for multipurpose structure.

Implications:

Financial:

This motion does not commit capital funding at this stage. Any future financial implications will be considered through the 2027 Budget process following the requested analysis and feasibility work.

Downtown Parking Levy Revenue Context

The City's downtown parking system is supported in part by a parking levy applied to properties within the delineated area which is intended to help fund municipal parking infrastructure over time. Recent reporting indicates that the levy generates \$273,000 directly from property owners with an additional funds directed to the Parking Reserve. While this represents a meaningful and growing revenue stream, it must be considered in the context of structured parking costs that can exceed \$50,000 per space meaning that even over the life of levy collection, it may only fund a limited portion of a single structured facility. This reinforces the importance of understanding the full financial capacity of the parking system, exploring partnerships, and carefully phasing any future investment.

RF800051 Parking District	(245,514.25)
RF800685 Parking Growth Reserve Fund	(7,807,949.48)
RF800686 Parking Renewal Reserve Fund	(4,458,166.94)

Legal/Planning:

Any future development would be subject to applicable planning approvals, zoning considerations, and alignment with the City’s Official Plan and downtown mobility strategies.

Operational:

A structured parking facility would require ongoing management, maintenance, and integration into the City’s broader parking system.

Engagement:

Burlington Downtown Business Association Approved Motion at the April 1, 2026 Board Meeting:

- 1) THAT Committee of the Whole approve the *Strategic Parking Framework for Downtown Burlington* report as presented.
- 2) THAT facility design and a construction schedule for a public off-street parking facility, east of Brant Street, be submitted by Transportation Services as a capital budget request (2027 budget) for the year 2028.
- 3) THAT City of Burlington Finance Department be directed to conduct a *detailed financial analysis* to confirm long-term affordability, reserve capacity and overall sustainability of the Downtown parking system, in order to support the expedited planning, design and construction of a new off-street parking facility east of Brant Street.
- 4) THAT this detailed financial analysis be presented for review by the Downtown Parking Advisory Committee (DPC) and Board of the Burlington Downtown Business Association (BDBA).

APPROVED

Burlington Downtown Business Association SURVEY Results:

- Results
 - 92% of respondents disagree that there is adequate parking to support growth of their business over the next 5 years

- 69% of respondents report insufficient parking for staff
- Respondents report inadequate parking which impacts customers negatively

Petition: “Make Parking a Priority in Downtown” to be submitted under separate petition process

“We, the undersigned, AGREE that public parking supply Downtown has not kept pace with development pressures.

New mobility initiatives designed to move patrons around our Downtown are welcomed, and in process, BUT parking is CRITICAL to the health of our business community, and it must be delivered now.

We support the BDBA’s demand to deliver NEW public parking by 2030. We STRONGLY encourage City Council to approve a plan that will deliver a new parking facility as a short-term priority.”

References:

PWS-05-26 – Strategic Parking Framework for Downtown Burlington

DGM-08-25 - Burlington Lands Partnership Update – Partnership Potential for City-Owned Lands

Strategic Alignment

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

Approved as per form by the City Clerk

SUBJECT: Proposed New Building Permit By-law
TO: Committee of the Whole
FROM: Development and Growth Management
Building

Report Number: DGM-18-26

Wards Affected: All

Date to Committee: May 11, 2026

Date to Council: May 26, 2026

Recommendation

Approve the proposed new Building Permit By-law, substantially in the form attached as Appendix A to development and growth management report DGM-18-26, to repeal and replace City of Burlington By-law 66-2019 (the “Building Permit By-law”), being a by-law under the *Building Code Act, 1992* respecting construction, demolition, change of use, occupancy, transfer of permits and inspections.

Executive Summary

The proposed new City of Burlington Building Permit By-law repeals and replaces the existing Building Permit By-law to establish a consolidated, modernized, and user-friendly regulatory framework. The proposed new City of Burlington Building Permit By-law:

- consolidates all previous amending by-laws into a single, comprehensive document;
- clarifies and updates language to improve readability, transparency, and interpretation;
- corrects typographical errors and incorporates minor textual revisions;
- aligns provisions and references with the *Building Code Act, 1992* (the “**BCA**”) and the 2024 Ontario Building Code (the “**OBC**”), which came into effect January 1, 2025, and;
- introduces updated offence and penalty provisions to strengthen compliance and enforceability.

These updates are administrative and housekeeping in nature and are intended to improve clarity, consistency, and alignment with current legislative requirements and municipal practices, including electronic submissions. There are no changes to the prescribed fees.

Purpose of report:

Report DGM-18-26 provides Council with information regarding the proposed repeal and replacement of the existing Building Permit By-law. The proposed new City of Burlington Building Permit By-law is intended to:

- consolidate all prior amendments into a single, accessible document;
- improve clarity, transparency, and ease of interpretation for users;
- reflect current administrative practices and service delivery methods;
- ensure alignment with applicable legislation, including the BCA and the OBC; and
- strengthen compliance through updated offence and penalty provisions.

The proposed changes do not alter the existing fee structure.

Key findings:

- The existing Building Permit By-law requires updates to ensure accurate, consistent, and current references to applicable provincial legislation, including the BCA and the OBC.
- The absence of a clearly defined offence and penalty framework has limited the City's ability to effectively enforce certain provisions of the By-law.
- Consolidating and formalizing current administrative practices and protocols within the existing Building Permit By-law presents an opportunity to improve clarity, consistency, and overall compliance.

Implications:

- Maintaining the existing and outdated Building Permit By-law may result in operational inefficiencies, increased administrative costs, and a diminished customer experience.
- An unenforceable or inconsistent regulatory framework may expose the City to heightened legal and financial risks, including costs associated with disputes or non-compliance.
- Continuing to rely on multiple amending by-laws creates fragmentation, requiring staff, applicants, and the public to navigate several documents, increasing the likelihood of misinterpretation and inconsistent application.
- A piecemeal framework also increases the risk of conflicting or outdated provisions remaining in force, which may lead to confusion, disputes, and potential impacts on public safety.

Recommendation Report

Background

Effective January 1, 2025, a new OBC came into force, replacing the 2012 OBC currently referenced in the existing Building Permit By-law. The existing Building Permit By-law must be updated to reflect the most up-to-date provincial regulatory framework.

The existing Building Permit By-law has been amended multiple times since its adoption, resulting in a fragmented structure that can create confusion, inconsistencies, and administrative inefficiencies for staff, applicants, and the public. To address these issues, the proposed new City of Burlington Building Permit By-law repeals and replaces the existing Building Permit By-law with a single, consolidated, and modernized document. The new by-law will improve customer service by providing a single up-to date by-law and the by-law has been structured to be more user friendly than the previous by-law, especially given the multiple amendments to the 2019 by-law. The proposed new City of Burlington Building Permit By-law incorporates all prior amendments, improves internal consistency through minor numbering and textual revisions, and reflects current administrative practices and processes.

This work has been undertaken in coordination with the City's regular five-year review cycle, ensuring continued alignment with the Building Department's Fees for Service model. No changes to the prescribed fees are proposed as part of this update.

The proposed new City of Burlington Building Permit By-law will serve as a clear and authoritative reference, reducing the risk of misinterpretation, eliminating conflicting provisions, and improving overall transparency and usability.

Finally, the existing Building Permit By-law does not include a comprehensive offence and penalty framework aligned with enforcement authorities under the BCA. The proposed new City of Burlington Building Permit By-law addresses this gap by introducing updated provisions to strengthen enforcement and support improved compliance.

Analysis

Option 1 – Approve the proposed new City of Burlington Building Permit By-law (Recommended)

Benefits:

- Establishes a single, consolidated and modernized by-law that incorporates all prior amendments, improves clarity and consistency, and aligns with current provincial legislation.
- Strengthens the City’s regulatory framework, supports efficient service delivery, and enhances transparency and ease of interpretation for staff, applicants, and the public.
- Introduces a clearly defined offence and penalty framework to support improved compliance, deter infractions, and better uphold community standards.

Considerations:

- Implementation will require staff training and minor transition adjustments for permit applicants as they become familiar with the updated format and provisions.

Option 2 – Amend the existing Building Permit By-law

Benefits:

- Represents a more incremental approach with limited immediate operational change.

Considerations:

- Maintains the current fragmented structure and does not fully address key gaps, including the absence of a comprehensive enforcement framework.
- This approach increases the likelihood of misinterpretation, inconsistent application, and ongoing administrative inefficiencies.

Option 3 – Do not approve the proposed new City of Burlington Building Permit By-law

Benefits:

- No immediate changes required.

Considerations:

- Retains outdated legislative references, a fragmented structure, and the absence of enforceable provisions, limiting the City’s ability to address non-compliance. This option increases operational, legal, and reputational risks and does not align with current regulatory requirements or administrative best practices.

Recommendation Details

Staff are recommending the approval of **Option 1** supporting the enactment of proposed new City of Burlington Building Permit By-law to repeal and replace the existing Building Permit By-law.

Key Dates & Milestones

N/A

Implications

Without the support of **Option 1**, the City will continue to rely on a by-law containing outdated processes and fragmented provisions, which may result in:

- operational inefficiencies and increased administrative costs (e.g., additional staff time required to interpret and apply inconsistent requirements);
 - non-compliance, disputes, and associated legal costs due to lack of clarity and enforceability;
 - exposure to legal and reputational risks due to inconsistencies and misalignment with current provincial legislation, including potential claims;
 - limited ability to effectively address non-compliance and uphold community standards; and
 - negative impact to stakeholder confidence that discourages engagement from industry professionals and the public.
-

References

Building Code Act, 1992, S.O. 1992, c. 23

2024 Ontario Building Code (O. Reg. 163/24)

Strategic Alignment

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

Author:

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Nick.Anastasopoulos@burlington.ca

Appendices:

A. Draft new City of Burlington Building Permit By-law

Draft By-laws for Approval at Council:

- New City of Burlington Building Permit By-law

Notifications:

- Burlington Housing and Development Liaison Committee (BHDLC): email distribution list
- Hamilton Halton Construction Association (HHCA): sue@hhca.ca
- West End Home Builder's Association (WEHBA): mikecw@westendhba.ca
- Building Industry and Land Development Association (BILD): info@bildgta.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.

The Corporation of the City of Burlington

City of Burlington By-law XX-2026

Being a by-law under the *Building Code Act, 1992* to regulate the construction and demolition of buildings and to repeal City of Burlington By-law 66-2019

File: 565-05 (DGM-18-26)

WHEREAS section 3 of the *Building Code Act, 1992* (the “Act”) provides that the council of each municipality is responsible for the enforcement of the Act in the municipality, except where otherwise provided;

WHEREAS section 7 of the Act empowers the council of a municipality to pass by-laws to regulate the construction and demolition of buildings, including the issuance of permits and related matters;

WHEREAS section 8 of the *Municipal Act, 2001* provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

WHEREAS section 11 of the *Municipal Act, 2001* provides that a lower-tier municipality may pass by-laws respecting the financial management of the municipality, the health, safety and well-being of persons and the protection of persons and property;

WHEREAS section 391 of the *Municipal Act, 2001* authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality;

WHEREAS section 446 of the *Municipal Act, 2001* provides that where a municipality directs or requires a person to do a matter or thing under the *Municipal Act, 2001* or any other Act or under a by-law of the municipality, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense and the costs recovered by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Council of The Corporation of the City of Burlington deems it appropriate to repeal City of Burlington By-law 66-2019 and to enact a new by-law to regulate the construction and demolition of buildings, including the issuance of permits and related matters; and,

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

**PART 1
DEFINITIONS**

Definitions

1.1 In this By-law:

“Act” means the *Building Code Act, 1992*.

“Applicant” means the Owner of a building or property who applies for a Permit, any person authorized by the Owner to apply for a Permit on the Owner’s behalf, or any person or corporation who applies for a Permit to carry out work at a property under the authority of a statute or court order and anyone acting under the authority of that person or corporation.

“applicable law” means the list of applicable law set out in Article 1.4.1.3 of Division A of the Building Code.

“Architect” means the holder of a license or a certificate of practice issued under the *Architects Act* as defined in the Building Code.

“Building Code” means the regulations made under section 34 of the Act.

“Business Day” or **“Business Days”** means 8:30 a.m. to 4:30 p.m. on any day on which the administration buildings of the City of Burlington are open for the transaction of business with the public.

“By-law” means this by-law and any schedule to this by-law.

“Chief Building Official” means the Chief Building Official appointed by Council of the City of Burlington pursuant to section 3 of the Act.

“City” or **“City of Burlington”** means The Corporation of the City of Burlington.

“Council” means the Council of The Corporation of the City of Burlington.

“Conditional Permit” means a Permit issued by the Chief Building Official pursuant to subsection 8(3) of the Act.

“Electronic Submission Standards” means those standards, requirements and specifications for electronic Permit application submission, including but not limited to submission system, AI integrations, drawing format, colour size, and file naming conventions, as provided for by the City and available within the City’s Building Department, and all other applicable policies and by-laws of the City.

“Fast Track Service” means an expediated plan examination service conducted outside the standard review process with no guarantee of earlier Permit issuance as authorized by the Chief Building Official.

“Inspector” means a person appointed by the City of Burlington for the purposes of the enforcement of the Act.

“Ontario Land Surveyor” means a person who holds a licence under the *Ontario Land Surveyors Act*.

“Owner” means the registered owner of the land and includes a lessee and a mortgagee in possession.

“Professional Engineer” means a person who holds a licence or temporary licence under the *Professional Engineers Act*.

“Permit” means a building permit, a permit to change the use of a building or part of it, or a permit to occupy a building or part of it issued by the Chief Building Official in accordance with the Act and Building Code.

“Permit Holder” means the Owner to whom a Permit has been issued or, where a Permit has been transferred, the new Owner to whom the Permit has been transferred.

“Records By-law” means City of Burlington By-law 5-2015, as amended or replaced from time to time.

“Work” means construction or demolition or both of a building or part of it.

PART 2 GENERAL

Short Title

2.1 This By-law may be cited as the “Building Permit By-law”.

Schedules

2.2 The following schedules are attached to and form part of this By-law:

- Schedule “A” – Classes of Permits and Fees
- Schedule “B” – Refund of Fees
- Schedule “C” – Drawings, Specifications, and Documents Required for Construction, Demolition, and Change of Use Permits
- Schedule “D” – Code of Conduct

Interpretation

- 2.3 Any word or term not defined in this By-law that is defined in the Act or the Building Code shall have the meaning as ascribed to it in the Act or the Building Code.
- 2.4 The term “Chief Building Official” as used in this By-law shall include the Deputy Chief Building Officials of the City of Burlington as appointed by the Council for the City of Burlington.
- 2.5 References in this By-law to any legislation or by-law means as may be amended or replaced from time to time and include any regulations thereunder.
- 2.6 In the event of amendments to the Act or the Building Code which result in changes to the provision numbers referenced in this By-law, references in this By-law to specific provisions of the Act or the Building Code shall be deemed to be references to the amended equivalents.
- 2.7 In the event that any provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

Forms

- 2.8 Applications, other than applications for a Permit, shall be on a form prescribed by the Chief Building Official, and the Chief Building Official is authorized to approve forms as deemed necessary for the administration of this By-law and the Act.
- 2.9 The Chief Building Official is authorized to approve forms for supporting information required in conjunction with an application for a Permit additional to the Permit application form prescribed by the Minister under the Act.

Role of Chief Building Official and Inspectors

- 2.10 It is the role of the Chief Building Official and Inspectors to exercise powers and perform duties in an independent manner and in accordance with the standards established by the Code of Conduct set out in Schedule “D” to this By-law.

Notice

- 2.11 A notice required by this By-law to be given in writing may be given personally, by email to the last known email address of the person to whom service is required to be made or by registered mail sent to the last known address of the person to whom notice is to be given or to that person’s agent for service.
- 2.12 If a notice is given by registered mail, the notice shall be deemed to have been made on the fifth day after the day of mailing unless the person to whom the notice

or order is given or that person's agent for service establishes that, acting in good faith, through absence, accident, illness or other unintentional cause the notice was not received until a later date.

- 2.13 If a notice is given by email, the notice shall be deemed to have been made on the day of sending unless,
- (a) the document was sent after 4:30 p.m., in which case service shall be deemed to have been made on the following day; or
 - (b) the person to whom the notice or order is given or that person's agent for service establishes that, acting in good faith, through absence, accident, illness or other unintentional cause, the notice was not received until a later date.

PART 3 PERMITS

General

- 3.1 Every application for a Permit shall:
- (a) be made to the Chief Building Official using the prescribed form or the form approved by the Minister;
 - (b) be accompanied by the documents and information specified in the Act, the Building Code, this By-law, or as otherwise required by the Chief Building Official;
 - (c) be submitted online in accordance with the Electronic Submission Standards unless the Chief Building Official determines otherwise; and
 - (d) be subject to pre-screening to confirm the requirements for acceptance have been met to the satisfaction of the Chief Building Official.
- 3.2 The acceptance of an application for a Permit shall not prohibit the Chief Building Official from requiring the Applicant to provide additional documents and information that the Chief Building Official deems necessary to:
- (a) make a decision respecting issuance of a Permit;
 - (b) determine compliance with the Act, the Building Code, applicable law, and this By-law; or
 - (c) determine the applicable Permit fees required by this By-law.

- 3.3 The Chief Building Official may refuse to accept an application for a Permit that does not meet the requirements set out in the Act, the Building Code, or this By-law at the time of application.
- 3.4 No person shall make a material change or cause a material change to be made to a plan, specification, document, or other information on the basis of which a Permit was issued without notifying, filing details with, and obtaining the authorization of the Chief Building Official.
- 3.5 The Chief Building Official may require the Applicant to submit a new application for a Permit upon authorization of a material change under section 3.4, in which case a revised Permit must be issued before any Work in connection with the material change can be commenced.
- 3.6 The Chief Building Official may vary or waive any of the requirements for an application for a Permit under this By-law at their discretion.

Plans and Specifications

- 3.7 Every application for a Permit shall be accompanied by:
 - (a) the plans, specifications and documents listed in Schedule "C" or as otherwise required by the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code, and any other applicable law; and
 - (b) a site plan referenced to an up to date plan of survey certified by an Ontario Land Surveyor, and a copy of the survey shall be filed with the City unless this requirement is waived because the Chief Building Official is able, without having an up to date plan of survey, to determine whether the proposed Work conforms to the Act, the Building Code, or any other applicable law.
- 3.8 Site plans shall clearly indicate:
 - (a) rights-of-way, easements, and municipal/provincial services;
 - (b) above ground electrical conductors;
 - (c) lot size and dimensions of property lines and setbacks to any existing or proposed buildings; and
 - (d) existing and proposed finished ground levels or grades.
- 3.9 A surveyor's certificate, or an as-built survey, prepared by an Ontario Land Surveyor, shall be submitted and approved prior to commencement of the framing

or the above grade portion, and shall show the location of the foundation or foundations on the lot for any new residential construction, including accessory buildings, up to 10 dwelling units. Elevations shall be given for the top of foundation(s). An Inspector may request a surveyor's certificate as deemed necessary.

- 3.10 On completion of the construction of a building, the Chief Building Official may require a set of as-constructed plans, including a plan of survey showing the location of the building.
- 3.11 Plans and specifications furnished according to this By-law or otherwise required by the Act or the Building Code become the property of the City and will be disposed of or retained in accordance with the City's Records By-law and relevant legislation.

Fast Track Service

- 3.12 The Fast Track Service provides an expedited plans examination service for one cycle of plan review.
- 3.13 An Applicant may request the Fast Track Service at the time an application for a Permit is made, or at the time of resubmission for a subsequent plan review cycle. A request for Fast Track Service will not be accepted once the applicable plan review cycle has commenced.
- 3.14 Where the Fast Track Service is requested, the City will endeavour to complete the applicable plan review cycle within a period equal to one-half of:
 - (a) the applicable time period described in Sentence 1.3.1.3.(1) of Division C of the Building Code; or
 - (b) the City's average plan review time for the applicable Permit class at the time of submission, whichever is greater.
- 3.15 The availability of the Fast Track Service is not guaranteed and is subject to the availability of City resources.
- 3.16 Where an Applicant requests the Fast Track Service, the additional fees required by this By-law shall apply.

Construction Permits

- 3.17 Every application for a Permit to construct a building shall:
 - (a) meet the requirements of sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, and 3.11, as applicable;

- (b) be accompanied by the applicable fees required by this By-law;
- (c) identify and describe in detail the Work, use, and occupancy for which the application for a Permit is made;
- (d) identify and describe in detail the existing use and the proposed use for the premises;
- (e) identify the subject municipal address and legal description;
- (f) if Subsection 1.2.2 of Division C of the Building Code applies, be accompanied by a signed acknowledgement of the Owner on the form prescribed, that an Architect or Professional Engineer or both have been retained;
- (g) if Subsection 1.2.2 of Division C of the Building Code applies, be accompanied by a signed statement from the Architect or Professional Engineer or both on the form prescribed, undertaking to provide a general review; and
- (h) state the estimated or known valuation of the proposed Work, including material, labour, and related direct cost associated with the Work, exclusive of the cost of the land, along with copies of supporting documentation.

Demolition Permits

3.18 Every application for a Permit that includes demolition of a building shall:

- (a) meet the requirements of sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, and 3.17, as applicable;
- (b) if Subsection 1.2.2. of Division C of the Building Code applies, be accompanied by structural design characteristics of the building and the method of demolition;
- (c) if Article 1.2.2.3. of Division C of the Building Code applies, be accompanied by confirmation on a form prescribed by the Chief Building Official that a Professional Engineer has been retained to undertake the general review of the demolition; and
- (d) be accompanied by a demolition clearance form as prescribed by the Chief Building Official.

Conditional Permits

- 3.19 Where an application for a Conditional Permit is made under subsection 8(3) of the Act, the application shall:
- (a) meet the requirements of sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, and 3.16, as applicable;
 - (b) state the reasons why the Owner believes that unreasonable delays in construction would occur if a Conditional Permit were not granted;
 - (c) identify the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - (d) be subject to the Owner and such other person as the Chief Building Official determines entering into an agreement with the City as described in subsection 8(3) of the Act.
- 3.20 The Chief Building Official is authorized to take the following actions with respect to the processing of Conditional Permit agreements under section 8 of the Act:
- (a) approve entering into a Conditional Permit agreement and executing the agreement on behalf of the City;
 - (b) approve an assignment of a Conditional Permit agreement and execute the consent to the assignment of the agreement on behalf of the City; and
 - (c) approve the release of a registered Conditional Permit agreement when the agreement is no longer necessary and execute the release of the agreement on behalf of the City.
- 3.21 Where the conditions in subsections 8(3) to 8(5) of the Act and section 3.19 have been satisfied, the Chief Building Official may issue a Conditional Permit for a building subject to compliance with the Act, the Building Code, and any other applicable law.
- 3.22 Where a Conditional Permit is issued for all or part of a building or project, the Conditional Permit does not authorize construction beyond the plans for which approval is given, nor does it represent or imply that approval will be granted for the entire building or project.

Partial Permits

- 3.23 Where an application for a Permit to construct a building has been accepted by the Chief Building Official, an application for a Permit for part of the building may be made.
- 3.24 The Chief Building Official's review of a Permit application for part of a building shall be based on the plans and specifications submitted with the original Permit application for the building, and no further documentation need be submitted unless required by the Chief Building Official.
- 3.25 Where a Permit is issued for part of a building, the partial Permit does not authorize construction beyond the plans for which the approval is given, nor does it represent or imply that approval will be granted for the entire building.

Sewage System Permits

- 3.26 Every application for a Permit that includes construction of a sewage system shall:
- (a) meet the requirements of sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, and 3.11, as applicable;
 - (b) include a site evaluation and specify the date on which the site evaluation was conducted;
 - (c) provide the name, address, telephone number, and signature of the person who prepared the site evaluation;
 - (d) include a scaled site plan showing:
 - (i) the legal description, lot size, property dimensions, existing right-of-way, easements, or municipal/utility corridors;
 - (ii) the location and applicable clearance distances and minimum clearances listed in Tables 8.2.1.5., 8.2.1.6.-A, 8.2.1.6.-B, and 8.2.1.6.-C of Division B of the Building Code;
 - (iii) the location of the proposed sewage system;
 - (iv) the location of any unsuitable, disturbed, or compacted areas;
 - (v) proposed access routes for system maintenance;
 - (vi) depth to bedrock;
 - (vii) depth to zones of soil saturation;

- (viii) soil properties, including soil permeability; and
- (ix) soil conditions, including the potential for flooding.

Change of Use Permits

3.27 Where an application is made for a change of use Permit under subsection 10(1) of the Act, the application shall:

- (a) meet the requirements of sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, and 3.11, as applicable;
- (b) describe the building or part of it in which the occupancy is to be changed;
- (c) identify and describe in detail the current and proposed occupancies of the building or part of the building for which the application is made;
- (d) include plans and specifications which show the current and proposed occupancy of all parts of the building, and include sufficient information to establish compliance with the requirements of the Building Code, including but not limited to floor plans, details of wall, floor, and roof assemblies identifying required fire-resistance ratings and load-bearing capacities, and details of the existing sewage system;
- (e) where the fee under this By-law respecting an application for a change of use Permit issued under subsection 10(1) of the Act is applicable, supply the total floor area of all storeys subject to the change of use;
- (f) be accompanied by a completed and signed form as supplied by the Chief Building Official and be signed by the Owner or their authorized agent who shall certify the truth of the contents of the application; and
- (g) include any other information that may be required by the Chief Building Official.

Transfer of Permits

3.28 Where a property which is the subject of a Permit or Permit application has been sold, the Permit or Permit application may be transferred by the Chief Building Official to the new Owner of the property only upon receipt of:

- (a) an application for a Permit submitted by the new Owner of the property;
- (b) a copy of the transfer deed of land registered in accordance with the provisions of the *Land Titles Act*;

- (c) the applicable fees required by this By-law; and
- (d) any other information or documentation that may be required by the Chief Building Official.

PART 4 ALTERATIVE SOLUTIONS

Application

- 4.1 Where an alternative solution is being proposed pursuant to Section 2.1 of Division C of the Building Code in connection with a Permit application or Permit issued, an application for approval of the alternative solution shall be made to the Chief Building Official by:
- (a) filing an application on a form prescribed by the Chief Building Official;
 - (b) filing the plans, specifications, tests, and documents necessary for the review in accordance with Articles 2.1.1.1 and 2.1.1.2 of Division C of the Building Code as applicable and as may be required by the Chief Building Official; and
 - (c) paying the applicable fees required by this By-law.

Approval

- 4.2 After reviewing the documentation filed with an application for approval of an alternative solution, the Chief Building Official may accept or reject the proposed alternative solution and may impose such conditions or restrictions as the Chief Building Official in their discretion considers appropriate.
- 4.3 An alternative solution approved under this section is applicable only to the plans, specifications, tests, and documents forming part of the application and shall not be transferred to, relied upon for, or cited in support of any other Permit application or Permit issued.

PART 5 FEES

General

- 5.1 All fees required by this By-law shall be as set out in Schedule "A" to this By-law unless otherwise specified.

