

**Delegation material from Jim Thomson regarding Motion Memorandum regarding amendments to the Council Code of Good Governance and Council Staff Relations Policy (COW-04-26)**

**Review Status of City of Burlington Corporate Policies**

Title	Summary	Status	Next Review	Date Printed		
				2026-02-12	Accountable	Responsible
Accountability and Transparency	This policy will outline the manner in which the City of Burlington will try to ensure that it is accountable to the public for its actions and its actions are transparent to the public as outlined in Section 270(1) of the Municipal Act.	N/A	2022-04-18	1	Clerk	Council
Appointment to Council Vacancies	If a vacancy on Council is to be filled by appointment, the following process and criteria apply.	N/A	2024-05-01	1	Clerk	Clerk
Audit Committee Representatives/Staff Protocol	This protocol has been developed in order to clarify roles and expectations and to support highly effective working relationships between citizen representatives of the Audit Committee and City staff. It is intended to be reviewed at the beginning of each term of new citizen representatives of the Audit Committee (at least once every four years).	Under Review	2014-12-01	1	City Auditor	Audit Com
Budgeting for New Staff	To reduce the multi-year impact of hiring new staff.	Under Review	2021-12-30	1	Coordinator of Budgets and policies	Financial Analysts
Capital Budget Variance Reporting	This policy identifies the requirements for the reporting of variances between actual costs incurred and financing and estimates approved by Council for capital projects. It also identifies the methodology to be used to establish estimates for Capital Work in Progress accounts and the timing of the transfer of funds to the Capital Work in Progress account, to finance the project.	Under Review	2023-11-14	1	Manager of Budgets and Policy	Financial Analysts
Capital from Current Financing	Capital from Current Financing allows the City to reduce its reliance on debentures while at the same time provide more capital from current funding reflecting a "pay as you go" approach to financing.	Under Review and Scheduled to be Repealed	2021-12-30	1	Manager of Financial Planning and Policy	Manager of Financial Planning and Policy
Charitable donations Receipt Policy	This policy formalizes the charitable donations receipt program, including accounting for donations of cash or in-kind made to the City.		2022-06-01	1	Controller	Controller
Closed Meeting Protocol	This Closed Meeting Protocol is intended to assist The Corporation of the City of Burlington (the "City") ensure compliance with the statutory requirements for holding Closed Meetings as well as to enhance the transparency of the City decision-making process.		No review date	0	none	none
Code of Conduct for Local Boards and Committees	The policy outlines the Code of Conduct for the City of Burlington's Local Boards and Committees; it guides members to act with honesty and integrity, serving in a diligent manner, and performing their duties in a manner which promotes public confidence		2022-02-25	1	Clerk	Members/integrity Commissioner/ Staff
Code of Good Governance	The Council of the City of Burlington is committed to achieving excellence in governance, and doing so in a way that maintains and ensures public trust and confidence in the City's decision making. The elements of this code that are subject to a formal complaint are intended to act as a Code of Conduct as required under the Municipal Act.		2022-10-01	1	Clerk	Council Members
Commercial Filming and Photography	The City of Burlington is under no obligation to allow commercial filming and/or photography events to be held on its property. If the City chooses to allow such events, it may impose any restrictions it deems appropriate. This policy is to outline the parameters required to allow for filming on City of Burlington property.		2025-08-01	1	Director of Recreation Community and Culture	Manager of Recreation Community and Culture
Procurement Services – Commodity Price Hedging	The purpose of this policy is to adopt a statement of the municipality's commodity price hedging policies and goals. The Municipal Act 2001, under Sections 5, 6, 7(1) of Reg. 653/05, requires the adoption of such statement before the municipality may enter into commodity price hedging agreements.		2026-12-21	0	Manager of Procurement Services	Staff
Community Initiated Public Art Policy	The City of Burlington through the Community Initiated Public Art Policy will create an atmosphere that encourages and supports the development of community-initiated public art projects. This policy will ensure that all community projects align with the identified vision of the Public Art Policy.		2028-01-01	0	Director of City Building	Manager of Ars and Culture

