



Regular Council  
Agenda

**Date:** May 26, 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. National Anthem**

**4. Roll Call**

**5. Approval of the Agenda**

**6. Declarations of Interest**

**7. Proclamations**

7.1 Building Safety Month May 2026

7.2 Jewish Heritage Month May 2026

7.3 Itabashi Month May 2026

7.4 Black Music Month June 2026

7.5 Aphasia Awareness Month June 2026

7.6 Pride Month June 2026

7.7 National Phlebotomy Technicians Recognition Week June 22-26

## 8. Recognition and Achievements

8.1 City staff United Way Campaign award and cheque presentation.

## 9. Presentations

## 10. Motion to approve Council Minutes

Confirm the minutes of the following meeting of Council:

10.1 Regular Council meeting minutes of April 21, 2026

10.2 Regular Council meeting minutes of April 28, 2026

## 11. Delegations

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

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

## 12. Petitions

12.1 Petition regarding motion memorandum regarding parking supply structure - downtown east of Brant St. (COW-13-26)

1 - 4

## 13. Recommendations from Standing Committees:

13.1 Committee of the Whole meeting of May 11 and 12, 2026

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

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.

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

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.

- c. Status update on Indigenous advisory services work (CAF-02-26)

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

- d. Community Survey – follow-up presentation (CAF-05-26)

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

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

Note: Item 20.2 provides supplemental information regarding

this item.

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.

- f. Advisory Committees of Council Governance Framework (LLS-08-26)

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.

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

Refer Motion Memorandum COW-13-26 to staff to report back in June 2026 with the scope and costing of a potential feasibility study to initiate future downtown public off street parking capacity on an accelerated timeline not to exceed 2030.

- h. Resource funding agreements for fibre network buildout (PWS-24-26)

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.

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

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.

j. Amendment to Burlington Housing Community Improvement Plan (DGM-35-26)

Note: Item 20.2 provides supplemental information regarding this item.

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.

k. Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)

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.

I. 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.

Proceed in accordance with instructions given and next steps as outlined in confidential development and growth management report DGM-24-26.

m. 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.

Instruct the Commissioner, Legal & Legislative Services and City Solicitor, or his designate, to proceed in accordance with the instructions sought in confidential legal report LLS-19-26.

13.2 Pipeline to Permit Committee meeting of May 14, 2026

a. Verbal update on eCheck launch (PP-10-26)

Receive for information verbal update on eCheck launch (PP-10-26)

b. Verbal update on Community Improvement Plan (PP-11-26)

Receive for information verbal update on Community Improvement Plan (PP-11-26)

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

Approve the following minutes:

14.1 Committee of the Whole meeting minutes of May 11 and 12, 2026 5 - 14

14.2 Pipeline to Permit Committee meeting minutes of May 14, 2026 15 - 17

**15. Urgent Business**

**16. Confidential Items and Closed Meeting**

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

16.1 Motion to confirm confidential minutes

- a. Confidential closed meeting minutes for Committee of the Whole meeting of May 11, 2026

**17. Rise and Report**

**18. Motions of Members**

18.1 Motion memorandum regarding extension of designation deadline of registry listed heritage properties (ADM-03-26) 18 - 20

Whereas Subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal heritage register as of January 1, 2027, shall be removed from the municipal register on or before January 1, 2027, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2027; and

Whereas since January 1, 2023, municipal staff and members of the Heritage Burlington Advisory Committee have been diligently working to: review the municipal heritage register; review and research the heritage value and interest of listed or non-designated properties; research the heritage value and interest of non-listed properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and take all required steps to designate such properties; and

Whereas the Council of the City of Burlington has been most supportive

of the work to designate heritage properties, as appropriate, the current legislated aforementioned deadline is pending, especially given the decision-making and time constraints due to the upcoming Municipal Election and so further limiting the timeframe for any notices of intent to be done on or before January 1, 2027 without proper evaluation; and

Whereas the limited work in the City involved approximately 213 then-listed properties, and although this number has been reduced by 25 individually designated properties and 33 which has since been designated through a Heritage Conservation District, there would remain approximately 150 listed properties of potential cultural heritage value in the City of Burlington that have yet to be evaluated and/or assessed which is extremely time consuming, costly and cannot be completed by December 31, 2026, with the limited municipal resources available and restricted timeframe especially given the upcoming Municipal Election;

Now therefore be it resolved that:

This Council authorizes the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, Graham McGregor, Minister of Citizenship and Multiculturalism, and Natalie Pierre, MPP Burlington, respectfully requesting that Subsection 27(16) of the Ontario Heritage Act be amended to extend the above-noted deadline for an additional three years from January 1, 2027, to January 1, 2030; and

That a copy of this resolution is sent to the Association of Municipalities of Ontario and the Big City Mayors.

## **19. Council Information Package**

- 19.1 Council Information Package April 24, 2026
- 19.2 Council Information Package May 1, 2026
- 19.3 Council Information Package May 8, 2026
- 19.4 Council Information Package May 15, 2026
- 19.5 Council Information Package May 22, 2026

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

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

- 20.1 Staff memorandum regarding Guidelines for the Use of Strong Mayor

Powers and amendments to the Council-Staff Relations Policy (LLS-25-26)

Note: This item provides supplemental information regarding 13.1 e.

20.2 Staff memorandum regarding Recommendation Report Amendment to Burlington Housing Community Improvement Plan (DGM-35-26) 22 - 46

Note: This item provides supplemental information regarding item 13.1. j.

20.3 Correspondence Jacqui Murray Rotary Club Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 47 - 48

20.4 Correspondence Helena Hearn Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 49 - 49

20.5 Correspondence Callie Archer Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 50 - 50

20.6 Correspondence Marcee Lane Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 51 - 51

20.7 Correspondence Christina Mulder Burlington Food Bank Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 52 - 52

20.8 Correspondence Thomas Laube Rotary Club Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 53 - 53

20.9 Correspondence Margaret den Otter Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26) 54 - 54

## 21. Notice of Motion

## 22. Motion to Approve By-Laws

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

22.1 28-2026: A by-law to amend City of Burlington By-law Number 92-2025, being a by-law to establish and impose certain 2026 rates and fees for services, activities or the use of property. 55 - 55

Report PWS-06-26, Council March 10, 2026

22.2 29-2026: A by-law to authorize a request for the issuing of debentures by the Regional Municipality of Halton for Walkers Line Renewal – North Service Road to South of Dundas Street. 56 - 56

	Report PWS-21-2026, Committee of the Whole May 11 and 12, 2026	
22.3	30-2026: 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.	57 - 90
	Report DGM-18-26, Committee of the Whole May 11 and 12, 2026	
22.4	31-2026: A by-law to amend By-law 22-2025, being a by-law to designate the Burlington Affordable Rental Housing Community Improvement Project Area.	91 - 92
	Report DGM-35-26, Committee of the Whole May 11 and 12, 2026	
22.5	32-2026: A by-law to amend By-law 23-2025, being a by-law to adopt an Affordable Rental Housing Community Improvement Plan, as a policy document for the Burlington Housing Community Improvement Project Area.	93 - 175
	Report DGM-35-26, Committee of the Whole May 11 and 12, 2026	
22.6	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.	176 - 180
	Report DGM-36-26, Committee of the Whole May 11 and 12, 2026	
<b>23.</b>	<b>Confirmatory By-law</b>	181 - 182
	Enact and pass By-law Number 33-2026 being a by-law to confirm the proceedings of Council at its meeting held May 26, 2026 being read a first, second and third time.	
<b>24.</b>	<b>Statements by Members and Staff</b>	
<b>25.</b>	<b>Motion to Adjourn</b>	
	Adjourn this Council now to meet again at the call of the Mayor.	

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

Petition submitted by:

Brian Dean  
Burlington Downtown Business Association  
414 Locust Street  
Burlington, ON  
L7S 1T7  
905-333-9868  
brian@burlingtondowntown.ca

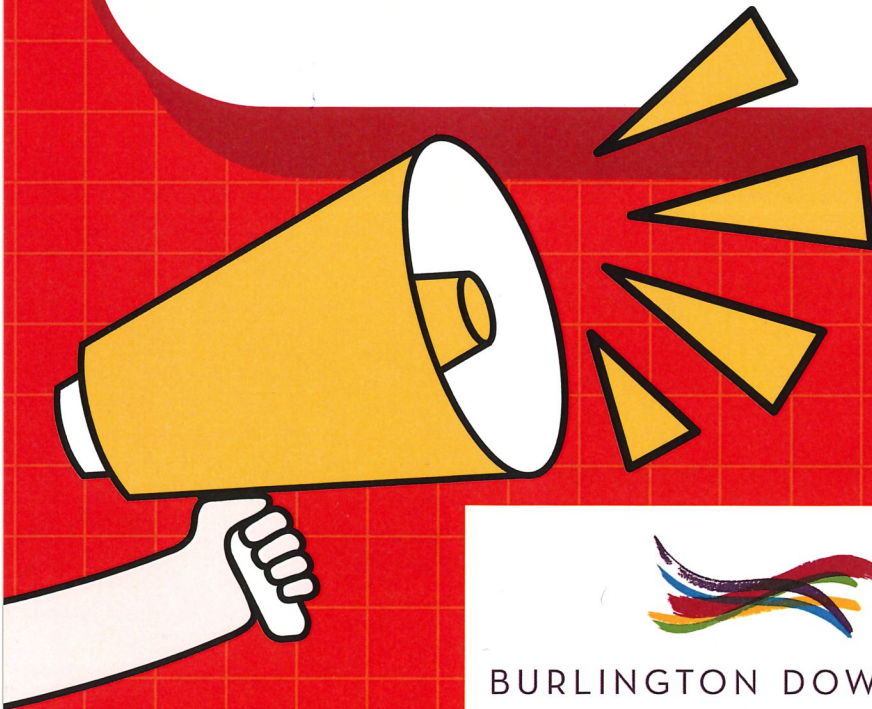
Date the petition was started - Thursday April 2<sup>nd</sup> (completed=Monday May 4th)

# Are you losing business because of municipal parking?

**Demand a plan with the  
Burlington Downtown Business Association.  
We must tell City Council to  
build new parking supply by 2030.**

Save our local businesses, take action now.

**We need your added voice to deliver new  
parking by 2030!**



SCAN HERE

## What's at stake?

- You've been clear: increased parking supply is crucial to the health of your business
- A critical report on parking will be at City Council in May. Add your voice: our businesses can't wait a decade for new parking

## Why is this important to your business?

- Our Downtown businesses pay a levy each year (\$273,000) to support parking infrastructure
- The message to Council? Better alignment of our investment with our priority parking needs

## Where will new parking be most impactful?

- Convenient parking near your business is essential infrastructure for the Downtown. New supply east of Brant Street will re-balance the parking assets and drive more traffic to your business

## How can you participate?

 **Sign the E-petition**

 **Have Your Say at City Hall May 11<sup>th</sup> (CoW)**



SCAN HERE

Contact Brian Dean to add your voice:  
[Brian@burlingtondowntown.ca](mailto:Brian@burlingtondowntown.ca)



BURLINGTON DOWNTOWN



# BURLINGTON DOWNTOWN

## **ADD YOUR VOICE**

Make parking a priority Downtown!

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.



## Committee of the Whole

### Minutes

Date: May 11, 2026  
Time: 9:30 am  
Location: Council Chambers, City Hall, second floor

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

Member Regrets: Councillor Shawna Stolte

Staff Present: Curt Benson, Chief Administrative Officer  
Blake Hurley, Commissioner, Legal and Legislative Services/City Solicitor  
Jacqueline Johnson, Commissioner, Community Services  
Scott Hamilton, Commissioner, Public Works  
Sue Evfremidis, Chief Human Resources Officer  
Craig Millar, Chief Financial Officer  
Stephen Robichaud, Commissioner, Development and Growth Management  
Mike de Rond, City Clerk/Director, Legislative Services  
Craig Kummer, Director, Transportation Services  
Nick Anastasopoulos, Director, Building Services and Chief Building Official  
Suzanne Gillies, Committee Clerk  
Jo-Anne Rudy, Committee Clerk

#### 1. Call to Order

The Chair called the meeting to order.

**2. Land Acknowledgement**

The Chair read the Land Acknowledgement.

**3. Approval of the Agenda**

Moved by Councillor Kearns

Suspend the rules for section 45.1 of the Procedure By-law 59-2024, as amended, to allow an extension of delegation speaking time beyond the 10-minute maximum for the consultant presentation for Item 8.2 Community Survey follow up presentation (CAF-05-26)

**CARRIED**

Moved by Councillor Galbraith

Approve the agenda as presented.

**CARRIED**

**4. Declarations of Interest**

4.1 Councillor Galbraith - Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)

The Councillor owns property in close proximity to the development being discussed.

**5. Presentations**

None

**6. Delegations**

6.1 Brian Dean, Barry Glazier and Kim Nadherny, Burlington Downtown Business Association, spoke regarding motion memorandum regarding parking supply structure - downtown east of Brant Street (COW-13-26)

6.2 Eathan Sohma spoke regarding status update on Indigenous advisory services work (CAF-02-26)

**7. Consent Items**

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)

Moved by Councillor Bentivegna

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.

**CARRIED**

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

**Note: this item was moved to Public Works Regular Items**

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

Moved by Councillor Bentivegna

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.

**CARRIED**

## **8. Community and Corporate Services**

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

Moved by Mayor Meed Ward

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

**CARRIED**

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

Moved by Councillor Kearns

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

**CARRIED**

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

Moved by Councillor Sharman

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

**CARRIED**

Moved by Councillor Sharman

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

**CARRIED**

Moved by Councillor Sharman

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.

**CARRIED**

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

Moved by Mayor Meed Ward

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.

**CARRIED**

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

Moved by Mayor Meed Ward

**Refer Motion Memorandum COW-13-26 to staff to report back in June 2026 with the scope and costing of a potential feasibility study to initiate future downtown public off street parking capacity on an accelerated timeline not to exceed 2030.**

**CARRIED**

**Amendment:**

Moved by Councillor Kearns

Add the wording 'to initiate future downtown public off street parking **capacity** on an accelerated timeline not to exceed 2030'

**CARRIED**

**Amendment:**

Moved by Councillor Sharman

Change the word 'facilities' to 'capacity'

**CARRIED**

**9. Confidential Items and Closed Meeting**

Moved by Councillor Galbraith

Proceed into closed session on Monday May 11, 2026 at 1:08 p.m. in accordance with the following provisions under the Municipal Act:

Pursuant to Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board **regarding Item 9.1**; 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 **regarding Item 9.1**; and

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

**CARRIED**

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

9.2 Confidential update regarding a labour relations matter (HRS-02-26)

**Note: this item was withdrawn by staff**

9.3 Confidential Legal update on litigation matter regarding 127 Plains Road (LLS-19-26)

## **10. Rise and Report**

Committee reconvened into open session on May 11, 2026 at 1:59 p.m.

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

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

9.3 Confidential Legal update on litigation matter regarding 127 Plains Road (LLS-19-26)

## **11. Public Works**

11.1 Resource funding agreements for fibre network buildout (PWS-24-26)

**Note: this item was moved from Consent Items**

Moved by Mayor Meed Ward

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.

**CARRIED**

## **12. Growth Management**

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

Moved by Councillor Kearns

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.

**CARRIED**

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

Moved by Councillor Sharman

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.

**CARRIED**

**13. Statutory Public Meetings**

**Note: [view May 12, 2026 video](#) for discussion of Item 13.1**

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

Councillor Galbraith declared a conflict on this item. (The Councillor owns property in close proximity to the development being discussed.)

The Committee of the Whole, in accordance with the Planning Act, held Public Meeting No. 07-26 on May 12, 2026, regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road. Having considered the oral and written comments received from staff and the public, the Committee of the Whole approved the recommendation contained in development and growth management report DGM-36-26.

