



Pipeline to Permit Committee

Minutes

Date: April 10, 2025

Time: 9:30 am

Location: Council Chambers, City Hall, second floor

Members Present: Mayor Marianne Meed Ward (Co-Chair)
Councillor Kelvin Galbraith
Councillor Paul Sharman
Bianca Steer
Elisha Vankleef
Jason Sheldon
John Doyle
Kellie McCormack
Mike Collins-Williams

Member Regrets: Councillor Shawna Stolte (Co-Chair)
Jackie Isada
Jim Dunn

Staff Present: Hassaan Basit, Chief Administrative Officer
Blake Hurley, Commissioner, Legal and Legislative Services/City Solicitor
Curt Benson, Commissioner, Development and Growth Management
Craig Millar, Chief Financial Officer
Chad MacDonald, Chief Information Officer
Nick Anastasopoulos, Director, Building Services and Chief Building Official
Jamie Tellier, Director, Community Planning
David Thompson, Specialist, Digital Communications
Richard Bellemare, Specialist, Digital Communications
Suzanne Gillies, 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 Kristen DeLong

Approve the agenda as presented.

CARRIED

Moved by John Doyle

Appoint Councillor Galbraith as Vice Chair for the April 10, 2025 Pipeline to Permit Committee meeting.

CARRIED

1.4 Declarations of Interest

None

1.5 Written Delegations

None

2. Enlightenment

2.1 Presentations

- a. Jenn Morrison and Josie Tavares of CLV Group spoke regarding cross functional teams for the planning application process (PP-04-25)

3. N2: News and Numbers

3.1 Pipeline to Permit Report

Jamie Tellier, Director of Community Planning and Nick Anastasopoulos, Director, Building Services & Chief Building Official, reviewed the City's Pipeline to Permit Self-Serve Dashboard that shows the City's progress in hitting building permit and planning approval targets.

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

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

3.2 Contextual Updates

4. Enactions

4.1 Next Steps and Action Identification

4.2 Information Items

Moved by Jason Sheldon

Receive for information the following 4 items, having been given due consideration by the Pipeline to Permit Committee.

CARRIED

- a. Development application fee review update (DGM-36-25)
- b. Presentation material from Jenn Morrison and Josie Tavares of CLV Group regarding cross functional teams for planning application process (PP-04-25)
- c. Information regarding Buy Canadian Resolution (FIN-16-25)
- d. Efficacy of Advocacy Efforts of the City of Burlington's Pipeline to Permit Committee (CAF-02-25)

5. Envisions

None

6. Enhancements

None

7. Adjournment

10:21 a.m. (recessed), 10:26 a.m. (reconvened)

Councillor Galbraith joined the meeting at 10:18 a.m.

Mayor Meed Ward and Councillor Sharman left the meeting at 10:22 a.m.

Mike Collins-Williams joined the meeting at 10:32 a.m.

The Chair adjourned the meeting at 10:36 a.m.