- 5.2 No amendments shall be made to Schedule “A” unless notice of the proposed changes in fees is given and a public meeting is held in accordance with subsection 7(6) of the Act and Article 1.9.1.2. of Division C of the Building Code.
- 5.3 The fees set out in Schedule “A” shall be adjusted annually and indexed to the overall percentage increase for a total human resource expenditure approved in the annual budget for the Building Department where appropriate.
- 5.4 If a fee cannot be calculated using the formula set out in Schedule “A” or where no new floor area is created or where materials, system, or equipment regulated by the Building Code render it impractical to determine the applicable fee on the basis of the classification noted Schedule “A”, the fee payable shall be 1% of the construction value or as determined by the Chief Building Official.

Permit Fees

- 5.5 When an application for a Permit is made, the Permit fees as calculated by the Chief Building Official shall be paid.
- 5.6 No Permit shall be issued until the total amount of fees charged and owing has been paid.
- 5.7 Notwithstanding section 5.5, where the total Permit fees are greater than \$50,000, an Applicant may elect to pay 50% of the total Permit fees at the time the application for a Permit is made and the balance at the time the Permit is issued.
- 5.8 If new, additional, or revised information is submitted in connection with an application for a Permit which relates to or revises information which has already been reviewed, an additional fee may be charged to compensate the City for the further review time spent in accordance with Schedule “A” and shall be paid by the Applicant before the Permit is issued.
- 5.9 Where Work has commenced in respect of any stage of construction or demolition prior to the issuance of a Permit authorizing the construction or demolition, an additional fee may be charged in accordance with Schedule “A” and shall be paid by the Applicant.
- 5.10 The Conditional Permit fees paid in accordance with Schedule “A” shall be charged in addition to any other fees required by this By-law and shall not be credited to the fees payable for any subsequent Permit application.

Refunds

- 5.11 Fees collected under this By-law are non-refundable unless otherwise specified.

- 5.12 Any request for the refund of fees shall be made to the Chief Building Official in writing.
- 5.13 Where a written request for the refund of fees is made to the Chief Building Official in accordance with section 5.12, the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Schedule “B” to this By-law.
- 5.14 No refund of fees shall be made:
- (a) where the amount of fees refundable as calculated in accordance with Schedule “B” is less than the minimum fee applicable to the Work;
 - (b) more than one year after the cancellation or abandonment of a Permit application pursuant to part 6 of this By-law; or
 - (c) where a Permit has been revoked pursuant to clauses 8(10)(b), (d), and (e) of the Act.
- 5.15 Refunds shall be made payable to the party who paid the fees or to other persons if so authorized in writing by the party who paid the fees.

PART 6 INCOMPLETE OR INACTIVE APPLICATIONS

Incomplete Applications

- 6.1 Where the Chief Building Official determines that an application for a Permit is incomplete, the Chief Building Official shall advise the Applicant of their determination and provide in writing the reasons for their determination in accordance with Sentence 1.3.1.3.(6) of Division C of the Building Code.
- 6.2 In cases where an application for a Permit has been deemed by the Chief Building Official to be incomplete and returned to the Applicant, submission of a new application for a Permit shall be required inclusive of a cover letter identifying all addressed deficiencies and design disciplines unless otherwise directed by the Chief Building Official. Partial resubmissions will not be accepted.

Inactive Applications

- 6.3 Where any application made under this By-law and/or the Act remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned without notice.
- 6.4 All documents submitted as part of an application that has been deemed by the Chief Building Official to have been abandoned, including but not limited to plans

and specifications, will be disposed of in accordance with the City's Records By-law and relevant legislation or returned to the Applicant at the discretion of the Chief Building Official.

PART 7 REVOCATION OF PERMITS

General

- 7.1 The Chief Building Official may revoke a Permit issued under this By-law in accordance with subsection 8(10) of the Act.

Revocation

- 7.2 Upon revocation of a Permit, all documents submitted in connection with the Permit application, including but not limited to plans and specifications, will be disposed of in accordance with the City's Records By-law and relevant legislation or returned to the Applicant at the discretion of the Chief Building Official.

PART 8 INSPECTIONS

General

- 8.1 All notices under this part shall be given in accordance with the notice provisions set out in this By-law.

Notice of Readiness for Inspection

- 8.2 Every Permit Holder shall notify the Chief Building Official that the construction is ready to be inspected:
- (a) at each stage of construction specified in Article 1.3.5.1. of Division C of the Building Code; and
 - (b) at the stages of construction specified in Clauses 1.3.5.2.(1)(a), (d), and (j) of Division C of the Building Code.
- 8.3 Upon receipt of the notice, an Inspector shall undertake a site inspection of the building to which the notice relates within the period prescribed in Article 1.3.5.3. of Division C of the Building Code.
- 8.4 Inspections shall only be carried out on Business Days unless an exception is approved by the Chief Building Official upon receipt of a written request from the Permit Holder and the applicable fees required by this By-law.

Notice of Date of Completion

- 8.5 Every Permit Holder shall notify the Chief Building Official of completion of a building for which a Permit authorizing occupation of the building or part of it is required under Article 1.3.3.4., 1.3.3.5., or 1.3.3.7. of Division C of the Building Code.
- 8.6 The notice required under section 8.5 shall be accompanied by the applicable fees required by this By-law.

PART 9 FENCES

Fence Required

- 9.1 The person to whom a Permit is issued shall erect and maintain fences to enclose the site of the construction or demolition within such areas as may be prescribed by the Chief Building Official prior to the commencement of construction or demolition.
- 9.2 Every fence shall:
- (a) be erected on the property around the perimeter of the site of the construction or demolition so as to fully enclose the site;
 - (b) be built to deter entry to the construction site by unauthorized persons;
 - (c) have no rails, other horizontal or diagonal bracing, attachment, or patterns of openings on the outside that would facilitate climbing;
 - (d) contain no opening that would permit the passage of a spherical object having a diameter of 100 millimetres;
 - (e) be equipped with gates at any access opening that:
 - (i) contain wire mesh or similar material sufficient to provide visibility for traffic entering or exiting the construction site;
 - (ii) be built to specifications that provide performance and safety at least equivalent to the construction fence; and
 - (iii) deter entry by unauthorized persons to the construction site;
 - (f) be maintained:

- (i) free from health, fire, and accident hazards;
 - (ii) in a sturdy and upright position and shall at all times be well anchored and secure;
 - (iii) in good condition and, without limiting the foregoing, shall not become unsafe, damaged, structurally unsound, or dangerous; and
 - (iv) so that any access opening is closed and locked or securely sealed when the construction site is unattended; and
- (g) be removed from the property no later than 30 days after the completion of construction or demolition or as otherwise directed by the Chief Building Official.

Fence Height

9.3 Every fence erected shall have a height not less than 1.2 metres above the grade immediately outside the fence unless otherwise directed by the Chief Building Official.

Fence Materials

9.4 Every fence shall be constructed using wood, metal, plastic mesh, or chain link.

9.5 The fence may be a combination of the fence types specified in section 9.4 or may be constructed using other materials if the fence can be shown to provide performance and safety equivalent to fence types specified in section 9.4 and the Chief Building Official authorizes its use.

Fence Support

9.6 Vertical fence supports shall be spaced at a maximum of 2.4 metre on centre and shall be embedded in the ground or secured with ground stands to ensure the fence remains rigid and stable. Fence materials shall be securely fastened to a top-rail.

Modifications

9.7 The Chief Building Official may authorize modifications to the requirements of this part where satisfied that the proposed modifications meet the intentions of this part and do not compromise public safety.

**PART 10
LIMITING DISTANCE AGREEMENTS**

Delegation

- 10.1 The authority to approve entering into limiting distance agreements under the Building Code and to execute such agreements on behalf of the City is delegated to the Chief Building Official where the following conditions are met:
- (a) no land owned by the City is affected by the agreement;
 - (b) the agreement does not impose any obligations on the City; and
 - (c) the agreement is satisfactory to the City Solicitor.

**PART 11
ENFORCEMENT**

Remedial Action

- 11.1 If a person fails to do a matter or thing directed or required to be done under this By-law, the City may proceed to do the matter or thing at the person's expense.
- 11.2 For the purposes of section 11.1, the City may enter upon land at any reasonable time.

Recovery of Costs

- 11.3 The City may recover the costs of doing a matter or thing under section 11.1 from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

Interest

- 11.4 The costs include interest calculated at a rate of 15% or such lesser rate as may be determined by the City, calculated for the period commencing on the day the City incurs the costs and ending on the day the costs, including the interest, are paid in full.

Lien for Costs

- 11.5 The amount of the costs, including interest, constitutes a lien on the land upon the registration in the proper land registry office of a notice of lien.

- 11.6 The lien is in respect of all costs that are payable at the time the notice is registered plus interest accrued at the rate established under section 11.4 to the date the payment is made.
- 11.7 Upon receiving payment of all costs payable plus interest accrued to the date of payment, the City shall register a discharge of the lien in the proper land registry office.

PART 12 OFFENCES AND PENALTIES

Offences

- 12.1 Every person who contravenes any provisions of this By-law is guilty of an offence and on conviction is liable to a penalty as set out in section 36 of the Act.

PART 13 REPEAL AND ENACTMENT

Repeal

- 13.1 City of Burlington By-law 66-2019 is hereby repealed.
- 13.2 Despite the repeal of City of Burlington By-law 66-2019 under section 13.1:
- (a) City of Burlington By-law 66-2019 shall continue to apply to:
 - (i) any offence committed under City of Burlington By-law 66-2019;
 - (ii) any penalty or fee imposed under City of Burlington By-law 66-2019;
 - (iii) any debt owed under City of Burlington By-law 66-2019;
 - (iv) any investigation commenced under City of Burlington By-law 66-2019;
 - (v) any proceeding in respect of an offence committed before its repeal;
 - (b) Permit applications accepted by the Chief Building Official prior to the date of the repeal for which a Permit has not yet been issued will be processed in accordance with this By-law, and the fees and charges payable for the Permit applications shall be those in effect at the time of the repeal;

- (c) Permit applications accepted by the Chief Building Official prior to the date of the repeal shall be subject to part 6 of this By-law;
- (d) all of the terms and conditions of any Permit issued under City of Burlington By-law 66-2019 that are in effect at the time of the repeal or that are imposed in accordance with subsection 13.2(b) will continue as terms and conditions of a Permit issued under this By-law and be subject to the provisions of this By-law.

Enactment

13.3 This By-law comes into force on the date of its passing.

Passed this XX day of XXXXX, 2026.

Mayor Marianne Meed Ward

City Clerk Mike de Rond

**SCHEDULE “A”
CLASSES OF PERMITS AND FEES**

1. Calculation of Permit Fees for Construction

1.1. Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule⁶:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

where:

SI = the service index applicable to the classification of the proposed work;
and

A = the floor area in square metres (m²) of the work involved.

1.2. Permit fees shall be rounded to the nearest dollar, with amounts of \$0.50 or greater rounded up to the next whole dollar. All other fees shall be rounded to the nearest cent. Harmonized Sales Tax (HST) shall be charged where applicable.

2. Minimum Permit Fee

2.1. Notwithstanding the Permit fees set out in this Schedule, a minimum Permit fee of \$377.00 shall be charged for processing and issuing Permits unless otherwise specified.

3. Classes of Permits and Fees

A. CONSTRUCTION OF NEW BUILDINGS, ADDITIONS, MEZZANINES	
TYPE OF WORK	SERVICE INDEX (SI) (\$/m ² unless otherwise specified)
Group A – Assembly Occupancies	
Recreational Facilities – Arena ¹ , Gymnasium, Pool, Theatre	32.82
School/Library	32.82
Place of Worship	32.82
Restaurant	32.82
Outdoor Patio	9.92
Portable School Classroom	Minimum Permit Fee ⁷
Interior Alteration/Renovation	12.82

Group B – Detention Occupancies	
Institutional	37.19
Hospital/Nursing Home	37.19
Interior Alteration/Renovation	16.07
Group C – Residential Occupancies	
Detached, Semi, Townhouse, Addition – Total Area Up to 300m ²	23.18
Detached, Semi, Townhouse, Addition – Total Area Over 300m ²	29.90
Attached/Detached Garage or Deck, Carport, Covered Deck/Patio	Minimum Permit Fee ⁷
Excavating Basement or Crawl Space	Minimum Permit Fee ⁷
Basement Walkout/Exterior Stairs/ Accessory Building (Shed)	Minimum Permit Fee ⁷
Apartment Building, Hotel, or Stacked Townhouse (1 – 3 Storeys)	21.35
Apartment Building or Hotel (4 – 7 Storeys)	25.80
Apartment Building or Hotel (More than 7 Storeys)	30.28
Interior Alteration/Renovation	8.25
Group D – Business and Personal Services Occupancies	
Office Building – Shell Only (Up to 10 Storeys)	24.26
Office Building – Finished (Up to 10 Storeys)	32.24
Office Building – Shell Only (More than 10 Storeys)	26.50
Office Building – Finished (More than 10 Storeys)	34.47
Other Businesses and Personal Services	32.61
Interior Alteration/Renovation	12.82
Group E – Mercantile Occupancies	
Retail Store – Shell Only	22.57
Retail Store – Finished	32.24
Interior Alteration/Renovation	12.82

Group F – Industrial Occupancies	
Warehouse/Manufacturing – First 4,650m ²	17.94
Warehouse/Manufacturing – Additional Area Over 4,650m ²	12.24
Parking Garage – New	9.48
Parking Garage – Repair	3.94
Interior Alteration/Renovation	8.74
Group G – Agricultural Occupancies	
Farm Building, Accessory Building, Greenhouse	5.90
Additional Scopes of Work – All Occupancies	
Accessory Structure or Building	5.90
Mezzanine – Open Storage	10.41
Mezzanine – Enclosed Office	See Group D – Business and Personal Services Occupancies
Sprinkler System or Standpipe and Hose System – New/Alteration (Added to Base Permit Fee)	1.22 (716.00 minimum)
Fire Alarm – New/Alteration (Added to Base Permit Fee)	962.00 ⁷
Electromagnetic Locking Device (Added to Base Permit Fee)	Minimum Permit Fee ⁷ (177.00 for each additional locking device)
Dust Collector (Added to Base Permit Fee)	745.00 ⁷ (for each item)
Commercial Kitchen Exhaust Hood and/or Fire Suppression System (Added to Base Permit Fee)	745.00 ⁷ (for each item)
Spray Booth (Added to Base Permit Fee)	745.00 ⁷ (for each item)
Shelf and Rack Storage System	5.64 (716.00 minimum)
Repair or Re-Cladding of Walls (Wall Area) or Re-Roofing (Building Area)	1.24
Shoring and/or Building Excavation	5.64/m (per level)

Residential Occupancy Permit for Dwelling Unit Within the Scope of Sentence 1.3.3.4.(4) of Division C of the Building Code (Detached, Semi, Most Townhomes)	191.00 (per dwelling unit)
Occupancy Permit for Residential Buildings Outside the Scope of Sentence 1.3.3.4.(4) of Division C of the Building Code and Care Facilities (B3)	346.00 ⁷ (plus 38.00 per suite for multiple unit buildings)
Occupancy Permit for New Building, Addition, Renovation (Other Than Buildings of Residential Occupancy and Care Facilities (B3) Listed Above)	Minimum Permit Fee ⁷ (per application or partial application)
B. STAND ALONE AND MISCELLANEOUS	
Balcony/Chimney Repair	144.00 (per balcony/chimney)
Moving/Relocation of a Building	645.00 ⁷
Temporary Tent/Stage ^{1,2} – Over 60m ²	Minimum Permit Fee ⁷
Temporary Tent/Stage ^{1,2} – Over 225m ²	540.00 ⁷
Demolition – Up to 600m ²	Minimum Permit Fee ⁷
Demolition – Over 600m ²	1,061.00 ⁷
All Designated Structures Listed in Article 1.3.3.5. of Division A of the Building Code	645.00 ⁷
C. MECHANICAL	
HVAC – New/Alteration	1.41
Furnace Replacement ⁹	Minimum Permit Fee ⁷
Fireplace/Wood Stove (Solid Fuel Burning Appliance)	Minimum Permit Fee ⁷
New Air Conditioning Unit/Roof Top Unit	Minimum Permit Fee ⁷
D. PLUMBING	
Site Servicing/Private Water Lines	6.06/m or Minimum Permit Fee ⁷ (per Permit – up to 10 units)
New Sewer and/or Water Service Installation (Low Density Residential Only)	Minimum Permit Fee ⁷
Backflow Prevention Device, Sump Pump, and/or Backwater Valve	434.00 ⁷ (176.00 for each additional device)
E. ON-SITE SEWAGE SYSTEM	
New Septic System	1,545.00 ⁷
Septic System Assessment	Minimum Permit Fee ⁷

Septic System Repair	708.00 ⁷
Sewer Conversion	Minimum Permit Fee ⁷
F. SIGNS	
Fascia and Pylon/Ground Signs – Up to 2.5m ²	Minimum Permit Fee ⁷
Fascia and Pylon/Ground Signs – 2.5m ² to 8.0m ²	526.00 ⁷
Fascia and Pylon/Ground Signs – Over 8.0m ²	1,047.00 ⁷
Billboard	1,047.00 ⁷
G. OTHER FEES	
Model Home Certification	1,568.00/model
Fast Track Service ³ – Residential - Up to 12 Storeys (In Addition to Permit Fee Payable for the Entire Project)	50% of the Permit Fee Payable (minimum of 1,000.00 and a maximum of 10,000.00)
Fast Track Service ³ – Residential – Greater Than 12 Storeys (In Addition to Permit Fee Payable for the Entire Project)	50% of the Permit Fee Payable (minimum of 5,000.00 and a maximum of 20,000.00)
Fast Track Service ³ – Commercial/Industrial/Agricultural (In Addition to Permit Fee Payable for the Entire Project)	50% of the Permit Fee Payable (minimum of 2,000.00 and a maximum of 20,000.00)
Alternative Solution Application or Equivalency Application	2,055.00 (plus any additional fees incurred in the evaluation process)
Additional Plan Review for Second Resubmission or Beyond	211.00/hour
Revision to Issued Permit for Material Change to a Plan, Specification, Document, or Other Information Following Issuance	645.00 ⁵ (plus 211.00 per hour of review time beyond the first hour)
Fire Watch/Fire Plan Review and Approval During Construction	676.00
Change of Use Permit	929.00 ⁵ (plus 211.00 per hour of review time beyond four hours)
Conditional Permit	10% of the Permit Fee Payable (to a maximum of 10,000.00)

Model Changes – Before Permit Issued ⁵	Minimum Permit Fee ^{5,7}
Model Changes – After Permit Issued ⁵	745.00 ⁵
Limiting Distance Agreement	929.00 ⁷
Transfer of Permit	Minimum Permit Fee ⁷
Deferral of Revocation of Permit	Minimum Permit Fee ⁷
Extension of Permit	Minimum Permit Fee ⁷
Work Prior to Permit Issuance for Construction, Demolition, or Change of Use ⁴ – Permit Fee \$5,000.00 or Less	100% of Full Permit Fee ⁸
Work Prior to Permit Issuance for Construction, Demolition, or Change of Use ⁴ – Permit Fee Greater Than \$5,000.00	5,000.00 (plus 10% of the Permit fee in excess of 5,000.00 ⁸)
Re-Inspection ¹⁰	Minimum Permit Fee ⁷ (per inspection)
Special Inspection ¹¹	Minimum Permit Fee ⁷ /hour (per Inspector, plus 100.00 per hour of inspection time beyond three hours)
Additional Administrative or Enforcement Action Required	211.00/hour (per Inspector)
Order to Comply Issued Pursuant to Section 12 or 13 of the Act ¹²	405.00 ⁸
Stop Work Order Issued Pursuant to Section 14 of the Act ¹²	810.00 ⁸
Unsafe Order Issued Pursuant to Section 15.9 of the Act ¹²	405.00 ⁸
Registration and Discharge of Order on Title	800.00 ⁸

4. Miscellaneous Charges

- 4.1. For classes of Permits not described or included in this Schedule, a reasonable Permit fee shall be charged as determined by the Chief Building Official.

5. Explanatory Notes

5.1. The following shall be considered in calculating Permit fees:

- (a) The floor area of the proposed Work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls, excluding residential garages.
- (b) In the case of interior alterations or renovations, the area of proposed Work is the actual space receiving the Work (e.g., tenant space).
- (c) Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- (d) Except for interconnected floor spaces, no deductions are to be made for openings within the floor area (e.g., stairs, elevators, escalators, shafts, ducts).
- (e) Unfinished basements for single detached dwellings, such as semis, duplexes, and townhouses, are not included in the floor area.
- (f) Attached garages and fireplaces are included in the Permit fee for single detached dwellings and attached dwellings.
- (g) There is no additional charge for interior alterations and renovations that require relocation of sprinkler heads or fire alarm components.
- (h) Ceilings are included in both new shell and finished (partitioned) buildings. The service index for ceiling applies only when alterations occur in existing buildings. There is no additional charge for minor alterations to existing ceilings to accommodate lighting or HVAC improvements.
- (i) There is no additional charge for demolition of partitions or alteration to existing ceilings where such Work is included in the Permit.
- (j) Common areas, such as corridors, lobbies, washrooms, and lounges, are to be included and classified according to the major classification for the floor area on which they are located.
- (k) The occupancy categories in the Schedule correspond with the major occupancy classifications in the Building Code. For mixed occupancy floor areas, the service index for each of the applicable

occupancy categories may be used except where an occupancy category is less than 10% of the floor area.

6. References

6.1. The superscripts used in this Schedule have the meanings set out below:

- ¹ Includes air supported structures and structures with removable roofs.
- ² As defined in Zoning By-law 2020 and/or Burlington Residential Zoning By-law and does not include facilities described in ¹ above or Group A structures as defined in the Building Code and/or requiring the professional services of an Architect and/or Professional Engineer.
- ³ As defined in section 1.1 of this By-law.
- ⁴ Per sections 3.27 and 5.9 of this By-law.
- ⁵ Permit fees will be adjusted should there be an increase in the floor area and charged in addition to the flat fee rate.
- ⁶ Permit fees may be 1% of the construction value or as determined by the Chief Building Official if cannot be calculated using this Schedule.
- ⁷ All fees in this Schedule are flat fees.
- ⁸ Payment of these fees does not exempt any person from complying with the Act, the Building Code, or any applicable law.
- ⁹ Applies to equivalent or comparable replacement of existing heating equipment in compliance with the Building Code.
- ¹⁰ For premature inspections or re-inspections required to confirm compliance following a previously identified contravention. Notice will be provided to the owner. Fee is payable prior to re-inspection.
- ¹¹ Any inspection carried out other than on a Business Day.
- ¹² To offset additional administration, investigation, inspection, and/or rectification costs.

SCHEDULE "B"
REFUND OF FEES

1. The amount of fees that may be refunded under this By-law shall be a percentage of the fee payable as follows:

Work Performed	Amount of Fees Refundable
Administration where no plans examination has commenced	90%
Administration where plans examination has commenced	45%
Permit has been issued and no field inspections have been carried out	35%
Permit has been issued and field inspections have been carried out	35% to be reduced by 1% for each field inspection conducted

2. There shall be no refund where the amount of fees refundable as calculated under this Schedule is less than the minimum fee applicable to the Work.

**SCHEDULE “C”
DRAWINGS, SPECIFICATIONS, AND DOCUMENTS REQUIRED FOR
CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS**

1. Every application for a Permit shall be accompanied by one digital copy of the following list of plans and documents to be considered a complete application unless otherwise specified in this Schedule:
 - (a) Residential – Detached and Semi-Detached Houses:
 - (i) site plan;
 - (ii) grading plan;
 - (iii) floor plans;
 - (iv) building elevations;
 - (v) cross sections;
 - (vi) roof and floors truss drawings sealed by a professional engineer;
 - (vii) heat loss calculations and duct layout; and
 - (viii) mechanical ventilation design summary;
 - (b) All Other Uses:
 - (i) Ontario Building Code Data Matrix;
 - (ii) site plan;
 - (iii) grading plan;
 - (iv) floor plans;
 - (v) foundation plan;
 - (vi) roof plans;
 - (vii) reflected ceiling plans;
 - (viii) building elevations;
 - (ix) cross sections and assemblies;

- (x) structural plans;
- (xi) mechanical plans;
- (xii) plumbing plans;
- (xiii) electrical plans;
- (xiv) fire separation plans;
- (xv) fire protection plans; and
- (xvi) door and window schedules.

2. The Chief Building Official may waive the requirement to provide a digital copy of any of the above plans or documents or require additional plans or documents as deemed necessary having considered the scope of Work, the Act, the Building Code, and any applicable law.

SCHEDULE “D” CODE OF CONDUCT

1. Introduction

1.1. The City maintains this Code of Conduct in accordance with the provisions of the Act. This Code of Conduct applies to the Chief Building Official and Inspectors as appointed and reflects the City’s commitment to the highest standards of professionalism, technical competence, skill, honesty, integrity, fairness, and independence. The Chief Building Official and Inspectors adhere to both the letter and spirit of this Code of Conduct in all matters related to their responsibilities.

2. Purpose

2.1. The purpose of this Code of Conduct is:

- (a) to promote appropriate standards of behaviour and enforcement in the exercise of a power or the performance of a duty by the Chief Building Official and Inspectors under the Act or the Building Code;
- (b) to prevent practices which may constitute an abuse of power, including unethical or illegal practices, in the exercise of a power or the performance of a duty by the Chief Building Official and Inspectors under the Act or the Building Code; and
- (c) to promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty by the Chief Building Official and Inspectors under the Act or the Building Code.

3. Standards of Conduct and Professionalism

3.1. In addition to the Code of Conduct Policy that applies to all City of Burlington staff, the Chief Building Official and Inspectors undertake at all times to:

- (a) act in the public interest, particularly with regard to the safety of building works and structures;
- (b) maintain their knowledge and understanding of the best current building practices, laws, and regulations relevant to their building certifying functions;
- (c) maintain current accreditation to perform the functions assigned to them;

- (d) comply with the provisions of the Act, the Building Code, and any law that regulates or governs Chief Building Officials, Inspectors, or their functions;
- (e) avoid any conduct that could bring the Chief Building Official, Inspectors or the City into disrepute;
- (f) not act beyond their level of competence or outside their area of expertise in the performance of their duties in accordance with the provisions of the Act and the Building Code;
- (g) not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy;
- (h) apply the Act, the Building Code, and any other relevant laws, regulations, or standards in a consistent and fair manner, independent of any influence by interested parties and in accordance with the highest professional standards; and
- (i) extend professional courtesy during the performance of their duties.

4. Guidelines for Responding to Misconduct Allegations

- 4.1. The Act provides that the performance of the Chief Building Official and Inspectors will be measured against this Code of Conduct. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code of Conduct may be subject to disciplinary action appropriate to the seriousness of the breach.
- 4.2. In response to an allegation that an Inspector has breached Code of Conduct, the Chief Building Official, in conjunction with the Human Resources Department, shall direct an investigation and where appropriate recommend disciplinary action. Where the allegation is against the Chief Building Official, the Commissioner of Development and Growth Management and the Chief Human Resources Officer will direct the investigation and make such recommendations as are reasonable.
- 4.3. In determining the appropriate disciplinary action, consideration shall be given to how the misconduct relates to the powers and responsibilities of the Chief Building Official or Inspector, and to the seriousness of the misconduct.
- 4.4. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the City and will be based on the severity and frequency of

the violation in accordance with relevant employment agreements, laws, policies, and standards, and privacy requirements.