Moved by Mayor Meed Ward

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.

**CARRIED**

- a. Steven Barrow, Community Development Halton, spoke regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)
- b. Jennifer Monte, Society of Saint Vincent de Paul - Halton Particular Council, spoke regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)
- c. Jim Young, Partnering Aldershot, spoke regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)

- d. Michael Barton, MB1 Development Consulting Inc., spoke regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)
- e. Scott Carpenter spoke regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road (DGM-36-26)
- f. Judy Worsley spoke regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road (DGM-36-26)
- g. Grace Wilbur spoke regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road (DGM-36-26)
- h. Delegation material from Jim Young, Partnering Aldershot, regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road (DGM-36-26)
- i. Delegation material from Michael Barton, MB1 Development Consulting, regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road (DGM-36-26)
- j. Delegation material from Scott Carpenter regarding Zoning By-law Amendment for 1022, 1028 and 1030 Waterdown Road (DGM-36-26)
- k. Staff presentation regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)
- l. Correspondence from Catherine Greven, Halton Faith Network, regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)
- m. Additional comments received by Planning regarding Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road (DGM-36-26)

**14. Information Items**

Moved by Councillor Sharman

Receive and file the following 7 items, having been given due consideration by the Committee of the Whole.

**CARRIED**

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

- 14.2 Correspondence from Joe Gaetan regarding guidelines for the Use of Strong Mayor Powers and amendments to the Council-Staff Relations Policy (LLS-25-26)
- 14.3 Correspondence from Nick Carnicelli, Carriage Gate Inc., regarding motion memorandum regarding parking supply structure - downtown east of Brant Street (COW-13-26)
- 14.4 Staff presentation regarding Amendment to Burlington Housing Community Improvement Plan (DGM-35-26)
- 14.5 Correspondence from Mike Collins-Williams, West End Home Builders Association, regarding Amendment to Burlington Housing Community Improvement Plan (DGM-35-26)
- 14.6 Correspondence from Victoria Mortelliti, BILD, regarding Amendment to Burlington Housing Community Improvement Plan (DGM-35-26)
- 14.7 Delegation material from Brian Dean, Barry Glazier and Kim Nadherny, Burlington Downtown Business Association, regarding motion memorandum regarding parking supply structure - downtown east of Brant Street (COW-13-26)

**15. Staff Remarks**

**16. Committee Remarks**

**17. Adjournment**

10:56 a.m. (recessed), 11:03 a.m. (reconvened), 12:06 p.m. (recessed), 1:07 p.m. (reconvened), 1:08 p.m. (closed), 1:59 p.m. (open), 2:25 p.m. (recessed), 2:40 p.m. (reconvened), 4:10 p.m. (recessed)

Note: Mayor Meed Ward joined the meeting at 10:07 a.m.

**Meeting was reconvened on May 12, 2026 at 9:30 a.m.**

10:18 a.m. (recessed), 10:25 (reconvened)

Note: Mayor Meed Ward joined the meeting at 9:38 a.m.

Chair adjourned the meeting at 11:13 a.m.



## **Pipeline to Permit Committee**

### **Minutes**

Date: May 14, 2026  
Time: 9:30 am  
Location: Council Chambers, City Hall, second floor

Members Present: Mayor Marianne Meed Ward (Co-Chair)  
Councillor Kelvin Galbraith  
Bianca Steer  
Elisha Vankleef  
Kristen Delong  
Jim Dunn  
John Doyle  
Kellie McCormack  
Mike Collins-Williams

Member Regrets: Councillor Shawna Stolte (Co-Chair)  
Councillor Paul Sharman  
Jackie Isada  
Jason Sheldon

Staff Present: Curt Benson, Chief Administrative Officer  
Stephen Robichaud, Commissioner, Development and Growth  
Management  
Nick Anastasopoulos, Director, Building Services and Chief  
Building Official  
Jo-Anne Rudy, Committee Clerk

#### **1. Entrance**

##### 1.1 Call to Order

The Chair called the meeting to order.

##### 1.2 Land Acknowledgement

The Chair read the Land Acknowledgement.

1.3 Approval of the Agenda

Moved by John Doyle

Approve the agenda as presented.

**CARRIED**

1.4 Declarations of Interest

None

1.5 Written Delegations

None

**2. Enlightenment**

2.1 Presentations

None

**3. N2: News and Numbers**

3.1 Pipeline to Permit Report

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

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

3.2 Contextual Updates

- Mayor Meed Ward shared information about the Canada-Ontario Partnership to Build initiative that will support housing by lowering development charges.
- Mike Collins Williams shared information about Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026, that proposes significant reforms to land use planning, aiming to expedite the home-building process in Ontario.

**4. Enactions**

4.1 Next Steps and Action Identification

None

**5. Envisions**

None

**6. Enhancements**

6.1 Verbal update on eCheck launch (PP-10-26)

Moved by Councillor Galbraith

Receive for information verbal update on eCheck launch (PP-10-26)

**CARRIED**

6.2 Verbal update on Community Improvement Plan (PP-11-26)

Moved by Jim Dunn

Receive for information verbal update on Community Improvement Plan (PP-11-26)

**CARRIED**

**7. Information Items**

Moved by Elisha Vankleef

Receive and file the following item, having been given due consideration by the Pipeline to Permit Committee.

**CARRIED**

7.1 Staff presentation providing update on Community Improvement Plan (PP-11-26)

**8. Staff Remarks**

**9. Committee Remarks**

**10. Adjournment**

Chair adjourned the meeting at 10:13 a.m.



## Motion Memorandum

**SUBJECT:** Extension of Designation Deadline of Registry Listed Heritage Properties

**TO:** Mayor and Members of Council

**FROM:** Councillor Shawna Stolte, Ward 4

**Seconded by (for Council only):** Mayor Marianne Meed Ward

**Date to Committee:** n/a

**Date to Council:** May 26, 2026

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### **Motion for Council to Consider:**

WHEREAS Subsection 27(16) of the *Ontario Heritage Act* stipulates that any non-designated heritage property listed on the municipal heritage register as of January 1, 2027, shall be removed from the municipal register on or before January 1, 2027, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the *Ontario Heritage Act* on or before January 1, 2027; and,

WHEREAS since January 1, 2023, municipal staff and members of the Heritage Burlington Advisory Committee have been diligently working to: review the municipal heritage register; review and research the heritage value and interest of listed or non-designated properties; research the heritage value and interest of non-listed properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the *Ontario Heritage Act*; and take all required steps to designate such properties; and,

WHEREAS the Council of the City of Burlington has been most supportive of the work to designate heritage properties, as appropriate, the current legislated aforementioned deadline is pending, especially given the decision-making and time constraints due to the upcoming Municipal Election and so further limiting the timeframe for any notices of intent to be done on or before January 1, 2027 without proper evaluation; and,

WHEREAS the limited work in the City involved approximately 213 then-listed properties, and although this number has been reduced by 25 individually designated properties and 33 which has since been designated through a Heritage Conservation District, there would remain approximately 150 listed properties of potential cultural heritage value in the City of Burlington that have yet to be evaluated and/or assessed which is extremely time-consuming, costly and cannot be completed by December 31, 2026, with the limited

municipal resources available and restricted timeframe especially given the upcoming Municipal Election; and,

NOW THEREFORE BE IT RESOLVED THAT: This Council authorizes the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, Graham McGregor, Minister of Citizenship and Multiculturalism, and Natalie Pierre, MPP Burlington, respectfully requesting that Subsection 27(16) of the *Ontario Heritage Act* be amended to extend the above-noted deadline for an additional three years from January 1, 2027, to January 1, 2030; and,

THAT a copy of this resolution is sent to the Association of Municipalities of Ontario and the Big City Mayors.

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**Reason:**

Burlington's heritage is a link to the legacy of our municipality's past and that of the Province and this country. Our built, cultural and natural heritage is what we continue to cherish today and must ensure we are able to provide for our future generations. An important part of good planning, heritage conservation contributes to a complete community, economic prosperity, and a sense of place. These are sources of enjoyment, education, history, homes and values to be commemorated and celebrated. A Provincial interest, the conservation of heritage resources, is identified in the *Planning Act* and in Provincial Planning Statement (PPS), 2024. Cultural heritage resources are considered irreplaceable and valuable assets that must be protected and managed as part of planning for future growth with policies found in official plans. To assist the City, Heritage Burlington is the City's heritage advisory committee, one of a limited number of provincially legislated advisory committees and made up of volunteers from the community with a variety of backgrounds and always an interest in heritage.

Yet one of the significant impacts of the amendments in Bill 23 – *More Homes Built Faster Act*, which received Royal Assent on November 28, 2022, is that non-designated heritage properties can only be listed on the Municipal Heritage Register for two years, then must be removed for a period of five years. Many properties are located throughout the City and now all listed properties are subject to this new time limitation. A request was put forward to extend the deadline to January 1, 2030; however, it was only extended to January 1, 2027. If the council of the municipality does not give any notice of intention to designate the property under the *Ontario Heritage Act*, Councils are legislated to remove the property from the Register and cannot list it again for a period of five years. Listing of built and cultural heritage assets is essential to identify such properties as having a level of significance to protect from demolition or removal without unnecessarily worrying owners that by being designated means there are any negative impacts. Without sufficient time to determine significance and offer education of the positive aspects (i.e. 40% property tax reduction and grants for restoration), Burlington could see a loss of these approximately 150 listed community-valued properties.

Since January 1, 2023, municipal staff and members of the Heritage Burlington Advisory Committee have been hard at work to:

1. Review the municipal heritage register;
2. Research the heritage value and interest of listed (non-designated) properties;
3. Review and research the heritage value and interest of non-listed properties;
4. Contact owners of such properties;
5. Determine which properties should potentially be designated in accordance with the provisions of Section 29 of the *Ontario Heritage Act*; and
6. Take all required steps to designate such properties.

Even with these efforts, and additional work being done in 2026 on another 10 listed properties, the constraints of the upcoming Municipal Election (potential for “lame-duck” period after the Nomination Day of August 21<sup>st</sup> to Voting Day of October 26<sup>th</sup> and/or between election day and the end of the current term of Council), this means all or the majority of remaining listed properties will not be designated by January 1, 2027. There is then the potential loss of these valued currently listed resources within the next five years without an opportunity to have them relisted and designated. There is also concern about allowing sufficient time to orient new Council members and to recruit new members for Heritage Burlington, as several terms will end with the current Council term.

This request is thus being made to extend the deadline for an additional three years to ensure sufficient funding and time, and to ensure that staff and volunteer resources are available to protect the municipality’s built and cultural heritage in collaboration with property owners.

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### **Outcome Sought:**

Recognition and support by the Province of the City of Burlington’s built heritage through Provincial approval of an amendment to Subsection 27 (16) of the *Ontario Heritage Act* to extend the deadline for three additional years from January 1, 2027, to January 1, 2030, to designate a listed property on the municipality’s register.

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### **Strategic Alignment:**

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

Approved as per form by the City Clerk

**SUBJECT:** Additional Information Regarding Types of Strong Mayor Decisions

**TO:** Council

**FROM:** Legal and Legislative Services  
Legislative Services

Report Number: [Report Number]

Wards Affected: all

Date to Council: May 26, 2026

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During the discussion of report LLS 25-26 - Guidelines for the Use of Strong Mayor Powers and amendments to the Council-Staff Relations Policy at the May 11 Committee of the Whole meeting, there were questions about possibly introducing categories for Strong Mayor decisions. Municipalities such as Hamilton and Mississauga note whether each Mayoral decision issued is considered a decision, directive or declaration.

After reviewing this further, Legislative Services staff will work with Communications staff to categorize all Mayoral decisions by decisions, directions and declarations.

Staff have reviewed the Mayoral decisions posted on the City's website, and of the 67 decisions made since Strong Mayor Powers were granted, 60 are decisions (the vast majority being to approve the bylaws adopted by Council). The other seven are directions to staff (mostly around the budget) and there are zero declarations.

**Author:**

Mike de Rond  
City Clerk/Director of Legislative Services  
mike.derond@burlington.ca

**Attachments:**

None

**SUBJECT:** Response to written correspondence related to Recommendation Report DGM-35-26 Amendment to Burlington Housing Community Improvement Plan

**TO:** Council

**FROM:** Corporate Affairs  
Community Planning

Report Number: DGM-35-26

Wards Affected: All

Date to Council: May 26, 2026

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The purpose of this memo is to:

- Provide responses to questions raised by [written correspondence](#) on Recommendation Report [DGM-35-26: Amendment to Burlington Housing Community Improvement Plan](#).
- Provide a revised version of the Amendment to the Housing Community Improvement Plan, minor edits were made to address typographical errors. **To be clear Appendix A to this memo replaces [Appendix A: Amendment to the Burlington Affordable Rental Housing Community Improvement Plan to Staff Report DGM-35-26](#) to be considered for Council approval on May 26th.**

### Responses to Questions Raised in Written Correspondence:

#### Question 1: Housing Accelerator Fund allocation

*Provide clarification on whether the proposed \$5 million allocation from the Housing Accelerator Fund for 2026 represents the full amount available for this program, or whether additional Housing Accelerator Fund dollars could be allocated to expand the level of support available.*

The \$5 million allocation from the Housing Accelerator Fund (HAF) represents staff's recommended allocation for 2026 only. As outlined in staff report [DGM-35-26](#), in early 2027, staff will provide Council with an update on program uptake and funding commitments including waitlisted projects and any grant cancellations for projects not advancing. Staff will also provide an update on housing development market conditions and on the status of federal

and provincial government housing-related infrastructure funding. Reporting in early 2027 will confirm whether additional HAF funding is available and recommend a 2027 funding approach.

## Question 2: Estimated Number of Units Possible to Incentivize

*Provide further information regarding the assumptions and methodology used to estimate that the proposed incentives would support approximately 150–260 purpose-built rental units and 150–850 condominium units, particularly the basis for the upper range of the condominium estimate.*

The projected unit yield estimates are based on applying the 2026 HAF program funding caps established in [DGM-35-26](#) applied to the proposed per-unit Development Charge (DC) reduction grant amounts outlined in the [Amendment to the Burlington Affordable Rental Housing Community Improvement Plan](#). The estimates are intended to note the potential range of housing units that could be delivered under different development scenarios. The wide range in the number of units that may be incentivized is reflective of the dependance on the types of developments that opt to participate in this program.

For the DC Reduction Grant for Purpose-Built Rental, the funding cap of \$2 million is estimated to support 150 to 260 units. Purpose-built rental projects benefit from statutory DC discount under the *Development Charges Act, 1997*. This means that the number of units that can be incentivized is greater since the City's grant contribution to make up the difference is lower. The variation in the estimate is primarily driven by unit mix. Projects with a higher proportion of smaller units (1-bedroom units) require a lower per-unit grant, and therefore support more units, while projects with larger units (2 and 3+ bedroom units) would require a higher per-unit grant and reduce the overall number of units that can be funded.

For reference, the estimated City contribution required to offset the remaining balance of the City's portion of DCs is as follows:

- 1-Bedroom Units (15% statutory reduction)
  - Apartment: \$7,696.75/unit
  - Multiples: \$10,914.00/unit
- 2 Bedroom Unit (20% statutory reduction)
  - Apartment: \$9,579.20/unit
  - Multiples: \$10,272.00/unit
- 3+ Bedroom Unit (25% statutory reduction)
  - Apartment: \$8,980.50/unit
  - Multiples: \$13,371.75/ unit

In contrast, the Development Charge Reduction Grant for Ownership Units does not benefit from a statutory Development Charge reduction. Instead, the program may fund either 100%

or 30% of the City's portion of DCs, depending on the type of unit incentivized. This creates greater variability in the estimated unit yield under the \$2.3 million funding cap.

