

# Agenda Including Addeds Corporate Services Committee

14th Meeting of the Corporate Services Committee

July 17, 2023

12:00 PM

Council Chambers - Please check the City website for additional meeting detail information. Meetings can be viewed via live-streaming on YouTube and the City Website.

The City of London is situated on the traditional lands of the Anishinaabek (AUh-nish-in-ah-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ah-pay-wuk) and Attawandaron (Add-a-won-da-run).

We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home. The City of London is currently home to many First Nations, Métis and Inuit today.

As representatives of the people of the City of London, we are grateful to have the opportunity to work and live in this territory.

## Members

Councillors S. Lewis (Chair), H. McAlister, S. Stevenson, S. Trosow, D. Ferreira, Mayor J. Morgan

The City of London is committed to making every effort to provide alternate formats and communication supports for meetings upon request. To make a request specific to this meeting, please contact [CSC@london.ca](mailto:CSC@london.ca) or 519-661-2489 ext. 2425.

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<b>7.</b>	<b>Adjournment</b>	

## **Report to Corporate Services Committee**

**To:** **Chair and Members  
Corporate Services Committee**

**From:** **Anna Lisa Barbon, CPA, CGA, Deputy City Manager, Finance  
Supports**

**Subject:** **2022 Investment Portfolio Report**

**Date:** **July 17, 2023**

## **Recommendation**

That, on the recommendation of the Deputy City Manager, Finance Supports, the 2022 Investment Portfolio Report, providing a summary of the performance of the City of London's investments, **BE RECEIVED** for information.

## **Executive Summary**

This report provides a summary of the performance of the City of London's investment portfolio (unconsolidated) in 2022 along with a summary of the prevailing market conditions and associated impacts on the investment assets held by the City. This report satisfies the legislative requirement for an annual investment report.

In 2022, the City earned total income of approximately \$35.8 million from investments (excluding unrealized gains/losses), of which \$24.8 million was earned from reserve fund investments and \$11 million was earned from Operating fund investments. The City's 2022 average monthly investment portfolio balance totaled approximately \$1.789 billion.

In 2022, interest rates rose from the low interest rate environment that prevailed during the COVID-19 pandemic. Given the City's heavy emphasis on fixed income securities (e.g. bonds, guaranteed investment certificates), the overall interest rate environment greatly influences the City's investment returns.

This report also outlines upcoming accounting standard changes related to its investments that will impact the City's 2023 fiscal year-end.

## **Linkage to the Corporate Strategic Plan**

Council's 2023-2027 Strategic Plan for the City of London identifies 'Londoners experience good stewardship, exceptional and valued service' as an outcome of the strategic area of focus - "Well Run City". Management of the City of London's investment portfolio in line with its stated objectives and council approved investment policy supports this area of focus and links to the strategy to 'Review, update and implement the City's strategic financial principles, policies and practices'.

## **Analysis**

### **1.0 Background Information**

As outlined in Ontario Regulation 438/97, the City Treasurer is required to provide an annual investment report to Municipal Council. The report, at a minimum, shall contain the following;

- a) a statement about the performance of the portfolio of investments during the period covered by the report;
- b) a description of the estimated proportion of the total investments that are invested in its own long-term and short-term securities to the total investments of the municipality and a description of the change, if any, in that estimated proportion

- since the previous year's report;
- c) a statement by the treasurer as to whether or not, in their opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
  - d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
  - e) such other information that Municipal Council may require or that, in the opinion of the treasurer, should be included;
  - f) a statement by the treasurer as to whether any of the investments fall below the standard required for that investment during the period covered by the report; and,
  - g) the details of the proposed use of funds realized in the disposition of an investment for which the City sold as a result of a decline in rating below the standard required by Ontario Regulation 438/97.

This report meets the above requirements.

## 2.0 Discussion and Considerations

### 2.1 Investments and Performance:

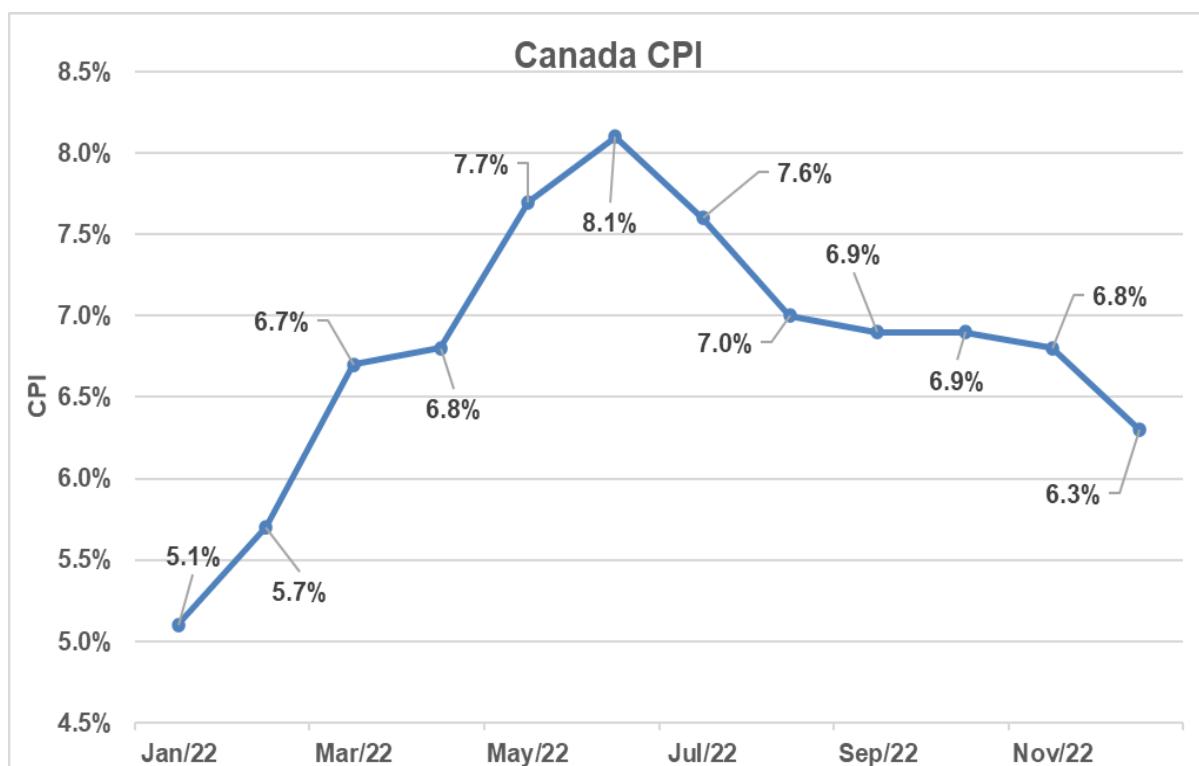
#### Portfolio Balance:

In 2022, the City of London (the “City”) maintained a monthly average investment portfolio balance of \$1.789 billion (2021, \$1.572 billion), consisting of cash and investments in securities prescribed under Ontario Regulation 438/97. As at December 31, 2022, the City’s investment portfolio included government bonds, treasury bills, corporate bonds, One Canadian equity portfolio, guaranteed investment certificates (GICs) and principal protected notes. A summary of the City’s investment portfolio, including cash, at year-end is attached as Appendix “A”. The City’s investment portfolio contains over 400 securities.

#### Market Summary for 2022:

As the economy emerged from the impact of the pandemic and expanded at a rate exceeding the projections of the Bank of Canada (BOC), growth in demand, recovery in the labour market and continued supply chain bottlenecks all contributed to inflation surging beyond projections and remaining at an elevated level through 2022. Year-over-year inflation (as measured by the Consumer Price Index) rose from 5.1% at the beginning of the year to 8.1% mid-year before declining to 6.3% by the end of the year (see Figure 1).

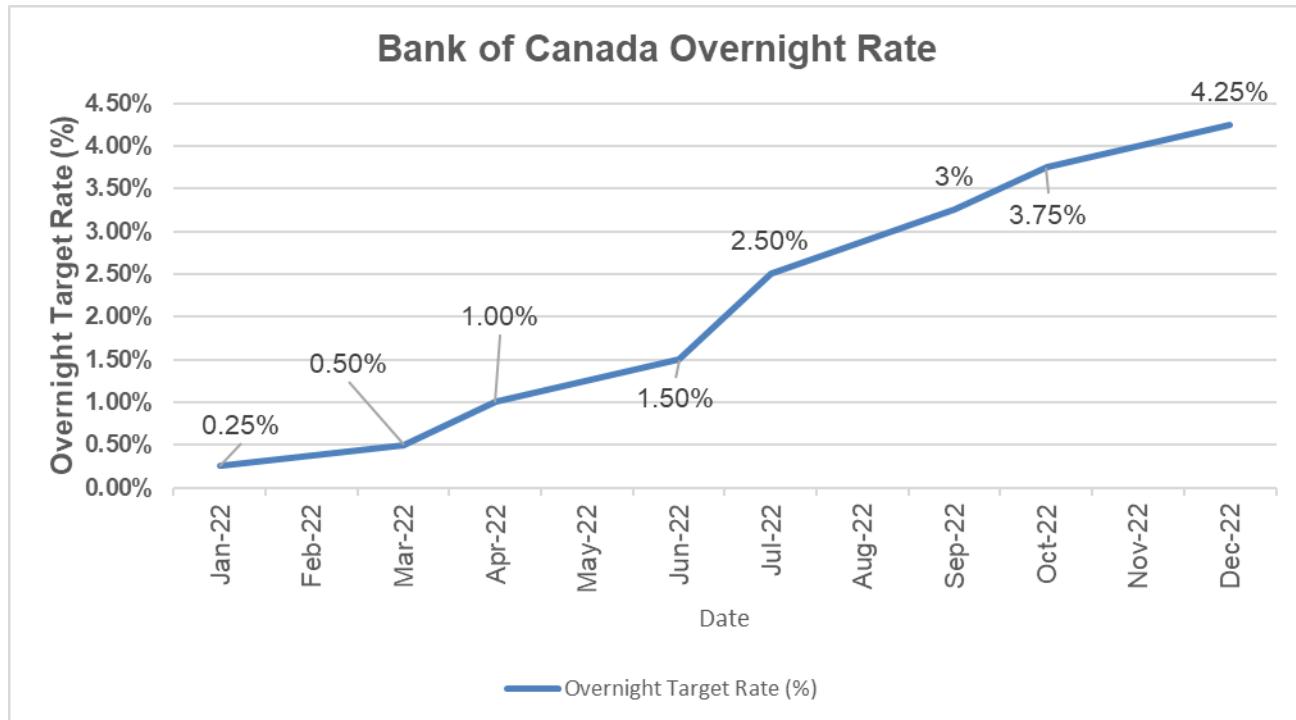
Figure 1 – Canada Consumer Price Index (CPI) – year-over-year



Source: Refinitiv

To curb inflation, the BOC began using its monetary policy tools with aim of returning inflation to the target rate of 2%. The overnight policy rate is the BOC's primary monetary policy instrument. The BOC steadily raised its overnight target rate from 0.25% in March 2022 to 4.25% in December (see Figure 2).

Figure 2 – Change in BOC overnight target rate over 2022



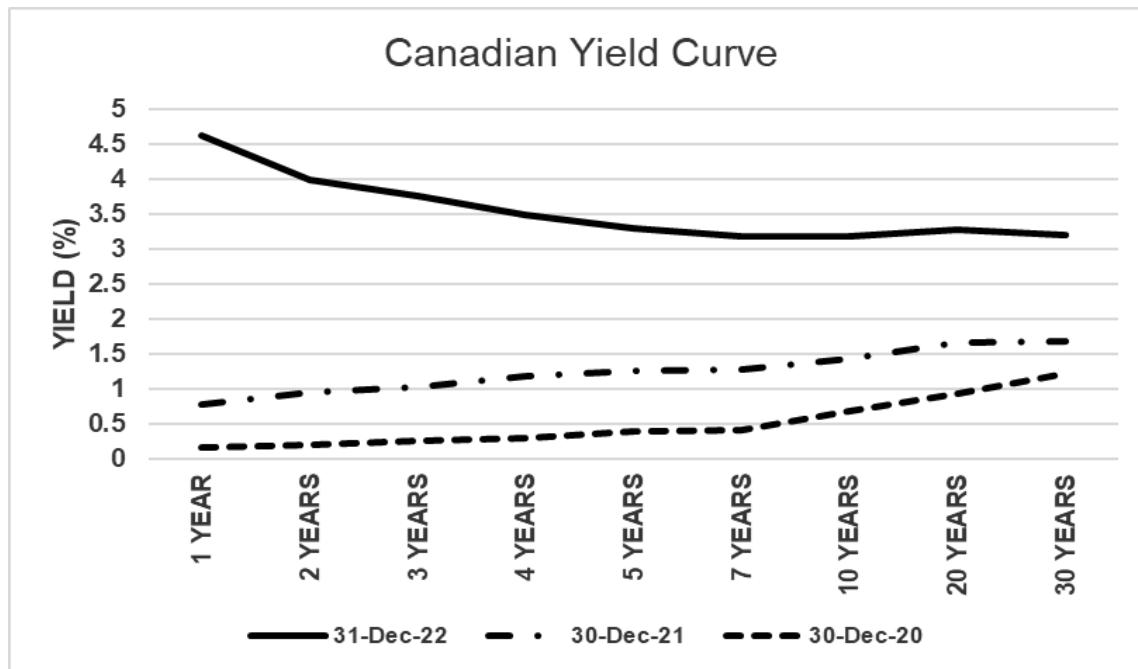
Source: BOC

The BOC overnight rate has a close relationship to the interest rates on various fixed income investments held by the City of London, including GICs, government bonds and corporate bonds. Financial market expectations regarding the future BOC overnight rate most directly influence the interest rates available on short-term bonds and GICs. As the overnight rate has trended higher over the course of 2022, so too have the rates on short-term bonds and GICs. Longer term interest rates are more influenced by longer-term market expectations regarding future economic conditions.

Generally, longer-term fixed income securities yield a higher rate of interest (“term premium”) compared to shorter-term products to compensate for the commitment and risks of holding the investment for a longer period. The financial conditions of the past year have resulted in an “inverted yield curve” whereby the rates on shorter-term bonds are equal to or greater than those available on long-term bonds.

Figure 3 provides an overview of the Government of Canada yield for various durations, demonstrating how yields have continued to rise and the yield curve inverted.

Figure 3 - Government of Canada Yield Curve

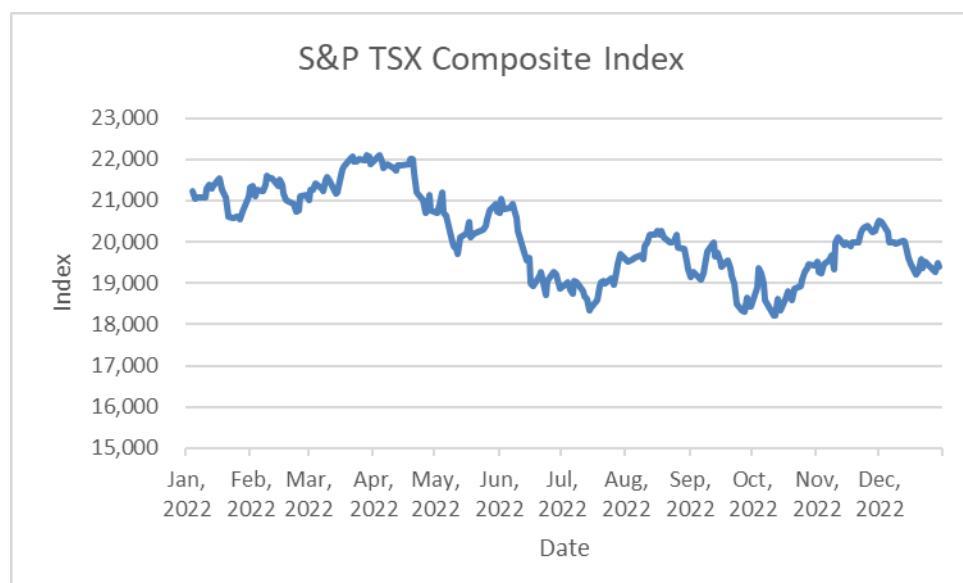


Source: Refinitiv

Historically the inversion of the yield curve has not persisted for an extended period, however it presents an added layer of complexity to investment decisions while it persists. While higher yields can often be achieved by investing in short-term products during an inverted yield curve period, the unknown re-investment risk (i.e. the rates that will be available when that investment matures in a year or two) needs to be balanced against the short-term benefits that can be realized.

While equity investments comprise a relatively small portion of the City's investment portfolio (maximum 15% per policy) compared to fixed income investments, they are closely monitored as well. The Canadian equity market (as measured by the S&P TSX Composite Index) was volatile in 2022, posting a negative return of 8.5 percent and reversing the upward trend experienced in the prior year. While the S&P TSX Composite closed below 2021 year-end levels (see Figure 4), it remains well above 2020 levels.

Figure 4 - S&P TSX Composite Index 2022 Chart



Source: Refinitiv

The City's treasury team and professional investment managers will continue to regularly monitor economic and market conditions and base investment decisions accordingly, within the parameters of the City's Investment Policy.

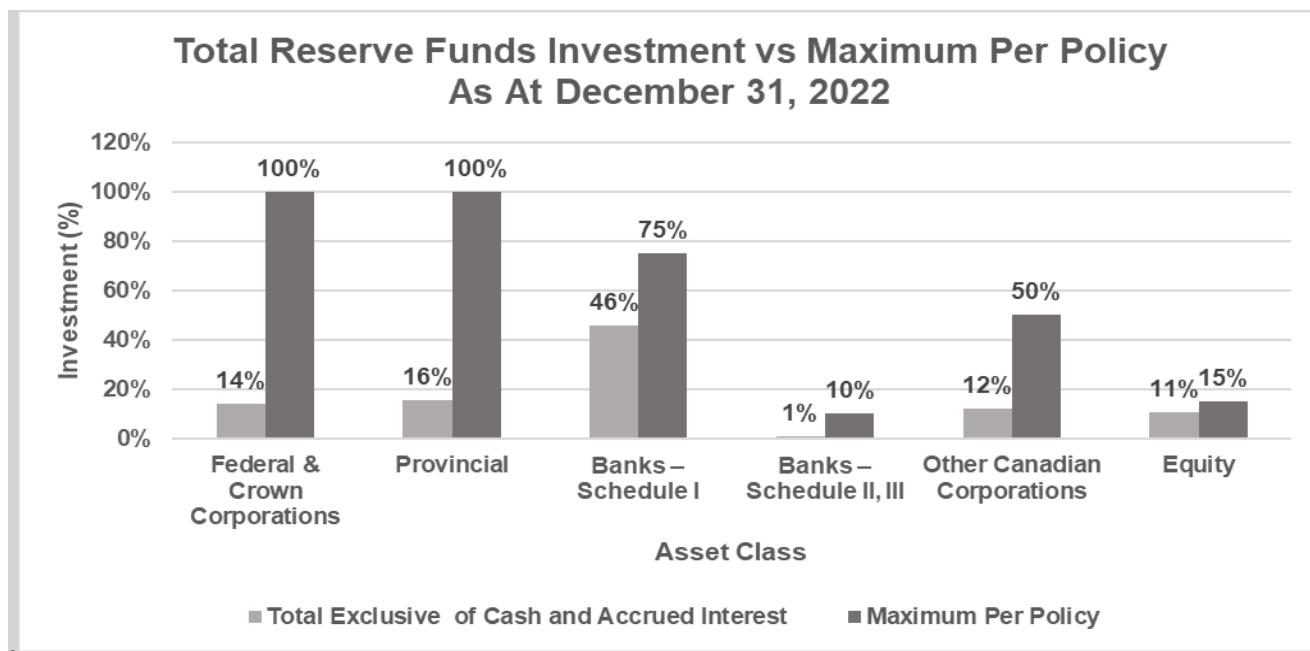
## Investment Strategy:

As directed by the City's Investment Policy, the City's overall investment strategy is to invest public funds in a manner that prioritizes:

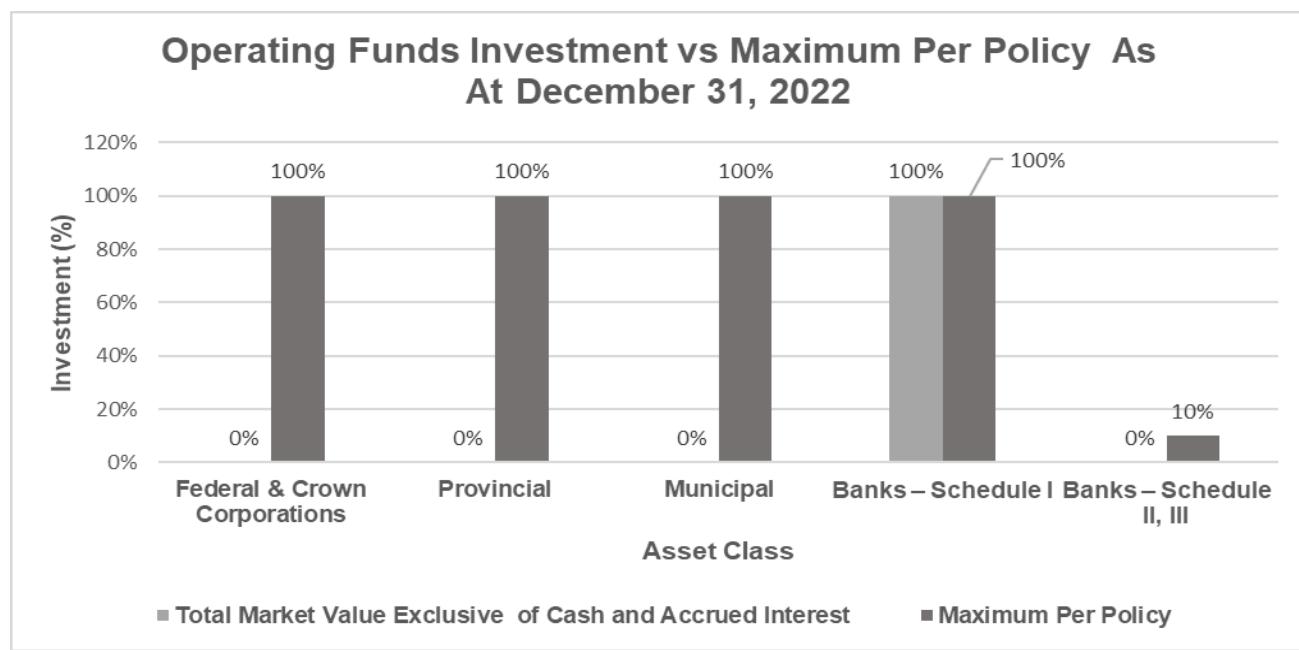
1. Adherence to statutory requirements
2. Preservation of capital
3. Maintenance of liquidity
4. Achieving a rate of return sufficient to maintain the purchasing power of invested funds

The City's strategy includes building a liquid and diversified portfolio while being mindful of the limitations of the portfolio. No changes were made to the City's Investment Policy in 2022.

Below is a comparison of the City's investments in each asset class to the maximum allowed for each asset class, as set out in the City's current Investment Policy:



Note: With the exception of the "Equity" category, all other categories are fixed income investments.



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#### Investment Income:

The table below shows a breakdown of the City's average annual yields for 2022, as well as the average investment portfolio balance. For the purposes of this report, yield includes interest income and realized gains and losses. Yield does not include unrealized gains and losses (i.e. market value appreciation/depreciation).

Fund	Average Balance (Million \$)	Earnings (Million \$)	Yield
Reserve Funds	1,360.4	24.8	1.82%
Operating Funds	428.4	11.0	2.57%

It should be noted that the City's fixed income investments are fixed coupon paying or zero-coupon securities and therefore the rates do not "float" according to overall market rates. The City's reserve fund investments are generally longer-term in nature and reflect a mix of securities purchased over an extended period, many during a much lower yield environment. The City's operating funds, with a shorter-term time horizon, have been able to take advantage of the rising interest rate environment to a greater extent as re-investment of maturities occur. Furthermore, as bond prices are inversely related to interest rates, reserve funds did experience realized capital losses in 2022 where our external managers deemed it beneficial for overall total returns to realize losses in order to take advantage of higher yielding opportunities. Overall, there was an increase in the total portfolio yield compared to 2021.

In 2022, the City earned total income of approximately \$35.8 million (\$27.9 million in 2021) from investments, of which \$24.8 million (\$24.1 million in 2021) was earned from reserve fund investments and \$11 million (\$3.8 million in 2021) was earned from operating fund investments.

In accordance with the Municipal Act, 2001 (the "Act"), interest and net capital gains/losses earned on reserve fund investments are allocated to all reserve funds on a prorated basis and are used for the purpose for which the reserve fund was created.

Investment income earned from the operating fund is allocated to operating revenues, which is included in the approved 2020-2023 Multi-Year Operating Budget and contributes to offsetting the amount of taxes levied. For 2022, investment income realized (\$11 million) was favourable when compared to budgeted income (\$5.1 million). These impacts were included in the City of London's operating results as reported in the 2022 Year-end Operating Budget Monitoring report.

#### Eligible Investments (Statement of Compliance):

The Act stipulates that a municipality may invest in securities prescribed under Ontario Regulation 438/97. All investments meet the eligibility requirements as prescribed by Ontario Regulation 438/97 and were made in accordance with the investment policies and goals adopted by the City.

#### Investment in Own-Securities:

Ontario Regulation 438/97 requires that the City report the estimated proportion of total investments that are invested in its own long-term and short-term securities to the total investments held by the municipality. In 2022, the City did not hold or purchase any of its own securities, reflecting no change in proportion of own securities to total investments from the previous year's report.

## Investment Standards:

All investments were done within the standards required by the Ontario Regulation 438/97 and the Council approved Investment Policy. None of the investments fell below the standards during the period covered by this report.

## Investment Ratings:

Ontario Regulation 438/97 requires that the City invest in eligible fixed income investment securities that are rated and the credit rating falls within prescribed levels by the credit rating agencies as stated within the Act. The minimum credit rating required is stipulated in the Council approved Investment Policy. All investments met the credit rating requirement as prescribed by Ontario Regulation 438/97; the City did not dispose of any investment due to decline in credit rating within the period covered under this report.

## 3.0 Key Issues and Considerations

### 3.1. Upcoming Accounting and Reporting Changes related to Investments

New Public Sector Accounting Standards impacting investment reporting are forthcoming and required for adoption for fiscal years beginning on or after April 1, 2022. For the City, this will be fiscal 2023 beginning January 1, 2023. Specifically, the main standard impacting investments is PS 3450 Financial Instruments. The standard outlines various requirements for recognition, measurement, presentation and disclosure of financial instruments, which includes investments. The changes are anticipated to include (among others) the requirement to recognize unrealized gains and losses (“mark to market”) for certain securities and the ability to elect to do so for other securities. As a result, adoption of these new standards may impact future investment reports as unrealized gains and losses will be recorded and be reported on the City’s financial statements. Furthermore, starting with the 2023 investment report in summer 2024, Civic Administration will be providing investment performance on a realized and market value basis as part of this annual report.

The City’s elections for the reporting of various investment categories are outlined below, as at the time of writing this report:

Category	Elections
Guaranteed Investment Certificates - GICs	Cost method
Equity	Fair Value
Notes with embedded derivatives	Fair Value
Fixed Income & Other	Fair Value

Unrealized gains or losses represent a change in the value of a security from the cost (or what was paid) for that security initially. These represent the changes in value before a security is sold or matures. The value of securities can fluctuate over the holding period and can swing between an unrealized gain or loss position. In the City of London’s investment portfolio, holdings in equity and fixed income securities can have unrealized gains or losses. With equity holdings, this is generated by the difference between its cost versus the prevailing equity market prices. For fixed income securities, such as a bond, its price is inversely related to interest rates. As interest rates fall, bond prices rise and vice versa. Similar to equity securities, the unrealized gain or loss of a fixed income security is the difference between the current value of the security when compared to the cost of the security when acquired. It is important to note that unrealized gains and losses currently exist within the City’s investment portfolio. To provide a sense of magnitude, the following represents the City’s portfolio investments unrealized gains and losses (excluding accrued income) as at December 31, 2022:

<b>Category</b>	<b>Fair Value (Million \$)</b>	<b>Cost/Book Value (Million \$)</b>	<b>Unrealized Gains (Loss) (Million \$)</b>
Guaranteed Investment Certificates - GICs	Not applicable	382.7	Not applicable
Equity	130.8	134.8	(4.0)
Fixed Income & Other (Including Notes with embedded derivatives)	807.3	864.4	(57.1)

It is important to emphasize that the City of London generally employs a passive, “buy and hold” investment approach for most of its investment portfolio (although one external investment manager does utilize an active management investment approach). Under a “buy and hold” investment approach, unrealized gains or losses are less relevant unless investments are required to be sold prior to maturity which would trigger the realization of the associated gain or loss. However, for fixed income investments that are held to maturity (a key element of the “buy and hold” strategy), they will mature at par (face) value. The City’s treasury team closely manages the City’s cash flow forecasts to minimize the need to unexpectedly sell a security for liquidity purposes prior to maturity. Therefore, it is very unlikely that an unrealized loss would become realized through the City’s investment policy.

## Conclusion

This report provides an overview of the City of London’s investment portfolio in the context of the financial markets. Investment income increased in 2022 with the City maintaining adequate liquidity and preserving its capital. Furthermore, this report satisfies the various reporting requirements as outlined in the Municipal Act, confirming investments remained compliant with legislative requirements and the applicable Investment Policy.

**Prepared by:** **Folakemi Ajibola, CTP, ACMA, CGMA Manager, Financial Modelling, Forecasting and Systems Control (Treasury) and Martin Galczynski, CPA, CA, CIM, Manager, Financial Planning and Policy**

**Submitted by:** **Kyle Murray, CPA, CA, Director, Financial Planning and Business Support**

**Recommended by:** **Anna Lisa Barbon, CPA, CGA, Deputy City Manager, Finance Supports**

Attachment: Appendix A

**Appendix “A” – Investment Portfolio (including Cash and Cash Equivalents) As Of December 31, 2022**

Category	Internally/ Externally Managed	Total Book Value (Operating + Reserve Fund) (thousands)	% of Portfolio	Operating Fund Book Value (thousands)	% of Portfolio	Reserve Fund Book Value (thousands)	% of Portfolio
Cash (Note A)	Internal	288,731	16.25%	124,744	7.02%	163,987	9.23%
High Interest Savings Account	Internal	100,000	5.63%	100,000	5.63%	0	0
Investment Clearing Balance	Internal	2,641	0.15%	2,219	0.13%	422	0.02%
Fixed Income	Internal and External	1,250,706	70.39%	109,500	6.16%	1,141,206	64.23%
Canadian Equity	External	134,755	7.58%	0	0%	134,755	7.58%
<b>Total Portfolio</b>		<b>1,776,833</b>	<b>100%</b>	<b>336,463</b>	<b>18.94%</b>	<b>1,440,370</b>	<b>81.06%</b>
Total Internally Managed	Internal	730,042	41.09%	336,463	18.94%	393,579	22.15 %
Total Externally Managed	External	1,046,791	58.91%	0	0%	1,046,791	58.91%
<b>Total Portfolio</b>		<b>1,776,833</b>	<b>100%</b>	<b>336,463</b>	<b>18.94%</b>	<b>1,440,370</b>	<b>81.06%</b>

Note A: Cash balances as per bank accounts as at December 31, 2022. Excludes Trust Funds.

## **Report to Corporate Services Committee**

**To:** **Chair and Members  
Corporate Services Committee**

**From:** **Anna Lisa Barbon, Deputy City Manager, Finance Supports**

**Subject:** **Elected Officials and Appointed Citizen Members 2023  
Remuneration**

**Date:** **July 17, 2023**

### **Recommendation**

That, on the recommendation of the Deputy City Manager, Finance Supports, the report dated July 17, 2023, entitled "Elected Officials and Appointed Citizen Members 2023 Remuneration" BE RECEIVED for information.

### **Executive Summary**

On April 12, 2022, Municipal Council resolved that for this term of Council, the annual compensation for serving as a Ward Councillor BE SET at the 2020 median full-time employment income for Londoners as determined from the 2021 Census data. Further, the annual adjustment for Council compensation be based on the average variation in median full-time employment income determined from published Census data over the most recent census period (2021 Census data) as opposed to the Labour Index or CPI. The adjustment factor is 3.505%.

Remuneration for the City of London's appointed citizen members of local boards and commissions, where stipends are paid for 2023, will be adjusted annually as set out in the 'Remuneration for Elected Officials and Appointed Citizen Members Policy' adopted by By-law No. CPOL.-70(a)-408. In accordance with this policy, 2023 remuneration for appointed citizen members will increase by 3.6% over 2023 effective January 1, 2023. This reflects the lesser of the Labour Index, or the Consumer Price Index, Ontario.

### **Analysis**

#### **1.0 Background Information**

##### **1.1 Background**

The 'Remuneration for Elected Officials and Appointed Citizen Members Policy' (the Policy) sets out the formula for how the annual remuneration is adjusted for elected officials and appointed citizen members of local boards and commissions whose remuneration is paid by the City of London. As part of the 'Final Report of the 2016 Council Compensation Review Task Force' this formula was reviewed, and this approach was recommended to be continued.

Stipends for elected officials (Mayor and Councillors) and appointed citizen members of local boards and commissions are to be adjusted annually on January 1st by the percentage increase reflected in the Labour Index, on the understanding that:

- if such an index reflects a negative percentage, the annual adjustment to the salaries of the elected officials and appointed citizen members will be 0%;
- on the further understanding that if the Labour Index has increased by a percentage greater than the Consumer Price Index, Ontario, the annual percentage increase in the salaries and honorariums of the elected officials and

appointed citizen members will be no greater than the increase in the Consumer Price Index, Ontario; and

- whereby the escalator for annual adjustment purposes shall not be applied in those years where the non-union staff wages are frozen.

In 2021, a Council Compensation Task Force was established which produced a final report that was presented to Council in April 2022. Municipal Council adopted a number of recommendations, noting that one of the recommendations was to set the annual compensation for serving as a Ward Councillor at the 2020 median full-time employment income for Londoners as determined from the 2021 Census data and that the method for annual adjustments be changed.

“....the Municipal Council, at its meeting held on April 12, 2022 resolved:

That the following actions be taken with respect to Council compensation:

- a) consistent with current practice, and effective with the commencement of the next term of Council, the annual compensation for serving as a Ward Councillor BE SET at the 2020 median full-time employment income for Londoners as determined from the 2021 Census data, it being noted that while 2021 data will not be available until July 2022, it will be available well prior to the effective date of adjustment;
- b) the current formula for adjusting Council compensation on annual basis BE AMENDED to be based on the average annual variation in median full-time employment income determined from published Census data over the most recent census period (2021 Census data) as opposed to the Labour Index or CPI; .....

## 1.2 Previous Reports Related to this Matter

- Corporate Services Committee, April 16, 2019, Elected Officials and Appointed Citizen Members 2019 Remuneration, Item # 2.4
- Strategic Priorities and Policy Committee, August 21, 2017, Final Report of the Council Compensation Review Task Force, Item # 3,
- Corporate Services Committee, May 10, 2021, Elected Officials and Appointed Citizen Members 2021 Remuneration, Item # 2.6
- Corporate Services Committee, March 28, 2022, Elected Officials and Appointed Citizen Members 2022 Remuneration, Consent Item # 2.6
- Strategic Priorities and Policy Committee, April 5, 2022, 2021 Council Compensation Review Task Force Final Report, Items for Direction # 4.1

## 2.0 Discussion and Considerations

### 2.1 2023 Council Compensation Adjustment

In accordance with recommendations from the 2021 Council Compensation Task Force, the annual stipend for ward councillors for this term of Council is \$60,800<sup>a</sup> which is based on the median full-time income for Londoners as identified in the 2021 Census. In applying the annual adjustment factor as set out by the Council Compensation Task Force, which was based on the 2021 Census Data when compared to 2016 Census Data, the annual adjustment for Council would be set at 3.505%.

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<sup>a</sup> Statistics Canada. 2023. (table). *Census Profile*. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released March 29, 2023.

Based on the application of the 2021 Council Compensation Task Force annual adjustment method, the table below outlines the impact of 3.505%.

Elected Official	Remuneration	2023 Remuneration as adjusted
Mayor	\$ 147,165	\$ 152,323
Councillor	\$ 60,800	\$ 62,931

## 2.2 2023 Adjustment Appointed Citizen Members

For 2023, non-union staff wages are not frozen, so a compensation adjustment for the appointed citizen members of local boards and commissions, where a stipend is paid, will follow the ‘Remuneration for Elected Officials and Appointed Citizen Members Policy’.

As at the end of December 2022, the Labour Index increased by 3.6%<sup>b</sup> over the prior year whereas the Consumer Price Index, Ontario increased by 6.7%<sup>c</sup>.

## 2.3 Review of Policy

Since the methodology for applying annual adjustments to elected officials and appointed citizen members are now different, Civic Administration will be reviewing the existing renumeration policy and will look to bring forward the necessary amendments to committee based on the approved 2021 Council Compensation Task Force methodology.

# 3.0 Financial Impact / Considerations

The recommended increases for 2023 have been accommodated within the approved 2020-2023 Multi-year Operating Budget. These adjustments to remuneration will be made retroactively.

## Conclusion

In accordance with Council direction, Ward Councillors will receive a retroactive adjustment to the median income of Londoners as identified in the 2021 Census back to the commencement of this Council term. Further, the annual adjustment to remuneration of 3.505% will be made retroactively to January 1<sup>st</sup>, 2023. Appointed citizen members to local boards and commissions, where stipends are paid, will receive a 3.6% increase in remuneration effective (retroactively), January 1, 2023.

**Prepared and submitted by:** Ian Collins, CPA, CMA, Director, Financial Services

**Recommended by:** Anna Lisa Barbon, CPA, CGA, Deputy City Manager, Finance Supports

<sup>b</sup> CANSIM Table 14-10-0213-01 ‘Fixed weighted index of average hourly earnings for all employees, by industry, monthly for Canada. Release date 2023-04-27

<sup>c</sup> CANSIM Table 18-10-0005-01 ‘Consumer Price Index, annual average, not seasonally adjusted for Ontario. Release date 2023-01-17

## **Report to Corporate Services Committee**

**To:** Chair and Members  
Corporate Services Committee

**From:** Kelly Scherr, P.Eng., MBA, FEC  
Deputy City Manager, Environment & Infrastructure

**Subject:** 2022 Emergency Procurement – Forestry Operations

**Date:** July 17, 2023

## **Recommendation**

That, on the recommendation of the Deputy City Manager, Environment and Infrastructure, the following report and source of financing for purchase orders issued under Section 14.2 of the Procurement of Goods and Services Policy **BE RECEIVED** with respect to the Forestry Operations emergency procurement in response to storm damaged trees in May 2022 at a total price of \$209,143 (HST excluded).

## **Executive Summary**

### **Purpose**

This report informs Council of procurement that occurred in May 2022 in response to a major storm event that resulted in a high volume of damaged trees.

### **Context**

Forestry staff and the City's external contractor are well prepared to respond to regular storm events that result in damaged limbs and some felled trees. The abnormal storm that occurred in May 2022 resulted in extensive Forestry work that required additional equipment and contractors to complete the clean-up in a short window of time to maintain public safety, clear roads and address property damage. Emergency procurement was necessary to respond to the urgent needs.

## **Linkage to the Corporate Strategic Plan**

The emergency procurement connects to the Strategic Plan through the “Wellbeing and Safety” Strategic Area of Focus.

## **Analysis**

### **1.0 Background Information**

#### **1.1 Purpose**

The purpose of this report is to inform Council of a decision by administration to award multiple purchase orders for contractors and equipment required to address storm damaged trees. The scope of work was beyond the routine work of Forestry Operations and additional support was necessary to address public safety concerns, to remove felled trees from roadways, and to clean up debris from City-owned lands.

### **2.0 Discussion and Considerations**

#### **2.1 May 2022 Storm Event**

On May 21, 2022, a significant storm event that included two tornados hit London and closed roads from central London across to the northeast corner of the city. Forestry staff responded quickly to assess the damage. To open the City up quickly and efficiently, it was determined that operations staff required larger equipment than available on hand at the time. Large commercial land clearing companies were contacted just in time before they were dispatched to neighbouring communities that

were also impacted. Forestry staff opened roads within a few days of storm impact and cleaned up debris over the next month.

## 2.2 Purchasing Process – Justification for Emergency Status

A significant portion of the services and equipment obtained by Forestry Operations exceeded the dollar thresholds in the Procurement of Goods and Services Policy that could permit single source or rapid procurement. Given the rapid onset of the storm and the required clean-up, immediate action was necessary by the City in response. For these reasons, it was decided that it was appropriate in this instance to invoke the emergency procurement procedures available under Section 14.2 of the Procurement of Goods and Services Policy and to issue purchase orders immediately, informing the Purchasing Division at the time and reporting to Council afterwards to explain the decision and reasons for it.

A summary of the purchases that were made that exceeded the limits established by the Procurement of Goods and Services Policy is identified in Table 1 below.

**Table 1**

Procurement	Vendor	Value	Justification
Merlo Crane with directional felling head and grapple	Green Tree Professional Tree Services	\$118,775	Allowed forestry to remove damaged trees quickly and safely to restore traffic and hydro
Wood and brush grinding	Tree Tech, Tree and Property Maintenance Specialists Inc.	\$90,368	Commercial land clearing equipment used to clear roads and subdivisions where trees were all down
	<b>Total</b>	<b>\$209,143</b>	

All other work required to respond to the storm damage was conducted by City forces, in accordance with the Procurement Policy or under the terms of existing contracts.

## 3.0 Financial Impact/Considerations

Costs associated with the severe storm were absorbed by the Forestry Operations operating budget as a one-time expense. The unexpected costs contributed to a year-end deficit position for the Forestry Operations business unit, off-set by surpluses in other Parks and Forestry business units.

The severe impact to the operational capacity of Forestry Operations rendered this situation an emergency and necessitated quick action on the part of staff and the City's contractor. Section 14.2 of the Procurement of Goods and Services Policy considers such a situation and enables staff to proceed as required to maintain operations through an emergency, with reporting to Council following the event. This report ensures compliance with Section 14.2 of the Policy

Forestry staff are reviewing operational needs to determine if additional staffing or equipment is required in the future, should a similar storm event occur.

## **Conclusion**

The May 2022 storm event was a unique circumstance that required additional services and equipment beyond the day-to-day capacity of Forestry Operations. The prompt response by City staff and external contractors enabled the trimming and/or removal of damaged trees, addressing potential public safety impacts, clearing roadways and removing debris from roadsides and greenspaces throughout the city.

**Prepared by:** **Andy Beaton**  
**Manager, Forestry Operations**

**Submitted by:** **Paul Yeoman, RPP, PLE**  
**Director, Parks and Forestry**

**Recommended by:** **Kelly Scherr, P. Eng., MBA, FEC**  
**Deputy City Manager, Environment & Infrastructure**

cc: Steve Mollon, Senior Manager, Procurement and Supply  
Manish Anjani, Financial Business Administrator, Finance Supports

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Kelly Scherr, P.Eng., MBA, FEC  
Deputy City Manager, Environment & Infrastructure  
**Subject:** Delegation of Authority By-law: Environment and Infrastructure Approvals and Agreements  
**Date:** July 17, 2023

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment and Infrastructure, the attached proposed Delegation of Authority by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on July 25, 2023, to:

- (a) **DELEGATE** the authority to bind the Corporation of the City of London to members of Civic Administration in a specific list of circumstances.
- (b) **AUTHORIZE** the execution by the applicable delegated member of Civic Administration of any contract, agreement or other documents, as required, to give effect to the delegated decision, as indicated in Appendix 'A'.