Community Investment Policy	Establish the principles and practices around how the City of Burlington will invest in our community.		2023-09-30	1	Manager of Community Developmant Services	Manager of Community Developmant Services
Corporate Accessibility Policy	This policy interprets the legislated requirements of the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations as they apply to the City of Burlington and provides a framework of how the city will apply the requirements to develop and/or review other corporate policies, procedures, by-laws, standards and guidelines.		2023-01-01	1	The Accessibility Coordinator+Supervisor?	Everyone
A Framework for Community Recreation in the City of Burlington	The Framework for Community Recreation in the City of Burlington (Framework), as shown in Appendix A, will be the guiding policy document for the department of Recreation, Community and Culture.		2024-02-01	1	Director of Recreation, Community and Culture	Recreation Community and Culture Staff
Council - Staff Relations Policy	The purpose of this policy is to outline the roles and working relationship of council and staff. The City of Burlington will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Good Governance for Members of Council, the Employee Code of Conduct, the Respect in the Workplace Policy and the Procedure By-law.		2022-02-01	1	Clerk	Clerk+ Director of Human Resources
COVID-19 Staff Vaccination Organizational Policy	This Policy applies to all City of Burlington (the "City" or the "Corporation") staff (full time, part time, seasonal, temporary, contract, interns/co-op/students, volunteer firefighters) and council members.		2023-05-01	1	City Manager	Executrive Director of Human Resources
Current Budget Variance Reporting	To provide a system for the reporting on current budget variances between approved budgets and actual results, favourable and unfavourable.	Under Review	2021-12-30	1	Coordinator of Budget and Policy	Financial Analyst
Debt Policy	The city's debt policy is established to ensure the City undertakes the principle of Responsible Debt Management in accordance with the city's long-term financial plan framework. The city will make every effort to minimize the impact of debt servicing costs on the taxpayer and manage existing and future debt levels, to ensure that the city demonstrates strong financial planning and fiscal responsibility.		2021-06-01	1	none	none
Deputy Mayors	The purpose of this policy is to provide guidance to Members of Council when working as a Deputy Mayor for Emergencies/Ceremonial or a Deputy Mayor with Portfolio.	N/A	2026-012-01	0	City Clerk	City Manager
Development Charges Borrowing	The governing legislation that permits a municipality to borrow for capital projects is the Municipal Act. Specific restriction with respect to inter-fund borrowing for growth related capital projects is set out in section 36 of the Development Charges Act, 1997. Section 36 states that a municipality may borrow money from a reserve fund, but if it does so, the municipality shall repay the amount used plus interest at a rate not less than the prescribed minimum interest rate (the Bank of Canada rate on the day the bylaw came into force updated quarterly). As such borrowing from reserve funds or through debt is permitted under existing legislation.		2024-06-01	1	Coordinator of Financial Strategies and Business Consulting	Finacial Analyst
Development Charges Payment	Development charges are a way of recovering that net cost of capital expenditures attributable to growth.		2023-06-01	1	Coordinator of Financial Strategies and Business Consulting	Finacial Analyst
Disclosure of External Legal Costs	This policy governs the disclosure of external legal costs.		2022-01-01	1	City Solicitor and Director of Legal Services	Legal Department Staff
Donations and Sponsorships	City of Burlington Council and staff will be proactive in revenue generation by identifying potential fundraising opportunities to assist in meeting identified community needs.		2025-06-25	1	Manager of Government Relations and Strategic Communications	All Staff working on fundraising and sponsorship