SUBJECT: Recommended amendment to Burlington Housing Community Improvement Plan
TO: Committee of the Whole
FROM: Development and Growth Management
Community Planning
Report Number: DGM-35-26
Wards Affected: All
Date to Committee: May 11, 2026
Date to Council: May 26, 2026

Recommendation

Approve the amendment to the Affordable Rental Housing Community Improvement Plan, attached as Appendix A to development and growth management report DGM-35-26 at the direction of Council's referral motion of March 2, 2026; and

Instruct the Clerk to prepare the necessary by-laws to amend the by-law to designate the Community Improvement Project Area (CIPA) and amend the by-law that adopted the Affordable Rental Housing Community Improvement Plan in accordance with section 28 of the Planning Act; and

Deem that Section 17(21) of the Planning Act has been met; and

Approve the recommendation for implementation and funding found in this report related to 2026 and direction for 2027; and

Direct the Director of Community Planning to prepare a budget business case for the 2028 budget to identify program priorities and propose for Council consideration, City budget or other budget sources to support implementation of the full range of Housing Community Improvement Programs.

Executive Summary

Purpose of report:

- The report and its appendices present a set of recommended amendments to the City's Housing Community Improvement Plan that can be deployed on a temporary basis to incentivize the type of housing that the existing development pipeline is not currently expected to deliver, i.e. rental, missing middle, larger sized units and affordable units; and,
- To recommend a proposed funding approach for 2026 and present recommendations for monitoring and connection with Council in early 2027 to confirm available Housing Accelerator Funds (HAF) and recommend a funding approach for 2028

Key findings:

- Despite a number of significant announcements and changes to legislation since March 2026 the key findings shared in DGM-27-26 remain the same.
- Federal and Provincial announcements related to temporary HST programs have been well received by industry and early results seem to indicate that sales potential for new homes is increasing.
- The joint Federal and Provincial announcements related to housing-related infrastructure funding remains unclear at this time. No recommendations in this report rely on this funding.
- Through engagement and through a Statutory Public Meeting, feedback was collected on the draft temporary programs that form the basis of an amendment to the CIP.
- Feedback from the community, interested parties and Council was considered in finalizing the amendments.
- Amendments include:
 - Changes to the title of the existing "Burlington Affordable Rental Housing Community Improvement Plan" to the "Burlington Housing Community Improvement Plan including amendments to the by-law to designate the Community Improvement Project Area (CIPA) to acknowledge Council's interest in providing additional housing incentives within the CIPA ;
 - A new general goal and objective to identify the suite of temporary programs;
 - A new section 5.9 that presents the objectives, general eligibility requirements and introduces the programs; and,
 - An addition to the existing Appendix B which provides the details of each temporary program.

Implications:

The implementation of the new temporary programs recommended to form part of the City's Housing CIP will have budget and human resources implications. Including:

- Implementing application materials and processes,
- Developing the details of, and confirm the administration of the temporary Tax Increment Equivalent Grant (TIEG),
- Developing standard legal agreements or other implementation support.

Staff recommend a report back in early 2027 to assess uptake, understand available HAF funds, and present recommendations for funding for 2027.

Staff further recommend that budget business case for the options for implementing the Burlington Housing Community Improvement Plan for consideration for 2028 and beyond.

Recommendation Report

Background

For all relevant background please refer to [DGM-27-26](#). That report and its attachments set out:

- The referral motion from Council that initiated and defined the assignment;
 - Information about the City’s existing Affordable Rental Housing Community Improvement Plan;
 - Relevant Provincial and Federal Government actions;
 - The process for preparing an amendment to the CIP;
 - The Draft Amendment and its proposed programs;
 - Discussion of the only available funding source – Housing Accelerator Funds;
 - Engagement Summary; and,
 - Recommendations.
-

Analysis

The recommended amendment to the “Burlington Affordable Rental Housing CIP” attached as Appendix A to this report was developed over a brief period to address a time sensitive challenge identified by Council and the development community.

Developing the recommended amendments:

Staff considered the results of engagement and feedback from the Statutory Public Meeting and the very short period after the Statutory Public Meeting prior to the finalization of this report. The findings of engagement are presented in the following appendices:

Appendix Title	Time Period	Purpose
Appendix C: Engagement Feedback Summary Report	March 13- April 14, 2026	Summarizes the findings of the engagement undertaken on the Draft ARHCIP Amendment. The document describes how feedback did or did not inform the recommended amendment.
Appendix D: Statutory Public Meeting Feedback Summary Table	March 23 – April 14, 2026	Provides an overview of the feedback received from written submission, delegations, and discussions

		with Council. The document describes how feedback did or did not inform the recommended amendment.
Appendix E: Post-Statutory Public Meeting Feedback Summary Table	April 15 – April 29, 2026	Provides an overview of feedback received on the Draft Amendment after the Statutory Public Meeting. The document describes comments and how feedback did or did not inform the recommended amendment.

Staff reviewed current development pipeline data with a focus on identifying applications that have not yet submitted site plan or building permit applications and the extent to which they are less likely, realistically, or most likely to proceed to construction, informing potential eligibility under the proposed Temporary Programs of the CIP. This work was supplemented by direct outreach to the applicants and landowners to bring awareness of the proposed Temporary Programs. Some informal feedback was received indicating an interest in following the Council decision on this matter and potential follow up with staff afterward. The informal feedback provided a grounded picture of potential uptake and informed several implementation elements, including the refinement of eligibility criteria such as the required bedroom mix, the establishment of program budgets and funding caps, and the introduction of funding distribution safeguards to support balanced access to Temporary Program resources.

Benefits:

Adopting the amendments to the CIPA and the CIP, as recommended, provides an opportunity to:

- Continue to base the long-term approach for the City’s Housing Community Improvement Plan on affordable rental housing;
- Broaden the scope of the City’s CIP to Housing in general, inclusive of affordable rental housing, to allow for flexibility to refine and adapt programs in the future;
- Address temporary challenges in the market to support the creation of housing in alignment with the City’s Housing Strategy.

Considerations:

A number of changes have been reflected in the recommended amendment to capture feedback from the Community, Council and interested parties. The recommended amendment includes the following:

- o Changes to the title of the existing “Burlington Affordable Rental Housing Community Improvement Plan” to the “Burlington Housing Community

Improvement Plan including amendments to the by-law to designate the Community Improvement Project Area (CIPA) to acknowledge Council's interest in providing additional housing incentives within the CIPA ;

- A new general goal and objective to identify the suite of temporary programs;
- A new section 5.9 the presents the objectives, general eligibility requirements and introduces the programs; and
- An addition to the existing Appendix B which provides the details of each program

Currently, the last possible date for spending HAF dollars is December 31, 2027. Staff understand that it may be possible to request an extension from the Federal Government to extend that timeline, however any extension would likely be very limited. Consequently, the time limitations set out in the programs are designed to have successful CIP applicants, who have met all requirements of the program or programs to which they have applied, receive funds by that date.

Costs and Benefits

The general direction from Council for the creation of a set of temporary programs was centered on the idea that some development is better than no development in the near term and the opportunity to design incentives on a temporary basis to align with some of the City's broader housing objectives for diversified housing options, among other priorities.

It is difficult to reliably predict costs and benefits to the City at this time. Such an analysis will be dependent upon monitoring data. Who will apply for one or more of the temporary programs, the nature of the development application and ultimately how many units are actually incentivized through the tool will all be important information to report and evaluate.

There are many ways to measure and assess costs and benefits when supported by data related to program uptake. These could include:

- tax base increase as a result of successful applicants (with the understanding with new tax base comes increased operating costs),
- the total number of units created,
- the value of construction supported by one or more programs or the ratio of public investment to private investment.

At this time the City does not have that specific data available, nor is it feasible to forecast or make assumptions with the information available. With this in mind, the Temporary Programs and the associated 2026 HAF budget allocation can be considered a pilot program. Staff will document and record available information to report back to Council on costs and benefits. The first of these report backs will be to connect with Council in 2027. Staff will learn about what works and how the Temporary Programs have operated. This check in identified for early

2027 will offer a critical moment for reflection and presents an opportunity to consider Council funding priorities for available HAF funds. As the anticipated life of the temporary programs winds down in 2027, staff will prepare additional information for Council consideration related to the potential to implement all or portions of the CIP post 2027. This will provide an opportunity to review outcomes of pilot programs, their practical and tangible costs and benefits and their contribution toward the objectives of the Housing Strategy.

For the 2026 – 2027 period the recommended temporary programs have been defined in a way that:

- Efficiently use available HAF funds to incentivize development to support City Housing and growth objectives;
- May support achieving HAF targets (end of 2026);
- Focus on types of homes that are, in relative terms, more affordable and introduce further diversity of units to the city;
- May support projects in the pipeline to move to building permit; and,
- May support construction and development in the near term.

Recommendation Details

At the direction of Council, informed by public, Council and other interested party engagement staff recommend several refinements to the original draft CIP amendment initially released on March 23, 2026, and considered at a Statutory Public Meeting on April 14, 2026. The details of the amendment are found in Appendix A. A summary of the changes from the March 23, 2026 version to the recommended version can be found in Appendix B.

Temporary Program Funding Recommendations: 2026

As has been discussed there are currently no dedicated City funds available to support the base or temporary programs. Using the analysis discussed above and using up to date information about available HAF funding staff propose the following funding allocation for 2026. At the discretion of the Commissioner of Development and Growth Management, funding may be re-distributed across the Temporary Programs of subsection 5.9 of the CIP subject to 2026 funding availability.

2026 HAF Recommended Funding Allocation - Temporary Programs

Program	2026 Funding Cap
DC Equivalent Grant - Rental	\$2,000,000.00
DC Equivalent Grant - Ownership	\$2,300,000.00
Missing Middle Municipal Fee Waiver	\$400,000.00
TIEG	n/a
Accessible Design Grant	\$300,000.00
Total Funding	\$5,000,000

Using the recommended Temporary Program Caps listed above staff prepared a preliminary analysis to provide an estimate of the number of units the Temporary Programs might incentivize.

Temporary Program	Estimated Number of Units Possible to Incentivize
DC Equivalent Grant – Rental	Between 150 and 260 purpose-built rental units, depending on the type of unit constructed.
DC Equivalent Grant-Ownership	Between 150 (assumes all incentivized units are 3+ bedroom missing middle units where 100% grant is provided) and 850 ownership units (assumes all incentivized units are 1 bedroom apartment units where a 30% grant is provided).
Missing Middle Municipal Fee Waiver	The Missing Middle Municipal Fee Waiver Program as funded would incentivize a minimum of ten (10) missing middle developments.
TIEG – Purpose- Built Rental	Given that the TIEG – Purpose-Built Rental Program has no assigned funding and therefore, no funding cap, the number of units that may be incentivized cannot be estimated.
Accessible Design Grant	The Accessible Design Grant Program must be stacked with another Temporary Program and as such, is not designed to incentivize the development of more units but rather, encourage the provision of more accessible units within a development.

Temporary Program Funding: 2027

While the 2026 funding can be spent up to and including December 31, 2027, should staff determine there are additional available HAF funds not previously identified additional information will be provided. Staff recommend returning to Council with information about uptake on the temporary programs at the earliest opportunity in 2027. This Council check in will be supported by:

- Program uptake through 2026;
- Units created;
- Assessment of estimated assessment value increase;
- Estimated or actual construction values and any other potential measures; and,
- Information about additional available HAF funds required to be spent by December 31, 2027.

Long-term CIP Funding: 2028

The long-term funding and administration of the CIP will be considered through future business cases and will determine the City's ability to implement other elements of the CIP over the life of the CIP.

Key Dates & Milestones

See DGM-27-26.

Implications

The implementation of the new temporary programs recommended to form part of the City's Housing CIP will have budget and human resources implications. Including:

- Implementing application materials and processes,
- Developing the details of, and confirming the administration of the temporary Tax Increment Equivalent Grant (TIEG),
- Developing standard legal agreements or other implementation support.

Staff recommend a check-in in early 2027 to assess uptake, understand available HAF funds, and present recommendations for funding for 2027

References

[Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin](#)

[Burlington Housing Pledge](#)

[Burlington Housing Strategy](#)

[CA-03-25: Final Update on Regional Programs for CIPs](#)

[DGM-20-25: Findings of report Growth Analysis Review City of Burlington](#)

[Growth Analysis Review, February 2025](#)

[Affordable Rental Housing Community Improvement Plan](#)

[DGM-24-25: Draft Affordable Rental Housing Community Improvement Plan](#)

[By-law 22-2025: A by-law to designate the Burlington Affordable Rental Housing Community Improvement Area](#)

[By-law 23-2025](#): A by-law to adopt an Affordable rental Housing Community Improvement Plan, as a policy document for the Burlington Affordable Rental Housing Community Improvement Project Area

[DGM-33-25: Housing Accelerator Fund Community Improvement Plan](#)

[DGM-53-25: Housing Needs Assessment report – Burlington](#)

[Housing Needs Assessment Report](#)

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

[PP-12-25: Motion Memorandum Regarding Development Charges](#) [PP-12-25 Attachment: Correspondence from WE HBA](#)

[FIN-41-25: Two-year temporary City Development Charges reduction](#)

[DGM-101-25: Deferred development charges to occupancy](#)

[DGM-03-26: Options for the temporary elimination of Development Charges](#)

[Mayoral Decision 2026-03](#)

Supplemental Staff Memo: [Financial Impact and Funding Strategy for Temporary Residential Development Charges Exemptions](#)

Supplemental Staff Memo: [To address Mayoral Decision requesting additional information regarding a temporary elimination of Development Charges](#)

[A Pathway to Development Charge Reform, March 2026](#) prepared by The Ontario Real Estate Association

[DGM-27-26 Draft Housing Community Improvement Plan Amendment](#)

- Appendix A: [Draft Amendment to Affordable Rental Housing CIP](#)
- Appendix B: [Temporary Development Charge Reductions Background](#)
- Appendix C: [Affordable Rental Housing CIP Background](#)
- Appendix D: [Local Housing Needs and Growth Expectations](#)
- Appendix E: [Jurisdictional Scan of Ontario-Based Municipal Housing Acceleration Programs](#)
- Appendix F: [Public Open House Slide Deck](#)

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. Amendment to the “Burlington Affordable Rental Housing Community Improvement Plan”
- B. Burlington Affordable Rental Housing Community Improvement Plan Amendment: Modification Summary
- C. Engagement Feedback Summary Report
- D. Statutory Public Meeting Feedback Summary Table
- E. Post-Statutory Public Meeting Feedback Summary Table

Draft By-laws for Approval at Council:

- May 26

Notifications:

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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.

Amendment to the Burlington Affordable Rental Housing Community Improvement Plan

DETAILS OF THE AMENDMENT

1.0 Text Changes

The amendment includes the changes to the text of the Burlington Affordable Rental Housing Community Improvement Plan as described in the following table:

Item No.	Section	Description of Change
1	Cover Page - Title	Delete Title “Affordable Rental Housing Community Improvement Plan” and replace it with “Burlington Housing Community Improvement Plan”
2	2 - CIP Goals and Objectives	Add a NEW bullet point to Section 2 as follows: <ul style="list-style-type: none"> • Support new targeted, time-limited CIP programs to address housing needs in a timely manner to accelerate the delivery of missing middle, affordable and large sized unit types.
3	5 - Financial Incentive Programs	Add a NEW subsection after subsection 5.8 as set out in Attachment 1.
4	6 - Implementation	Add a NEW subsection after subsection 6.7 as follows: 6.8 Housing Community Improvement Plan All references to the “Burlington Affordable Rental Community Improvement Plan” or “Affordable Rental Housing Community Improvement Plan” in this CIP document shall be a reference to the “Burlington Housing Community Improvement Plan” or “Housing Community Improvement Plan”.
5	Appendix A – Community	Delete Title “Burlington Affordable Rental Housing Community Improvement Project Area” and replace with

	Improvement Project Area	“Burlington Housing Community Improvement Project Area”.
6	Appendix B – Additional Program Details and Eligibility Criteria	Add NEW text to the end of Appendix B as set out in Attachment 2.

Attachment 1

5.9 Temporary Programs

The following programs are temporary. Application submissions will be accepted from June 22, 2026, to December 31, 2027, subject to funding availability, respective temporary program requirements and relevant caps and spending limitations. Temporary Program details can be found in Appendix B, Additional Program Details and Eligibility Criteria.

Temporary Program General Objective

To support the private and not-for-profit/non-profit housing sector with a made-in Burlington targeted, time-limited housing-focused suite of incentive programs. The temporary programs are intended to accelerate the delivery of missing middle, affordable and larger sized unit types, considering both ownership and rental options. While limited to the City's scope, assigned funding and influence, the programs will be calibrated to support the delivery of a variety of housing options that meet the needs of residents at all ages and stages of life and that are attainable at all income levels to meet the City's broader population expectations and assessment growth objectives.

General Temporary Program Eligibility

Notwithstanding the General Program Eligibility criteria in Chapter 5 of this Plan, the Program Eligibility criteria of the Temporary Programs found below shall apply.

Housing projects will be given consideration under this Plan subject to satisfying the following general eligibility criteria, in addition to the program eligibility criteria outlined in Appendix B, Additional Program Details and Eligibility Criteria:

- **Location:** The subject property must be located within the designated CIPA, as shown in Appendix A of this Plan.
- **Eligible Dwelling Unit:** For the purpose of these temporary programs, an Eligible Dwelling Unit means a new residential unit, that is subject to residential development charges, that meets all of the following criteria:
 - A building permit has been issued to authorize the building of the unit's superstructure;
 - The unit is located within a townhouse (including street oriented, stacked or back-to-back forms) or multi-residential or mixed-use multi-residential

development, or any combination thereof, but does not include single or semi-detached, duplex or Additional Residential Units.

- **Eligible Costs:** In accordance with Section 28(7) of the *Planning Act*, an incentive program cannot provide grants or loans that exceed eligible costs for a property. When stacking temporary CIP incentive program grants, the total combined grant funding shall not exceed the eligible costs.
- **New Dwelling Unit:** Financial Incentives will only be provided for successful applications that will result in the creation of one or more net new housing units as permitted by the Burlington Official Plan and applicable Zoning By-law requirements, and in accordance with the Program Eligibility Criteria set out in subsection 5.9 and in Appendix B of this Plan. Units resulting from conversions of existing ownership dwelling units or demolition of existing rental units without replacement of such existing rental units, are not eligible.
- **Property Ownership:** Eligibility is restricted to registered or assessed owners of private or public land and buildings including non-profit organizations that hold ownership of the subject property. Applicants must not have any outstanding property tax arrears or other obligations to the City, or utility payment arrears related to the subject property at the time of application and throughout the duration of the financial incentive agreement.
- **Complete Application:** Applications for a financial incentive(s) in this Plan must be complete and will include application forms and supporting materials as required by the City, which may include work plans, cost estimates and contracts, applicable reports, and any additional information required at the discretion of the City to evaluate the proposal.
- **Submission Requirements:** An application for a temporary incentive program under subsection 5.9 of this Plan may be made subject to the following:
 - A project with greater than ten (10) units shall only be submitted after obtaining approval from a site plan application submitted under the *Planning Act*.
 - A project with 10 units or fewer shall only be submitted after a building permit application has been submitted.

- o Application submission may require proof of any other necessary permits; or, at the discretion of the Director of Community Planning, proceed based on alternate agreed upon terms of the City.
 - o These projects must also comply with the Ontario Building Code and all other relevant planning policies, by-laws and standards. An application must also be consistent with any other design guidelines or architectural control guidelines or standards, for example, the Sustainable Building and Development Guidelines.
- **Multiple Financial Incentives:** Applicants may be eligible for more than one financial incentive program under subsection 5.9 of this Plan, as part of a single application, unless otherwise restricted by a program and subject to the General Program Eligibility set out in subsection 5.9 of this Plan. Financial incentives may be combined with other City of Burlington programs, as well as with additional programs and funding offered by the Region of Halton or any other levels of government, organizations, or agencies, including the Canada Mortgage and Housing Corporation (CMHC) and the Federation of Canadian Municipalities (FCM).
- **Affordability Criteria:** Affordable rental units developed under this Plan must be maintained in accordance with the definition of affordable rental unit under this Plan for a minimum time period, as established through the City’s legal agreement. To maximize available benefits, an applicant may choose to enter into an agreement for development charges exemption in accordance with the Development Charges Act (DCA), 1997, requiring a minimum 25-year affordability period and other data criterion as established in the DCA. In addition, or alternatively, an applicant may enter into an agreement for the minimum 10-year affordability period specified in the program eligibility criteria in Appendix B. At its discretion, the City reserves the right to enter into an agreement with an eligible applicant for a time period that differs from the minimum affordability period set out in a Temporary Program in Appendix B.
- **Incentive Applicability Period:** Costs incurred before the adoption of the Temporary Programs are not eligible. Financial incentives will not be retroactively applied to work commenced prior to approval of an application for incentives under this Plan.
- **Incentive Eligibility:** Only the residential portion of a development is eligible for the Temporary Programs. Non-residential floor area is not eligible for these incentives.

- **Legal Agreement:** An agreement between the City and the owner, or entities within the non-profit sector may be required, to the satisfaction of the City, for any of the incentives offered by this Plan. An agreement will secure any elements outlined in program requirements including but not limited to:
 - affordability period, if applicable,
 - associated conditions, obligations, and remedies, including repayment requirements and enforcement mechanisms
 - calculation and application of the grants as applicable per program
 - authorizing the City to register a mortgage/charge on title to the property.

- **Construction Timing Eligibility:** Applicants must achieve the following to qualify:
 - Missing Middle Projects (buildings up to 4 storeys)
 - A building permit application must be submitted, satisfactory to the Chief Building Official (CBO) in advance of an application to a Temporary Program under subsection 5.9 of this Plan.
 - Occupancy Permit issuance by December 31, 2027.
 - There is opportunity for limited extensions at the discretion of the Director of Community Planning, dependent upon construction progress reports, project scale and timelines.
 - Midrise and Tall Projects (buildings 5 storeys and taller)
 - A Foundation Permit is issued by December 31, 2026.
 - Above grade building permit is issued by December 31, 2027.
 - There is opportunity for limited extensions at the discretion of the Director of Community Planning, dependent upon construction progress reports, project scale and timelines.

- **Early Program Admission:** Priority evaluation of a CIP application will be given to applications that demonstrate the ability to deliver units quickly, subject to all program eligibility requirements, criteria and funding availability. Priority will be determined by the following criteria:
 - Submission of an application for a financial incentive(s) identified in subsection 5.9 of this Plan that is complete, including application forms and supporting materials as required by the City, and identified in this Plan by September 1, 2026.

- o A formal and complete building permit application satisfactory to the Chief Building Official (CBO) has been submitted by September 1, 2026.
- **Tenant Occupancy:** A residential lease to demonstrate occupancy of the new purpose-built rental dwelling unit or new affordable rental dwelling unit by a tenant for the term of any incentive offered by this Plan will be required to be submitted by the applicant to the City.
- **Phased Developments:** For phased developments, lot severances, or staged condominium registrations that divide a single development into multiple parts, each phase must qualify on its own for this program. Where a phase contains multiple built forms or buildings, each built form or building within that phase shall be assessed against its own applicable eligibility criteria. If a built form or building within that phase does not meet the applicable criteria, that portion of the development is not eligible for the program.
- **City Discretion:** The City or Council reserves the right to reject any application, for any reason, regardless of whether the applicant satisfies the Program requirements. Grounds for rejection could include, but are not limited to, the applicant being involved in litigation with the City. For the purposes of this provision, “applicant” may include, but shall not be limited to: an individual or entity identified in the application form, and where, the applicant is a corporation, any person, or entity holding an interest in that corporation, as determined by the City in its exclusive, absolute, and unfettered discretion. The City may also adjust, reduce, or discontinue payments where Council amends or repeals the Community Improvement Plan, provided that any commitments already executed through a legal agreement shall continue to apply. The City shall have no obligation to issue payment in any year where Council does not allocate sufficient funds and any deferred payment shall not increase the total value of the grant.
- **Director of Community Planning Discretion:** At the discretion of the Director of Community Planning, no single organization can consume more than 50% of the available Temporary Program Funds annually.

5.9.1 Development Charge Reduction Grant – Purpose Built Rental

Development Charge Reduction Grant - Purpose Built Rental Program	This is a grant for up to 100% equivalent to the City portion of the Development Charges for eligible purpose-built rental units subject to program criteria.
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5.9.2 Development Charge Reduction Grant - Ownership

Development Charge Reduction Grant – Ownership Program	This is a grant ranging from 30% to 100%, equivalent to the City portion of the Development Charges for eligible ownership units subject to program criteria.
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5.9.3 Missing Middle Municipal Fee Waiver Program

Missing Middle Municipal Fee Waiver Program	Up to 100% of eligible municipal permit fees set by by-law may be waived for development applications for missing middle housing forms, to a maximum of \$40,000 per project .
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5.9.4 Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental

Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental Building Program	<p>Up to 100% of the City-portion of the tax increment provided annually for a period of five (5) years, following project completion and occupancy permit issuance.</p> <p>Three TIEG payout schedules:</p> <ul style="list-style-type: none"> • Rental building: 100% TIEG for Year 1, 20% declining annual TIEG for Years 2 - 5 • Affordable rental building: 100% annual TIEG. Eligibility requirement for a minimum of 15% affordable rental units that remain affordable for a minimum of 10 years • Accessible rental building: 100% annual TIEG. Eligible if the total number of accessible units exceeds the Ontario Building Code minimum requirement by 10%.
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The Tax Increment Equivalent Grant (TIEG) for Purpose-Built Rental Program provides an annual grant equal to a percentage of the City-portion of the municipal property tax

assessment increase generated by a new rental residential building with a minimum of four (4) dwelling units. It is intended to help offset the eligible costs of rental residential building development, redevelopment, adaptive reuse, and major additions.

For affordable rental units, the grant helps offset the revenue loss (i.e. the difference between market and affordable rent) experienced by the housing developer incorporating affordable units in their rental residential building.

5.9.5 Accessible Design Grant Program

Accessible Design Grant Program	Up to \$20,000 for a four-unit housing project and up to \$50,000 per project with five or more units , subject to an evaluation of the proposed development based on the extent to which a project incorporates voluntary universal or barrier-free design, or accessible design practices and features that exceed Ontario Building Code requirements.
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This program provides an additional grant for eligible applications that have been approved for one or more units under one of the temporary programs described in subsection 5.9.

Attachment 2

Temporary Programs Additional Details and Eligibility Criteria

Development Charge Reduction Grant – Purpose-Built Rental

This program provides a grant for a 100% of the City's portion of the residential Development Charges to support the development of more purpose-built rental units.

This program forms a part of the Community Improvement Plan and must be read and applied in accordance with the main document.

Eligibility Criteria

- Must constitute development, redevelopment/adaptive reuse of a property that results in the construction of net new purpose-built rental units.
- Must be a purpose-built rental, eligible unit as defined in subsection 5.9 of this Plan.
- This program may be stacked with other programs.