## Executive Summary

This report requests that Council delegate the authority to bind the Corporation in certain instances to specific levels of authority within the Environment and Infrastructure Service Area.

Staff from the Environment and Infrastructure Service Area have regularly approved regulatory applications, compliance reporting, utility agreements and other submissions that could imply an authority to bind the Corporation for many years, without clear definition of the limits of that authority and without the requirement to report publicly on where it has been applied.

Under the *Municipal Act, 2001*, SO 2001 c25 ("the Act") (s.8(1)), only City Council has the authority to bind the Corporation unless otherwise delegated to staff. By delegating the authority to bind the Corporation to members of Civic Administration in specific instances and requiring staff to report on activity under those delegations, current administrative practices are better aligned with the requirements of the *Municipal Act* and the transparency of current service delivery is enhanced.

## Linkage to the Corporate Plans

This project supports the 2023-2027 Strategic Plan through the following:

- Well-Run City, 1.3.a: Improved governance processes – Review municipal best practices, identifying gaps and opportunities, and deliver projects that improve performance.

## **Analysis**

### **1.0 Background Information**

#### **1.1 Previous Reports Related to this Matter**

This report was previously posted to the April 11, 2023 Corporate Services Committee Agenda. It was identified that a clarification was required within the proposed by-law, resulting in a deferral of the report to this meeting. It is confirmed that the requested delegations of authority to bind the corporation apply only to the Environment and Infrastructure Service Area.

### **2.0 Discussion and Considerations**

#### **2.1 Complexity of the Environment and Infrastructure Service Area**

The administration of a municipal corporation such as the City of London is a complex undertaking requiring multiple divisions of specialized staff who are responsible for every aspect of public service delivery. Decisions are made daily by this administrative arm to ensure the effective and efficient delivery of public services throughout the municipality in accordance with the strategic plans, budgets and policy directives decided upon by Council.

The Environment and Infrastructure Service Area is no exception to this organizational complexity, with over 780 management and unionized staff responsible for essential services such as the repair and replacement of the City's roads and bridges, winter maintenance, solid waste management, wastewater collection and treatment, storm water management, forestry and parks, geomatics and surveying, construction management, and the distribution of drinking water.

Staff are regularly required to make representations or commitments on behalf of the Corporation of the City of London to meet regulatory or other obligations. While these may appear to be relatively simple administrative tasks, they can present their own complications in terms of the authority required to make those commitments.

#### **2.2 Authority to Bind the Corporation**

Broad authorities to deal with municipal matters are conferred upon municipalities by the Province of Ontario through the *Municipal Act, 2001*, SO 2001 c25 ("the Act") (s.8(1)). More specifically, the City of London is a single-tier municipality and so the provisions laid out in Section 10 of the Act apply:

**10 (1)** A single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public. 2006, c. 32, Sched. A, [s. 8](#).

*The Act* also clearly lays out how municipalities are to exercise their powers:

#### **Powers exercised by council**

**5 (1)** The powers of a municipality shall be exercised by its council. 2001, c. 25, s. 5 (1).

#### **Council a continuing body**

(2) Anything begun by one council may be continued and completed by a succeeding council. 2001, c. 25, s. 5 (2).

#### **Powers exercised by by-law**

(3) A municipal power, including a municipality's capacity, rights, powers and privileges under [section 9](#), shall be exercised by by-law unless the municipality is

specifically authorized to do otherwise. 2001, c. 25, s. 5 (3); 2006, c. 32, Sched. A, [s. 5](#).

In effect, only elected councils have the authority to exercise these powers through the passage or amendment of a by-law unless that authority is formally delegated to staff.

### **2.3 Ability to Delegate the Authority to Bind**

*The Act* also provides the tools through which municipal councils can ensure sufficient control over municipal actions while still enabling efficient service delivery. Section 23 of *the Act* allows a municipality to delegate powers and duties as follows:

**23.1 (1)** Without limiting [sections 9, 10](#) and [11](#), those sections authorize a municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in this Part. 2006, c. 32, Sched. A, [s. 15](#).

The restrictions referenced in section 23.1 do not relate to the types of authority contemplated for delegation under this proposed by-law. Therefore, Council is authorized under *the Act* to delegate the authority to bind the Corporation of the City of London to members of its administration. Council has used this delegation for other purposes previously (the business licencing and vehicle for hire by-laws are two examples). Any such delegation of authority can be revoked at any time by Council (per section 23.1 (2) 1. of *the Act*) and Council can impose whatever limits it deems appropriate upon that delegation (per section 23.1 (2) 5. of *the Act*).

### **2.4 Specific Authorities Requested for Delegation**

In the past, many administrative acts have been undertaken by Civic Administration as a matter of course. A recent review by staff has identified that the administration may not necessarily have the authority to submit or execute these documents since some result in or imply a binding of the Corporation. Many of these administrative submissions and representations have occurred in this manner for years or even decades. This report and proposed by-law are intended to codify this informal practice to ensure that the City is compliant with *the Act* and also ensure that staff report publicly on where these tools have been used in alignment with Council's approved direction.

Since Council remains ultimately responsible for decisions that bind the Corporation of the City of London, and since *the Act* allows for delegations of authority to be limited in whatever way Council deems appropriate, it is proposed to delegate a specific list of types of activities to various levels of authority within the administration. This list would be contained within a single by-law, providing clarity for Administration and improving transparency by facilitating periodic review by Council. As described previously, Council can review, modify or revoke these delegations at any time.

The proposed by-law, attached as Appendix A to this report, includes the list of proposed delegations to the Environment and Infrastructure Service Area, in some cases with fiscal limits identified. For simplicity, all delegations are to the Deputy City Manager. However, in some cases the nature of the delegated authority may warrant the ability for the Deputy City Manager to further delegate the authority to bind the Corporation to a specific level in the administration. These instances are clearly noted.

The proposed by-law also recognizes the importance of review by Legal and Risk Management staff. These reviews already form part of document execution procedures but are not always required for other administrative acts. In order to provide clarity for Administration, including the need for those reviews for each delegated authority within the by-law itself is considered prudent. In many of the listed delegations, the agreement that would be executed takes the form of a standard document issued by a higher level of government that is not subject to any negotiation. Further, some are regulatory in nature where the commitment formalizes a non-negotiable obligation on the part of the City. In those instances, no legal or risk review would be required. Others are not as clearly laid out, and the Corporation has more flexibility in reviewing agreements and

assessing risks versus benefits. In those cases, the proposed level of authority required within Administration and the number of reviews required increases accordingly.

The list of delegations proposed at this time follows, categorized by the general type of commitment, with brief descriptions of what the individual commitment entails. Fiscal limits and the requirement for Legal or Risk Management review are detailed in the by-law, with the rationale for such limits discussed below. Each proposed delegation is identified by Group number corresponding to the table in the by-law:

## Regulatory Commitments

- **Approvals or permits with governmental regulatory bodies (Group 1) –** Many Divisions within Environment and Infrastructure are required to conduct their work under the terms of various approvals from provincial or federal government ministries. These approvals have varying requirements for operations and reporting, but all share similar characteristics: obtaining approval is mandatory in order to provide the services to the public and there is very little latitude afforded to the municipality in setting the terms of those approvals. All water, wastewater and stormwater infrastructure in the City requires this type of approval from the Ontario Ministry of the Environment, Conservation and Parks (MECP), as an example. Federal and provincial ministries also require various reports to be submitted, whether pursuant to an approval or not. By applying for permits or approvals from these ministries, the City commits to compliance with terms and conditions. These commitments are technical in nature and, since they are not open to any significant negotiation, no review by Legal or Risk management is required.
- **Approvals or permits with non-governmental regulatory bodies (Group 2) –** In addition to governmental ministries, there are other bodies that have authority over areas in which Environment and Infrastructure needs to complete work, such as the Upper Thames River Conservation Authority (UTRCA). Approvals and permits typically require the City to commit to conditions for access or development. It is rare that these approvals include indemnity clauses or require the provision of enhanced insurance, so review by Legal and Risk Management is at the discretion of the delegated authority.
- **Approvals or permits from non-regulatory bodies (Group 3) –** This group of authorities has more complexity and covers a significant number of diverse activities regularly undertaken by Environment and Infrastructure, broken out in more detail below:
  - Construction permits or maintenance agreements – Separate from permits issued by regulatory bodies, there are also third parties that have authority over areas in which the City needs to complete work, like railway, hydro or gas corridor crossings. Approvals and permits typically require that the City commit to conditions for access or development. Some of these permits may include indemnity clauses or require the provision of enhanced insurance, so review by Legal and Risk Management is recommended for this group.
  - Cost-sharing agreements – City staff also endeavour, whenever possible, to coordinate capital projects with potential needs of other utilities that share the same corridor. Not only does this reduce the impact to residents, aligning projects can also reasonably be expected to result in opportunities for cost sharing. Cost sharing would be negotiated and agreed to by City staff, with contract awards completed in accordance with Council-approved procurement award processes and capital budgets as applicable. In cases where no mutually agreeable solution can be reached, direction from Council would be sought.
  - Incentive or generation agreements – As the City constructs new facilities and pursues renewable energy initiatives, the need to enter into

agreements with the relevant utilities (London Hydro, Hydro One, Enbridge, etc.) will occur more and more frequently. All of those agreements bind the City in some way. Similarly, utilities often offer incentives that allow the City to pursue energy saving or greenhouse gas reducing projects on shorter timeframes and at lower cost than would otherwise be possible. In order to apply for and enter into these agreements, typically staff must commit to performance and reporting obligations that bind the corporation. Permits may include indemnity clauses or require the provision of enhanced insurance, so review by Legal and Risk Management is recommended, but incentives typically involve the City receiving money as part of capital works already contemplated and budgeted by the affected Division. In the latter case, Legal and Risk Management review is left to the discretion of the delegated administrative authority. In all instances, approval of Council will be required if any increase to the approved capital budget is required.

- Utility Location Agreements – Work by City crews in many Divisions, such as Parks and Forestry, Sewer Operations, Water Operations and others, and City contractors managed by Construction Administration or the various Engineering and Operations Divisions, often requires the location and relocation of existing utilities. The various agreements, required to enable work around these utilities, such as Alternative Locate Agreements (ALA) and Utility Relocation Agreements, can be either job specific or standing agreements for work practices and permissions. It is recommended that the need for further review by other Divisions be at the discretion of the delegated authority.
- **Research and Community Partnerships (Group 4)** – Research and pilot testing are effective tools for the City to both contribute to broader educational and business development efforts as well as testing new technologies for application within the City. Allowing modifications to City infrastructure to permit these activities is also at the discretion of the applicable Division. Since any risk associated with these activities results from potential impacts to City operations, staff are well-positioned to assess the suitability of each application. However, term limits to administrative awards in this regard are considered appropriate to ensure that opportunities are not disproportionately awarded to any entity to the exclusion of others. In situations where standard City forms can be used, no Legal or Risk Management review is required. Therefore, those reviews are at the discretion of the delegated authority.

Data sharing is equally valuable as a tool to inform City programs and policies. Data showing patterns of utility use in the community is a good example of data sharing with a third party that provides significant benefit to both parties. However, it must be considered differently than pilot testing, since obtaining or providing this type of data may require that the City execute a data-sharing agreement with a third party. Because of the potential for privacy concerns with some data collection, a Legal review is recommended for these agreements.

- **Other Agreements (Group 5)**

- Confidentiality agreements – Some agreements, like purchases or site access agreements, may require confidentiality agreements. This binds the Corporation, although the best understanding of the impact and how to abide by the terms rests with the affected areas of the administration. Legal review is recommended since a potential to conflict with MFIPPA obligations exists with these agreements.
- Site access agreements for City work on private property – Both planned and emergency work on existing City assets are required frequently. In some cases, obtaining access to work sites requires some form of an access agreement with a landowner that contains terms and conditions that bind the Corporation. Often these agreements require only typical

commitments for restoration upon completion, but periodically involve additional legal, insurance or more permanent easement agreements. It is recommended that Legal and Risk management review be conducted at the discretion of Administration.

## **2.5 Duty of Care for Civic Administration**

In all instances of delegation, despite Council retaining authority over all matters that bind the corporation, Civic Administration owes a duty of care in the execution of any document that binds the Corporation. This includes ensuring that the Risk Management and Legal departments are involved in reviewing any contract documents when appropriate and ensuring that the intent of the delegation by-law is respected. Any binding document that involves risk, insurance, or indemnities will be subject to approval by Legal Services unless it is executed in accordance with established City protocols that permit otherwise.

When the by-law allows for the Deputy City Manager to select a designate as dictated by business and service delivery needs, this is only done for those types of tasks that generate relatively standard administrative agreements and where the risk and opportunity for the Corporation is best assessed by staff.

In all cases, administrative execution would only be undertaken for agreements or commitments that do not contradict any standing Council policy directive. In any case where execution of an agreement or commitment would result in misalignment with Council policies, administrative execution should not be considered appropriate and Council direction would be sought.

## **2.6 Reporting**

To ensure that Council remains informed of the commitments made on its behalf by Civic Administration, the Deputy City Manager, Environment and Infrastructure shall provide an annual report to Council listing instances where the delegated authority by-law was relied upon to bind the corporation. This provides a regular opportunity for Council to question any specific applications of the by-law and debate amendments if desired. The annual report also provides an opportunity for Civic Administration to request the addition, removal or amendment of delegated authorities on an ongoing basis.

## **Conclusion**

The Environment and Infrastructure Service Area is responsible for providing safe essential services to all who live, visit and conduct business in the City of London. Efficient and effective delivery of those services requires frequent decision-making that at times commits the City to regulatory obligations, enables the City to obtain funding and incentives, and many other important but often routine administrative tasks.

Only Council has the authority to bind the Corporation of the City of London. The by-law proposed by this report would formally delegate that authority in specific instances to Civic Administration. This delegation will provide for efficient service delivery with transparency and accountability. Delegating these roles does not remove the authority of Council to revoke or amend the delegations at any time in the future, and the consolidation of delegated authorities into a single by-law simplifies adherence and the future management of this important administrative tool.

**Prepared by:** **Kirby Oudekerk, MPA, P.Eng., Division Manager,  
Wastewater Treatment Operations**

**Submitted by:** **Ashley Rammeloo, MMSc., P.Eng, Director, Water,  
Wastewater and Storm Water**

**Recommended by:** **Kelly Scherr, P. Eng., MBA, FEC  
Deputy City Manager, Environment & Infrastructure**

**CC:** **Aynsley Anderson, Solicitor II  
Jason Wills, Manager III Legal Services**

Bill No.  
2023

By-law No. A.

A by-law to delegate the authority to bind The Corporation of the City of London in defined instances to identified positions within the Civic Administration.

WHEREAS subsection 5(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the power of a municipality shall be exercised by its council;

AND WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

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 this or any other Act;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting, among other things: accountability and transparency of the municipality and its operations; economic, social and environmental well-being of the municipality; and financial management of the municipality;

AND WHEREAS subsection 23.(1) of the *Municipal Act, 2001* provides that, subject to the limitations found in sections 23.2 and 23.3 of the *Municipal Act, 2001*, S.O. 2001, c. 25, a municipality may delegate its powers and duties to a person or body;

AND WHEREAS Council delegates any authority pursuant to this by-law in accordance with Schedule "G" of By-law No. A.-6151-17 "Council Policy By-law," as amended from time to time;

AND WHEREAS it is desirable to enable Civic Administration to conduct its regular duties efficiently and effectively in accordance with City Council's policies;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The power to bind the Corporation of the City of London granted by the *Municipal Act, 2001* is hereby delegated to the applicable Deputy City Manager or their further delegate in the City's Civic Administration in the instances and subject to the conditions identified in the attached Schedule(s) to this by-law.
2. Without limiting the generality of the foregoing, the person holding the Administrative Position to whom the delegation is made shall be authorized to approve and/or execute the agreements listed in the attached Schedule(s), where, in the absence of this by-law, approval would be required by City Council and execution would be required by the City Clerk and the Mayor.
3. The delegated authority shall be applied in accordance with City Council and corporate policies in effect at the time of the action taken.
4. Executed agreements shall be funded from available Council-approved budgets, as applicable.
5. The respective Deputy City Manager shall prepare a report once annually describing the number of instances that Civic Administration exercised the delegated authority to bind under this by-law.

6. This by-law shall come into force and effect on the day it is passed.  
PASSED in Open Council on July 25, 2023.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

Schedule A - Delegated Authorities in the Environment and Infrastructure Service Area												
Group	Line	Delegated Authority	Fiscal Limit - City contribution	Term Limit	DCM Able to Delegate?	Lowest Possible Delegation	Legal Review Required?	Risk Management Review Required?	Authority to Approve?	Authority to Execute?	Notes	
1	-	<b>Approvals or permits with governmental regulatory bodies</b>	-	-	-	-	-	-	-	-	-	
1	1	Regulatory applications, amendments and reporting to Federal or Provincial Governments	N/A	N/A	Yes	Director	No	No	Yes	Yes	-	
2	-	<b>Approvals or permits with non-governmental regulatory bodies</b>	-	-	-	-	-	-	-	-	-	
2	1	Upper Thames River Conservation Authority applications, amendments and reporting	N/A	N/A	Yes	Director	No	No	Yes	Yes	-	
3	-	<b>Approvals, permits and agreements with non-regulatory bodies</b>	-	-	-	-	-	-	-	-	-	
3	1	Construction and maintenance agreements/permits for work in Rail corridors	N/A	10 years	Yes	Director	No	Yes	Yes	Yes	-	
3	2	Construction and maintenance agreements/permits for work in Hydro corridors	N/A	10 years	Yes	Director	No	Yes	Yes	Yes	-	
3	3	Construction and maintenance agreements/permits for work in Natural Gas corridors	N/A	10 years	Yes	Director	No	Yes	Yes	Yes	-	
3	4	Cost-sharing agreements with utilities	\$6M	N/A	No	-	Yes	Yes	Yes	No	1	
3	5	Incentive agreements with utilities	\$6M	N/A	Yes	Director	Yes	Yes	Yes	No	1	
3	6	Connection or generation agreements with utilities	\$6M	20 years	No	-	Yes	Yes	Yes	Yes	1	
3	7	Utility relocation agreements	N/A	N/A	Yes	Director	No	Yes	Yes	Yes	-	
3	8	Alternative Locate Agreements	N/A	5 years	Yes	Director	Yes	Yes	Yes	Yes	-	
4	-	<b>Research and Community Partnerships</b>	-	-	-	-	-	-	-	-	-	
4	1	Site access agreements for research or pilot testing in City owned facilities.	N/A	5 years	Yes	Director	Yes	Yes	Yes	Yes	2	
4	2	Data access and sharing agreements with other organizations	N/A	5 years	Yes	Director	Yes	No	Yes	Yes	-	
5	-	<b>Other Agreements</b>	-	-	-	-	-	-	-	-	-	
5	1	Confidentiality agreements	N/A	10 years	No	-	Yes	No	Yes	Yes	-	
5	2	Site access agreements on private property	N/A	N/A	Yes	Director	Yes	Yes	Yes	Yes	-	
<b>Note 1</b> Authority to execute is only granted for projects utilizing existing, Council-approved budgets.												
<b>Note 2</b> Includes alterations to existing infrastructure.												

## **Report to Corporate Services Committee**

**To:** **Chair and Members**  
**Corporate Services Committee**  
**From:** **Michael Schultheiss, City Clerk**  
**Subject:** **Council Policy Manual Review 2023**  
**Meeting on:** **July 17, 2023**

### **Recommendation**

That, on the recommendation of the City Clerk, the following actions be taken with respect to the "Policy for the Establishment and Maintenance of Council Policies":

- a) the attached proposed by-laws (Appendices B1 and B2) BE INTRODUCED at the Municipal Council meeting to be held on July 25, 2023, to provide for the following new Council Policies:
  1. Anti-Racism and Anti-Oppression Policy
  2. Municipal Compliance Service
- b) the attached proposed by-laws (Appendices C1 to C49) BE INTRODUCED at the Municipal Council meeting to be held on July 25, 2023, to make the specified amendments to the following Council Policies:
  1. Accountability & Transparency to Public Policy
  2. Assessment Growth Policy
  3. Assumption of Works and Services
  4. Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy
  5. Benefits for Survivors of Employees Killed on the Job
  6. Capital Budget and Financing Policy
  7. Child Care Policies
  8. City of London Records Management Policy
  9. City-Owned Residential Properties
  10. Collective Bargaining Activities
  11. Community Arts Investment Program
  12. Corporate Asset Management Policy
  13. Corporate Plaques and Recognitions Policy
  14. Corporate Sponsorship and Advertising Policy
  15. Debt Management Policy
  16. Dedication of Fire Stations
  17. Demolition Control
  18. Employee Service Recognition Program
  19. Financial Assistance for Program Activity Fees
  20. Grants to Centennial Hall
  21. Hiring of Employees Policy
  22. Investment Policy
  23. Land Dedication
  24. Lessee Protection and Non-Competitive Clauses
  25. Mayor - Contracted Staff
  26. Mayor's New Year's Honour List Policy
  27. Members of Council Public Registry Declaration of Interest
  28. Multi-Year Budget Policy
  29. Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy
  30. Naturalized Areas and Wildflower Meadows
  31. Policy for the Establishment and Maintenance of Council Policies
  32. Procurement of Goods & Services Policy
  33. Promotion of Corporate Products and Services to City Staff
  34. Public Access During Council and Standing Committee Meetings
  35. Public Art Monument Policy
  36. Public Notice Policy

37. Public Registry Declaration of Interest for Local Boards
38. Reduced Rental Rates for Non-Profit Groups
39. Remuneration for Elected Officials and Appointed Citizen Members Policy
40. Rental of Lands for Billboards
41. Request to Waive or Reduce Facility Rental Fees
42. Reserve and Reserve Fund Policy
43. Retirement Dinners for Service Area Leads
44. Rzone Policy
45. Sale and Other Disposition of Land Policy
46. Special Events Policies and Procedures Manual
47. Surplus Deficit Policy
48. Use of the City Hall Cafeteria Policy
49. Using Centennial Hall for City Sponsored Events

c) the attached proposed by-laws (Appendices D1 to D9) BE INTRODUCED at the Municipal Council meeting to be held on July 25, 2023, to repeal the following Council Policies:

1. Athletic Travel Grants
2. City of London Race Relations Anti Racism Policy (to be replaced by Anti-Racism and Anti-Oppression Policy)
3. Diversity and Inclusion Policy for the City of London (to be replaced by Anti-Racism and Anti-Oppression Policy)
4. Enforcement of City Personnel Policy
5. Gender Equity in Recreation Services
6. Inclusion in Recreation Facilities, Parks and Services
7. Landing of Helicopters Policy
8. Protocol for Unapproved Aboriginal Burial Sites
9. Siting of Cannabis Retail Stores in London

## **Executive Summary**

In accordance with Council's "Policy for the Establishment and Maintenance of Council Policies", the Civic Administration has undertaken a review of the current Council Policies to ensure that the policies reflect legislative or organizational changes. This report provides the results of the review of the 189 Council Policies that comprise the Council Policy Manual. Attached as Appendix "A" is a list of all policies that were reviewed in this process and the status of the review. Two (2) new policies are being recommended; Anti-Racism and Anti-Oppression Policy is proposed to replace the City of London Race Relations Anti-Racism Policy and the Diversity and Inclusion Policy for the City of London, while the Municipal Compliance Service policy is proposed to replace Enforcement of City Personnel Policy. Amendments to forty-nine (49) policies are proposed and nine (9) policies are proposed to be repealed. London Community Grants Policy review is coming forward under a separate report to SPPC. Thirteen (13) Council policies are still under review and are anticipated to come forward to Municipal Council later this year. The remaining 115 policies were reviewed with no recommended changes at this time.

## **Linkage to the Corporate Strategic Plan**

A review of all Council Policies is undertaken every two years to support the City of London's 2023-2027 Strategic Plan. As a Well-Run City, the City of London establishes and maintains written policies as part of its commitment to ensure people have trust and confidence in the municipal government.

## **Analysis**

### **1.0 Background Information**

#### **Previous Reports Related to this Matter**

- Corporate Services Committee, November 22, 2021, Item 2.5, Amendments to Council Policies - Reorganization

- Corporate Services Committee, July 26, 2021, Item 2.6, Council Policy Manual Review 2021
- Corporate Services Committee, May 28, 2019, Item 2.2, Council Policy Manual
- Governance Working Group, June 25, 2018, Item 3.1, Council Policy Manual Modernization
- Governance Working Group, June 11, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, May 25, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, April 23, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, March 5, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, November 13, 2017, Item 4, Council Policy Manual Modernization Framework
- Governance Working Group, September 7, 2017, Item 2, Council Policy Review
- Governance Working Group, August 21, 2017, Item 5, Council Policy Manual Review
- Governance Working Group, July 19, 2017, Item 3, Council Policy Manual Review
- Strategic Priorities and Policy Committee, June 12, 2017, Item 7, 2nd Report of the Governance Working Group
- Governance Working Group, May 25, 2017, Item 4, Council Policy Manual Review
- Strategic Priorities and Policy Committee, March 1, 2017, Item 5, Council Policy Manual Review

## **Background**

This Report presents the results of the fourth biennial review of Council policies in accordance with Municipal Council direction.

In the first review of Council Policies, which began in 2017, the Civic Administration undertook a comprehensive review of all Council Policies to standardize the nature, scope, and wording of the policies, and to provide for their sustainability and consistency. That first review was completed in June of 2018 and resulted in the creation of a new Council Policy Manual, with all Policies contained in the manual being adopted by Municipal Council and posted on the City of London's website.

The second review of all Council Policies took place in 2019, and resulted in two new policies, nine amended policies, and three repealed policies. In addition, new and amended Council policies were brought forward as needed or required outside the review period. Examples include Electronic Participation of Council Members at Council and Standing Committee Meetings, adopted in August 2020, and Appointments Requiring Council Approval and or Consultation, amended in February 2021.

In 2021, 193 Council Policies were reviewed in two stages. In July 2021, no new policies were adopted; however, amendments to thirty-four (34) policies were approved and four (4) policies were repealed. In November 2021, the results of the review of the remaining forty-two (42) policies were presented to council. Of the forty-two (42) policies still under review, two (2) required amendments, five (5) remained under review, and the remaining thirty-five (35) policies were reviewed with no recommended changes or with only administrative changes to update job titles and service areas in response to the corporate restructuring.

This 2023 report provides the results of the review of the 189 Council Policies that comprise the Council Policy Manual. Two new policies are being recommended, amendments to forty-nine (49) policies are proposed and nine (9) policies are proposed to be repealed. Attached as Appendix "A" is a list of all Council Policies that were reviewed in this process and the status of the review. Thirteen (13) policies are still under review and will come forward to Municipal Council later this year. A total of 115 policies were reviewed with no recommended changes.

## **2.0 Discussion and Considerations**

### **2.1 Council Policy for Establishing and Maintaining Council Policies**

This Report is being submitted in accordance with the “Policy for the Establishment and Maintenance of Council Policies” which requires the following to be undertaken:

#### **4.24 Maintaining the Currency of Council Policies**

It is the responsibility of Service Area Leads to maintain the currency of the Council policies that fall within their service area’s jurisdiction.

The City Clerk shall by January 31 of each calendar year ending in an odd number, send a written notice to each Service Area Lead, with a copy to the relevant Service Area Head, reminding them to ensure completion of their annual review of Council policies for which they have been designated responsibility, to ensure they continue to properly meet Council, corporate and other legislative requirements.

Service Area Leads shall:

- a) Review all Council policies within their service area’s jurisdiction by no later than April 30 of each calendar year ending in an odd number to ensure they continue to properly meet Council, corporate and other legislative requirements and advise their Service Area Head of the findings from their review. This does not preclude any Service Area from being responsible for updating a policy prior to the bi-annual review of all policies, should it become evident that a change in policy is required on a more immediate basis.

Service Area Heads shall:

- a) Advise the City Clerk’s staff person specified in the City Clerk’s notice letter, of the date the review of the Council policies within their Service Area was completed, for those policies not requiring any change, so that review date can be reflected in the relevant policy.
- b) Bring forward any recommendations for revisions to existing Council policies arising from the Service Area’s review by May 31 of each calendar year ending in an odd number, for consideration by the appropriate Standing Committee of Council. The review date for any policies recommended for change will be the date those changes are adopted or denied by the Municipal Council.

### **2.2 Equity Tool**

The recent adoption of the Anti-Racism and Anti-Oppression Framework requires the review of policies and procedures using the new Equity Tool. Over the next year, every service area will receive training in how to use the Equity Tool, and upon the completion of training, service areas will be expected to apply the equity tool in their review of Council Policies. Therefore, all Council Policies will be reviewed using the equity tool by the end of the next biennial review in 2025. Amendments are proposed to the Policy for the Establishment and Maintenance of Council Policies to incorporate this expectation.

## **3.0 Financial Impact/Considerations**

None.

## **4.0 Key Issues and Considerations**

Attached as Appendix “A” to this Report is a summary of the actions being recommended by the Civic Administration in response to the process set out in the “Policy for the Establishment and Maintenance of Council Policies”.

In accordance with the above-noted Council Policy, it is recommended that the following actions be taken:

#### **4.1. New Council Policies Recommended for Adoption**

1. “Anti-Racism and Anti-Oppression Policy” will replace two Council Policies—Diversity and Inclusion Policy and City of London Race Relations/Anti-Racism Policy—to reflect the work of the Anti-Racism and Anti-Oppression Office which was established since the last review.
2. “Municipal Compliance Services” policy will replace Council’s “Enforcement of City Personnel Policy” to reflect updates in the recent re-organization and strategic plan.

The by-laws introducing these new policies are attached as Appendix “B” to this Report.

#### **4.2. Council Policies Recommended for Amendment**

1. “Accountability and Transparency to the Public Policy” to be amended as follows:

Section 1.1 is amended to explain the legislative context for the policy and to update the strategic plan values. Section 2 is amended by defining “accountability” and “transparency”. Section 4 is amended with housekeeping updates including references to Open Data, and the addition of applicable policies, as well as a new section 4.2 related to in camera meetings.

2. “Assessment Growth Policy” to be amended as follows:

Add a clarification specifically excluding maintenance, renewal or rehabilitation of existing assets on the list of ineligible requests in section 4.1.4.; add the requirement to report annually on the business cases not approved for funding; and minor housekeeping changes.

3. “Assumption of Works and Services” to be amended to include advice from Director of Planning & Development.
4. “Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy” to be amended in section 1.1 to expand on policy statement indicating when council may go in camera. Section 2 to be amended to include definition of “closed session” mirroring the Council Procedure by-law. Section 4 to be amended with housekeeping amendments.
5. “Benefits for Survivors of Employees Killed on the Job” to be amended with minor language updates.
6. “Capital Budgets and Financing Policy” to be amended to re-order sections to flow better, to clarify wording to better align with long-standing practices, and to make additional minor housekeeping changes.
7. “Child Care Policies” to be amended with additional references to “early years” to reflect our duties as Service System Manager; removal of potentially problematic vocabulary such as “stakeholders” and “appropriate”; removal of references to Child Care Advisory Committee, as it no longer exists; minor editing, wording, and formatting changes.
8. “City of London Records Management Policy” to be amended with minor changes to language for clarity and consistency.
9. “City-Owned Residential Properties” to be amended to clarify actions for circumstances where tenants of city-owned residential properties are in rent arrears and when a demolition of residence may be considered.
10. “Collective Bargaining Activities” to be amended to with minor changes to language, and clarification of roles.
11. “Community Arts Investment Program” to be amended with minor housekeeping changes and updates to clarify the policy statement, definitions and applicability.

12. "Corporate Asset Management Policy" to be amended to align with the latest requirements outlined in Section PS 3280 of the Public Sector Accounting Board (PSAB), specifically addressing the asset retirement obligation, and to incorporate minor edits and housekeeping changes.
13. "Corporate Plaques and Recognitions Policy" to be amended with updates to sections 3.1 a) and 4.1 to include donations. Section 4.2 to be amended with updated advisory committee name.
14. "Corporate Sponsorship and Advertising Policy" to be amended with minor housekeeping changes, updated the service area lead and list of recent sponsorships.
15. "Debt Management Policy" to be amended with minor housekeeping changes.
16. "Dedication of Fire Stations" policy be amended with minor housekeeping changes and updates to clarify the policy statement, and how to apply the policy.
17. "Demolition Control" to be amended to reflect legislative changes and timelines (Bill 23/108/109).
18. "Employee Service Recognition Program" to be amended with minor language updates.
19. "Financial Assistance for Program Activity Fees" to be amended with minor housekeeping changes, updated service area lead and wording throughout the policy.
20. "Grants to Centennial Hall" to be amended with minor housekeeping changes.
21. "Hiring of Employees Policy" to be amended with minor language updates.
22. "Investment Policy" to be amended with minor housekeeping changes.
23. "Land Dedication" to be amended to remove reference to the Zoning Bylaw in clause (a), which no longer includes road widths as a result of a Street Width Policy change, outlined in a report to PEC April 11, 2023.
24. "Lessee Protection and Non-Competitive Clauses" to be amended with minor housekeeping changes.
25. "Mayor – Contracted Staff" to be amended to add clarifying language about benefits.
26. "Mayor's New Year's Honour List Policy" to be amended with small administrative changes for more clear and inclusive language.
27. "Members of Council Public Registry Declaration of Interest" to be amended in section 4 to correct legislative citations and in section 4.3 to clarify record format and address.
28. "Multi-Year Budget Policy" to be amended to remove contextual information not suited for a formal policy, and with additional minor housekeeping changes.
29. "Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy" to be amended with small administrative changes for more clear and inclusive language, and updates to Service Area Names.
30. "Naturalized Areas and Wildflower Meadows" to be amended with updates for current practice.
31. "Policy for the Establishment and Maintenance of Council Policies" to be amended with references to the new ARAO Policy and with general housekeeping."

32. "Procurement of Goods & Services Policy" to be amended to correct 8.11(c) and to align it with the May 16, 2023 report to CSC, by removing the requirement to "report the \$100,000 cumulative supplier payments annually".
33. "Promotion of Corporate Products to City Staff" to be amended with minor language updates.
34. "Public Access During Council and Standing Committee Meetings" to be amended in section 2 with updates to mirror definitions from the Council Procedure by-law, in section 4.2.4 to delete the word "servants" and include "individuals invited to main floor", in section 4 to reference correct sections of the Council Procedure by-law, and to correct legislative citations and make housekeeping updates.
35. "Public Art Monument Policy" to be amended with minor housekeeping changes, updated wording under Principles, and within the Policy (section 4) for clarity.
36. "Public Notice Policy" to be amended in section 1 to include values of the new strategic plan and to correct legislative citations. Appendix A is updated to include: notice provisions for heritage notices under section IV and V of OHA; notice for local improvement by-law; and housekeeping amendments.
37. "Public Registry Declaration of Interest for Local Boards" to be amended to remove old section 4.4 due to repetitiveness and to make small administrative changes.
38. "Reduced Rental Rates for Non-Profit Groups" to be amended with minor housekeeping changes.
39. "Remuneration for Elected Officials and Appointed Citizen Members" to be amended to include the last Council direction from 2022 related to the annual adjustment for elected officials.
40. "Rental of Lands for Billboards" to be amended to include that City owned Lands which are eligible for a Billboard sign installation in compliance with the Sign Bylaw will be leased in compliance with the City's Sale and Other Disposition of Land Policy in a fair, open and transparent method. This may include a formal tender process supported through Procurement and Supply in compliance with the Procurement of Goods and Services Policy.
41. "Request to Waive or Reduce Facility Rental Fees" to be amended with minor housekeeping changes, updated service area lead and wording under Policy Statement.
42. "Reserve and Reserve Fund Policy" to be amended with minor housekeeping changes and clarifications.
43. "Retirement Dinners for Service Area Leads" to be amended with minor language updates.
44. "Rzone Policy" to be amended to add clarifying language.
45. "Sale and Other Disposition of Land Policy" to be amended to provide enhanced discretion for the City to ensure industrial building coverage ration is complied for city industrial land sales to maximize land inventory, and to provide further clarity to the conditions of sale of industrial land.
46. "Special Events Policies and Procedures Manual" to be amended with minor housekeeping changes, updated service area lead and titles throughout the policy, and a simplified section 1.6.
47. "Surplus Deficit Policy" to be amended with minor housekeeping changes.
48. "Use of the City Hall Cafeteria Policy" to be amended in section 4 to reflect current cafeteria use provisions, including: scheduling events; permitting specific private

event bookings; and imposing charges in accordance with Fees and Charges By-law.

49. "Using Centennial Hall for City Sponsored Events" to be amended with minor housekeeping changes.

The above-noted policies and the necessary by-laws to introduce them are attached as Appendix "C" to this Report.

#### **4.3 Council Policies Recommended for Repeal**

1. "Athletic Travel Grants" because funds for this initiative were eliminated in 2022.
2. "City of London Race Relations Anti Racism Policy" because it is being replaced with a new policy "Anti-Racism and Anti-Oppression Policy".
3. "Diversity and Inclusion Policy for the City of London" because it is being replaced with a new policy "Anti-Racism and Anti-Oppression Policy".
4. "Enforcement of City Personnel Policy" because it is being replaced with a new policy "Municipal Compliance Services" to reflect the recent re-organization and the new strategic plan.
5. "Gender Equity in Recreation Services" because it has been replaced with the ARAO Framework.
6. "Inclusion in Recreation Facilities, Parks and Services" because it has been replaced with the ARAO Framework.
7. "Landing of Helicopters Policy" because it has been replaced with an administrative procedure.
8. "Protocol for Unapproved Aboriginal Burial Sites" because Council will review and consult in such cases.
9. "Siting of Cannabis Retail Stores in London" because it is redundant with provincial regulations.

The by-laws introducing these recommendations to repeal are attached as Appendix "D" to this Report, while the affected policies are attached as Appendix "E" to this Report.

#### **4.4 Council Policies Still Under Review**

The Governance Working Group is charged with reviewing the following policies with proposed amendments coming to SPPC, anticipated to be later in 2023:

1. Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy CPOL.-71(b)-244
2. Appointment of Deputy Mayor Policy CPOL.-54-286
3. Selection Process Policy for Appointing Members to Committee, Civic Boards and Commissions CPOL.-398-43
4. Use of City of London Resources for Election Purposes CPOL.-230(b)-231

The following additional Council Policies are still under review, with reports regarding the results of this review expected later in 2023:

5. Community Engagement Policy CPOL.-279-270
6. Diversity, Race Relations and Inclusivity Award Policy CPOL.-20(a)-392
7. Flags at City Hall Policy CPOL.-114(e)-319

8. General Policy for Advisory Committees CPOL.-381(a)-153
9. Illumination of City of London Buildings and Amenities Policy CPOL.-127(b)-320
10. Issuance of Proclamations Policy CPOL.-397-19
11. Media Protocols Policy CPOL.-278-269
12. Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) CPOL.-396(a)-262
13. Travel and Business Expenses CPOL.-227(b)-10

## **5.0 Conclusion**

The establishment and maintenance of Council Policies will continue the consolidation, standardization, and ongoing relevance of Council Policies, and will support the City of London's accountability as a Well-Run City. Accordingly, it is recommended that the proposed by-laws noted within this report be introduced at the Municipal Council meeting to be held on July 25, 2023.

