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

TO: Committee of the Whole

FROM: Public Works  
Transportation

Report Number: PWS-11-26

Wards Affected: 2

Date to Committee: March 3, 2026

Date to Council: March 10, 2026

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## **Recommendation**

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

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

## **Executive Summary**

Purpose of report:

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

Implications:

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

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

# Recommendation Report

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## Background

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

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## Analysis

### Benefits:

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

### Considerations:

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

### Additional Information:

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

### Community Engagement and Communications:

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

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

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## Key Dates & Milestones

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

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

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

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

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### **Implications**

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

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### **Strategic Alignment**

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

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

### **Report Approval:**

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