Eligible Costs

- Grant from 30% to up to 100% of the City's portion of the residential Development Charge for purpose-built rental units. The grant does not apply to the Regional or Educational portion of applicable Development Charges.

Payment

- The Grant will be provided upon the successful issuance of an occupancy permit or at the discretion of the City.
- The City is not responsible for discrepancies between the value of the DC grant at the time of payment and the Development Charge payable at the time of occupancy.

Development Charge Reduction Grant – Ownership

This program provides a financial incentive to support the creation of new ownership units.

This program forms a part of the Community Improvement Plan and must be read and applied in accordance with the main document.

Eligibility Criteria

- All dwelling units must be offered for sale and transferred as ownership housing (e.g., condominium, stacked townhouse, freehold townhouse, or other permitted ownership forms).
- Meets the minimum unit count and unit size thresholds as established in the Additional Eligibility Requirements of this Program.
- Developments that have commenced construction prior to submitting a complete application for the Temporary Development Charge Reduction Grant are not eligible.

Additional Eligibility Requirements for Mid-Rise and Tall Buildings (5 storeys or greater)

- Must be an eligible unit within a Mid-rise or Tall building, 5 storeys or greater. The development shall provide a **minimum of 40% two-bedroom units and 5% three-or-more-bedrooms units**. The development must meet the following minimum dwelling unit sizes for two bedrooms and three-or-more-bedrooms:
 - Two-bedroom dwelling units shall have a minimum floor area of 750 square feet.
 - Three-or-more-bedroom dwelling units shall have a minimum floor area of 950 square feet.

Additional Eligibility Requirements for Low-rise Buildings (up to 4 Storeys)

- Must be an eligible unit within a low-rise development, up to 4 storeys.
- The development shall contain a minimum of 4 dwelling units as per applicable Official Plan policies and Zoning By-law requirements.

Eligible Costs

- For eligible and successful low rise dwelling units: Grant for up to 100% of the City's portion of residential Development Charges.
- For eligible and successful mid-rise and tall buildings: Grant for up to 30% of the City's portion of residential Development Charges.

Payment

- The grant will be provided upon the successful issuance of a building permit for above-grade construction or at the discretion of the City. All required documentation, including proof of unit sizes, unit counts, ownership tenure, and any other materials

specified in the legal agreement, shall be submitted to the satisfaction of the City prior to the release of any payment.

- The grant only applies to the City of Burlington’s portion of residential Development Charges. The grant does not apply to the Regional or Educational portion of applicable Development Charges.
- The Director of Community Planning may, at their discretion and subject to funding availability, accept a reduced proportion of two bedroom and three bedroom eligible dwelling units, to a maximum variance of up to 2% from the required two- and three-bedroom proportions where the applicant demonstrates that the reduced mix continues to meet the intent of the program and supports the delivery of eligible units.
- For applications submitted on or before December 31, 2026, the Director of Community Planning may, at their discretion and subject to funding limits accept a maximum variance of up to 5% only from the required two-bedroom proportion where the applicant demonstrates that the reduced mix continues to meet the intent of the program and supports the delivery of eligible units. Where the 5% variance is applied, the required three-bedroom proportion must remain at the proportion established in this CIP.
- The City is not responsible for discrepancies between the value of the DC grant at the time of payment and the Development Charge payable at the time of occupancy.

Missing Middle Municipal Fee Waiver Program

This temporary program is intended to offset the initial costs of development for missing middle housing forms by waiving eligible fees set by by-law.

This program forms a part of the Community Improvement Plan and must be read and applied in accordance with the main document.

Eligibility Criteria

- The project must consist of a multiple dwelling or mixed-use building in a missing middle form. For the purposes of this program, missing middle housing means a residential building that is, up to a maximum of 4 storeys, as permitted by the Burlington Official Plan and applicable Zoning By-law requirements, and in accordance with the unit minimums applicable to this program and the Eligible Dwelling Unit requirements in subsection 5.9 of this Plan.

The following are eligible City permit fees that can be waived under this program:

- Demolition or Building permit; and
- Occupancy permit

Eligible Costs

- Up to **100%, to a maximum of \$40,000 per project**, of the costs associated with eligible permit fees may be waived.

Payment

- No payment of fees is required in accordance with the eligible permit fees.

Tax Increment Equivalent Grant (TIEG) for Purpose-Built Rental Residential Program

To encourage the reuse, development, and redevelopment of eligible properties for purpose-built rental residential buildings, by providing grants equivalent to the incremental increase in property tax assessment resulting from property improvements such as, but not limited to, new construction and infrastructure upgrades.

This temporary program may provide an annual municipal tax increment equivalent grant (TIEG), for the City’s portion of the property tax, up to 100% annually for a period of five (5) years, following project completion and occupancy permit issuance. Table 1 shows the increment percentage credit (i.e. the percentage of the property tax refunded as a grant) for purpose-built rental, buildings with affordable rental residential units, and buildings that exceed minimum accessible unit requirements.

Table 1 – Temporary TIEG Program for Purpose-Built Rental Buildings – Payout Schedule			
Five Year Duration of TIEG	Rental Building Declining Annual TIEG	Affordable Rental * Building Full Annual TIEG	Accessible Rental Building ** Full Annual TIEG
Year 1	100%	100%	100%
Year 2	80%	100%	100%
Year 3	60%	100%	100%
Year 4	40%	100%	100%
Year 5	20%	100%	100%

* The Full Annual TIEG payout schedule applies to purpose-built residential rental buildings where a minimum of 15% of the units are “affordable rental units”, as defined in this CIP. A mix of affordable unit sizes is encouraged, including two and three-or-more-bedroom units. Affordable rental units are required, by City agreement, to remain affordable for a minimum affordability period of 10 years.

** The Full Annual TIEG payout schedule applies to purpose-built residential rental buildings where the total number of new rental units with accessibility features exceeds the Ontario Building Code (OBC) minimum accessible unit requirement by 10%.

This program forms a part of the Community Improvement Plan and must be read and applied in accordance with the main document.

Eligibility Criteria

- The Temporary TIEG for Purpose-Built Rental Buildings Program (Temporary TIEG Program) is applicable for all eligible properties within the CIPA.
- To be eligible for this Program, the **minimum number of new dwelling units** within a purpose-built rental residential building **shall be four (4) dwelling units**.
- Of the total new rental units in a rental residential building, **30% or more of the units shall be two-bedrooms or greater in size**. Two-bedroom units shall have a minimum floor area of 750 square feet, and three-or-more-bedroom units shall have a minimum floor area of 950 square feet. The Director of Community Planning may, at their discretion, accept a reduced portion of dwelling units that are two bedrooms or greater in size, to a maximum variance of up to 2% from the required 30% proportion. For applications submitted on or before December 31, 2026, the Director may accept a maximum variance of up to 5% from the required 30% proportion where the applicant demonstrates that the reduced two bedroom and greater mix continues to meet the intent of the program and supports the delivery of eligible units.
- Only those projects that are anticipated to generate an increase in assessment will be eligible.
- An application for the TIEG must be submitted at the time a Foundation or Shoring and/or Building Excavation Permit application is made. Applications for the TIEG may be accepted after Foundation Permit issuance but must be received prior to the issuance of an Occupancy Permit by the Building Department.
- The applicant shall provide any required information including but not limited to a description of the proposed improvements and an estimate of costs. The cost estimate must be from a qualified licensed contractor and shall be consistent with the cost estimate indicated on the accompanying building permit application. The City reserves the right to request a second quotation from a different qualified licensed contractor.
- Applicants receiving a grant under the Temporary TIEG Program may also apply for additional temporary incentive programs offered through this Plan, if eligible.

- In accordance with the General Eligibility requirements of subsection 5.9, an agreement, among other things may require the City to register a mortgage/charge on title to the property.

Eligible Costs

- The value of the grant provided is equal to the incremental increase in property assessment related to the City’s portion of the municipal property tax resulting from improvements up to the maximum eligible costs. The grant is provided to the owner (registered or assessed) or an assigned third party. The grant is calculated based on the difference between the pre-project municipal taxes and the post-project municipal taxes. However, increased assessment (taxes) are not “eligible costs” but represent a basis for calculating the grant. The potential grant value shall be calculated based on the value of eligible costs to ensure the value of the grant is related to the actual cost of the work being completed.
- **Eligible costs include** the costs of development, redevelopment, adaptive reuse, and major additions. More specifically, the following costs will be eligible:
 - o Demolition of buildings for the purpose of preparing the site for a new purpose-built rental building that is approved by the City;
 - o Construction and labour costs associated with the development or redevelopment of a building or property, including improvements to an existing building for adaptive reuse and major additions; Infrastructure work including the improvement or reconstruction of existing on-site public or private infrastructure to support building construction or expansion;
 - o Constructing/upgrading of any off-site infrastructure that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the development, redevelopment, adaptive reuse or major addition of the building and/or property;
 - o Accessibility improvements including providing universal design features; barrier-free access to the residential unit(s); and/or accessible washrooms(s), interior doorway(s) and/or kitchen facilities in the units provided beyond OBC minimum unit requirements; and
 - o Such other similar costs that may be necessary for the development, redevelopment, adaptive reuse, or major addition of the building and/or property;
 - o Municipal and agency fees and charges, if not already claimed under another Temporary CIP Program;

- o Consultant fees for planning, design, environmental, and engineering services, if not already claimed under another Temporary CIP Program; or
- o Any combination of the above.

Payment

- The grant only applies to the City of Burlington’s portion of the property tax. The grant does not apply to the Regional or Educational portion of applicable property taxes.
- Grants will be provided in accordance with a legal agreement made between the City and the owner(s) upon successful completion of the approved project, to the satisfaction of the City, and payment of the full reassessed value of municipal taxes. Subsequently, the City’s portion of the property tax will be refunded to the extent required on an annual basis, in accordance with this Temporary TIEG Program.

If a property is sold, in whole or in part, before the grant period lapses, the original owner is not entitled to receive the remaining grant payments. However, if a Grant Agreement is registered on the title of the subject property (per Section 28(11) of the *Planning Act*), the new owner may be entitled to receive the remaining grant payments.
- The grants will be provided after the improvements to the property are complete and after the reassessment of the property by the Municipal Property Assessment Corporation (MPAC) has demonstrated an increase in the assessed value of the property.
- Up to one hundred percent of the calculated grant amount will be provided over a period up to but not exceeding five years. The ability to accept new TIEG applications will be determined by Council on an annual basis. The value and specific parameters of the grant will be determined on a property-specific basis, in a year where the program is in effect, and as approved by Council.
- During pre-improvement assessment, the City will continue to collect tax revenue equal to the pre-improved assessed value of the property, using tax rates set annually by the City.

Accessible Design Grant

This Program provides an additional grant for eligible applications that incorporate voluntary universal or barrier-free design, or accessible design.

CIP-funded accessible design improvements shall not be marketed, sold, advertised, or otherwise represented as optional, premium, or upgraded features to purchasers, tenants, or end users.

This program forms a part of the Community Improvement Plan and must be read and applied in accordance with the main document.

Eligibility Criteria

- Demonstrate achieved:
 - universal or barrier-free design, or accessible design practices and features that exceed Ontario Building Code (OBC) requirements.
- The applicant has been approved for units under one of the Temporary Programs under subsection 5.9 of this Plan.

Eligible Costs

- **Up to \$20,000 for a four-unit housing project and up to \$50,000 per project with five or more units**, subject to an evaluation of the proposed development based on the extent to which a project incorporates voluntary universal or barrier-free design, or accessible design practices and features that exceed OBC requirements.

Payment

- The grant will be provided upon successful completion of the housing project and upon successful satisfactory completion of the program criteria or at the discretion of the City. The grant will be paid in a lump sum as a reimbursement of costs incurred, or in intervals at the discretion of the City.
- If at any time the applicant is found to be in breach of the agreement or fails to meet the program criteria, the applicant is required to repay the grant back to the City, in accordance with the funding agreement terms and conditions.

Burlington Affordable Rental Housing Community Improvement Plan Amendment: Modification Summary

This document provides a summary of the modifications that were made to the Draft Affordable Rental Housing Community Improvement Plan Amendment attached as Appendix A to Staff Report DGM-27-26 as a result of feedback received at the Statutory Public Meeting held on April 14, 2026 and as a result of further feedback received between April 14, 2026 and April 29, 2026.

Modifications to the General Temporary Program Eligibility

- Application submissions to be accepted between June 22, 2026, and December 31, 2027.
- Removed Short Term Rental (STR) criteria, as it is regulated under the City's Short-Term Accommodation By-Law.
- Added Eligible Costs to ensure total combined grant funding does not exceed eligible costs.
- Established a minimum 10-year affordability period for affordable rental units under the subsection 5.9.
- Introduced size-based submission requirements to differentiate between larger projects with applications permitted after Site Plan Approval for larger projects, or for applications permitted after a building-permit application is submitted for smaller projects.
- Established residential-only eligibility to focus incentives on housing outcomes.
- Introduced an early-admission pathway prioritizing evaluating applications that demonstrate readiness through timely and complete submissions by September 1, 2026.
- Clarified phased-development eligibility by requiring each phase and built form to independently meet program requirements.
- Introduced Director of Community Planning discretion to ensure no single organization/entity receives more than 50% of available funds in a given year.

Modifications to the Development Charge Reduction Grant – Purpose-Built Rental

- Removed the minimum rental tenure period requirement.

- Clarified that the City is not responsible for any discrepancy between the Development Charge grant value at the time of payment and the Development Charges which is payable at occupancy.

Modifications to the Development Charge Reduction Grant - Ownership

- Consolidated eligibility criteria for mid-rise and tall buildings into a single standard, requiring 40% 2 bedroom and 5% 3+bedroom, to qualify for a 30% DC grant.
- Removed requirement for minimum number of units for mid-rise and tall buildings.
- Reduced number of eligible units for low-rise buildings to 4 dwelling units.
- Discretion given to the Director of Community Planning, subject to funding availability, may accept a bedroom requirement variance of up to 2%.
- Introduced a time-limited variance option allowing a discretionary 5% reduction to the two-bedroom requirement for applications submitted on or before December 31, 2026 while maintaining the full three-bedroom requirement.
- Allow stacking of this program with other temporary programs.
- Clarifies that the City is not responsible for any discrepancy between the Development Charge grant value at the time of payment and the Development Charges payable at occupancy.

Modifications to the Missing Middle Affordable Rental Housing Grant

- Program removed from the Temporary Programs

Introduction of the Missing Middle Municipal Fee Waiver Program

- Through this Temporary Program, up to 100% eligible permit fees set by by-law may be waived for development applications for missing middle housing forms.
- For details about this program, see Appendix A to Staff Report DGM-35-26.

Modifications to the Tax Increment Equivalent Grant (TIEG) for Purpose-Built Rental Residential Program

- Added accessibility improvements as eligible cost.
- Reduced number of eligible units to 4 dwelling units.
- Removed minimum rental tenure period requirement.
- Introduced a discretionary variance allowing up to a 2% reduction from the required 30% two-bedroom-and-larger proportion, with a time-limited option of up to 5% for applications submitted on or before December 31, 2026.
- Revised the grant calculation to tie the value of the grant to the incremental increase in municipal property taxes resulting from the project, up to the maximum eligible costs, while maintaining eligible-cost limits.
- Applied the Full Annual TIEG payout schedule to purpose-built residential rental buildings where the total number of new rental units with accessibility features exceeds the Ontario Building Code (OBC) minimum accessible unit requirement by 10%.
- Added demolition, construction and labour, municipal and agency fees, Consultant fees and accessibility improvements as eligible costs.

Introduction of the Accessible Design Grant Program

- Added a new Accessible Design Grant Program as to support projects incorporating enhanced universal or barrier-free design, or accessible design practices and features that exceed Ontario Building Code (OBC) requirements.
- For more details, please see Appendix A to Staff Report DGM-35-26.

Engagement Feedback Summary Report

Introduction

The purpose of this Engagement Feedback Report is to summarize the findings of the engagement undertaken on the Draft Affordable Rental Housing Community Improvement Plan (ARHCIP) Amendment that took place between March 13, 2026, and April 14, 2026. The feedback collected was considered and used, where appropriate, to inform the recommended amendment to the Affordable Rental Housing Community Improvement Plan, attached as Appendix A to Staff Report DGM-35-26.

Amendment to the Affordable Rental Housing Community Improvement Plan Project

On March 2, Council unanimously approved the following referral and direction (DGM-03-26)(SD):

Refer report DGM-03-26 regarding Options for the temporary elimination of Development Charges to the Commissioner of Development & Growth Management and the Chief Financial Officer to report back to Committee of the Whole on April 13, 2026 on option 2 b as referenced in the staff report and a new or amended Affordable Rental Housing Community Improvement Plan funded from a source other than property taxes; and

That Council offer a binding commitment to the provincial and federal governments that for every dollar of earmarked new funding provided to reduce development charges the City of Burlington shall commit to reduce its development charges by the same amount, up to and including a total elimination of development charges on a permanent basis with matched funding; and that council commit to not make any reductions to development charges without first being made whole through federal or provincial programs, such as the HAF or through other federal, provincial or other level of government programs.

As a part of this work, staff prepared a draft amendment to the City's Affordable Rental Housing Community Improvement Plan to propose new, temporary, programs that incentivize a wider range of housing options to assist in bringing more housing units online in the City using a funding source other than the City's property tax-base. The draft amendment proposed 4 temporary programs and associated program criteria and conditions. The draft amendment was posted on the City's engagement website: www.getinvolvedburlington.ca/housingstrategy on March 23rd for consultation. The draft

amendment was also attached as Appendix A to Staff Report DGM-27-26 and was the subject of discussion during the Statutory Public Meeting on April 14th, 2026.

Summary of feedback on the draft amendment to the Affordable Rental Housing Community Improvement Plan

During the engagement activities held from March 13 to April 14, 2026, the project team engaged with a range of interested parties. The following summary provides an overview of feedback collected for each engagement activity. The feedback collected over the course of the engagement period has been used to inform the recommended amendment attached as Appendix A to Staff Report DGM-35-26.

Early Focused Engagement with Development Community

Focused early engagement provided an opportunity for the development community to learn about the proposed policy changes and temporary programs included in the draft amendment to the Affordable Rental Housing Community Improvement Plan, attached to [Appendix A](#) of [staff report DGM-27-26](#). The project team presented key details of the draft programs to solicit initial feedback and assess the practicality and implementation considerations of the draft temporary proposed programs. The table below provides a summary of the feedback received, including staff responses, and how the feedback did or did not inform the recommended amendment.

Reach: 10 attendees

No.	Theme	Issue Identified	Staff Response	Changes to Recommended ARHCIP Amendment
1	Program Simplicity	Concern that overly complex eligibility criteria risk limiting uptake and reducing the practical impact of programs.	The proposed amendment will streamline eligibility requirements and simplify program design to improve uptake.	Simplified Appendix B – Temporary Programs Additional Details and Eligibility Criteria; and subsection 5.9 Temporary Programs.
2	Financial Feasibility and Market Viability	Concern that the proposed incentives may not be sufficient to meaningfully shift project feasibility, given	The City’s scope of influence remains limited. The proposed amendment will be informed by sensitivity testing and proforma	Adjusted related financial incentives for programs as appropriate, under

		that the City’s portion of the Development Charges (DC), is just 25% (other portions are charged by the Region and Schoolboards).	analysis to ensure incentives are calibrated to real market conditions.	subsection 5.9 Temporary Programs.
3	Program Goals and Affordability Outcomes	Questions raised about whether the programs are intended to stimulate construction activity or achieve affordability outcomes, and whether cost savings would be passed on to the consumers.	The temporary programs have been designed to advance both objectives, stimulating construction activity to increase more diverse housing supply, while also supporting affordability outcomes, aligning with the City’s Housing Strategy and Housing Accelerator Fund Action Plan. The Tax Increment Equivalent Grant for Purpose-Built Rental program includes a voluntary affordability requirement, which encourages that cost savings contribute to affordable units.	In developing the Temporary CIP Programs, the City’s financial modeling and sensitivity analysis assumed that the Development Charge Ownership Grant would be applied to the development project to improve overall feasibility and accelerate the delivery of units in a stalled market. The analysis does not rely on, a mandatory pass through to individual purchasers. Requiring a pass through may reduce the effectiveness of the incentive by shifting the benefit away from project viability and into individual unit transactions, which does not support the core objective of bringing units online quickly or unlocking stalled

				development activity, thereby limiting its effectiveness as a market stimulating tool. It would also introduce uncertainty into pro formas, complicate financing, and create administrative delays tied to verifying private Agreements of Purchase and Sale.
4	Construction Timelines and Funding	Proposed timelines may be too tight, especially for higher-density projects.	The proposed amendment will consider differentiated construction eligibility timelines for low-rise and mid-rise & high-rise projects, with provisions for extensions at the discretion of the Director of Community Planning.	Revised Construction Timing Eligibility criteria and addition of a discretionary extension clause under General Temporary Program Eligibility in subsection 5.9 Temporary Programs developed in consultation with Building Department.
5	Eligibility Scope and Inclusivity	Concerns raised around the exclusion of certain housing types and projects qualifying under unique circumstances.	The proposed amendment will simplify eligibility to include any project within the CIPA.	Simplified subsection 5.9 Temporary Programs to broaden eligibility criteria to all projects located within the Community Improvement Plan Area.
6	Forecasting Uncertainty of Future Builds	Concerns regarding the uncertainty of projecting future program uptake and housing starts.	The City acknowledges that forecasting future units is subject to uncertainty given variability of market conditions. As the City's role is to establish the policy framework and implement tools that enable	Out of Scope

			community building, rather than build housing directly, precise forecasting of potential uptake of the new temporary incentives is limited. Staff will monitor program uptake and report findings back to Council.	
7	Regional DC Reduction Request	Requests made to reduce Regional DCs which represent the largest portion of total DCs.	Regional DCs are established and administered by Halton Region and fall outside of the jurisdiction of the City of Burlington. The draft Amendment and proposed temporary programs have been shared with the Region. Staff will continue to engage with the Region on this matter.	Out of Scope

Public Open Houses

The purpose of these events was for staff to present the draft amendment to the Affordable Rental Housing Community Improvement Plan and to hear feedback from the community. Two Public Open Houses were held virtually via Zoom, on March 24 and 26, 2026, and one was held in-person, at Appleby Ice Centre on March 24, 2026. The Public Open Houses provided an opportunity for the public to ask questions and share feedback. Below is a summary of the comments received at the Open Houses including staff responses, and how the feedback did or did not inform the recommended amendment. Any comments that were out of scope will be forwarded to the appropriate City departments or other relevant governmental agencies.

Reach: 77 attendees

No.	Theme	Issue Identified	Staff Response	Changes to Recommended ARHCIP Amendment
1	Program Goals and Affordability Outcomes	Interest in understanding how this project may affect current and future Burlington Residents, including first-time homebuyers.	The draft amendment is intended to support the delivery of more diverse housing options for Burlington residents, providing greater choice between housing types that best meet their goals and needs. Staff recognize that first-time homebuyers may face unique challenges when entering the housing market and will consider their needs when reviewing the temporary programs.	Out of Scope
2	Definition of Affordability	Concern regarding the City’s use of the Provincial definition of affordability.	The definition of affordability used in the ARHCIP follows the Provincial definition, <i>Development Charges Act, 1997</i> . Using this definition provides alignment with the provincial definition of affordability as it relates to Development Charges.	None
3	Monitoring Affordability	Interest in how the City will monitor affordability once incentive programs have been provided, and units have been built, including units contracted for rental tenures of 10-15 years and what happens at	The ARHCIP outlines monitoring requirements under Section 7, including development of affordable rental units, which tracks the number, type, and location of new affordable rental units constructed with annual reporting requirements to City Council.	None

		the end of tenure periods.		
4	Funding Temporary Programs	Questions raised regarding how temporary programs will be funded.	Funding for the temporary programs will not draw on the City's property tax base. Funding will be sourced from the Federal Housing Accelerator Fund.	None
5	Eligibility Scope and Flexibility	Interest in eligibility of projects currently in the pipeline that may not meet every program requirement, and a desire for greater flexibility in eligibility criteria.	The temporary programs are intended to incentivize housing types in alignment with the City's Housing Strategy. Adjustments to eligibility criteria will need to balance the objectives of the City's Housing Strategy, the needs of the development community, and the public interest. Projects that do not currently meet eligibility may need to be adjusted or redesigned in order to qualify.	Revised Appendix B – Temporary Programs Additional Details and Eligibility Criteria; and, subsection 5.9 Temporary Programs to broaden flexibility of criteria and introduce a variance range for certain criteria at the discretion of the Director of Community Planning.
6	Short-term Rental Concerns	Questions around safeguards to prevent housing created through the temporary programs from being converted into short-term rentals.	The City's Short-term Accommodation By-law provides sufficient enforcement related to short-term rental accommodations.	None

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7	Location of Temporary Programs	Suggestion to keep the draft temporary programs separate from the ARHCIP.	Staff are recommending to amend the existing ARHCIP to incentivize the building of diverse housing options in Burlington through new, temporary programs funded by the Housing Accelerator Fund. The existing programs of the ARHCIP may be activated by Council at any time when, and if, additional funds become available.	None
8	Program Retroactivity	Concern that retroactive eligibility to April 2025 may not support new growth activity.	Retroactive eligibility may support projects currently stalled in the pipeline. The date of April 2025 was selected as it corresponds to when the ARHCIP came into force and effect.	Staff considered retroactive eligibility and determined that it was appropriate to establish a June 22, 2026, date for the establishment of the new, temporary programs. The Temporary Programs clarify that: “costs incurred prior to the adoption of the Temporary Programs are not eligible”
9	Application Prioritization	Concern for the prioritization of applications for the temporary programs over other applications.	Site Plan Approval is a condition for submission of an application to a temporary program in the ARHCIP. Therefore, applications will not have an active development application (Official Plan	Out of Scope

			Amendment, Zoning By Law Amendment, etc.) at the time of participation in the temporary programs. The city reviews applications in the order they are received.	
10	Accessibility Requirements	Interest in seeing programs encourage designs for greater accessibility of units.	Noted.	<p>Introduction of an additional temporary program: Accessible Design Grant Program.</p> <p>The TIEG program was modified in two ways. First, universal design feature, barrier-free design and universal design were added as “eligible costs”. Second, the TIEG established, similar to the affordable unit payout schedule, a revised payout schedule where accessibility eligibility requirements are met.</p>
11	Location of New Housing	Interest in the location in which the housing	The proposed temporary programs will only apply within the Community Improvement	None

		created from the temporary programs will be built.	Project Area which is consistent with the Urban Area.	
12	Reinstate the Additional Residential Unit (ARU) Program	Interest in reinstating the now closed ARU program.	The ARU program is now closed. An ARU is not identified as an eligible dwelling unit under the proposed temporary programs. Staff will consider these comments to be brought to Council for future consideration. While these programs are currently unfunded, the programs remain approved and ready for use should funding become available. This comment will be shared with relevant internal parties, as appropriate.	Out of Scope
13	Statistics, Data, and Metrics	Interest in a range of data and statistics, including DC expenditures, Housing Accelerator fund allocations, progress towards housing targets, and the cost per affordable unit by program.	The City provides ongoing reporting on Housing Accelerator Fund expenditures and progress towards housing targets through Housing Accelerator Fund Implementation and Update Reports, which have been presented to Council on a regular basis. These reports detail how Housing Accelerator Fund dollars have been allocated and spent, track progress towards Housing Accelerator Fund commitments, and provide updates on the implementation of the Housing Strategy, including monitoring of key milestones and outcomes.	Out of Scope
14	Growth-Related Infrastructure Strain and Cost	Concern that current infrastructure may not support proposed growth targets, and interest in the associated costs.	The construction of housing units is subject to the requirements of the City's Official Plan, Zoning By-law and in other documents such as the Ontario Building Code. Issuance of building permits for any structure is subject to requirements that consider many factors including infrastructure capacity.	Out of Scope

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			This comment will be shared with relevant internal parties and other levels of government, including Halton Region, as appropriate.	
15	Efficiencies in the Development Process	Questions about the efficiency gains related to housing targets.	Outside of the incentive programs, staff have made improvements to the pre-consultation process to support higher-quality submissions and faster decisions, including the application of Lean Six Sigma principles. This work is ongoing. This comment will be shared with relevant internal City departments.	Out of Scope
16	Housing Best Practices	Interest in following best practices from organizations, such as AMO, to support housing development.	Staff agree it is important to understand how other municipalities and organizations are supporting housing delivery. A municipal scan was conducted, Appendix E in DGM-27-26 , to explore comparable programs relevant to the proposed amendments to the ARHCIP. Any approaches considered were adapted to reflect Burlington’s unique context, priorities, and the objectives of the Housing Strategy.	None
17	City’s Scope and Responsibility	Request for more details on the City’s role in supporting and incentivizing housing, including deeply affordable housing and potential to use City-owned land to build housing.	The City’s role within the housing continuum is articulated in its Housing Strategy. Deeply affordable and assisted housing falls within the purview of the Region, as the designated Housing Service Provider. However, the City continues to partner with the Region and advocates to upper levels of government where appropriate. The City has recently contributed City-owned land to housing in the past, as seen at 1022-1030 Waterdown Road, see staff report LLS-16-26 . This comment will be shared with the Region of Halton.	Out of Scope

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18	Regional Scope and Responsibility	Question about the roles of Halton Region and upper levels of government in creating affordable housing, and interest in coordinated efforts.	Feedback will be compiled and shared with the Region. Halton Region, as the designated Housing Service Provider, is responsible for deeply affordable and assisted housing delivery. The City continues to partner with the Region and advocates to senior levels of government.	Out of Scope
19	Provincial Housing Targets	Concern that Provincial housing targets allocated to Burlington are unrealistic.	In response to the housing targets set by the Province, the City's goal is to create a policy framework that will support the development of more housing. This comment will be shared with internal parties and other levels of government, including the Province, as appropriate.	Out of Scope
20	Availability of Project Materials	Interest in making the presentation materials publicly available.	Staff have posted the presentation materials on the City's Housing Strategy webpage: www.getinvolvedburlington.ca/housingstrategy .	Out of Scope

Statutory Public Meeting Feedback Summary Table

Following the release of the draft amendment to the Affordable Rental Housing Community Improvement Plan (ARHCIP) on March 23, 2026, staff held a Statutory Public Meeting on April 14, 2026, to gather feedback from the public and Council.