For units delivered through missing middle developments, the program provides a 100% grant of the City's portion of DCs. For units delivered in midrise and tall building developments, the program provides a 30% equivalent grant. As a result, units in midrise and tall buildings require a significantly lower grant contribution per unit compared to units in low-rise buildings, allowing a greater number of units to be supported within the same funding envelope.

As noted in the report, these figures are assumptions and intended to support program design and budget allocation. Actual program uptake will depend on market conditions and applicant interest. As these are proposed as temporary pilot programs, staff will monitor participation and outcomes, and report back to Council in 2027 with updated information on actual uptake, units created, costs, and outcomes.

### Question 3: Grant structure and timing of payment

*Provide clarification on how grant amounts will be determined for both purpose-built rental and townhouse condominium projects, including the circumstances under which projects would receive less than 100% of the City's portion of development charges. Further clarification is also requested regarding the rationale for differing payment timing between project types.*

For the Development Charge Reduction Grant - Purpose-Built Rental, eligible projects may receive a grant equivalent to 100% of the City portion of DCs for qualifying rental units, subject to all program eligibility criteria and funding availability.

For the Development Charge Reduction Grant - Ownership, eligible low-rise dwelling units (including townhouse developments) may receive a grant of up to 100% of the City's portion of residential DCs, subject to all program eligibility criteria and funding availability.

With respect to payment timing, the distinction is based not on program stream but on built form. Timing varies between low-rise (missing middle) developments and mid-rise and tall building developments. This differentiation reflects the varying complexity, approval processes, and construction timelines associated with each built form. Particularly, midrise and tall buildings typically involve more complex approvals and longer delivery timelines. Accordingly, the program provides greater flexibility in payment timing to better align grant disbursement with key construction milestones and overall project delivery. Discretion is also built into the temporary programs to allow the City to address unique project circumstances where appropriate.

### Question 4: Program administration and timing considerations

*Provide clarification on how the annual cap limiting any one organization to 50% of available funding would apply where a single qualifying project would otherwise require a greater share of annual funding. Provide additional clarification on how the proposed application window aligns with the requirement to expend Housing Accelerator Fund dollars by December 31, 2027.*

Section 5.9 establishes that, at the discretion of the Director of Community Planning, no single organization can consume more than 50% of the available Temporary Program Funds annually. This annual cap is intended to promote equitable distribution of funding across the development community and maximize participation in the programs. Where a single entity would otherwise require more than 50% of the annual funding allocation, the Director may consider the specific circumstances of the application, for example alignment with the City's housing objectives, funding availability, etc. and determine whether an exception is appropriate.

The proposed application window, from June 22, 2026, to December 31, 2027, is intentionally aligned with the City's requirement to spend HAF dollars by December 31, 2027. Program timelines and eligibility requirements have been designed to support timely project delivery and ensure successful applicants are able to meet all funding conditions within this period.

#### Question 5: Purpose-built rental eligibility criteria

*With respect to the proposed Tax Increment Equivalent Grant program, provide additional information on how the 30% two-bedroom unit requirement and minimum unit size thresholds were established, and whether staff has assessed how these criteria align with the design and economics of purpose-built rental projects currently contemplated in the market.*

The proposed 30% two-bedroom unit requirement and minimum unit size thresholds for the Tax Increment Equivalent Grant (TIEG) program were established to align the program with the City's housing objectives, specifically the need to increase the supply of larger sized units. Discretion is built into the program to accept a reduced portion of two-bedroom units. This program may be stacked with other temporary programs.

#### Question 6: Unit size eligibility criteria

*Provide clarification on whether staff have considered lowering the minimum size threshold for eligible two-bedroom units. At present, the draft CIP appears to establish a 750 square foot eligibility threshold. From an industry perspective, approximately 700 square feet can still provide a functional and livable two-bedroom unit. Could staff comment on the rationale for the 750 square foot threshold, whether flexibility is being considered, and how strictly this criterion is intended to be applied? BILD notes that a 50 square foot reduction presents a more affordable entry point for 2-bedroom units and would further improve access with a development charge incentive.*

Staff reviewed market data for the City of Burlington as part of developing the CIP, which showed that recently constructed two-bedroom units in Burlington generally range between 700 sq. ft. and 800 sq. ft., with units closer to 700 sq. ft. occurring primarily in higher density areas such as the Downtown and other intensification nodes. These smaller footprints are more typical in these areas due to land values, built-form constraints, and higher densities. Larger units are more common elsewhere in the city. As this is a city-wide program, the 750 sq. ft. city-wide average was selected as the minimum eligibility threshold to provide a consistent standard that reflects Burlington's overall development pattern rather than the size profile of a single node. The 750 sq. ft. threshold also aligns with broader industry best practices across the GTA and findings from a municipal scan which point to approximately 750 sq. ft. as an appropriate and generally suitable benchmark for two-bedroom layouts that provide functional bedroom sizes, adequate living and dining space, and appropriate circulation without compromising long-term livability. This threshold of 750 sq. ft. minimum unit size for two bedrooms, therefore, supports the CIP's objective of incentivizing livable, flexible, and larger sized housing that can accommodate a range of household types over time.

#### Question 7: Early Program Admission Deadline and Flexibility

*Request to extend or remove the September 1, 2026, early admission deadline for mid-rise and tall building projects to better reflect realistic development timelines. And Request to allow projects with active or substantially complete applications to qualify for priority consideration, even where a formal building permit application has not yet been submitted. Introduce additional flexibility for projects demonstrably delayed by market conditions, including financing or absorption challenges, where the project otherwise aligns with the City's housing objectives.*

Section 5.9 "General Temporary Program Eligibility" identifies an early-admission pathway intended to prioritize shovel ready projects for the City's temporary CIP programs. Under this pathway, priority is given to projects that demonstrate the ability to submit both a complete CIP application and complete application for a Building Permit by September 1, 2026. The purpose of this deadline is to help staff identify and prioritize projects that are ready to be built and funded. This will identify projects that align with the HAF timing requirement to count these applicable building permits incentivized units towards the City's HAF targets (December 31, 2026).

This pathway is not a mandatory requirement for program participation. Projects that do not meet the September 1, 2026, timing for early admission may still apply to the temporary CIP programs and be considered, subject to funding availability and program eligibility criteria. However, given the limited funding envelope, participation in the early admission pathway provides greater certainty of access to available funding. With respect to requests for additional flexibility, the program framework has been designed to balance flexibility with the need to ensure timely delivery of housing outcomes. The Construction Timing Eligibility Criteria

outlined in Section 5.9 provides for extensions at the discretion of the Director of Community Planning dependent upon construction progress reports, project scale and timelines with the intention to provide as much flexibility as possible for more complex projects while ensuring the HAF funding is still able to be spent within the funding window (December 31, 2027).

#### Question 8: Housing Outcomes

*Request to ensure that implementation of the program prioritizes broad market participation and housing delivery outcomes over narrow timing thresholds that may unintentionally exclude viable projects.*

Staff agree that the implementation of the program should prioritize broad market participation and housing delivery outcomes, while avoiding restrictive requirements that could unintentionally exclude otherwise viable projects. At the same time, timing thresholds are necessary due to the HAF requirement that all funding be committed and expended by December 31, 2027. For this reason, the programs have been designed with milestone-based funding requirements to ensure that limited HAF dollars are directed to projects with a high likelihood of proceeding and delivering housing within this timeframe. To support broad participation, the programs include flexibility through the Director of Community Planning's discretionary authority to consider variances to certain eligibility requirements, accept alternate submission terms, and allow limited adjustments to construction timing requirements where appropriate.

#### Minor Edits to the Amendment to the Burlington Affordable Rental Housing Community Improvement Plan to Staff Report DGM-35-26

As noted above, minor edits were made to the Amendment to address typographical errors to the Temporary Programs identified below:

- Development Charges Reduction Grant – Purpose Built Rental
- Missing Middle Municipal Waiver Program.

These minor edits do not change the implementation, criteria or structure of any of the Temporary Programs.

#### **Authors:**

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**Attachments:**

A. Amendment to the Burlington Affordable Rental Housing Community Improvement Plan

**Memo Approval:**

Supplemental staff memos are reviewed and approved by the Commissioner.

# 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	<b>Cover Page - Title</b>	Delete Title “Affordable Rental Housing Community Improvement Plan” and replace it with “Burlington Housing Community Improvement Plan”
2	<b>2 - CIP Goals and Objectives</b>	Add a NEW bullet point to Section 2 as follows: <ul style="list-style-type: none"> <li>• 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.</li> </ul>
3	<b>5 - Financial Incentive Programs</b>	Add a NEW subsection after subsection 5.8 as set out in Attachment 1.
4	<b>6 - Implementation</b>	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	<b>Appendix A – Community</b>	Delete Title “Burlington Affordable Rental Housing Community Improvement Project Area” and replace with

	<b>Improvement Project Area</b>	“Burlington Housing Community Improvement Project Area”.
<b>6</b>	<b>Appendix B – Additional Program Details and Eligibility Criteria</b>	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 <b>maximum of \$40,000 per project</b> .
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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"> <li>• <b>Rental building:</b> 100% TIEG for Year 1, 20% declining annual TIEG for Years 2 - 5</li> <li>• <b>Affordable rental building:</b> 100% annual TIEG. Eligibility requirement for a minimum of 15% affordable rental units that remain affordable for a minimum of 10 years</li> <li>• <b>Accessible rental building:</b> 100% annual TIEG. Eligible if the total number of accessible units exceeds the Ontario Building Code minimum requirement by 10%.</li> </ul>
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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	<b>Up to \$20,000 for a four-unit housing project and up to \$50,000 per project with five or more units</b> , 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 for 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 applicable unit number and size minimums in the Temporary Programs minimums 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.

<b>Table 1 – Temporary TIEG Program for Purpose-Built Rental Buildings – Payout Schedule</b>			
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.

DGM-36-26 Zoning By-law Amendment for 1022, 1028, and 1030 Waterdown Road

**From:** [Community Service Committee](#)  
**To:** [Mailbox, Clerks; Schneider, Jaclyn](#)  
**Cc:** [ebpower@flourish.ca](mailto:ebpower@flourish.ca); [Teresa Howe](#)  
**Subject:** Letter in support of 1022 Waterdown Rd Rezoning – For May 12 Committee  
**Date:** Sunday, May 10, 2026 11:15:34 PM

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**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.

**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 the Shoreacres neighbourhood and also as a co-chair of the Community Services Committee of the Rotary Club of Burlington Lakeshore. Rotary has long been striving to improve the welfare of our community members, and affordable housing is one facet.

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 our committee's support as you consider this matter.

Sincerely,

Jacqui Murray

Community Services Co-Chair, 2025-26  
Rotary Club of Burlington Lakeshore

DGM-36-26 Zoning By-law Amendment for 1022, 1028, and 1030  
Waterdown Road

**From:** [Helena Hearn](#)  
**To:** [Mailbox, Clerks](#); [Schneider, Jaclyn](#)  
**Cc:** [ebpowers@flourish.ca](mailto:ebpowers@flourish.ca); [thowe@indwell.ca](mailto:thowe@indwell.ca)  
**Subject:** Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd  
**Date:** Saturday, May 09, 2026 5:45:54 PM

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Re: Letter in support of 1022 Waterdown Rd Rezoning – For May 12 Committee

May 9, 2026

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 the Aldershot neighbourhood, and as someone who, as a vulnerable, marginalized, often stigmatized member of the community with lived experience of mental health, addiction, and housing precarity, has personally benefitted from supportive housing, both in the past and at present.

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,

Helena Hearn

  
Burlington, , ON, L7T 3C1

**From:** [Callie Archer](#)  
**To:** [Mailbox, Clerks](#)  
**Subject:** I support Indwell's proposal/affordable  
**Date:** Saturday, May 09, 2026 9:13:08 AM

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Housing on Waterdown Rd. Burlington needs this badly .

Caroline Archer

[REDACTED], Burlington, ON L7T 2L1

**From:** [Marcee Lane](#)  
**To:** [Mailbox, Clerks; Schneider, Jaclyn](#)  
**Cc:** [ebpower@flourish.ca](mailto:ebpower@flourish.ca)  
**Subject:** Tardy Letter in support of 1022 Waterdown Rd Rezoning – For Apr 12 Committee  
**Date:** Monday, May 11, 2026 10:52:54 AM

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**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.

May 11th, 2026

Re: Support for City-Initiated Zoning By-law Amendment Application for 1022 Waterdown Rd

Dear Madam Mayor and Councillors,

I am late in writing my support for 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 the Shoreacres neighbourhood. I am a social worker and volunteer at Next Door Social Space, a social service in the Aldershot neighbourhood. I have seen the increase in visible and invisible homelessness during the five years I've lived in Burlington. It's alarming that people in precarious situations in Halton have nowhere to go, which appears to have resulted in more people living on the streets and setting up encampments all over the region. I am more than happy to see Indwell come to 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

--

Marcée Lane

[REDACTED], Burlington, ON, L7S 2L7



**Re: Proposed Indwell Supportive Housing Development at 1022, 1028, and 1030  
Waterdown Road**

To the Chair, Mme Mayor, Members of Council, Members of Committee, Our Clerk, Members of Staff,

We cannot talk about housing without also talking about food insecurity.

According to Feed Ontario:

- **1 in 5 food bank users skip meals to afford rent**
- **60% have less than \$100 left each month after housing and utilities**
- **80% of food bank users are renters**

Housing is the single largest expense for most households, and for those living on low incomes, it creates impossible trade-offs between rent, food, and basic necessities.

Every day, we see firsthand the growing impact of housing insecurity, continued increases in the cost of living, and inadequate access to affordable housing in our community. Stable housing is foundational to individual well-being, food security, and overall health. Without it, individuals and families face significant barriers to maintaining employment, accessing healthcare, and meeting their most basic needs.

Supportive housing represents an important and compassionate response to a critical community need. It provides safe, permanent, affordable housing for residents, coupled with the supports necessary to help individuals thrive like onsite nursing and social work. Supportive housing is not simply about providing shelter; it is about creating the conditions for stability, dignity, and belonging. It also has a 92% success rate of tenants remaining housed after 1 year, exceeding Housing First benchmarks.

At the Burlington Food Bank, we know that the people who will one day call this development home are already part of our community. They are our neighbours, our clients, our friends, and sometimes our own family members. They are people who deserve the opportunity to live with dignity in a safe and supportive environment.

Communities are strengthened when they make room for everyone. This project reflects Burlington at its best: compassionate, inclusive, and committed to ensuring that all residents have the opportunity to live safely and with dignity.

Sincerely,

Christina Mulder  
Executive Director  
Burlington Food Bank



## Board of Directors

May 11, 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 president and chair of the Board of Directors of the Rotary Club of Burlington North. Rotary has long been striving to improve the welfare of our community members, and affordable housing is one facet.

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 our club's support as you consider this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Laube".

Thomas Laube  
President and Chair – Board of Directors  
Rotary Club of Burlington North

**From:** [Margaret den Otter](#)  
**To:** [Mailbox, Clerks](#); [Schneider, Jaclyn](#); [Bentivegna, Angelo](#)  
**Cc:** [ebpower@florish.ca](#); [thowe@indwell.ca](#)  
**Subject:** In support of 1022 Waterdown Rd. Removing- For May 12 committee  
**Date:** Tuesday, May 12, 2026 2:57:05 PM

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**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 members of city council,

As a resident of Burlington, I recommend that we as a community support the initiative of Indwell's desire to locate here in Burlington.

As a community it would be advantageous for Burlington to have a home for those of our residents who are unable to provide proper housing for themselves.