**Prepared and Recommended by: Michael Schultheiss, City Clerk**

## Appendix “A”

<b>Policy Name (bylaw no.)</b>	<b>Action Recommended</b>	<b>Service Area</b>
Absence of Municipal Services CPOL.-358-349	Reviewed no change at this time	Environment and Infrastructure
Access and Privacy Policy CPOL.-378(a)-260	Reviewed no change at this time	Legal Services
Accessibility Policy CPOL.-122(b)-154	Reviewed no change at this time	City Manager's Office
Accountability & Transparency to Public Policy A.-6151(ab)-221 (schedule F)	Amend	Legal Services
Accounts Receivable and Collections Policy CPOL.-346-337	Reviewed no change at this time	Finance Supports
Added Staff Recommendations and Committee Reports Policy CPOL.-190(a)-413	Reviewed no change at this time	Legal Services
Allocation of Councillors Offices Policy CPOL.-66(a)-404	Reviewed no change at this time	Legal Services
Annual Assessment of Underutilized Light Vehicles CPOL.-359-350	Reviewed no change at this time	Finance Supports
Anti-Racism and Anti-Oppression Policy	New policy	City Manager's Office
Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy CPOL.-71(b)-244	Under Review with Governance Working Group	Legal Services
Appointment of Deputy Mayor Policy CPOL.-54-286	Under Review with Governance Working Group	Legal Services
Appointments Requiring Council Approval and or Consultation CPOL.-154(c)-69	Reviewed no change at this time	City Manager's Office
Assessment Growth Policy CPOL.-47(a)-243	Amend	Finance Supports
Asset Transfers To Municipal Services Corporations Policy CPOL.-130(a)-431	Reviewed no change at this time	Finance Supports
Assumption of Works and Services CPOL.-302-293	Amend	Planning and Economic Development
Athletic Travel Grants CPOL.-288-279	Repeal	Neighbourhood and Community-Wide Services
Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy CPOL.-74(a)-411	Amend	Legal Services
Banners Over City Streets CPOL.-280-271	Reviewed no change at this time	Environment and Infrastructure
Benefits for Survivors of Employees Killed on the Job CPOL.-153(a)-382	Amend	Enterprise Supports
Bravery Award Policy CPOL.-15(a)-388	Reviewed no change at this time	Legal Services
Capital Budget and Financing Policy CPOL.-52(a)-243	Amend	Finance Supports

<b>Policy Name (bylaw no.)</b>	<b>Action Recommended</b>	<b>Service Area</b>
Catch Basins on Private Property CPOL.-317-308	Reviewed no change at this time	Environment and Infrastructure
Child Care Policies CPOL.-285-276	Amend	Social and Health Development
Citizens Unable to Take Out Garbage or Recyclable Material CPOL.-310-301	Reviewed no change at this time	Environment and Infrastructure
City Council Representation at "Out of Town" Functions Policy CPOL.-375-456	Reviewed no change at this time	Legal Services
City of London Community Suite Policy CPOL.-193(c)-257	Reviewed no change at this time	Legal Services
City of London Days at the Budweiser Gardens Policy CPOL.-27(b)-42	Reviewed no change at this time	Legal Services
City of London Race Relations Anti Racism Policy CPOL.-369-375	Repeal and replace with new Anti-Racism and Anti-Oppression Policy	City Manager's Office
City of London Records Management Policy CPOL.-128(b)-157	Amend	Legal Services
City-Owned Residential Properties CPOL.-179(a)-438	Amend	Finance Supports
Civic Administration Appointments to Boards, Commissions and Advisory Committees Policy CPOL.-376-457	Reviewed no change at this time	Legal Services
Code of Conduct for Local Boards CPOL.-384-91	Reviewed no change at this time	Legal Services
Code of Conduct for Members of Council CPOL.-383(a)-261	Reviewed no change at this time	Legal Services
Code of Ethics CPOL.-399-75	Reviewed no change at this time	Enterprise Supports
Collective Bargaining Activities CPOL.-159(a)-387	Amend	Enterprise Supports
Commemorative Street Naming Policy CPOL.-306-297	Reviewed no change at this time	Planning and Economic Development
Community Arts Investment Program CPOL.-276-267	Amend	Neighbourhood and Community-Wide Services
Community Engagement Policy CPOL.-279-270	Under review, amendments expected Q4	City Manager's Office
Containerized Garbage Collection Systems CPOL.-311-302	Reviewed no change at this time	Environment and Infrastructure
Contracting for Legal Services CPOL.-395-204	Reviewed no change at this time	Legal Services
Conveyance of Sanitary Filled Land CPOL.-173(a)-432	Reviewed no change at this time	Finance Supports
Corporate Asset Management Policy CPOL.-389-123	Amend	Finance Supports
Corporate Identity Policy CPOL.-277-268	Reviewed no change at this time	City Manager's Office
Corporate Plaques and Recognitions Policy CPOL.-49(a)-393	Amend	Legal Services

Policy Name (bylaw no.)	Action Recommended	Service Area
Corporate Sponsorship and Advertising Policy CPOL.-289-280	Amend	Neighbourhood and Community-Wide Services
Council Members' Expense Account Policy CPOL.-228(b)-233	Reviewed no change at this time	Legal Services
Debt Management Policy CPOL.-48(a)-242	Amend	Finance Supports
Dedication of Fire Stations CPOL.-80(a)-246	Amend	Neighbourhood and Community-Wide Services
Delegation of Powers & Duties Policy A.-6151(w)-421	Reviewed no change at this time	Legal Services
Delegations by Union Executives to Standing Committees Policy CPOL.-60(a)-402	Reviewed no change at this time	Legal Services
Deleting Works from Tenders CPOL.-315-306	Reviewed no change at this time	Environment and Infrastructure
Demolition Control CPOL.-333-324	Amend	Planning and Economic Development
Demolitions of Buildings on Flood Plain Lands CPOL.-181(a)-440	Reviewed no change at this time	Finance Supports
Designation of Municipally Significant Events Policy CPOL.-274-252	Reviewed no change at this time	Legal Services
Discretionary Benefits CPOL.-202(b)-258	Reviewed no change at this time	Social and Health Development
Discussion of Remuneration for Elected Officials and Individuals Appointed CPOL.-372-453	Reviewed no change at this time	Legal Services
Diversity and Inclusion Policy for the City of London CPOL.-119(a)-376	Repeal and replace with new Anti-Racism and Anti-Oppression Policy	City Manager's Office
Diversity, Race Relations and Inclusivity Award Policy CPOL.-20(a)-392	Under review, amendments expected Q4	Legal Services
Donation of Land and Buildings to the City CPOL.-187(a)-445	Reviewed no change at this time	Finance Supports
Donations Policy CPOL.-348-339	Reviewed no change at this time	Finance Supports
Drawing Review Fees CPOL.-307-298	Reviewed no change at this time	Planning and Economic Development
Electronic Participation of Council Members at Council and Standing Committee Meetings CPOL.-401-173	Reviewed no change at this time	Legal Services
Elsie Perrin Williams Estate CPOL.-325-316	Reviewed no change at this time	Planning and Economic Development
Employee Service Recognition Program CPOL.-151(a)-381	Amend	Enterprise Supports
Encroachment Policy CPOL.-323-314	Reviewed no change at this time	Environment and Infrastructure

Policy Name (bylaw no.)	Action Recommended	Service Area
Enforcement of City Personnel Policy CPOL.-78-310	Repeal and replace with a new Municipal Compliance Services policy	Planning and Economic Development
Establishment of Task Forces and Working Groups Policy CPOL.-62(a)-403	Reviewed no change at this time	Legal Services
Financial Assistance for Program Activity Fees CPOL.-149(a)-250	Amend	Neighbourhood and Community-Wide Services
Financing of Sales CPOL.-175(a)-434	Reviewed no change at this time	Finance Supports
Fixed Term Employment Agreements CPOL.-157(a)-386	Reviewed no change at this time	Enterprise Supports
Flags at City Hall Policy CPOL.-114(e)-319	Under review, amendments expected Q4	Legal Services
Flankage Exemptions for Surface Works and Municipal Services CPOL.-357-348	Reviewed no change at this time	Environment and Infrastructure
Free of Fear Services for All Policy CPOL.-275(b)-18	Reviewed no change at this time	City Manager's Office
Frequency of Garbage, Recyclable Material, Yard Materials and Fall Leaf Collection CPOL.-309-300	Reviewed no change at this time	Environment and Infrastructure
Gateway Structures, Fences and Walls - Ownership and Maintenance CPOL.-298-289	Reviewed no change at this time	Planning and Economic Development
Gender Equity in Recreation Services CPOL.-139(a)-249	Repeal	Neighbourhood and Community-Wide Services
General Policy for Advisory Committees CPOL.-381(a)-153	Under review, amendments expected Q4	Legal Services
Government Agencies to Pay Fees CPOL.-300-291	Reviewed no change at this time	Planning and Economic Development
Grants to Centennial Hall CPOL.-29(a)-232	Amend	Finance Supports
Hiring of Employees Policy A.-6151(z)-219 (Schedule B)	Amend	Enterprise Supports
Identification of Operating Surpluses - Boards and Commissions CPOL.-43(a)-238	Reviewed no change at this time	Finance Supports
Illumination of City of London Buildings and Amenities Policy CPOL.-127(b)-320	Under review, amendments expected Q4	Legal Services
Inclusion in Recreation Facilities, Parks and Services CPOL.-292-283	Repeal	Neighbourhood and Community-Wide Services
Integrity Commissioner Terms of Reference CPOL.-385-92	Reviewed no change at this time	Legal Services
Inter-Municipal Endorsement of Council Resolutions Policy CPOL.-56(a)-400	Reviewed no change at this time	Legal Services

Policy Name (bylaw no.)	Action Recommended	Service Area
Internal Review of Property Sales CPOL.-178(a)-437	Reviewed no change at this time	Finance Supports
Investment Policy CPOL.-39(b)-237	Amend	Finance Supports
Issuance of Proclamations Policy CPOL.-397-19	Under review, amendments expected Q4	Legal Services
Issuance of Technology Equipment to Council Members Policy CPOL.-68(b)-166	Reviewed no change at this time	Legal Services
Land Dedication CPOL.-319-310	Amend	Environment and Infrastructure
Landing of Helicopters Policy CPOL.-109(a)-415	Repeal	Legal Services
Lands for Public Works Projects CPOL.-185(a)-444	Reviewed no change at this time	Finance Supports
Lane Maintenance Policy CPOL.-322-313	Reviewed no change at this time	Environment and Infrastructure
Lease Financing Policy CPOL.-352-343	Reviewed no change at this time	Finance Supports
Leasing and Licencing of City Owned Land CPOL.-185(b)-255	Reviewed no change at this time	Finance Supports
Legal Services and Accounts CPOL.-77(b)-245	Reviewed no change at this time	Legal Services
Lessee Protection and Non-Competitive Clauses Centennial Hall CPOL.-33(a)-235	Amend	Finance Supports
London Community Grants Policy CPOL.-38(a)-236	Proposed amendments submitted to SPPC July 19, 2023	Neighbourhood and Community-Wide Services
Mayor - Contracted Staff CPOL.-156(b)-252	Amend	Enterprise Supports
Mayor's Expenses Policy CPOL.-229(a)-428	Reviewed no change at this time	Legal Services
Mayor's New Year's Honour List Policy CPOL.-18(e)-204	Amend	Legal Services
Media Protocols Policy CPOL.-278-269	Under review, amendments expected Q4	City Manager's Office
Members of Council - Absence - Pregnancy or Parental Leave CPOL.-388-95	Reviewed no change at this time	Legal Services
Members of Council Public Registry Declaration of Interest CPOL.-386-93	Amend	Legal Services
Minutes of Settlement for Assessment Appeals CPOL.-221(a)-450	Reviewed no change at this time	Finance Supports
Monumenting Program CPOL.-326-317	Reviewed no change at this time	Environment and Infrastructure
Multi-Year Budget Policy CPOL.-45(b)-239	Amend	Finance Supports
Municipal Compliance Services	New policy	Planning and Economic Development
Municipal Service and Financing Agreements Policy CPOL.-391-152	Reviewed no change at this time	Finance Supports

Policy Name (bylaw no.)	Action Recommended	Service Area
Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy CPOL.-26(a)-396	Amend	Legal Services
Naturalized Areas and Wildflower Meadows CPOL.-338-329	Amend	Planning and Economic Development
New Traffic Signal Locations CPOL.-321-312	Reviewed no change at this time	Environment and Infrastructure
Notices of OPA and ZBA Received From Other Municipalities CPOL.-170(a)-254	Reviewed no change at this time	Planning and Economic Development
Objectives of Centennial Hall CPOL.-31(a)-234	Reviewed no change at this time	Finance Supports
Official City Flag Policy CPOL.-105(a)-414	Reviewed no change at this time	Legal Services
Outstanding London Ambassador Award Policy CPOL.-50(a)-394	Reviewed no change at this time	Legal Services
Parkland Dedication - Acquisition of Hazard Lands and or Open Space Lands CPOL.-361-352	Reviewed no change at this time	Environment and Infrastructure
Parkland Dedication – Plan of Subdivision CPOL.-329-320	Reviewed no change at this time	Environment and Infrastructure
Parkland Dedication Cash-in-lieu CPOL.-330-321	Reviewed no change at this time	Environment and Infrastructure
Parkland Dedication Site Plan CPOL.-331-322	Reviewed no change at this time	Environment and Infrastructure
Part-Lot Control Exemption Policy CPOL.-392-153	Reviewed no change at this time	Planning and Economic Development
Pathway Corridors CPOL.-332-323	Reviewed no change at this time	Environment and Infrastructure
Payment of Membership Fees of a Council Appointee to an External Board or Commission CPOL.-373-454	Reviewed no change at this time	Legal Services
Perfecting Property Titles for which Consents were not Obtained CPOL.-362-353	Reviewed no change at this time	Planning and Economic Development
Placement of Public Submissions on Standing Committee Agendas Policy CPOL.-55(a)-399	Reviewed no change at this time	Legal Services
Policy for the Establishment and Maintenance of Council Policies CPOL.-231(a)-429	Amend	Legal Services
Processing of Anonymous Communications Policy CPOL.-374-455	Reviewed no change at this time	Legal Services
Procurement of Goods & Services Policy A.-6151(ag)-103	Amend	Finance Supports
Promotion of Corporate Products and Services to City Staff CPOL.-123(b)-248	Amend	Enterprise Supports
Property Enquiries to Board of Education CPOL.-180(a)-439	Reviewed no change at this time	Finance Supports

<b>Policy Name (bylaw no.)</b>	<b>Action Recommended</b>	<b>Service Area</b>
Property for Capital Works Projects CPOL.-177(a)-436	Reviewed no change at this time	Finance Supports
Protocol for Unapproved Aboriginal Burial Sites CPOL.-186(a)-425	Repeal	Legal Services
Provision of Blue Boxes CPOL.-313-304	Reviewed no change at this time	Environment and Infrastructure
Public Access During Council and Standing Committee Meetings CPOL.-273-251	Amend	Legal Services
Public Art Monument Policy CPOL.-295-286	Amend	Neighbourhood and Community-Wide Services
Public Notice Policy A.-6151(aa)-220 (Schedule E)	Amend	Legal Services
Public Registry Declaration of Interest for Local Boards CPOL.-387-94	Amend	Legal Services
Public Release of Information Pertaining to Investigations Undertaken by the Ontario Ombudsman Policy CPOL.-377-458	Reviewed no change at this time	Legal Services
Queen Elizabeth Scholarship Policy CPOL.-17(a)-389	Reviewed no change at this time	Legal Services
Real Estate Service – MLS CPOL.-174(a)-433	Reviewed no change at this time	Finance Supports
Real Estate Services CPOL.-184(a)-443	Reviewed no change at this time	Finance Supports
Real Property Acquisition Policy CPOL.-188(b)-256	Reviewed no change at this time	Finance Supports
Rear Yard Grading and Drainage CPOL.-318-309	Reviewed no change at this time	Environment and Infrastructure
Receptions and Dinners for Retirement, 25-Year Club and Other Civic Occasions CPOL.-19(b)-155	Reviewed no change at this time	Legal Services
Reduced Rental Rates for Non-Profit Groups CPOL.-30(a)-233	Amend	Finance Supports
Refunding of Application Fees CPOL.-299-290	Reviewed no change at this time	Planning and Economic Development
Remuneration for Elected Officials and Appointed Citizen Members Policy CPOL.-70(a)-408	Amend	Legal Services
Rental of Lands for Billboards CPOL.-182(a)-441	Amend	Finance Supports
Request to Waive or Reduce Facility Rental Fees CPOL.-145(a)-251	Amend	Neighbourhood and Community-Wide Services
Requiring Building Permits for Buildings Constructed More Than One Year Prior CPOL.-297-288	Reviewed no change at this time	Planning and Economic Development
Reserve and Reserve Fund Policy CPOL.-368(a)-259	Amend	Finance Supports
Residential Front Yard and Boulevard Parking CPOL.-305-296	Reviewed no change at this time	Planning and Economic Development

Policy Name (bylaw no.)	Action Recommended	Service Area
Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) CPOL.-396(a)-262	Under review using outside consultant, results expected Q4	Enterprise Supports
Retirement Dinners for Service Area Leads CPOL.-370-379	Amend	Enterprise Supports
Review of Ward Boundaries Policy CPOL.-72(b)-160	Reviewed no change at this time	Legal Services
Royal Canadian Legion Branch Property Tax Relief Program Funding CPOL.-349-340	Reviewed no change at this time	Finance Supports
Rzone Policy CPOL.-294-285	Amend	Neighbourhood and Community-Wide Services
Sale and Other Disposition of Land Policy Amended June 27, 2023 (By-law No. A.-6151(ah)-131)	Amend	Finance Supports
Sale of Major Assets Policy CPOL.-9(a)-430	Reviewed no change at this time	Finance Supports
Security Policy Regarding Letters of Credit CPOL.-350-341	Reviewed no change at this time	Finance Supports
Selection Process Policy for Appointing Members to Committee, Civic Boards and Commissions CPOL.-398-43	Under Review with Governance Working Group	Legal Services
Services for Special Events CPOL.-316-307	Reviewed no change at this time	Environment and Infrastructure
Siting of Cannabis Retail Stores in London CPOL.-382-26	Repeal	Planning and Economic Development
Soliciting Funds in City Hall Policy CPOL.-25(a)-395	Reviewed no change at this time	Legal Services
Special Events Policies and Procedures Manual CPOL.-142(c)-114	Amend	Neighbourhood and Community-Wide Services
Staff at Ward Meetings Policy CPOL.-148(a)-424	Reviewed no change at this time	Legal Services
Stormwater Private Drain Connections CPOL.-360-351	Reviewed no change at this time	Environment and Infrastructure
Street Cleaning in Unassumed Subdivisions CPOL.-303-294	Reviewed no change at this time	Planning and Economic Development
Street Naming - Streets of Honour CPOL.-308-299	Reviewed no change at this time	Planning and Economic Development
Street, Lane and Walkway Closings CPOL.-320-311	Reviewed no change at this time	Environment and Infrastructure
Subdivision and Development Agreement Security Policy CPOL.-301-292	Reviewed no change at this time	Planning and Economic Development
Substantially Changed OPA ZBA CPOL.-334-325	Reviewed no change at this time	Planning and Economic Development
Surplus Deficit Policy CPOL.-46(b)-240	Amend	Finance Supports

Policy Name (bylaw no.)	Action Recommended	Service Area
Surplus School Site Evaluation and Acquisition Policy CPOL.-380-493	Reviewed no change at this time	Planning and Economic Development
Tax Collection Policy CPOL.-219(a)-448)	Reviewed no change at this time	Finance Supports
Telecommunication Facilities Location and Public Consultation Policy CPOL.-126(a)-274	Reviewed no change at this time	Planning and Economic Development
Third Party Billing – City of London Contracts CPOL.-304-295	Reviewed no change at this time	Planning and Economic Development
Transactions Involving Elected Officials CPOL.-176(a)-435	Reviewed no change at this time	Finance Supports
Travel and Business Expenses CPOL.-227(b)-10	Under Review	Finance Supports
Treatment of Properties That Do Not Sell At Municipal Tax Sales CPOL.-220(a)-449	Reviewed no change at this time	Finance Supports
Tree Preservation CPOL.-336-327	Reviewed no change at this time	Planning and Economic Development
Trust Fund Policy CPOL.-347-338	Reviewed no change at this time	Finance Supports
Urban Design Awards CPOL.-167(b)-253	Reviewed no change at this time	Planning and Economic Development
Use of Cenotaph Policy CPOL.-112(a)-416	Reviewed no change at this time	Legal Services
Use of City of London Resources for Election Purposes CPOL.-230(b)-231	Under Review with Governance Working Group	Legal Services
Use of Civic Square by Centennial Hall Events Policy CPOL.-28(a)-398	Reviewed no change at this time	Legal Services
Use of the City Hall Cafeteria Policy CPOL.-371-452	Amend	Legal Services
Using Centennial Hall for City Sponsored Events CPOL.-344-335	Amend	Finance Supports
Waiving of Landfill Site Fees CPOL.-312-303	Reviewed no change at this time	Environment and Infrastructure

## **Appendix B1**

Bill No. \_\_\_\_\_  
2023

By-law No. CPOL.-\_\_\_\_\_

A by-law to enact a new Council policy entitled  
“Anti-Racism and Anti-Oppression Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Council of The Corporation of the City of London wishes to enact a new Council Policy entitled “Anti-Racism and Anti-Oppression Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The policy entitled “Anti-Racism and Anti-Oppression Policy”, attached hereto as Schedule “A” is hereby adopted.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Anti-Racism and Anti-Oppression Policy

**Policy Name:** Anti-Racism and Anti-Oppression Policy

**Legislative History:** Enacted [date] (By-law No. CPOL.-XXX-XXX) to replace Diversity and Inclusion Policy for the City of London and City of London Race Relations/Anti-Racism Policy

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Anti-Racism and Anti-Oppression

#### 1. Policy Statement

The City of London acknowledges that systemic racism and oppression exist within our Corporation, and our community. To advance efforts related to Anti-Racism and Anti-Oppression, City Council and the Corporation have adopted an Anti-Racism and Anti-Oppression Framework & Equity Tool for use in all corporate policies, procedures, programs, projects, plans, services, and budget decisions. The Anti-Racism and Anti-Oppression division is committed to providing leadership, tools and resources that support our Council and Civic Administration at all levels and Services Areas of the Corporation to collectively take proactive steps towards addressing systemic changes.

Civic Administration will use the Equity Tool to provide information and recommendations to Council to assist them in their decision-making regarding policies, programs and services, practices, bylaws, and budgets that impact all Londoners including those not represented on Council.

#### 2. Definitions

**2.1. Corporation –** refers to The Corporation of the City of London

**2.2 Anti-Racism –** Anti-racism is “the active process of identifying and eliminating racism by changing systems, organizational structures, policies and practices and attitudes, so that power is redistributed and shared equitably” (NAC International Perspectives, Women and Global Solidarity)

**2.3 Anti-Oppression –** Anti-oppression means to actively identify and eliminate systemic barriers that exclude people from all equity-deserving groups, including but not limited to racialized groups. Anti-oppression also recognizes that membership in more than one group is a reality for many.

**2.4 Equity-Denied Groups –** Equity Denied groups are communities of people who are excluded from fully participating in society because of systemic barriers.

**2.5 Anti-Racism and Anti-Oppression Framework and Equity Tool –** a corporate document, approved by Council which acts as a guide to making anti-racist and anti-oppressive change.

#### 3. Applicability

This Policy applies to The Corporation of the City of London (“Corporation”), including its Advisory Committees, Agencies, Boards and Commissions. The Anti-Racism and Anti-Oppression Framework and Equity Tool provides structured guidelines to enable the Corporation and community to work toward the elimination of racism and oppression.

#### 4. The Anti-Racism and Anti-Oppression Framework and Equity Tool

The Anti-Racism and Anti-Oppression Framework and Equity Tool is one strategic way to dismantle systemic racism and oppression. Through a series of questions, it prompts us to proactively examine the potential unintentional consequences of our decisions on equity-denied groups. It asks us to consider how to engage those impacted and provides a process that can create concrete strategies to address those inequities. It is also a way for us to evaluate and measure the impact we are making.

Our colonial history means that all systems, including our government, have been founded on systems of racism and oppression. As a result of this legacy, individuals hold biases which favour some groups over others. Using an Equity Tool minimizes the likelihood of continued oppressive practices and ensures we strategically identify and remove barriers to inclusion and intentionally advance equity. The Equity Tool supports our ability to demonstrate accountability towards improving equity to our staff and our community.

#### **4.1 Who should use the Equity Tool?**

**Council and Councillors** – City Councillors have a unique opportunity to demonstrate their commitment to eradicating systemic racism and oppression and to model this through their decision-making. By ensuring that an Equity Tool has been used by staff for City projects and recommendations to Council to guide their values and inform their decisions, we can anticipate an increased alignment between those commitments and action. By reviewing staff reports about the use of the Equity Tool, individual Councillors and Council may better consider the impact of their decisions on all Londoners including those who are not represented amongst themselves.

**Civic Administration** – As an organization committed to dismantling systemic racism and oppression, applying an Equity Tool is a way to document a tangible process and demonstrate improved outcomes. It will ensure that we remain responsible to and accountable for demonstrating a commitment to making sustainable changes towards equity and inclusion. Staff and people leaders will be expected to use the Equity Tool if they are responsible for developing, implementing, revising, or evaluating City of London policies, procedures, practices, programs, services, and events. The responsibility to apply an Equity Tool extends to volunteers, consultants, and external vendors.

#### **4.2 Where can I find the Anti-Racism and Anti-Oppression Framework and Equity Tool?**

The Anti-Racism and Anti-Oppression Framework and Equity Tool is updated regularly. The most up to date version can be located on our [City of London website](#) or by emailing arao@london.ca to request a copy.

#### **4.3 Training and Implementation of the Anti-Racism and Anti-Oppression Framework & Equity Tool**

The Anti-Racism and Anti-Oppression division is committed to providing leadership, tools, and resources that support our Council and Civic Administration at all levels and Service Areas of the Corporation to collectively take proactive steps towards addressing systemic changes.

To ensure a common understanding of Anti-Racism and Anti-Oppression, the following training modules have been developed for all staff.

##### ARAO Foundations Training

- Part I: Systemic Racism
- Part II: Systemic Oppression
- Part III: Individual Racism and Oppression
- Part IV: Anti-Racism and Anti-Oppression in Action
- Part V: Service Area Integration
- Part VI: Equity Tool Training

Equity Tool training will be given to those staff who will be applying the tool directly to City of London policies, procedures, practices, programs, services, and events.

## **Appendix B2**

Bill No. \_\_\_\_\_  
2023

By-law No. CPOL.-\_\_\_\_\_

A by-law to enact a new Council policy entitled  
“Municipal Compliance Services”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Council of The Corporation of the City of London wishes to enact a new Council Policy entitled “Municipal Compliance Services”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The policy entitled “Municipal Compliance Services”, attached hereto as Schedule “A” is hereby adopted.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Municipal Compliance Services

**Policy Name:** Municipal Compliance Services

**Legislative History:** Enacted [date] (By-law No. CPOL.-XXX-XXX) to replace Enforcement of City Personnel

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Community Compliance and Animal Services

#### 1. Policy Statement

A policy to establish the goals, objectives, and expectations for Municipal Compliance Services

#### 2. Definitions

None

#### 3. Applicability

The policy applies City-wide, to all by-laws that have been delegated for enforcement to the Director, Municipal Compliance, or their designate.

#### 4. The Policy

- 4.1 The goal of Municipal Compliance Services is to achieve compliance with Municipal By-laws and applicable Provincial legislation. This shall be achieved by employing the most efficient and effective means, independent of political or other external influences.
- 4.2 The actions of Municipal Compliance Staff are determined by the availability of personnel and budgeted funds, the complexity of the anticipated enforcement, the period of time in which enforcement is to be carried out, and the degree of compliance likely to be achieved.
- 4.3 Investigations of alleged or potential infractions may be initiated:
  - a) in response to public concerns or complaints;
  - b) through referrals from partner agencies including but not limited to
    - i. London Police Service;
    - ii. London Fire Department;
    - iii. Alcohol & Gaming Commission of Ontario;
    - iv. Middlesex London Health Unit.
  - c) by Officers through active enforcement (i.e. observations made in the course of duty);
  - d) through identified and/or focused community enforcement actions;
  - e) as the Director, Municipal Compliance deems appropriate or necessary.
- 4.4 The Director, Municipal Compliance, or their designate, reserves the right not to respond to:
  - a) anonymous complaints;
  - b) complaints about multiple addresses from the same complainant; and
  - c) complaints which are trivial, frivolous, vexatious, or made in bad faith.
- 4.5 Complaints forwarded by a Councillor on behalf of a constituent will be accepted, provided the constituent's name and contact information is also provided. The Director, Municipal Compliance, or their designate, may accept complaints without full complainant contact information if there are perceived unsafe conditions, or if the complainant fears possible reprisal related to the submission of a complaint.
- 4.6 The identity of a complainant is protected under the Municipal Freedom of

Information and Protection of Privacy Act.

- 4.7 For the purposes of independent investigations and fairness, the status of complaints will not be publicly released. This includes information regarding an investigation or actions any taken, recognizing that some actions may involve the posting of orders or notices on a property visible to the public.
- 4.8 Where inspection fees are invoiced to property owners, such fees shall be calculated on an hourly basis per Officer attendance.
- 4.9 Where potential health and safety risks are identified, Municipal Law Enforcement Officers (MLEOs) may be directed to attend inspections in pairs and follow enhanced health and safety protocols.
- 4.10 Investigations of complaints will typically be conducted by Municipal Law Enforcement Officers, however it may be necessary to include staff from other divisions, partner agencies, agents, or contractors, depending on the nature of the investigation and/or subsequent action(s).
- 4.11 Voluntary compliance with any municipal by-law is the initial and preferred focus of compliance staff. However, health, safety, or liability concerns, and/or recurring violations may necessitate more immediate and escalated enforcement actions.
- 4.12 Priority of response will be given to complaints that pose potential public health or safety risks including but not limited to unsecured pools, unsafe buildings, and Vital Services.
- 4.13 Depending on the type of alleged or confirmed violation being investigated and/or acted on, a Municipal Law Enforcement Officer may take compliance actions based on their evaluation of the situation and discretion including, but not limited to:
  - a) Verbal warnings;
  - b) Notice(s) of Violation(s);
  - c) Administrative Monetary Penalties;
  - d) Orders or Work Orders;
  - e) Inspection fees;
  - f) Remedial Work, including work by 3<sup>rd</sup> parties;
  - g) Commencing a proceeding under Parts I, II, or III of the Provincial Offences Act;
  - h) Referral to the City Solicitor for applicable relief by way of action, or application, in the Superior Court of Justice.

## Appendix C1

Bill No.  
2023

By-law No. A.-6151(\_)-\_\_\_\_

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “F” - “Accountability and Transparency to the Public Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-221, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “F” - “Accountability and Transparency to the Public Policy”;:

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. A.-6151-221, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “F” - “Accountability and Transparency to the Public Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “F”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “F”

### Accountability and Transparency to the Public Policy

**Policy Name:** Accountability and Transparency to the Public Policy

**Legislative History:** Adopted December 17, 2007 (By-law No. A.-6151-17); Amended July 24, 2018 (By-law No. A.-6151(v)-420; Amended August 10, 2021 (By-law No. A.-6151(ab)-221 (Schedule F)); Amended July 25, 2023 (By-law No. A.-6151(\_\_\_\_)-\_\_\_\_ (Schedule F))

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### 1. Policy Statement

- 1.1 The *Municipal Act, 2001*, S.O. 2001, c. 25 requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will strive to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. City Council and the Civic Administration acknowledge the importance of the transparency of its proceedings and accountability for its actions. The City of London’s mission is improving quality of life and building a strong and vibrant community through bold, proactive, and accountable City services. This commitment is further delineated in City Council’s values of:
- Inclusivity and Respect
  - Accountability and Trust
  - Compassion
  - Teamwork and Collaboration
  - Commitment and Drive
  - Learning
  - Financial Stewardship

#### 2. Definitions

2.1 **“Accountability”** the principle that City Council and the Civic Administration be responsible to the public for decisions made and policies implemented

**“Transparency”** the principle that City Council and the Civic Administration’s decision making process is open and clear to the public.

#### 3. Applicability

3.1 This policy shall apply to City Council and all employees of The Corporation of the City of London.

#### 4. The Policy

4.1 City Council shall ensure accountability and transparency of the operations of the municipality, including the activities of senior management, through the use of an accountability and transparency framework comprised of five key areas:

##### a) Purpose

- Clearly articulating the vision, mission, values, strategic areas of focus, and results of the organization in the form of a Strategic Plan for the City of London
- Engaging in activities that are consistent and aligned with the Strategic Plan for the City of London

##### b) Decision Making

- Undertaking a decision-making process that is open, transparent, and accessible to the public
- Engaging effectively and openly with the public and other community partners

- c) Communication with the Public
  - Communicating with the public so that they are able to participate effectively
  - Taking into consideration the needs of individuals, when making information public, through the use of accessible communication mediums and, technology.
  - Encouraging community engagement opportunities by leveraging the City of London's Open Data Portal
  - Following all applicable legislation governing the sharing of information, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56
- d) Performance
  - Being accountable to the public for performance by defining targets for performance in each Council term and reporting on performance on an annual basis
  - Ensuring the concept of continuous improvement is implemented throughout the organization
- e) Appropriate Behaviour and Conduct
  - The actions of City Council and the Civic Administration being governed in accordance with, but not limited to, the following policies and by-laws:
    - Code of Conduct for Members of Council Policy
    - Public Release of Information Pertaining to Investigations Undertaken by the Ontario Ombudsman Policy
    - Members of Council Public Registry Declaration of Interest
    - Council Procedure By-law
    - Procurement of Goods and Services Policy
    - Access and Privacy Policy
    - Public Notice Policy
    - Community Engagement Policy
    - Code of Ethics Policy
    - Respectful Workplace Policy

4.2 Notwithstanding section 4.1(b) above, a council or standing committee meeting or part of a meeting may be closed to the public if the subject matter being considered relates to a provision(s) contained in section 239 of the *Municipal Act*, 2001, S.O. 2001, c. 25.

## **Appendix C2**

Bill No.  
2023

By-law No. CPOL.-47(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-47-241, as amended, being "Assessment Growth Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-47-241 as amended, being "Assessment Growth Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-47-241, being "Assessment Growth Policy" is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Assessment Growth Policy**

**Policy Name:** Assessment Growth Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-47-243); Amended June 26, 2018 (By-law No. CPOL.-353-344); Amended August 10, 2021 (By-law No. CPOL.-47(a)-241); Amended July 25, 2023 (By-law No. CPOL.-47(x)-xxx)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning and Business Support

#### **1. Policy Statement**

The purpose of this policy is to establish a priority framework for the allocation of assessment growth funds.

#### **2. Definitions**

- 2.1. **Authorized Debt** – Council approved debt financing as a source of funding for capital projects.
- 2.2. **City** – The Corporation of the City of London.
- 2.3. **City Treasurer** – The individual appointed by the municipality as treasurer.
- 2.4. **Development Charges** – A fee charged by the City to recover capital costs associated with residential and non-residential growth. Development charges do not pay for operating costs or infrastructure renewal.
- 2.5. **Lifecycle Renewal** – Rehabilitation or renewal of existing infrastructure due to obsolescence, health and safety concerns, or general deterioration of assets related to use or age.

#### **3. Applicability**

This policy applies to the property tax supported budget.

#### **4. The Policy**

##### **4.1. Principles**

- 4.1.1. Civic service areas, boards and commissions that incur one-time or permanent costs to extend existing services due to growth in the City are required to submit business cases to the City Treasurer or designate.
- 4.1.2. Business cases must be supported by strong metrics that clearly indicate a growth need for the service in question. Strong metrics typically include those that refer to growth in number of households, geographical area (e.g., hectares) or physical assets (e.g., lane-kilometres of roads). Population-based metrics may be suitable depending on the service. Metrics that address growth in demand or changes in demographics are generally not as strong as the aforementioned examples but may be appropriate in some cases.
- 4.1.3. Business cases will be considered eligible for funding and prioritized by the following categories:
  - 1) Operating or one-time capital costs directly linked to the extension of existing services to new development;
  - 2) Operating costs associated with developer-constructed capital assets assumed by the City or new Development Charges-funded growth-related capital assets constructed by the City or associated agencies, boards or commissions;

- 3) Future lifecycle replacement capital costs for developer-constructed capital assets assumed by the City or new Development Charges-funded growth-related assets constructed by the City or associated agencies, boards or commissions;
- 4) Support services and activities required to support the delivery of services related to items 1), 2) and 3) above;
- 5) Operating or one-time capital costs related to pressures of a growing city (supported by appropriate metrics at the sole discretion of the City Treasurer or designate).

4.1.4. For greater clarity, the following requests will not be eligible for funding:

- Requests related to the introduction of a new service or program, either on a permanent or one-time basis;
- Requests for permanent funding of an existing program implemented temporarily (i.e., a “pilot program”);
- Requests related to the enhancement or expansion of existing service levels (i.e., service improvement);
- Requests related to the maintenance, renewal, or rehab of existing capital assets on a permanent or one-time basis.

4.1.5. Assessment growth funds are applied to approved business cases at the discretion of the City Treasurer or designate.

4.1.6. If funding requests through approved business cases exceed available assessment growth funding then:

- a) Business cases will be allocated funding according to the following priority order:
  - i) Flow through costs for business cases approved but not fully funded in a prior year or that require funding over multiple years;
  - ii) In accordance with the prioritized categories outlined in section 4.1.3 above; and,
  - iii) Business cases will be evaluated as to whether the service and/or funding could be deferred to next year and whether significant service disruptions would occur if the service did not receive the current year assessment growth funding.
- b) Unfunded business cases may be resubmitted for consideration in the following year and will be subject to prioritization alongside newly submitted cases in the subsequent year(s).

4.1.7. If assessment growth funding exceeds the accumulated growth costs (approved business cases) of civic service areas, boards and commissions in any one budget year, the balance available will be applied in that year as follows:

- a) 50% to reducing debt financing in the capital plan on a one-time basis; and,
- b) 50% to the Capital Infrastructure Gap Reserve Fund on a one-time basis to mitigate growth in the infrastructure gap.

4.1.8. Assessment growth funding not allocated permanently, will be carried forward to the following year as a permanent source for future growth costs.

4.1.9 Business cases not approved in a given year will be summarized in the annual Assessment Growth Allocation report provided to Committee.

#### **4.2. Budgeting for Assessment Growth**

4.2.1. For budgeting purposes, assessment growth will be assumed to be fully allocated to growth costs. Assessment growth and its allocation will be reported annually.

## **Appendix C3**

Bill No.  
2023

By-law No. CPOL.-164(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-164-416, as amended, being "Assumption of Works and Services", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-164-416, as amended, being "Assumption of Works and Services", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-164-416, as amended, being "Assumption of Works and Services", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Assumption of Works and Services**

**Policy Name:** Assumption of Works and Services

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-164-416); Amended June 26, 2018 (By-law No. CPOL.-302-293); Amended July 25, 2023 (By-Law No. CPOL.-164(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Planning and Development

#### **1. Policy Statement**

The Assumption of Works and Services Policy is intended to outline the formal assumption of works and services by the City of London.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

This policy applies to all works and services that are assumed by the City from land developers.

#### **4. The Policy**

By-laws to assume works and services in part, or all, of a subdivision will be included on the Orders of the Day upon receipt of advice from the Director, Planning and Development and the Deputy City Manager, Environment and Infrastructure that the works and services have been completed to the City's specifications.

## **Appendix C4**

Bill No.  
2023

By-law No. CPOL.-74(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-74-306, as amended, being "Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-74-306 as amended, being "Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-74-306, as amended, being "Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy**

**Policy Name:** Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy

**Legislative History:** Adopted August 22, 2017 (By-law No. CPOL.-74-306); Amended July 24, 2018 (By-law No. CPOL.-74(a)-411); Amended July 25, 2023 (By-law No. CPOL.-74(

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy sets out the requirements for the audio recording of Municipal Council and Standing Committee In Closed Session Meetings Policy. A Municipal Council or Standing Committee meeting or part of a meeting may be closed to the public if the subject matter being considered relates to a provision(s) contained in section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25.

#### **2. Definitions**

- 2.1 “**Closed Session**” or “**Closed Meeting**” means a closed session of a standing committee or the Council not open to the public, held in accordance with section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25

#### **3. Applicability**

- 3.1 This policy shall apply to all in closed session meetings of Municipal Council and its Standing Committees.

#### **4. The Policy**

##### **4.1 General**

All Municipal Council and Standing Committee In Closed Session meetings shall be audio recorded by the City Clerk, or designated City Clerk’s staff, in accordance with the following procedures, for the purpose of having an audio recording to assist with any closed meeting investigation:

##### **4.2 Procedure**

- a) The City Clerk, or designated City Clerk’s staff, shall commence the audio recording of all Municipal Council or Standing Committee In Closed Session meetings, noting the date, time, location, and type of meeting.
- b) At the conclusion of each Municipal Council or Standing Committee In Closed Session meeting, the City Clerk, or designated City Clerk’s staff, shall end the audio recording of all Municipal Council or Standing Committee In Closed Session meetings noting the time of the passing of a motion to resume in public session and shall immediately thereafter stop the recording device.
- c) In those circumstances where Municipal Council or a Standing Committee convenes in closed session multiple times, throughout one meeting, a separate recording will be made each time the Municipal Council or a Standing Committee resumes in closed session, following steps a and b, above.
- d) All audio recordings will be transferred from the audio recording device to a secure location, to the satisfaction of the City Clerk. The recording device shall also be stored in a secure location to the satisfaction of the City Clerk.
- e) All audio recordings of closed meetings will be retained for a period of one year from the date of the meetings. The written Municipal Council Minutes and

Standing Committee Reports shall constitute the permanent official meeting record, in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25and the City of London's Records Retention By-law.

- f) The City Clerk shall be authorized to release an audio recording of a closed meeting only to:
  - i) the Closed Meeting Investigator, only in those instances where they are relevant to a closed meeting investigation and do not breach solicitor-client, or other, privilege;
  - ii) the City Solicitor, or designate, for the purpose of providing solicitor-client advice with respect to the contents of a recording; and,
  - iii) any additional party authorized by the Municipal Council.

## **Appendix C5**

Bill No.  
2023

By-law No. CPOL.-153(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-153-405, as amended, being “Benefits for Survivors of Employees Killed on the Job”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-153-405, as amended, being “Benefits for Survivors of Employees Killed on the Job”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-153-405, as amended, being “Benefits for Survivors of Employees Killed on the Job”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Benefits for Survivors of Employees Killed on the Job**

**Policy Name:** Benefits for Survivors of Employees Killed on the Job

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-153-405); Amended July 24, 2018 (By-law No. CPOL.-153(a)-382); Amended July 25, 2023 (By-law No. CPOL.-153(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Rewards and Recognition

#### **1. Policy Statement**

- 1.1 This policy outlines the types of monetary support which could be provided to survivors of employees of The Corporation of the City of London (“City”) who are killed while carrying out their duties.

#### **2. Definitions**

- 2.1 **OMERS** – Ontario Municipal Employees Retirement System

#### **3. Applicability**

- 3.1 This policy applies to the survivors of City employees who are killed while carrying out their duties.

#### **4. The Policy**

- 4.1 The survivors of City employees who are killed while carrying out their duties will be paid out proceeds from insurance policies, OMERS, Canada Pension Plan, Workplace Safety and Insurance Benefits, or any other plan as applicable. Further supplementary financial assistance beyond the noted proceeds will not be granted.

## **Appendix C6**

Bill No.  
2023

By-law No. CPOL.-52(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.- 52-248, as amended, being "Capital Budget and Financing Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.- 52-248, as amended, being "Capital Budget and Financing Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.- 52-248, as amended, being "Capital Budget and Financing Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Capital Budget and Financing Policy**

**Policy Name:** Capital Budget and Financing Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-52-248); Amended June 26, 2018 (By-law No. CPOL.-355-346); Amended August 10, 2021 (By-law No. CPOL.-52(a)-243); Amended July 25, 2023 (By-law No. CPOL.-52(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning and Business Support

#### **1. Policy Statement**

The purpose of this policy is to establish a framework for capital budgeting and financing in order to ensure capital investments are budgeted and monitored with a consistent approach, financed in a manner to ensure a funding mix that places a priority on maintaining long-term financial sustainability, and guidelines are established for closing out capital projects.

#### **2. Definitions**

- 2.1. **City** –The Corporation of the City of London.
- 2.2. **City Treasurer** – The individual appointed by the municipality as treasurer.
- 2.3. **Development Charges Background Study** – The background study undertaken by the City for its current Development Charges By-law.
- 2.4. **Growth** – A capital project that will service growth and is included in the Development Charges Background Study.
- 2.5. **Lifecycle Renewal** – Rehabilitation or renewal of existing infrastructure due to obsolescence, health and safety concerns, or general deterioration of assets related to use or age.
- 2.6. **Service Improvement** – A new or expanded level of service to the municipality or enhances an operational service area.

#### **3. Applicability**

This policy applies to all capital projects undertaken or administered by the City or capital projects that received funding from the City and are undertaken or administered by any of the City’s Local Boards, Commissions, Agencies or Corporations.

#### **4. The Policy**

##### **4.1. Standard of Care**

The City Treasurer shall have overall responsibility for the capital budget and financing program. The City Treasurer or designate shall have the authority to implement the capital budget and financing program and establish procedures consistent with this Policy.

##### **4.2. Principles**

###### **4.2.1. Capital Budget Classifications**

- a) Each capital project shall be classified as:
  - i) Lifecycle Renewal;
  - ii) Growth; or
  - iii) Service Improvement

#### **4.2.2. Capital Budget Financing**

The following guidelines be used when determining the funding mix for each capital budget classification:

##### **4.2.2.1. Lifecycle Renewal**

The funding options for Lifecycle Renewal capital budgets shall be allocated in the following ‘priority order’:

- a) Non Tax/Rate Supported
  - i) Eligible non-tax funding sources such as senior government funding.
- b) Tax/Rate Supported
  - i) Capital levy.
  - ii) Eligible reserve funds, subject to adequate balances as determined by the City Treasurer or designate.
  - iii) Debt financing for Lifecycle Renewal capital budgets shall only be authorized after all other funding options have been applied and exhausted, noting that the objective is to avoid the use of debt financing for this classification.

##### **4.2.2.2. Growth**

The funding options for the non-growth component of the Growth capital budgets, as determined by the Development Charges Background Study, shall be allocated in the following ‘priority order’:

###### **Non Tax/Rate Supported**

- i) Eligible non-tax funding sources such as senior government funding, provided that non-tax funding sources are used first to reduce the total expenditure before the growth/non-growth funding splits are applied.

###### **Tax/Rate Supported**

- i) Capital Levy after consideration is first given to Lifecycle Renewal and second given to Service Improvement capital budgets.
- ii) Eligible reserve funds, subject to adequate balances as determined by the City Treasurer or designate.
- iii) Debt financing, provided that all other funding sources are exhausted.

Funding options for the growth component of the Growth capital budgets, as determined by the Development Charges Background Study, shall be funded from development charges supported funding sources, such as but not limited to eligible obligatory reserve funds and debt financing.

##### **4.2.2.3. Service Improvement**

The funding options for Service Improvement capital budgets shall be allocated in the following ‘priority order’:

- a) Non Tax/Rate Supported

- i) Eligible non-tax funding sources such as senior government funding.
- b) Tax/Rate Supported
  - i) Capital Levy after consideration is first given to Lifecycle Renewal capital budgets.
  - ii) Eligible reserve funds, subject to adequate balances as determined by the City Treasurer or designate.
  - iii) Debt financing, provided that all other funding sources are exhausted.

The City Treasurer or designate shall have the authority to set and adjust administrative capital financing targets that support the general guidelines identified above.

#### **4.2.3. Capital Budget Development**

The capital budget shall be developed in accordance with the following guidelines:

- a) A rolling ten (10) year capital plan shall be developed and maintained.
- b) The expenditure for each capital project shall be budgeted in the year spending is reasonably anticipated to occur, noting that sufficient budget must be in place to support the full estimated amount of the procurement, before procurement approval.
- c) The budget for capital projects shall include all reasonably known or anticipated costs each year the budget is requested, including but not limited to the impacts of inflation, non-refundable HST and a reasonable contingency.
- d) New capital budget funding requests that are introduced outside of the budget process shall be referred to the next budget cycle unless the request is directed to be brought forward by Municipal Council or is deemed urgent by the respective Deputy City Manager, and shall include a recommended source of financing as deemed appropriate by the City Treasurer or designate.
- e) Debt financing shall be applied in accordance with the Council approved Debt Management Policy.