To support the Statutory Public Meeting, in addition to the draft amendment posted on March 23, 2026, the Staff Report and associated appendices were posted April 2, 2026, for public review.

The following section provides an overview of feedback on the draft amendment to the Affordable Rental Housing Community Improvement Plan, received via correspondence and feedback at the Statutory Public Meeting.

Feedback from Statutory Public Meeting

The following table provides an overview of the feedback received from written submissions, delegations, and discussions with Council, and includes staff responses and how the feedback did or did not inform the recommended amendment.

No.	Theme(s)	Commenter(s)	Issue Identified	Staff Response	Changes to Draft ARHCIP Amendment
1	Program Eligibility Criteria are too Restrictive (unit mix and bedroom thresholds)	WE HBA BILD National Homes	Development Industry submissions indicated that as currently structured, the proposed programs are unlikely to generate significant uptake. Prescribed bedroom-type ratios and unit mix thresholds do not	Staff recognize that the program criteria may be too prescriptive and may not align with current market conditions or the existing development pipeline. While the original thresholds were intended to support the objectives of the Housing Strategy and the Housing	<ul style="list-style-type: none"> Revisions to Development Charge Reduction Grant – Ownership Program criteria to identify just 1 unit mix. For the Development Charge Reduction Grant – Ownership Program variances have been introduced

			<p>reflect the majority of projects in the existing development pipeline, potentially requiring project redesign.</p> <p>There is concern that this may delay housing delivery and limit near-term construction activity.</p>	<p>Accelerator Fund Action Plan, particularly the delivery of larger-sized units, staff agree there is an opportunity to introduce greater flexibility while maintaining alignment with Council-approved objectives.</p>	<p>for bedroom unit mix at the discretion of the Director of Community Planning.</p> <ul style="list-style-type: none"> Approval timelines/ construction milestones were adjusted to create more flexibility in subsection 5.9 Temporary Programs.
2	<p>Call for Development Charges (DC) reduction on all residential units</p>	<p>National Homes</p> <p>WE HBA</p> <p>BILD</p> <p>Cornerstone Association of Realtors</p>	<p>Restricting Development Charges to the defined eligible unit types, which excludes single and semi-detached homes, misses a significant portion of buyer demand.</p>	<p>The exclusion of single and semi-detached units from incentivization through the proposed temporary programs aligns with the housing needs and objectives set out in the City's Housing Strategy and the Housing Accelerator Fund Action Plan. The eligible unit types set out in the recommended amendment are, generally speaking, more affordable than single and semi-detached dwellings and provide better alignment with the City's Housing objectives.</p>	<p>None</p>

<p>3</p>	<p>Risk to eligibility for senior government infrastructure funding</p>	<p>BILD National Homes WE HBA Cornerstone Association of Realtors Council</p>	<p>The recently announced Canada-Ontario Partnership to Build provides \$8.8 billion over 10 years for housing-enabling infrastructure prioritized for municipalities that implement residential DC reductions of 30 - 50% for a minimum of three years. There is concern that, as currently scoped, the proposed programs do not meet this minimum threshold and place the City of Burlington at risk of being ineligible for a significant and time-limited infrastructure funding opportunity.</p>	<p>The temporary programs proposed through the recommended amendment are intended to function as one tool within a broader housing funding system, designed to complement and stack with other incentives and funding programs offered by upper levels of government as they become available. These programs provide near-term financial incentives that reduce the City's portion of DCs for eligible units, while also advancing other City objectives through additional incentive streams. Staff will continue to monitor emerging funding opportunities and program developments to ensure the City's tools remain aligned with and responsive to the broader housing funding landscape.</p>	<p>None</p>
<p>4</p>	<p>Program complexity and lack of flexibility</p>	<p>WE HBA BILD</p>	<p>Concern that participation in the programs will be limited due to the existing complexity in proposed</p>	<p>Staff will revise the proposed programs to streamline eligibility criteria and introduce a variance range for certain criteria at the</p>	<ul style="list-style-type: none"> • Revisions to program criteria to streamline and simplify eligibility requirements in

		National Homes Council	program structures and eligibility criteria.	discretion of the Director of Community Planning to ensure the City balances achieving desired housing outcomes with what can realistically proceed to construction.	subsection 5.9 and Appendix B. <ul style="list-style-type: none"> • For the Development Reduction Grant – Ownership Program variances have been introduced for the bedroom unit threshold criteria at the discretion of the Director of Community Planning. • The Missing Middle Housing Grant has been removed from the proposed temporary programs and replaced with a simplified program (Missing Middle Municipal Fee Waiver Program).
5	Six-unit minimum excludes viable small-scale infill development	WE HBA Council	The six-unit minimum requirement under the Missing Middle Affordable Housing Grant program excludes viable four-unit projects.	Staff acknowledge the importance of missing middle housing forms in achieving housing diversity and larger-sized unit targets identified in the Housing Strategy. A minimum of four units represents an appropriate	<ul style="list-style-type: none"> • The Missing Middle Housing Grant has been removed from the proposed temporary programs. • Revisions were made to the Tax Increment Equivalent Grant

				built form that aligns with the City's New Residential Zoning By-law.	(TIEG) program and Accessible Design Grant program to identify a 4-unit minimum.
6	Retroactivity	National Homes Council	Clarification requested on retroactive eligibility.	Costs incurred before the adoption of the Temporary Programs are not eligible. Financial incentives will not be retroactively applied to work commenced prior to approval of an application for incentives under this Plan.	Clarified details about retroactivity.
7	15-year affordability/rental period creates financing barriers	WE HBA Council	For the Missing Middle Affordable Housing Grant Program, it was noted that a 10-year restriction makes it challenging to secure mortgage financing. At the Committee of the Whole meeting on April 14, 2026, the Mayor asked whether the 15-year rental tenure clause is redundant given existing municipal/provincial conversion procedures and suggested a	Staff confirmed that the clause relates to maintaining rental tenure, not affordability, and will explore simpler alternatives. Staff continue to align the definition of affordable with the definition set out in the <i>Development Charges Act, 1997</i> and as described in the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin".	<ul style="list-style-type: none"> Removal of one of the programs that required the provision of affordable units (the Missing Middle Affordable Housing Grant) which was replaced with the Missing Middle Municipal Fee Waiver program which does not contain criteria related to affordability. The 15-year rental tenure requirement

			simpler claw back provision.		has been removed from all proposed temporary programs.
8	Affordability definition set too low	WE HBA Council	Concern that the DC Act 1997 Bulletin affordability threshold is too low for projects to pencil and noted feasibility concerns. It was recommended that the City align their affordability requirements with the Provinces' criteria for HST reductions.	The City's Community Improvement Plan is grounded in the housing needs and objectives identified in the City's Housing Strategy. The incentivization of affordable housing units is an objective of a Housing Community Improvement Plan. Staff will monitor program uptake and feasibility impacts.	<ul style="list-style-type: none"> Removal of one of the programs that required the provision of affordable units (the Missing Middle Affordable Housing Grant) which was replaced with the Missing Middle Municipal Fee Waiver program which does not contain criteria related to affordability. The TIEG temporary program continues to provide an incentive for the provision of affordable rental units.
9	Absence of accessibility requirements or incentives	Burlington Accessibility Advisory Committee	Concern that there are no accessibility targets and incentives, despite Action 8 of the Housing Strategy identifying accessible units as a	Staff acknowledge the importance of accessibility and aging-in-place especially given Burlington's aging population. Staff have continued to work with the	<ul style="list-style-type: none"> Introduction of an additional temporary program: Accessible Design Grant Program. This program must be

		<p>Burlington Inclusivity Advisory Committee</p> <p>Burlington Seniors Advisory Committee</p>	<p>type of unit that a Community Improvement Plan should include. Delegates noted that 30% of Burlington’s residents live with a disability and 90% of seniors expressing a strong desire to age in place. Questions were also raised whether Housing Accelerator Fund criteria permit the use of funding for accessible housing grants, and whether the Housing Accelerator Fund money available to the City can serve both affordability and accessibility objectives at the same time.</p>	<p>Burlington Accessibility Advisory Committee to identify opportunities to incorporate accessibility incentives and assess the extent to which the Housing Accelerator Fund can support both affordability and accessibility outcomes concurrently.</p> <p>Subsection 5.8 of the current ARHCIP includes a Sustainable and Accessible Design Grant Program, which can be activated by Council should funding become available.</p>	<p>stacked with another Temporary Program. This program provides a grant for up to \$50,000 per project based on the extent to which a project incorporates voluntary universal or barrier-free design, or accessible design practices and features that exceed the Ontario Building Code.</p> <ul style="list-style-type: none"> • The TIEG program was modified in two ways. First, universal design feature, barrier-free design and universal design were added as “eligible costs”. Second, the TIEG established, similar to the affordable unit payout schedule, a revised payout schedule where accessibility eligibility
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					requirements are met.
10	Engagement	BILD Cornerstone National Homes Council	Questions on adequacy of engagement. There was also a recommendation to hold one-on-one meetings with developers with active projects.	Staff conducted statutory and non-statutory engagement efforts. The details of this engagement can be found in Appendix C: Engagement Feedback Report, attached to Staff Report DGM-35-26. Staff agree that targeted follow-up with interest holders, developers, advisory committees will further refine the proposed amendments and temporary program design. See Appendix E and the Staff report for details of additional engagement after the Statutory Public Meeting.	None
11	Program administration and monitoring	Council	Procedural requirements were unclear. Questions were raised how fund depletion will be managed, and how program closure will work.	Implementation and Monitoring is set out in Sections 6 and 7 of the ARHCIP. Administrative safeguards will be provided using legal agreements, tracking, and enforcement mechanisms.	Minor adjustments to the General Program Eligibility in subsection 5.9 to provide added clarity related to legal agreements and other criteria.

				The City will draw on lessons learned through the deployment of the Additional Residential Unit Grant program with respect to tracking and criteria enforcement.	
12	Funding Source for Temporary Programs and Financial Implications	Council	Importance of funding the proposed temporary programs from sources other than the municipal property tax base and request for greater financial analysis.	Staff direction from Council has been clear. Council resolved to proceed with Option 2(b) for a new or amended Affordable Rental Housing Community Improvement Plan funded from a source other than property taxes. Staff Reports DGM-27-26 and DGM-35-26 identify the Housing Accelerator Fund as the funding source for the proposed temporary programs identified in the proposed amendment to the ARHCIP.	None
13	Financial Analysis and Revenue Backstop	Council	Concern that the report did not include a financial analysis of the 4 temporary program options or how the	The proposed temporary programs will be funded by the Housing Accelerator Fund, which is funding received from the federal	None

			<p>programs would be funded in the event the Senior government funding does not fully offset lost DC revenue. This could expose current taxpayers or existing reserves to unquantified risk.</p>	<p>government. There is no other funding source under consideration. The temporary programs will not draw from the municipal property tax base or the DC reserves.</p> <p>Staff will bring forward a financial analysis in the recommendation report that clearly shows the total Housing Accelerator Funds available, how those funds are proposed to be allocated across the Temporary programs, and how program intake will be monitored and paused when the funding envelope is reached.</p>	
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Post-Statutory Public Meeting Feedback Summary Table

This appendix summarizes the feedback collected between April 15 – April 29, 2026, following the Statutory Public Meeting. The feedback informed the finalization of the recommended amendment to the Affordable Rental Housing Community Improvement Plan (ARHCIP) attached as Appendix A to Staff Report DGM-35-26.

Summary of feedback received after the Statutory Public Meeting (April 15 – April 29, 2026)

Between April 15, 2026, and April 29, 2026, the project team engaged with a range of interested parties:

- Presentation to Pipeline to Permit Committee on April 16, 2026
- Targeted outreach to developers with active developments in the Pipeline
- Multiple one on one meetings with interested parties and associated follow-up
- Meeting with the Burlington Accessibility Advisory Committee on April 27, 2026
- Presentation to the Housing Development Liaison Committee on April 27, 2026
- Email correspondence

The following table provides an overview of feedback received on the draft amendment to the Affordable Rental Housing Community Improvement Plan between April 15, 2026, and April 29, 2026, and includes staff responses and how the feedback did or did not inform the recommended amendment.

No.	Theme(s)	Commenter(s)	Issue Identified	Staff Response	Changes to Draft ARHCIP Amendment
1	Eligibility of retirement homes for temporary programs	Pipeline to Permit Committee	As retirement homes are a form of rental, are they being considered for the temporary proposed programs?	Staff acknowledged that retirement homes are a form of rental housing.	The recommended amendment clarifies that only eligible units that are subject to

				Existing statutory exemptions under the <i>Development Charges Act, 1997</i> apply to non-profit housing developments. Additionally, recent Provincial legislation has proposed extending Development Charge exemptions to non-profit retirement home developments specifically. Staff will monitor this legislation as it progresses.	residential development charges are eligible.
2	Accessibility as eligibility criteria	Burlington Accessibility Advisory Committee	Could accessible design criteria be incorporated into the proposed temporary programs?	The feedback from the development industry has noted that increasing criteria for programs risks undermining their financial viability. However, there are opportunities to incentivize accessible design through the temporary programs.	Introduction of an additional temporary program: Accessible Design Grant Program. The TIEG program was modified in two ways. First, universal design feature, barrier-free design and universal design were added as "eligible costs". Second, the TIEG

					established, similar to the affordable unit payout schedule, a revised payout schedule where accessibility eligibility requirements are met.
3	Separating accessibility from sustainability	Burlington Accessibility Advisory Committee	Whether accessibility could be decoupled from sustainability within the eligible costs so that available grant funding could be focused on accessible and barrier-free units.	Subsection 5.8 of the current ARHCIP includes a Sustainable and Accessible Design Grant Program, which remains and can be activated by Council should funding become available.	<p>Introduction of an additional temporary program: Accessible Design Grant Program.</p> <p>The TIEG program was modified in two ways. First, universal design feature, barrier-free design and universal design were added as “eligible costs”. Second, the TIEG established, similar to the affordable unit payout schedule, a revised payout schedule</p>

					where accessibility eligibility requirements are met.
4	Ongoing Monitoring	Burlington Accessibility Advisory Committee	Participants emphasized the importance of establishing a robust monitoring framework to track accessible housing starts and program uptake across categories, enabling future program refinements to be informed by data.	The ARHCIP outlines Monitoring requirements under Section 7, including development of affordable rental units, which tracks the number, type, and location of new affordable rental units constructed with annual reporting requirements to City Council. Staff plan to monitor data for all temporary programs.	None
5	Timeline for program eligibility	Housing and Development Liaison Committee (HDLC)	The timeline to submit a building permit prior to September 1 st , 2026, to be eligible for the temporary programs is not realistic for projects in early stages or that entail high-rise developments. Would prefer more flexibility on this timeline.	Staff discussed the newly contemplated the “Early Program Admission” criteria with HDLC. The Early Program Admission Criteria prioritizes applications that demonstrate the ability to deliver units quickly subject to all program eligibility requirements, criteria and funding availability. This was not part of the statutory draft amendment presented	Modifications were made to subsection 5.9 Temporary Programs under General Temporary Program Criteria to clarify the definition and application of the “Early Program Admission”.

				<p>April 14, 2026. It is intended to encourage getting units built as quickly as possible in alignment with the objectives set out in the Housing Accelerator Fund Action Plan. Applicants who submit a complete program application and make a building permit application by September 1st, 2026, will receive priority evaluation of a CIP application, subject to funding availability. Applications submitted after this date remain eligible but are subject to funding availability.</p>	
6	Affordability Outcomes and Market Limitations	Public	<p>Concern that market-based housing delivery may not properly address affordability needs, particularly for vulnerable groups with calls for greater investment in deeply affordable housing and non-market housing options.</p>	<p>While the City recognizes the importance of non-market housing options, the Region serves as the Designated Housing Provider responsible for delivering these housing types. The City will continue work in partnership with the Region in support of these objectives. The temporary programs have been designed to align with the City's Housing Strategy and Housing Accelerator Fund Action Plan.</p>	Out of scope

				This comment will be shared with internal parties and other levels of government, as appropriate.	
7	Tenant Protections and Housing Stability	Public	Concerns were raised regarding the lack of rent control on buildings constructed after 2018 and the impact this may have.	Rent control falls under Provincial jurisdiction and is outside the scope of this amendment. The City will continue to advocate on matters affecting housing stability where appropriate. This comment will be shared with senior levels of government, as appropriate.	Out of Scope
8	Program complexity and lack of flexibility	National Homes	<p>Concern that participation in the programs will be limited due to the existing complexity in proposed program structures and eligibility criteria.</p> <p>Concerns about the impact of program criteria on eligibility of projects that are already far along in the approvals and permitting process.</p>	<p>From a planning perspective, staff must balance development feasibility with the broader public interest as described in the City’s Housing Strategy and Housing Accelerator Fund Action Plan. Temporary program implementation approaches reflect diverse housing needs.</p> <p>Staff may consider applying a flexibility mechanism, in recognition of concerns.</p>	<ul style="list-style-type: none"> • Revisions to program criteria to streamline and simplify eligibility requirements in subsection 5.9 and Appendix B. • For the Development Reduction Grant – Ownership Program variances have been introduced

				Staff will review projects currently in the pipeline that may potentially qualify for programs.	<p>for the bedroom unit threshold criteria at the discretion of the Director of Community Planning.</p> <ul style="list-style-type: none"> • The Missing Middle Housing Grant has been removed from the proposed temporary programs and replaced with a simplified program (Missing Middle Municipal Fee Waiver Program).
9	Ongoing Monitoring and Funding Caps	National Homes	Questions were raised regarding the monitoring and funding structure of the proposed temporary programs.	The City's Community Improvement Plan includes a monitoring component, and as the temporary programs will be funded through the Housing Accelerator Fund, robust monitoring and reporting requirements are already in place.	None

				<p>The temporary programs will be closely tracked to assess uptake and utilization. Rather than capping the number of units, each program will have an individual funding cap. As funding is limited, caps will ensure resources remain available across the temporary programs.</p> <p>Staff will return to Council in early 2027 with early results and recommendations for 2027 funding, based on available HAF funds.</p>	
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SUBJECT: Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road

TO: Committee of the Whole

FROM: Development and Growth Management
Community Planning

Report Number: DGM-36-26

Wards Affected: 1

Date to Committee: May 12, 2026

Date to Council: May 26, 2026

Recommendation

Approve and enact a Zoning By-law Amendment in accordance with Appendix C of development and growth management report DGM-36-26; and

Deem that Zoning By-law 2020.518 conforms to the 2020 Official Plan of the City of Burlington, the 1997 Official Plan of the City of Burlington, and the 1995 Burlington Regional Official Plan, as applicable.

Executive Summary

Purpose of report:

- The purpose of this report is to provide Council with information concerning the City Initiated Zoning By-law Amendment at 1022, 1028, and 1030 Waterdown Road to align the zoning with Official Plan Amendment #2 and the vision for the Emery Commons Precinct, as outlined in the City's New Official Plan (2020).
- The report recommends approval of the proposed City Initiated Zoning By-law Amendment, attached to this report as Appendix C.

Key findings:

- The proposed City Initiated Zoning By-law Amendment is:
 - Consistent with the Provincial Planning Statement (2024);
 - The proposed amendment maintains the general intent of the Burlington Official Plan (2020, as amended) and the applicable policies in Burlington Official Plan (1997, as amended);

- Maintains the general intent of Zoning By-law 2020;
- Staff is of the opinion that the City Initiated Zoning By-law Amendment represents good planning as it adheres to the vision of the Emery Commons Precinct in the Council adopted and MMAH approved Official Plan Amendment #2 and would permit residential use on the subject properties.

RECOMMENDATION:		Approval	Ward:	1
Amendment Details	APPLICANT:	City Initiated		
	OWNERS:	City of Burlington		
	FILE NUMBERS:	520-03/26		
	TYPE OF Amendment:	Zoning By-law Amendment		
	PROPOSAL:	Rezone the property from Mixed Use Corridor Employment (MXE) to Mixed Use Corridor General (MXG) to allow for residential uses to align with the vision for the Emery Commons Precinct in the Council adopted and Ministry of Municipal Affairs and Housing (MMAH) approved Official Plan Amendment #2 (OPA2).		
Property Details	PROPERTY LOCATION:	Northwest of the intersection of Waterdown Road and Plains Road.		
	MUNICIPAL ADDRESS:	1022, 1028, and 1030 Waterdown Road		
	PROPERTY AREA:	0.27 ha		
	EXISTING USE:	Employment		
Documents	1997 OFFICIAL PLAN:	Mixed Use Corridor - Employment		
	2020 OFFICIAL PLAN:	Urban Corridor Employment; As discussed in the Detailed Planning Analysis (Appendix D to DGM-36-26), the current designation has not yet been withdrawn from the site, however, Official Plan Amendment 2 which is an amendment to the Burlington Official Plan, 2020, provides an updated framework for authorized land uses including residential uses as well as assisted and special needs housing. The Council adopted and MMAH approved OPA		

	<p>ZONING Existing:</p> <p>ZONING Proposed:</p>	<p>2 introduces a new designation 'Emery Commons Precinct'.</p> <p>'Mixed Use Corridor – Employment' (MXE and MXE-H)</p> <p>'Mixed Use Corridor General' (MXG-569) with site specific exceptions as amended</p>
Processing Details	TECHNICAL CIRCULATION:	March 4, 2026
	PUBLIC CIRCULATION:	March 9, 2026
	NOTICE OF PUBLIC OPEN HOUSE:	March 17, 2026
	PUBLIC OPEN HOUSE:	March 31, 2026
	STATUTORY PUBLIC MEETING:	May 12, 2026
	PUBLIC COMMENTS:	At the time of writing this report, 11 written public letters were received out of 106 notices.

Recommendation Report

Background

In 2024, City Council adopted Official Plan Amendment (OPA) No. 2 which implemented the findings of the Major Transit Station Area (MTSA) Area Specific Planning Project for the City's three MTSA's. OPA 2 identified these areas as Protected MTSA's in accordance with the *Planning Act*, and delineated the boundaries, sets the minimum density targets, and established authorized uses of the land. OPA 2 also establishes the vision and supporting policy framework for each MTSA to evolve as complete communities over time. OPA 2 includes enabling policies to allow the city to implement a Community Planning Permit System (CPPS) for the MTSA's. In October 2025, the Ministry of Municipal Affairs and Housing (MMAH) approved OPA 2 with modifications. The Minister's decision on policies and schedules of OPA 2 related to the elements of a Protected Major Transit Station Area including the number of residents and jobs per hectare planned to be accommodated within the MTSA, the authorized uses of the land and buildings/structures and the boundaries was final and not subject to appeal. The approval of the authorized uses of land within the MTSA set the stage to allow for the land use vision set out by OPA 2 to occur.

At the [March 3, 2026 Committee of the Whole meeting](#), reports [LLS-16-26](#) and [DGM-11-26](#) were presented. Legal and Legislative Services Report LLS-16-26 recommended that the City declare intent to enter into a long-term lease on 1022, 1028, and 1030 Waterdown Road to facilitate a mid-rise residential development in partnership with Indwell. Development and Growth Management Report DGM-11-26 recommended that the City endorse an Indwell project concept for 1022, 1028, and 1030 Waterdown Road, 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. The concept plan in DGM-11-26 has been considered in the Zoning By-law Amendment review; however, the intent of this amendment is to permit mixed use development and establish a transitional area between tall and mid-rise precincts which aligns with the vision for the Emery Commons Precinct in the Council adopted and MMAH approved OPA 2.

For the purposes of this development amendment staff rely on the most recent land use policies in effect in the 1997 and 2020 OPs.

Description of Subject Property and Surrounding Land Uses

The subject properties are known as 1022, 1028 and 1030 Waterdown Road and are generally located northwest of the intersection of Plains Road West and Waterdown Road. The subject lands are approximately 0.27 hectares in size and have a combined frontage of approximately 50 metres on Waterdown Road. 1022 Waterdown Road is currently occupied by a commercial

building, 1028 Waterdown Road is currently vacant and 1030 Waterdown Road contains an accessory building.

Surrounding uses are as follows:

- North: Residential building, fire station, industrial development and Highway 403 beyond.
- East: Residential and commercial uses with industrial and commercial development beyond.
- South: Automotive repair and sales with residential development beyond.
- West: Vacant land with industrial and commercial development beyond.