Blessings

Margaret den Otter  
Resident in Ward 6

The Corporation of the City of Burlington

City of Burlington By-law 28-2026

A By-law to amend City of Burlington By-law Number 92-2025, being a by-law to establish and impose certain 2026 rates and fees for services, activities or the use of property (FIN-33-25)

Whereas sections 8, 9 and 11 of the *Municipal Act, 2001* authorize The Corporation of the City of Burlington (the “City”) to pass by-laws necessary or desirable for municipal purposes, and in particular, paragraph 3 of subsection 11(2) authorizes the City to pass by-laws respecting its financial management; and

Whereas subsection 391(1) of the *Municipal Act, 2001* authorizes the City to impose fees or charges on persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

Whereas on November 18, 2025, Council passed City of Burlington By-law Number 92-2025 to adopt the approved 2026 rates and fees outlined in Report Number FIN-33-25; and

Whereas on March 10, 2026, Council approved the Electric Vehicle Charging Stations on City Property Corporate Policy set out in Appendix A to Report Number PWS-06-26 introducing a pricing strategy for electric vehicle charging stations, including location-based fees, tiered pricing and overnight rates;

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

1. That Schedule A to City of Burlington By-law Number 92-2025 be amended by inserting a new page 77, attached hereto as Appendix A, and that all subsequent pages be renumbered accordingly.
2. Subject to the amendments made in this By-law, in all other respects, City of Burlington By-law Number 92-2025 is hereby confirmed and remains unchanged.
3. That this By-law comes into force on October 1, 2026.

Passed this 26<sup>th</sup> day of May, 2026.

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

City Clerk Mike de Rond \_\_\_\_\_

The Corporation of the City of Burlington

City of Burlington By-law 29-2026

A by-law to *authorize* a request for the issuing of debentures by the Regional Municipality of Halton for Walkers Line Renewal – North Service Road to South of Dundas Street  
File: 570.02-1119 (PWS-21-26)

Whereas pursuant to subsections 401(1) and (2) and 404(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to debt and in the case of a lower-tier municipality within a regional municipality a request must be made to the regional municipality to issue debentures on its behalf for the purposes of incurring debt.

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

1. The City of Burlington requests that, for the purpose of the Tender Award for Walkers Line Renewal – North Service Road to South of Dundas Street, the total cost of which is Thirteen Million, Eight Hundred Ninety-Five Thousand Dollars (\$13,895,000), that the Regional Municipality of Halton be requested to raise by the sale of debentures the sum of Four Hundred and Thirty-Five Thousand Dollars (\$435,000) in Tax Supported Debt, repayable over a period of ten (10) years at such a rate as the Council of the Regional Municipality of Halton may determine.
2. The City of Burlington requests that, for the purpose of the Tender Award for Walkers Line Renewal – North Service Road to South of Dundas Street, the total cost of which is Thirteen Million, Eight Hundred Ninety-Five Thousand Dollars (\$13,895,000), that the Regional Municipality of Halton be requested to raise by the sale of debentures the sum of Two Million (\$2,000,000) in Multi-Year Community Investment Plan Supported Debt, repayable over a period of ten (10) years at such a rate as the Council of the Regional Municipality of Halton may determine.

Enacted and passed this 26<sup>th</sup> day of May 2026

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

City Clerk Mike de Rond \_\_\_\_\_

The Corporation of the City of Burlington

City of Burlington By-law 30-2026

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; and

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; and

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; and

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; and

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; and

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; and

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;

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 26 day of May, 2026.

Mayor Marianne Meed Ward

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City Clerk Mike de Rond

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**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 Schedule<sup>6</sup>:

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

where:

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

A = the floor area in square metres (m<sup>2</sup>) 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**

<b>A. CONSTRUCTION OF NEW BUILDINGS, ADDITIONS, MEZZANINES</b>	
TYPE OF WORK	SERVICE INDEX (SI) (\$/m <sup>2</sup> unless otherwise specified)
<b>Group A – Assembly Occupancies</b>	
Recreational Facilities – Arena <sup>1</sup> , 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 <sup>7</sup>
Interior Alteration/Renovation	12.82

<b>Group B – Detention Occupancies</b>	
Institutional	37.19
Hospital/Nursing Home	37.19
Interior Alteration/Renovation	16.07
<b>Group C – Residential Occupancies</b>	
Detached, Semi, Townhouse, Addition – Total Area Up to 300m <sup>2</sup>	23.18
Detached, Semi, Townhouse, Addition – Total Area Over 300m <sup>2</sup>	29.90
Attached/Detached Garage or Deck, Carport, Covered Deck/Patio	Minimum Permit Fee <sup>7</sup>
Excavating Basement or Crawl Space	Minimum Permit Fee <sup>7</sup>
Basement Walkout/Exterior Stairs/ Accessory Building (Shed)	Minimum Permit Fee <sup>7</sup>
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
<b>Group D – Business and Personal Services Occupancies</b>	
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
<b>Group E – Mercantile Occupancies</b>	
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 <sup>2</sup>	17.94
Warehouse/Manufacturing – Additional Area Over 4,650m <sup>2</sup>	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 <sup>7</sup>
Electromagnetic Locking Device (Added to Base Permit Fee)	Minimum Permit Fee <sup>7</sup> (177.00 for each additional locking device)
Dust Collector (Added to Base Permit Fee)	745.00 <sup>7</sup> (for each item)
Commercial Kitchen Exhaust Hood and/or Fire Suppression System (Added to Base Permit Fee)	745.00 <sup>7</sup> (for each item)
Spray Booth (Added to Base Permit Fee)	745.00 <sup>7</sup> (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 <sup>7</sup> (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 <sup>7</sup> (per application or partial application)
<b>B. STAND ALONE AND MISCELLANEOUS</b>	
Balcony/Chimney Repair	144.00 (per balcony/chimney)
Moving/Relocation of a Building	645.00 <sup>7</sup>
Temporary Tent/Stage <sup>1,2</sup> – Over 60m <sup>2</sup>	Minimum Permit Fee <sup>7</sup>
Temporary Tent/Stage <sup>1,2</sup> – Over 225m <sup>2</sup>	540.00 <sup>7</sup>
Demolition – Up to 600m <sup>2</sup>	Minimum Permit Fee <sup>7</sup>
Demolition – Over 600m <sup>2</sup>	1,061.00 <sup>7</sup>
All Designated Structures Listed in Article 1.3.3.5. of Division A of the Building Code	645.00 <sup>7</sup>
<b>C. MECHANICAL</b>	
HVAC – New/Alteration	1.41
Furnace Replacement <sup>9</sup>	Minimum Permit Fee <sup>7</sup>
Fireplace/Wood Stove (Solid Fuel Burning Appliance)	Minimum Permit Fee <sup>7</sup>
New Air Conditioning Unit/Roof Top Unit	Minimum Permit Fee <sup>7</sup>
<b>D. PLUMBING</b>	
Site Servicing/Private Water Lines	6.06/m or Minimum Permit Fee <sup>7</sup> (per Permit – up to 10 units)
New Sewer and/or Water Service Installation (Low Density Residential Only)	Minimum Permit Fee <sup>7</sup>
Backflow Prevention Device, Sump Pump, and/or Backwater Valve	434.00 <sup>7</sup> (176.00 for each additional device)
<b>E. ON-SITE SEWAGE SYSTEM</b>	
New Septic System	1,545.00 <sup>7</sup>
Septic System Assessment	Minimum Permit Fee <sup>7</sup>

Septic System Repair	708.00 <sup>7</sup>
Sewer Conversion	Minimum Permit Fee <sup>7</sup>
<b>F. SIGNS</b>	
Fascia and Pylon/Ground Signs – Up to 2.5m <sup>2</sup>	Minimum Permit Fee <sup>7</sup>
Fascia and Pylon/Ground Signs – 2.5m <sup>2</sup> to 8.0m <sup>2</sup>	526.00 <sup>7</sup>
Fascia and Pylon/Ground Signs – Over 8.0m <sup>2</sup>	1,047.00 <sup>7</sup>
Billboard	1,047.00 <sup>7</sup>
<b>G. OTHER FEES</b>	
Model Home Certification	1,568.00/model
Fast Track Service <sup>3</sup> – 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 <sup>3</sup> – 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 <sup>3</sup> – 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 <sup>5</sup> (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 <sup>5</sup> (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 <sup>5</sup>	Minimum Permit Fee <sup>5,7</sup>
Model Changes – After Permit Issued <sup>5</sup>	745.00 <sup>5</sup>
Limiting Distance Agreement	929.00 <sup>7</sup>
Transfer of Permit	Minimum Permit Fee <sup>7</sup>
Deferral of Revocation of Permit	Minimum Permit Fee <sup>7</sup>
Extension of Permit	Minimum Permit Fee <sup>7</sup>
Work Prior to Permit Issuance for Construction, Demolition, or Change of Use <sup>4</sup> – Permit Fee \$5,000.00 or Less	100% of Full Permit Fee <sup>8</sup>
Work Prior to Permit Issuance for Construction, Demolition, or Change of Use <sup>4</sup> – Permit Fee Greater Than \$5,000.00	5,000.00 (plus 10% of the Permit fee in excess of 5,000.00 <sup>8</sup> )
Re-Inspection <sup>10</sup>	Minimum Permit Fee <sup>7</sup> (per inspection)
Special Inspection <sup>11</sup>	Minimum Permit Fee <sup>7</sup> /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 <sup>12</sup>	405.00 <sup>8</sup>
Stop Work Order Issued Pursuant to Section 14 of the Act <sup>12</sup>	810.00 <sup>8</sup>
Unsafe Order Issued Pursuant to Section 15.9 of the Act <sup>12</sup>	405.00 <sup>8</sup>
Registration and Discharge of Order on Title	800.00 <sup>8</sup>

#### 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:

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

<b>Work Performed</b>	<b>Amount of Fees Refundable</b>
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.

The Corporation of the City of Burlington

City of Burlington By-law 31-2026

A by-law to amend By-law 22-2025, being A by-law to designate the Burlington Affordable Rental Housing Community Improvement Project Area

File: 590-01-26, DGM-35-26

Whereas Section 28(2) of Part IV of the Planning Act, R.S.O. 1990, c. P.13, as amended, enables the Council of a municipality in which an Official Plan is in effect, and contains provisions relating to community improvement, to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area; and

Whereas the Burlington Official Plan, 1997 in-force policies and the Burlington Official Plan, 2020 appealed policies contain provisions relating to community improvement; and

Whereas on [April 15, 2025](#) the Council of the Corporation of the City of Burlington (“Council”) enacted By-law 22-2025, a by-law to designate the Burlington Affordable Rental Housing Community Improvement Project Area (“By-law 22-2025”) pursuant to Section 28(2) of Part IV of the Planning Act, R.S.O. 1990, c. P.13, as amended; and

Whereas on April 14, 2026 Council held a Statutory Public Meeting with respect to proposed amendments to Burlington’s Affordable Rental Housing Community Improvement Plan, pursuant to its authority under Section 17 of the Planning Act, R.S.O. 1990, c. P.13; and

Whereas on May 26, 2026 Council approved the recommended amendment to Burlington’s Affordable Rental Housing Community Improvement Plan in Report Number DGM-35-26 to expand eligible housing options and provide for temporary incentives within the existing Community Improvement Project Area designated by By-law 22-2025:

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

1. That By-law 22-2025 is hereby amended by:

- a) deleting “Affordable Rental” between the words “Burlington” and “Housing” in the title of the By-law;
  - b) deleting “Affordable Rental” in the third recital between the words “Burlington” and “Housing”;
  - c) deleting “Affordable Rental” from section 1 between the words “Burlington” and “Housing”; and
  - d) deleting “Affordable Rental” from the title of Schedule A between the words “Burlington” and “Housing”.
2. Subject to the amendments made in this By-law, in all other respects, By-law 22-2025 is hereby confirmed and remains unchanged.
3. This By-law shall come into full force and take effect on the final day of passing thereof.

Enacted and passed this 26<sup>th</sup> day of May, 2026.

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

City Clerk Mike de Rond \_\_\_\_\_

The Corporation of the City of Burlington

City of Burlington By-law 32-2026

A by-law to amend By-law 23-2025, being A By-law to adopt an Affordable Rental Housing Community Improvement Plan, as a policy document for the Burlington Housing Community Improvement Project Area  
File: 590-01-26 (DGM-35-26)

Whereas on [April 15, 2025](#) Council enacted 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, pursuant to Section 28(4) of Part IV of the Planning Act, R.S.O. 1990, c. P.13, as amended; and

Whereas on [April 14, 2026](#) Council held a Statutory Public Meeting with respect to proposed amendments to Burlington’s Affordable Rental Housing Community Improvement Plan, to expand eligible housing options and provide for temporary incentives within the existing Community Improvement Project Area, pursuant to its authority under Section 17 of the Planning Act, R.S.O. 1990, c. P.13:

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

1. That Schedule A of By-law 23-2025: Burlington Affordable Rental Housing Community Improvement Plan is hereby deleted in its entirety and replaced with Schedule A of this By-law 32-2026, attached hereto.
2. This By-law comes into force on the day of its passing.

Enacted and passed this 26<sup>th</sup> day of May, 2026.

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

City Clerk Mike de Rond \_\_\_\_\_



Schedule A: Burlington  
Housing Community  
Improvement Plan



# BURLINGTON HOUSING COMMUNITY IMPROVEMENT PLAN

April 15, 2025  
As amended May 26, 2026



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SECTION 1

# Introduction

# 1 Introduction

## 1.1 Background

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The City of Burlington is facing housing challenges that impact our community’s well-being and future growth. As housing affordability continues to decline, residents, particularly those in middle-income brackets, find themselves increasingly squeezed by rising homeownership costs and a lack of rental options. This growing demand for diverse housing choices highlights the urgent need for innovative solutions that can adapt to our community’s evolving needs.

In 2021, the City completed a Housing Needs Assessment to understand the need for rental and affordable housing, followed by a Housing Strategy which identified 12 actions to move toward the vision for housing in Burlington. The following aspirational long-term Vision Statement forms part of the Housing Strategy and is intended to guide the City’s actions throughout and beyond the Strategy lifespan:

**“Everyone is Welcome in Burlington. Burlington is a city where all current and future residents have access to the housing options that meet their needs at all stages of life, and that are attainable at all income levels.”**

The Affordable Rental Housing Community Improvement Plan sets the City on a positive path forward in achieving this vision.

## 1.2 What is a Community Improvement Plan?

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A Community Improvement Plan (CIP) is a tool used by municipalities in Ontario to promote community development and improvement through financial incentives and actions. Legislated by the *Planning Act*, a CIP allows a municipality to designate specific areas for improvement to address issues, such as housing needs. Once established, a CIP enables municipalities to provide grants, loans, and other incentives to landowners (or a tenant with approval from the landowner) for eligible costs to prepare land and construct or rehabilitate buildings on private and public properties.

## 1.3 Purpose and Outline

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### **Purpose of this Plan**

This Affordable Rental Housing CIP strives to enhance the quality of living environments by addressing the need for more diverse affordable rental housing options within the City of Burlington. To help achieve this, the CIP provides financial incentives, such as grant programs and forgivable loans, to encourage the development of affordable rental housing.



Interested applicants are encouraged to review this Plan in its entirety, including the program-specific eligibility in Appendix B, Additional Program Details and Eligibility Criteria, and contact the City to confirm their eligibility, discuss their project, and identify the types of financial incentives that could be available.

## **Outline of this Plan**

**Introduction:** Section 1.0 provides a general overview of this Plan and background context for housing in the City of Burlington.

**Goals and Objectives:** Section 2.0 sets out a goal statement and set of objectives for an affordable rental housing–focused CIP, which will assist with monitoring for results over the implementation period.