Energy and Sustainable Buildings	The purpose of this policy is to achieve sustainable City operated facilities through design, construction, operations, and management measures.		2029-01-01		Executive director of Environment Infrastructure and Community Services	The Supervisor Energy and Emissions.
Enterprise Risk Governance and Management Policy	The purpose of this policy is to describe the City of Burlington's enterprise risk governance and management philosophy and the processes and practices that are in place to identify, communicate, and manage risks across the organization. The policy also ensures that responsibilities have been appropriately delegated for risk management.		2022-12-14	1	Executive Director of Strategy Risk and Accountabiliey	The Corporate Strategy and Risk Manager
Festival and Events	The City of Burlington supports vibrant and inclusive events and experiences that enhance the quality of life for our residents and visitors. Events throughout the city are diverse, innovative, promote safety and sustainability and foster a sense of belonging where all are welcome.		2025-09-01	1	Director of Recreation, Community and Culture	Manager of Festivals and Events
Flag Raising, Proclamations and Pier Lighting	The purpose of this policy is to provide a standard for which flag raising, proclamations, and pier lighting requests are received by the City of Burlington, processed and issued in recognition of individuals, events, organizations or community groups of significance in Burlington, in a consistent, respectful, inclusive, and appropriate manner.		2028-03-01	0	City Clerk	City Clerk
French Language Services	The City of Burlington recognizes the special status that the French language is entitled to receive in those areas of Canada that are traditionally English-speaking, and the special status that the English language is entitled to receive in those areas of Canada traditionally French-speaking.		2022-08-01	1	Senior Manager of Government Relations & Strategic Communications	All staff who serve customers
Procurement Services - Green Procurement Policy	As a sustainable development community, the implementation of this policy will support the City's commitment to sustainability by requiring the procurement of goods and services that will minimize the City's impact on the environment and provide best value for the corporation.		2026-12-21	0	Manager of Procurement Services	All departments/staff
Growth Projects Policy	To provide direction regarding the City of Burlington growth related projects and the appropriate use of Development Charges Reserve Funds.		2022-11-01	1	Director of Finance	Respective Asset Category Lead
Hydro Services	The intent of the city's Hydro Services Policy is to set out the basic principles that will guide the city's actions. More specifically, for matters within the city's jurisdiction, this policy will formalize the standard practice relating to the construction, expansion and maintenance of the city's hydro network.		2019-02-18	1	none	none
Information Management Policy	A policy to establish the framework for effectively managing information assets at the City.		2024-11-23	1	Burlington Leadership Team	All City Employees
Information Technology Security	To ensure that the City's information technology (hardware, software, communication equipment) is properly secured and controlled. Information technology is provided to employees of the City of Burlington to improve and enhance communication and productivity of City business activities. Employees are expected to use information technology property in a legal, ethical, effective, responsible and efficient manner.	Under Review	2020-01-01	1	Information Security Manager	All staff
Infrastructure Renewal Policy	To provide direction regarding infrastructure renewal principles and the appropriate use of the Infrastructure Renewal Reserve Fund.		2022-11-01	1	Director of Finance	Respective Asset Category Lead
Infrastructure Renewal Reserve Fund and Capital Leasing	The Director of Finance is authorized to transfer annually all the dividends from Burlington Hydro Electric Inc. (BHEI) to the Hydro Reserve Fund. The Hydro Reserve Fund shall be the funding source for the Infrastructure Renewal Reserve Fund to be established on an annual basis.		2021-12-30	1	Manager of Financial Planning and Policy	Manager of Financial Planning and Policy and Coordinator of Accounting

International Sport Event Hosting	The International Sport Events Hosting Policy provides the basis for the municipal decision-making process with respect to the City of Burlington's level of partnership involvement in the bidding for and hosting of international sport events. It identifies the conditions for the City's involvement in bids; provides a framework for the City to review and make decisions on opportunities for hosting international sport events; and provides an outline for financial support.		2022-09-01	1	Manager of Community Development	Council and staff
Investment Policy	This policy formalizes the Investment Policy and prescribes the limits for investing.		2022-11-01	1	Chief Financial Officer	Controller
Joint Ventures	This policy covers collaborative arrangements through joint venture agreements and applies to all Parks & Recreations services, programs and facilities.		2023-09-30	1	Manager of Community Development, Parks & Recreation	Parks and Recreation Staff
Letters of Credit	To provide a City policy for acceptance of letters of credit (LOC) that is consistent with the Region of Halton's LOC policy. To provide consistency to the development community who are providing letters of credit to both the Region and the City.		2021-11-30	1	Manager of Financial Planning and Policy	Financial Analysts
Mayor and Council Discretionary Budget Policy	On an annual basis the City will provide to the Mayor and Council an office expense budget and a discretionary budget.		2025-11-01	1	Mayor and Council	Chief Financial Officer
Mileage and other Expenses for City of Burlington Committees	This policy outlines the applicable rules and guidelines for applicable milage and other expenses for members of a City of Burlington Citizen Committee.		2024-05-01	1	Manager of Committee and Election Services	Committee Clerk
Municipal Alcohol Policy	The purpose of the Municipal Alcohol Policy (MAP) is to define the conditions for the service and consumption of alcohol for Special Occasion Permit (S.O.P) Events which occur on City of Burlington property. The policy outlines the additional requirements beyond those set by the Alcohol and Gaming Commission of Ontario (AGCO) through the issuance of a S.O.P.		2023-12-01	1	Manager of Community Development Services	Director of Recreation, Community and Culture
Naming of Corporate Assets	To encompass the naming of any corporate asset including parks, trails, open spaces, facilities, streets and other municipal buildings or properties, including assets managed by the City's boards and agencies and joint venture associations.		2026-04-01	0	Director of Corporate Communications & Engagement	City Council,
One-Time Funding Usage	To clarify the use of one time revenues.	Under Review	2021-12-30	1	Manager of Financial Planning and Taxation	Financial Analysts
Outdoor Display Cases	To provide direction on the use of the outdoor display cases located at City Hall.		2023-12-01	1	Manager, Customer Experience	Customer Experience Representatives
Pregnancy and Parental Leave for Members of Council	The City of Burlington recognizes a member of Council's right to take leave for the member's pregnancy, the birth of the member's child or the adoption of a child by the member as required by and in accordance with section 270 of the Municipal Act, 2001.		2022-10-01	1	City Clerk	Members of Council
Privacy and Protection of Personal Information	The Privacy and Protection of Personal Information policy is to maintain privacy of personal information as a public service throughout the information lifecycle of collection, use, retention, disclosure and disposition.		2025-02-01	1	Manager of Records and Information	Staff
Private Sector Public Art Policy	The City of Burlington through the Private Sector Public Art Policy will encourage the inclusion of public art in all significant private sector development across the City.		2028-01-01	0	Director of City Building	Manager of Arts and Culture
Public Appointment Policy	The purpose of this policy is to provide a process on how public appointments to advisory committees and local boards are conducted at the City of Burlington.		2026-11-10	0	City Clerk,	Committee Clerk
Public Art	The City of Burlington through its Public Art Policy will create an atmosphere that encourages and supports the development of Public Art throughout the City.		2028-01-01	0	Director of City Building	Manager of Arts and Culture