#### **4.2.4. Capital Budget Monitoring and Close Out**

- a) The City Treasurer or designate, at their discretion, may close out capital project accounts.
- b) The City Treasurer or designate shall allocate the net disposition of surplus funding for all closed capital projects as follows:
  - i) With respect to capital levy surplus in the Property Tax Supported budget, the City Treasurer or designate shall review the balance of the capital receipts account and shall determine if funding is allocated to the capital receipts account to be used as a potential funding source for unfunded capital requests, or, allocated to an applicable tax supported reserve or reserve fund.
  - ii) With respect to reserve or reserve fund drawdowns in the Property Tax Supported budget, the City Treasurer or designate shall review the balance of the reserve or reserve

fund from which the funding originated and shall determine if funding is allocated back to the original fund or allocated to the capital receipts account to be used as a potential funding source for unfunded capital requests.

- iii) With respect to capital rates surplus, reserve or reserve fund drawdowns in the Water and Wastewater & Treatment budgets, the City Treasurer or designate shall return capital rates and/or reserve or reserve fund drawdowns to the appropriate rate supported reserve or reserve fund.
  - iv) Debt financing shall be released resulting in a reduction of authorized debt.
- c) If during the capital budget monitoring process it is anticipated that a capital project will be significantly over budget, a summary of any such project(s) will be provided in the Capital Budget Monitoring Report.
- i) If during the capital project close out process, it is determined that a capital project is significantly over budget, a separate source of financing shall be brought forward for Municipal Council approval in conjunction with the Capital Budget Monitoring Report.
- d) Civic Administration shall submit two monitoring reports to Municipal Council which will be known as the Mid-Year Capital Budget Monitoring Report and Year-End Capital Budget Monitoring Report and shall include:
- i) A summary of the life-to-date capital budget.
  - ii) A listing of life-to-date projects three (3) years or older with no future budget.
  - iii) A listing of capital projects to be closed, including an explanation of capital projects with a variance greater than \$50,000.

## **Appendix C7**

Bill No.  
2023

By-law No. CPOL.-204(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-204-456, as amended, being "Child Care Policies", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-204-456, as amended, being "Child Care Policies", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-204-456, as amended, being "Child Care Policies", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Child Care Policies

**Policy Name:** Child Care Policies

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-204-456); Amended June 26, 2018 (By-law No. CPOL.-285-276); Amended July 25, 2023 (By-law No. CPOL.-204(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Deputy City Manager, Social and Health Development

#### 1. Policy Statement

That child care and early years services in our communities be accessible and available to meet the diverse needs of all our residents. Recognizing the many personal, social, physical and economic benefits to the health and well-being and quality of life that children and families derive from participating in child care and early years programs and services, the City of London, as the Consolidated Municipal Service Manager for London and Middlesex County, in partnership with communities, is therefore committed to:

- a) Equitable Access
  - working to ensure that all families have access to a range of services contained within a comprehensive child care system;
- b) High Quality Programs
  - working to ensure that child care programs and services are of high quality and support children's health, safety and development;
- c) Parental Choice
  - supporting the provision of accessible, coordinated information about child care services to ensure that parents have enough information and assistance to make informed choices;
- d) Parental or Community Involvement
  - ensuring that key community members, including parents and other community leaders, are involved in significant decision-making;
- e) Partnerships
  - working in partnership with community groups and other funders to ensure that local programs for children and families are coordinated, but not duplicated;
- f) Ongoing Monitoring and Evaluation
  - ensuring that the child care system is monitored and evaluated on a regular basis to work towards a system that is effective, affordable, inclusive, flexible and responsive to parent and local needs; and
- g) Allocation of Resources
  - allocating appropriate resources to accomplish these above noted commitments, within annual allocations and with regard to the municipal budget by various levels of government and anticipating fair user fees.

#### 2. Definitions

- 2.1. Throughout this policy, "child care and early years programs and services" refers to program services that provide licensed child care (school age and licensed home care), or authorized recreational and skill building programs, or are early years programs and services, as defined in the *Child Care and Early Years Act*, 2014.
- 2.2. Throughout this policy, the term "Administration" refers to the Director, Child Care and Early Years or an authorized designate.

- 2.3. Throughout this policy, "Parent" includes a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

### **3. Applicability**

This policy applies to parents as defined in this policy, child care and early years program and services operators and City of London employees.

### **4. The Policy**

That a policy be established to assist families with children (0 to 12 years) requiring financial assistance to access child care and early years programs which are part of our healthy communities. The objectives of this policy are:

- a) to provide immediate child care financial assistance for children who are considered to be at risk;
- b) to provide immediate child care financial assistance to parents leaving the social assistance system;
- c) to enable parents to obtain or maintain employment;
- d) to provide opportunities for optimal growth and development, social/emotional, socialization and speech & language through child care financial assistance;
- e) to enable parents to attend school or be involved in academic upgrading activities; and,
- f) to provide child care financial assistance for parents or child needs as identified by a therapeutic referral completed by a third party health professional working directly with the family for the duration of the referral.

## **SECTION A: POLICIES RELATING TO ELIGIBILITY, SPECIAL CASES, REFERRALS**

### **Eligibility**

The following aligns with Section 8 Ontario Regulations 138/15:

- 4.1. For parent(s) determined to be eligible through the financial income test:
- (i) Immediate placement is given to children assessed by a recognized referral agency to be at a level of risk as well as children whose parent(s) leave the social assistance system. (ii) Within the approved annual budget for the child care fee subsidy program, children be placed in child care programs (noting that children who qualify be provided either full or part-time child care fee subsidy depending on need) based on their order of application using their date of eligibility.

For each of the above priorities, the number of hours approved for child care fee subsidy will be based on need (for example: working full-time would be approved for a full day fee subsidy, working part-time would be approved for a part-time fee subsidy).

- 4.2. That parent(s) eligible for subsidy based on their child(ren)'s needs or parental needs must be referred to the City by a recognized social service agency or health care professional.
- 4.3. That the Administration be authorized to provide immediate child care subsidy to eligible parents who cease to receive Ontario Works because they have found employment or are attending post-secondary education.
- 4.4. That the Administration be requested to use its own discretion in extending child care subsidies to siblings of children receiving subsidized child care. This care

would only be provided to those siblings between the ages of 0 and 12 years of age.

- 4.5. That all child care fee subsidy cases be reviewed, at a minimum, once every twelve months (from date of placement), or more often at the discretion of the Administration.
- 4.6. Where a family no longer meets the eligibility requirements as outlined above, the change in circumstances may affect a parents' eligibility for child care financial assistance; it being pointed out that the stability or the effect of the change on the child's and/or the family's well-being will be taken into consideration by the Civic Administration before implementing any subsidy changes.
- 4.7. That parents reside within the City of London.
- 4.8. That when the budget allocation is projected to be at its maximum for the current year, no new placements shall be considered and a waiting list shall be established.

#### Special Cases

- 4.9. That the Administration be authorized to grant, under emergency conditions, child care financial assistance for parents to access child care and early years programs.

#### Referrals

- 4.10. That the Civic Administration recognize the need to make referrals to the appropriate agencies to assist with any family matters to enhance the well-being of our clientele.

### SECTION B: POLICIES RELATING TO CHILD CARE OPERATORS

#### General

- 4.11. That all Funding Agreements executed between the City of London and operators for the purposes of operating child care and early years programs and services will be contingent upon approval from the Administrator appointed by the City under the Child Care and Early Years Act or written designate.
- 4.12. That the City will provide child care services by subsidizing spaces through Funding Agreements executed with licensed child care agencies and accredited recreation programs and camps.
- 4.13. That the City of London will not assume transportation costs but rather will continue to enter into agreements with child care and early years programs and services throughout the City in a variety of localized areas so that child care is available for children near their homes or their parent(s)' workplace.
- 4.14. That child care policy and/or criteria changes be sent to all operators for their information as soon after approval as possible.

## **Appendix C8**

Bill No.  
2023

By-law No. CPOL.-128(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-128-380, as amended, being "City of London Records Management Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-128-380, as amended, being "City of London Records Management Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-128-380, as amended, being "City of London Records Management Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **City of London Records Management Policy**

**Policy Name:** City of London Records Management Policy

**Legislative History:** Adopted September 19, 2017 (By-law No. CPOL.-128-380); Amended July 24, 2018 (By-law No. CPOL.-128(a)-423); Amended June 11, 2019 (By-Law No. CPOL.-128(b)-157); Amended July 25, 2023 (By-law No. CPOL.-128(\_\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 The records and information holdings of The Corporation of the City of London (the “City”) are valuable corporate assets needed to support effective decision making, meet operational requirements, protect legal, fiscal and other interests of the City, and to adhere to the requirements of the *Municipal Act, 2001* as amended and the *Municipal Freedom of Information and Protection of Privacy Act, 1990* as amended.
- 1.2 The City manages its information holdings by a records management program that is administered by the Office of the City Clerk.
- 1.3 All City records deemed corporate records that have been received or created by any City employee fall into the custody and control of the Corporation and are the property of The Corporation of the City of London.
- 1.4 The retention of records is usually dependent on the subject matter of the records, and not the format in which the records are stored. The Records Management By-law, including the Records Retention Schedule and the Records Retention Policy will be applied to all records in the custody and control of the City – including electronic records (i.e. e-mails, files saved on staff computers and networks, files saved external drives, text messages, voice mails, etc.).

#### **2. Definitions**

For the purposes of this policy, the following definitions shall apply:

- 2.1 **Active Record** –means a record that is referred to and used on a regular basis.
- 2.2 **Archival Record** –means a record or item that has been appraised for permanent retention because of its historical, fiscal, legal (including evidential), operational, or administrative value. The long term value of the record justifies its preservation.
- 2.3 **Archives** –means a repository for archival records.
- 2.4 **Classification System** –means a systematic method of coding and categorizing records for ease of use, retrieval, and disposal.
- 2.5 **Corporate Records** –means any record created, received, deposited or held by any City employee in the course of business and used to support a City function or to conduct City business. Does not include Councillor constituency records.
- 2.6 **Disposition** –means the final phase of the records life cycle, meaning the disposal of records that have no further value, or the transfer of archival records to permanent storage.
- 2.7 **Disposition Authority** –means the individual responsible for the records under the care and control of a particular departmental business area. Typically the “Disposition Authority” is a Manager or Director with signing authority.
- 2.8 **Document** –means the smallest unit of filing.
- 2.9 **File / Folder** –means a group of related documents.

- 2.10 **File Plan** –means a logical, systematic method for the description and classification of records.
- 2.11 **Inactive Record** –means a record that is referred to infrequently. Physical inactive records are usually kept in a storage facility until final disposition.
- 2.12 **Life Cycle** –means the life span of a record from its creation or receipt throughout its active and inactive stage to final disposition.
- 2.13 **Metadata** –means data that provides information about a record's content, making it easier to retrieve, use, or manage. Metadata includes, but is not limited to: means of creation of the data, purpose of the data, time and date of creation, creator or author of data.
- 2.14 **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)** – means the Ontario legislation which, with some limitations, provides the public with a right of access to records held by the City and protects the privacy of personal and third party information held by an institution.
- 2.15 **Record** –means information, however recorded or stored, whether in printed form, on film, by electronic means, or otherwise, that can include: correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.
- 2.16 **Record Series** –means a group of related records that are normally used and filed together.
- 2.17 **Records Centre** –means a storage facility to house inactive records until their final disposition.
- 2.18 **Records Classification System** –means a system to promote the effective use of City information by providing a consistent standard for the description and management of corporate records and improving control and accessibility.
- 2.19 **Records Coordinator** –means an employee within each business unit who acts as records management liaison and representative for the business unit, administers and supports the business unit's records management program and participates in all necessary training for the performance of this role.
- 2.20 **Records Management** –means the process of planning, organizing, directing, and controlling all the steps involved in the life cycle of records.
- 2.21 **Retention Schedule** –means a Council-approved timetable that prescribes a life span to recorded information from its creation to final disposition.
- 2.22 **Transitory Records** - means records that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record. They are not an integral part of a records series and are not filed regularly with standard records or filing systems. They are not required to meet statutory obligations or to sustain administrative or operational functions.
- 2.23 **Vital Records** - means records that are essential to resume or continue the operations of an organization after an emergency; those necessary to recreate the Corporation's legal and financial position; and/or those necessary to preserve the rights of the Corporation, its employees, customers, and Londoners.

### **3. Applicability**

3.1 This policy shall apply to all records of The Corporation of the City of London.

### **4. The Policy**

4.1 The purposes of this policy are:

- a) to ensure that the records of The Corporation of the City of London are retained and preserved in a secure and accessible manner; and,
- b) to foster government accountability and transparency by promoting and facilitating good recordkeeping.

4.2 Objectives

A records management program applies systematic controls and standards to the creation, security, use, retention, conversion, disposition and preservation of recorded information. A standardized records management program allocates sufficient resources to:

- a) manage the information life cycle to meet all legislated requirements for record keeping, including those of the *Municipal Act, 2001*, S.O. 2001, c. 25 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
- b) manage information holdings, making them readily available for decision making and to meet information access requests, including those made under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
- c) protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidential and accountability requirements;
- d) ensure that records are protected and are not destroyed or removed from the custody and control of The Corporation of the City of London unless authorized by the City's Records Retention Schedule, or through contractual agreement;
- e) ensure the identification and preservation of permanently valuable records and the destruction of records that have surpassed their retention, in a timely, secure, and environmentally sound manner;
- f) promote organizational efficiency and economy through sound record keeping practices, including reducing storage costs through the use of records storage centres and appropriate technology; and,
- g) establish and define accountability, responsibility and roles, as appropriate to level of involvement with records management.

4.3 General Directives

- a) All records created or received by an employee of The Corporation of the City of London in the course of official business are subject to the City's records management practices and procedures.
- b) It is the responsibility of every City employee holding or maintaining City records to deliver all such records to their successors or to the City Clerk upon leaving office or employment.
- c) Transfer of original City records into the possession of private organizations or individuals is prohibited except for the purposes of microfilming, imaging, duplication, format conversion, binding,

conservation, or other records management and preservation procedures or where authorized by by-law, legislation or contractual agreement.

#### 4.4 Ownership of Records and Information

- a) Records created or accumulated by Members of Council acting in their political or constituency capacity are not corporate records where these records are stored and managed separately from corporate records.
- b) Records in the custody of consultants, contractors, and private service providers performing work for the City may be under the control of the City and subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- c) Records created by volunteers or part time workers performing work under the direction of a City employee are corporate records subject to this Policy and to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

#### 4.5 Changes of Custody, Control or Ownership

- a) When physical custody of original corporate records is transferred to another institution not covered by this policy, a protocol agreement must be in place. The agreement must identify the records in question, define the rights retained by the City and ensure that the records will be managed in accordance with government legislation, by-laws, regulations, policies, standards and records schedules. Protocol agreements may contain the following provisions:
  - i) the City may restrict access to or the disposition of records transferred or those created after the transfer;
  - ii) new records created or documentation added to existing records may become City property;
  - iii) records must be returned to the City once they are no longer required or if the information is requested by the City; and,
  - iv) intellectual property rights (such as patents, copyright, etc.) must be retained by the City.

#### 4.6 Information Security

- a) Security measures must be implemented to ensure that records are created, acquired, updated, handled, used, transmitted, transported, filed stored and destroyed in a manner appropriate to their sensitivity. These security measures must ensure the integrity of the records, protect sensitive information and personal information from unauthorized access or disclosure and protect vital records from damage or loss.

#### 4.7 Records Classification System

- a) The Ontario Municipal Records Management System (TOMRMS), as amended, is used as the City's records classification system and retention schedule as per Records Retention By-law - A.-7323-299.

#### 4.8 Retention and Disposition of Corporate Records

- a) All corporate records will be retained and disposed of according to the Council-approved Corporate records schedule.
- b) In order to reduce the use of office space and file equipment, inactive physical records will be stored in records centres coordinated by the City Clerk's Office.
- c) Employees will use the Corporate approved CityHub/SharePoint electronic documents and records management system to store and manage

electronic records not already stored in other approved database applications.

- d) In accordance with the approved retention schedule, final disposition action will take place in a timely manner at the end of the retention period for each record series.

#### 4.9 Preservation of Archival Records

- a) Archival records will be managed for preservation throughout the information life cycle.
- b) Archival records will be stored in formats that ensure the longest possible life of records or of the information contained in them. They will be handled and stored in a manner that minimizes damage and deterioration while in use.
- c) Archival records will be preserved in formats appropriate to their retention periods and final disposition. Information of enduring value must be preserved using durable storage media.

#### 4.10 Transitory Records

- a) After a final record has been produced and incorporated into the regular filing system, the working materials involved may become superseded or obsolete transitory records and may be destroyed unless otherwise legislated or specified in the records retention schedule.
- b) Working materials which are required for ongoing legal, fiscal, audit, administrative or operational purposes are not transitory records.
- c) Transitory records that are the subject of ongoing legal proceedings or a request under the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56 must not be destroyed until after the legal proceeding or request has been completed and all possible appeals have been resolved.

#### 4.11 Records Management Training

- a) The objective of training is to enable City staff to implement, use and maintain standardized systems for managing their record holdings.
- b) Training must be appropriate to the level of involvement with recordkeeping systems. This involves basic training for all employees and specialized training for smaller groups.
- c) Training topics may include the following:
  - i) principles of recordkeeping;
  - ii) information management terminology and processes;
  - iii) security of information holdings;
  - iv) access rights and privacy protection;
  - v) management of special types of records (e.g. transitory records, special media, etc.);
  - vi) classification of records;
  - viii) records search and retrieval;
  - ix) records retention and disposition schedules; and,
  - x) file operations and records storage.

#### 4.12 Destruction of Records

- a) Destruction of records may occur at the end of a record's life cycle as described in the approved records retention schedule. Destruction includes deletion, garbage, shredding, and paper recycling.

- b) Records shall be destroyed using a method appropriate to their medium and to their content. Records containing confidential and/or personal information shall be destroyed through a process that achieves definitive obliteration of information.
- c) Destruction operations must maintain the confidentiality of information and protect the privacy of individuals whose personal information may be contained in the records.
- d) Records must be destroyed promptly following the expiration of approved retention periods. Exceptions to this planned destruction process include records still required for the ongoing functions of a municipal program, records that are the subject of a request under the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56 and records required for ongoing legal or financial purposes.

#### 4.13 Authority and Responsibility

- a) The Senior Leadership Team will:
  - i) provide corporate leadership and support for the records management program.
- b) The City Clerk will:
  - i) provide leadership for records management with respect to vision, mission, policy, standards, strategic planning, training, quality assurance, and facilitate the development, maintenance and improvement of records keeping solutions, tools and systems; and,
  - ii) make recommendations to the Senior Leadership Team and Members of Council regarding policy requirements and records retention and disposal schedules, as required.
- c) The Manager of Records and Information Services and the Manager of Corporate Records will:
  - i) coordinate the corporate wide program for records management;
  - ii) recommend and implement policies;
  - iii) provide direction, training and technical advisory services;
  - iv) provide storage and retrieval services for inactive physical records;
  - v) identify the tools, facilities and staff necessary for service delivery;
  - vi) create and maintain procedure manuals and supporting documentation; and,
  - vii) ensure the currency of the records retention schedule.
- d) The Director of Information Technology Services will:
  - i) provide technical support for the installation, maintenance and upgrading of records management software and related programs to ensure compliance and access within the City's networked systems; and,
  - ii) ensure the security and integrity of electronic records systems.
- e) Service Area Managers/Directors will:
  - i) recommend retention schedules relating to records in their business unit's custody and control to ensure the schedule meets the business unit's operational requirements;
  - ii) use the records storage and retrieval services coordinated by the City Clerk's Office for storage of inactive physical records;
  - iii) ensure staff is fully trained and carrying out their records management obligations;

- iv) as the Disposition Authority, review and sign off the destruction of records that have reached their scheduled disposition date. If destruction sign-off is not provided, the Disposition Authority shall provide written justification for the request to extend destruction dates;
  - v) when a business function is being transferred to another business unit as a result of a reorganization, transfer to the business unit all records needed to carry out the function, or, when the business unit ceases to carry out a function and the function is not transferred to another business unit, transfer all records relating to that function to the City Clerk;
  - vi) inform the City Clerk of breaches of records management policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); and,
  - vii) designate an employee in each business unit to act as the records coordinator.
- f) Business Unit Records Coordinators will:
- i) oversee and be responsible for preparing inactive records for transfer to the City Clerk's Records Unit for storage;
  - ii) be aware of the location all current records and information stored in his/her business unit, regardless of format;
  - iii) assist employees in their business unit to understand the corporate records management program and procedures and act as "champion" for the program within their business unit; and,
  - iv) assist the Manager of Records and Information Services/Manager of Corporate Records to deliver and to audit the records management program within their business unit.
- g) All City Employees will:
- i) ensure that all the records they create or receive that are used to support a City function or to conduct City business will be maintained and preserved as required by this policy and the Records Management By-law.

## **Appendix C9**

Bill No.  
2023

By-law No. CPOL.-179(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-179-431, as amended, being "City-Owned Residential Properties", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-179-431, as amended, being "City-Owned Residential Properties", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-179-431, as amended, being "City-Owned Residential Properties", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### **City-Owned Residential Properties**

**Policy Name:** City-Owned Residential Properties

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-179-431); Amended July 24, 2018 (By-law No. CPOL.-179(a)-438); Amended July 25, 2023 (By-law No. CPOL.-\_\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Realty Services

#### **1. Policy Statement**

The purpose of this policy is to formalize and clarify practices on City-owned residential properties.

#### **2. Definitions**

Not Applicable.

#### **3. Applicability**

This policy applies to all City-owned residential properties.

#### **4. The Policy**

##### **4.1. Inspection and Repair of Premises:**

- a) Immediately on acquisition of land that includes a residential building the Realty Services Division will carry out an inspection of the property and complete a Property Inspection Report.
- b) On the termination of any existing tenancy the Realty Services Division will carry out an immediate inspection of the property; but in any event all city-owned residential premises will be inspected once per year.
- c) Upon acquisition of property or the termination of an existing tenancy, the Realty Services Division will examine the premises and secure, adjust, or make safe, all electrical, heating, gas, oil and water systems.
- d) If repairs are indicated from the inspection, the Realty Services Division shall obtain an estimate of the cost of such repairs.
- e) Where repairs are required and the estimate is reasonable in view of the continuing viability of the property, the Realty Services Division will issue a work order with the cost to be charged to the Maintenance of Rented Property Account. In the event the property is considered in poor condition, with a low future anticipated income, and repair costs are economically prohibitive, the Realty Services Division will recommend to Council that the premises be sold for removal from the land or demolished.

##### **4.2. Renting Procedure:**

- a) After inspection of a new residential property and the completion of improvements the Realty Services Division will establish a monthly rent comparable to the existing market conditions for residential units in the City.
- b) On termination of any existing tenancy the Realty Services Division will review the monthly rent; but in any event the rents charged on all City-owned residential property will be reviewed once per year. Rent increases will be in compliance with increase provisions prescribed by the Residential Tenancies Act.

- c) Upon receiving vacant possession of a residential property in adequate condition to rent, the Realty Services Division will publicly advertise the property.
- d) Applicants for rental accommodation shall submit a rental application and the Realty Services Division will carry out any enquiries deemed necessary with the references indicated by the applicant, inclusive of a credit check.
- e) Unless otherwise approved by City Council, no residential lease will be for more than one year, and satisfactory applicants will be required to execute The Ontario Standard Form Lease Agreement and accompanied by payment of the first and last months' rent, before being allowed to enter the premises.
- f) A copy of the Rental Agreement will be retained by the Realty Services Division, which will be responsible for recording, collecting and following up on all rents.
- g) In the case of non-payment of rent, the Realty Services Division will:
  - i) Circulate rent reminders seeking payment of any and all rent arrears
  - ii) After 30 days of original due date, carry out the steps prescribed in the Residential Tenancies Act for non payment including appropriate notice up to and including eviction.

#### 4.3. Disposal or Demolition of Buildings:

- a) Where it is the opinion of the Realty Services Division that the cost of maintaining a property suitable for renting is economically prohibitive the Realty Services Division shall recommend to City Council:
  - i) Demolition of the Property subject to all applicable legislation and permit requirements.
  - ii) Where conditions warrant demolition, procurement of demolition services will be in compliance with the Procurement of Goods and Services Policy.
- b) Before making a recommendation to City Council on the disposal or demolition of a building, the Realty Services Division will carry out an enquiry procedure in the form of a property inquiry liaison report with relevant departments, boards and commissions to ascertain any alternative use for the building.

## **Appendix C10**

Bill No.  
2023

By-law No. CPOL.-159(\_\_\_\_)

A by-law to amend By-law No. CPOL.-159-411, as amended, being "Collective Bargaining Activities", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-159-411, as amended, being "Collective Bargaining Activities", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-159-411, as amended, being "Collective Bargaining Activities", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Collective Bargaining Activities**

**Policy Name:** Collective Bargaining Activities

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-159-411); Amended July 24, 2018 (By-law No. CPOL.-159(a)-387); Amended July 25, 2023 (By-law No. CPOL.-159(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Labour Relations

#### **1. Policy Statement**

- 1.1 This policy confirms roles and responsibilities for the Collective Bargaining activities.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

- 3.1 This policy applies to the appropriate members of Civic Administration, Mayor and Members of Council.

#### **4. The Policy**

- 4.1 The responsibility to participate in Collective Bargaining activities rests with the appropriate members of the Civic Administration. The Mayor and Members of Council will not participate in such activities.

Agreements concerning wages, salaries, fringe benefits, and working conditions resulting from Collective Bargaining activities by Civic Administration will be recommended to Council for approval.

## **Appendix C11**

Bill No.  
2023

By-law No. CPOL.-51(xx)-\_\_\_\_

A by-law to amend By-law No. CPOL.- 51-247, as amended, being “Community Arts Investment Program”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.- 51-247, as amended, being “Community Arts Investment Program”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.- 51-247, as amended, being “Community Arts Investment Program”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Community Arts Investment Program

**Policy Name:** Community Arts Investment Program (CAIP)

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-51-247); Amended June 26, 2018 (By-law No. CPOL.- 276-267); Amended July 25, 2023 (By-law No. CPOL.-51(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Culture Services

#### 1. Policy Statement

This program provides guidelines and criteria for The Corporation of the City of London to:

- provide funding to not-for-profit arts organizations to support operational expenses and capacity building within the London arts community;
- provide project funding to artists/creators/practitioners of traditional arts residing in London and the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation).
- encourage public awareness and appreciation of diverse artistic forms, expressions, and interpretations of the arts.
- increase access to quality local arts experiences and promote a sense of belonging representing all artistic disciplines;
- contribute to the creative vibrancy of London;
- enhance London's desirability as a community of choice and visitor destination;
- support goals and objectives of Council's Strategic Plan; and,
- support goals and objectives of the UNESCO Creative Cities Network (UCCN) City of London membership and the London UNESCO City of Music designation.

#### 2. Definitions

- 2.1. **Arts Organizations** – a professional artistic organization (including arts festival organizations) that has a clearly articulated mandate which focuses on a specific art form (or forms) that is thematically linked under artistic direction to develop and promote works of artists/creators. Incorporated not-for-profit and/or registered charitable arts organizations located in London in the following artistic disciplines are eligible to apply for CAIP (such as, but not limited to): film/media arts, music, literature, performance art, and visual art.
- 2.2 **Arts festivals and events** - having a clearly articulated mandate which focuses on a specific art form (or forms) that is thematically linked under artistic direction to provide unique opportunities for audiences to experience and engage with art. These art form specific festivals and events showcase the arts and artists available in London to both residents and visitors alike.
- 2.3 **Professional Artists** – a professional artist/creator is someone who has developed skills through training or practice, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication, seeks payment for their work, and actively practices their art. Individual artists, artist collectives, or ad-hoc art groups led by professional artists/creators/practitioners of traditional arts who reside in London and the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation) are eligible to apply for CAIP.
- 2.4 **Creators and Practitioners of Traditional Arts** – a creator/practitioner of traditional art is someone who has developed skills through training or practice taught from person to person, passed from one generation to the next, and influenced by culture, family, ethnicity, and era. Traditional arts represent a place

or a group of people. They also express the thoughts and feelings of a point in history. Individual creators/practitioners of traditional arts, art collectives, or ad-hoc art groups led by professional artists/creators/practitioners of traditional arts who reside in London and the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation) are eligible to apply for CAIP.

### **3. Applicability**

For the purposes of this program, CAIP applies to a local arts organization that operates on a not-for-profit basis and has operating revenues that are less than \$1,500,000. CAIP also applies for the creation/production/presentation of artists/creators/practitioners of traditional arts operating in a not-for-profit manner.

This program will not include:

- festivals that are not arts festivals;
- arts organizations that receive operating funding from the City of London including the London Regional Art and Historical Museum (Museum London) and the Grand Theatre;
- museums;
- cultural heritage organizations eligible for funding from the City of London Community Heritage Investment Program (CHIP);
- organizations not located within the City of London; and,
- artists/creators/practitioners of traditional arts, who are not located within the City of London or the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation).

However, these types of organizations, if they meet the program criteria, may continue to seek operational financial assistance from other existing City programs.

### **4. The Policy**

Guidelines:

- 4.1. Annual funding will be made available by the City, subject to Council approval of funding through the Multi-Year Budget.
- 4.2. Applications will be reviewed and administered, in a city-wide context, by a peer assessment group. This group, referred to as the London Arts Council, whose assessment panel members are representative of arts, business, educational institutes, and the general community. Conflict of interest guidelines are maintained by the London Arts Council.
- 4.3. Funding awarded by the London Arts Council must be intended and used to further an organization's not-for-profit activities and must not, either directly or indirectly, be intended or used to further a profit venture or intended or used for capital purposes including, but not restricted to, the purchase of land, equipment, fixtures or physical facilities. An application for assistance under the Community Arts Investment Program does not preclude an organization from applying for capital funding to the City of London.
- 4.4. The London Arts Council will provide the City of London with an annual accounting of the allocation of Community Arts Investment Program funding. The accounts will also include an identification of the funding requested, which were reduced or refused.
- 4.5. The successful organization or artist(s) will acknowledge the City's support in its promotional materials in a manner consistent with the City's Corporate Identity Guidelines.

4.6. These guidelines shall be reviewed at least once every four years.

Criteria:

The London Arts Council will take the following criteria into consideration when reviewing funding applications submitted by arts organizations and professional artists/creators/practitioners of traditional arts:

4.7. Community:

- a) the funded activities are directed to the improvement of the quality of life in London;
- b) the funded activities are for the benefit of the residents of London;
- c) the funded activities encourage the participation of Londoners; and
- d) the financial resources of the funded activities are expended in London.

4.8. Funded Activities and Services:

- a) the funded activities and services are of a quality to merit public support;
- b) the funded activities do not substantially duplicate the efforts of other organizations or other government supported individuals or organizations;
- c) the funded activities bring provincial, national, or international recognition to London;
- d) the applicant demonstrates development and innovation in its programming and funded activities; and
- e) the applicant organization provides and supports artistic programs relative to its objectives and funded activities for the residents and visitors outlined in Council's Strategic Plan;
- f) the applicant organization collaborates with other not-for-profit organizations in pursuing its objectives;

4.9. Management and Financial Responsibility:

- a) the applicant organization is managed in a responsible manner;
- b) the applicant demonstrates initiative and success in generating revenue outside of the Community Arts Investment Program;
- c) the applicant measures the success of the funded activities and/or programs on an ongoing basis and shares the results of these measures with the City and other interested parties; and
- d) the organization is encouraged to consider providing indemnity insurance for the person who sit on its Board of Directors.

4.10. Volunteers:

- a) the organization actively and successfully encourages volunteerism.

Procedures:

4.11. The applicant will submit a grant application for the next calendar year to the London Arts Council. The application form and submission process will be determined by the London Arts Council subject to the approval of the City of London.

4.12. The London Arts Council as per the terms of London Arts Council Purchase of Service Agreement will provide an annual information report to the City of London. This information report will contain the identification of the name and dollar value of the funding requests received to date as well as all funding allocated through granting streams and supported programs of CAIP.

## **Appendix C12**

Bill No.  
2023

By-law No. CPOL.-389(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-389-123, being “Corporate Asset Management Policy”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-389-123, being “Corporate Asset Management Policy”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-389-123, being “Corporate Asset Management Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Corporate Asset Management Policy**

**Policy Name:** Corporate Asset Management Policy

**Legislative History:** Enacted April 23, 2019 (By-law No. CPOL.-389-123); Amended July 25, 2023 (By-law No. CPOL.-389(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Capital Assets and Projects

#### **1. Policy Purpose and Statement**

##### **1.1 Purpose**

The purpose of this Corporate Asset Management (CAM) Policy is to set out The Corporation of the City of London’s (City) approach to planning, designing, constructing, acquiring, operating, maintaining, renewing, replacing and disposing of its municipal infrastructure assets in a way that ensures sound stewardship of public resources while delivering effective and efficient customer service.

##### **1.2 Statement**

This CAM Policy provides a foundation for the City’s CAM Program which assists in identifying and prioritizing investments in existing and future municipal infrastructure assets to ensure it is robust, safe, sustainable, efficient, and capable of supporting the desired quality of life in our community. The City’s CAM Policy focuses on three fundamental goals:

- 1) Providing sustainable service to City customers;
- 2) Optimizing municipal infrastructure asset value while minimizing lifecycle costs; and
- 3) Managing risks to service delivery.

The CAM Policy establishes a CAM Program, which serves as a guiding practice to ensure sound stewardship of public assets and meet its customer service commitments in the most effective and efficient manner. In addition, it provides a coordinated approach to align asset management planning with the City’s financial plans, budget and other relevant Acts, accounting standards, policies, frameworks, and plans.

The CAM Policy also outlines the City’s commitment to consider climate change mitigation approaches, disaster planning, and supports informed decision making and planning with respect to the City’s contingency funding.

#### **2. Definitions**

**2.1. Asset:** Non financial assets having physical substance that are acquired, constructed or developed and:

- are held for use in the production or supply of goods and services for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for resale in the ordinary course of operations.

For the City, capital assets have the following characteristics:

- Beneficial ownership and control clearly rests with the City, and
- The asset is utilized to achieve City plans, objectives and services with the intention of being used on a continuous basis and is not intended for sale in the ordinary course of business.

**2.2. Asset Management:** The coordinated activity of an organization to realize value from assets.

- 2.3. Asset Retirement Activities:** Includes all activities related to an Asset Retirement Obligation . These may include, but are not limited to:
- decommissioning or dismantling a Tangible Capital Asset (TCA) that was acquired, constructed, or developed;
  - remediation of contamination of a TCA created by its normal use;
  - post-retirement activities such as monitoring; and,
  - constructing other TCAs to perform post-retirement activities
- 2.4. Asset Retirement Obligation:** A legal obligation associated with the retirement of a Tangible Capital Asset.
- 2.5. CAM Plan:** The City's Corporate Asset Management Plan which combines multi-disciplinary management techniques (technical and financial) over the life-cycle of municipal infrastructure assets to provide a specific level of service in the most cost effective manner and manage risks associated with municipal infrastructure assets. This typically includes plans to invest, design, construct, acquire, operate, maintain, renew, replace, and decommission assets.
- 2.6. CAM Program:** A set of interrelated or interacting components of the City that establishes asset management policies and objectives and the processes needed to achieve those objectives. An asset management program also includes the organization structure, roles, responsibilities, business processes, plans, and operations of the Corporation's Asset Management practices.
- 2.7. Capitalization Threshold:** The threshold represents the minimum cost an individual asset must have before it is to be recorded as a capital asset on the statement of financial position.
- 2.8. City:** The Corporation of the City of London.
- 2.9. Community Partners:** Entities such as Conservation Authorities, Emergency Medical Services' organizations, or utility companies where implementation of their mandate or corporate objectives would have an impact on municipal infrastructure assets and it is expected the City would be coordinating with them.
- 2.10. Contingency Funding:** Funding available for municipal infrastructure assets to address unforeseeable circumstances.
- 2.11. Critical Asset:** An asset for which the financial, business, or service level consequences of failure are sufficiently severe to justify proactive inspection, rehabilitation, or replacement, and is considered a municipal infrastructure asset.
- 2.12. Customer:** Any person or entity who uses the municipal infrastructure asset or service, is affected by it or has an interest in it either now or in the future.
- 2.13. Functional Area:** A grouping of City divisions or sections managing specific municipal infrastructure asset categories that deliver one or more City services.
- 2.14. Infrastructure Asset:** All or part of physical structures and associated facilities that form the foundation of development, and by or through which a public service is provided to the city, such as highways, bridges, bicycle paths, drinking water systems, social housing, hospitals, courthouses and schools, as well as any other thing by or through which a public service is provided to the city.
- 2.15. Level of Service:** The statement that describes the output or objectives the City intends to deliver to its customers.
- 2.16. Municipal Infrastructure Asset:** An infrastructure asset (core and non-core municipal infrastructure assets), including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a

municipality, but does not include an infrastructure asset that is managed by a joint municipal water board.

- 2.17. Public:** Residential, commercial, industrial and institutional groups, and any other community groups that rely on City owned municipal infrastructure assets.
- 2.18. Tangible Capital Assets (TCA):** A legislative reporting requirement specified by Section PS 3150 in the Public Sector Accounting Board Handbook to identify asset inventories, additions, disposals and amortization on an annual basis.

Interpretive definitions are included in Appendix 2 to provide context to definitions listed above but otherwise not referenced in the CAM Policy.

### 3. Application and Scope

This CAM Policy applies to all functional areas involved in planning, maintaining, operating or retiring the City's municipal infrastructure assets that are directly owned by the City, or included in the City's consolidated financial statements as defined in, but not limited to, Appendix 1.

If a municipal infrastructure asset's value meets or exceeds the City's capitalization threshold for Tangible Capital Asset purposes, the asset will be included in the CAM Program.

Where a municipal infrastructure asset's value falls below the capitalization threshold but the City's functional area determines that the asset meets this policy's definition of a critical asset using their respective professional judgment, the asset will be included in the CAM Program as well.

### 4. The CAM Policy

#### 4.1. Standard of Care

A robust CAM Program includes a clear description of the CAM Program components (illustrated in Figure 1 below).

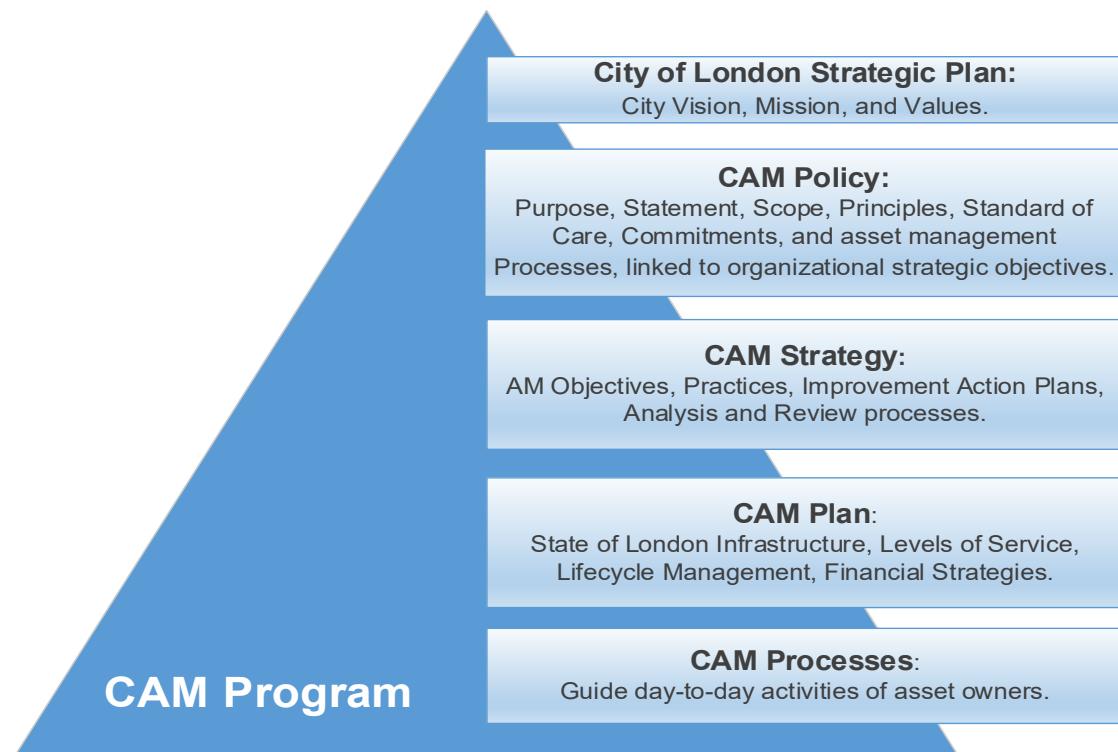
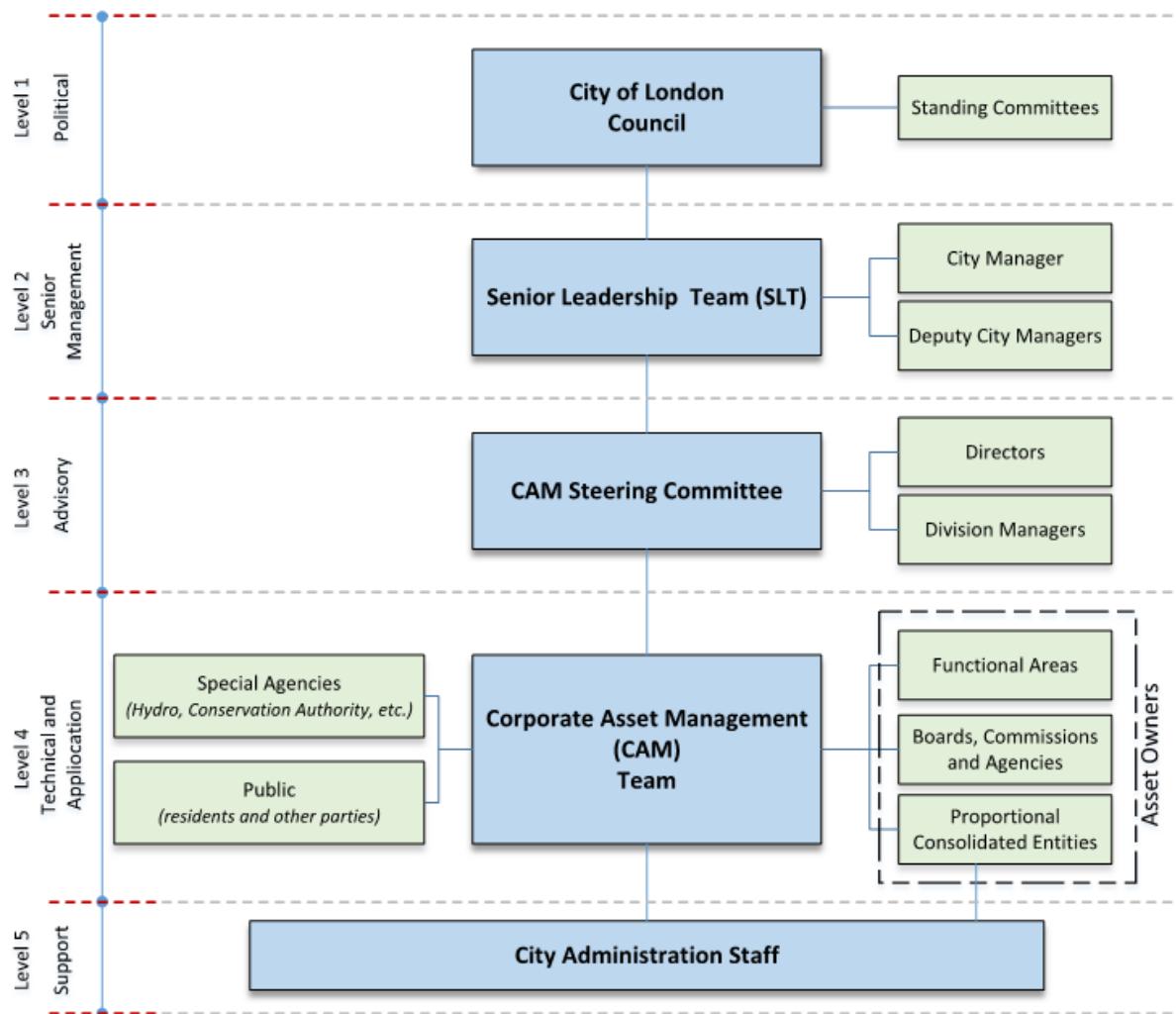


Figure 1: Corporate Asset Management Program - Major Components

## 4.2 Governance Structure

The CAM governance structure is a foundational element of the City's CAM Program. Figure 2 below provides an overview of the CAM governance structure and identifies key participants with City asset management planning responsibilities.