**Basis of the CIP:** Section 3.0 provides an overview of the basis of this Plan, including the legislative authority.

**Community Improvement Project Area:** Section 4.0 describes the Community Improvement Project Area for the CIP.

**Incentive Programs:** Section 5.0 introduces a set of financial incentive programs that may be implemented. Additional program details are provided in Appendix B, Additional Program Details and Eligibility Criteria.

**Implementation:** Section 6.0 outlines the City’s steps for executing the CIP.

**Monitoring:** Section 7.0 outlines how the City will track progress and adjust during the life of this Plan.

**Glossary:** Related terms and definitions are provided to assist the reader in the interpretation and use of this Plan.



SECTION 2

# CIP Goal and Objectives

## 2 CIP Goals and Objectives

The goal of this Plan is to expand and diversify the supply of affordable rental housing in Burlington to help meet the diverse needs of low- and middle-income residents and to welcome more people and families to the City. To achieve this goal, the objectives of this Plan are to:

- Broaden the range and mix of housing options in the City.
- Help achieve Housing Strategy and growth analysis rental housing targets, for a healthy rental housing stock.
- Facilitate affordable rental housing through targeted financial incentives, innovative housing partnerships and solutions.
- Foster partnerships with homeowners, developers and community organizations to advance the creation of affordable housing solutions.
- Establish a flexible set of incentive programs that maintain effectiveness over time, ensuring ongoing support for affordable rental housing development.
- Foster complete communities with new affordable rental housing close to supportive infrastructure such as transit, schools and community facilities.
- Support opportunities for new housing supply to be inclusive with universal, barrier-free or accessible design, and to promote sustainable living with energy efficient design and green infrastructure to respond to the City's climate emergency declaration.
- 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.

The goal statement and objectives are foundational in creating a more inclusive, affordable, and resilient community through effective housing incentives. Achieving the goal and objectives is a collaborative process, requiring cooperation amongst a broad spectrum of stakeholders, including the private sector, non-profit sector, residential homeowners, and across different levels of government.



## SECTION 3

# Basis of the CIP

## 3 Basis of the CIP

### 3.1 Legislation and Enabling Policies

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Without a CIP, a municipality would be prohibited under subsection 106(1) of the Municipal Act, from assisting directly or indirectly, a commercial enterprise through the granting of bonuses. Subsection 106(2) further restricts a municipality from granting assistance by giving or lending money, guaranteeing borrowing, or giving a total or partial exemption from any levy, charge, or fee. Exception is made in subsection 106(3) of the Municipal Act, for municipalities exercising powers under subsections 28 (6), (7), or (7.2) of the Planning Act.

The *Planning Act* is the primary piece of legislation that enables the preparation of CIPs. Specifically, Section 28 of the *Planning Act* sets out:

- Types of projects/activities/works that are considered community improvement, which can include the redevelopment, rehabilitation, or other improvements to residential, commercial, industrial, and public buildings, structures, or facilities.
- A community improvement planning process whereby a municipality must first identify and adopt by by-law a designated community improvement project area, after which a community improvement plan may be prepared and adopted by a municipal Council.
- Tools that can be implemented once a municipal Council adopts a “community improvement plan”, which include grants or loans to owners of land and buildings within the community improvement project area.
- Eligible costs for which a municipality can provide such grants or loans and may include costs related to development/redevelopment or construction/ reconstruction projects for rehabilitation purposes or for the provision of energy efficient improvements.

Subsection 28(5) provides for the municipal adoption process for a CIP (or an amendment to an existing CIP), which follows the same public consultation process a municipality would follow when adopting an official plan amendment that is exempt from approval of the Minister. A municipality is required to consult with the Ministry and prescribed bodies through the CIP review process. The CIP comes into effect provided there is no appeal filed within the 20-day appeal period after the municipality gives notice of adoption.

With regards to enabling brownfield remediation for residential buildings, Section 365.1 of the *Municipal Act* allows for the cancellation of taxes during a period of environmental remediation. A local municipality may pass by-laws providing for the cancellation of all or a portion of the taxes for municipal and school purposes levied on eligible properties for which a phase two environmental site assessment has been conducted.

Burlington Official Plan, 1997 in-effect policies and Burlington Official Plan, 2020 appealed policies for community improvement, enable the designation of a Community Improvement Project Area where there are opportunities to improve the mix of housing types and the provision of incentives through a CIP, to facilitate the construction of a range of housing types and the construction of accessible, assisted special needs, or affordable housing. The policies stipulate that: a) Community Improvement Project Area(s) will be designated by by-law where the boundary of which may be all or part of the City of Burlington; and, b) Community Improvement Plan(s) may be prepared, adopted and implemented within a designated Community Improvement Project Area(s), pursuant to *The Planning Act* and the Community Improvement policies set out in the Official Plan.

## 3.2 Burlington's Housing Direction

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### Housing Strategy and Actions

On June 21, 2022, Burlington City Council adopted the City's first Housing Strategy, a guiding document for the City which establishes a road map of actions to meet community housing needs. Action #8 of the Housing Strategy directs the City to provide incentives through a CIP for the delivery of housing options to meet the needs of residents, including affordable and rental housing, sustainable units, accessible units, larger units, and Additional Residential Units (ARUs).

The Housing Strategy was informed by the Housing Needs and Opportunities Report, completed in November 2021. The report revealed that rental and affordable housing supplies are insufficient, with housing being unaffordable for low- and middle-income earners due to lack of options and diversity in housing types.

Additionally, the housing needs analysis identified the need to add 200 rental units per year to keep up with demand for rental supply. Updated information now estimates the need for approximately 500 rental units per year over the next 10 years to keep pace with demand. This new information reinforces the need to focus on opportunities to support growing the rental housing supply in Burlington.

The Housing Strategy emphasizes the City's role and opportunity to address the "missing middle", a range of housing types between single-detached houses and apartment buildings that are four-storeys or less, such as multiplexes and low-rise apartments, with focus on providing affordable housing for middle-income households and diversifying housing options (types and tenures). The below Table B-1: Annual Housing Targets, City of Burlington, from the Housing Strategy, emphasizes the mix of dwelling types and tenure.

The City has reduced barriers to increasing missing middle housing options with Official Plan and Zoning By-law amendments that include, permission for four units as-of-right through Additional Residential Use polices and modifications to Residential Neighbourhood Area

policies to support gentle ground-oriented intensification.

This Plan supports and implements the Council approved actions of the Housing Strategy for a range and mix of housing including Additional Residential Units (ARUs), by providing a toolkit of financial incentives for new affordable and accessible rental housing units in a variety of housing forms.

**Table B-1: Annual Housing Targets: City of Burlington**

Dwelling Category	Dwelling Type	% of Total New
All	Total New Dwellings	100%
New Affordable Dwellings	Affordable Dwellings	30%
	One and Two Bedrooms	22%
	Three or More Bedrooms	8%
New Rental Dwellings	Rental Dwellings	35%
New Dwellings by Size and Type	Ground-related dwellings (singles, semis, rows)	20%
	One and Two Bedroom dwellings	10%
	Three or More Bedroom dwellings	10%
	Apartment Dwellings	80%
	One and two bedrooms	55%
	Three or more bedrooms	25%

Source: Burlington Housing Strategy, 2022

### Housing Accelerator Fund Commitments

The City’s successful application for federal funding of \$21 million under the Housing Accelerator Fund (HAF), was announced on January 15, 2024. Administered through CMHC,

the HAF is provided to encourage more affordable homes in Burlington, built faster. The City established a HAF Action Plan to guide allocation of these funds, of which key actions support the Housing Strategy. HAF commitments include meeting housing supply growth targets for multi-unit, missing middle, and affordable units, listed below. The City is responsible for achieving these targets by December 31, 2026.

- Housing Supply Growth Target: 2,724 units
- Multi-unit: 1,294 units
- Missing middle: 1,047 units
- Affordable: 228 units (8.4% of housing supply growth target)

### 3.3 Affordable Rental Units

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The financial incentive programs in this Plan are for affordable rental units. For the purposes of this Plan, affordable rental units must be less than or equal to the income-based thresholds for affordable monthly rents by unit, in accordance with the Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin (DCA, 1997 Bulletin), as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario. (i.e. The 2024 maximum affordable rent for a bachelor unit is \$1,192; 1-bedroom unit is \$1,641; 2-bedroom unit is \$1,831).

### 3.4 Consultation

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This Plan was informed by valuable input gathered through consultation with the following sources:

- City Council and the Deputy Mayor for Housing, including through meetings at the outset of the project.
- The City-led Project Steering Committee, with staff from Community Planning, Housing Strategy, Economic Development, Business Development, Environment, Infrastructure and Community Services, Building and By-law, Finance, Legal, and Communications and Engagement.
- The City's Pipeline to Permit Committee.
- The public, through a series of public open houses and an online survey and feedback form.
- Industry stakeholders, including the Burlington Housing Development Liaison Committee, and detached ARU representatives including vendors, manufacturers and



builders in Southern Ontario.

- The Region of Halton in its capacity as provider of assisted and special needs housing.

A Statutory Public Meeting was held, and a recommendation report presented for the CIP on April 8, 2025. Feedback from this meeting was also considered in the preparation of this Plan and informed changes and City staff recommendations to Council for CIP approval and implementation.

The Ministry of Municipal Affairs of Housing has been consulted on the development and Council approval of this Plan.



SECTION 4

# Community Improvement Project Area

## 4 Community Improvement Project Area

In order for the City to advance a CIP and provide incentive programs under Section 28 of the *Planning Act* a Community Improvement Project Area must be designated.

The boundary of the Community Improvement Project Area (CIPA) for the Burlington Affordable Rental Housing CIP aligns with the Urban Area defined in the City's Official Plan. The Urban Area represents lands which are serviced, where residential lands permit intensification, including additional residential units, and where forecasted population will be accommodated over the planning horizon. The Urban Area contains transportation and community amenities which will support new affordable rental housing.

The CIPA, as adopted by By-law, is included for information as Appendix A to this Plan. The CIPA is administered separately from this Plan to permit modifications without the need for an amendment to this CIP.

Users of this Plan should contact the City to confirm the current CIPA. As discussed in Section 5 of this Plan, financial incentive programs may only be available to registered or assessed owners of lands and buildings located within the CIPA, or tenants with approval from the owner, subject to the eligibility criteria outlined and the City's annual CIP budget.

Council may choose to modify the CIPA By-law by amending it or passing another by-law to replace it. This may include expansions or additions to the CIPA, subject to any future significant policy changes for the non-urban area, additional funding, City and Council decisions, and demand.



SECTION 5

# Financial Incentive Programs

# 5 Financial Incentive Programs

## 5.1 Overview

---

Through the Affordable Rental Housing CIP, the City of Burlington may provide financial incentives to eligible applicants within the CIPA identified in Appendix A, subject to the availability of financial resources. The incentive programs are intended to stimulate affordable rental housing investment, where it will result in or contribute to the objectives set out in Section 2 of this Plan. The financial incentives are designed to expedite development efforts and encourage collaboration between the City, property owners and housing providers, fostering the creation of affordable rental housing.

This Plan provides incentive programs to promote an increase in affordable rental housing stock with opportunity to enhance units with sustainable building features and accessible design.

## 5.2 Development Charges

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During consultation, we heard from representatives from the housing development industry about challenges with building multi-unit affordable rental housing due to market uncertainty and rising development costs. Specific suggestions were offered by industry representatives for the City to remove, reduce or defer costs and fees associated with development, particularly development charges.

The City has reviewed development charge incentive opportunities. This Plan offers two development charges assistance programs under Section 5.6:

1. an Affordable Rental Development Charges Interest-Free Deferral Program, allowing for interest-free development charges payments in accordance with the *Development Charges Act, 1997* payment schedule for rental housing, starting at occupancy; and
2. an ARU Development Charges Waiver Program, applicable to a third ARU on a property.

In addition to incentives offered through this CIP, the opportunity exists for development charge exemptions for affordable residential rental units under Section 4.1(2) of the *Development Charges Act, 1997* (DCA). Units to which the exemptions apply must be subject to agreements that provide for them to remain affordable residential units for a minimum of 25 years. Units must also be rented to a tenant at arm's length with the landlord. Where new affordable rental units are proposed in an existing rental residential building, the building must contain four or more residential units.

Currently, regardless of affordability, the DCA and the City of Burlington's Development Charges By-law establish DC deferral terms, those being, deferred development charges

payments in accordance with the DCA, 1997 payment schedule for rental housing, with six annual installment payments starting at occupancy.

A non-profit housing development is exempt from development charges. Also exempt are two additional residential units (ARUs) located in existing houses or an ancillary structure on a residential use property. There are no affordability requirements for the first two ARUs. The third unit would not be exempt from development charges. In order to support four units as of right, recently implemented through Official Plan Amendment No.3, the City has chosen to provide a program to waive development charges for the third ARU.

### Summary Table of Incentive Programs

Pre-Development Incentive Programs (Section 5.4)	New Affordable Rental Unit Incentive Programs (Sections 5.5 - 5.7)	Sustainable and Accessible Design Incentive Program (Section 5.8)
<p><b>Fee Waivers and Design/ Study Grant</b></p> <ul style="list-style-type: none"> <li>• Municipal Fee Waiver Program</li> <li>• Housing Design and Study Grant Program</li> </ul> <p><b>Brownfield Remediation Program</b></p> <ul style="list-style-type: none"> <li>• Brownfield Tax Assistance Program, including the Provincial Brownfields Financial Tax Incentive Program</li> </ul>	<p><b>Forgivable Loan Programs</b></p> <ul style="list-style-type: none"> <li>• Additional Residential Units (ARU) Affordable Rental Program</li> <li>• Missing Middle Affordable Rental Unit Program</li> <li>• Mid/High-Rise Affordable Rental Unit Program</li> </ul> <p><b>Development Charges Assistance Programs</b></p> <ul style="list-style-type: none"> <li>• Affordable Residential Development Charges Interest-Free Deferral Program</li> <li>• ARU Development Charges</li> <li>• Waiver for the Third ARU</li> </ul> <p><b>Tax Increment Equivalent Grant (TIEG)</b></p>	<p><b>Additional grants</b> may be provided for:</p> <ul style="list-style-type: none"> <li>• Sustainable building design features, beyond requirements</li> <li>• Accessible/Barrier-free/ Universal design, beyond requirements</li> </ul>

The following sections include information about General Program Eligibility and general descriptions of each of the individual financial incentive programs with their maximum loan and grant values, where applicable. It is noted that establishing a maximum loan or grant value does not commit Council to funding any given program to the maximum.

In addition to the below **General Program Eligibility**, potential applicants must also refer to **Appendix B, Additional Program Details and Eligibility Criteria**, that includes eligible costs.

### 5.3 General Program Eligibility

---

Affordable rental 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.
- **Property Ownership:** Eligibility is restricted to registered or assessed owners of private or public land and buildings, as well as tenants who have received approval from the property owner, and entities within the non-profit sector. Applicants must be in good standing and 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.
- **New Affordable Rental Housing Unit:** Financial Incentives will only be provided for successful applications that will result in the creation of one or more new affordable rental housing units as permitted by the Burlington Official Plan and applicable Zoning By-law requirements, and in accordance with the unit minimums in the Program Eligibility Criteria in Appendix B of this Plan.
- **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.
- **Multiple Financial Incentives:** Applicants may be eligible for more than one financial incentive program under Section 5.0 of this Plan as part of a single application, unless otherwise restricted by a program. Financial incentives may be combined with other City of Burlington programs such as Better Homes Burlington, 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 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 for a forgivable loan. 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 an incentive program in Appendix B.