Aldershot GO Station is approximately 850 metres away travelling along Waterdown Road and Masonry Court.

The closest bus routes (1 and 4) are located along Plains Road West and Waterdown Road, which provide access to the Aldershot, Burlington and Appleby GO stations, the downtown and regional connections to the City of Hamilton.

Description of Amendment

This is a City Initiated Zoning By-law Amendment for the subject lands at 1022, 1028, and 1030 Waterdown Road. The intent is to align the zoning of the subject properties with the vision for the Emery Commons Precinct in the Council adopted and MMAH approved Official Plan Amendment 2 (OPA 2) as outlined in Official Plan Amendment 2 (OPA 2) by introducing mixed-use development permissions in a built form that will serve as a transitional area between tall and mid-rise precincts.

Discussion: Policy Analysis

The proposed City Initiated Zoning By-law Amendment is subject to the following policy framework: Planning Act; Provincial Planning Statement (2024); Halton Region Official Plan (1995, as amended); City of Burlington Official Plan (1997, as amended); and City of Burlington New Official Plan (2020, as amended). Planning staff are of the opinion that the City Initiated Zoning By-law Amendment is consistent with and conforms to the applicable policy framework and represents good planning, as discussed below and under Appendix D – Detailed Planning Analysis.

Aldershot GO Major Transit Station Area

The Provincial Planning Statement (the “PPS”) directs that growth and development be focused in ‘Settlement Areas’. Settlement Areas include built-up urban areas where development is concentrated, and which have a mix of land uses and lands which have been designated in an

Official Plan for development over the long term. Settlement Areas also include Strategic Growth Areas such as Major Transit Station Areas (MTSA), where growth should be mainly focused.

In accordance with Section 2.4.2. of the PPS, in order support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development Strategic Growth Areas should be planned to:

- a. accommodate significant population and employment growth;
- b. be focal areas for education, commercial, recreational, and cultural uses;
- c. accommodate and support the transit network and provide connection points for inter- and intra-regional transit; and
- d. support affordable, accessible, and equitable housing.

In accordance with Section 2.4.2 2. of the PPS, within MTSAs on higher order transit corridors, planning authorities shall plan for a minimum density target of 150 residents and jobs combined per hectare for those that are served by commuter or regional rail. The City's Integrated Mobility Plan (IMP) envisions Plains Road as a future Bus Rapid Transit Corridor with dedicated lanes.

The Halton Region Official Plan (ROP) considers the subject lands to be within as a Strategic Growth Area as they are found within a Protected Major Transit Station Area (PMTSA). Section 81 and 82.3, describes that some the objectives of the Major Transit Station Areas (MTSAs) and the Regional Intensification Corridors are to provide a range and mix of transit-supportive uses, such as higher-density mixed uses such as residential, retail, office and public uses, as well as public service facilities and parks and open spaces that support the area in a pedestrian-oriented urban environment.

At the June 18, 2024 Council meeting, Council adopted OPA 2 and approved in principle the Community Planning Permit System By-law for the City's MTSAs. The Major Transit Station Area (MTSA) Community Planning Permit System (CPPS) is identified in the City's Action Plan for the Housing Accelerator Fund to create more housing supply at an accelerated pace and to enhance certainty in the approvals process. OPA 2 proposes to replace policies and schedules from the Burlington Official Plan, 2020 to implement the findings of the MTSA Area Specific Planning Project for the Downtown Burlington UGC/Burlington GO MTSA, Aldershot GO MTSA, and the Appleby GO MTSA and establish these areas as Protected Major Transit Stations in accordance with the Planning Act. OPA 2 establishes a vision for the MTSAs to evolve into three distinct and complete communities that will accommodate a significant share of the City's population and employment.

Portions of Official Plan Amendment 2 has been appealed, and therefore is not fully in effect. City staff are working through the process at the Ontario Land Tribunal (OLT) to confirm which policies can be deemed in effect. The PMTSA elements in accordance with the Planning Act, including identified authorized uses, protected MTSA boundaries and minimum density

targets for the MTSAs are not subject to appeal. The subject lands are found within the 'Emery Commons' Precinct in accordance with the Council adopted and Ministry approved OP amendment which envisions mixed use development and serves as a transitional area between tall and mid-rise precincts.

The City Initiated Zoning By-law Amendment would seek to permit a 5-11 storey mixed-use built form with residential use above the first floor. This aligns with the approved vision for the Emery Commons Precinct as well as the vision for Waterdown Road which is identified as a Major Mixed-Use Street. The subject property is well connected to transit as it is located within the Aldershot GO Major Transit Station Area and connected to bus stops along Waterdown Road and Plains Road (bus routes 1 and 4). The City Initiated Zoning By-law Amendment has been reviewed along with the applicable in effect Official Plan policies and associated design guidelines as later discussed under Appendix D – Detailed Planning Analysis.

Built Form

In accordance with Section 2.4.1.3. of the PPS, planning authorities should identify the appropriate type and scale of development in strategic growth areas and the transition of built form to adjacent areas, as well as permit development and intensification within these areas to support the achievement of complete communities and a compact built form. Similarly, Section 81 of the ROP describes that some of the objectives of the MTSAs are to provide a range and mix of transit-supportive uses, to support the area in a pedestrian-oriented urban environment while considering contextually appropriate intensification opportunities to ensure the protection of neighbourhood character.

The City Initiated Zoning By-law Amendment proposes a mid-rise and mixed-use built form on the subject property to align with the vision of the Emery Commons Precinct. The current zoning of Mixed Use Corridor Employment prohibits residential use which does not align with the City's vision for the area as articulated through its Official Plan or the Emery Commons Precinct. City planning staff are recommending that the property be rezoned Mixed Use Corridor - General with site-specific amendments as later discussed in the Zoning By-law 2020 section of this report and under Appendix D – Detailed Planning Analysis. City planning staff is of the opinion that the proposed Zoning By-law Amendment in Appendix C aligns with the character of the Emery Commons Precinct in terms of scale, massing, height, siting, setbacks, coverage as outlined in Appendix D – Detailed Planning Analysis.

Housing

In accordance with Section 2.2, 1. of the Provincial Planning Statement (PPS, 2024), planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by, for instance, permitting and facilitating all types of residential intensification, including the development and redevelopment of underutilized lands for residential use, development and introduction of new

housing options within previously developed areas, and redevelopment as well as prioritizing intensification, in proximity to transit, including corridors and stations.

Section 75 of the ROP projects that for the City of Burlington, a population target of 240,050 people as well as a density target of 20,500 Housing Units by 2041 and a minimum density target of 150 residents and jobs combined per hectare of which 80% would constitute residents and 20% would constitute jobs. Furthermore, in accordance with Section 86, (6) of the ROP, the percent of new housing units produced annually in Halton in the form of townhouses or multi-storey buildings is to be at least 65 per cent to 2031 and at least 75 per cent each year thereafter.

In accordance with Section 84, the goal for housing is to supply the people of Halton with an adequate mix and variety of housing to satisfy differing physical, social and economic needs and some of the objectives include: to make more efficient use of existing developed lands, housing stock and available services to increase the supply of housing while maintaining the physical character of existing neighbourhoods.

The City Initiated Zoning By-law Amendment would allow for residential uses to be permitted on the subject property. The Zoning By-law Amendment in Appendix C would allow for mid-rise and mixed-use development to align with the Emery Commons Precinct. The permission of residential use on the subject property will also allow for the permissions of Assisted and Special Needs Housing as per Section 3.1.4 of the Official Plan (2020, as amended) which permits assisted and special needs housing in all residential neighbourhoods in the Urban Area of the city.

Section 3.1.1(2)(g) of the City of Burlington Official Plan (2020) and the City's Strategic Plan, direct the City to develop a city-wide housing strategy to, among other things, support the Region of Halton's Housing Strategy, describe the current range and mix of housing in the City, establish city-wide housing objectives, examine opportunities for partnerships to increase the supply of affordable housing, to develop minimum targets in support of achieving the Region of Halton's housing mix. The Burlington Housing Strategy and the Annual Housing Targets (Appendix B to the Housing Strategy) were approved by City Council on June 21, 2022. The City's Housing Strategy provides a roadmap for addressing local housing needs and increasing housing options that meet the needs of current and future residents at all stages of life and at all income levels. The Housing Strategy identifies 12 Actions to move toward the vision for housing in Burlington. It provides a set of action-oriented housing objectives (Themes) and an associated implementation plan.

One of the housing objectives (Theme 2) of the Housing Strategy is to Support a Broad Variety of Housing Types and Forms to increase housing options that meet the needs of all current and future residents at all stages of life. This theme describes there is an important need to diversify the existing housing stock to include additional semi-detached, townhouse, mid-rise, high rise,

and alternative housing forms as the City's current housing stock is primarily composed of single-detached dwellings. Furthermore, Action 4 of the Housing Strategy established minimum targets around housing that builds upon the policies of the City of Burlington Official Plan (2020) and uses the findings of the Housing Strategy Project. These targets are appended to the Housing Strategy and establish that out of all new dwellings in the City, 1- and two-bedroom dwellings should make up 55 per cent out of the 80 per cent of new Apartment Dwellings. City Planning staff is therefore of the opinion that the Zoning By-law Amendment in Appendix C aligns with the City's Housing Strategy.

Zoning By-law

The subject lands are currently zoned 'MXE' and 'H-MXE' (Mixed Use Corridor - Employment) as shown on Appendix A – Existing Zoning. The MXE zone prohibits residential uses as employment areas are anticipated for uses that are not compatible with sensitive uses. However, the Aldershot GO Major Transit Station Area is envisioned to be a primary growth area for residential and mixed-use development. The MXG (Mixed Use Corridor – General) zone permits residential, a range of retail and service commercial uses as well as office, community, automotive, entertainment and recreation. City Planning staff are of the opinion that this is the most appropriate zone to align with OPA2.

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

Technical Review

The amendments were circulated to internal staff and external agencies on March 4, 2026, for review. The following are summaries of the comments received:

Conservation Halton - Based on our Approximate Regulation Limit Mapping, the subject properties are not regulated by CH. Given the size and current imperviousness of the site, we defer stormwater management review to City staff.

City of Burlington - Finance - 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.

Halton District School Board - Please be advised that the Halton District School Board has no objection to the proposed subdivision application as submitted, subject to the conditions provided in the Appendices being completed *prior* to final approval.

Halton Catholic District School Board - In terms of school accommodation, if the residential development were to proceed today, elementary students generated from the development would be accommodated at Holy Rosary (B) CES located at 261 Plains Road East. Secondary school students would be directed to Assumption CSS located at 3230 Woodward Avenue.

Should you proceed with the Zoning By-law amendment, we require that the following conditions be placed in any subsequent agreements (e.g. Subdivision, Condominium, and Site Plan). The conditions are to be fulfilled prior to final approval:

1. The owner agrees to place the following notification in all offers of purchase and sale for all lots/units and in the City's subsequent agreements, to be registered on title:
 - a. Prospective purchasers are advised that Catholic school accommodation may not be available for students residing in this area, and that you are notified that students may be accommodated in temporary facilities and/or bused to existing facilities outside the area.
 - b. Prospective purchasers are advised that the HCDSB will designate pick up points for the children to meet the bus on roads presently in existence or other pick up areas convenient to the Board, and that you are notified that school busses will not enter cul-de-sacs and private roads.
2. In cases where offers of purchase and sale have already been executed, the owner is to send a letter to all purchasers which include the above statements.
3. That the owner agrees to the satisfaction of the HCDSB, to erect and maintain signs at all major entrances into the new development advising prospective purchasers that if a permanent school is not available alternative accommodation and/or busing will be provided. The owner will make these signs to the specifications of the HCDSB and erect them prior to final approval.

Imperial Infrastructure - Please be informed, there is no active Imperial infrastructure in the vicinity of this location, and there is no need for further engagement.

Metrolinx - Please be advised that the subject lands fall outside of the designated Metrolinx review zones. Metrolinx therefore has no comments and / or concerns.

Ministry of Transportation - 1022, 1028, 1030 Waterdown Road are out of MTO Permit Control, we have no comments.

Police - We have no concerns with this proposal as it doesn't interfere with our line-of-sight radio system.

Sun-Canadian Pipe Line - Sun-Canadian Pipe Line does not operate any facilities near the lands described in the proposed zoning By-Law Amendment at 1022, 1028 & 1030 Waterdown Road in Burlington. Sun-Canadian has no objection to this project or amendment.

City of Burlington - Transportation - no issues or concerns with the Traffic Impact and Parking Brief.

City of Burlington – Zoning - Amendments required to the Zoning By-law have been identified and included as part of the amending by-law under Appendix C – Zoning By-law Amendment to reflect the proposed development.

Aldershot BIA - We are supportive of this proposal and believe the project aligns well with the broader vision for the Emery Commons Precinct and the needs of the Aldershot community.

City of Burlington – Urban Forestry and Landscaping - Urban Forestry and Landscape staff are supportive of the proposed Zoning By-law Amendment, provided that the assessment of on-site and neighbouring trees along with securing any required written permissions to injure or remove neighbouring trees is completed. The subsequent design must be revised as needed to minimize impacts of the Minimum Tree Protection Zones (MTPZs) of all trees to be retained.

City of Burlington – Development Engineering - The detailed design review will occur during the subsequent Site Plan application or Subdivision application or Pre-Building Approval application review and additional supporting materials may be required.

Recommendation Details

- The proposed amendment is consistent with the Provincial Planning Statement (2024);
 - The proposed amendment conforms with the Regional Official Plan (1995, as amended);
 - The proposed amendment maintains the general intent of the Burlington Official Plan (2020, as amended) and the applicable policies in Burlington Official Plan (1997, as amended);
 - The proposed amendment maintains the general intent of Zoning By-law 2020.
-

Key Dates & Milestones

- Technical Circulation: March 4, 2026
 - Public Circulation: March 9, 2026
 - Notice of Public Open House: March 17, 2026
 - Public Open House: March 31, 2026
 - Statutory Public Meeting: May 12, 2026
-

Implications

Financial

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

Climate

In February 2020, City Council approved the City of Burlington Climate Action Plan to support the City's path towards a low-carbon future, focusing on mitigating greenhouse gases and reducing energy consumption. The Plan identifies seven implementation programs, including, programs to enhance energy performance for new and existing buildings; increase transit and

active transportation mode shares; encourage the adoption of electric mobility and equipment through personal and commercial vehicles and other currently gas-powered equipment; and support waste reduction and diversion.

The Sustainable Building and Development Guidelines (2018) which provide an overview of the required and encouraged sustainable design measures for new development across the City will be required to be addressed at Site Plan.

Engagement Matters

Notice signs were posted on the subject lands on March 31, 2026. A public notice of the Zoning By-law Amendment was mailed to 106 addresses, which includes all property owners within 120 metres of the subject lands.

A webpage was created on the City of Burlington website, accessible at www.burlington.ca/1022waterdown. This webpage provides information about the proposed amendment including dates of public meetings, links to supporting studies, and contact information for the Community Planning Department.

As of the writing of this report, 11 written public letters have been received by staff with respect to the subject amendment. Of the public comments received 3 are in objection and 8 are in support of the rezoning. The public comments received to date have been included under Appendix B – Public Comments. The letters received in opposition of the amendment include the following themes:

Comment Theme	Staff Response
Assisted and Special Needs Housing	As per Section 3.1.4 of the City’s Official Plan (2020, as amended) Assisted and Special Needs Housing is permitted in any designation where residential use is permitted. The City Initiated Zoning By-law is seeking to align with the Emery Commons Precinct to allow for residential use on a property currently zoned Mixed Use Corridor – Employment where residential use is listed as a prohibited use. Therefore, the City Initiated Zoning By-law Amendment is recommending the change to Mixed Use Corridor – General to permit residential use which would also allow for Assisted and Special Needs Housing.
Proximity to Schools	The subject property is located 550 metres to Aldershot School and 900 metres from Glenview Public School when travelling along City streets. The public comment refers to the

	<p>possibility of locating Assisted and Affordable housing on the subject property. The City Initiated Zoning By-law Amendment is looking to implement the Emery Commons Precinct vision to allow for mixed-use development on the site and serve as a transitional area between tall and mid-rise precincts in alignment with OPA 2. The property is currently zoned Mixed Use Corridor Employment which prohibits residential use. The City Initiated Zoning By-law Amendment would allow for residential use on the subject property. As a result, Assisted and Affordable Housing would also be permitted as Official Plan (2020, as amended) Section 3.1.4 permits assisted and special needs housing in all residential neighbourhoods in the Urban Area of the city.</p>
Scale and Density	<p>The City Initiated Zoning By-law Amendment is proposing a height of 5-11 storeys as this is defined as a mid-rise building in the Design Guidelines for Mid-rise and Mixed-use Buildings (2019). The Emery Commons Precinct is within the Major Transit Station Area and the policies in OPA2 the precinct to serve as a transitional area between tall and mid-rise precincts.</p>
Mix of Uses	<p>The City Initiated Zoning By-law Amendment would permit non-residential use at grade. This aligns with the Activated Streets policies of the Community Planning Permitting System (May 2024). Waterdown Road is a Major Mixed Use Street and requires retail, service commercial, institutional uses, day care centre, public service facility or office uses at -grade.</p>
Trees	<p>City of Burlington Urban Forestry and Landscaping staff have reviewed the proposal and are supportive of the City Initiated Zoning By-law Amendment provided that the assessment of the on-site and neighbouring trees along with securing any required written permissions to injure or remove neighbouring trees is completed as part of the future Site Plan Application.</p>

References

The supporting documents have been uploaded on the City's website for the proposed amendment which can be found on the following link www.burlington.ca/1022waterdown.

Conclusion

Planning staff is of the opinion that the proposed City Initiated Zoning By-law Amendment is consistent with the Provincial Planning Statement (2024); conforms with the Region of Halton Official Plan; and maintains the general intent of the policies of the Regional Official Plan (1995, as amended), the City of Burlington Official Plan (1997, as amended) and City of Burlington Official Plan (2020, as amended), and therefore recommends approval of the proposed amendment.

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:

Jaclyn Schneider
Planner, Community Planning Department
905-335-7600 Ext. 7326
jaclyn.schneider@burlington.ca

Appendices:

- A. Existing Zoning
- B. Public Comments
- C. Draft Zoning By-law Amendment
- D. Detailed Policy Analysis

Draft By-laws for Approval at Council:

- By-law to Council on May 19, 2026 (subject to subsequent appeal period prior to coming into force and effect).

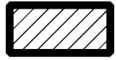
Report Approval:

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

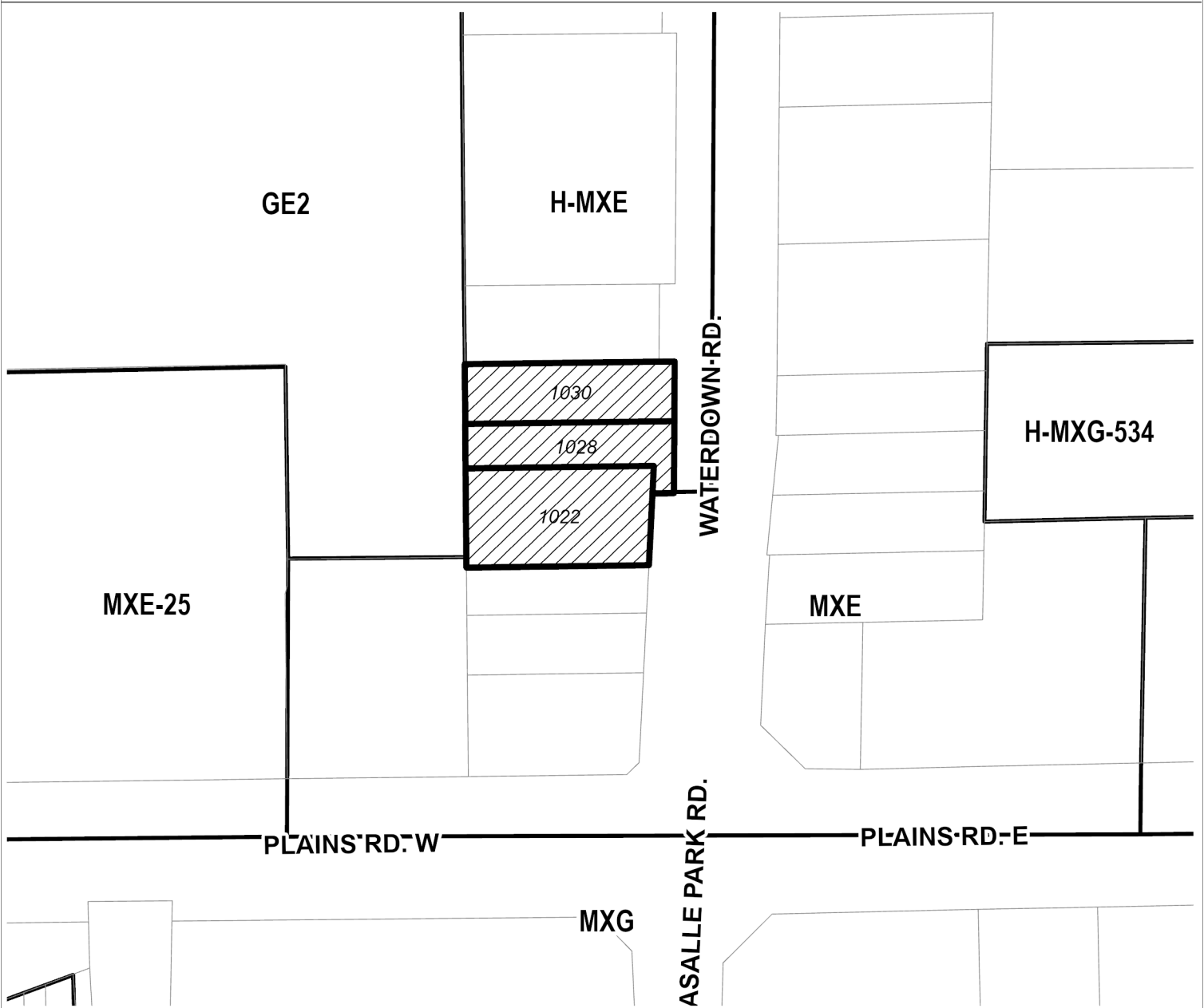
Sketch No. 3
EXISTING ZONING



This is a City Initiated Zoning By-law Amendment to rezone the properties at 1022, 1028, and 1030 Waterdown Road to adhere to the approved vision for the Emery Commons Precinct in Official Plan Amendment 2.



SUBJECT PROPERTY



GENERAL ZONING LEGEND

Low Density	Medium Density	High Density	Mixed Use	Commercial	Employment	Other
			MXE MXG		GE2	



EMSHIH DEVELOPMENTS INC.

March 24, 2026

E-mail

426 Brant Street
Burlington, ON
L7R 3Z6

RE: File 520-03-26; City Initiated Zoning By-Law Amendment for 1022, 1028 and 1030 Waterdown Road

Dear Ms. Schneider,

Emshih Developments Inc. (Emshih) owns the lands adjacent to the subject properties (1022, 1028 and 1030 Waterdown Road), which include 1036 Waterdown Road and 1021 Emery Avenue. We understand that the City is initiating a zoning by-law amendment for the subject properties to permit residential uses.

Please accept this letter as Emshih's written submission summarizing our concerns.

Over the past 10 years, Emshih has collaborated with the City of Burlington planning staff through various public consultations and workshops regarding the long-term vision and master planning for the Aldershot Major Transit Station Area (Aldershot MTSA). We have shared our vision for our lands in the greater context of the Aldershot MTSA (Master Plan Visioning Presentation by Kirkor Architects, attached).

According to reports DGM-11-26 and LLS-16-26, Council have endorsed a development proposal by Indwell for supportive housing, including land lease and acquisition of adjacent lands by the City of Burlington for the subject site. Esmhieh understands that in order to support the development proposal, a city-initiated zoning by-law amendment is required.

In the absence of a detailed development proposal and opportunity for detailed community feedback, Emshih does not support the city-initiated zoning by-law amendment for 1022, 1028 and 1030 Waterdown Road. The proposal has not been considered in the context of the comprehensive redevelopment of the Aldershot MTSA. The Emery Common Precinct, envisions the redevelopment of Waterdown Road as a mixed-use, vibrant and active main street. Based on the concept plan included in DGM-11-26, the 4- and 6-storey development proposes 74, 1-bedroom units, but does not contain any commercial uses that would contribute to a vibrant, walkable destination.

In addition, there are 3 large trees located at 1028 Waterdown Road. These large stature trees would need to be removed from the lands to accommodate the proposed development. Emshih recommends that the land and trees be preserved as a city parkette.

Overall, Emshih understands that the subject site may support residential and other non-residential uses in the future that are meant to align with Official Plan Amendment 2. However, the rezoning of the subject lands does not consider the overall redevelopment opportunities for the Aldershot MTSA and its neighbouring landowners.

Emshih recommends that planning staff defer a recommendation report to the Committee of the Whole and Burlington City Council until more public consultation is gathered and more information about the potential supportive housing development is available.

At this time, Emshih cannot support the proposed rezoning of the subject properties.

Best Regards,

Emshih Developments Inc.

Schneider, Jaclyn

From: Jennifer W >
Sent: Wednesday, March 25, 2026 1:16 PM
To: Schneider, Jaclyn
Cc: Jordan Walker
Subject: Aldershot Indwell Project

Follow Up Flag: Follow up
Flag Status: Flagged

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 Jaclyn Schneider,

I am writing to you as both an Aldershot resident and a Registered Nurse specializing in mental health within the Hamilton community. While I firmly support the expansion of affordable housing, my clinical experience with supportive housing models including those managed by Indwell compels me to recommend two critical modifications to the current proposal for 1022–1030 Waterdown Road.

To ensure the safety of residents and the integrity of the surrounding community, I urge the City to consider the following:

Relocation from School Proximity: From a clinical and public safety standpoint, placing high-density supportive housing where substance use challenges are a known factor in close proximity to a high school is ill-advised. Proximity to a student population creates unnecessary risks for increased exposure to substances. I strongly recommend identifying an **alternate site** removed from immediate school environments.

Reduction of Scale and Density: I have witnessed firsthand the challenges that arise when residents with substance use and mental health issues are housed together in large-concentrated facilities. The influence of residents on one another can at times amplify these challenges and disrupt the surrounding community. In light of this, I strongly urge that the proposed development be **scaled down to a more manageable size** to better accommodate the needs of both residents and mitigate potential disruptions to the community.

Thank you for considering these recommendations from a frontline healthcare perspective that is familiar with Indwell facilities in Hamilton.

Sincerely,

Jennifer W

Sent from my iPhone

Schneider, Jaclyn

From: [REDACTED]
Sent: Tuesday, April 28, 2026 11:56 AM
To: Schneider, Jaclyn
Subject: Re: Comments on Zoning By-law Amendment 520-03/26 – 1022, 1028 and 1033 Waterdown Road

Follow Up Flag: Follow up
Flag Status: Flagged

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 Jaclyn,

I am following up on my previous email regarding Zoning By-law Amendment file 520-03/26 for 1022, 1028 and 1033 Waterdown Road.