*Figure 2: Corporate Asset Management Governance Structure*

The following details the roles, responsibilities, authorities and accountabilities of individuals and provides oversight on their application across the City.

### a) Municipal Council of the Corporation of the City of London

Oversees a large range of services provided through a diverse portfolio of assets.

- Set priorities and communicate community values to City Administration.
- Approves by resolution the City's Asset Management Plan and its updates every four years.
- Reviews and, if necessary, updates the Corporate Asset Management Policy at least every five years.
- Monitors annual reviews of the City's Asset Management Plan implementation progress on or before July 1 of every year.

### b) Senior Leadership Team (SLT)

The executive leadership of the Corporation (includes City Manager and Deputy City Managers).

- Ensures all CAM Program activities are consistent with the City's Strategic Plan.
- Maintains regulatory compliance, endorsing the CAM Policy, assigning authorities and resources in administrative staff ensuring the CAM Policy is followed and the CAM Program is executed.
- Assists in providing adequate resources and ensures development and implementation of the CAM Program.

**c) CAM Steering Committee**

Generally includes Directors and senior managers representing the major functional areas included in the CAM scope. Provides overall guidance and direction for CAM development and implementation.

- i) Advocates the CAM Program benefits.
- ii) Monitors and directs the plans for CAM Program development.
- iii) Provides adequate resources to support asset management goals at the functional area level.

**d) Corporate Asset Management Section**

A section of Capital asset and projects division within Finance Support service area. Asset management staff provide strategic and technical advice for CAM development and implementation.

- i) Provides Corporate leadership in CAM practices and concepts.
- ii) Provides guidance to asset management roles in the Corporation.
- iii) Facilitates skills development as it relates to asset management.
- iv) Facilitates communication and change management as it relates to asset management.
- v) Advises the Steering Committee and implementation task teams as part of the asset management development process.
- vi) Leads the development of the CAM Plan.
- vii) Performs an annual review and monitoring of the CAM Plan implementation.
- viii) Develops and updates policies and procedures related to the CAM Program.
- ix) Aligns the CAM Program with the currently approved plans, strategies and policies.
- x) Prepares and coordinates CAM progress tracking.
- xi) Coordinates internal and external CAM benchmarking.
- xii) Leads the implementation of CAM software (Assetic).
- xiii) Liaises with staff in Financial Planning and Business Support regarding asset management matters in the development of the City's operating and capital budgets.
- xiv) Liaises with staff in Capital Assets and Projects as well as with staff in Financial Services to ensure financial statement reporting and disclosure requirements are met for Asset Retirement Obligations.
- xv) Seeks public input regarding CAM Program implementation.

**e) Asset Owners**

Includes City Functional Areas, Boards, Commissions, Agencies, and Proportionate Consolidation Entities. Leads the development, implementation and improvement of different aspects of the CAM Program.

- i) Provides functional area sponsorship for asset management practices and concepts.
- ii) Oversees asset management planning activities within their respective functional area and in support of others.
- iii) Sets service objectives and monitoring progress.
- iv) Offers expertise to the development of City plans, strategies, assessments, and workflows.
- v) Collects and tracks asset information and other data related to the asset reporting within their portfolio. This includes but is not limited to asset inventory, condition, risk, performance results, Asset Retirement Activities and decision making processes. Where applicable, Geospatial Data are collected, stored and administered in accordance with the City *Geospatial Information and Data standards*.
- vi) Applies operation, maintenance, rehabilitation, replacement and retirement practices to meet expected levels of service and mitigate risk.
- vii) Works with internal and external interested parties through consultation and reporting in the course of their day-to-day functions.
- viii) Tracks, analyzes and reports on CAM Program benefits to all community groups.

**f) City Administrative Staff**

Includes all City employees.

- i) Supports the development, implementation and improvement of different aspects of the CAM Program consistent with their roles and responsibilities.
- ii) Embraces new business processes and technology tools necessary to be effective Asset Management stewards.
- iii) Captures quality data as part of daily operations.
- iv) Leverages data to track performance and drive decision making.

**4.3 Commitments**

The City is committed to implementing a program to manage municipal infrastructure assets in a strategic, comprehensive, and organization-wide manner, known as the CAM Program (illustrated in Figure 1).

The City commits to developing asset management strategies and plans which align with other municipal goals, plans, and policies. The City is committed to documenting, reviewing, revising, and analyzing these activities at regular intervals. The purpose of a CAM Program is to manage the City's municipal infrastructure assets in a strategic, comprehensive, and cost-effective manner.

The following assets are required to create and maintain a safe, healthy, secure and sustainable community. They include but are not limited to the following:

- Transportation infrastructure (e.g., roads, bridges, public transit);
- Utilities and environmental infrastructure (e.g., water distribution systems, wastewater collection systems, sewage treatment systems, stormwater management, recycling systems, landfills);
- Infrastructure enabling the provision of protective services (e.g., police, fire, flood mitigation);
- Parks and recreation (e.g., arenas, playgrounds, pools, trails, and community centres);
- Cultural assets (e.g., libraries, museums, heritage buildings, arts buildings, public art/monuments, historic assets and interpretive signage);
- Electronic infrastructure (e.g., broadband networks, information systems);
- Municipal facilities & civic institutions (e.g. City Hall, Long term care, affordable housing, administration buildings);
- Green infrastructure assets and stormwater management;
- Monuments, works of art, historic assets; and
- Land held for sale (e.g. industrial land).

**a) The City of London is committed to the following during asset management planning:**

- i) Using the CAM Plan as a reliable, formal but flexible tool when making business decisions, especially during forecasting and budgeting activities.
- ii) Managing municipal infrastructure assets with an integrated business approach that relies upon strategies, staff, and communication, and that delivers established service results.
- iii) Adopting an integrated business approach to planning and investing in municipal infrastructure assets, and make decisions within the context of the greater system, rather than examining assets in isolation.
- iv) Where applicable, coordinating asset management planning with neighbouring municipalities, the City's Boards, Commissions, Agencies, Proportionate Consolidation Entities, and Community Partners. This planning will be in accordance with Ontario asset management regulation O.Reg 588/17 and timelines noted therein.
- v) Considering climate change which includes:
  - Identifying the vulnerabilities of municipal infrastructure assets caused by climate change.

- Considering the costs and means to address those vulnerabilities.
  - Considering adaptation opportunities that may be undertaken to manage the vulnerabilities.
  - Considering mitigation approaches to limit the magnitude or rate of long-term climate change (such as greenhouse gas emission reduction objectives).
- vi) Considering disaster planning and contingency funding.
- vii) Providing opportunities to encourage residents, businesses, institutions, and other community groups to offer input in asset management planning.
- viii) Providing comprehensive CAM Plan updates at regular intervals of four (4) to five (5) years, as required by Ontario asset management regulation O.Reg 588/17, or as deemed necessary by Municipal Council or the City Treasurer.

#### **4.4 Principles**

Embracing a principles-based approach, the CAM Program provides a framework for decision-making, based on a defined level of service, when the City invests, designs, constructs, acquires, operates, maintains, renews, replaces, or decommissions assets.

The City's asset management planning shall be:

**a) Customer Focused:**

Provide assurance to customers through clearly defined levels of service and adhere to optimal asset management processes and practices, including investment, that are supported by existing customer service standards, regularly updated asset and customer data.

**b) Forward Looking:**

- i) Take a long-term view in making asset management decisions that are well beyond the cycle of one council term. Consideration will be focused on the municipal life cycle of assets from acquisition to disposal, including level of service, risk, maintenance and operating activities, and life cycle costs.
- ii) Consider the needs of the public by having record of the long-term view of local demographic and economic trends (seniors, commuters, tourists, etc.).

**c) Prioritized:**

- i) Ensure compliance with all legislative requirements and asset management regulations.
- ii) Clearly identify and respect defined municipal infrastructure asset priorities which will drive investment decisions. It will make informed decisions between competing factors such as service delivery, asset quality and value, cost, and risk.

**d) Consistent:**

Ensure continuous provision of core public services in the City's jurisdiction.

**e) Transparent:**

Be evidence based and transparent and:

- i) Base infrastructure decisions on evidence and information that is publicly available or made available to the public, subject to any privilege and restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of such information; and
- ii) Share information with implications for infrastructure planning with other public sector entities (i.e. hospital, board of education, public health, etc.)

subject to any privilege and restrictions or prohibitions under an Act or otherwise by-law on the collection, use or disclosure of such information.

**f) Focused on Budgeting and Planning:**

- i) Align with City policies, vision, mission, values and other plans and strategies in effect, including relevant municipal official plans, master plans, resiliency and sustainability plans, and accounting standards.
- ii) Take into account budgets adopted by Municipal Council, financial or asset plans prepared in accordance with applicable financial budgeting legislation and practices.

**g) Integrated:**

Consider the principles and content of relevant Ontario or municipal plans and strategies, established in an Act or otherwise, which relate to municipal infrastructure asset investment decisions.

**h) Environmentally Conscious:**

Minimize the impact of infrastructure on the environment by:

- i) Ensuring infrastructure is designed and operated to minimize energy use and consider low impact development principles;
- ii) Respecting and helping maintain ecological and biological diversity during construction and operation;
- iii) Designing amenities and operating features that encourage sustainable choices for operators and users; and
- iv) Aiming to make use of acceptable recycled aggregates, other environmentally-friendly construction and building materials, and procurement practices that minimize environmental impact.

**i) Resilient:**

Ensure infrastructure is planned, designed, constructed, and operated to sustain, adapt, and emerge from system-wide shocks, including those caused by climate change and/or severe weather.

**j) Rooted in Health and Safety:**

- i) Ensure health and safety of workers involved in the construction and maintenance of municipal infrastructure assets is protected.
- ii) Consider the safety of asset users in the community.

**k) Community Focused:**

Promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the community well-being, such as:

- i) Local job creation and training opportunities;
- ii) Improvement of public space within the community;
- iii) Promoting accessibility for persons with disabilities; and
- iv) Any specific benefits identified by the community.

**l) Informed by Economic Development Priorities:**

Promote economic competitiveness, productivity, job creation and training opportunities.

**m) Innovative:**

- i) Creating opportunities to make use of industry proven innovative technologies, practices and services, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.
- ii) Continually improve the asset management approach and rededicating to innovation as new tools, techniques and solutions are developed.

## **4.5 Asset Management Processes**

### **a) Plans, Budgets and Forecasts:**

- i) The CAM Plan is a strategic, forward looking document that outlines a consistent set of activities to carry out the commitments of the CAM Policy. The CAM Plan will be considered in the creation of the City's multi-year budget and annual budget updates. Financial staff will be involved in asset management planning to facilitate:
- The financial strategy developed in the asset management plan(s);
  - The budget submissions of each functional area; and
  - The overall budget process.

- ii) Finance, water services, stormwater, and wastewater & treatment services personnel will work together to align the financial strategy developed in the CAM Plan with the financial plans related to the water, stormwater, and wastewater assets. The alignment will stem from common analytical methods followed and common data sources used, and coordinated by the Corporate Asset Management Section.

### **b) London Plan and Land-Use Planning Framework:**

Parties involved in the development of the asset management plan will reference the direction established in The London Plan (Official Plan) as well as the methods, assumptions, and data used in The London Plan development. This ensures that the City's CAM Plan aligns with Ontario's land-use planning framework, including the Official Plan and the Ontario Provincial Policy Statement.

### **c) Continual Improvement:**

The CAM Program must be continually improved, not just from nonconformities or weaknesses, but also making improvements in what the City already excels in, by continually improving the City's CAM planning approach, and incorporating new practices and principles. A process is in place to improve, adapt and adjust the City's asset management processes which includes responsibilities to stay current in asset management, adopt new practices, monitor the effectiveness of the CAM Program, and make changes accordingly.

### **d) Community Consultation:**

Community involvement is an important component of a successful CAM Program, and supports the commitment to ensure opportunities to provide input are offered to residents and businesses. Opportunities to leverage existing public consultation will be explored as presented by other internal community reference groups. Levels of service and the current state of asset management is transparently communicated to Municipal Council and the community using established reporting tools.

### **e) Availability and Update:**

This CAM Policy shall be posted on the City's website, and provided to anyone who requests it. It shall be reviewed by the CAM Steering Committee, Senior Leadership Team, and Municipal Council, and updated as required, no more than five (5) years from the last revision date.

## **4.6 Related Documents**

- Infrastructure for Jobs and Prosperity Act, 2015
- O.Reg. 588/17: Asset Management Planning for Municipal Infrastructure
- The London Plan (Official Plan – City of London )
- City of London Corporate Asset Management Administrative Policy (2013)

## **Appendix 1: City of London Entities**

Entities which are considered to have City of London municipal infrastructure assets:

### **City of London Functional Areas**

- Water
- Wastewater
- Stormwater
- Transportation (roads, traffic signals, and street lighting)
- Parking
- Solid Waste and Recycling
- Parks
- Recreation
- Urban Forestry
- Fire
- Emergency Management & Security Services
- Long Term Care
- Corporate Facilities
- Culture Facilities
- Municipal Housing Development

### **Local Boards, Commissions, and Agencies Consolidated on City of London Financial Statements**

- Argyle Business Improvement Area Board of Management
- London Public Library Board
- Covent Garden Market Corporation
- Eldon House Corporation
- London & Middlesex Community Housing
- London Convention Center Corporation
- London Downtown Business Association Area Board of Management
- London Police Services Board
- London Transit Commission
- Museum London
- Old East Village Business Improvement Area
- Hyde Park Business Improvement Association Board of Management
- Hamilton Road Business Improvement Area Board of Management

### **Proportionate Consolidation Entities**

- The Board of Health of the Middlesex-London Health Unit

## **Appendix 2: Interpretive Definitions**

1. **Asset Retirement Cost:** The estimated amount required to retire a TCA
2. **Consequence of Failure:** A measure of the direct and indirect impacts on the city in the event of an asset failure.
3. **Core Municipal Infrastructure Asset:** Defined by O.Reg 588/17, any municipal infrastructure asset that is a,
  - Water asset that relates to the collection, production, treatment, storage, supply or distribution of drinking water;
  - Wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater;
  - Stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater;
  - Road; or
  - Bridge or culvert.
4. **Green Infrastructure Asset:** Defined by O.Reg 588/17, means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.
5. **Joint Municipal Water Board:** Defined by O.Reg 588/17, means a joint board established in accordance with a transfer order made under the Municipal Water and Sewage Transfer Act, 1997.
6. **Replacement Value:** The cost the City would incur to completely replace a municipal infrastructure asset, at a selected point in time, at which a similar level of service would be provided. This definition can also be referred to as 'Replacement Cost'.
7. **Retirement of a Tangible Capital Asset:** The permanent removal of a TCA from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

## **Appendix C13**

Bill No.  
2023

By-law No. CPOL.-49(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-49-245, as amended, being "Corporate Plaques and Recognitions Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-49-245, as amended, being "Corporate Plaques and Recognitions Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-49-245, as amended, being "Corporate Plaques and Recognitions Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Corporate Plaques and Recognitions Policy**

**Policy Name:** Corporate Plaques and Recognitions Policy

**Legislative History:** Adopted June 13, 2017 (By-law No. CPOL.-49-245); Amended July 24, 2018 (By-law No. CPOL.-49(a)-393); Amended July 25, 2023 (By-law No. CPOL.-49(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes the general guidelines for the receipt and issuance of corporate plaques and recognitions.

#### **2. Definitions**

- 2.1 Not applicable.

#### **3. Applicability**

- 3.1 This policy applies to:

- a) all gifts, donations, certificates, plaques and other forms of recognition presented to the City of London;
- b) heritage designation plaques identifying designated buildings in the City of London;
- c) recognition plaques issued by City Council for the Diversity, Race Relations and Inclusivity Award; and,
- d) recognition plaques issued by City Council for the Outstanding London Ambassador Award.

#### **4. The Policy**

- 4.1 All gifts, donations, certificates, plaques and other forms of recognition presented to the City of London from time to time shall be placed in the control of the City Clerk for cataloguing, and for display, storage and maintenance as appropriate.
- 4.2 Separate individual plaques shall be issued by the Community Advisory Committee on Planning to identify designated buildings in the community as being of architectural significance.
- 4.3 Separate individual plaques shall be issued by City Council in recognition of recipients of the Diversity, Race Relations and Inclusivity Award.
- 4.4 Separate individual plaques shall be issued by City Council in recognition of recipients of the Outstanding London Ambassador Award.

## **Appendix C14**

Bill No.  
2023

By-law No. CPOL.-129(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-129-381, as amended, being "Corporate Sponsorship and Advertising Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-129-381, as amended, being "Corporate Sponsorship and Advertising Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-129-381, as amended, being "Corporate Sponsorship and Advertising Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Corporate Sponsorship and Advertising Policy

**Policy Name:** Corporate Sponsorship and Advertising Policy

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-129-381); Amended June 26, 2018 (By-law No. CPOL.-289-280); Amended July 25, 2023 (By-law No. CPOL.-129(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Recreation and Sport

#### 1. Policy Statement

The purpose of this Policy is to set out Council’s direction and guidelines with respect to the corporate sponsorship and advertising of City programs, services, and facilities. Civic Administration shall make available for external use marketing documentation on the City’s Corporate Sponsorship and Advertising Program.

#### 2. Definitions

- 2.1. **Advertising** – The selling or leasing of advertising space on corporate materials (printed and electronic), and signage on City-owned assets and properties; whereby the advertiser is not entitled to any additional benefits beyond access to the space purchased. Advertising is a straightforward purchase of space based on pre-established base rates and a defined time period.
- 2.2. **Asset** – This is a physical or non-physical City-owned element, material, equipment, facility, building, or structure that has value to sponsors or advertisers in order to achieve their business objectives. Examples of assets include but are not limited to: playgrounds, programs, events, arenas, parks, pools, advertisement placements, services, and speaking engagements.
- 2.3. **City** – The term “City” refers to The Corporation of the City of London.
- 2.4. **Donation(s)** – A cash and/or in-kind contribution made to the City with no reciprocal commercial benefit expected or required from the City. Donations do not involve a business relationship and are distinct from sponsorship and/or advertising initiatives.
- 2.5. **Sponsorship** – A marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, or property for commercial benefit. Sponsorships may be in the form of financial assistance, non-cash goods, naming rights, or a contribution of skills or resources. Examples of recent sponsorships are: Maple Leaf Sports and Entertainment Basketball Court rebuild in West Lions Park, Tim Hortons Playhouse in Storybook Park, and , Tim Horton’s free skates and swims.,

#### 3. Applicability

This Policy shall apply to all business relationships between The Corporation of the City of London and businesses which contribute either financially or in-kind to City programs, services, or facilities in return for recognitions, public acknowledgement, or other promotional considerations. This Policy is subject to the restrictions in the *Municipal Act, 2001* on bonusing and shall not apply to the following circumstances:

- a) Gifts, unsolicited donations or advice to the City where no business relationship is required and where no reciprocal consideration is being sought;
- b) Funding obtained from other levels of government through formal grant programs;
- c) Business partnerships between the City and its local boards and commissions;
- d) Neighbourhood groups, service clubs, non-profit community organizations, or agencies that provide continuous support and leadership to City programs, services, or facilities;

- e) Facilities that have been contracted to a third party for operation and/or management.

#### **4. The Policy**

##### **4.1. Criteria For Sponsorships And Advertising Relationships**

The following criteria must be satisfied before a sponsorship and advertising relationship is formalized between the City and a business:

- a) The relationships must be beneficial for both parties;
- b) The sponsorship or advertising must enhance the development, delivery, awareness, or continuance of one or more City programs, services, or facilities;
- c) Any costs to the City associated with the relationship must be within an approved budget;
- d) The City program, service, or facility for which sponsorship or advertising is being sought must
  - i) Not directly compete with charitable organizations or with existing private businesses in close proximity to the City program, service or facility; and
  - ii) Be consistent with City plans and priorities;
- e) All publicity, advertising, acknowledgement and recognition of the sponsorship or advertising arrangement by either the City or the sponsor must comply with all federal and provincial statutes and all municipal By-laws;
- f) The value of the proposed sponsorship or advertising is consistent with the proposed recognition or acknowledgement of the sponsorship or advertising; and
- g) The relationship must not cause a City employee or agent to receive any product, service, or assets for personal gain or use.

##### **4.2. Sponsorship And Advertising Agreements**

All sponsorship and advertiser relationships shall be confirmed in the form of a written agreement between the sponsor and the City. All such agreements must clearly indicate and address:

- a) What the sponsor is contributing and what the value of the contribution represents;
- b) The obligations of both the sponsor and the City;
- c) The disposition and ownership of any assets resulting from the sponsorship or advertising;
- d) Responsibility for the maintenance, insurance, and taxes of all assets associated with or resulting from the sponsorship or advertising;
- e) The duration of the sponsorship or advertising;
- f) The licensing and use of the City's and the sponsor's name, trade and service marks, and other intellectual property, and any payment for such licensing and use; and
- g) A termination provision and the remedies available to both parties upon termination.

##### **4.3. Sourcing Authority**

Sponsorship and advertising shall be offered by the City or its agent on a first come, first served basis which meets established valuation criteria.

The City reserves the right to reject any and all unsolicited sponsorship or advertising proposals that have been offered to the City and to reject any and all proposals for sponsorship or advertising that have been openly solicited by the City.

##### **4.4. Approval Authority**

All potential sponsorship and advertising opportunities and all proposed sponsorship and advertising opportunities shall be reviewed in accordance with this Policy.

The City may enter into a sponsorship and advertising sales contractual relationship with an external contracted organization, provided all provisions of this Policy are met and provided the value of the sponsorship, or advertising (either direct funding or in-kind service, or a combination of both) is authorized by by-law or by an official, employee, or agent of the City who has been delegated authority by by-law or contract to enter into such a relationship on behalf of the City. In all cases, all necessary sponsorship and advertising agreements shall be executed on behalf of the City by the Mayor and the City Clerk where authorized by by-law or by the delegated official, employee, or agent of the City where authorized by by-law or contract.

#### 4.5. Exceptions To This Policy

Elected Officials and Civic Administration are encouraged to advise Municipal Council of all sponsorship and advertising proposals that would contribute towards the cost of a particular program, service, or facility but do not comply with one or more provisions of this Policy. Municipal Council reserves the right to consider and accept such proposals.

#### 4.6. Guiding Principles

The following principles will guide the decision-making and operational processes related to sponsorship and/or advertising relationships with an external party:

- 4.6.1 All sponsorship and advertising agreements must comply with federal and provincial acts, statutes and regulations, and municipal by-laws and must not interfere with existing contractual obligations of the City.
- 4.6.2 All sponsorship and advertising agreements must be consistent with the mandate, policies, and objectives of the City.
- 4.6.3 Sponsorship agreements must benefit the City, and should also benefit the community, and the sponsor or advertiser.
- 4.6.4 Sponsorships should enhance the development, delivery, awareness, or continuance of one or more City facilities, programs, services, and/or events or provide for the delivery of programs, services, or events by a third party.
- 4.6.5 The sponsorship and/or advertising opportunity should be appropriate to the identified target audience.
- 4.6.6 Advertising devices must not impact the quality and integrity of the City's assets and provide no added risk to safety. This will be determined by the City.
- 4.6.7 Agreements shall not in any way invoke future considerations, influence, or be perceived to influence the day-to-day business of the City.
- 4.6.8 The City will maintain control over the planning and delivery of all sponsorship and advertising opportunities and activities in accordance with this Policy.
- 4.6.9 Sponsorships and advertising must be valued at fair market value and be in accordance with the industry practices, using recognized valuation models and standard practices.
- 4.6.10 The term of all agreements shall not exceed ten years unless authorized by City Council.
- 4.6.11 City employees or anyone with permission to act on behalf of staff, shall not receive any product, service, or asset for personal use or gain as a result of a sponsorship or advertising agreement as per the Code of Conduct Policy.
- 4.6.12 Advertisement of a product or service does not act as the City's endorsement of any product or service.

#### 4.7. Restrictions

In keeping with the principle that all sponsorship and/or advertising initiatives must be consistent with the City's vision, mission, and values, the following restrictions apply:

- 4.7.1 The City reserves the right to restrict sponsorships and/or advertising to certain services and to exclude any products and industries at its discretion.
- 4.7.2 Sponsorships and/or advertising will not be accepted from any party that portrays, promotes, or condones the stereotyping of any group or discrimination as defined in the Ontario Human Rights Code or which is contrary to the Canadian Charter of Rights and Freedoms.
- 4.7.3 Sponsorship rights and/or advertisements will not be accepted if they unnecessarily promote the commercialization of public space.

#### 4.8. Sponsorship and Advertising Agreements

- 4.8.1 All sponsorship and advertising agreements must be confirmed in writing and all details must be finalized at the time of signing by authorized representatives of both the City and the sponsor or advertiser.
- 4.8.2 Sponsorship and advertising agreement templates shall be reviewed by the City Solicitor to ensure protection from risk and compliance with legislation.
- 4.8.3 All agreements must outline the following:

- Any contribution by the sponsor or advertiser and the value of the contribution including any donations or advertising provided without charge to the City;
- The obligations of both the sponsor and the City;
- The duration of the sponsorship;
- The dispositions and ownership of any assets resulting from the sponsorship;
- The licensing and use of the City's and sponsor's name, trade, service marks, and other intellectual property, and any costs associated with such licensing or use;
- A termination provision and the remedies available to both parties upon termination;
- Details of the exchange of marketing benefits, including both what the City will receive from the sponsor, and what benefits are to be provided to the sponsor; and
- Insurance coverage/indegnification clauses

#### 4.9. Sponsorship And Advertising Solicitation

- 4.9.1. For City-identified sponsorship and advertising opportunities, the City will advertise if there is: an estimated value of over \$100,000; the agreement duration is expected to be greater than 5 years; or there is a delivery of a service.
- 4.9.2. The City is open to receiving unsolicited sponsorship and advertising proposals. Sponsorship and advertising opportunities and the process for submission shall be made available on the City's website.
- 4.9.3 Unsolicited sponsorship and advertising proposals received by the City will be evaluated by the manager of the relevant business unit, as per the provisions of this Policy.
- 4.9.4. The City reserves the right to reject any unsolicited proposal that has been offered to the City.
- 4.9.5. The City may, by agreement, reserve the right to terminate a sponsorship or advertising agreement should conditions arise that make it no longer in the best interests of the City based upon the provisions contained in the agreement.

#### 4.10. Responsibilities

- 4.10.1 Managers overseeing sponsorship and advertising are responsible for:

- General overview of all sponsorship and advertising business for their specific business area;
- Asset evaluation and pricing of sponsorships in conjunction with business units;
- Negotiating and administering sponsorship and/or advertising agreements with agents who may provide these services on the City's behalf;
- Ensuring adherence to all relevant by-laws and policies, appropriate consultation and approval processes, and where applicable, that insurance, indemnification, and necessary permits have been obtained;
- Ensuring advertising relationships abide by the restrictions noted in this Policy.

**4.10.2 Deputy City Managers are responsible for:**

- Ensuring staff consult with the appropriate Manager responsible for sponsorship and advertising prior to developing a sponsorship opportunity to determine sponsorship valuation and ensure consistency in application of this Policy;
- Concept approval of sponsorship and advertising projects before external parties are approached or agreements are made and if the agreement involves more than one business area, approval will be obtained by the Deputy City Managers of each business area involved;
- Review of sponsorship and advertising agreements which impact any of their business units;
- Authorization of sponsorship and advertising agreements in accordance with delegated authority; and
- Ensuring that representatives of the City entering into sponsorships and advertising agreements are aware of, and act in accordance with, this policy and administrative procedures.

**4.10.3 City Council is responsible for:**

- All agreements that do not comply with this policy or are for an amount in excess of \$1,000,000 require approval of Council by By-law and that the Mayor and the City Clerk shall be authorized to sign such agreements approved by Council; and
- Reviewing and/or approval of all sponsorship and advertising agreements that fall outside the delegated authority of staff, as outlined in Section 6.

**4.11. Delegation of Authority**

**4.11.1** Division Managers and Directors with consent in writing from their Deputy City Manager and without prior Council approval, are authorized to approve sponsorship and advertising agreements up to \$100,000 provided they satisfy all provisions of this Policy.

**4.11.2** Deputy City Managers with consent in writing from the City Manager and without prior Council approval are authorized to approve sponsorship and advertising agreements up to \$500,000 provided they satisfy all the provisions of this policy.

**4.11.3** The City Manager is authorized to approve sponsorship and/or advertising agreements up to \$1,000,000. Notwithstanding the delegation of authority to Managers, Directors and Deputy City Managers under this policy, the City Manager may determine that it is appropriate to seek the authority of Council prior to a sponsorship or advertising agreement being signed.

## **Appendix C15**

Bill No.  
2023

By-law No. CPOL.-48(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-48-244, as amended, being "Debt Management Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-48-244, as amended, being "Debt Management Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-48-244, as amended, being "Debt Management Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Debt Management Policy

**Policy Name:** Debt Management Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-48-244); Amended June 26, 2018 (By-law No. CPOL.-354-345); Amended August 10, 2021 (By-law No. CPOL.-48(a)-242); Amended July 25, 2023 (By-law No. CPOL.-48(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### 1. Policy Statement

##### 1.1 Purpose

The purpose of this policy is to establish objectives for debenture and other forms of financing necessary to meet The Corporation of the City of London’s (the “City”) infrastructure and operating requirements as prescribed by the relevant sections of the *Municipal Act, 2001, c 25* (the “Act”), specifically Part XIII Debt and Investment, and the applicable regulations thereunder.

This policy also establishes strategies for managing debt, including establishing parameters related to new debt being authorized or issued and limiting debt to a level that will not impair the financial position or the credit rating of the City.

##### 1.2 Objectives

The primary objectives of this policy, in priority order, are as follows:

###### a) Adherence to statutory requirements

The City shall secure temporary or long-term borrowing for municipal purposes as prescribed by the Act, specifically Part XIII Debt and Investment and the applicable regulations thereunder, including, but not limited to Ontario Regulation 403/02 Debt and Financial Obligation Limits; Ontario Regulation 438/97 Eligible investments, Related Financial Agreements and Prudent Investment; Ontario Regulation 247/01 Variable Interest Rate Debentures and Foreign Currency; Ontario Regulation 276/02 Bank Loans; and Ontario Regulation 653/05 Debt-Related Financial Instruments and Financial Agreements, as amended.

###### b) Maintain a strong credit rating

The City shall strive to maintain a strong credit rating. A strong credit rating is a key factor in minimizing the cost of debt and accessing capital markets in an efficient manner. In addition, a strong credit rating is required to meet the statutory requirements for entering into certain types of financing arrangements.

###### c) Intergenerational equity

The City shall structure debt financing in a way that is fair and equitable to those who pay and those who benefit from projects over time.

###### d) Managing long-term cost of financing

The City shall ensure that the debt program uses a systematic approach that minimizes the impact of debt servicing costs.

#### 2. Definitions

##### 2.1. **Annual Repayment Limit:** Under Regulation 403/02: Debt and Financial Obligation Limits, this limit represents the maximum amount which the municipality has available to commit to payments relating to debt and financial

obligations without seeking the approval of the Ontario Land Tribunal. This limit is provided annually to a municipality by the Ministry of Municipal Affairs and Housing, additionally this limit must be updated by the City Treasurer prior to Council authorizing any increase in debt financing for capital expenditures.

- 2.2. **Authorized Debt:** Council approved debt financing as a source of funding for capital projects. It is debt that has not yet been issued in the capital markets nor is it part of a formal obligation – it represents planned debt in the City's capital budget.
- 2.3. **Capital Financing:** A generic term for the financing of capital assets. This can be achieved through a variety of sources such as tax levy/rates, grants, reserve funds and debt.
- 2.4. **Capital Plan:** The 10-year budget for capital projects i.e. the expenditures and resources required for capital projects.
- 2.5. **City Treasurer:** The individual appointed by the municipality as treasurer.
- 2.6. **Credit Rating:** A rating assigned by a credit rating agency as to the credit worthiness of an entity's debt obligations.
- 2.7. **Debenture:** A formal written obligation to pay specific sums on certain dates. In the case of a municipality debentures are typically unsecured (i.e., backed by general credit rather than by specified assets).
- 2.8. **Debt Management Policy:** Refers to this document.
- 2.9. **Debt Program:** Refers to the practices related to authorizing debt, issuing debt and monitoring debt. For example, part of the debt program includes issuing debt and the particulars related to issuing debt specifically the amount, timing and structure of the issuance.
- 2.10. **Debt Servicing Costs:** Cash that is required to cover the repayment of interest and principal on a debt and other costs associated with issuing debt.
- 2.11. **Financial Guarantee:** An agreement whereby the City will take responsibility for the payment of debt in the event that the primary debtor fails to perform.
- 2.12. **Growth Project:** A capital project that will service growth and is included in the Development Charges Background Study.
- 2.13. **Intergenerational Equity:** In economic, psychological, and sociological contexts, is the concept or idea of fairness or justice between generations.
- 2.14. **Internal Debt Financing Cap:** The City's internal limit on debt as a source of capital financing for capital projects which is set by the City Treasurer. This limit is not referring to limits imposed by the Act or regulations thereunder.
- 2.15. **Issued Debt:** A fixed obligation, such as a debenture, notes or other agreements between the issuer (the borrower) and the lender.
- 2.16. **Lease Financing Agreement:** A financial lease agreement for the purposes of obtaining long term financing of a capital undertaking of the municipality. For example, leasing of computer equipment.
- 2.17. **Letter of Credit:** A binding document from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase (debt).
- 2.18. **Lifecycle Renewal Project:** A capital project for the rehabilitation or renewal of existing infrastructure due to obsolescence, health and safety concerns, or general deterioration of assets related to use or age.

2.19. **Service Improvement Project:** A capital project that provides a new or expanded level of service to the municipality or enhances an operational service area.

### 3. **Applicability**

This policy applies to all financial obligations made by the City on its own behalf and on behalf of its agencies, boards and commissions as well as the Elgin Area Primary Water Supply and Huron Primary Water Supply System in the City's capacity as the Administering Municipality, in accordance with the Transfer Orders issued September 15, 2000.

The following types of financial obligations are excluded from this policy;

- a) Lease Financing Agreements;
- b) Financial Guarantees; and
- c) Letters of Credit

### 4. **The Policy**

#### 4.1. Strategy

##### 4.1.1. Limiting and Reducing Authorized Debt

- a) The City shall limit the amount of debt authorized on an annual basis by applying debt financing to projects in the capital plan in a manner consistent with the following:
  - i) Debt financing may be utilized as a source of funding for growth projects;
  - ii) Debt financing may be utilized as a source of funding for service improvement projects after all other funding options have been applied and exhausted; and
  - iii) Debt financing shall only be authorized as a source of funding for lifecycle renewal projects after all other funding options have been applied and exhausted.
- b) The City Treasurer shall have the authority to change the above application of debt financing as a source of funding for projects in the capital plan.
- c) The City shall limit debt financing as a source of funding in the capital plan by way of an internal debt financing cap ("debt cap"). The City Treasurer shall have the authority to set and modify the debt cap such that the debt cap meets the City's long-term financing strategies and does not contravene the Act or regulations thereunder.
- d) Authorized debt shall be reduced as follows:
  - i) As prescribed by the Council approved Surplus/Deficit and Assessment Growth Policies.
  - ii) By the amount of surplus debt servicing costs in the operating budget and surplus debt financing in the capital budget, unless otherwise directed by the City Treasurer.

##### 4.1.2. Minimizing Risk Associated with Issuing Debt

- a) The City shall not issue long-term financing on projects/capital works until they are substantially complete, or a significant milestone is achieved.
- b) The timing and amount of debt issued in a given year shall be at the

discretion of the City Treasurer or designate after consideration of cash flow requirements, budget constraints, market conditions and the City's presence in the market. This discretion must be exercised in accordance with the Act and the regulations.

- c) The City's general practice shall be to issue debt that is denominated in Canadian dollars with fixed interest rates over the term. Notwithstanding, if a borrowing structure is presented for which there is a material financial advantage and/or it is deemed prudent for the City to issue debt that is subject to interest rate fluctuations, the City may, at the discretion of the City Treasurer, consider entering into this type of arrangement. Variable interest rate structures must be in accordance with Ontario Regulation 247/01.
- d) Temporary financing instruments may be issued either for operating or capital purposes. Temporary financing for amounts that the City considers necessary to meet the expenses during the current fiscal year until the receipt of taxes and other revenues shall be in accordance with Section 407 of the Act and the temporary borrowing by-law passed by Council.

#### 4.1.3. Managing Debt Servicing Costs

- a) The City Treasurer shall set debt servicing cost targets for each rate base (i.e., property tax supported, wastewater, water, and development charges) and these targets shall be a general guideline and utilized in the development of the City's budgets. These targets shall align with the City's long-term financing strategies and be subject to the requirements of the Act.
- b) The City shall strive to maintain a strong credit rating to assist in securing a favourable cost of borrowing.
- c) The City shall have a term preference of 10 years for debentures or other types of long-term financing for capital works. The term of long-term financing shall not extend beyond the lifetime of the capital work for which the debt was incurred and shall not exceed 40 years in accordance with Section 408 (3) of the Act. The term preference as well as structure of long-term financing instruments will be at the discretion of the City Treasurer or designate and subject to the requirements of the Act.
- d) The City shall monitor debt servicing costs and annual repayment limits as prescribed under Ontario Regulation 403/02: Debt and Financial Obligation Limits. The City shall also utilize other benchmarks, measures, indicators, ratios and limits as determined relevant and appropriate by the City Treasurer or designate to monitor debt levels and servicing costs.

#### 4.2 Reporting

In addition to any information requested by Council, or any information that the City Treasurer considers appropriate, the following shall be reported to Council;

- a) The status of issued and authorized debt as well as debt servicing costs through the budget monitoring reports;
- b) Projections for debt levels and debt servicing costs through the budget process; and
- c) Debenture issuances.

## **Appendix C16**

Bill No.  
2023

By-law No. CPOL.-80(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-80-312, as amended, being "Dedication of Fire Stations", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-80-312, as amended, being "Dedication of Fire Stations", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-80-312, as amended, being "Dedication of Fire Stations", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Dedication of Fire Stations

**Policy Name:** Dedication of Fire Stations

**Legislative History:** Enacted August 22, 2017 (By-law No. CPOL.-80-312); Amended June 26, 2018 (By-law No. CPOL.-287-278); Amended August 10, 2021 (By-law No. CPOL.-80(a)-246); Amended July 25, 2023 (By-law No. CPOL.-80(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Fire Chief, London Fire Department, Neighbourhood and Community-Wide Services

#### 1. Policy Statement

That a policy be adopted to provide for the dedication of fire stations in memory of specific London Fire Department personnel that is agreed to by significant family member(s).

#### 2. Definitions

Not applicable.

#### 3. Applicability

This policy applies to all Fire Stations within the City of London.

The Fire Stations with current dedications are:

Station 1 - Memorial HQ  
Station 2 – DC Stanley Scruby & Lieutenant Arthur Hartop  
Station 3 – Chief John Roe  
Station 4 – Deputy Chief Peter Harding  
Station 5 – No dedication  
Station 6 – Chief Lawrence Clark  
Station 7 – No dedication  
Station 8 – No dedication  
Station 9 – R C McDonald  
Station 10 – No dedication  
Station 11 – No dedication  
Station 12 – Firefighter Rick Roman  
Station 13 – Captain David Moffitt  
Station 14 – No dedication  
Station 15 – No dedication

#### 4. The Policy

That upon request and vetting by the Fire Chief, applicable fire stations be dedicated in memory of London Fire Department personnel.

- Who have lost their lives in the line of duty
  - or
- Were an exemplary leader both to personnel and to the public, promoting the Department and conducting outstanding activities for Fire & Life Safety within the Community..

## **Appendix C17**

Bill No.  
2023

By-law No. CPOL.-165(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-165-417, as amended, being "Demolition Control", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-165-417, as amended, being "Demolition Control", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-165-417, as amended, being "Demolition Control", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Demolition Control**

**Policy Name:** Demolition Control

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-165-417); Amended June 26, 2018 (By-law No. CPOL.-333-324); Amended July 25, 2023 (By-law No. CPOL.-165\_\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Community Planning

#### **1. Policy Statement**

This policy outlines the process for applications for the demolition of properties designated under the *Ontario Heritage Act* or listed on the Register of Cultural Heritage Resources. It should be noted that a Notice of Intent to Demolish cannot be withdrawn.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

This policy applies to application for the demolition of buildings or structures on properties designated under the Ontario Heritage Act or listed on the Register of Cultural Heritage Resources.