- **Approval Requirements:** Affordable rental housing projects linked to an incentive program application shall only proceed after obtaining approval from an application submitted under the *Planning Act* and/or a building permit, along with any other necessary permits; or, at the discretion of the Director of Community Planning, proceed based on alternate agreed upon terms of the City. 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 that the City may adopt in the future, for example, the Sustainable Building and Development Guidelines.
- **Incentive Applicability Period:** Costs incurred before the adoption of this CIP will not be considered eligible. Financial incentives will not be retroactively applied to work commenced prior to approval of an application for incentives under this Plan.
- **Legal Agreement:** An agreement between the City and the owner, tenants who have received approval from the property owner, or entities within the non-profit sector will be required, to the satisfaction of the City, for any of the incentives offered by this Plan. The agreement may require the City to register a mortgage/charge on title to the property. The agreement will indicate the required affordability period. If commitments are not met for the affordability term, full or partial repayment of any grants and loans, together with any applicable costs and interest may be required. Incentives embedded in other agreements, such as development charge exemptions, would also be subject to full or partial repayment.
- **Tenant Occupancy:** Proof through a lease or other documentation will be required by the applicant to the City in order to demonstrate that the new affordable rental dwelling unit is occupied by a tenant for the term of any incentive offered by this Plan. The property owner will select the tenant household. Family members are eligible tenants.
- **Short-Term Accommodation:** Any new rental dwelling unit developed with the support of a financial incentive program under this Plan and subject to an executed agreement shall not be permitted to be used for Short Term Accommodation as defined by this Plan and the City's Short Term Accommodation By-law. A unit found to be used as for Short Term Accommodation will be considered in default of the agreement and ineligible for

## 5.4 Pre-Development Incentive Programs

These programs are intended to offset the initial costs of development by waiving fees, supporting background planning and design, and encouraging brownfield remediation for residential buildings. Program details can be found in Appendix B, Additional Program Details and Eligibility Criteria.

### Summary Table of Incentive Programs

<b>Municipal Fee Waiver Program</b>	Up to 100% of eligible municipal fees set by by-law may be waived for: development applications with one or more new affordable rental dwelling units; building and occupancy permits; and on-street parking permits (1 year), as required by the City, to a <b>maximum of \$40,000 per project to create new affordable</b> rental housing.
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### Housing Design and Study

<b>Housing Design and Study Grant Program</b>	Up to 50% of the total cost to complete eligible studies, plans, or designs to a <b>maximum of \$15,000 per project for background planning and design</b> for multi-unit affordable rental housing (excluding ARUs) with six units or more, a minimum of which 30% shall be affordable.
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### Brownfield Tax Assistance Program

<b>Brownfield Tax Assistance Program</b>	The City can cancel all or a portion of its municipal property taxes and apply for the Province to match that cancellation through education property taxes for up to 3 years. A separate application to the Minister of Finance is required for the provincial tax program and an application must be approved by by-law.
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This program encourages the remediation and rehabilitation of contaminated brownfield properties for future affordable rental housing development, as supported by a Phase II Environmental Site Assessment. Enabled through Section 365.1 of the *Municipal Act*, 2001 the program allows for the cancellation of all or a portion of municipal (i.e. city) property taxes during the property remediation/rehabilitation period.

Further, the cancelled portion of municipal property taxes may be matched by tax assistance for eligible properties under the “Provincial Financial Tax Incentive Program”. This program,



administered by the Province, provides the opportunity for education property tax assistance. It requires a separate application and is subject to approval by the Minister of Finance on a case-by-case basis.

An application under this program must be accompanied by an approved Tax Increment Equivalent Grant program administered by the City.

## 5.5 New Affordable Rental Unit Incentive Programs

These are forgivable loan programs intended to offset costs incurred to construct new affordable rental units. If the property owner maintains the unit(s) as affordable for a minimum of 10 years, the loan may be fully forgiven, effectively turning it into a grant. This approach encourages property owners to commit to long-term affordability. If a property owner defaults under a forgivable loan agreement - such as through an ownership change or the unit(s) no longer meeting affordability criteria as specified in the agreement - the owner will be required to pay back to the City the amount owing under the agreement for the forgivable loan period. Program details can be found in Appendix B, Additional Program Details and Eligibility Criteria.

### Additional Residential Unit (ARU) Affordable Rental Program

<p><b>Additional Residential Unit (ARU) Affordable Rental Program</b></p>	<p>Up to 100% of total eligible costs to a maximum of:</p> <ul style="list-style-type: none"> <li>○ <b>\$70,000 per unit</b> for new affordable rental interior or attached ARUs (including garage conversions), or for existing affordable rental interior or attached ARUs that are being</li> <li>○ <b>\$95,000 per unit</b> for new detached accessory affordable rental ARUs.</li> </ul>
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This program provides financial assistance for new affordable rental ARUs or to upgrade or renovate an existing noncompliant affordable rental ARU through a building permit to create a legal, conforming ARU. Program funding may be used to construct or convert space for new interior or attached ARUs (include garage conversions) or to construct or purchase detached ARUs.

### Missing Middle Affordable Rental Unit Program

<b>Missing Middle Affordable Rental Unit Program</b>	Up to 100% of total eligible costs, to a maximum of <b>\$225,000 per eligible affordable rental missing middle unit.</b>
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This program provides financial assistance to convert an existing building into one or more new missing middle affordable rental units or to construct new missing middle affordable rental units. Missing middle units under this program are in buildings that are 4-storeys or less and are not a single-detached residential home or ARU.

### Mid/High-Rise Affordable Rental Unit Program

<b>Mid/High Rise Affordable Rental Unit Program</b>	Up to 100% of total eligible costs, to a maximum of: <ul style="list-style-type: none"> <li>○ <b>\$145,000 per new affordable mid/high-rise rental unit; and</b></li> <li>○ <b>\$180,000 per new affordable mid/high-rise three-bedroom rental unit.</b></li> <li>○ Requires a minimum of three (3) new affordable-rental units and/or new affordable rental three-bedroom units in a residential rental building, to be eligible.</li> </ul>
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This program provides financial assistance to support the development of new affordable rental units in a mid or high-rise residential rental building, including three-bedroom units.

## 5.6 Development Charges Assistance Programs

Development charges assistance is proposed in two program streams to support the creation of new affordable rental or affordable ownership units: Affordable Residential Development Charges Interest-Free Deferral Program; and the ARU Development Charges Waiver for the third Additional Residential Unit.

### Affordable Residential Development Charges Interest-Free Deferral Program

<b>Affordable Residential Development Charges</b>	Residential buildings or structures in accordance with the DCA, 1997 (4 or more units) where greater than one unit or 10% of units are affordable rental units as defined in accordance with the DCA, 1997 Bulletin, may be eligible for interest-free development charges payments in
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<b>Interest-Free Deferral Program</b>	accordance with the DCA, 1997 payment schedule for rental housing, with six annual installment payments starting at occupancy.
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### ARU Development Charges Waiver for Third Unit

<b>ARU Development Charges Waiver for Third ARU</b>	Consistent with the DCA, 1997, exemption of the first two Additional Residential Units, this program waives development charges for the third Additional Residential Unit. This program supports the City’s four units as of right policies and Zoning permissions.
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## 5.7 Tax Increment Equivalent Grant (TIEG) Program

<b>Tax Increment Equivalent Grant</b>	Up to 100% of the City portion of the tax increment provided annually for a time period to be determined through an agreement with the City.
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A Tax Increment Equivalent Grant (TIEG) provides an annual grant equal to a percentage of the municipal property tax increase generated by a new rental residential building with a minimum of three affordable units, such as a multiplex or low-rise apartment building with affordable rental units. It is intended to help offset the revenue loss (i.e. the difference between market and affordable rent) experienced by the housing developer for incorporating affordable units in their rental residential building, as well as help offset the eligible costs of remediating a brownfield site for housing uses.

A TIEG is provided annually over a determined period (e.g. 10 years) in increments up to 100% of the City portion of the property tax uplift from a new eligible development.

The TIEG program could be implemented during the implementation period of this Plan, at the sole discretion of Council. The TIEG is a non-reserve fund program but requires alignment with Regional Tax policy and potential changes to processes and administration through the City’s Finance department.

Program details can be found in Appendix B, Additional Program Details and Eligibility Criteria.

## 5.8 Sustainable and Accessible Design Grant Program

<b>Sustainable</b>	<b>Up to \$50,000 per project</b> , subject to an evaluation of the proposed
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<b>and Accessible Design Grant Program</b>	development based on the extent to which a project incorporates voluntary sustainable building practices and/or accessible design.
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This Program provides an additional grant for eligible applications that incorporate voluntary sustainable building practices, implement zero or low carbon energy or climate resiliency solutions, and/or incorporate universal or barrier-free design, or accessible design. Program details can be found in Appendix B, Additional Program Details and Eligibility Criteria.

## 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.

- 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.
- 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.

- 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

<b>Development Charge Reduction Grant - Purpose Built Rental Program</b>	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

<b>Development Charge Reduction Grant – Ownership Program</b>	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

<b>Missing Middle Municipal Fee Waiver Program</b>	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 <b>maximum of \$40,000 per project.</b>
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### 5.9.4 Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental

<b>Tax Increment Equivalent Grant (TIEG) – Purpose-Built Rental Building Program</b>	<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"> <li>• <b>Rental building:</b> 100% TIEG for Year 1, 20% declining annual TIEG for Years 2 - 5</li> <li>• <b>Affordable rental building:</b> 100% annual TIEG. Eligibility requirement for a minimum of 15% affordable rental units that remain affordable for a minimum of 10 years</li> <li>• <b>Accessible rental building:</b> 100% annual TIEG. Eligible if the total number of accessible units exceeds the Ontario Building Code minimum requirement by 10%.</li> </ul>
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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

<p><b>Accessible Design Grant Program</b></p>	<p><b>Up to \$20,000 for a four-unit housing project and up to \$50,000 per project with five or more units</b>, 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.</p>
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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.



## 6 Implementation

### 6.1 Implementation Period

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The Affordable Rental Housing CIP is expected to be implemented over ten years, ending in March 2035. City Council may extend or shorten this period as needed, subject to an approved budget for the CIP.

### 6.2 Administrative Roles and Responsibilities

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The CIP will be administered by Community Planning in consultation with staff in other departments, as needed.

- Council will decide on a protocol to determine, on an annual basis, when an CIP program application type or value requires Council approval; otherwise, it is under the delegated authority of the Director of Community Planning.
- If an application is rejected by the Director of Community Planning, the applicant may file an appeal to Council. In this case, Council acts as the final approval authority.
- City Council will oversee the administration of the CIP by:
  - Deciding which financial incentive programs will be active each year during the implementation period;
  - Deciding the value of each financial incentive program each year, including but not limited to unit caps or funding caps, or any other variable contemplated in the CIP;
  - Deciding on the protocol to determine, on an annual basis, when an application type or value requires Council approval; and
  - Approving a budget for active financial incentives during the annual budgeting process or in relation to any other level of government funding program agreement or process.

### 6.3 Regional Participation

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The Region of Halton is the upper-tier municipality and Service Manager responsible for housing programs, with a focus on assisted or government supportive housing. The City of Burlington will seek and encourage their participation in the incentive programs established by this Plan to facilitate the development of new rental housing with the objective of deepening affordability as defined by this Plan to an assisted housing level. This includes ongoing

collaboration and complementary initiatives being undertaken by Halton Region, recognizing that they are an important partner to the City. In particular, there may be an opportunity for Halton Region, in its position of establishing tax policy for the Region, to participate in future TIEG programs by matching a grant equivalent to the regional portion of property tax increases. Additionally, given that the regional portion of development charges (DC) represent a significant cost, the City will request that the Region consider matching limited DC deferrals where a significant portion of units are affordable.

Per Section 28(7.2) of the *Planning Act*, the Council of Halton Region may make grants and/or loans to the Council of the City of Burlington for the purpose of carrying out the CIP. To this end, the Region may provide grants, loans or other forms of assistance as Regional Council deems appropriate for the purposes of further supporting the financial incentives contained within this Plan, in collaboration with the City.

## 6.4 Financial Management

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The City may implement any number of financial incentives outlined in this Plan during the implementation period, depending on the availability of City funds and/ or other resources.

- For 2025 and 2026, HAF funding will be assigned in order to support the achievement of the City's HAF targets.
- Starting for the 2026 budget year, as part of the annual City budgeting exercise, a CIP budget will be identified for financial incentives that have been put into effect for that year, if any, and the maximum value established for that time period. Where available, funding from other levels of government will be used to supply this budget.
- In effort to ensure an equitable distribution of annual funding, the City may consider maximum units/unit caps per affordable rental residential building project that is eligible for funding under a forgivable loan program.
- When identified as part of an annual CIP budget, Development Charges Assistance Programs, as outlined in this Plan and in Appendix B, Additional Program Details and Eligibility Criteria, will require funding to pay the waived interest on deferred development charges payments for rental residential buildings, and pay the waived development charges on a 3rd Additional Residential Unit.
- Financial incentives may be accepted on a first-come, first-served basis until funding for that year is exhausted, strategic targets have been achieved, or at the discretion of the Director of Community Planning. As an alternative approach, the Director of Community Planning may set an annual or bi-annual deadline for application submissions, with all applications evaluated according to that deadline.

- CIP funding from other levels of government may also include restrictions on timing, level and advancement of funds
- If a property owner defaults under a forgivable loan agreement - such as through an ownership change or the unit(s) no longer meeting affordability criteria as specified in the agreement - the owner will be required to pay back to the City the amount owing under the agreement for the forgivable loan period. The money will be held in an appropriate fund at the discretion of the Chief Financial Officer. This fund may be applied to future CIP financial incentive programs, at the discretion of Council.

## 6.5 Applications and Agreements

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- Applications will be reviewed based on:
  - General eligibility requirements outlined in Section 5.3;
  - Program eligibility criteria detailed in Appendix B, Additional Program Details and Eligibility Criteria;
  - CIP budget funding criteria from other level of government, as applicable; and
  - The annual budget approved by Council.
- The City does not commit to funding a project until there is a signed agreement between the City and the applicant, which will set out the terms, duration and default provisions of the incentive to be provided.
- The City may discontinue any financial incentive program as set out in the agreement, where there is not compliance with an executed agreement. If there is an outstanding affordability time period requirement under the agreement, the prorated portion of the loan for the time period the unit(s) will no longer be affordable, must be reimbursed to the City.
- Should the program criteria change, or funding be unavailable, applicants will be informed as to whether an application will need to be modified, resubmitted, or reassessed when the next pool of funding becomes available.
- Refer to Appendix C, CIP Program Applications Flowchart, that shows the process from application submission through to occupancy and funding release.
- A decision by the City to approve an application for incentives associated with an application made under the *Planning Act* shall not be interpreted as representing a position or opinion on the *Planning Act* application itself.

- The City, dependent upon program requirements, shall require an annual statement, to be provided by the applicant, which confirms that the applicable rental units remain affordable under the definition established by this Plan. This statement must demonstrate that each affordable rental unit complies with the affordability definition to uphold the agreement made under this Plan. Acceptable proof may include a signed lease showing the tenant's name and the affordable rental rate or a method of proof at the discretion of the City.

## 6.6 Payment

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If an approved housing project has not proceeded within one year of the financial incentive being approved, or as per any CIP funding eligibility criteria from another level of government, the applicant will no longer be eligible. The City may grant discretionary extensions when justified, however, undue delay beyond an agreed timeframe may result in the grant or loan allocation being revoked.

- Actual costs for which the financial incentive has been provided may be subject to audit (at the applicant's cost).
- In the event of the sale, conveyance, transfer or entering into of any agreement of sale or transfer of the title of the subject property by the owner, the City shall have absolute discretion to request the full repayment of any financial incentive.