I wanted to share additional information that has informed my concerns about the suitability of this specific location for the proposed supportive housing development. In particular, I am concerned about reports involving serious safety issues, drug use and trafficking, assaults, robberies, and residents living in fear at certain supportive housing sites operated by Indwell.

The articles I would like to bring to your attention are:

<https://dawsonross.wordpress.com/2024/08/12/hamilton-mayor-ignores-brutal-statistics-of-supportive-housing-buildings-while-federal-and-provincial-officials-ignore-pleas-for-oversight/>

https://www.thespec.com/opinion/they-checked-for-bed-bugs-but-not-for-wellness-mother-raises-concerns-about-the-response/article_997376a9-a299-5b3e-9e6f-edccc4bdf2b1.html

https://www.thespec.com/opinion/more-than-a-week-decomposing-a-mother-wants-answers-about-her-son-s-death-at/article_733897b5-26cc-553c-a4ce-cd75c0a11a1e.html

I am also concerned by the following article, which states that Indwell's CEO, Graham Cubitt, said Indwell would not build another high-needs facility as large as Parkdale Landing again:

https://www.thespec.com/opinion/hamilton-s-parkdale-landing-was-to-provide-safer-supportive-housing-but-then-a-murder-happened/article_958777cf-f770-584d-a2ae-94d2303f6608.html

The quote attributed to Graham Cubitt is: "Indwell will not build another high-needs facility as large as Parkdale Landing again."

My understanding is that Parkdale Landing has 40 units, while the proposed Burlington site would be even larger. That raises serious questions about the operating model, staffing, supervision, safety planning, and overall site suitability.

I also understand that, between 2018 and 2022, Parkdale Landing had significant police involvement, including a reported 1,261 police calls, 103 criminal charges, and seven deaths. Given the proximity of the proposed Burlington site to schools, retirement homes, long-term care, and surrounding residential streets, I believe these concerns deserve careful and transparent review before any approval is granted.

Could you please let me know whether there is a formal channel, meeting, consultation process, or written-submission process through which our community can voice concerns before this proposal is approved?

I would appreciate it if this follow-up could also be included in the public record for the application, while continuing to withhold my name, address, email address, and other identifying personal information from publication.

Thank you,

██████████

On Sun, Apr 26, 2026 at 8:21 PM ██████████ wrote:

Dear Ms. Schneider,

I am writing as a nearby Burlington resident regarding Zoning By-law Amendment file 520-03/26 for 1022, 1028 and 1033 Waterdown Road.

I understand that this is a City-initiated zoning by-law amendment related to the proposed supportive housing development at this location. I recognize the importance of affordable and supportive housing in Burlington, and I support the broader goal of helping people access stable housing and services.

My concern is with the suitability of this specific location. Within approximately **1 kilometre** of the proposed site, there are three schools — Aldershot School, Glenview Public School, and Holy Rosary Catholic School — as well as one nursing home and two retirement homes ~300m away. **These are vulnerable populations, including children and seniors, who are already living, learning, and receiving care in this neighbourhood.**

I believe the City has a responsibility to consider first the safety, comfort, and wellbeing of these existing residents and community members when assessing whether this is the most appropriate location for the proposed use.

Before any zoning approval is granted, I respectfully ask that the City provide a clear and transparent explanation of the site-suitability review that has been completed. In particular, I would like to understand what analysis has been done regarding:

- neighbourhood impacts;
- traffic and pedestrian safety;
- proximity to schools, retirement homes, and long-term care;

- on-site staffing, supervision, and supports;
- emergency response planning;
- tenant-selection criteria and operating model; and
- ongoing accountability to nearby residents and institutions.

Most importantly, I ask that Council reconsider whether this is the most appropriate location for the proposed use, and that alternative sites be considered. If the City proceeds with this location, I ask that approval be conditional on a detailed operating and safety plan, ongoing community consultation, clear accountability measures, and a formal post-opening review process.

Please include the substance of my comments in the public record for this application, but please do not publish my name, address, email address, or other identifying personal information. Please also share these comments with the appropriate staff and members of Council.

Sincerely,

██████████

***Privacy request:** I respectfully request that my name, home address, email address, and any other identifying personal information be withheld or redacted from any public agenda, staff report, appendix, delegation list, minutes, website posting, or other public record. I understand my comments may be circulated to staff and Council, but I am requesting that they be recorded publicly as comments from a nearby Burlington resident.*

April 29, 2026

Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd

Dear Madam Mayor and Councillors,

I am writing in support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and facilitate an Indwell affordable housing project.

I write to you as a resident of Burlington living in Ward 2 Central. We see the homeless all round Burlington. As a person who works in real estate, I see first hand how the cost of housing is unaffordable for our most vulnerable populations. I want to live in a community who takes care of our most vulnerable!

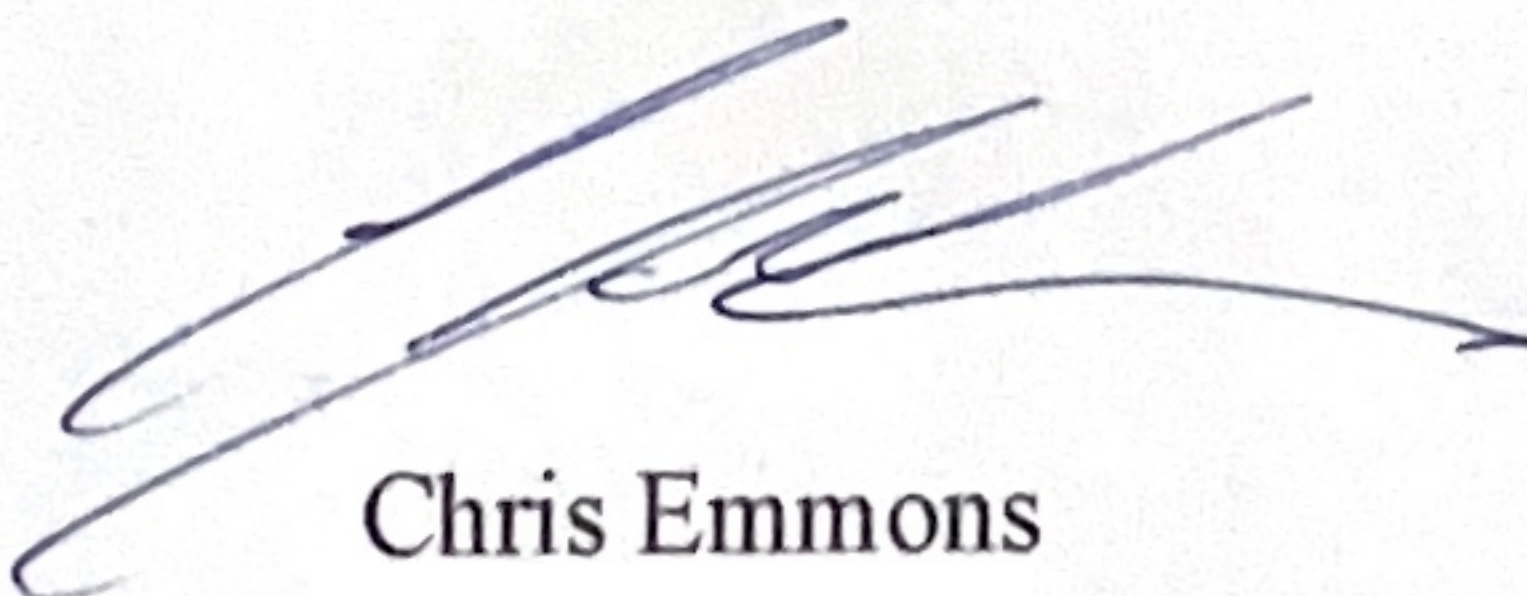
I believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

I commend city staff and council for your leadership in leasing these lands and leading the rezoning process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting my support as you consider this matter.

Sincerely,



Chris Emmons

April 29, 2026

Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd

Dear Madam Mayor and Councillors,

I am writing in support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and facilitate an Indwell affordable housing project.

I write to you as a resident of Burlington living in Ward 2 Central. We see the homeless all round Burlington. We need places for them to go. The ones we see are just a fraction of those who face housing insecurity because of lack of affordable housing. I want to live in a community who takes care of our most vulnerable!

I believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

I commend city staff and council for your leadership in leasing these lands and leading the rezoning process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting my support as you consider this matter.

Sincerely,



Erin Emmons



April 29, 2026

Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd

Dear Madam Mayor and Councillors,

I am writing in support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and facilitate an Indwell affordable housing project.

CDH's current research underscores the urgency of expanding affordable housing supply in Halton and Burlington. Homelessness in Halton has increased by 185% since 2018, with shelters operating at 140% capacity, and at least 343 individuals experiencing homelessness on any given night, a number that represents only a snapshot of need. At the same time, more than 8,000 households are waiting for rent-gear-to-income housing, a waitlist that has grown by 72% since 2021, reflecting a severe shortage of deeply affordable options. Rental affordability has deteriorated rapidly: the average one-bedroom rent in Halton now exceeds \$1,900 per month, requiring an annual income of approximately \$80,000 to be considered affordable, far beyond the reach of many workers. In Burlington specifically, rental wage requirements climbed sharply between 2023 and 2024, with some neighbourhoods seeing increases of over 15%, while vacancy rates remain extremely low at 1–2%, intensifying competition and upward pressure on rents.

These trends align with the City of Burlington's Housing Strategy, which identifies declining affordability, limited rental supply, and insufficient housing diversity as critical challenges and calls for purpose-built affordable housing as a cornerstone of an inclusive community where "everyone is welcome"

We believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

We commend city staff and council for your leadership in leasing these lands and leading the rezoning

process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting Community Development Halton's support as you consider this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rishia Burke". The signature is stylized with a large initial "R" and "B".

Rishia Burke
Executive Director
Community Development Halton

April 29, 2026

Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd

Dear Madam Mayor and Councillors,

I am writing in support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and facilitate an Indwell affordable housing project.

I am writing to you as a resident of Burlington, living on Brant Street. I have seen firsthand how rising housing costs in Burlington are making it increasingly difficult for individuals and families to find safe and stable places to live, with many being priced out of the community, and Burlington is experiencing a growing gap between housing costs and incomes, underscoring the urgent and critical need for more affordable and supportive housing options to ensure everyone can live with dignity and security

I believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

I commend city staff and council for your leadership in leasing these lands and leading the rezoning process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting my support as you consider this matter.

Sincerely,

Suzan Manaa

Schneider, Jaclyn

From: Shariq Suri
Sent: Wednesday, April 29, 2026 7:47 PM
To:
Cc:
Subject: Letter in support of 1022 Waterdown Rd Rezoning – For May 12 Committee

Follow Up Flag: Follow up
Flag Status: Flagged

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Dear Madam Mayor and Councillors,

I am writing in strong support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and enable an Indwell affordable housing development. Through my work with The Suri Foundation, I see firsthand how housing instability is often the tipping point that pushes families into financial and social hardship. Supporting thoughtful, well-planned affordable housing is not just about providing shelter — it is about restoring dignity, strengthening communities, and creating pathways for individuals and families to stabilize and move forward. This proposed development represents a practical and compassionate step toward building a more inclusive and resilient Burlington.

I believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

I commend city staff and council for your leadership in leasing these lands and leading the rezoning process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting my support as you consider this matter.

Sincerely,

Shariq Suri

April 29, 2026

Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Road

Dear Madam Mayor and Councillors,

I am writing in support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and facilitate an Indwell affordable housing project.

As CEO of the Burlington Community Foundation, I recently delegated to Committee of the Whole expressing our organization's strong support for the new Indwell supportive housing project at this location.

We know affordable and supportive housing is desperately needed in Burlington. In BCF's 2025 Vital Signs research report, residents felt top issues in the city were cost of living and housing affordability. Around 4 in 10 provided negative ratings for the availability of supportive housing in the city, and just less than half were negative regarding the availability of subsidized housing and affordable rental opportunities. Surveys were conducted nearly a year ago and pressing housing needs remain.

We believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

We commend city staff and council for your leadership in leasing these lands and leading the rezoning process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting BCF's support as you consider this matter.

Sincerely,



Megan Tregunno, CFRE
Chief Executive Officer

Schneider, Jaclyn

From: Andrea Arsenault
Sent: Wednesday, April 29, 2026 3:25 PM
To:
Cc:
Subject: Letter in support of 1022 Waterdown Rd Rezoning – For May 12 Committee

Follow Up Flag: Follow up
Flag Status: Flagged

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Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd

Dear Madam Mayor and Councillors,

I am writing in support of the City of Burlington's application for a zoning by-law amendment at 1022 Waterdown Road to permit multi-residential use and facilitate an Indwell affordable housing project.

I write to you as a resident of Halton Hills, a neighbouring community that is directly affected by the region-wide housing crisis. Rising housing costs and limited affordable options are pushing residents to seek housing across municipal boundaries, and supporting affordable housing initiatives across Halton is essential to ensuring people who work, study, and receive support services in the region can continue to live nearby and remain connected to the broader Halton community.

I believe the requested rezoning to a Mixed-Use Corridor – Transit Station Area (MXT) is both appropriate and consistent with the principles outlined in the Aldershot GO Major Transit Station Area precinct plan. This area has been identified for significant growth to support an expanding population through the development of a walkable, mixed-use community that integrates residential, commercial, and recreational uses.

Given its strong access to public transit, green space, and local amenities, the site is well suited for a multi-residential affordable housing development. Indwell's data from past projects demonstrates its tenants have very low rates of car ownership, making the reduced parking ratios permitted within MTSA lands both practical and aligned with the needs of future residents.

I commend city staff and council for your leadership in leasing these lands and leading the rezoning process to facilitate Indwell's development. Indwell is a reputable charity that provides high-quality, supportive, affordable housing in many municipalities across Southern Ontario. Indwell excels in this work and will contribute positively to the Burlington community.

Thank you for noting my support as you consider this matter.

Sincerely,

Andrea Arsenault

Schneider, Jaclyn

From: Gilberte' Diane Fyfe
Sent: Wednesday, April 29, 2026 1:15 PM
To:
Cc:
Subject: Letter of support for 1022 Water down Rd rezoning

Follow Up Flag: Follow up
Flag Status: Flagged

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Hello to all .I am in favour of the amendant of this new zoning.

Transit is a vital need for all public access to get and from this housing complex, for daily errands, doctors appointments, employment and to socialized in public spaces in our community.

Thank you for your continued support in all aspects of this process.

City of Burlington Planning staff will be bringing forward a zoning by-law amendment application to convert the use from “Mixed Use Corridor - Employment (MXE)” to “Mixed-Use Corridor - Transit Station Area (MXT).” This will permit the multi-residential use and facilitate the Indwell project. This is a critical point in Indwell’s development process; without zoning approval, the project will not be able to proceed.

Diane Fyfe

Has a adult child on the neurodivertent spectrum.

BY-LAW NUMBER 2020.518, SCHEDULE 'A' AND EXPLANATORY NOTE

THE CORPORATION OF THE CITY OF BURLINGTON

BY-LAW NUMBER 2020.518

A By-law to amend By-law 2020, as amended for 1022, 1028, and 1030 Waterdown Road to facilitate residential use as permitted by the Emery Commons Precinct.

File No.: 520-03/26

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

WHEREAS the Council of the Corporation of the City of Burlington approved Recommendation DGM-36-26 on May 19, 2026, to amend the City's existing Zoning By-law 2020, as amended, to facilitate residential use as permitted by the Emery Commons Precinct.

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

1. Zoning Map Number 3E of PART 15 to By-law 2020, as amended, is hereby amended as shown on Schedule "A" attached to this By-law.
2. The lands designated as "A" on Schedule "A" attached hereto are hereby rezoned from Mixed Use Corridor – Employment (MXE) to Mixed Use Corridor – General (MXG-569).
3. The lands designated as "B" on Schedule "A" attached hereto are hereby rezoned from Mixed Use Corridor – Employment (H-MXE) to Mixed Use Corridor – General (MXG-569).
4. PART 14 of By-law 2020, as amended, Exceptions to Zone Designations, is amended by adding Exception 569 as follows:

Exception 569	Zone MXG	Map 3E	Amendment 2020.518	Enacted May 19/26
--------------------------	---------------------	-------------------	-------------------------------	------------------------------

1) Additional Prohibited Uses:	
a) Residential dwelling units at-grade	
2) Additional Permitted Uses:	
a) Farmers' Market	
3) Regulations for a Mixed-Use Apartment Building:	
a) Building Height:	5-storeys minimum, 11-storeys maximum
b) Floor Area Ratio:	No minimum
c) Yards:	
i) Front:	2 m
ii) South Side:	3 m
iii) North Side:	3 m
iv) Rear Yard:	3 m
d) Parking:	
i) Occupant and Visitor Residential:	No minimum
ii) Non-Residential:	No minimum
iii) Residential Bicycle parking:	0.1 spaces per dwelling unit
iv) Non-Residential Bicycle parking:	2 spaces
e) Amenity Area:	8 sqm per residential unit
f) Landscape Area Abutting a Street:	2 m
Except as amended herein, all other provisions of this By-law, as amended, shall apply.	

- 5 a) When no notice of appeal is filed pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, this By-law shall be deemed to have come into force on the day it was passed.

- 5 b) If one or more appeals are filed pursuant to the provisions of the *Planning Act*, as amended, this By-law does not come into force until all appeals have been finally disposed of, and except for such parts as are repealed or amended in accordance with an order of the Ontario Land Tribunal this By-law shall be deemed to have come into force on the day it was passed.

ENACTED AND PASSED thisday of 2026.

_____MAYOR

_____CITY CLERK

EXPLANATION OF PURPOSE AND EFFECT OF BY-LAW 2020.XXX


By-law 2020.518 rezones lands on 1022, 1028, and 1030 Waterdown Road, to facilitate residential use as permitted by the Emery Commons Precinct.


For further information regarding By-law 2020.518, please contact Jaclyn Schneider, Planner, of the Burlington Community Planning Department at (905) 335-7600, extension 7326.

Zoning By-law Format.doc
Jan 2020

SCHEDULE "A"



 **Area 'A'**
 Mixed Use Corridor –
 Employment (MXE) to Mixed Use
 Corridor – General
 (MXG-569)

 **Area 'B'**
 Mixed Use Corridor –
 Employment (H-
 MXE) to Mixed Use
 Corridor – General
 (MXG-569)

Area 'B'

Area 'A'

SCHEDULE 'A' TO BY-LAW 2020.518 AMENDING MAP NO. 3E PART 15, BY-LAW 2020 AS AMENDED.
 PASSED THE 26th DAY OF MAY, 2026

 MAYOR

 CITY CLERK

Community Planning Department

Detailed Planning Analysis

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Preamble

The City of Burlington completed area specific planning for the City's three Major Transit Station Areas (MTSAs) to guide the transformation of these Strategic Growth Areas into transit-oriented, mixed-use, and complete communities which will support future growth being directed to the City. As a result of the City's MTSA Area Specific Planning Project, Official Plan Amendment (OPA) 2, which is an amendment to the Burlington Official Plan (BOP), 2020 was adopted by Council and approved by Ministry of Municipal Affairs and Housing (MMAH) on October 10, 2025. OPA 2 implements Regional Official Plan Amendment 48, which was an amendment to the Regional Official Plan in 2021, that identified authorized uses, protected MTSA boundaries and minimum density targets for the MTSAs which are elements that are now in effect as they are now in effect as Protected MTSAs in accordance with the Planning Act and cannot be appealed.

OPA 2 establishes a vision for the MTSAs to evolve into three distinct and complete communities that will accommodate a significant share of the City's population and employment. OPA 2 also includes a vision for the Aldershot GO MTSA and divides the area into precincts, each with its own vision. OPA 2 has been appealed, and City staff are currently working through the process at the Ontario Land Tribunal (OLT). Until appeals are resolved, the vision for each precinct is informative and will be further implemented through the CPP By-law. Despite the appeals to OPA 2, the PMTSA elements in accordance with the Planning Act, including identified authorized uses, protected MTSA boundaries and minimum density targets for the MTSAs which are elements that are now in effect.

Unique to OPA 2, Council approved a policy framework that did not establish maximum heights in policy, relying instead on precinct visions and the companion Community Planning Permit System Bylaw which implements the policy framework in a flexible manner. This means significantly fewer Official Plan amendments, the most intensive and time-consuming applications at the local level. This is a critical part of the City's approach to streamlining development applications.

For the purposes of this development amendment staff rely on the most recent land use policies in effect in the 1997 and 2020 OPs.

With respect to the amendments for 1022, 1028, and 1030 Waterdown Road, the proposed amendment introduces assisted and special needs housing on the site. BOP,2020 policy that is in force and effect:

3.1.4(2) a) Assisted and special needs housing shall be permitted throughout the city, but are encouraged to locate within the Urban Area, where residential uses are permitted and where public transit, retail and public service facilities are readily accessible.

Given that the proposed Zoning By-law Amendment (Appendix C to Report DGM-36-26), proposes to permit residential uses to allow for assisted and special needs housing, which

are uses permitted throughout the City, an Official Plan amendment is not required as part of the Zoning By-law Amendment.

1.0 The Provincial Planning Statement (PPS)

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

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

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

In accordance with Section 2.2.1, planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- b) permitting and facilitating
 - 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 - 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and

- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

At the March 3, 2026 Committee of the Whole meeting, reports LLS-16-26 and DGM-11-26 were presented. Legal and Legislative Services Report LLS-16-26 recommended that the City declare intent to enter into a long-term lease on 1022, 1028, and 1030 Waterdown Road to Indwell as per development and growth management Report DGM-11-26 to develop an affordable housing project. Development and Growth Management Report DGM-11-26 recommended that the City endorse the Indwell project concept for 1022, 1028, and 1030 Waterdown Road, 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. The concept plan in DGM-11-26 has been considered in the review of this amendment; however, the intent is to permit a mixed use and serve as a transitional area between tall and mid-rise precincts that aligns with the Official Plan vision for the area, specifically the Emery Commons Precinct. As per in effect policy Section 3.1.4 of the Official Plan (2020, as amended) assisted and special needs housing is permitted in all residential neighbourhoods in the Urban Area of the city. The proposal is in an area identified to permit residential uses and therefore assisted and special needs housing is permitted.

The PPS directs that growth and development be focused in 'Settlement Areas'. Settlement Areas include built-up urban areas where development is concentrated, and which have a mix of land uses and lands which have been designated in an Official Plan for development over the long term. Settlement Areas also include Strategic Growth Areas such as Major Transit Station Areas (MTSA), where growth should be mainly focused. The subject lands are found within the 'Aldershot GO MTSA' in accordance with the City's Regional and Local Official Plans.

In accordance with Section 2.3.1.1 and 2.3.1.2., Settlement Areas shall be the focus of growth as well as development and should be based on densities and a mix of land uses which:

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

Similarly, in accordance with Section 2.4.1.2., in order support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development, Strategic Growth Areas should be planned to:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;

- c) to accommodate and support the transit network and provide connection points for inter- and intra-regional transit; and
- d) to support affordable, accessible, and equitable housing.

The intent of the City Initiated Zoning By-law Amendment for the subject lands at 1022, 1028, and 1030 Waterdown Road is to align the properties with the vision for the Emery Commons Precinct in the Council adopted and MMAH approved Official Plan Amendment #2 (OPA 2). The intent of the proposed Zoning By-law Amendment is to implement the land use vision as set out by OPA 2 by introducing mixed-use development permissions in a mid-rise built form. This would allow for additional housing units to be located within the Aldershot GO MTSA and near bus stops along Waterdown Road and Plains Road.

In accordance with Section 2.4.1 3 of the PPS 2024., planning authorities should identify the appropriate type and scale of development in strategic growth areas and the transition of built form to adjacent areas as well as permit development and intensification within these areas to support the achievement of complete communities and a compact built form. As per the vision for the Emery Commons Precinct in the Council adopted and MMAH approved OPA2, this Precinct will:

- accommodate a concentration of residential, retail, employment and service commercial uses in buildings with varying heights that contribute towards the creation of lively, vibrant and people-oriented places;
- function as a transitional area between the tower-concentrated Aldershot GO Central Precinct and the Mid-Rise Residential and Aldershot Main Street precincts;
- become a new community hub for Aldershot Corners, with a concentration of community services, amenities and facilities; and,
- contain opportunities to consider strategic locations and investments for future City public service facilities.

The Emery Commons Precinct is envisioned to permit mixed-use and serve as a transitional area between tall and mid-rise precincts, which the proposed Zoning By-law Amendment in Appendix D reflects which represents the vision in the Council adopted and MMAH approved Official Plan Amendment 2 (OPA 2).

In accordance with Section 2.4.2.3 of the PPS 2024., planning authorities are encouraged to promote development and intensification within MTSA's, where appropriate, by planning for land uses and built form that supports the achievement of minimum density targets; and supporting the redevelopment of surface parking lots within major transit station areas, including commuter parking lots, to be transit-supportive and promote complete communities. Similarly, through Section 2.4.2 6 of the PPS 2024., sets out that all MTSA's should be planned and designed to be transit-supportive and to achieve multimodal access to stations and connections to nearby major trip generators by providing, where feasible: connections to local and regional transit services to support transit service integration; infrastructure that accommodates a range of mobility needs and supports active transportation, including sidewalks, bicycle lanes, and secure bicycle

parking; and commuter pick-up/drop-off areas. The Zoning By-law Amendment in Appendix D promotes a multi-modal transportation split by connecting the site with bicycle paths, walking infrastructure, and regional and local transit. A Traffic Impact and Parking Brief was prepared by Stantec dated April 8, 2026 that is supported by Transportation Planning Staff.

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

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

The Emery Commons Precinct permits mixed-use and is intended to serve as a transitional area between tall and mid-rise precincts. Additionally, a subsequent Site Plan application would be required for any proposed development on the subject property which should be reviewed against the City's Sustainable Building Design Guidelines to show how these guidelines will be implemented.

In accordance with Section 3.5.1 Land Use Compatibility, major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures. A Compatibility Mitigation Study, Air Quality, Noise and Vibration report was completed by SLR Consulting (Canada) Ltd. dated March 30, 2026. Through this report it is stated that the project site is anticipated to be compatible with the surrounding land uses provided that the mitigation measures identified in Appendix A of the Compatibility Mitigation Study, Air Quality, Noise and Vibration Report completed by SLR Consulting (Canada) Ltd. dated March 30, 2026, be followed.

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

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

The Zoning By-law 2020 requires 15 m² of amenity space per efficiency dwelling unit, 20 m² per one-bedroom dwelling unit, and 35 m² per two or more bedroom dwelling unit. The City's approved-in-principle Community Planning Permitting By-law (May 2024) includes a requirement of 4 m² of private residential amenity area and 4 m² of common residential amenity area per dwelling unit. City Planning Staff are recommending that the Zoning By-law Amendment align with the Community Planning Permitting System (May 2024) and require the combined total of 8 m² of amenity area per unit.