#### **4. The Policy**

##### **4.1. Buildings or structures on properties listed on the Register of Cultural Heritage Resources pursuant to Section 27(3) of the *Ontario Heritage Act*:**

- a) The applicant (property owner or authorized agent) contacts a Heritage Planner to notify staff of their intention to demolish the building(s) on their heritage listed property and to schedule a pre-consultation meeting;
- b) Notice of intention to demolish or remove a building or structure from a property listed on the Register of Cultural Heritage Resources is made by the applicant, in writing, and provided to a Heritage Planner and the Clerks department;
- c) The notice of intention to demolish is accompanied by such plans and information as Municipal Council may require, identified at the pre-consultation meeting by a Heritage Planner, including but not limited to: an evaluation of the property's cultural heritage value or interest using the criteria of O. Reg. 9/06 (Cultural Heritage Evaluation Report), a Heritage Impact Assessment, fully sized and scaled site plan and elevation drawings, a title search, structural assessment, and/or engineering reports;
- d) Upon receiving the notice of intention to demolish, and accompanying plans and information, the Heritage Planner will determine if the submission is complete and will issue, in writing, notice of receipt of the request to initiate the 60-day review timeline mandated by Section 27(9) of the *Ontario Heritage Act*;
- e) A notice of intention to demolish for a heritage property will not be deemed to be received or complete unless/until it is accompanied by any plans or information required by Heritage Planning staff, and as identified to the applicant in writing.
- f) The Heritage Planner will notify the Building Division and the City Clerk's Office of the notice of intention to demolish and provide any accompanying information received;

- g) The Heritage Planner will schedule a public participation meeting and letters mailed out to property owners within 120 metres of the subject property advising of the notice of intention to demolish and to provide notice of the public participation meeting; notice of the request is also provided in The Londoner and on the City's website;
  - h) The Heritage Planner will prepare a report for the Community Advisory Committee on Planning (CACP), with a recommendation either to remove the property from the Register of Cultural Heritage Resources or to designate the property under the *Ontario Heritage Act*, for the purposes of obtaining feedback from CACP on both the designation and demolition request;
  - i) The Heritage Planner will present a report, including the feedback from CACP, with a recommendation to remove the property from the Register of Cultural Heritage Resources or designate the property under the *Ontario Heritage Act*, and a recommendation with respect to the demolition request, at a public participation meeting of the Planning & Environment Committee;
  - j) Municipal Council will make the final decision on the designation and notice of intention to demolish:
    - i) If Municipal Council proceeds to designate the property under the *Ontario Heritage Act*, notice will be given in the manner prescribed in the legislation.
    - ii) If Municipal Council proceeds to designate the property, a decision will also be made with respect to the demolition, and notice will be given in the manner prescribed in the legislation.
    - iii) If Municipal Council does not proceed to designate the property, the property may be removed from the Register of Cultural Heritage Resources, and no decision with respect to the demolition will be required.
  - k) An applicant (property owner or authorized agent) may object to the inclusion of a property on the Register of Cultural Heritage Resources pursuant to Section 27(3), *Ontario Heritage Act*. The same general process, including plans and information that may be required, as a demolition process will be followed but in accordance with the timelines prescribed in the legislation.
- 4.2. Buildings or structures on properties designated under Parts IV and/or V of the *Ontario Heritage Act*:
- a) The applicant (property owner or authorized agent) contacts a Heritage Planner to notify staff of their intention to demolish the building(s) on their heritage designated property and to schedule a pre-consultation meeting;
  - b) Notice of intention to demolish or remove a building or structure from a designated property is made by the applicant, by completing an application form for a Heritage Alteration Permit, and provided to a Heritage Planner;
  - c) The Heritage Alteration Permit application is accompanied by such information as Municipal Council may require, identified at the pre-consultation meeting by a Heritage Planner, including but not limited to: a Heritage Impact Assessment, fully sized and scaled site plan and elevation drawings, a title search, structural assessment, and/or engineering reports;
  - d) Upon receiving the application, and accompanying information, the Heritage Planner will determine if the submission is complete and will

issue, in writing, the notice of receipt of the application to initiate the review timeline mandated by Section 33(4) and 42(4) of the *Ontario Heritage Act*;

- e) A notice of intention to demolish for a heritage property will not be deemed to be received or complete unless/until it is accompanied by any plans or information required by Heritage Planning staff, and as identified to the applicant in writing.
- f) The Heritage Planner will notify the Building Division and the City Clerk's Office of the notice of intention to demolish and provide any accompanying information received;
- g) The Heritage Planner will schedule a public participation meeting and letters mailed out to property owners within 120 metres of the subject property advising of the notice of intention to demolish and to provide notice of the public participation meeting; notice of the request is also provided in The Londoner and on the City's website;
- h) The Heritage Planner will prepare a report for the Community Advisory Committee on Planning (CACP), with a recommendation to either: approve the Heritage Alteration Permit, refuse the Heritage Alteration Permit, or approve the Heritage Alteration Permit with terms and conditions;
- i) The Heritage Planner will present a report, including the feedback from CACP, with a recommendation to either: approve the Heritage Alteration Permit, refuse the Heritage Alteration Permit, or approve the Heritage Alteration Permit with terms and conditions, at a public participation meeting of the Planning and Environment Committee;
- j) Municipal Council will make the final decision on the Heritage Alteration Permit in accordance with the legislated timeline, and either:
  - i) consent to the application;
  - ii) consent to the application, subject to terms and conditions as may be specified by the Municipal Council; or,
  - iii) refuse the application; and,shall provide notice of decision and appeal rights, in accordance with the legislated requirements.

Please be advised that buildings or structures removed or demolished without the approval of the Municipal Council will result in prosecution or other enforcement in accordance with the *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

This policy is to be used only as guidance to owners wishing to demolish buildings or structures on heritage property and does not constitute legal advice. This policy is to be used in conjunction with the legislated requirements of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, to provide direction with respect to internal procedures.

## **Appendix C18**

Bill No.  
2023

By-law No. CPOL.-151(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-151-403, as amended, being "Employee Service Recognition Program", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-151-403, as amended, being "Employee Service Recognition Program", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-151-403, as amended, being "Employee Service Recognition Program", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Employee Service Recognition Program

**Policy Name:** Employee Service Recognition Program

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-151-403); Amended July 24, 2018 (By-law No. CPOL.-151(a)-381); Amended July 25, 2023 (By-law No. CPOL.-151(\_\_\_\_));

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Rewards and Recognition

#### 1. Policy Statement

- 1.1 This policy establishes programs recognizing those employees who retire from civic service and those with 25 years of continuous service with The Corporation of the City of London ("City") and the London Police Service.

#### 2. Definitions

2.1 **Continuous Service** – Means there has been no break in service.

2.2 **OMERS** – Ontario Municipal Employees Retirement System.

2.3 **Retired** – When an employee has chosen to leave their position, stops working and elects to receive their pension.

#### 3. Applicability

- 3.1 This policy applies to all employees of the City and employees of the London Police Service who have retired from civic service and those employees with 25 years of continuous service. Elected Officials and Members of the London Police Service Board are excluded from this policy.

#### 4. The Policy

- 4.1 Employees who have retired from civic service in the current calendar year and are receiving an OMERS pension, will be recognized at an annual event held by the City. The retiring employee and their guest will be invited to attend the event where the retiring employee will be presented with a gift based on the following monetary value:
  - Up to 19 years of service - \$175.00
  - 20 – 29 years of service - \$200.00
  - 30 – 39 years of service - \$265.00
  - 40 years of service and over - \$300.00

- 4.2 Employees who have achieved 25 years of continuous service will be invited with one guest, to attend a regular meeting of the Municipal Council to be recognized for their years of service. The employee and their guest will also be invited to join the Members of Municipal Council for a reception before that meeting and will receive a gift selected by the employee based on a catalogue of gifts established by the City.

- 4.3 An annual reunion event will be held by the City for all retired employees and all employees who have achieved 25 years of continuous service.

## **Appendix C5**

Bill No.  
2023

By-law No. CPOL.-140(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-140-392, as amended, being "Financial Assistance for Program Activity Fees", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-140-392, as amended, being "Financial Assistance for Program Activity Fees", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-140-392, as amended, being "Financial Assistance for Program Activity Fees", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Financial Assistance for Program Activity Fees

**Policy Name:** Financial Assistance for Program Activity Fees

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-140-392); Amended June 26, 2018 (By-law No. CPOL.-291-282); Amended August 10, 2021 (By-law CPOL.-140(a)-250); Amended July 25, 2023 (By-law CPOL.-140(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Recreation and Sport

#### 1. Policy Statement

The intent of the policy is to:

- 1.1 Ensure that a system of financial assistance, that is easy to access by low-income Londoners, exists for directly related participation costs for recreation and sport activities and programs offered by the City of London;
- 1.2 Provide a system of financial assistance that, within budget availability, helps as many low-income Londoners as possible to participate in recreation and sport opportunities offered by the City of London;
- 1.3 Provide a system of financial assistance that is simple to understand for all customers and is easy for staff to administer.

These goals are consistent with existing corporate strategies, including the Parks and Recreation Master Plan.

#### 2. Definitions

Not applicable.

#### 3. Applicability

This policy provides financial assistance with the cost of registration fees, identified program materials, supplies and equipment costs, assistive devices and related supports. All City of London, recreation programs, memberships and pass plans, and admissions offered through *PlayYourWay Online* are eligible for support.

#### 4. The Policy

Policy Conditions:

- 4.1 London residents who consider themselves or their families unable to pay the full registration fee can apply for financial assistance (self-declaration).
- 4.2 Financial assistance is limited to a maximum value of \$300 per individual per 12 month period (from date of approval).
- 4.3 Financial assistance is available for all City of London, recreation programs, memberships and pass plans, and admissions offered through *PlayYourWay Online*.

Policy Fee Schedule:

- 4.4 A policy fee schedule based on Statistics Canada’s Low-Income Cut Offs (LICO) will be used by staff to determine the amount of financial assistance provided to individuals or families. This schedule will be used for all recreation programs offered by the City of London. This policy fee schedule will be adjusted as required when new financial data becomes available from Statistics Canada.

### PROCEDURE

Purpose:

- 4.5 To determine the process for and amount of financial assistance that may be provided for eligible persons to participate in the City of London's recreation and sport programs but who are unable to afford the associated program fees.

**Application Process:**

- 4.6 Requests to determine eligibility for financial assistance can be made in person, by telephone, mail or email. In person requests can be made at any Recreation Customer Service counter during regular business hours.
- 4.7 Documentation required to complete a request to determine eligibility for financial assistance includes:
- a) Identification for each eligible family member;
  - b) Proof of family income; and
  - c) Proof of residency.
- 4.8 No supporting documentation is copied or retained, and application documents are maintained securely for 1 year after which point they are destroyed.
- 4.9 Eligible participants may register for recreation and sport programs and activities through on-line registration, telephone or in person. Participants who are paying a percentage of the course fee must submit payment prior to receiving confirmation of registration in the program.
- 4.10 All applicants are to be advised at the time of the request that an appeal process exists and of the terms of the process (see Appeal Process).
- 4.11 Applicants currently receiving Ontario Works (OW) or Ontario Disability Support Program (ODSP) benefits are automatically eligible for financial assistance.

**Funding Process:**

- 4.12 Each year the City of London will establish a fund which will be used exclusively for the purpose of providing financial assistance to low-income Londoners who wish to participate in recreation and sport program activities offered by the City.
- 4.13 The amount of the fund may vary yearly as determined by the City's budgeting process.
- 4.14 The fund can be accessed prior to the start of each session on a "first-come, first-served basis" until it is exhausted. Once the fund is exhausted, applicants may have to wait until the following budget year and reapply when funding permits.
- 4.15 Demand for the fund and other indicators will be tracked and used for future forecasting of funding needs for financial assistance.

**Communication Process:**

- 4.16 Information about the existence of the policy and how to access it will be developed and updated as necessary for distribution to community agencies and other stakeholders that serve low-income Londoners.
- 4.17 City staff will continue to work with the community to monitor the accessibility of recreation and sport opportunities for low income Londoners.

**Appeal Process:**

- 4.18 At the time of application, each customer will be notified of the ability to appeal and, where necessary, the details of the process as outlined below. Customers requesting a reconsideration of their eligibility or their rate of financial assistance are required to submit a letter or email to the Supervisor, Recreation Customer Service, indicating the following:

- a) Full name, address, telephone number, date of initial application for financial assistance;
- b) Reason for request for reconsideration (e.g., extraordinary expenses); and
- c) All supporting documents (e.g. receipts, medical notes, etc.).

4.19 Requests will be forwarded to the Supervisor, Recreation Customer Service, within 5 days of receipt of the appeal. All requests for reconsideration will be examined by the Supervisor, Customer Service (or designate) in consultation with the customer. Appeal decisions will be considered final.

## **Appendix C20**

Bill No.  
2023

By-law No. CPOL.-29(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-29-225, as amended, being "Grants to Centennial Hall", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-29-225, as amended, being "Grants to Centennial Hall", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-29-225, as amended, being "Grants to Centennial Hall", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Grants to Centennial Hall**

**Policy Name:** Grants to Centennial Hall

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-29-225); Amended June 26, 2018 (By-law No. CPOL.-341-332); Amended August 10, 2021 (By-law No. CPOL.-29(a)-232); Amended July 25, 2023 (By-law No. CPOL.-29(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### **1. Policy Statement**

The purpose of this policy is to formalize and clarify practices on grants to organizations utilizing Centennial Hall.

#### **2. Definitions**

Not Applicable.

#### **3. Applicability**

This policy applies to the use of Centennial Hall as it relates to organizations receiving financial assistance from the City of London.

#### **4. The Policy**

A policy establishing that should Municipal Council wish to support an organization using Centennial Hall, Municipal Council should give direct financial assistance to that organization without any reference to Centennial Hall.

It is noted that by following this procedure, the organization receiving the financial assistance from the City of London would be expected to deal directly with the Management of Centennial Hall on the same basis as any other individual or group wishing to use Centennial Hall and its facilities.

It is also noted that the following concepts and understandings are hereby accepted by Municipal Council with respect to Centennial Hall, namely:

- a) Centennial Hall was constructed as a multi-purpose building and because of this fact its diversity is its strength, permitting it to cater to a cross-section of the community; and
- b) the original intention of Municipal Council was that Centennial Hall would be managed as closely as possible in a private enterprise manner, and Municipal Council continues to support the Centennial Hall Management in this concept.

## **Appendix C21**

Bill No.  
2023

By-law No. A-6151(\_)-\_\_\_\_

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “B” - “Hiring of Employees Policy”

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “B” - “Hiring of Employees Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “B” - “Hiring of Employees Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “B”.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “B”

### Hiring of Employees Policy

**Policy Name:** Hiring of Employees Policy

**Legislative History:** Adopted December 17, 2007 (By-law No. A.-6151-17); Amended September 19, 2017 (By-law No. A.-6151(p)-333); Amended March 27, 2018 (By-law No. A.-6151(r)-120); Amended July 24, 2018 (By-law No. A.-6151(t)-380); Amended August 10, 2021 (By-law No. A.-6151(z)-219 (Schedule B)); Amended July 25, 2023 (By-law No. A.-6151(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Employee Relations and Recruitment

#### 1. Policy Statement

- 1.1 The Corporation of the City of London (“City”) commits to ensuring all matters related to recruitment and employment are carried out in a fair and unbiased manner, and all applicants will have an equal opportunity for employment in compliance with legislative provisions.

#### 2. Definitions

Not applicable.

#### 3. Applicability

- 3.1 This policy applies to individuals including employees of the City, who are applying for positions within the City and employees involved in the City’s recruitment and selection process.

#### 4. The Policy

- 4.1 As an employer, the City commits to workplace diversity and inclusion. Having a variety of people in our workplace helps our organization be more flexible, creative, and responsive. It helps us provide better service to our diverse community. The City commits to building a supportive and diverse workplace, representative of our community.
- 4.2 The City recognizes every applicant has a right to equal treatment with respect to recruitment and employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
- 4.3 The City commits to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.
- 4.4 Every bona fide application will be considered by the People Services Division.
- 4.5 Applicants having close relatives already employed by the City will not be excluded from consideration of employment with the City. Prospective new hires or candidates for transfer or promotion must declare during the recruitment and selection process any family relationships with individuals who directly or indirectly supervise or manage the position being applied to.
- 4.6 Existing employees must declare and not participate in or influence any part of the recruitment and selection process where another family member is an internal or external applicant for a position.
- 4.7 Council expects hiring practices and decision making will be centered on transparency, integrity, equal opportunity and will be free from any undue influence.

## **Appendix C22**

Bill No.  
2023

By-law No. CPOL.-39(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-39-235, as amended, being "Investment Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-39-235, as amended, being "Investment Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-39-235, as amended, being "Investment Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Investment Policy

**Policy Name:** Investment Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-39-235); Amended July 24, 2018 (By-law No. CPOL.-39(a)-371); Amended August 10, 2021 (By-law No. CPOL.-39(b)-237; Amended July 25, 2023 (By-law No. CPOL.-39(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning and Business Support

### 1. Policy Statement

This policy establishes the objectives, standard of care, eligible investments, reporting requirements and responsibilities of the prudent management of investments held by Corporation of the City of London (the City).

### 2. Definitions

- 2.1. **Active Investment Management:** an investment strategy that uses expectations about individual securities and the overall investment environment to build a portfolio aligned with those expectations. Focus is on buying and selling specific securities based on current expectations.
- 2.2. **Asset Backed Securities:** fixed income securities (other than a government security) issued by a special purpose entity, comprised of a pool of underlying assets.
- 2.3. **City Treasurer:** the individual appointed by the municipality as treasurer.
- 2.4. **Diversification:** a process of investing assets among a range of security types by sector/category, maturity, and quality rating.
- 2.5. **Liquidity:** a measure of an asset's convertibility to cash.
- 2.6. **Market Value:** the market price of a security or portfolio of securities.
- 2.7. **Maturity:** the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder.
- 2.8. **One Investment:** a professionally managed group of investment funds composed of pooled investments that meet the eligibility criteria defined by O.Reg 438/97. The program is operated by LAS (Local Authority Services Ltd. a subsidiary of the Association of Municipalities of Ontario) and the CHUMS Financing Corporation (a subsidiary of the Municipal Finance Officers' Association of Ontario).
- 2.9. **Passive Investment Strategy:** an investment strategy that does not lead to individual or specific security changes when expectations change. Focus is on indexed investing or utilization of a buy and hold strategy.
- 2.10. **Purchasing Power:** the level of goods and services that can be purchased at current prices.
- 2.11. **Real Return Bonds:** a debt security with coupon payments and principal indexed to inflation
- 2.12. **Schedule I Banks:** domestic banks that are authorized under the Bank Act to accept deposits, which may be eligible for deposit insurance provided by the Canadian Deposit Insurance Corporation.
- 2.13. **Schedule II Banks:** foreign bank subsidiaries authorized under the Bank Act to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions.

- 2.14. **Schedule III Banks:** foreign bank branches of foreign institutions that have been authorized under the Bank Act to do banking business in Canada. These branches have certain restrictions.
- 2.15. **Supranational Bonds:** bonds issued by entities formed by two or more central governments.

### **3. Applicability**

This investment policy shall govern the City's investment activities and portfolio which consists of:

- i) Operating Funds;
- ii) Reserves;
- iii) Reserve Funds; and
- iv) Trust Funds.

### **4. The Policy**

#### **4.1 Objectives**

The primary objectives of this investment policy, in priority order, are as follows:

##### **4.1.1 Adherence to statutory requirements**

All investment activities shall be governed by the Ontario *Municipal Act*, 2001 as amended. Investments, unless further limited by Council, shall be those eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

##### **4.1.2 Preservation of capital**

Meeting this objective requires preserving the value of the invested principal. As such, this shall be achieved by investing in properly rated financial instruments in accordance with applicable legislation, by limiting the types of investments to a maximum percentage of the total portfolio, being mindful of the amount invested within individual institutions and utilizing a strategic asset allocation.

##### **4.1.3 Maintenance of liquidity**

The investment portfolio shall remain sufficiently liquid to meet daily operating cash flow requirements and limit temporary borrowing. The portfolio shall be structured to hold investments that, through marketability, a high level of price stability and the timing of maturities, can maintain adequate liquidity to meet the City's needs.

##### **4.1.4 Achieving a rate of return sufficient to maintain the purchasing power of invested funds.**

Within the boundaries set by the three preceding objectives, the investment portfolio shall strive to maximize total returns with the aim of maintaining the purchasing power of invested funds. The City and any Investment Manager(s) must consider current and future economic conditions, the role that each investment or course of action plays within the overall portfolio, the expected total return from income and the appreciation of capital and the need for liquidity, regularity of income and preservation or appreciation of capital.

#### **4.2 Standard of Care**

Investments shall:

- i) be made with judgment and care;
- ii) not be for speculation, but for investment;
- iii) be made with the best interests of the City.

Delegation of Authority and Authorization:

The City Treasurer shall have overall responsibility for the prudent investment of the City's investment portfolio. The City Treasurer shall have the authority to implement the investment program and establish procedures consistent with this policy. Such procedures shall include the explicit delegation of the authority needed to complete investment transactions; however, the City Treasurer shall remain responsible for ensuring that the investments are compliant with regulations and this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

The City Treasurer shall be authorized to enter into arrangements with banks, investment dealers/managers, custodians, brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities in a manner that conforms to the *Municipal Act, 2001* and the City's policy manual.

Investment transactions shall be authorized by two of the individuals listed below, one of whom must be City Treasurer or Deputy City Treasurer.

- i) City Treasurer
- ii) Director, Financial Planning & Business Support
- iii) Director, Financial Services
- iv) Manager, Financial Planning & Policy
- v) Division Manager, Taxation & Revenue

## **4.3 Investment Strategy**

### **4.3.1. Diversification & Liquidity**

To minimize portfolio risk and to maintain liquidity of the investment portfolio, investment diversification shall be guided by the following:

- i) Limiting investments to avoid over-concentration in securities from a specific issuer or sector/category where possible;
- ii) Investing in securities with varying maturities;
- iii) Investing in securities which have an active secondary market; and
- iv) Investing in various asset classes and sectors/categories.

### **4.3.2. Investment Type Limitations**

Portfolio limitations shall apply at the time an investment is authorized and shall be evaluated based on market value. Cost shall be considered where either market value is not readily available or represents an approximation of market value.

All investments shall be expressed and payable in Canadian dollars.

#### **i) Operating Funds:**

Operating funds shall be maintained to support the daily working capital needs of the City. Any funds invested shall be limited to the following fixed income investments:

Category	Minimum Credit Rating <sup>1</sup>	Category Maximum	Security Term Maximum (Maturity or Redeemability)
Federal & Crown Corporations	N/A	100%	2 years
Provincial	N/A	100%	2 years
Municipal	N/A	100%	2 years
Banks – Schedule I	A-	100%	2 years
Banks – Schedule II, III	A-	10%	2 years

ii) Reserves:

Reserves, given the contingent nature of funds held, shall normally be maintained as cash and not invested. Reserves balances can be temporarily utilized for working capital needs for operating cash flow. Should any balances be invested, the strategy shall follow this policy, specifically the provisions and limitations as outlined under Operating Funds.

iii) Reserve Funds:

Sufficient Reserve Fund cash balances shall be maintained to support the daily working capital needs of the City's Reserve Funds.

Reserve Funds that are invested shall be limited by the following:

Asset Class	Minimum Credit Rating <sup>2</sup>	Asset Class Maximum	Security Term Maximum (Maturity or Redeemability)
Fixed Income	See below for further breakdown	100%	See below for further breakdown
Equity	N/A	15%	N/A

Further limits on the fixed income asset class are:

Category	Minimum Credit Rating <sup>3</sup>	Category Maximum	Security Term Maximum (Maturity or Redeemability)
Federal & Crown Corporations	N/A	100%	10 years
Federal - Real Return Bonds	N/A	10%	10 years
Provincial	N/A	100%	10 years
Municipal	N/A	80%	10 years
Banks – Schedule I	A-	75%	10 years

1 Rating as issued by Standard and Poor's (S&P). An equivalent or alternative rating from another Credit Rating Agency is permissible as listed in the *Municipal Act*.

2 Rating as issued by Standard and Poor's (S&P). An equivalent or alternative rating from another Credit Rating Agency is permissible as listed in the *Municipal Act*.

3 Rating as issued by Standard and Poor's (S&P). An equivalent or alternative rating from another Credit Rating Agency is permissible as listed in the *Municipal Act*.

Category	Minimum Credit Rating <sup>3</sup>	Category Maximum	Security Term Maximum (Maturity or Redeemability)
Banks – Schedule II, III	A-	10%	10 years
Other Canadian Corporations	A-	50%	5 years
Asset Backed Securities	AAA	10%	10 years
Supranationals, International Bank of Reconstruction and Development	AAA	10%	10 years
Universities, Colleges, School Boards, Hospitals	AA-	10%	10 years
One Investment – High Interest Savings Account	N/A	100%	N/A
One Investment – Money Market Portfolio	N/A	100%	N/A
One Investment – Canadian Government Bond Portfolio	N/A	100%	N/A
One Investment – Canadian Corporate Bond Portfolio	N/A	50%	N/A

As per O.Reg 438/97, Equity holdings are limited to the ONE Investment Program and shall be held in the ONE Canadian Equity Portfolio.

#### iv) Trust Funds:

Trust funds by nature must be maintained in a separate account and invested separately. The investment strategy will be dictated by the terms of the trust agreement. In the absence of specific direction, the strategy shall follow this policy, specifically the provisions and limitations as outlined under Operating Funds.

##### 4.3.3. Active and Passive Management

To achieve the primary objectives of this investment policy, internally managed funds shall, for the most part, follow a passive management strategy. Externally managed funds may utilize either an active or passive strategy while weighing the risk and return of employing one strategy over the other, in consultation with external investment managers and subject to confirmation of the City Treasurer or designate.

##### 4.3.4. Performance Standards

The performance of investments shall be measured using applicable

benchmarks, performance indicators, and targets where applicable. Performance shall be reviewed at least quarterly.

#### 4.3.5. Internal Borrowing

In developing the cash requirements for the year, sufficient cash shall be available to fund capital expenditures. Capital spending is supported (temporarily financed) by operating funds and reserves prior to securing long-term financing (primarily long-term debentures).

If operating funds or reserves do not have sufficient cash to support capital expenditures and operating expenditures during the year, the best option is to borrow from the Reserve Funds on a short-term basis in accordance with the Reserve and Reserve Fund Policy, rather than obtaining external financing. For this to occur, the Reserve Funds must have sufficient cash available. A fair rate of interest shall be applied on amounts borrowed.

### 4.4 Reporting

The City Treasurer shall provide an annual investment report to Council which includes, at a minimum, the requirements set forth in O. Reg. 438/97. Under the current regulations the investment report shall contain the following:

- i) a statement about the performance or the portfolio of investments of the municipality during the period covered by the report;
- ii) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investments of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- iii) a statement by the treasurer as to whether or not, in their opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
- iv) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
- v) such other information that the council may require or that in the opinion of the treasurer, should be included;
- vi) a statement by the treasurer as to whether any of the investments fall below the standard required for that investment during the period covered by the report; and
- vii) the details of the proposed use of funds realized in the disposition of an investment for which the City sold as a result of a decline in rating below the standard required by O.Reg. 438/97.

In addition to the annual report, the City Treasurer shall report to Council any investment that, in their opinion, is not consistent with this investment policy within thirty days after becoming aware of it.

### 4.5 Environmental, Social and Governance Considerations

As a Canadian municipality, the City has a duty to act responsibly and in the best interests of the City's constituents by ensuring the sustainability of the investment portfolio. As such, proactively considering Environmental, Social and Governance (ESG) risks and opportunities should be part of the City's investment strategy.

## **Appendix C23**

Bill No.  
2023

By-law No. CPOL.-205(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-205-457, as amended, being "Land Dedication", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-205-457, as amended, being "Land Dedication", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-205-457, as amended, being "Land Dedication", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Land Dedication

**Policy Name:** Land Dedication

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-205-457); Amended June 26, 2018 (By-law No. CPOL.-319-310)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Director – Transportation and Mobility

#### 1. Policy Statement

This policy sets out the criteria for acquiring land dedications for road allowances relating to development approvals.

#### 2. Definitions

Not applicable.

#### 3. Applicability

Applies to all “development” as per in Section 41 of the *Planning Act*, R.S.O. 1990, and By-law C.P.-1455-541, as amended.

#### 4. The Policy

The following policy be established and implemented in conjunction with development approvals and Consents

##### Development Requiring Road Widening

- a) All development as defined “development” in Section 41 of the *Planning Act*, R.S.O. 1990, and By-law C.P.- 1455-541, as amended, which implements it, or a Consent as defined in Section 53 (1) of the *Planning Act*, R.S.O. 1990, where the subject property is impacted by a road widening identified by the Official Plan, the widening will be conveyed immediately as a condition of development approval or Consent, as the case may be, other than land occupied by buildings or structures that will not otherwise be removed as part of the development, with the intent that the widening lands be conveyed unencumbered and at no cost to the City.

##### Use of Dedicated Land by Donor

- b) Where the conveyance of a road widening creates a parking or other encroachment, the City may consider entering into an agreement with the owner allowing for the continued use of the widening lands until such time as the widening is needed for Municipal purposes. Any such agreement will be made in accordance with City’s bylaws, policies and practices at the time of the application or subsequent renewal.
- c) Upon receipt and acceptance of the road widening, a dedication bylaw will be passed as soon as practically possible. During the interim, the owner may continue to use the widening lands for ingress and egress to their property provided the access existed prior to the transfer.

##### Outstanding Deferred Road Widening Agreements

- d) In regards to outstanding deferred widening agreements currently registered on title, the City will be responsible for all technical requirements and have ultimate approval of the required widening and will provide the reference plan, if required, to convey the widening. The City will offer reimbursement of reasonable legal costs upon acceptance of the road widening and proof of legal expenses being paid provided such costs have been pre-approved by the Deputy City Manager, Legal Services.

## **Appendix C24**

Bill No.  
2023

By-law No. CPOL.-33(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-33-229, as amended, being "Lessee Protection and Non-Competitive Clauses – Centennial Hall", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-33-229, as amended, being "Lessee Protection and Non-Competitive Clauses – Centennial Hall", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-33-229, as amended, being "Lessee Protection and Non-Competitive Clauses – Centennial Hall", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Lessee Protection and Non-Competitive Clauses – Centennial Hall**

**Policy Name:** Lessee Protection and Non-Competitive Clauses – Centennial Hall

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-33-229); Amended June 26, 2018 (By-law No. CPOL.-345-336); Amended August 10, 2021 (By-law No. CPOL.-33(a)-235); Amended July 25, 2023 (By-law No. CPOL.-33(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### **1. Policy Statement**

The purpose of this policy is to formalize and clarify practices for the negotiation of lessee protection or non-competitive clauses as it relates to events at Centennial Hall.

#### **2. Definitions**

Not Applicable.

#### **3. Applicability**

This policy applies to the planning of events at Centennial Hall.

#### **4. The Policy**

A policy establishing that the Manager of Centennial Hall is authorized to negotiate such lessee protection or non-competitive clauses, not exceeding thirty days, between events having the same or similar audience appeal, as may be appropriate in the sole discretion of the Manager.

## **Appendix C25**

Bill No.  
2023

By-law No. CPOL.-156(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-156-408, as amended, being "Mayor – Contracted Staff", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-156-408, as amended, being "Mayor – Contracted Staff", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-156-408, as amended, being "Mayor – Contracted Staff", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Mayor – Contracted Staff**

**Policy Name:** Mayor – Contracted Staff

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-156-408); Amended July 24, 2018 (By-law No. CPOL.-156(a)-385); Amended August 10, 2021 (By-law No. CPOL.-156(b)-252); Amended July 25, 2023 (By-law No. CPOL.-156(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Employee Relations and Recruitment

#### **1. Policy Statement**

- 1.1 This policy ensures a consistent approach applies to the recruitment process when hiring contracted staff within the Mayor’s Office.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

- 3.1 The policy applies to the Office of the Mayor and potential contracted employees whose services may be retained.

#### **4. The Policy**

- 4.1 The Mayor authorizes to retain the services of contracted employees for periods not to exceed the current term of the Mayor, subject to the following:

- a) The selection of the contracted employees will be at the discretion of the Mayor or designate.
- b) The compensation of the contracted employees will be accommodated within the approved budget of the Mayor’s office.

#### 4.2 Benefits

- a) Subject to the eligibility requirements of the applicable plans, the employee will be entitled to participate in the City’s extended health, dental, deluxe travel, life insurance, term LTD, AD&D and pension plan (the “Benefit Plans”), under the terms of the Benefit Plans and applicable procedures for management employees, as amended from time to time.

#### 4.3 Sick Time

- a) The employee is eligible for sick leave in the amount of 26 consecutive weeks of disability subject to the provision of the Sick Leave Benefits and Long-Term Disability for Management Employees procedure.

## **Appendix C26**

Bill No.  
2023

By-law No. CPOL.-18(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-18-214, as amended, being “Mayor’s New Year’s Honour List Policy”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-18-214, as amended, being “Mayor’s New Year’s Honour List Policy”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-18-214, as amended, being “Mayor’s New Year’s Honour List Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Mayor’s New Year’s Honour List Policy**

**Policy Name:** Mayor’s New Year’s Honour List Policy

**Legislative History:** Adopted June 13, 2017 (By-law No. CPOL.-18-214); Amended April 24, 2018 (By-law No. CPOL.-18(a)-144); Amended July 24, 2018 (By-law No. CPOL.-18(b)-390); Amended October 15, 2019 (By-law No. CPOL.-18(c)-288); Amended August 10, 2021 (By-law No. CPOL.-18(d)-231); Amended July 5, 2022 (By-law No. CPOL.-18(e)-204; Amended July 25, 2023 (By-law No. CPOL.-18(\_\_\_\_\_) )

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes the Mayor’s New Year’s Honour List for the recognition of individuals who have contributed in an outstanding manner to the community of London in one of the following categories: Accessibility, Age Friendly, Arts, Distinguished Londoner, Diversity and Race Relations, Environment, Heritage, Housing, Humanitarianism, Safety & Crime Prevention, and Sports.

#### **2. Definitions**

- 2.1 Not applicable.

#### **3. Applicability**

- 3.1 This policy applies to all individuals who have contributed in an outstanding manner to the community of London in prescribed categories.

#### **4. The Policy**

##### **4.1 Categories**

Individuals may be recognized in any of the following categories:

- a) Accessibility (i.e. contributions to foster an environment of inclusion that embraces citizens of all abilities);
- b) Age Friendly (i.e. contributions to empowering older adults and advancing an age friendly community);
- c) Arts (i.e. contributions to fostering and/or the production of human creativity);
- d) Diversity and Race Relations (i.e. contributions to the elimination of hate and discrimination).
- e) Environment (i.e. contributions to the awareness, preservation and protection of the environment);
- f) Heritage (i.e. contributions to the awareness, preservation and protection of heritage resources);
- g) Housing (i.e. contributions to the provision of safe and accessible housing for all members of the community);
- h) Humanitarianism (i.e. contributions to human welfare through philanthropic and other efforts);
- i) Safety & Crime Prevention (i.e. contributions to a safe and secure community);

- j) Sports (i.e. contributions to the awareness of and participation in sports activity and/or demonstrated excellence within a particular sports activity); or,
- k) Distinguished Londoner (i.e., outstanding contribution to community collaboration or acts of good will by giving back to our City).

#### **4.2 Nominating Committees/Organizations**

The following Committees/Organizations shall nominate individuals in the respective categories:

- a) Accessibility – Accessibility Community Advisory Committee;
- b) Age Friendly – Age Friendly London Network;
- c) Arts – London Arts Council;
- d) Diversity and Race Relations – Diversity, Inclusion and Anti-Oppression Community Advisory Committee;
- e) Environment – Environmental Stewardship and Action Community Advisory Committee;
- f) Heritage – Community Advisory Committee on Planning;
- g) Housing – Community and Protective Services Committee;
- h) Humanitarianism – Diversity, Inclusion and Anti-Oppression Community Advisory Committee;
- i) Safety & Crime Prevention – Community and Protective Services Committee;
- j) Sports – London Sports Council; and,
- k) Distinguished Londoner – Each Council Member may submit one (1) name to the Mayor for consideration. The Mayor may select up to six (6) names for recommendation to Municipal Council.

#### **4.3 Conditions**

The following conditions shall apply to the nomination of individuals:

- a) no more than one individual in each category shall be named in any one year, except for the category of Distinguished Londoner, subject to:
  - i) an individual may not necessarily be named in each category each year;
  - ii) City Council may, at its sole discretion and on an exception basis, choose to recognize two individuals in any one category in a given year should the City Council determine that two individuals have inseparably partnered in contributing to their respective category, thereby increasing the aggregate amount of nominees beyond the usual maximum of ten individuals to be named in any one year;
- b) the recipients shall be chosen for long standing contributions in their respective categories;
- c) the name of any one individual shall be included on the Honour List only once in their lifetime;
- d) any individual currently serving as a member of any one of the Advisory Committees, City Council, Civic Administration or organizations referred to

in 4.2 shall not be eligible for naming to the list during their term of appointment or employment with the City; and,

- e) nominees being recommended by the Advisory Committees or organizations referred to in 4.2 shall receive at least seventy-five (75) percent of the total eligible votes on the respective Advisory Committee or organization.

#### **4.4 Form of Recognition**

- a) The recipients shall be honoured at the first meeting of City Council in January, with a reception for themselves and one guest, and presentation of an appropriately-worded certificate.
- b) A plaque shall be displayed in a prominent public area of City Hall honouring those individuals named each year to the Mayor's New Year's Honour List and shall be updated annually by the City Clerk.

## **Appendix C27**

Bill No.  
2023

By-law No. CPOL.-386(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-386-93, being “Members of Council Public Registry Declaration of Interest”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-386-93, being “Members of Council Public Registry Declaration of Interest”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-386-93, being “Members of Council Public Registry Declaration of Interest”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### **Members of Council Public Registry Declaration of Interest**

**Policy Name:** Members of Council Public Registry Declaration of Interest

**Legislative History:** Adopted on March 26, 2019 (By-law No. CPOL.-386-93);

Amended July 25, 2023 (By-law No. CPOL.-386( )-\_\_\_\_)

**Last Review Date:** August 10, 2021

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

This Policy establishes a process to implement the requirement for Members of Council to submit written statements regarding disclosure of interests and the creation of a registry of the written statements to be available for public inspection in accordance with sections 5.1 and 6.1 of the *Municipal Conflict of Interest Act*.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

This Policy applies to all Members of Council.

#### **4. The Policy**

4.1 Any Member of Council who discloses an interest in accordance with section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50shall, as soon as possible afterwards, file a written statement of the interest and its general nature, with the City Clerk.

4.2 The City Clerk shall establish and maintain a registry in which shall be kept:

- a) a copy of each statement filed by a Member of Council under section 5.1 or 5.3 of the *Municipal Conflict of Interest Act*; and
- b) a copy of each declaration of interest recorded by the City Clerk, or designate, under section 6 of the *Municipal Conflict of Interest Act*, in the minutes of a meeting that is open to the public.

4.3 The registry shall be available for public inspection in hard copy format in the City Clerks Office, 300 Dufferin Ave, London ON, 8:30 AM to 4:30 PM, Monday to Friday, with the exception of statutory holidays or other periods when City Hall is not open to the public.

4.4 The registry shall include a copy of each written statement that a Member of Council files with the City Clerk and a copy of each declaration of interest that the Clerk, or designate records in the minutes.

4.5 The registry will be made available for public inspection in both hard copy format and an electronic format uploaded to the City of London's website.

## **Appendix C28**

Bill No.  
2023

By-law No. CPOL.-45(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-45-241, as amended, being "Multi-Year Budget Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-45-241, as amended, being "Multi-Year Budget Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-45-241, as amended, being "Multi-Year Budget Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Multi-Year Budget Policy

**Policy Name:** Multi-Year Budget Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-45-241); Amended July 24, 2018 (By-law No. CPOL.-45(a)-374); Amended August 10, 2021 (By-law No. CPOL.-45(b)-239); Amended July 25, 2023 (By-law No. CPOL.-45( )-\_\_\_\_)

**Last Review Date:** July 17, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### 1. Policy Statement

##### Purpose

The purpose of the Multi-Year Budget policy is to define the approach to be used for multi-year budgeting and associated Council approvals.

##### Authority

*Municipal Act, 2001*, Section 291(1) authorizes a municipality to prepare and adopt a budget covering a period of two to five years in the first year to which the budget applies or in the year immediately preceding the first year to which the budget applies. The process for preparing and adopting a multi-year budget and the requirements for a municipality's budget are prescribed in the *Municipal Act, 2001*.

If a municipality chooses to adopt a multi-year budget, establishing an annual review process is mandatory as outlined in section 291(4) of the *Municipal Act, 2001*. The annual review process requires Council to readopt the budget for that year and subsequent years that the budget applies in order to ensure the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds, and amounts required for boards, commissions or other bodies. Also, pursuant to section 290(6) of the *Municipal Act, 2001* the passing of a multi-year budget does not limit the power of a municipality to amend or revoke a budget adopted under section 290 nor does it remove the obligation of a municipality to levy taxes/rates in each year.

#### 2. Definitions

- 2.1. **Capital Budget** – A budget that funds new infrastructure projects as well as expands and maintains existing infrastructure. Some of the expenses could include: A new arena, widening roads, and roof replacement on an existing community centre.
- 2.2. **City of London** – The Corporation of the City of London
- 2.3. **City Treasurer** – The individual appointed by the municipality as treasurer.
- 2.4. **Civic Service Areas** – Service Areas that operate within the Corporation.
- 2.5. **Boards and Commissions** – Groups outside the Corporation, typically (although not always) funded by the municipal tax base, that provide specific and/or specialized services to the London community.
- 2.6. **Budget** – An estimated financial plan of revenue and expenditure for a set period of time.
- 2.7. **Multi-Year Budget** – Approval of a four year operating and capital budget.
- 2.8. **Multi-Year Budget Policy** – Refers to this policy.
- 2.9. **Municipal Act** – Refers to legislation that governs municipalities in Ontario.
- 2.10. **Net Budget** – The net budget is the cost to deliver the City of London's programs and services, after accounting for all non-tax/non-rate revenues and subsidies

received. This is the portion of the budget that is paid for through property taxes or utility rates. This may be referred to as Tax Levy Revenue/Rate Revenue where applicable.

- 2.11. **Operating Budget** – A budget that funds the day to day operations of the municipality. Some of the expenses could include personnel, utilities, and reserve fund contributions.

### 3. Applicability

The scope of multi-year budgeting, including both operating and capital, extends to all City of London Service Areas, boards, and commissions and applies to both the property tax supported as well as water and wastewater & treatment rate supported budgets.

### 4. The Policy

#### 4.1. Approvals / Adjustments to Multi-Year Budget:

- 4.1.1. A Multi-Year Budget is developed covering a four year time period beginning in the second year of a new Council term. Annual updates for years two and three will be brought forward for Council consideration during the remaining Council term. The first year of a new Council term will reconfirm the fourth year of the Multi-Year Budget.
- 4.1.2. Early in a new Council term, Council will develop its Strategic Plan. Following that, Council will approve a Multi-Year Budget that includes a four year average annual tax levy adjustment from rates and four year water and wastewater rates that address municipal inflationary pressures and funding for additional investments that are aligned with Council's Strategic Plan.
- 4.1.3. After Council approves the Strategic Plan and the Multi-Year Budget, Civic Administration will prepare corporate business plans that clearly outline the current state and future direction of each service. The business plans will identify the strategies and priorities that are driving the strategic direction of the service. All strategies and priorities must be aligned with the Council's Strategic Plan and the funding approved through the Multi-Year Budget. Throughout the Multi-Year Budget process, business plans will be modified for material changes that result from any material amendments through annual updates.
- 4.1.4. Civic Administration will present to Council a budget that is in compliance with the *Municipal Act, 2001*. The budget will contain adjustments to reflect inflationary pressures and additional investments or disinvestments that would further adjust the budget requirement. Each additional investment or disinvestment submitted for Council consideration shall be supported with a comprehensive business case.
- 4.1.5. In the first year of a budget cycle, the Civic Administration will be seeking approval of a Multi-Year Budget for a four year period. Commencing in the second year and in each subsequent year of the multi-year budget, Council is required by the *Municipal Act, 2001* to review and readopt the budget for that year. As part of the review process, Council is required to make changes that are required for the purpose of making the budget compliant with the provisions of the *Act* which include ensuring that the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds and amounts required for boards, commissions or other bodies. As such, Council will have the opportunity to make other amendments to the budget annually. In addition to the matters required to be addressed by the *Municipal Act, 2001*, the scope of annual budget changes may include, but are not limited to, the following:
- a) **New or Changed Regulation** – A new or changed legislation or

regulation with a financial impact to the municipality.

- b) **New Council Direction** – A new Council direction that has transpired after the approval of the Multi-Year Budget.
- c) **Cost or Revenue Driver** – A corporate or service area budget adjustment as a result of changes in economic conditions.

Proposed changes to future years' operating budgets should only be brought forward and approved once per year. Adjustments are limited to once per year, during the annual update period, to ensure that all requests are considered together.

- 4.1.6. The City Treasurer or designate is authorized to make adjustments considered "housekeeping" in nature including operating and capital budget transfers made by a service that do not change the net budget.
- 4.1.7. The City Treasurer or designate would be authorized to release budget funds prior to a new Multi-Year Budget or Annual Budget Update approval up to a prorated amount based on the previous fiscal year's approved budget. Such authorization will continue for a reasonable period of time until budget approval of a new Multi-Year Budget or Annual Budget Update.