## 6.7 Marketing and Communications

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Key to the success of the Burlington Affordable Rental Housing CIP is a marketing and communication strategy to clearly communicate the opportunities presented by this Plan and to generate interest and uptake in the financial incentives. Appendix D outlines marketing and communications strategies for the City to consider in promoting the CIP.

## 6.8 Housing Community Improvement Plan

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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".



SECTION 7

# Monitoring

# 7 Monitoring

## 7.1 Purpose

The Affordable Rental Housing CIP is monitored to track progress relative to goals and objectives of the City’s Housing Strategy, and as contained in Section 2.0, CIP Goal and Objectives, of this Plan.

- The effectiveness of the CIP program will be reviewed and reported annually to Council based on monitoring indicators.
- Monitoring may be structured around indicators that are aligned to the objectives of this Plan, as specified in the table below. These indicators may be adjusted, and/or new monitoring indicators added as needed.
- Information on the indicators will be collected at the individual project level and aggregated.

### Monitoring Indicators Table

Goals / Objectives	Measures
<b>Development of Affordable Rental Units</b>	
Number, Type and Location of New Affordable Rental Units Constructed	Track the total number, type and location of affordable rental units built through issuance of an eligible building permit as a result of the financial incentives.
Construction Value of Affordable Rental Housing Projects	Construction value of all projects awarded financial incentives under the CIP programs
<b>Longevity of Incentive Programs</b>	
Sustainability of Incentive Programs	Evaluate the number of incentive programs that have been maintained or adapted over time.
<b>Value and Outcomes of Incentives</b>	

Goals / Objectives	Measures
Cost-Effectiveness of Incentive Programs	Analyze the cost per affordable unit created or preserved through the incentive programs.
Impact Assessment Reports	Generate periodic reports assessing the outcomes of incentive programs, including metrics on housing affordability and availability, and sustainable and accessible building.
Stakeholder Feedback on Incentive Effectiveness	Collect and analyze feedback from developers and residents regarding their experiences with the incentives, program(s) or process.
<b>Stacking Opportunities for Programs / Incentives</b>	
Inventory of Existing Programs	Track the number of existing municipal, regional, provincial, and federal housing programs identified for potential stacking and/or potential duplication.
<b>Alignment with City Priorities and Housing Targets</b>	
Number of Three-Bedroom Affordable Units Developed	Track the number and location of three-bedroom affordable units created through CIP incentives. Track vacancy rate and/or demand for three-bedroom units.
Diversity of Housing Types Developed	Assess the variety of housing types built, particularly focusing on “missing middle” housing options, to ensure diverse and affordable options are available.

## 7.2 Reporting

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The aggregated information from the monitoring indicators will be used as the basis for annual reporting to City Council.

- An annual report will be prepared to highlight the successes and achievements of the CIP. The report will be presented to City Council for consideration.
- The annual report will recommend adjustments/amendments to the Plan, if any.
- Annual reports will also inform budget decisions related to the funding of financial incentive programs.
- Additional reporting requirements may be required where the CIP is funded by other level of government programs.

## 7.3 Plan Adjustments/Amendments

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Minor and technical amendments, such as the correction of typographical errors, revisions to definitions and administrative details of specific programs, may be made without Council approval, or as required by other level of government's funding programs.

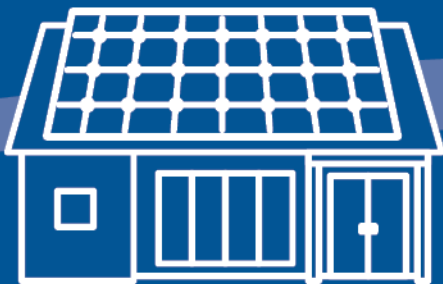
- The value and parameters for the Council-approved Tax Increment Equivalent Grant (TIEG) program, as described in this Plan, will be determined annually on a property-specific basis and approved by Council.
- The City may also discontinue any of the programs contained in this Plan without an amendment.
- Major and substantive changes will be made by amendment, in accordance with the *Planning Act*, which requires public consultation and Council approval.
- The following adjustments constitute a major or substantive change:
  - Modifications to the CIPA, as set out in the City-approved By-law;
  - Addition of a new financial incentive program that has not been adopted by a City-approved by-law;
  - Changes to the types of eligible projects as adopted by a City-approved by-law;
  - Changes to eligibility criteria that have been adopted by a City-approved by-law; and
  - Changes to value or calculation of grants as adopted by a City-approved by-law.



When making major or substantive changes to the CIP, the City must pass a by-law to adopt such amendments.

# Appendix A

## Community Improvement Project Area



# Appendix A: Community Improvement Plan Project Area

## Schedule "A" Burlington Housing Community Improvement Project Area



# Appendix B

## Additional Program Details and Eligibility Criteria





## Appendix B: Additional Program Details and Eligibility Criteria

Appendix B provides information on Additional Program Details and Eligibility Criteria for each of the incentive programs under Section 5 of the Burlington Affordable Rental Housing CIP. Appendix B forms a part of the Community Improvement Plan and must be read and applied in accordance with the main document.

The total value of all financial incentives awarded to a property owner, or a tenant with approval from the owner, through this Plan, or any other City of Burlington CIP financial incentives or other level of government funding, shall not exceed the total eligible costs associated with the project, as outlined in Appendix B and in accordance with the *Planning Act*.

## Municipal Fee Waiver Program

This program is intended to offset the initial costs of development by waiving eligible fees.

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

### Eligibility Criteria

Municipal fees may be waived for eligible development applications, building and occupancy permits,

and on-street parking permits (for one-year) where required by the City for the development of one or more new affordable rental dwelling units. The following are eligible City development application and permit fees that can be waived under this program:

- For each Additional Residential Unit (ARU), fees eligible to be waived include:
  - Zoning clearance;
  - Building permit;
  - Occupancy permit; and
  - On-street parking permit, for one year.
- For residential developments where a minimum of 30% of units are affordable rental dwelling units, eligible fees for the following application types will be waived:
  - Zoning clearance;
  - Site plan approval;
  - Draft plan of subdivision;
  - Draft plan of condominium;
  - Demolition or Building permit;
  - Occupancy permit; and
  - On-street parking permit, for one year.



## Eligible Costs

- Up to 100% of the costs associated with eligible application and permit fees, to a **maximum of \$40,000 per project** may be waived to create new affordable rental housing.

## Payment

No payment of fees is required in accordance with the eligible development application and permit fees.

## Housing Design and Study Grant

This program is intended to offset the initial costs of development by supporting background planning and design costs.

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 studies, plans, or designs must provide new site-specific information in support of the development of six units or more, a minimum of which 30% shall be affordable rental dwelling units.
- Project proposals must go through the pre-consultation process with the City to be eligible.
- May be stacked with the Canada Mortgage and Housing Corporation (CMHC) Seed Funding program, as available.
- Additional Residential Units are not eligible.

### Eligible Costs

- Up to 50% of the total eligible costs, **to a maximum of \$15,000 per project** to complete studies, plans, or designs for the creation of eligible multi-unit affordable rental housing.
- The cost to complete any of the following types of studies, plans, or designs may be eligible for the Housing Design and Study Grant:
  - Concept plans;
  - Structural analysis;
  - Site plan drawings;
  - Environmental studies;
  - Other site-specific studies or plans which may be required by the City at the time of pre-consultation or site plan approval and as approved by the Director of Community Planning; and
  - Any combination of the above.

- Eligible studies, plans, or designs must be completed by licensed and/or qualified professionals as deemed by the City.
- The applicant must provide at least two quotes for the completion of the subject studies, plans, or designs at the time of a financial incentive application, or the applicant must provide an explanation as to why two quotes are not possible.

## **Payment**

- All completed studies, plans, or designs must comply with the description as provided in the grant application form.
- The grant will only be provided upon successful completion of the housing project. The grant will be paid in a lump sum as a reimbursement of verified costs incurred.
- One electronic and one hard copy of the completed studies, plans, or designs shall be submitted to the City for its review and retention.
- All completed studies will become the shared property of the City and the successful applicant.

## Brownfield Tax Assistance Program

This program allows for the cancellation of all or a portion of municipal (i.e. city) property taxes during the property remediation/rehabilitation period, and the ability for the City to apply for the Province to match that cancellation through education property taxes for up to 3 years.

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

### Eligibility Criteria

- Properties will only be eligible for the Brownfield Tax Assistance Program if:
  - The eligible site is qualified as a brownfield; and,
  - A Phase II ESA has been conducted, and additional work and/or remediation are required under the *Ontario Environmental Protection Act* to permit a Record of Site Condition (RSC) for a proposed affordable rental housing use to be filed in the Environmental Site Registry.
- Applicants must be the registered owner/assessed owner of the subject property or a tenant with approval from the owner,
- An application must be accompanied by a Phase II ESA prepared by a qualified person (as defined by the Ontario Environmental Protection Act) that contains:
  - An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit an RSC to be filed in the Environmental Site Registry under Section 168.4 of the Ontario Environmental Protection Act; and
  - A work plan and budget for environmental remediation, and/or risk management actions.
- Brownfield Tax Assistance Program applications must be filed prior to the start of any activity that would constitute an eligible cost and to which the proposed tax assistance would apply.

### Eligible Costs

- The total value of tax assistance provided to an approved eligible property will not

exceed the eligible costs for that property.

- Any action taken to reduce contaminant concentrations on, in or under the property to permit an RSC to be filed in the Environmental Site Registry under Section 168.4 of the *Ontario Environmental Protection Act*. Without limiting the generality of the foregoing, this includes costs relating to:
  - Additional Phase II Environmental Site Assessment Investigations;
  - Remedial action plans;
  - Risk assessment and risk management reports and plans;
  - Required environmental remediation activities, including the cost of complying with a Certificate of Property Use for housing issued under section 168.6 of the *Ontario Environmental Protection Act*; and,
  - Environmental insurance premiums

## Process

- Brownfield Tax Assistance Program applications will be reviewed by City Staff. If recommended for approval by City Staff, the draft by-law authorizing the tax assistance will be presented to City Council and, with Council's consent, sent to the Minister of Finance for review and approval. If approved by the Minister, Council may pass a final by-law to authorize the tax assistance.
- As a condition of approval, City Council may require the owner of the approved eligible property to:
  - provide an annual report within 30 days of the anniversary of the commencement of the tax assistance for each year or part thereof that is provided containing an update on the concentration and location of contamination on the approved eligible property, the status of remediation work completed to date, the costs expended to date and costs not yet incurred, and time estimates to complete the remedial and redevelopment work;
  - meet any conditions required by the Minister of Finance; and,
  - enter into an agreement with the City respecting any of the above-referenced matters, as well as the terms, duration, default and termination provisions of the tax assistance.

- Council may also apply other conditions to the approval where appropriate and warranted.
- A by-law passed by Council authorizing tax assistance to an eligible property may also provide:
  - that all or some of the taxes that are subject to tax assistance may be levied but not collected during the period before the City determines whether any approved conditions have been met; and,
  - that the taxes shall become payable only upon notice in writing by the municipality to the owner of the property that the conditions required in the by-law have not been met.
- If Council passes a by-law providing that taxes become payable in the above circumstances, it may also provide that the interest provisions of a by-law passed under Section 345 of the *Municipal Act* apply, if the taxes become payable, as if the payment of the taxes has not been deferred.

## Payment

- The tax assistance will be in the form of a cancellation equivalent to up to 100 percent of the municipal and provincial education portion of the property tax.
- The tax assistance would begin with the passage of Council's by-law and extend through the rehabilitation period (maximum 18 months) and/or development period (a time period from the rehabilitation period, as defined by Council through the by-law), subject to such provincial and municipal conditions specified in the by-law.
- The education portion of the tax assistance is subject to approval by the Ontario Minister of Finance. The level of matching education property tax assistance will be proportionate, as determined by the Minister of Finance, to the level of tax assistance provided by City Council.
- Generally, the matching education property tax assistance is provided for a maximum of three years from the remediation start date (or a longer period approved by the Minister, if there are exceptional circumstances).
- The tax assistance provided to an approved eligible property will coincide with that property's rehabilitation period and/or development period, to a maximum time period defined in the by-law.
- Council may repeal or amend a tax assistance by-law, but the repeal or amendment

does not extinguish the right to tax assistance under the by-law unless the owner of the approved eligible property consents in writing to the repeal or amendment.

- Should the owner of the approved eligible property default on any condition in the by-law or agreement (e.g. fails to commence or ceases remediation for any reason), the tax assistance provided, plus interest, will become payable in full.

## **Additional Residential Unit (ARU) Affordable Rental Program**

This program provides financial assistance for new affordable rental ARUs or to upgrade or renovate an existing noncompliant affordable rental ARU through a building permit to create a legal, conforming ARU. Program funding may be used to construct or convert space for new interior or attached ARUs (include garage conversions) or to construct or purchase detached ARUs.

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

### **Eligibility Criteria**

- Only properties that permit up to four additional residential units in existing or new single detached, semi-detached, duplex or townhouse dwellings shall be eligible for this program.
- All funded ARUs must be permanent in nature, and costs associated with design, and installation are eligible.
- Minimum affordability period of ten years for full loan forgiveness.

### **Eligible Costs**

- Up to 100% of total eligible costs to a maximum of:
  - **\$70,000 per unit** for new affordable rental interior or attached ARUs (including garage conversions), or for existing affordable rental interior or attached ARUs that are being legalized (through a building permit process); and
  - **\$95,000 per unit** for new detached accessory affordable rental ARUs.
- Only eligible project costs that are consistent with, and incurred after the Building Permit for the affordable rental dwelling unit has been issued by the Chief Building Official, may be claimed for the Forgivable Loan.
- **Eligible costs** include the following:
  - Building materials and labour required to construct the unit(s);
  - New/upgraded HVAC systems and plumbing where required under the Building Code to construct the unit(s);

- Works related to Ontario Building Code or Fire Code compliance, such as structural, electrical, safe egress, ventilation, fire protection including associated insulation, and similar improvements;
  - Accessibility improvements including providing universal design, barrier-free access to the residential unit(s), accessible washroom(s), interior doorway(s) or kitchen facilities;
  - Permanent finishing materials and permanent decorative elements, including painting, drywall, trim, permanent light fixtures, flooring, countertops and cabinetry, shall be an eligible cost to a maximum of 25% of the total eligible costs;
  - Where the new ARU is a detached modular unit, costs related to the purchase, installation, and foundation of the unit;
  - Professional services by an engineer, architect, or planner to a maximum of 15% of all eligible costs will also be eligible.
- **Ineligible costs** include, but are not limited to, household appliances and financing.

## Payment

- The Forgivable Loan will be provided upon successful completion of the housing project or at the discretion of the City. The Forgivable Loan will be paid in a lump sum as a reimbursement of costs incurred, or in intervals at the discretion of the City.
- No interest or repayment of the Forgivable Loan is required for the duration of the agreement and upon successful satisfactory completion of the program criteria the Forgivable Loan shall be forgiven at the end of the agreement term, requiring no repayment by the applicant.
- 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 loan back to the City, in accordance with the funding agreement terms and conditions.

## Missing Middle Units Affordable Rental Program

This program provides financial assistance to convert an existing building into one or more new missing middle affordable rental units or to construct new missing middle affordable 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

- The conversion of an existing building into one or more new missing middle affordable rental units or the construction of one or more new missing middle affordable rental units.
- Missing middle units are in buildings that are four (4)-storeys or less and are not a single-detached residential dwelling unit or ARU.
- Minimum affordability period of ten years for full loan forgiveness.