Public Conduct Policy	This Public Conduct Policy affirms that the City of Burlington is committed to delivering exceptional service to members of the public and to engaging with all residents in a consistent and fair manner, but recognizes that there may be circumstances that require action to protect staff, volunteers, Members of Council, and residents of the City from inappropriate behaviour.		2026-07-01	0		City Clerk	Staff
Public Notice Policy	The purpose of the policy is to provide notice to the public when required by the Municipal Act, 2001, S.O. 2001, c. 25, as amended		2025-06-01	1		City Clerk	Directors
Public Recreational Spaces Allocation	The City of Burlington (City) is committed to a fair and balanced allocation of public recreational spaces (facilities). The Public Recreational Spaces Allocation Policy (Allocation Policy) and the Parks and Recreation Department (Department) approved Facility-Allocation Procedures (Allocation Procedures) will be guided by the principles and practices set out in the Allocation Policy. Allocations will ensure the fair and balanced distribution of the City's facilities in compliance with the City's Leisure Services Policy, Community Development Policy, Gender Equity in the Allocation of Public Recreational Spaces Policy (Gender Equity Policy) and related policy requirements, strategic priorities and operational procedures. The allocation of Public Recreational Spaces will maximize the utilization of facilities and be approached in a consistent manner while being responsive to community need.		2017-06-01	1		Recreation Services Supervisor for Sport	Staff and users
Public Tree Management	To provide direction regarding tree protection and preservation requirements and actions to be undertaken prior to and during any city Capital Project, which may impact or cause to be removed one or more public trees.		2024-05-01	1		Director of Roads, Parks and Forestry	Manager of Urban Forestry
Recreational Trail and Pathway Surface Selection	To provide guidance for determining recreational trail and pathway surface materials in our parks and open spaces.		2022-06-12	1		Manager of Parks and Open Spaces	City staff
Recreation Facility Space Allocation Policy	The purpose of this policy is to align the facility space allocation process with the Framework for Recreation (PR-11-19) that is to fulfill the commitment to the community by partnering with others, providing recreation and culture opportunities through a fair, transparent and balanced distribution of the public recreation facilities for community access and use.		2028-07-01	0		Director of Recreation, Community and Culture	Manager, Community Development within Recreation, Community and Culture
Recreation Partnerships	The City of Burlington supports the sharing of Recreation, Community and Culture Department resources and the development of partnerships with social service providers to advance the universal accessibility of recreation and to promote recreation as a response to community and individual needs.		2023-08-01	1		Manager of Recreation Services	Supervisor of Recreation Services
Recreation Services for Individuals with a Disability	The Recreation, Community and Culture Department continues its procedure towards the integration of persons with disabilities into recreation services, encouraging and supporting persons with disabilities to participate in programs and facilities operated by the Recreation, Community and Culture Department, as well as other community recreation agencies.		2023-08-01	1		Manager of Recreation Services	Recreation services staff
Refund for Development Application Fees	Refund Policy for Development Application Fees.		2023-11-01	1		Manager of Planning Implementation; Manager of Development and Design	Director of Community Planning
Right of Way Management	To ensure that the City maintains control of the use and management of the road right-of-way and to mitigate the cost of occupancy by utility and telecommunication infrastructure.		2024-04-01	1		Executive Director of the Capital Works Department	Various
Road Closures - Temporary and Permanent	To provide guidance for the approval of requests to utilize the City's public roadway in a manner that will impede the movement of traffic.	Under Review	2017-04-01	1		Various	Various
Sale of Real Property	Applies to all municipally owned property.		2024-05-01	1		Manager of Realty Services	Legal Department Staff