The approved-in-principle Community Planning Permitting By-law (May 2024) has a minimum requirement for 20% of the lot area to be Landscape Open Space Area. The combined area of the subject properties at 1022, 1028, and 1030 Waterdown Road is 0.27 ha. This would result in approximately 0.054 ha (540 m²) of the subject property being an area of land within a lot that contributes toward stormwater management, tree canopy cover, and biodiversity by being used for the growth and maintenance of grass, flowers, trees, shrubbery, natural vegetation and native species and other landscaping. The in-effect Zoning By-law 2020 requires a landscape area abutting the street for the subject property. City Planning staff are recommending that the applicant vegetate the 2 metre setback from the front lot line (with the exception of walkways and driveways). City Planning staff are satisfied with the 2 m landscape area abutting a street.

As per the analysis provided, City Planning staff is of the opinion the City Initiated Zoning By-law Amendment is consistent with the PPS.

2.0 Halton Region Official Plan (ROP)

Following the Province's removal of planning responsibilities from the Region of Halton, which took effect on July 1, 2024, the Regional Official Plan became an official plan of each of the lower-tier municipalities in Halton. The policies of the ROP, 1995 are in-force and effect and the adoption of the ROP, 1995 and associated policies and designations cannot be appealed.

The Halton Region Official Plan (the "ROP") provides for "broad policy directions on strategic matters such as management of land and natural resources, growth strategies, housing, economic development, water and wastewater services, solid waste

management, transportation, and health and social services”. The Planning Act requires that Burlington’s Official Plan and Zoning By-law be amended to conform with the ROP.

In accordance with Map 1H – Regional Urban Structure of the ROP, as amended, the subject lands are designated ‘Urban Area’, are considered a Strategic Growth Area as they are found within a Major Transit Station Area (MTSA). In accordance with Section 72, the Urban Area policies of the ROP identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability, and economic prosperity.

In accordance with Section 74, the Urban Area consists of areas so designated within the Regional Urban Boundary as delineated on Map 1, where urban services are or will be made available to accommodate existing and future urban development and amenities. The vision for the Emery Commons Precinct in the Council adopted and MMAH approved OPA 2 envisions that this area accommodates mixed-use development and serves as a transitional area between tall and mid-rise precincts.

Furthermore, Section 75 describes that the Urban Area is planned to accommodate the distribution of population and employment for the Region and the Municipalities as shown in Table 1, the intensification and density targets as shown in Table 2 of the ROP. For the City of Burlington, these indicate a population target of 265,160 people by 2051. The subject lands are within a Built up Area as they are located within the Built Boundary and are found within the Aldershot GO MTSA Strategic Growth Area.

In accordance with Section 79.3 it is policy of the Region to direct development with higher densities and mixed uses to Strategic Growth Areas. Furthermore, Section 81 describes that some of the objectives of the Major Transit Station Areas, are to provide a range and mix of transit-supportive uses, such as residential, retail, office and public uses, as well as public service facilities and parks and open spaces that support the area in a pedestrian-oriented urban environment while considering contextually appropriate intensification opportunities to ensure the protection of neighbourhood character.

In accordance with Section 84, the goal for housing is to supply the people of Halton with an adequate mix and variety of housing to satisfy differing physical, social and economic needs. Section 85 further describes that some of the objectives of housing in the Region of Halton include: to make more efficient use of existing developed lands, housing stock and available services to increase the supply of housing while maintaining the physical character of existing neighbourhoods and encourage the Local Municipalities and the building and development industry to develop innovative housing designs that stress flexibility in use, mix of compatible land uses, good environmental practices, universal physical access, public safety and security needs, cost-efficiency, affordability and energy and natural resource conservation while maintaining sound engineering and planning principles. The City Initiated Zoning By-law Amendment would add housing stock by permitting residential use on the subject property while meeting the vision of OPA2.

In accordance with Section 86, it is the policy of the Region to permit intensification of land use for residential purposes such as infill, redevelopment, and conversion of existing structures provided that the physical character of existing neighbourhoods can be maintained as well as to promote residential intensification through the development or redevelopment of greyfield sites which would include vacant lands. Aligning the zoning of the properties at 1022, 1028, and 1030 Waterdown Road would allow for infill development and additional residential units in the Aldershot GO Major Transit Station Area. The property is currently zoned Mixed Use Corridor – Employment which prohibits residential use and does not align with the approved vision for the Emery Commons Precinct. The City Initiated Zoning By-law Amendment would allow for the vision of OPA 2 and specifically the Emery Commons Precinct to be implemented.

In accordance with Section 89(3), all new development within the Urban Area is to be connected to the Region of Halton's municipal water and wastewater system. A Functional Servicing Report has not been completed for the City Initiated Zoning By-law Amendment as no development is being considered through this process. When a development is proposed for a mid-rise building, the application will be required to go through Site Plan Application which would require a Functional Servicing Report be completed to the satisfaction of Development Engineering.

Section 143(12) of the ROP requires the proponent of sensitive land uses in proximity to industrial, transportation and utility sources of noise, vibration, odour and air pollutants to complete appropriate studies and undertake necessary mitigating actions in accordance with the Region's Land Use Compatibility Guidelines, Air Quality Impact Assessment Guidelines, and any applicable Ministry of the Environment guidelines. A Compatibility Mitigation Study, Air Quality, Noise and Vibration report was completed by SLR Consulting (Canada) Ltd. dated March 30, 2026. Through this report it is stated that the project site is anticipated to be compatible with the surrounding land uses provided that the mitigation measures identified in Appendix A of the Compatibility Mitigation Study, Air Quality, Noise and Vibration report was completed by SLR Consulting (Canada) Ltd. dated March 30, 2026, be followed. These include, but are not limited to, central air conditioning, upgraded glazing, strategic location of fresh air intakes facing away from Waterdown Road, Plains Road, and King Paving, provisions for future installation of carbon and MERV rated filters, and positive pressurization of the building.

Section 147(17) of the ROP requires the applicant of a development proposal to determine whether there is any potential contamination on the site they wish to develop, and if there is, to undertake the steps necessary to bring the site to a condition suitable for its intended use. A Phase One Environmental Site Assessment prepared by Pinchin and dated February 3, 2026 was completed through LLS-16-26. In the Phase One Environmental Site Assessment, Pinchin's opinion was that the chloroform exceedance in the groundwater at the site did not appear to be the result of historical on-site or off-site operations, as all remaining VOC parameters were below the laboratory detection limit

and no further work is warranted at this time. Based on the findings of the Phase I ESA and GMSP completed by Pinchin, no subsurface investigation work (Phase II ESA) is recommended at this time. Based on the findings of the Phase I ESA and GMSP completed by Pinchin, no subsurface investigation work (Phase II ESA) is recommended at this time. At the time of Site Plan Application, any future development application would require a Phase Two as Pinchin stated in the report that the Phase One is not sufficient (in and of itself) to meet the requirements for the submission of a Record of Site Condition in accordance with Ontario Regulation 153/04 (as amended) or the requirements for an assessment of past uses for the management of excess soil in accordance with Ontario Regulation 406/19 (as amended)). Therefore, any future development application would require a Phase Two ESA and Record of Site Condition.

3.0 City of Burlington Official Plan (1997, as amended)

The City of Burlington Official Plan (1997, as amended) designates the subject property as Mixed Use Corridor – Employment. This designation prohibits residential use.

While the Official Plan (1997) identifies the site as Mixed Use Corridor – Employment, OPA 2 which is an amendment to the BOP, 2020, provides an updated framework for authorized land uses including residential uses as well as assisted and special needs housing which are in effect, as explained in the preamble above. OPA 2 supersedes the 1997 OP and therefore from a land use planning and authorized uses perspective, the 1997 OP is not applicable in this context.

3.1 Land Use Compatibility and Noise Feasibility (Part 2, Subsection 2.7.3)

A Compatibility Mitigation Study, Air Quality, Noise and Vibration report was completed by SLR Consulting (Canada) Ltd. dated March 30, 2026. Through this report it is stated that the project site is anticipated to be compatible with the surrounding land uses provided that the mitigation measures identified in Appendix A of the Compatibility Mitigation Study, Air Quality, Noise and Vibration report was completed by SLR Consulting (Canada) Ltd. dated March 30, 2026, be followed.

As per the analysis provided, planning staff is of the opinion that the proposed City Initiated Zoning By-law Amendment conforms to the applicable policies of the Official Plan (1997, as amended) related to Land Use Compatibility and Noise Feasibility.

4.0 City of Burlington Official Plan (2020)

On Nov. 30, 2020, the City's new Official Plan (Burlington Official Plan, 2020) was approved by Halton Region. All parts of the Burlington Official Plan, 2020 that were not appealed came into effect the day after the end of the appeal period, Dec. 22, 2020. For the list of the appeals filed with the Ontario Land Tribunal (OLT), see the Dec. 23, 2020, update under "Burlington Official Plan, 2020 appeals process".

On Jan. 4, 2023, the OLT formally confirmed which parts of the Burlington Official Plan, 2020 came into effect on Dec. 22, 2020, and which parts did not. The OLT also confirmed that no parts of the Official Plan (other than policies where appeal rights are limited by the Planning Act) are in effect on lands with site-specific appeals. For a list of policies in effect as of Dec. 22, 2020, see the May 16, 2023, update under “Burlington Official Plan, 2020 appeals process”. This update also includes a list of site-specific appellants.

Until all broad appeals to the Region’s approval of the Burlington Official Plan, 2020 are resolved, parts of the old Official Plan (Burlington Official Plan 1997, as amended) will stay in effect. Parts of the Burlington Official Plan, 2020 that are broadly appealed may be considered on an informative, but not determinative, basis.

The interim working version of the Burlington Official Plan, 2020 is provided for information only. For legal purposes, reference the original certified documents on file with the City Clerk, including the April 26, 2018, City of Burlington adopting bylaw and the Nov. 30, 2020 Halton Region Notice of Decision.

As the OLT process continues, the Burlington Official Plan, 2020 may change and need to be updated. Readers of the Plan must satisfy themselves as to the legal status and applicability of the policies by reviewing all Orders and Decisions from the OLT. You can view these documents by visiting the Ontario Land Tribunal's webpage for case no. OLT-22-002219: "OP - New Official Plan – City of Burlington".

As explained in the preamble above, BOP, 2020 policy 3.1.4 (2) a) is in force and effect:

3.1.4(2) a) *Assisted and special needs housing shall be permitted throughout the city, but are encouraged to locate within the Urban Area, where residential uses are permitted and where public transit, retail and public service facilities are readily accessible.*

While the current designation of Urban Corridor Employment has not yet been withdrawn from the site, Official Plan Amendment 2 which is an amendment to the BOP, 2020, provides an updated framework for authorized land uses including residential uses as well as assisted and special needs housing which are in effect. The Council adopted and MMAH approved OPA 2 introduces a new designation ‘Emery Commons Precinct’.

4.1 Official Plan Amendment (OPA) 2

In June 2023, staff brought forward report PL-40-23 which provided and update on the MTSA ASP Project and provided Council with an overview of the Community Planning Permit System (CPPS). Appendix A to staff report PL-40-23 was a memo by Dillon Consulting that explored a CPPS as an innovative tool for Council to consider for the MSTAs.

The most current vision for Burlington's Major Transit Station Areas (MTSAs) is set out in OPA 2, which identifies a system of precincts along with the relevant policies in each MTSAs. OPA 2 is available on the City's MTSA Get Involved webpage, including the Minister's decision on OPA 2. On October 10, 2025, the Ministry of Municipal Affairs and Housing (MMAH) issued a decision to approve, with modifications, OPA 2 and the last day of appeal was October 30, 2025.

In addition to OPA 2, the approved in-principle Community Planning Permit By-law (CPPBL) is currently being refined by staff in accordance with staff's memo to Council dated June 18, 2024. In this memo, staff outlined a scoped set of remaining issues that staff will continue to work with interested and affected parties to address. These issues are:

- Land use compatibility
- Class 1 & 2 permit structure
- Facilities, Services and Matters
- EV parking requirements
- Implementation considerations
- Site-specific issues

The June 18th memo also outlined the next steps in implementing the OPA and the CPPBL. It is anticipated that the final CPPBL, incorporating revisions to address the above noted core issues and to conform to modifications made by the Minister on OPA 2 will be presented to Council for approval in the future. Portions of Official Plan Amendment 2 has been appealed, and therefore is not fully in effect. City staff are working through the process at the Ontario Land Tribunal (OLT) to confirm which policies can be deemed in effect. The PMTSA elements in accordance with the Planning Act, including identified authorized uses, protected MTSA boundaries and minimum density targets for the MTSAs are not subject to appeal. The subject lands are found within the 'Emery Commons' Precinct in accordance with the Council adopted and Ministry approved OP amendment which envisions mixed use development and serves as a transitional area between tall and mid-rise precincts.

The land use schedules included in the OPA 2 and May 2024 approved in principle CPP By-law are to be read in conjunction with the policies and regulations of both documents, as well as the broader Burlington Official Plan, 2020. Together they establish a vision for future growth in the MTSAs to the year 2051 and set the standards for future

development over the long term. Copies of the Council-adopted OPA and May 2024 CPP By-law, as well as staff reports and memos, can be found at www.getinvolvedburlington.ca/mtsa.

The subject properties are within the Aldershot GO MTSA and are located within the “Emery Commons Precinct”. This Precinct will accommodate:

- a concentration of residential, retail, employment and service commercial uses in buildings with varying heights that contribute towards the creation of lively, vibrant and people-oriented places;
- function as a transitional area between the tower-concentrated Aldershot GO Central Precinct and the Mid-Rise Residential and Aldershot Main Street precincts;
- become a new community hub for Aldershot Corners, with a concentration of community services, amenities and facilities; and,
- contain opportunities to consider strategic locations and investments for future City public service facilities in accordance with the policies of Section 3.2 of this Plan.

As per OPA 2, the following uses may be permitted in the Aldershot GO MTSA which includes the Emery Commons Precinct residential uses excluding single detached dwellings and semi-detached dwellings; office; retail and service commercial; entertainment; recreation; hotel and light assembly and manufacturing, compatible with abutting sensitive land uses.

As per OPA2, Waterdown Road is a Major Mixed Use Street. Along Major Mixed Use Streets, retail, service commercial, institutional uses, day care centre, public service facility or office uses shall be required continuously at grade in buildings facing Major Mixed Use Streets.

As per the approved in principle CPP By-law (May 2024), development within the Emery Commons Precinct shall contain a minimum of two permitted or discretionary uses which include rowhouses, dwelling units above the first two storeys in all use building, mixed use building with first floor non-residential use and residential use above, apartment building, office, retail, service commercial, hotel, entertainment, and recreation use.

The City Initiated Zoning By-law Amendment in Appendix D proposes to align land use permissions with the Emery Commons Precinct. This includes policies mixed-use development and serving as a transitional area between tall and mid-rise precincts. As the building fronts onto Waterdown Road, the City Initiated Zoning By-law Amendment will seek to implement non-residential uses at-grade.

Section 3.1.4 of the Official Plan (2020, as amended) permits assisted and special needs housing in all residential neighbourhoods in the Urban Area of the city. As a result of aligning the property with the Emery Commons Precinct, residential use would be permitted on the site including assisted and special needs housing.

Further, the site is located within a Tertiary Planning Area as identified in Schedule G-3 (Aldershot GO Major Transit Station Areas Tertiary Planning Areas) of OPA 2. However, OPA 2 includes policy 8.1.2 (9.1) b) that the City may consider waiving the requirement for a Tertiary Plan if landowners can demonstrate the proposed development is delivering elements identified in 8.1.2 (9.1) d) which includes the provision of special needs housing, assisted housing and affordable housing in accordance with Section 3.1 of this Plan. Given that the proposal will contribute to a full range of housing, staff are of the opinion that the proposal will not impact that ability of the balance of the tertiary plan area to develop appropriately and waive the requirement for tertiary planning for this site.

As per the analysis provided, planning staff is of the opinion that the proposed City Initiated Zoning By-law Amendment conforms to the Official Plan (2020, as amended).

4.2 Urban Forestry (Chapter 4, Section 4.3)

Urban Forestry and Landscaping staff provided comments that they are supportive of the proposed City Initiated Zoning By-law Amendment provided that the assessment of on-site and neighbouring trees along with securing any required written permissions to injure or remove neighbouring trees is completed. The subsequent design must be revised as needed to minimize impacts of the Minimum Tree Protection Zones (MTPZs) of all trees to be retained.

As no development is being proposed at this time, City Planning staff are satisfied that the trees on-site and neighbouring trees can be dealt with at the Site Plan Application stage. The Official Plan (2020, as amended) provides policies for preserving existing healthy trees, relocating healthy trees where feasible, planting replacement trees where trees are removed, and incorporating the planting of additional trees where appropriate (Section 4.3.2 d)). City Planning staff are confident that the assessment of the trees can be addressed at Site Plan Application.

5.0 Design Guidelines for Mid-rise and Mixed-use Buildings (March 2019)

The City of Burlington's 'urban area' represents the land where forecasted population and employment growth will be accommodated, and the 'mid-rise' building form is anticipated to be a key element of this growth. Well-designed mid-rise buildings have many benefits for a growing city, especially one that is no longer sprawling but focused on strategically growing in place. They provide for a scale of building that is very important when transitioning from lower scale residential neighbourhoods to more intense communities. At the street-level, midrise buildings effectively frame streets, create a comfortable

pedestrian environment, and line streets with uses that support a vibrant street-life including shops, restaurants and other amenities.

These Guidelines represent best practices, developed to inform the urban design aspects of mixed-use and residential mid-rise buildings and implement the City's Official Plan objectives and policies related to design excellence and the creation of a high-quality built environment that supports complete, compact, and sustainable communities.

Mid-rise buildings are defined in this Guideline as buildings between 5-11 storeys in height. A mid-rise building is comprised of a "lower building" and "upper building". The lower building represents the first few storeys of a mid-rise building, including the ground floor and any additional floors with direct relationship to the street and public realm. Generally, this would include those storeys forming the streetwall and not those stepped back from the streetwall. The upper building is that portion of a mid-rise building above the lower building, designed to fit with and achieve an appropriate relationship with the lower building, the public realm, and neighbouring properties.

The City Initiated Zoning By-law Amendment is proposing to align future development with the Guidelines as well as the provisions for the Emery Commons Precinct.

6.0 Sustainable Building and Development Guidelines (December 2021)

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

The Sustainable Building and Development Guidelines will be addressed in a future Site Plan application when a development is proposed.

7.0 Pedestrian Level Wind Study Guidelines and Terms of Reference (June 2020)

Pedestrian Level Wind Studies ('Wind Study') are conducted to predict and assess the wind impacts of proposed buildings and site designs on surrounding public and private spaces in addition to on-site wind conditions to ensure pedestrian comfort and safety is maintained. In accordance with Section 2.1 of the guidelines, a Qualitative Wind Assessment is required as a minimum for development proposals with building heights of 5- to 11-storeys; however, a Quantitative Wind Assessment may be required at the

discretion of City staff based on building exposure, size, sensitivity, and other factors. Any future development on the subject property will require a Wind Study. As the City Initiated Zoning By-law Amendment is not considering a specific development proposal, a Wind Study will be required and reviewed by staff at the Site Plan stage for a future development proposal.

8.0 Shadow Study Guidelines and Terms of Reference (June 2020)

The purpose of the Shadow Study Guidelines is to provide a best practices approach to Shadow Studies in order to promote high-quality development proposals that ensure adequate access to sunlight is maintained for the enjoyment of public and private spaces alike throughout the City. The Shadow Study Guidelines indicate that a Shadow Study is required for development proposals with building heights of 5-storeys or more and in some cases when additional building height is requested and when a proposal is in close proximity to shadow sensitive uses.

The guidelines consider shadowing on Key Civic and Cultural Spaces, Private Outdoor Amenity Spaces, Parks and Open Spaces, Places Where Children Play, and Public Realm and Sidewalks. In reviewing the surrounding area, a future Shadow Study would be required to consider Private Outdoor Amenity Areas and Public Realm and Sidewalks. As the City Initiated Zoning By-law Amendment is not considering a specific development proposal, a Shadow Study will be required and reviewed by staff at the Site Plan stage for a future development proposal.

9.0 Zoning By-law

The following table outlines the requirements of the current ‘Mixed-Use Corridor Employment Zone’ (MXE), proposed ‘Mixed Use Corridor General Zone’ (MXG), and the Emery Commons Precinct.

Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)
Building Height	Industrial/automotive uses: 2-storeys Other uses: 6-storeys	Automotive uses: 2-storeys Other uses: 6-storeys	6-storeys to 19-storeys
<p>Staff comments:</p> <p>The City Initiated Zoning By-law Amendment seeks to align the zoning on the properties at 1022, 1028, and 1030 Waterdown Road with the Emery Commons Precinct. This precinct is envisioned for mixed use development that serve as a transitional area</p>			

between tall and mid-rise precincts. Although, as per the provisions in the approved-in-principle CPP By-law, the Emery Commons Precinct may permit up to 19-storeys through a Class 2 variation, this would require a staff variation and the provision of services, facilities and other matters. Meanwhile, the 6-storeys in the Emery Commons Precinct would represent a Class 1 Community Planning Permit which represents that development standards have been met.

City Planning staff are recommending that the subject property permit 5-11 storeys which represents a mid-rise building as per the Design Guidelines for Mid-rise and Mixed-use Buildings (2019) in the approved City's Urban Design Guideline. As discussed in Section 4.0 above, the Emery Commons Precinct's vision in OPA2 is approved, however, regulations outlined in the approved-in-principle CPP By-law have not received final approval at this time. Therefore, City Planning staff are of the opinion that a 5-11 storey building as per the Mid-rise and Mixed-use Buildings (2019) represents the vision for the Emery Commons Precinct provided a supportive Wind Study and Shadow Study are completed for a future development proposal at the Site Plan stage.

Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)
Floor Area Ratio (FAR)	1.0:1	1.5:1	N/A

Staff comments:

The MXG zone permits a maximum FAR of 1.5:1. However, approved-in-principle CPP By-law for the Emery Commons Precinct does not regulate FAR. City Planning staff would recommend that the proposed Zoning By-law Amendment in Appendix D not include FAR and that the density can be controlled by the setbacks and height maximum. This will allow for greater flexibility in the City Initiated Zoning By-law Amendment as no development is being reviewed at this time and can range from 5-storeys to 11-storeys as per the proposed regulations in the Zoning By-law Amendment in Appendix D.

Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)

Yard abutting any other street	3 m minimum, 4.5 m maximum	3 m minimum, 4.5 m maximum	Yard abutting an Activated Street: 2 m Class 2: May be reduced to 1.5 m
<p>Staff comments:</p> <p>The MXE zone and MXG zone envision as of right permissions for a 3 m setback. The approved-in-principle CPP By-law for the Emery Commons Precinct envisions a 2 m setback for yards abutting an Activated Street. Waterdown Road is an Activated Street and City Planning staff is recommending that the Zoning By-law Amendment in Appendix D permit non-residential use at grade. Therefore, City Planning staff would recommend the minimum 2 m setback to allow for non-residential uses to be closer to the street while allowing space for landscaping.</p>			
Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)
Rear Yard	3 m	3 m	3 m Class 2: May be reduced to 2.4 m
<p>Staff Comments:</p> <p>The MXE zone, MXG zone, and approved-in-principle CPP By-law for the Emery Commons Precinct envision as of right permissions for a 3 m setback. City Planning staff would continue to recommend the 3 m setback.</p>			
Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)
Side Yard Setback	No minimum	No minimum	3 m Class 2: May be

			reduced to 2.4 m
<p>Staff Comments:</p> <p>The MXE zone and MXG zone do not include a minimum setback for a side yard setback. However, the Design Guidelines for Mid-rise and Mixed-use Buildings (2019) consider a minimum building separation of 15 m to allow sufficient distance for buildings that face each other. This would require a split of 7.5 m on each lot from the side lot line to achieve 15 m. However, the approved-in-principle CPP By-law for the Emery Commons Precinct envisions a minimum as of right setback of 3 m for the side yard. City Planning staff would recommend that the side yard setback be 3m to align with the future vision.</p>			
Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)
Amenity Area	N/A	15 m ² per efficiency dwelling unit 20 m ² for a one-bedroom unit 35 m ² for a two or more bedroom unit	4.0 sq. m of private residential amenity area and 4.0 sq. m of common residential amenity area per dwelling unit Class 2: May be reduced to 3.2 sq. m of private residential amenity area and 3.2 sq. m of common residential amenity area per dwelling unit

<p>Staff comments:</p> <p>The MXE zone does not contemplate amenity area as residential use is prohibited. The MXG zone requires 15 m² per efficiency dwelling unit, 20 m² per one-bedroom dwelling unit, and 35 m² per two or more bedroom dwelling unit. The City’s approved-in-principle CPP By-law includes a requirement of 4 m² of private residential amenity area and 4 m² of common residential amenity area per dwelling unit. City Planning Staff are recommending that the Zoning By-law Amendment align with the approved-in-principle CPP By-law and require the combined total of 8 m² of amenity area per unit.</p>			
Zoning Regulation	MXE	MXG	Emery Commons (approved in principle CPP By-law)
Landscape Area abutting a street	3 m	3 m	Landscape Open Space Area: 20% of lot area Class 2: May be reduced to 15% of lot area
<p>Staff comments:</p> <p>City Planning staff are recommending the yard abutting Waterdown Road be a minimum of 2 m as per the setback abutting an activated street in the approved-in-principle CPP By-law for the Emery Commons Precinct. This will allow the non-residential uses to be present on the street while allowing for landscaping within the first 2 m of the property. City Planning staff have considered the Landscape Open Space Area and have considered that it may be reduced through a Class 2 variation. City Planning staff are relying on the in-effect policies in the Zoning By-law 2020 and require the 2 m setback from the front lot line be vegetated.</p>			
Zoning Regulation	Part 1, 2.26 (5) iii)		Emery Commons (approved in principle CPP By-law)
Parking	1.25 spaces per residential unit 3.5 spaces per retail unit		Residential: no minimum

		<p>Accessible: Shall be provided in accordance with the requirements set out in the AODA Bicycle parking: 0.1 spaces per dwelling unit and 2 spaces minimum for all other non-residential uses</p>
<p>Staff comments:</p> <p>As per the Planning Act, the City of Burlington may not enforce parking requirements, other than bicycle parking located within a Protected Major Transit Station. However, the AODA standards shall be adhered to in terms of accessible parking spaces which will be reviewed at the Site Plan application stage. Further, the minimum bicycle parking spaces in the Emery Commons Precinct is proposed in the City Initiated Zoning By-law in Appendix D.</p> <p>A Traffic Impact and Parking Brief was prepared by Stantec dated April 8, 2026 that is supported by Transportation Planning Staff.</p>		

Committee of the Whole Report Forecast June 8 & 9, 2026

Note: this forecast is subject to change

Consent Items:

- 2027 financial forecast
- Quarterly financial status – March 31, 2026
- Updates to 2026 rates and fees – By-law Compliance
- Municipal Consent By-law update
- 2026 capital variance and project closure
- Cootes to Escarpment EcoPark System 2027-2031 Memorandum of Understanding
- Artificial Intelligence Usage Policy adoption
- Transit Business Plan report
- Delegated Authority to the CAO re: Lame Duck

Regular Items:

- Heritage Designation for 4560 No. 4 Side Rd.
- Procurement By-law
- Lobbyists sitting on City Committees

Statutory Meetings:

- Bronte Creek Meadows Phase 1
- Official Plan and Zoning By-law Amendments affecting 1200 King Road