### Eligible Costs

- Up to 100% of total eligible costs, to a maximum of \$225,000 per eligible affordable rental missing middle unit.
- Only eligible project costs that are consistent with, and incurred after the Building Permit for the affordable rental dwelling unit has been issued by the Chief Building Official, may be claimed for the Forgivable Loan.
- **Eligible Costs** include:
  - Building materials and labour required to construct the unit(s);
  - New/upgraded HVAC systems and plumbing where required under the Building Code to construct the unit(s);
  - Works related to Ontario Building Code or Fire Code compliance, such as structural, electrical, safe egress, ventilation, fire protection including associated insulation, and similar improvements;
  - Accessibility improvements including providing universal design, barrier-free access to the residential unit(s), accessible washroom(s), interior doorway(s) or kitchen facilities;

- Permanent finishing materials and permanent decorative elements, including painting, drywall, trim, permanent light fixtures, flooring, countertops and cabinetry, shall be an eligible cost to a maximum of 25% of the total eligible costs;
- Professional services by an engineer, architect, or planner to a maximum of 15% of all eligible costs will also be eligible.
- **Ineligible costs** include, but are not limited to, household appliances and financing.

## Payment

- The Forgivable Loan will be provided upon successful completion of the housing project or at the discretion of the City. The Forgivable Loan will be paid in a lump sum as a reimbursement of costs incurred, or in intervals at the discretion of the City.
- No interest or repayment of the Forgivable Loan is required for the duration of the agreement and upon successful satisfactory completion of the program criteria the Forgivable Loan shall be forgiven at the end of the agreement term, requiring no repayment by the applicant.
- 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 loan back to the City, in accordance with the funding agreement terms and conditions.

## Mid/High-Rise Units Affordable Rental Program

This program provides financial assistance to support the development of new affordable rental units in a mid or high-rise residential rental building, including three-bedroom 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

- Development, redevelopment/adaptive reuse of a property that results in the construction of new affordable-rental units, or new affordable three-bedroom-rental units.
- Strategic locations, such as within the City's 'Mixed Use Nodes', Major Transit Station Areas, or Intensification Corridors, are encouraged to be a focus of development.
- A minimum of three (3) new affordable-rental units and/or new affordable-rental three-bedroom units in a residential rental building, are required in order to be eligible.
- Minimum affordability period of ten years for full loan forgiveness.

### Eligible Costs

- Up to 100% of total eligible costs, to a maximum of:
  - **\$145,000 per new affordable mid/high-rise rental unit;** and
  - **\$180,000 per new affordable mid/high-rise three-bedroom rental unit.**
- Only eligible project costs that are consistent with, and incurred after the Building Permit for the affordable rental dwelling unit has been issued by the Chief Building Official, may be claimed for the Forgivable Loan.
- **Eligible Costs** include:
  - Building materials and labour required to construct the unit(s);
  - New/upgraded HVAC systems and plumbing where required under the Building Code to construct the unit(s);
  - Works related to Ontario Building Code or Fire Code compliance, such as structural, electrical, safe egress, ventilation, fire protection including associated insulation, and

similar improvements;

- Accessibility improvements including providing universal design, barrier-free access to the residential unit(s), accessible washroom(s), interior doorway(s) or kitchen facilities;
  - Permanent finishing materials and permanent decorative elements, including painting, drywall, trim, permanent light fixtures, flooring, countertops and cabinetry, shall be an eligible cost to a maximum of 25% of the total eligible costs;
  - Professional services by an engineer, architect, or planner to a maximum of 15% of all eligible costs will also be eligible.
- **Ineligible costs** include, but are not limited to, household appliances and financing.

## Payment

- The Forgivable Loan will only be provided upon successful completion of the housing project. The Forgivable Loan will be paid in a lump sum as a reimbursement of costs incurred.
- No interest or repayment of the Forgivable Loan is required for the duration of the agreement and upon successful satisfactory completion of the program criteria the Forgivable Loan shall be forgiven at the end of the agreement term, requiring no repayment by the applicant.
- 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 loan back to the City as per the terms and condition of the funding agreement.

## Sustainable and Accessible Design Grant

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

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:
  - voluntary sustainable building practices, as outlined in the City's Sustainable Building and Development Guidelines, and/or
  - voluntary sustainable building practices that exceed Ontario Building Code (OBC) requirements, and/or
  - zero or low carbon energy or climate resiliency solutions; and/or
  - universal or barrier-free design, or accessible design.
- The applicant has been approved for one or more units under one of the New Affordable Rental Unit Incentive Programs.

### Eligible Costs

- **Up to \$50,000 per project**, subject to an evaluation of the proposed development based on the extent to which a project incorporates voluntary sustainable building practices and/or accessible design.
- The value of the Grant cannot exceed the eligible cost values identified in any incentive program offered by this CIP.

### Payment

- The grant will be provided upon successful completion of the project.

## Development Charges Assistance Program

Development Charge assistance is proposed in the following two program streams to support the creation of new affordable rental units.

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

### Affordable Residential Development Charges Interest-Free Deferral Program

Currently, regardless of affordability, the *Development Charges Act* and the City of Burlington's Development Charges By-law establish DC deferral terms, those being, deferred development charges payments in accordance with the DCA, 1997 payment schedule for rental housing, with six annual installment payments starting at occupancy.

This program layers on this existing deferral and establishes interest relief on deferred development charges payments for eligible development applications, for the development of new affordable rental dwelling units.

### Eligibility Criteria

- Rental residential buildings or structures in accordance with the DCA, 1997 (4 or more units), where greater than one unit or 10% of units are affordable rental units as defined in accordance with the DCA, 1997 Bulletin, secured through an agreement with the City.
- May be stacked with other programs.

### Eligible Costs

- Up to 100% of the interest on deferred development charges may be waived.

### Payment

Development charge interest payments for eligible projects may be waived.

### ARU Development Charges Waiver for the third Additional Residential Unit

Development charges may be waived for eligible development applications, for the development of new additional residential units to support the City's four units as-of-right policy.

### Eligibility Criteria

- A single detached dwelling, semi-detached dwelling or a townhouse dwelling that permits up to 3 ARUs.
- Any required development charges are paid for a new principal dwelling.
- No affordability criteria.

### **Eligible Costs**

- Up to 100% of the development charges that would otherwise be payable on the third additional residential unit.

### **Payment**

No payment of development charges is required in accordance with the eligible development application and permit fees.

## Tax Increment Equivalent Grant (TIEG)

To encourage the remediation, reuse, development, and redevelopment of eligible properties for rental residential buildings with affordable units, by providing grants equivalent to the incremental increase in property tax assessment and revenue resulting from property improvements such as, but not limited to, brownfield remediation and new construction.

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

### Eligibility Criteria

- Eligible applicants will only include the registered owner/assessed owner of the subject property.
- To be eligible for this Program, the minimum number of new affordable units within a rental residential building shall be three (3).
- Only those projects that are anticipated to generate an increase in assessment will be eligible.
- Applicants receiving the TIEG will not be eligible for additional incentive programs offered through this Plan.
- For brownfield properties, a Phase II Environmental Site Assessment prepared by a Qualified Person is required, which demonstrates that the property does not meet the standards that must be met under subparagraph 4(i) of Section 168.4(1) of the *Ontario Environmental Protection Act* to permit a Record of Site Condition to be filed under that subsection in the Environmental Site Registry.
- The applicant will include 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.

### Eligible Costs

- The potential grant value shall be initially calculated based on the value of eligible costs to ensure the value of the grant or loan is related to the actual cost of the work being completed. In accordance with Section 28(7) of the *Planning Act*, an incentive program cannot provide grants or loans that exceed eligible costs. Increased assessment (taxes)

are not “eligible costs” but represent a basis for calculating the grant or loan.

- The total value of tax increment equivalent grant provided for an approved eligible property will not exceed the eligible costs for that property.
- Eligible costs include the costs of development, redevelopment, adaptive use and major additions. More specifically, the following costs will be eligible:
  - Infrastructure work including the improvement or reconstruction of existing on-site public or private infrastructure to support building expansions or the construction of new additional dwelling units;
  - Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the development, redevelopment, adaptive reuse or rehabilitation of the building and/or property; and
  - Such other similar costs that may be necessary for the redevelopment, adaptive reuse or rehabilitation of the building and/or property.
  - Professional services by an engineer, architect, or planner; or
  - Any combination of the above.
- For brownfield properties, the eligible costs may include, but are not limited to:
  - Environmental Site Assessments (Phase I and II ESAs and Risk Assessment);
  - Environmental remediation activities;
  - Costs of preparing a RSC, including subsequent subsurface characterization work required to support RSC filing;
  - Placing clean fill and grading;
  - Installing environmental and/or engineering controls/works as specified in a Risk Assessment completed for the property;
  - Monitoring, maintaining and operating environmental and engineering controls/works; and
  - Environmental insurance premiums.

## Payment

- Grants will be provided in accordance with a Grant 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.
- 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 value of the grant provided is equal to the incremental increase in property assessment and municipal property tax resulting from the improvements. The grant is provided to the owner (registered or assessed), tenant or assigned third party.
- The grant will be in the form of a grant to the applicant and is equal to the incremental increase in the municipal property tax revenue, which is refunded to the extent required, after the taxes have been paid in full.
- 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 has demonstrated an increase in the assessed value of the property.
- The pre and post improvement assessment and tax values will be used to calculate the incremental increase in municipal property tax revenue and the total value of the grant.
- Up to one hundred percent of the calculated grant amount will be provided over a period up to but not exceeding ten years. The availability of the TIEG 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.
- The grant value will be adjusted when the property is subsequently reassessed post improvement by the Municipal Property Assessment Corporation.



# 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 for 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 applicable unit number and size minimums in the Temporary Programs minimums 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.

<b>Table 1 – Temporary TIEG Program for Purpose-Built Rental Buildings – Payout Schedule</b>			
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.

# Appendix C

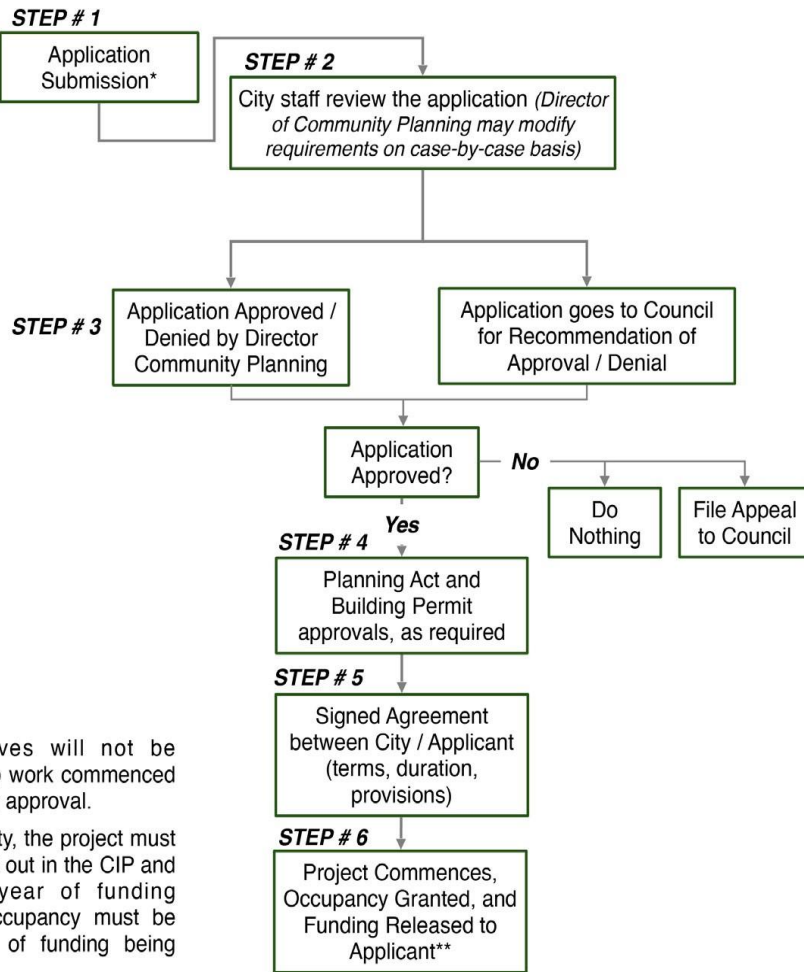
## CIP Program Applications Flowchart



# Appendix C: CIP Program Applications Flowchart

## City of Burlington Affordable Rental Housing CIP

**City of Burlington**  
Affordable Rental Housing CIP  
CIP Program Applications Flowchart



**Notes:**

\* Financial incentives will not be retroactively applied to work commenced prior to CIP application approval.

\*\* To maintain eligibility, the project must ensure compliance set out in the CIP and proceed within 1 year of funding approval. Proof of occupancy must be provided in advance of funding being released.

# Appendix D

## Marketing and Communications Program Recommendations



# Appendix D: Marketing and Communications Program Recommendations

## Purpose

This marketing and communications program serves as a recommendations guide for the City of Burlington to effectively promote the Affordable Rental Housing CIP and its available programs. The marketing initiatives aim to clearly communicate the opportunities presented by the CIP.

## Target Markets

- The following have been identified as the primary target markets of the CIP:
  - Property owners within the CIPA who can directly benefit from financial incentives;
  - Individuals and organizations looking to invest in the City of Burlington community, who may find opportunities through the CIP to enhance their investments;
  - ARU Vendors or construction companies who are interested in promoting the ARU forgivable loans to homeowners; and
  - Real estate professionals who can inform clients about the benefits of the CIP incentives.
- The following secondary audiences are also important for promoting the Affordable Rental Housing CIP:
  - Organizations that can act as information hubs, disseminating details about the CIP and its benefits;
  - Community members who may be interested in the CIP for personal housing needs or as advocates for housing in the City; and
  - Elected officials who will receive annual reports on the program's impact and outcomes, helping to guide future decisions and support for the CIP.

## Marketing Materials

To effectively promote the Affordable Rental Housing CIP, the following marketing materials and strategies may be developed:

Marketing Strategy	Action
Dedicated Website Section	A specific section on the City’s website featuring a comprehensive overview of the Plan, inclusive of the application process, implementation and payment details, monitoring tools and relevant/helpful links. This webpage is to be accessible with clear navigation to inform the potential applicant on all required information and project eligibility.
Information Package	A targeted information package for property owners within the CIPA, outlining the benefits of the CIP and how to apply for incentives.
Tailored Presentations	Customized presentations for business associations, community groups, and other stakeholders to clearly communicate the opportunities available through the CIP.
Information Displays	Engaging displays at local community events, conferences and municipal buildings to raise awareness and promote the CIP to a broader audience.
Annual Progress Reports	Reports detailing the successes of the CIP over the past year, highlighting key achievements and serving as case studies for potential future applicants.
Social Media Campaigns	The use of social media platforms to share success stories, upcoming events, and program details, reaching a wider audience.
Email Newsletters	Regularly update subscribers with the latest news about the CIP, including deadlines and success stories from previous applicants to keep stakeholders informed and engaged.

Marketing Strategy	Action
Workshops and Information Sessions	Host events to educate stakeholders about the CIP and the application process, encouraging engagement and addressing questions directly.
Partnerships	Collaborate with local organizations and community groups to expand outreach efforts and leverage their networks for wider dissemination of information

The Corporation of The City of Burlington

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 (DGM-36-26)

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 26, 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 26/26
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 this 26 day of May, 2026.

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

City Clerk Mike de Rond \_\_\_\_\_


## EXPLANATION OF PURPOSE AND EFFECT OF BY-LAW 2020.518


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.

# 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

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 MAYOR

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 CITY CLERK

Community Planning Department

The Corporation of the City of Burlington

City of Burlington By-law 33-2026

A by-law to confirm the proceedings of the meeting of Regular Council of the Corporation of the City of Burlington held on Tuesday, May 26, 2026

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

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

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

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

By-law number 33-2026

- 2 -

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

Enacted and passed this 26<sup>th</sup> day of May, 2026.

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

City Clerk Mike de Rond \_\_\_\_\_