Sidewalk Warrants and Installation	To evaluate the need for installing new sidewalk in mature areas of the City	Under Review	2017-05-01	1	Director of Transportation and Director of Engineering	Various
Speed Limit Policy	This policy provides guidance in the review and implementation of speed limits on roadways under City of Burlington jurisdiction.		2026-05-01	0	Manager of Traffic Operations and Signals	Supervisor of Traffic Operations
Stabilization Reserves and Reserve Funds Policy	Stabilization Reserves and Reserve Funds will ensure the sustainability of the city's finances in the long-run. These reserves and reserve funds will help to manage cash flows and will contribute to financial flexibility to respond to uncontrollable factors (economic cycles), short-term or one time requirements.		2024-06-01	1	Coordinator of Financial Reporting	Coordinator of Financial Reporting
Staff Attendance at Hearings	Authorizes staff to attend hearings.		2022-01-01	1	Legal Department	Legal Department
Stormwater Management Facilities Servicing A Single New Development	N/A	NA?	2017-04-01	1	Director of Engineering +General Manager of Community Services	Manager of Development & Environmental Engineering
Strategic Asset Management Policy	Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure in the Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in Ontario municipalities.		2024-07-01	1	none	various
Strategic Real Estate Acquisition Policy	The Strategic Real Estate Acquisition Policy identifies the various means available to the City to acquire real estate, as well as providing a framework to guide decision-making. The Policy enables the City to proactively pursue land opportunities with transparency while following the objective framework. The City of Burlington, Realty Services and Burlington Land Partnership will undertake the acquisition of real property interests in conformity with this Policy, unless otherwise directed by City Council.		No review date		Realty Services	Realty Services and Burlington Land Partnership
Tax Billing and Collection	To ensure that property taxes are billed and collected in a timely and effective manner to coincide with budgetary and legislative requirements To ensure all taxpayers are treated fairly and equitably and to provide staff guidance for decision-making especially for situations where provincial legislation provides a choice, allows for the city and/or Treasurer discretion and for issues on which the legislation is silent. The policy will conform to current legislation and the Municipal Act. In the case where current legislation differs from this policy, legislation shall be followed.		2022-12-01	1	Manager of Financial Planning and Taxation	Coordinator of Tax Billing and Collections
Telecommunications Servicing - Open Competition Model	N/A	NA?	2017-04-01	1	Director of Engineering	Various
Temporary Roadside Memorials	The purpose of this policy is to establish practices related to the placement of temporary roadside memorials.		2023-09-11	1	Director of Roads, Parks & Forestry	Manager of Road Operations
Traffic Calming Policy - Under Review	To provide a process for evaluating requests for the installation of traffic calming measures on streets under the City of Burlington's jurisdiction.		2019-03-01	1	Director of Transportation Services	Manager of Traffic Services
Tree Protection and Canopy Enhancement	This policy provides direction regarding tree protection, maintenance, and canopy enhancement practices across the City, in order to support the growth of the urban forest and to achieve a canopy cover target of 35 percent by 2041.		2027-02-01	0	Director of Roads, Parks and Forestry	Manager of Urban Forestry
Tree Root Infiltration	Geographically ♦ road allowances within the City of Burlington		2024-05-01	1	Director of Roads, Parks and Forestry	Manager of Urban Forestry
Use of Corporate Resources during an Election - Under Review	This policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period.	Under Review	2025-10-01	1	City Clerk	City Clerk
Vehicle Replacement Funding Policy	To provide direction regarding fleet asset management principles and the appropriate use of the various Vehicle Depreciation Reserve Funds (VDRF).		2022-06-01	1	Director of Finance	Various

Zero Waste	The Zero Waste Policy provides guidance on waste reduction and diversion activities indoors and outdoors on City property such as City Hall, arenas, community centres, parks, etc. Although achieving zero waste is an ambitious goal, it is one that we can all aspire to over time.		2029-01-01	0	Executive Director Environment, Infrastructure and Community Services	Various
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