## **Appendix C29**

Bill No.  
2023

By-law No. CPOL.-26(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-26-222, as amended, being “Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-26-222, as amended, being “Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-26-222, as amended, being “Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy**

**Policy Name:** Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy

**Legislative History:** Adopted June 13, 2017 (By-law No. CPOL.-26-222); Amended July 24, 2018 (By-law No. CPOL.-26(a)-396); Amended July 25, 2023 (By-law No. CPOL.-26( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes the general guidelines for approving the naming/renaming or dedication of municipal property, buildings and park elements by Municipal Council.

#### **2. Definitions**

- 2.1 **Municipal Property and Buildings** – means all real property including unimproved lands, buildings and structures owned by the City including but not limited to dedicated parkland, open space, recreational facilities, bridges, operations facilities and administrative office buildings.

- 2.2 **Park Elements** – means substantial structures or recreational aspects of a park such as trails, ball diamonds, gardens, playgrounds, washrooms and water elements.

#### **3. Applicability**

- 3.1 This policy applies to the following five (5) main types of situations that could initiate a request for a naming/renaming or dedicating of municipal property, buildings or park elements:

- a) an opening or re-opening of a building or bridge, which may require donations;
- b) a civic recognition;
- c) international, national or provincial events/competitions;
- d) new park development; and,
- e) corporate sponsorship.

- 3.2 This policy does not apply to:

- a) the recognition of Fallen Fire Fighters or Fire Station namings; and/or,
- b) individual naming dedications; and/or,
- c) commemorative street naming.

#### **4. The Policy**

- 4.1 The intent of this policy is to:

- a) continue the current traditional practice of naming municipal property, buildings and park elements after significant geographical, neighbourhood and historical elements;
- b) recognize, on an exception basis, significant contributions that organizations (individuals may be considered in special circumstances

with the exception of elected officials currently in office) have made to the public life and the well-being of the people of London; and,

- c) provide direction on how to apply for approval to name, re-name or dedicate major external municipal property, buildings or park elements.

In instances where a naming request has been proposed as a result of receiving a significant donation toward the acquisition, creation or redevelopment of the property, building or element, consideration will be given to the sponsorship contribution being provided.

#### 4.2 Naming Principles

- a) Names shall be unique; name duplication and similar sounding names shall be avoided.
- b) Names should give a sense of place, continuity, belonging and celebrate the distinguishing characteristics and uniqueness of London.
- c) Names should maintain a long standing local area identification with the residents of London.
- d) Names shall be understandable to the majority of Londoners.
- e) Names shall not be discriminatory, derogatory or political in nature.
- f) Names shall be consistent with any other applicable City of London policies and naming standards.
- g) Names shall assist with emergency response situations by being consistent with street names and geographical locations.
- h) The form of signage shall be consistent with corporate signage and plaque guidelines.
- i) The cost associated with signage will be the responsibility of the City when the naming/re-naming has been initiated by the City and will be the responsibility of the community when the naming/re-naming has been initiated by the community.
- j) The City of London makes all final decisions concerning what is placed or occurs on City property and in its buildings.
- k) Names associated with a sponsorship will be considered when a donation amount relates to the construction value of an element.
- l) Naming or renaming shall not be made after an elected official currently in office.
- m) Council shall retain the right not to name certain facilities of broad community importance such as (but not limited to) City Hall.

#### 4.3 Naming Preferences

- a) Priority (in order of preference) shall be given to continuing the current naming/re-naming practice of City of London property and buildings after:
  - i) the area or planning district in which the property or building is located to provide a geographical association to help the public to locate a park, bridge or building more easily;
  - ii) the most dominant "constant feature either within or nearby" the selected site such as an associated significant ecological or natural resource feature;

- iii) a historical name related to London's heritage and/or historical folklore;
  - iv) an event or person of international, national or provincial significance; or,
  - v) an organization (or individual, with the exception of elected officials currently in office or fallen Fire Fighter) to recognize:
    - particular activities and significant contributions to the London community and/or society; and/or,
    - outstanding contributions and/or sponsorships made toward the development and/or enhancement of a property or building.
- b) Preference shall be given to naming City of London Elements (within parks or buildings) after an organization or an individual.
- c) When a name of an organization (or an individual) is being considered the following specific criteria should apply:
- i) the contribution they have made to the public life and the well-being of London;
  - ii) the sponsorship contribution made toward the acquisition, creation or redevelopment of the property, building or feature;
  - iii) a direct relationship or association that existed between the place of residence of the individual and the property, building or element to be named;
  - iv) where a property, building or element is named after a sports or entertainment celebrity the type of element shall be associated with the celebrity; and,
  - v) where the name of an individual or organization is so used, approval shall be obtained from the individual (their family) or the organization for such naming.

#### 4.4 Types of Situations Applicable to Naming

a) An Opening or Re-opening of a Building or Bridge

For the opening or re-opening of a building which may be the result of a capital building campaign, Council approves the proposed business plan which includes a plan for contribution recognition upon receipt of public donations. Citizens of London contribute to this campaign for numerous reasons including being recognized through receiving appreciation from the City and/or having their name located on a plaque board or on a particular feature of the building or park. Donations made for a building campaign are usually collected by a community group toward the project.

The names of the Mayor, the appropriate Standing Committee of Council and Members of Council may be noted on a recognition plaque when the names are those of the Council which approved the project.

b) A Civic Recognition

A civic recognition may be requested by a member of the public or may be initiated by the City itself to recognize a group or an individual's outstanding accomplishments, involvement or work in the local community or in a provincial or national forum.

c) International, National or Provincial Events/Competitions

A naming or re-naming of a building or an amenity within it in recognition of it being a venue for international, national or provincial events/competitions will occur to fulfill a condition agreed to by the City as part of its hosting obligations. Members of Council may also consider the naming or re-naming of such a facility or amenity to recognize an individual, group or corporation who donates significantly toward meeting

the cost of hosting the event/competition. The naming or re-naming may be for the duration of a specified number of years, at any time after which Members of Council in its sole discretion may re-name the building or amenity.

d) New Park Development

Planning and Economic Development is responsible for naming new parks which are developed as part of the subdivision development process. The names selected for new parks continue the current naming/re-naming practice adopting the area, subdivision or planning district name in which the park is located to provide a geographical association to help the public to locate the park more easily.

e) Corporate Sponsorship

The City's Corporate Sponsorship and Advertising Policy outlines the situations and specific application criteria. It applies to all business relationships between The Corporation of the City of London and businesses which contribute either financially or in-kind to City programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. Only for cases of sponsorship which have an associated sunset clause, will a corporate name or advertising brand be used.

#### 4.5 Types of Naming Situations Not Covered by This Policy

The following situations are not covered by this Policy:

- a) the recognition of fallen Fire Fighters and Fire Stations; and/or,
- b) Individual naming dedications made to a person to celebrate a special occasion such as:
  - i) a birth;
  - ii) a marriage;
  - iii) an anniversary;
  - iv) an accomplishment; or,
  - v) a major landmark event, person(s) such as a retirement or happenings.

Options for individual naming dedications can be found for naming of park features covered under The Commemorative Park Bench and Tree Program and The Storybook Gardens Brick Naming Program. Commemorative street namings are addressed through the Commemorative Street Name Program. Requests for naming dedications will not be granted for memorial purposes normally found at cemeteries nor will they be granted for elected officials currently in office.

#### 4.6 Application and Review Process

- a) Applicant(s) shall submit a written request for a civic naming to the City Clerk. The written request shall include the following:
  - i) background information concerning the rationale for consideration of the request;
  - ii) biographical information if named after an organization (or an individual); and,
  - iii) documentation including letters from organizations and individuals providing substantial support for the request. The applicant(s) is responsible for securing consensus within the community with respect to the application. Opposition to the application must be addressed and resolved by the applicant(s).

- b) Upon receipt of an application, the City Clerk shall:
  - i) review the application for conformity with this policy;
  - ii) circulate the application for comment on the suitability of the application, which would include:
    - the Municipal Addressing Advisory Group (MAAG) which is comprised of representatives from Planning and Economic Development, City Clerk's Office, Environment and Infrastructure and Emergency Services (Fire, Police and Ambulance) to review all proposed external civic names for the purpose of minimizing confusion for emergency response situations;
    - Planning and Economic Development, Recreation and Sport, and Neighbourhood and Community-Wide Services - for new park development naming, park re-naming and park elements;
    - Environmental and Infrastructure - for bridge naming; and,
    - Recreation and Sport, and Neighbourhood and Community-Wide Services - for recreational facility naming.
  - iii) consult with the community and identify possible objections and/or positive responses and determine the level of support for the requested civic naming;
  - iv) determine whether or not a special event is planned to coincide with a formal naming ceremony; and,
  - v) submit a report with the appropriate recommendation to the appropriate Standing Committee of Council to either approve or not approve the naming/re-naming as requested by the applicant(s). The report shall include, as applicable, the following:
    - a recommendation;
    - rationale for recommended action;
    - confirmation of the individual's/organization's endorsement and community consensus;
    - whether or not a ceremony is required;
    - timing of the ceremony;
    - future contributions to financing and ongoing maintenance (if applicable);
    - the duration of time the name will be used (if applicable); and,
    - other associated expenses with respect to signs, ceremonies, record keeping and how these costs will be addressed.

#### 4.7 Special Circumstances

There may be special occasions where the above noted review process would not be followed (i.e., for a surprise civic naming). As an example, contests for naming are considered as a special circumstance requiring approval by the appropriate Standing Committee of Council.

#### 4.8 Civic Renaming

The City of London believes that existing names have a historical significance and place within the community and should not be changed unless it is an exceptional situation and it can be proven that the majority of the local community is in support of the change. Each application for re-naming will be examined on a case by case basis, and the following considerations shall apply:

- a) Priority for re-naming will be granted by City Council in instances where a re-naming is a condition of the awarding of an international, national or provincial event/competition and/or the duration of time agreed upon as part of this condition has expired.

- b) Civic names may be changed if there are specific circumstances that arise which warrant a review.
- c) The re-naming of an entire building or property could include:
  - i) adding another new name to the existing name; or,
  - ii) subdividing or portioning off a particular property or feature to be given a new name or sub name; or,
  - iii) placing the names of an organization (or individuals) on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.

#### 4.9 Corporate Sponsorship Naming/Renaming

In addition to the general civic renaming considerations noted in part 4.8, above, corporate sponsorship naming/renaming initiatives shall:

- a) have a specific sunset clause associated with the length of time that the corporate name will be used, with no guarantee of perpetuity;
- b) consider the significance of the contribution made relative to the construction and operating cost of the property that is the subject of the naming;
- c) require the sponsor to pay for the signage, unless the City has requested the name change; and,
- d) not be limited to this policy in those circumstances where there are more appropriate ways of recognizing a sponsorship, such as internal facility naming, the dedication of plaques at a facility such as the use of donor plaque boards, or the purchase of park features such as trees, benches and picnic tables.

## **Appendix C30**

Bill No.  
2023

By-law No. CPOL.-172(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-172-424, as amended, being “Naturalized Areas and Wildflower Meadows”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-172-424, as amended, being “Naturalized Areas and Wildflower Meadows”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-172-424, as amended, being “Naturalized Areas and Wildflower Meadows”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Naturalized Areas and Wildflower Meadows

**Policy Name:** Naturalized Areas and Wildflower Meadows

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-172-424); Amended June 26, 2018 (By-law No. CPOL.-338-329); Amended July 25, 2023 (By-law No. CPOL.-172( )—)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Municipal Compliance

#### 1. Policy Statement

This policy ensures that Naturalized Areas and Wildflower Meadows are in compliance with the Yard and Lot Maintenance By-law.

#### 2. Definitions

**Buffer Strip** – buffer strip means a border of a minimum of 0.9 m wide that delineates a wild flower meadow or naturalized area.

**Naturalized Area** – naturalized area means a portion of a lot where a lawn or perennial garden previously maintained by the owner which has been allowed to re-establish a reproducing population of native species, through a combination of natural regeneration and deliberate plantings of species or other species to emulate a natural area;

**Wildflower Meadow** – wildflower meadow means a specialized habitat within a naturalized area, which is dominated by native species of flowers and grasses. The area would require periodic mowing (once or twice per year) in order to prevent the growth and establishment of woody shrubs and trees;

#### 3. Applicability

This policy applies to property owners who have received a Yard and Maintenance By-law Order and wish to continue to maintain or establish a Naturalized Area or Wildflower Meadow.

The Yard and Lot Maintenance By-law does not apply to a Wildflower Meadow or a Naturalized Area provided that those areas are managed in accordance with the Weed Control Act, provided that there is no waste, and provided that they do not encroach within the Buffer Strip.

#### 4. The Policy

Where a property owner proposes or wishes to maintain a Naturalized Area or a Wildflower Meadow, in response to an Order issued under the Yard and Maintenance By-law, the owner shall provide a landscaping plan to Municipal Compliance Services seeking an exemption from the By-law. Municipal Law Enforcement Services may consult with appropriate staff and partner agencies to seek information as to the exemption request. The Director, Municipal Compliance or designate may accept the proposed plan submitted by the property owner and also reserves the right to deny or revise the proposed plan to meet the spirit and intent of the by-law.

## **Appendix C31**

Bill No.  
2023

By-law No. CPOL.-231(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-231-555, as amended, being "Policy for the Establishment and Maintenance of Council Policies", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-231-555, as amended, being "Policy for the Establishment and Maintenance of Council Policies", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-231-555, as amended, being "Policy for the Establishment and Maintenance of Council Policies", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Policy for the Establishment and Maintenance of Council Policies**

**Policy Name:** Policy for the Establishment and Maintenance of Council Policies

**Legislative History:** Adopted November 28, 2017 (By-law No. CPOL.-231-555); Amended July 24, 2018 (By-law No. CPOL.-231(a)-429); Amended July 25, 2023 (By-law No. CPOL.-231( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes the responsibilities and procedures for establishing and maintaining Council policies, including making Council policies available to Council, Civic Administration and the public in order to promote accountability, transparency, and openness.

#### **2. Definitions**

- 2.1 **Administrative Practice or Procedure** – shall mean an internal practice or procedure used by City of London employees to carry out the City’s day-to-day business operations.
- 2.2 **Corporate or City-Wide significance** – shall mean a policy that impacts all or the majority of service areas or could impact a significant number of City of London residents.
- 2.3 **Council Policy** – shall mean a policy adopted by Council that provides high level direction to guide the actions of the City in carrying out its business operations.
- 2.4 **Council Policy Manual** – shall mean a consolidation of policies that have been adopted by Council.
- 2.5 **Service Area Lead** – shall mean the City of London staff person primarily responsible for the development and maintenance of a Council policy.
- 2.6 **Service Area Head** – shall mean the City of London department head to whom the Service Area Lead reports.
- 2.7 **Strategic Leadership Team** – shall mean the group of City administrators assembled by the City Manager to provide senior administrative oversight of the business operations of the City.

#### **3. Applicability**

- 3.1 This Council policy applies to all policies recommended for adoption by and/or adopted by Council.

#### **4. The Policy**

##### **4.1 Roles and Responsibilities**

- a) The Council is responsible for approving Council policies.
- b) The City Clerk, or their designate, is responsible for maintaining and making available to Council, Civic Administration and the public, a current consolidation of Council policies.
- c) The Service Area Lead is responsible for the development and maintenance of Council policies related to their respective business operations.
- d) The Service Area Head is responsible for recommending any new policies, amendments to existing policies or policies for repeal, related to

their respective business operations, for approval by Council.

## 4.2 Procedures

### 4.2.1 Developing, Amending or Repealing a Council Policy

- a) Council or the Civic Administration may identify a matter for which they wish to establish a new Council policy, an existing Council policy which requires amendment, or a policy which needs to be repealed.
- b) The appropriate Service Area Lead shall research, develop, and prepare proposed Council policies, proposed amendments to existing Council policies, or a proposed repeal of Council policies relevant to their business operations for the Service Area Head's recommendation to Council for consideration, through the appropriate Standing Committee.
- c) Council Policies that are being recommended for creation, amendment or repeal by the Civic Administration:
  - i) Must be recommended to the appropriate Standing Committee of Council by the Service Area Head.
  - ii) Must be reviewed by the Strategic Leadership Team for content and intent in the case of a policy with corporate and/or city-wide significance.
  - iii) Must be reviewed by the City Clerk, or their designate, for compliance with the provisions of this Policy.
  - iv) Must be reviewed using the Anti-Racism and Anti-Oppression Framework and Equity Tool, once training has been provided, no later than the 2025 Council Policy review.

### 4.2.2 Policy Template

Council policies shall be prepared using the following template:

**Policy Name:** (Council Policy Title)

**Legislative History:** (Provided by City Clerk's Office)

**Last Review Date:** (Provided by the City Clerk's Office based upon written notification by the Service Area Lead responsible for the maintenance of the Council policy)

**Service Area Lead:** (Title of the staff person responsible for the development and maintenance of the Council policy and the staff contact for information regarding the Council policy)

1. Policy Statement (states the objective of the Policy)
2. Definitions (if applicable)
3. Applicability (states who/what the Policy applies to)
4. The Policy

### 4.2.3 Publishing of Council Policies

The City Clerk, or their designate, shall be responsible for the retention and publication of Council policies.

### 4.2.4 Maintaining the Currency of Council Policies

It is the responsibility of Service Area Leads to maintain the currency of the Council policies that fall within their service area's jurisdiction.

The City Clerk shall by January 31 of each calendar year ending in an odd number, send a written notice to each Service Area Lead, with a copy to

the relevant Service Area Head, reminding them to ensure completion of their review of Council policies for which they have been designated responsibility, to ensure they continue to properly meet Council, corporate and other legislative requirements. This does not preclude any Service Area from being responsible for updating a policy prior to the review of all policies, should it become evident that a change in policy is required on a more immediate basis.

Service Area Leads shall:

- a) Review all Council policies within their service area's jurisdiction by no later than April 30 of each calendar year ending in an odd number.
- b) Ensure application of the Anti-Racism and Anti-Oppression Framework and Equity Tool on all Council Policies for which they have been designated responsibility.
- c) Ensure all Council Policies continue to properly meet Council, corporate and other legislative requirements.
- d) Advise their Service Area Head of the findings from their review.

Service Area Heads shall:

- a) Advise the City Clerk's staff person specified in the City Clerk's notice letter, of the date the review of the Council policies within their Service Area was completed, for those policies not requiring any change, so that review date can be reflected in the relevant policy.
- b) Bring forward any recommendations for revisions to existing Council policies arising from the Service Area's review by May 31 of each calendar year ending in an odd number, for consideration by the appropriate Standing Committee of Council. The review date for any policies recommended for change will be the date those changes are adopted or denied by the Municipal Council.

## **Appendix C32**

Bill No.  
2023

By-law No. A.-6151(\_)-\_\_\_\_

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “C” - “Procurement of Goods and Services Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “C” - “Procurement of Goods and Services Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “C” - “Procurement of Goods and Services Policy” to the By-law in its entirety and by replacing it with a new Schedule “C”, attached as Schedule “A” to this by-law.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### **Procurement of Goods and Services Policy**

**Policy Name:** Procurement of Goods and Services Policy

**Legislative History:** Enacted December 17, 2007 (By-law No. A.-6151-17); Amended November 23, 2009 (By-law No. A.-6151(b)-347); Amended October 4, 2010 (By-law No. A.-6151(c)-264); Amended December 6, 2011 (By-law No. A.-6151(d)-4); Amended October 30, 2012 (By-law No. A.-6151(e)-307); Amended December 11, 2012 (By-law No. A.-6151(f)-2); Amended December 19, 2016 (By-law No. A.-6151(n)-25); Amended March 21, 2017 (By-law No. A.-6151(o)-96); Amended June 26, 2018 (By-law No. A.-7742-237); Amended October 1, 2019 (By-law No. A.-6151(y)-268); Amended February 15, 2022 (By-law No. A.-6151(ae)-59); Amended May 16, 2023 (By-law No. A.-6151(ag)-103 (Schedule C)); Amended July 25, 2023 (By-law No. A.-6151( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Senior Manager, Procurement and Supply

#### **1. Policy Statement**

This Policy outlines the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London.

#### **2. Definitions**

Please refer to Section 3 of the attached Appendix A.

#### **3. Applicability**

Procurement activities shall be subject to all applicable City policies and by-laws, any specific provisions of the *Municipal Act*, and all other applicable Federal and Provincial legislation.

#### **4. The Policy**

Please refer to the attached Appendix A.

**Appendix A**

**Bylaw No. A-6151(\_\_\_\_\_), Schedule  
“C”**

**Procurement of Goods and Services  
Policy**

**The Corporation of the City of  
London**

Revised: July 25, 2023



**London**  
CANADA

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## **1. Procurement Goals and Objectives**

Mission:

To obtain the right goods and/or services when needed while achieving best value through a transparent, fair and competitive process with a high focus on Customer Service.

- 1.1. This Policy outlines the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London (herein after known as 'City').
- 1.2. The guiding principle is that procurement decisions will be made using a competitive process that is open, transparent and fair.
- 1.3. The City encourages innovation and the use of technology which meets City specifications and industry standards in order to ensure the utilization of the most efficient and effective procurement processes and practices.
- 1.4. The City will consider the total costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs in evaluating competitive bids from responsive and responsible bidders. Where costs are submitted for more than one year, the net present value of the annual costs will be used to evaluate the costs at a discount value concurred by the City Treasurer.

The Procurement and Supply function fully embraces the philosophy of continuous improvement and will continue to be a leader in advanced public procurement solutions that are quality focused and consider the 'Total Cost of Ownership' where possible.

The City encourages its supply chain partners to have similar quality considerations with their procurement of goods and services.

### **1.5. Sustainable Procurement**

*Sustainable Procurement* is a framework for procurement decision-making that will contribute to the City of London's procurement objective to achieve best value for the City by considering the full life cycle of products and their complete economic, environmental and social costs and benefits.

The City of London recognizes that through its procurement function it has the power to bring about environmental and social improvements both locally and globally while maximizing economic benefits. The City is committed to maximizing sustainability benefits by engaging with the public marketplace and increasing the efficiency of procurement procedures and practice.

#### **Sustainable Procurement Purpose**

The purpose is to:

- Embed environmental and ethical criteria into the City's procurement procedures and supply chain management processes and ensure cost effectiveness and competitive pricing.
- Set specifications for goods and services that achieve environmental benefits such as waste reduction, water conservation, energy conservation, and pollution prevention and increase the development and awareness of environmentally sound procurement, efficient and durable products, reusable products and products that contain post-consumer, recyclable, non-toxic, and/or nonpetroleum content.
- Ensure safe and healthy workplaces for the people who produce goods or supply services to the City of London by requiring suppliers to adhere to minimum performance standards with respect to fair labour practices and

human rights, based on core labour conventions of the International Labour Organization (ILO), Canadian laws and other applicable environmental and ethical standards as defined in the City's Supplier Code of Conduct.

- Evaluate, as appropriate, products and services based on a full life cycle or total cost of ownership perspective that considers their complete economic, environmental and social costs and benefits.
- Evaluate, as appropriate, the sustainability performance of suppliers' internal operations and rewarding leadership and innovation among Suppliers who contribute to healthy, fair and safe workplaces and practice environmental stewardship.
- Strive to reduce the overall consumption of goods and services, where possible, through more efficient procurement procedures and practices.
- Enhance procurement practices to align with existing City sustainability initiatives, such as Leadership in Energy and Environmental Design (LEED) green building design and E3 Fleets.
- Advance a corporate culture at the City that recognizes and places a priority on sustainability.
- Adhere to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive and complying with all applicable trade agreements such as The Canadian Free Trade Agreement (CFTA).

### Scope

This applies to the procurement of goods, services and construction by all Service Areas. Full implementation of the policy will be phased in over time.

### Guidelines

#### **A. Responsibilities**

**All City Service Areas, Offices and Agencies** shall identify and purchase the most environmentally and socially responsible products and services that are available for the intended purpose at a competitive price and that meet the performance requirements. Environmental and social factors that should be considered include, but are not limited to:

- Minimization of virgin material use in product or service life cycle;
- Maximization of recycled products used in product or service life cycle;
- Environmental cost of entire product or service life cycle;
- Reuse of existing products or materials in product or service life cycle;
- Recyclability of product;
- Minimization of packaging;
- Reduction of energy/water consumption;
- Toxicity reduction or elimination;
- Elimination of uncertified hardwoods in product or service life cycle;
- Durability and maintenance requirements;
- Ultimate disposal of the product; and
- Adherence to the minimum social performance standards of the *Supplier Code of Conduct*

**Procurement and Supply staff** shall adhere to the guidelines set forth in this policy when making Procurement decisions. Procurement and Supply will be responsible for ensuring Suppliers comply with the minimum performance standards of the *Supplier Code of Conduct* and will participate in establishing annual action plans and targets, developing relevant tools and procedures, and reporting on annual performance.

**City Service Areas** shall assist Procurement and Supply in its implementation of this policy by supporting training, information gathering, developing of environmental specifications, and evaluation of products and services and supplier sustainability performance. End Users shall work with Procurement and Supply to set product and service specifications and evaluate products and services based on these specifications.

#### **B. Metrics and Reporting System**

Sustainable procurement performance indicators and annual targets will be defined. A reporting system will track performance against these indicators and report on achievement of targets.

#### **C. Program Resourcing**

Adequate resourcing (e.g., human and financial) will be assessed regularly to ensure successful implementation of the Sustainable Procurement Policy.

#### **D. Phased Implementation**

Sustainable Procurement will be phased in over time through the selection of priority products and service based on a defined set of selection criteria (e.g., cost saving potential, sustainability impacts, market availability).

### **1.6. Supplier Code of Conduct**

The Supplier Code of Conduct sets the minimum performance standards for Suppliers and their subcontractors and supports the City of London's Sustainable Procurement. The goal of the Supplier Code of Conduct is to ensure safe and healthy workplaces for the people who make goods, services and construction for the City, where human and civil rights conditions meet internationally agreed upon standards.

The Supplier Code of Conduct will ensure that Suppliers are in compliance with the International Labour Standards (i.e., core labour conventions) of the International Labour Organization (ILO), Canadian laws and other applicable environmental and ethical standards. The City will apply the Supplier Code of Conduct as one of the criteria used in its selection of Suppliers. It is a requirement that City Suppliers and their sub-contractors follow this code.

#### **Compliance Requirements**

City Suppliers and their sub-contractors must strive to comply with all national and other applicable laws of the country(ies) of operations or applicable to the manufacturing of goods or delivery of services, including, but not limited to those laws relating to working conditions, human rights, health and safety and the environment. For goods and services produced in Canada, Canadian laws will apply. For goods and services produced outside of Canada, and where foreign national laws and the Supplier Code of Conduct address the same issue, the standard that is most stringent will apply, thereby ensuring that all Suppliers, regardless of their place of operation, are meeting a consistent set of minimum performance standards related to human rights and fair workplace practices. The application of the Supplier Code of Conduct will be phased in over time.

#### **Minimum Performance Standards**

The following nine standards are based on the ILO International Labour Standards (i.e., labour conventions) that directly support the Universal Declaration of Human Rights and address the worst forms of child and forced labour. These core conventions set out reasonably achievable minimum standards for working conditions in manufacturing facilities and factories

internationally. The [ILO International Labour Standards](http://www.ilo.org) are available online at: <http://www.ilo.org>.

**a. Freely Chosen Employment**

The Supplier shall employ workers who choose to be employed by the Supplier's company. The Supplier shall not use any forced, bonded or indentured labour or involuntary prison labour. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.

**b. Child Labour**

The Supplier shall commit to a zero-tolerance policy toward the use of child labour in any stage of manufacturing. The term "child" refers to any person under the age of 15 (or 14 where the law of the country of manufacture allows). Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is permitted.

**c. Non-discrimination and Diversity**

The Supplier shall promote cooperation, individual responsibility and acceptance of diversity among its employees. The Supplier and its employees shall not engage in discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, place of origin, ancestry, source of income, pregnancy, religion, political affiliation, union membership, family status or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be unlawfully used in a discriminatory way.

**d. Health and Safety**

Workers will be provided with a safe and healthy work environment. Conditions in all work and residential facilities shall be safe, clean, and consistent with all applicable laws and regulations regarding occupational health and safety. The Supplier shall adequately inform employees of their health and safety guidelines in terms of equipment, training, management, and work practices.

**e. Employee Treatment, Harassment and Abuse**

The Supplier's employees shall be treated with respect and dignity and Supplier's disciplinary policies and procedures shall be clearly defined and communicated to employees before application. There shall be no harsh and inhumane treatment, including any physical, sexual, psychological, verbal harassment or abuse, or corporal punishment; nor is there to be the threat of any such treatment.

**f. Freedom of Association and Collective Bargaining**

The Supplier shall work directly with employees to find solutions to any outstanding legal and employment issues while at all times respecting worker rights to obtain representation, join labour unions, and/or bargain collectively. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

**g. Wages and Benefits**

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate. Deductions from wages as a disciplinary manner is not permitted and payment shall occur in a timely manner with record of payment (e.g., pay stub).

**h. Hours of Work**

The Supplier shall ensure regular working hours do not exceed forty-eight (48) hours per week, and that the combination of regular hours and required overtime hours do not exceed sixty (60) hours per week except in emergency circumstances.

i. **Environmental Responsibility**

Suppliers shall take responsibility to reduce the environmental impact of their products and services as well as their overall operations or ‘in-house’ practices (e.g., energy conservation in their buildings). Suppliers must not be in violation of any national environmental regulations and should be striving to meet third-party standards.

**2. General Provisions**

- 2.1 Unless otherwise provided in accordance with this Policy, the Senior Manager, Procurement and Supply and the authorized employees of Procurement and Supply shall act for the City, for the purchase and disposal of all goods and/or services and shall be responsible for providing necessary advice and services required for such purchases and/or disposals in accordance with the method of purchase authorized by this Policy.
- 2.2 No purchase of goods and/or services shall be authorized unless it is in compliance with this Policy. Goods and/or services that are obtained without following the provisions of this Policy will not be accepted, and any invoices received may not be processed for payment.
- 2.3 Unless otherwise provided in accordance with this Policy, the purchase of all goods and/or services shall be authorized in accordance with the provisions of Schedule “A” to this Policy.
- 2.4 Requisitions or purchase orders shall not be arbitrarily structured to alter the relationship of the price to the preauthorized expenditure limit.
- 2.5 The procedures prescribed in this Policy shall be followed to make an award or to make a recommendation of an award to Committee and City Council.
- 2.6 Wherever possible, it should be the intent of the client service areas to procure goods and/or services of like nature as a combined effort in order to benefit from economies of scale.
- 2.7 During the public procurement process, internal City bids will not be considered as the analysis of in-house versus out-source (procurement) will be made prior to any such process.
- 2.8 Definitions specific to this Policy are documented in Section 3.
- 2.9 The City recognizes that mistakes and misunderstandings may occur; bidders may feel aggrieved and may seek to dispute the recommendation of an award of a contract. To maintain the integrity of the process, bidders who believe they have been treated unfairly can make this known by contacting the Senior Manager, Procurement and Supply prior to the award of the contract. The bidder must file the formal dispute for an appeal in writing within two (2) City of London business days of notification to the bidder by the City that their bid is not acceptable and request a hearing meeting with the Senior Manager, Procurement and Supply (or delegate). This meeting must be held within seven (7) City of London business days of notification. If the bidder disagrees with the decision of the hearing meeting the next step is to formally appeal to the City Treasurer (or delegate) in writing within seven (7) City of London business days. If the bidder disagrees with the decision of the City Treasurer, the next step is to formally appeal in writing to the City Clerk within seven (7) City of London business days. The Corporate Services Committee will hear the appeal and make a recommendation to Council regarding the dispute. City Council’s decision on the Committee’s recommendation is final.

The City may, in its absolute sole discretion, reject any other bids submitted if the bidder, or any officer or Deputy City Manager of the bidder is or has been

engaged, either directly or indirectly through another Corporation or personally, in/or during a dispute appeal of decision for the contract award action against the City.

In determining whether or not to reject a bid under this clause, the City will consider delays in awards of this or subsequent City contracts and whether the dispute or appeal is likely to affect the bidder's ability to work with the City, its consultants and representatives, and whether the City's experience with the bidder indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder. The City will also consider delays in awards of subsequent City contracts with other contractors and the potential for those additional costs resulting in delays associated with this dispute/appeal.

There are strict time limits to file a dispute appeal. If the bidder is unsure of the deadline for appeal, they must seek direction from the Senior Manager, Procurement and Supply. Failure to seek and follow these directions will result in the appeal being dismissed.

- 2.10 This Policy will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five (5) years or more frequently as required.
- 2.11 Goods and/or services NOT subject to this Policy are listed in Schedule "B". The final determination of whether goods and/or services qualify for exemption under Schedule "B" shall be determined by the City Treasurer (or delegate).
- 2.12 Additional information on the administration of the procurement process can be found in Schedule "E" entitled Materials Management Guidelines.
- 2.13 Where a Service Area does not involve the complete utilization of the City's Procurement and Supply Division as the procurement agent (e.g., small value contracting, or call-ups under the standing offer agreement, or user-administered tenders) then the Service Area is responsible for: Disclosing designated substances; Including designated substance and asbestos clauses in the tender/contract documents (Refer to Asbestos Management Program Appendices), and providing Pre-Demolition, Alteration or Renovation surveys to include pre-existing designated substance information.
- 2.14 In accordance with Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) as amended, the City of London shall consider accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not practicable to do so. In which case, an explanation will be provided upon request.
- 2.15 No purchase of goods and services associated with computer software, hardware and/or telecommunications equipment will be authorized without the completion of appropriate Information Technology reviews as determined by Information Technology Services and the authorization, in writing, of the Director, Information Technology Services (or delegate).
- 2.16 When Grants or Stimulus Funding are received by the City, the use of that funding for Procurements is subject to the Procurement of Goods and Services Policy, notwithstanding any specific conditions placed by the provider.

### **3. Definitions**

In this Policy, unless a contrary intention appears,

**'Acting'** means the formal delegation of approval authority by the person in the position of authority to the person acting in that role on a temporary basis.

**'Addendum' (Addenda)** means the form of a document used to officially change, add and/or delete information contained within a Competitive Bid. By issuing an Addendum, the Competitive Bid itself changes to incorporate the Addendum.

**'Agreement'** means a formal written legal agreement or contract for the supply of goods, services, equipment or construction.

**'Award'** means the City and has obtained the required approval as defined in Section 8.5 and Schedule "A" to officially enter into a Purchase Order, Contract Record or formal Agreement with a selected supplier.

**'Best Value'** means the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan. Best value may include a time horizon that reflects the overall life cycle of a given asset.

**'Bid'** means a response to a competitive bid issued by the City.

**'Bidder'** means a person, corporation or other entity that responds, or intends to respond to a competitive bid.

**'Bid Deposit'** means currencies, certified cheques, bid bond issued by a surety company licensed to operate by the Government of Canada or the Province of Ontario or another form of negotiable instrument acceptable to the City to compensate the City if the successful bidder does not enter into a contract.

**'Blanket Purchase Contract'** means any contract for the purchase of goods and/or services which will be required frequently or repetitively but where the exact quantity of goods and/or services required may not be precisely known or the time period during which the goods and/or services are to be delivered may not be precisely determined.

**'Canadian Free Trade Agreement'** (CFTA) is a Canadian intergovernmental trade agreement signed by Canadian Ministers that entered into force on July 1st, 2017.

**'City'** means The Corporation of the City of London.

**'City Manager'** means a person, or person 'acting' in this capacity serving as the head of Civic Administration. The City Manager may also exercise the approval authority of a Deputy City Manager.

**'City Treasurer'** means a person, or person 'acting' in this capacity with chief responsibility for Corporate Finances at the City (Deputy City Manager, Finance Supports and City Treasurer).

**'Certificate of Clearance'** from the Workplace Safety and Insurance Board means a certificate issued by an authorized official of the Workplace Safety and Insurance Board certifying that the Board waives its rights under Subsection 141(10) of the Workplace Safety and Insurance Act, R.S.O. 1997, as amended.

**'Committee'** means the authorizing body (as amended by City Council) that provides initial approval prior to seeking Council approval.

**'Competitive Bid'** means REOI, RFI, RFPQ, RFP, IRFQ, RFQ or RFT as further defined in this section.

**'Comprehensive Economic and Trade Agreement'** (CETA) is a free-trade agreement between Canada and the European Union and its member states.

**'Consultant'** means an external subject matter expert that provides advisory services and/or direction to City Staff when the City requires competency and/or capacity for a particular procurement that is not available in-house, excluding legal, employment and labour relations services.

**'Contract'** means any formal or deliberate written agreement for the purchase of goods, services, equipment or construction including but not limited to Purchase Order and Agreement. Standard contracts are used for the acquisition of goods and/or services for a specific requirement. Corporate contracts are used for the acquisition of goods and/or services for a group of specific requirements.

**'Contracting'** means any formal or deliberate written agreement for the purchase of goods, services, equipment or construction including but not limited to Purchase Order and Agreement. Standard contracts are used for the acquisition of goods and/or services for a specific requirement. Corporate contracts are used for the acquisition of goods and/or services for a group of specific requirements.

**'Contract Amendment'** means a change, correction, clarification or deletion to a purchase agreement that has already been executed.

**'Contract Renewal'** is the extension of an existing contract for a new term, the duration of which is specified in the contract as optional periods.

**'Conflict of Interest'** means a situation in which the personal interests of Deputy City Managers, officers and key staff members come into conflict, or appear to come into conflict, with the interests of the City.

**'Contract Record'** means a document which summarizes the goods and/or services to be purchased.

**'Declaration Respecting Workers' Compensation Act, R.S.O.'**

**'1990/Corporations Tax Act'** means a declaration that the bidder has paid all assessments or compensation payable and has otherwise complied with all requirements of the Workplace Safety and Insurance Board and that the bidder has paid all taxes and/or penalties imposed on it pursuant to the Corporations Tax Act, R.S.O. 1990, CHAPTER C.40, as amended.

**'Delegate'** means a person who has been delegated approval authority by a position with authority under this Policy (Section 8.7).

**'Delegation of Approval Authority'** means the formal delegation of authority to perform a specific task or approval by a person in a position with authority under this Policy (Section 8.7), resulting in a 'delegate'.

**'Delegation of Approval Authority List'** means a list prepared by the Deputy City Manager granting the formal delegation of authority to perform a task or approval (Section 8.7).

**'Deputy City Manager'** means a person, or person 'acting as a delegate' in this capacity responsible for a service area at the City. **'Dispute Committee'** means a committee comprised of the Senior Manager, Procurement and Supply (or delegate), the City Treasurer (or delegate), the City Manager (or delegate), and the Deputy City Manager of the client service area involved.

**'Elected Official'** means a member of (London) City Council.

**'Emergency'** means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

**'Employee - Employer Relationship'** means a worker agrees to work for the City, on a full-time or part-time basis, for a specified or indeterminate period of time, in return for wages or a salary. The City has the right to decide where, when and how the work is to be done.

**'Executed Agreement'** means a formal agreement, either incorporated in the bid documents or prepared by the City or its agents, to be executed by the successful bidder and the City.

**'Fairness Advisor'** means an external resource who focuses on the procurement process and the case law for a procurement but is also required to have a business perspective and may provide advice to the City.

**'Fairness Commissioner'** means an external resource who works concurrently with the City's procurement process to proactively make the process fairer and certifies the work at the conclusion. The Commissioner will provide direction to the City as required.

**'Fairness Monitor'** means an external resource who oversees a procurements' procedural fairness, transparency and adherence, particularly as it relates to the procurement process and provides feedback to the City.

**'Goods and/or Services'** means supplies, services, materials and equipment of every kind required to be used to carry out the operations of a service area.

**'Group Procurement Organization'** (GPO) means an entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors based on the collective buying power of the GPO members.

**'Informal Request for Quotation' or 'IRFQ'** means a request for prices on specific goods and/or services from selected suppliers which are submitted in writing, or as specified in the Informal Request for Quotation.

**'Insurance Documents'** means official original documents issued by an insurance company acceptable to the City and, preferably, licensed to operate by the Government of Canada or the Province of Ontario certifying that the bidder is insured in accordance with the City's insurance requirements and completed on the City standard insurance form(s); as contained in the bid document.

**'Irregular Result'** is defined in Section 8.10.

**'Irregularities Contained in Bids'** is defined in Schedule "C" and includes the appropriate response to those irregularities.

**'Irrevocable Letter of Credit'** means an irrevocable letter on the financial institution's standard form containing a request that the party to whom it is addressed pay the bearer or a person named therein money as a result of failure to perform or fulfill all the covenants, undertakings, terms, conditions and agreements contained in a contract.

**'Labour and Material Bond'** means a bond issued by a surety company on the City standard Form of Bond to ensure that the contractor will fulfill its obligations to its employees, subcontractors and suppliers and thereby protects the City.

**'Letter of Agreement to Bond'** means a letter or other form issued by a surety company licensed to operate by the Government of Canada or the Province of Ontario advising that, if the bidder is successful the bonding agency will issue the required bonds.

**'Senior Manager, Procurement and Supply'** means a person responsible for the Procurement and Supply section at the City. For the purposes of this Policy, when 'Senior Manager, Procurement and Supply' appears it does not include staff that has been delegated approval authority by the 'Senior Manager, Procurement and Supply', unless otherwise noted.

**'Obsolete'** means City assets that are no longer current or have no functional use due to being replaced by newer assets and still may have some economic value.

**'Ontario Public Buyers Association'** (OPBA) is a not-for-profit professional association representing public procurement professionals throughout Ontario. We promote the ethical and effective expenditure of public funds and encourage excellence in public purchasing through our continuing professional development opportunities, the encouragement of certification programs and through networking among our members.

**'Pecuniary Interest'** means the opportunity, directly or indirectly, to profit or share in any profit derived from a competitive bid or agreement.

**'Performance Bond'** means a bond issued by a surety company on the City standard Form of Bond executed in connection with a contract and which secures the performance and fulfillment of the undertakings, covenants, terms, conditions

and agreements contained in the contracts. These may also be in the form of renewable performance bonds.

**'Professional Consulting Services'** means a consulting firm, engineer or architect providing professional knowledge or construction design or technical expertise.

**'Program Administrator'** means a person who has been given the responsibility to maintain and monitor the purchasing card program at the City.

**'Proponent'** means the respondent to a Request for Proposal (RFP).

**'Purchase Order'** means the standard City procurement document issued by Procurement and Supply to formalize a purchasing transaction with a supplier.

**'Purchasing Card'** means a credit card provided by the City's Finance area and its use is bound by the provisions of the Procurement of Goods and Services Policy.

**'Purchase Requisition'** means a duly authorized written or electronically produced request in an approved format to obtain goods or services.

**'Request for Expression of Interest' or 'REOI'** means a focused market research tool used to determine supplier interest in a proposed procurement. It may be issued simultaneously with a Request for Pre-Qualification (RFPQ) when the proposed procurement is well defined, and the purchaser has clear expectations for the procurement.

**'Request for Information' or 'RFI'** means a general market research tool to determine which products and services are available, scope out business requirements, and/or estimate project costs which may be used prior to issuing another type of competitive bid.

**'Request for Proposal' or 'RFP'** means a process where a need is identified, but the method by which it will be achieved is not prescribed at the outset. This process allows prospective suppliers to propose solutions or methods to arrive at the desired result.

**'Request for Pre-Qualification' or 'RFPQ'** means a request for a list of qualified suppliers and firms who have an interest in providing services to the City, typically through a two-stage process.

**'Request for Quotation' or 'RFQ'** means a request for prices on specific goods and/or services as specified in the Request for Quotation.

**'Request for Tender' or 'RFT'** means a request for sealed bids which contain an offer in writing to execute some specified services, or to supply certain specific goods, at a certain price, in response to a publicly advertised request for bids.

**'Scrap'** means City assets that no longer have the ability to function for their original design in their current state and have minimal economic value other than primarily for recycling value.

**'Sealed Bid'** means a formal sealed response received as a part of a competitive bid.

**'Single Source'** means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications. Further qualifications appear in the definition in Section 14.4.

**'Sole Source'** means that the goods and/or services are available from only one supplier. Further qualifications appear in the definition in Section 14.3.

**'Substantive Objection'** means an unsuccessful bidder request moving to the third stage of dispute resolution as prescribed in Section 2.9.

**'Supplier'** means any individual or organization providing goods or services to the City including but not limited to contractors, consultants, suppliers, service organizations etc.

**'Surplus'** means City assets that exceed the portion that is utilized by the City, may be current, may have functional use and still have some economic value.

**'Tender'** means a sealed bid which contains an offer in writing to execute some specified services, or to supply certain specified goods, at a certain price, in response to a publicly advertised request for bids.

**'Trade Agreements'** are intended to reduce and eliminate, to the extent possible, barriers to the free movement of labour, goods, services, and investments. Supports rules requiring open, fair and transparent competition in government procurements.

**'Triggering Event'** means an occurrence resulting from an unforeseen action or consequence of an unforeseen event, which must be remedied on a time sensitive basis to avoid a material financial risk to the City or serious or prolonged risk to persons or property.

**'Unsolicited proposal'** is a written application for a new or innovative idea submitted to the City on the initiative of the offeror for the purpose of obtaining a contract

**'Value Analysis'** means a life cycle costing approach to valuing a given alternative, which calculates the long term expected impacts of implementing the particular option.

## **4. Responsibilities**

### **4.1. General Responsibilities**

- a. All City staff delegated with approval authority (Section 8.7) shall follow the guidelines as set out in Schedule "D" 'A Statement of Ethics for Public Purchasers' established by the Ontario Public Buyers' Association, as well as the City's Conflict of Interest Policy, and Section 5 below.
- b. Procurement activities shall be subject to all applicable City policies and by-laws, any specific provisions of the *Municipal Act*, and all other applicable Federal and Provincial legislation.
- c. Failure to adhere to the requirements outlined in this Policy may lead to disciplinary action up to and including termination of employment.
- d. No provision of this Policy precludes a Deputy City Manager or the Senior Manager, Procurement and Supply, with the concurrence of the City Manager, from recommending an award to Committee and City Council where:
  - i. in the opinion of a Deputy City Manager, it is in the best interest of the City to do so; or
  - ii. it is a matter of procurement procedure and, in the opinion of the Senior Manager, Procurement and Supply, it is in the best interest of the City to do so.

### **4.2. City Manager**

The City Manager has the authority to instruct the Deputy City Managers not to award contracts and to submit recommendations to Committee and City Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interest of the City.

### **4.3. Deputy City Managers**

- a. Have responsibility for all procurement activities within their service areas and are accountable for achieving best value while following the Procurement of Goods and Services Policy;
- b. Have the authority to delegate approval authority to staff at the appropriate levels within their service areas (Section 8.7);
- c. The Deputy City Managers have the authority to award contracts in the circumstances specified in this Policy provided that the delegated power is

- exercised within the limits prescribed in Schedule “A” and the requirements of this Policy are met; and
- d. When the Deputy City Manager is of the opinion that a Triggering Event has occurred, the Deputy City Manager may authorize the purchase of such goods and/or services as is considered necessary to remedy the situation without regard to the requirement for a competitive bid and may approve the necessary contract amendment. The relevant details surrounding the Triggering Event shall be included in a report and submitted to Committee and City Council as soon as possible.

#### 4.4. City Treasurer

The City Treasurer is responsible for:

- a. Overseeing the Procurement and Supply function;
- b. Maintaining ownership over the Procurement of Goods and Services Policy; and
- c. Approval authority as outlined in Schedule “A” and 8.5.

#### 4.5. Senior Manager, Procurement and Supply

The Senior Manager, Procurement and Supply is responsible for:

- a. The integrity of the procurement process with the exception of those items listed in Schedule “B”;
- b. Providing professional procurement advice and service to City staff.
- c. Awards within the authority of the Deputy City Manager (or delegate) for which the Senior Manager, Procurement and Supply may award a contract on behalf of these positions provided that Procurement and Supply is in receipt of a funded requisition and the requirements of this Policy are met;
- d. Monitoring compliance with this Policy;
- e. Notifying the Senior Leadership Team, in advance, if possible, of non-compliance with this Policy;
- f. Rejecting any Purchase Requisitions for services where the services could result in the establishment of an employee – employer relationship; and
- g. Creating and revising administrative procedures and directions respecting:
  - i. the preparation and development of specifications;
  - ii. the requirements and form of bid deposits;
  - iii. other securities and documentation required or advisable for sealed bids;
  - iv. procedures for the opening, evaluation and recommendation of bid documents; and
  - v. such other matters of an ancillary or incidental nature to more fully carry out the intent and purpose of this Policy.

#### 4.6. Committee and City Council Approval

Despite any other provision of this Policy, the following contracts are subject to Committee and City Council approval:

- a. Any contract requiring approval from the Ontario Municipal Board;
- b. Any contract prescribed by Statute to be made by City Council;
- c. Where a recommendation is being made to amend the total value of a contract in excess of the original bid (plus contingency), and;

- i. it is an amount greater than \$50,000 or 3% of the original contract value; or
- ii. in the opinion of the City Treasurer, funds are not available for the additional expenditure.
- d. Where a Substantive Objection (see definition in Section 3), emanating from the competitive bid has been filed with the City Treasurer prior to award of the contract;
- e. Where there is an irregular result (see Section 8.10); and
- f. Where authority to approve has not been expressly delegated.

## **5. Conflict of Interest**

- 5.1 No elected official, appointed officer or employee of the City shall have any pecuniary or controlling interest either direct or indirect in any competitive bid or contract for the supply of goods or services to the City, unless such pecuniary interest is disclosed by the contractor, bidder or person submitting a quotation, as the case may be, or unless such pecuniary interest would be exempt under the Municipal Conflict of Interest Act.
- 5.2 Competitive bid documents shall include a section that requires and provides for the disclosure of any pecuniary interest prior to submission of the bid. Should a conflict of interest arise after the award of a contract, the conflict shall immediately be disclosed in writing to the Senior Manager, Procurement and Supply. Further, all competitive bid documents and agreements shall provide that in the event that a contract is awarded to a person who has not, during the bidding or contracting process, disclosed the pecuniary interest of an elected official, appointed officer or employee of the City in the contract, the contract may be cancelled at any time by the City in its entire discretion without damages or penalty.
- 5.3 In this section, 'controlling interest' means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than ten percent (10%) of the voting rights attached to all equity shares of the corporation for the time being outstanding.
- 5.4 For the purposes of this section, a person has an indirect pecuniary interest in any competitive bid or agreement entered into by a corporation, if:
  - a. The person or his or her nominee is a shareholder in or a Director or senior officer of a corporation that does not offer securities to the public; or
  - b. Has a controlling interest in or is a Director or senior officer of a corporation that offers securities to the public.
- 5.5 For the purposes of this section, an elected official, appointed officer or employee of the City has an indirect pecuniary interest if the person is a partner of a person or is in the employment of a person or body that has entered into a tender, proposal, quotation or contract with the City.
- 5.6 For the purposes of this section, the pecuniary interest in a Tender, Proposal, Quotation or contract of a parent or spouse or any child of an elected official, appointed officer or employee shall, if known to the person, be deemed to be also the pecuniary interest of the elected official, appointed officer or employee as the case may be.

## **6. Prohibitions**

- 6.1 Division of Contracts

No employee of the City shall divide a purchase or a contract to avoid the requirements of the Tender, Proposal, Quotation or Purchasing Card procedures.

Nor shall purchases be split in order to circumvent prescribed spending authority dollar limits as outlined in this Policy.

## 6.2 Interference in the Procurement Process

- a. Elected officials, appointed officers and employees shall not knowingly cause or permit anything to be done or communicated to anyone in a manner which is likely to cause any potential supplier to have an unfair advantage or disadvantage in obtaining a contract for the supply of goods and/or services to the City. This also includes a contract with any other municipality, local board or public body involved in the purchase of goods and/or services either jointly or in cooperation with the City.
- b. Elected officials shall separate themselves from the procurement process and have no involvement whatsoever in specific procurements. Elected officials should not see any documents or receive any information related to a particular procurement while the procurement process is ongoing. Elected officials who receive inquiries from suppliers related to any specific procurement shall immediately direct those inquiries to the Senior Manager, Procurement and Supply, or the City Treasurer.
- c. The only exception to the above relates to selection of internal auditors or an integrity commissioner whereby elected officials are specifically part of the evaluation team.

## 6.3 Official Point of Procurement Contact and Lobbying Prohibition

- a. The City is committed to the highest standards of integrity with respect to the purchase of goods and/or services and managing the processes by which goods and/or services are acquired. The official point of Procurement contact shall be a member of the Procurement and Supply Team. Should it be necessary or desirable to have a contact person to respond to technical issues that person shall be named in the competitive bid documents. All communications will be made by these individuals and during the procurement process, no bidder or person acting on behalf of the bidder or group of bidders shall contact any elected official, consultant or any employee of the City to attempt to seek information or to influence the award of the contract. Any activity designed to influence the decision process, including, but not limited to, contacting any elected official, consultant or employee of the City for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, shall result in disqualification of the bidder for the project to which the influential activity is deemed to be directed.

Notwithstanding the foregoing, this prohibition does not apply to meetings specifically scheduled by the City Procurement and Supply group for presentations or negotiations. Any bidder found to be in breach of this Policy shall be subject to immediate disqualification from the procurement process and may be prohibited from future opportunities at the discretion of City Council.

- b. In addition, no bidder who has been awarded the contract shall engage in any contact or activities in an attempt to influence any elected official or any employee of the City with respect to the purchase of additional enhancements, options, or modules. However, a contractor may communicate with the appropriate member of the Procurement and Supply Team, the Senior Manager, Procurement and Supply or the City Treasurer for purposes of administration of the contract during the term of the contract.
- c. The determination of what constitutes influential activity is in the sole discretion of the Senior Manager, Procurement and Supply, acting reasonably, and not subject to appeal.
- d. Contract award decisions shall be based on clear, transparent and objective criteria that is applied free from political considerations or political interference.

## **7. Procurement Documentation**

- 7.1 In order to maintain consistency, Procurement and Supply shall provide guidelines to the City Manager and/or Deputy City Manager on procurement policies and procedures and on the structure, format and general content of procurement documentation.
- 7.2 Procurement and Supply shall review proposed procurement documentation to ensure clarity, reasonableness and quality and shall advise the City Manager and/or Deputy City Manager of suggested improvements.
- 7.3 Procurement documentation shall avoid use of specific products or brand names.
- 7.4 Notwithstanding Section 7.3, a Deputy City Manager (or delegate) may specify a specific product, brand name or approved equal for essential functionality purposes (with consideration for operating and maintenance costs) to avoid unacceptable risk or for some other valid purpose. In such instances, the Deputy City Manager (or delegate) and Procurement and Supply shall manage the procurement to achieve a competitive situation whenever possible.
- 7.5 The use of standards in procurement documentation that have been certified, evaluated, qualified, registered or verified by independent nationally recognized and industry-supported organizations such as, but not limited to, the Standards Council of Canada, shall be preferred.
- 7.6 Deputy City Managers (or delegate) shall:
  - a. Give consideration to Value Analysis, Sustainable Procurement and Supplier Code of Conduct;
  - b. Ensure that adequate Value Analysis comparisons are conducted to provide assurance that the specification(s) will provide best value;
  - c. Forward the Value Analysis to Procurement and Supply for documentation in the procurement file; and
  - d. Ensure specification(s) are set to allow for an open competitive process.
- 7.7 All substantive changes to standard clauses in competitive bid documents and standard agreements shall be reviewed and approved by the City Solicitor (or delegate).
- 7.8 Unless otherwise noted in this Policy, the Senior Manager, Procurement and Supply (or delegate) in conjunction with the Deputy City Manager (or delegate) shall issue bid documents for goods and/or services. Procurement and Supply shall give notice of the issuance of a competitive bid electronically via the internet as well as any other means as appropriate.
- 7.9 Internal Auditor shall review compliance with the Procurement of Goods and Services Policy, and report to the Audit Committee as set out in their audit plan.

## **8. Approval Authority and Reporting Requirements**

- 8.1 Any person delegated approval authority pursuant to this Policy shall ensure that an approved budget, as described in Section 17 of this Policy, exists for the proposed procurement and that such procurement does not violate any City policies or any applicable law. Any such procurement shall also satisfy any applicable audit and documentation requirements of the City.
- 8.2 All applicable taxes, duties and shipping shall be excluded in determining the procurement limit of authorized delegates and the type of procurement process to be followed.
- 8.3 The dollar values identified in this section represent the annual estimated procurement value for a good and/or service to be procured. The annual estimated procurement value is the cumulative value spent over a twelve (12) month period for a particular good and/or service.

- 8.4 In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract.
- 8.5 The following body and persons shall have the respective approval authority as set out below (see summary in Schedule "A"). All dollar values are based on annual amounts and must be within pre-approved budgeted limits.
- a. **Committee and City Council** must approve the following awards:
    - i. RFP greater than \$100,000;
    - ii. RFT greater than \$6,000,000;
    - iii. RFQ, RFP and RFT with an irregular result greater than \$100,000 (section 8.10);
    - iv. Sole Source or Single Source greater than \$50,000;
    - v. Contract Amendments exceeding \$50,000 or 3% of original contract value, whichever is greater (Section 20.3 d)
    - vi. Contract renewals greater than \$6,000,000 (section 20.2); and
    - vii. Appointment of Professional Consulting Services (Section 15) greater than \$100,000.
  - b. **Deputy City Managers or any employee exercising delegated authority approval and Senior Manager, Procurement and Supply (jointly)** are authorized to approve the following awards:
    - i. RFQ (formal quotations) greater than \$50,000 but not exceeding \$100,000;
    - ii. RFP up to \$100,000;
    - iii. RFT up to \$6,000,000;
    - iv. Sole Source or Single Source up to \$50,000; and
    - v. Contract renewals up to \$6,000,000, for Council approved agreements that have clearly defined options to extend (Section 20.2).
  - c. **Deputy City Managers or any employee exercising delegated authority approval** are authorized to approve the following awards;
    - i. Informal quotations up to \$50,000;
    - ii. Appointment of Professional Consulting Services not exceeding \$100,000 (Section 15); and
    - iii. Contract Amendments not exceeding \$50,000 or 3% of original contract value, whichever is greater (Section 20.3 d)
- 8.6 Section 8.5 approvals may be overridden in the case of an 'emergency' as defined in Section 14.2 of this Policy.
- 8.7 **Delegation of Approval Authority**
- Delegation of Approval Authority means the formal delegation of authority to perform a task or approval by a person in a position with authority under this Policy, resulting in a 'delegate'.
- a. The method for the Deputy City Managers delegating approval authority is as follows:
    - i. The Deputy City Managers shall prepare a Delegation of Approval Authority List within their respective areas;
    - ii. The list will provide evidence that the staff listed have been delegated approval authority by the Deputy City Manager;

- iii. The list at minimum, shall include the staff person's name, title and approval limit, the list will also include any acting roles;
  - iv. The list shall be updated immediately upon any change in staff or position;
  - v. A copy of the list shall be sent to the Senior Manager, Procurement and Supply each time there is a revision;
  - vi. The Senior Manager, Procurement and Supply will ensure the delegation of approval authority lists are available to all Procurement and Supply Staff; and
  - vii. Procurement and Supply staff will review the list prior to completing tasks that require approval.
- b. The Deputy City Managers and Senior Manager, Procurement and Supply shall develop a Delegation of Approval Authority list for the approvals and tasks they are responsible for under this Policy.
- 8.8 Only the Deputy City Managers may further delegate approval authority to their staff at the procurement values deemed appropriate. Staff that has been delegated approval authority from the Deputy City Managers to approve procurements shall have no authority to delegate this approval authority to any other person.
- 8.9 City Council may explicitly delegate further approval authority as it considers necessary from time to time, including but not limited to, any extended time periods during which City Council does not meet.
- 8.10 Irregular Result
- If an irregular award value is less than \$100,000, the Deputy City Manager, or delegate, with the concurrence of the Senior Manager, Procurement and Supply, or delegate, may approve the award.
- If an irregular award of a competitive bid is greater than \$100,000, the client Service Area, in conjunction with Procurement and Supply, shall submit a report to Committee and City Council and receive their approval if any of the following conditions apply:
- a. The value of the lowest compliant bid, or highest scoring proposal, exceeds the City Council approved budget, including any contingency allowance;
  - b. The specifications of an entire competitive bid cannot be met by two (2) or more suppliers; as per Section 19.4, Only One Bid Received;
  - c. The award is not being made to a compliant bidder(s) offering the Best Value to the City;
  - d. Where a Substantive Objection has been filed with the City Treasurer prior to award of a competitive bid; or
  - e. Where in the opinion of the Senior Manager, Procurement and Supply, the client Service Area award recommendation is not in the best interest of the City.
- 8.11 Reporting to Committee and City Council
- a. The Deputy City Managers shall submit an informational report on an annual basis, no later than March 15th to the Senior Manager, Procurement and Supply containing the details of the contract awards made under Section 8.5.c for their respective Service Areas.
  - b. The Senior Manager, Procurement and Supply shall coordinate data collection and prepare an annual report for submission to City Council including the awards made under section 8.5 b and 8.5 c, no later than May 31st. The report will only include awards that were not processed through Procurement and Supply, unless otherwise directed by Council. Procurement and Supply shall certify that the awards are in compliance with this Policy and where non-conformances are identified, corrective action will be taken.

- c. The Senior Manager, Procurement and Supply (or delegate) shall prepare a report of all Civic Administratively Awarded Tenders for the reporting year.

#### **9. Low Dollar Value Procurements (under \$15,000) – as per Schedule “A”**

- 9.1 Procurements under \$15,000 shall be considered low dollar value procurements.
- 9.2 All low dollar value procurements shall utilize applicable City contracts and shall otherwise be in accordance with this Policy.
- 9.3 A corporate Purchasing Card may be used for low dollar value procurements provided the user complies with Section 18 of this Policy.
- 9.4 The Deputy City Managers may delegate approval authority to their staff for low dollar value procurements and it is their responsibility to ensure that this Policy is adhered to.
- 9.5 All information on low dollar value procurements must be documented and maintained on file.
- 9.6 Low dollar value procurements do not require an RFQ, RFP or RFT. Obtaining competitive quotes is considered a good business practice and should be obtained. An authorized Purchase Requisition submitted to Procurement and Supply is the preferred method.

#### **10. Informal Request For Quotation (IRFQ) (From \$15,000 to \$50,000) – as per Schedule “A”**

- 10.1 Procurements of \$15,000 but not exceeding \$50,000 are eligible to be completed through an Informal Quotation process. The Deputy City Manager or any employee exercising delegated authority is authorized to award the contract.
- 10.2 All Informal Quotations shall utilize standard applicable Service Area contracts and/or corporate contracts and shall otherwise be in accordance with the Procurement of Goods and Services Policy.
- 10.3 For procurements where there are no applicable Service Area contracts or corporate contracts, informal quotations shall be obtained by the client Service Area in the following manner:
  - a. Three (3) written (use of the electronic bidding system is encouraged) bids obtained from three (3) separate potential suppliers;
  - b. A ‘No Bid’ response shall not be considered as a valid bid;
  - c. All suppliers shall receive the same informal quotation written information;
  - d. The informal quotation shall be awarded to the lowest compliant bid; and
  - e. Documentation on all bids, including but not limited to, bidder information, bid document, bid responses and decisionmaking rationale shall be retained in the client Service Area files in accordance with City Council approved by-laws for records retention, or a minimum of two (2) years.
- 10.4 Staff is encouraged to seek three (3) bids to ensure a more competitive process. If staff has exhausted all efforts to obtain three (3) bids and can support this with documented evidence under Section 10.3 e., a minimum of two (2) written bids is acceptable.
- 10.5 Procurement and Supply shall assist as requested by the client Service Area, or when deemed necessary, with the Informal Quotation process. To request Procurement and Supply to assist, the Deputy City Manager, or delegate, shall provide a completed and signed Procurement Initiation Approval Form. Procurement and Supply may also conduct reviews to ensure the requirements of this section and all other applicable sections of this Policy have been met.
- 10.6 When a client Service Area requires an RFP in lieu of an Informal Quotation, the RFP shall be issued by Procurement and Supply using the RFP process detailed in Section 12 and subject to the approval authority in Section 8.5.b.

- 10.7 Since the informal quotation process does not necessarily go through Procurement and Supply, the City's standard insurance form must be completed and forwarded by the client Service Area to Insurance and Risk Management for review and input into the Insurance Program. WSIB Certificates of Clearance must be submitted to Accounts Payable at the commencement of the project and periodically as the work is completed and before final payment is released.
- 10.8 An authorized Purchase Requisition is to be sent to Procurement and Supply and include copies of the bids received. A Purchase Order, Contract Record or Agreement will be issued to formalize the contract with selected supplier.

## **11. Request For Quotation (RFQ) (\$50,000 to \$100,000) – As Per Schedule “A”**

- 11.1 RFQ procedures shall be used where:
  - a. The item is greater than \$50,000 but not exceeding \$100,000;
  - b. The requirement can be fully defined; and
  - c. Best value for the City will be achieved by an award selection made on the basis of the total lifecycle cost that meets all terms, conditions and specifications.
- 11.2 The Deputy City Manager or any employee exercising delegated authority approval and the Senior Manager, Procurement and Supply must jointly approve this award.
- 11.3 The Deputy City Manager or any employee exercising delegated authority approval shall provide to Procurement and Supply a completed and signed Procurement Initiation Approval Form containing the relevant description, budget authorization, and approval authority for the purchase of goods, services consulting or construction.
- 11.4 The client Service Area shall be responsible to review the competitive bid and verify that all terms, conditions and specifications of the bid are met.
- 11.5 Procurement and Supply shall forward to the Deputy City Manager (or delegate) a summary of the bids and recommend the award of contract to the lowest compliant bid subject to review by the Deputy City Manager (or delegate) regarding specifications and contractor performance.
- 11.6 When a client Service Area requires the issuance of an RFP in lieu of a RFQ, the RFP shall be issued by Procurement and Supply as described in Section 12 of this Policy and subject to the approval authority in Section 8.5.b.
- 11.7 The City reserves the right in its absolute sole discretion to accept or reject any submission.

## **12. Request for Proposal (RFP) – As Per Schedule “A”**

- 12.1 The RFP procedure shall be used where:
  - a. The requirement is best described in a general performance specification;
  - b. Innovative solutions are sought; and
  - c. To achieve best value, the award selection will be made on an evaluated point per item or other method involving a combination of mandatory and desirable requirements.
- 12.2 Awards under the RFP process require the following approval:
  - a. The Deputy City Manager or any employee exercising delegated authority approval and the Senior Manager, Procurement and Supply must jointly approve an RFP award for purchases up to \$100,000;
  - b. Committee and City Council must approve an RFP award for purchases greater than \$100,000;

- c. Committee and City Council must approve an RFP award with an irregular result greater than \$15,000.
- 12.3 The RFP process is a competitive method of procurement that may or may not include supplier pre-qualification.
- 12.4 An RFI, REOI or RFPQ may be issued in advance of an RFP to assist in the development of a more definitive set of terms and conditions, scope of work/service and the selection of qualified suppliers.
- 12.5 An RFI, REOI and RFPQ shall follow the same award approvals as an RFP, if applicable.
- 12.6 Procurement and Supply shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation method for use in an RFP. This may include but not be limited to factors such as qualifications and experience, strategy, approach, methodology, scheduling and past performance, facilities, equipment, pricing, life cycle costing, standardization of product, and aspects that would support environmental procurement. Also see sections 1.5 and 1.6.
- 12.7 Deputy City Managers or any employee exercising delegated authority approval shall identify appropriate evaluation criteria from the list maintained by Procurement and Supply for use in an RFP but are not limited to criteria from the list. Cost will always be included as a factor, as best value includes but is not limited to quality and cost.
- 12.8 The Deputy City Manager or any employee exercising delegated authority approval shall provide Procurement and Supply with a completed and signed Procurement Initiation Approval Form containing the relevant description, budget authorization, and approval authority for the purchase of goods, services, consulting or construction.
- 12.9 A representative from Procurement and Supply will be the lead in the RFP process. An evaluation committee will be formed with a minimum of three evaluators and be comprised of at least one representative from the client Service Area and one representative from Procurement and Supply. The evaluators shall review all compliant proposals against the established criteria, reach consensus on the final rating results, and ensure that the final rating results with supporting documents, are kept in the procurement file. The Procurement and Supply representative may or may not participate in the scoring of the proposals.
- 12.10 During the proposal process all communication with proponents shall be through Procurement and Supply.
- 12.11 Procurement and Supply shall forward to the Deputy City Manager (or delegate) an evaluation summary of the procurement, as well as the evaluation committee's recommendation for award of contract to the proponent meeting all mandatory requirements and providing best value as stipulated in the RFP. The representative from Procurement and Supply is responsible for documenting the determination of best value. The criteria and analysis to determine best value will be included (if applicable) in the report to Committee and City Council.
- 12.12 With respect to all reports initiated for RFP, a report on the sources of financing, and other financial commentary as considered appropriate, shall be prepared.
- 12.13 Reporting will not include financial summaries of bids as this information will remain confidential. Any disclosure of information shall be made by the appropriate officer in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.
- 12.14 Unsuccessful proponents may, upon their request, attend a debriefing session with a Procurement and Supply representative to review their competitive bid. Any discussions relating to any submissions other than that of the proponent present will be strictly prohibited. This debriefing session is intended to provide general feedback regarding the proponent's rating on various criteria in order to allow the proponent to understand where future improvements might be

available. Debriefings will not occur until after Council award of the project in question.

- 12.15 The City reserves the right in its absolute sole discretion to accept or reject any submission.

### **13. Request for Tender (RFT) (Greater than \$100,000) – As Per Schedule “A”**

- 13.1 RFT procedures shall be used where:
- a. The total cost is expected to be greater than \$100,000;
  - b. The requirement can be fully defined; and
  - c. Best value for the City can be achieved by an award selection made on the basis of the lowest bid that meets all terms, conditions and specifications.
- 13.2 Awards under the RFT process require the following approval:
- a. Committee and City Council must approve award of tenders greater than \$6,000,000;
  - b. Committee and City Council must approve award of contracts when a tender result is irregular as per Section 8.10 of this Policy; and
  - c. Results from \$100,000 to \$6,000,000 that do NOT have an Irregular Result may be awarded administratively by the Deputy City Manager, or delegate.
- 13.3 The Deputy City Manager or any employee exercising delegated authority shall provide to Procurement and Supply a completed and signed Procurement Initiation Approval Form containing the relevant description, budget authorization, and approval authority for the purchase of goods, services, consulting or construction.
- 13.4 The Senior Manager, Procurement and Supply shall be responsible for arranging for the public disclosure of bid submissions at the time and date specified by the bid call.
- 13.5 Procurement and Supply shall forward to the Deputy City Manager (or delegate) a summary of the bids and recommend award of the contract to the lowest compliant bidder.
- 13.6 With respect to all reports initiated for tenders, there shall be a recommendation report to Committee and City Council containing the sources of financing, and other financial commentary as considered appropriate.
- The City reserves the right in its absolute sole discretion to accept or reject any submission.
- 13.7 An RFI, REOI or RFPQ may be issued in advance of an RFT to assist in the development of a more definitive set of terms and conditions and scope of work.
- 13.8 An RFI, REOI and RFPQ shall follow the same award approvals as an RFP, if applicable.

### **14. Non-Competitive Purchases (Emergency, Sole Source, Single Source)**

- 14.1 The requirement for a competitive bid process for the selection of a supplier for goods, services and construction (except for Emergencies – see 14.2) may be waived under authority of the City Manager and replaced with direct negotiations by the Deputy City Manager (or delegate) and Senior Manager, Procurement and Supply (or delegate) under the following circumstances.
- a. The procurement qualifies as ‘Sole Source’ as defined in Section 14.3;
  - b. The procurement qualifies as a ‘Single Source’ as defined in Section 14.4.

#### **14.2 Procurement in Emergencies**

For the purposes of this section, “Emergency” means an event or occurrence that the City Manager or Deputy City Manager deem as an immediate threat to:

- Public health;
- The maintenance of essential City services; or
- The welfare and protection of persons, property, or the environment; and the event or occurrence necessitates the immediate need for goods or services to mitigate the emergency and time does not permit for a competitive procurement process.

In the event of an Emergency the City Manager or Deputy City Manager and their respective delegates, Fire Chief or a Deputy Fire Chief, or Chief Building Official or Deputy Chief Building Official, are authorized to enter into a purchase agreement without the requirement for a formal competitive process.

A list of pre-qualified suppliers will be used to select the suppliers, whenever possible.

Where the procurement cost to mitigate the Emergency is anticipated to exceed \$50,000, there must be a notification sent (e-mail contact is acceptable) to the Senior Manager, Procurement and Supply (or delegate). The steps taken to mitigate the Emergency must always be clearly documented regardless of amount and where the aggregate costs for a single supplier are in excess of \$50,000, the emergency procurement shall be reported by the responsible Deputy City Manager to Committee and City Council (including the source of financing) at the next scheduled meeting following the event. The Deputy City Manager responsible for the area leading the emergency procurement must forward the appropriate purchase requisition(s) to the Senior Manager, Procurement and Supply within five (5) business days after the mitigation activities associated with the emergency event have been terminated.

#### **14.3 Sole Source**

The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

- a. Statutory or market-based monopoly;
- b. Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material; or
- c. The complete item, service, or system is unique to one supplier and no alternative or substitute exists.

#### **14.4 Single Source**

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

- a. An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify any compliant suppliers;
- b. The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids;
- c. Construction, renovations, repairs, maintenance etc. in respect of a building leased by the City may only be done by the lessor of the building, in accordance with a lease agreement;
- d. There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contract renewal);

- e. The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience;
- f. The goods are purchased under circumstances which are exceptionally advantageous to the City, such as in the case of a bankruptcy or receivership;
- g. It is advantageous to the City to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body or a Group Procurement Organization (GPO);
- h. It is advantageous to the City to acquire the goods or services directly from another public body or public service body;
- i. Another organization is funding or substantially funding the acquisition and has determined the supplier, and the terms and conditions of the commitment into which the City will enter are acceptable to the City;
- j. The acquisition is for a particular brand of goods or services that are intended solely for resale to the public and no other brand is desirable, and the brand is not available from any other source; or
- k. Where due to abnormal market conditions, the goods, services or construction required are in short supply.

#### **14.5 Sole Source and Single Source – Approval and Reporting**

- a. Awards which qualify to be considered as a Single Source or Sole Source process require the following approval, as per 8.5 b iv:
  - i. the Deputy City Manager, or delegate, and Senior Manager, Procurement and Supply, must jointly approve an award not exceeding \$50,000;
  - ii. Committee and City Council must approve an award greater than \$50,000, unless otherwise permitted by this Policy.
- b. For awards under Section 14.5.a.ii, the Deputy City Manager (or delegate), is responsible for submitting a report to Committee and City Council detailing the rationale supporting their decision and the Senior Manager, Procurement and Supply Services shall be made aware.

### **15. Appointment of Professional Consulting Services**

#### **15.1 General**

- a. Senior management staff will be involved in the selection process for Professional Consulting Services. Specifically, Division Managers and/or Senior Managers are to be involved with all projects, and Deputy City Managers and the City Manager should be involved, as appropriate, with high-profile projects of increasing complexity or expense.
- b. Under no circumstances shall an extension, renewal or expansion of a consulting engagement preclude the required approvals. This includes splitting the project or scope of work into multiple phases or sections. City Council has sole authority to approve and award contracts greater than \$100,000.
- c. If a consulting engagement that has been awarded administratively exceeds the approval threshold of \$100,000, the Deputy City Manager shall immediately prepare a report to City Council providing a status update and requesting approval to proceed (if applicable).
- d. The Deputy City Manager shall be responsible for ensuring that any substantive clause changes to the standard consulting services agreement are reviewed by the City Solicitor (or delegate) and the agreement is executed by the Mayor and Clerk.
- e. The Deputy City Manager shall be responsible for obtaining and submitting the appropriate insurance and WSIB documents to Risk Management.

- f. The Deputy City Manager shall be responsible for ensuring that all proposal responses and decision-making rationale are retained in the client Service Area files in accordance with City Council approved by-laws for records retention, or a minimum of two (2) years.
- g. The Deputy City Managers shall provide the Senior Manager, Procurement and Supply, on an annual basis, no later than March 1, administrative awards made in their area to any Professional Consulting Service firms (Sections 15.2 and 15.3) with an aggregate total greater than \$100,000. The Senior Manager, Procurement and Supply shall coordinate data collection and prepare an annual Appointment of Professional Consulting Services report for submission to City Council, no later than April 30.

## **15.2 Consulting Engineers, Architects, Landscape Architects and Environmental Consultants**

The selection of Professional Consulting Services will follow the requirements of Section 15.1; and

- a. The City's appointment of Consulting Engineers, Architects, Landscape Architects and Environmental Consultants Policy is adapted from the National Best Practice for Consultant Selection as described in more detail in the current council adopted City of London Grouped Consultant Selection Process.
- b. A list of pre-approved firms (Consulting Engineers, Architects, Landscape Architects and Environmental Consultants) that provide professional consulting services shall be established by the Deputy City Manager for their respective areas. This candidate firm list shall be supplied to the Senior Manager, Procurement and Supply on a bi-annual basis, no later than March 1<sup>st</sup> and September 1<sup>st</sup>.
- c. Assignments for projects which have estimated fees of less than \$100,000 shall be awarded by the Deputy City Manager or delegate, as per 8.5 c, to listed candidate firms based on an evaluation of the firm's competency, expertise, costs, past performance on City projects, available capacity, and the size of their operation and the particulars of the work to be done.
- d. Assignments for projects which are more complex in nature but which are within the capability of firms included on the above-mentioned pre-approved list and have estimated fees between \$100,000 and the CFTA threshold for goods and services limit as amended, shall be assigned on the basis of a proposal submitted by a minimum of three (3) qualified firms from the list stating their approach to the proposed project and their experience and knowledge of projects of a similar nature. Grouped Consultant Selection process may be undertaken for more than one project if the projects are similar in nature, the consultants possess the skills necessary to undertake this type of work and efficiencies are realized by the City. The process for undertaking grouped consultant selections is further described in the latest version of the council adopted City of London Grouped Consultant Selection Process.
- e. Assignments for complex projects, or projects with estimated consulting fees greater than the CFTA threshold for goods and services limit as amended, shall be awarded based on a two (2) stage process with the first stage being an open, publicly advertised expression of interest/pre-qualification stage (REOI/RFPQ), and the second being a RFP of the short-listed firms, of which there shall be a minimum of three (3) qualified firms stating their approach to the proposed project and their experience and knowledge of projects similar in nature.
- f. The assignments outlined in parts d) and e) above and their related budget shall be subject to the approval of City Council. Prior to award by City Council, City staff will negotiate with the recommended consultant to establish estimated personnel costs and other charges required for these assignments. It is anticipated that an upset fee will be established for the first phase of the

project as directed by the Deputy City Manager. City Council approval will be for the entire project noting that the consultant shall obtain the approval of the appropriate Deputy City Manager to proceed with subsequent phases to upset limits as appropriate to the work within the limit of the budget.

- g. A consulting firm which has satisfactorily partially completed a project may be recommended for award of the balance of a project without competition subject to satisfying all financial, reporting and other conditions contained within this Policy. This should be to the financial advantage of the City due to the fact that such a consultant has specific knowledge of the project and has undertaken work for which duplication would be required if another firm were to be selected.

### **15.3 Other Professional Consulting Services**

The selection of Professional Consulting Services which are not included under Section 15.2 will follow the requirements of Section 15.1; and

- a. Projects which have estimated fees of less than \$100,000 may be awarded by the Deputy City Manager in consultation with the Senior Manager, Procurement and Supply under the following circumstances:
  - i. the project requires special knowledge, skills, expertise or experience; or
  - ii. another organization is funding or substantially funding the project and has already selected a preferred firm and/or strict timelines have been placed on the funding; or
  - iii. the confidential nature of the project is such that it would not be in the public interest to solicit competitive bids; or
  - iv. the preferred firm has already been selected through a formal procurement process by another public body to provide same or similar services; or
  - v. the project requirement meets the definition of Sole Source, Section 14.3.
- b. The Deputy City Manager is responsible for detailing the rationale supporting their decision to award the recommended firm.
- c. Under this section, all professional consultant proposals must include, at minimum:
  - i. Schedule of fees;
  - ii. Methodology and timeline to complete project;
  - iii. Demonstrated experience and qualifications required to perform project; and
  - iv. List of personnel who will be directly involved in the completion of the project.
- d. All requirements for Other Professional Consulting Services (section 15.3) not meeting the selection requirements of section 15.3 a. shall follow the RFP process outlined in section 12.0.

### **16. Blanket Purchase Contracts**

#### **16.1 A Request for a Blanket Purchase Contract may be used where:**

- a. One (1) or more clients repetitively order the same goods or services and the actual demand is not known in advance; and
- b. A need is anticipated for a range of goods and/or services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises.

#### **16.2 Procurement and Supply shall establish and maintain Blanket Purchase Contracts that define source and price with selected suppliers for all frequently used goods or services.**

- 16.3 To establish prices and select sources, Procurement and Supply shall employ the provisions contained in this Policy for the acquisition of goods and/or services and construction labour and materials.
- 16.4 More than one (1) supplier may be selected for the supply of goods or services where it is in the best interests of the City.
- 16.5 Where procurement action is initiated by a Service Area for frequently used goods or services, it is to be made with the supplier or suppliers listed in the Blanket Purchase Contract.
- 16.6 In a Request for Blanket Purchase Contract, the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.

## **17. Requirement for Approved Funds**

- 17.1 The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within City Council approved budget.
- 17.2 Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
  - a. The identification and availability of sufficient funds in appropriate accounts for the current year within City Council approved budget;
  - b. The requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the City Treasurer, the required funding can reasonably be expected to be made available; and
  - c. The contract containing a provision that the supply of goods or services in subsequent years is subject to the approval by Committee and City Council of the Service Area estimates to meet the proposed expenditures.

### **17.3 Construction Tender Call Before and After Approvals**

- a. Following the adoption of the capital budget by City Council, the Senior Manager, Procurement and Supply is authorized to call tenders for municipal construction projects and the acquisition of equipment.
- b. Notwithstanding Section 17.3.a., the Senior Manager, Procurement and Supply is authorized to obtain sealed bids for material construction projects and equipment, prior to the adoption of the capital budget by City Council, provided that the documents include a clause specifically stating that the acceptance of a bid and placing of the order is subject to budget approval by Committee and City Council and the items specified are subject to change in quantity and/or deletion.

## **18. Purchasing Cards**

### **18.1 General**

- a. Service Area approved employees will be issued Purchasing Cards to use for low-dollar purchases of goods and/or services in support of sound business practices. Purchasing Card provision is based on the need to purchase goods and services for the City and the card may be revoked based on change of assignment or location. The provision of a Purchasing Card is not an entitlement nor reflective of title or position. Cardholders should be mindful that the Purchasing Card is a credit card and the transactions charged to it are ultimately paid for with public funds.
- b. Benefits of the Corporate Purchasing Card program accrue at the Corporate Finance level by reducing the number of invoices and cheques processed at

the supplier level by reducing their invoicing to the City, and the turnaround time for payment.

- c. No employee shall use a Purchasing Card to purchase goods and/or services unless appointed and authorized by the employee's Deputy City Manager (or delegate). Any use of a Purchasing Card shall be in accordance with the Procurement of Goods and Services Policy and all other applicable City by-laws and policies. The requirements for low dollar purchases are specifically covered under Section 9 of the Procurement of Goods and Services Policy. Deputy City Managers are ultimately responsible for ensuring that purchases within their Service Area are made in accordance with the applicable by-laws and policies.
- d. A Purchasing Card will be issued once the employee has read, signed and submitted the Cardholder Responsibility-Acknowledgement Form to the Program Administrator, which sets out in writing the employee's responsibilities and restrictions regarding the use of the Purchasing Card.
- e. All Purchasing Cards issued will have a predetermined single transaction limit, a monthly credit limit and blocked commodities as determined and authorized by the applicable Deputy City Manager (or delegate) and the City Treasurer. All Purchasing Cards will be blocked from obtaining cash advances. (Cash advances may be permitted in the event of an emergency as deemed necessary and pre-approved by the Cardholder's Deputy City Manager).
- f. The dollar limit for individual purchases and monthly spending limit for each employee will be determined by the Deputy City Manager (or delegate) of their Service Area based on their expected level of procurement and type of procurement. Cardholder limits for single or monthly transactions exceeding the low dollar procurement threshold set out in section 9 of this policy must be approved in writing by the Senior Manager, Procurement and Supply and fall within a predetermined limit structure.
- g. Suppliers will not be rejected for refusing to accept the Purchasing Card.
- h. The City assumes liability for all authorized charges on the Purchasing Cards, not the individual cardholder.

## 18.2 Program Administration, Audit and Monthly Reconciliation

- a. Oversight and administration of the Purchasing Card program is the responsibility of Financial Services and a Program Administrator has been identified in this area. The Program Administrator will maintain a master list of all Purchasing Cards and their limits. In addition, the Program Administrator will establish reporting mechanisms for monthly reconciliation of accounts.
- b. All transactions are subject to review by internal and/or external audit groups. Quarterly reviews to ensure compliance with the Procurement of Goods and Services Policy will be performed by the Senior Manager, Procurement and Supply. Periodic reviews to ensure compliance with other approved Council by-laws and policies will be performed by Financial Services. All serious compliance issues will be reported to the City Treasurer and Internal Auditor. Less significant compliance issues will be directed to the cardholder's supervisor/manager. A record of all compliance issues will be maintained by the Program Administrator.
- c. All requests for Purchasing Cards, maintenance forms and other documents are to be submitted to the Program Administrator for review and processing. Cardholder or cardholder representatives are not permitted to submit forms directly to the bank. All original cardholder agreements and other cardholder maintenance forms are to be maintained by the Program Administrator.

- d. Payment will automatically be withdrawn from the General Operating Bank Account following the monthly statement date. If individual cards have not been reconciled and approved for payment by the deadline each month, expenditures will be charged directly to the default cost center attached to the card. The Cardholder, with the assistance of Service Area representatives; are responsible to ensure that the statement is submitted and the expenditures are allocated to the correct general ledger accounts.
- e. Reconciled and authorized monthly statements are to be submitted to Corporate Finance no later than the last working day of the month. Each transaction must include an explanation or purpose of the expenditure. Prior to approval, the Cardholder is responsible for detecting and addressing merchant errors or fraudulent activity appearing on the monthly statement.
- f. Cardholders shall provide original detailed and itemized receipts for each transaction with the monthly cardholder statement. If circumstances arise where a detailed receipt cannot be obtained, a Declaration Form may be submitted in place of a detailed receipt. Declaration Form limits and procedures shall be determined by the City Treasurer (or delegate).

### **18.3 Responsibilities and Restrictions**

- a. The Purchasing Card shall not be used:
  - i. for any purchase of goods and/or services that are prohibited under the Procurement of Goods and Services Policy or any other City by-law or policy;
  - ii. for personal use other than incidental personal use as part of a business expense, which must be reimbursed at the time of the monthly reconciliation;
  - iii. when the total purchase price exceeds the single purchase limit on the card;
  - iv. when an exclusive contract with another supplier is in effect for the goods and/or service (unless pre-authorized in writing by the Senior Manager, Procurement and Supply);
  - v. for items which are stocked at Supply Services except under extenuating circumstances;
  - vi. for any computer software, hardware and/or telecommunications equipment such as telephones, cellular phones, tablets and mobile radios except by designated staff in the Information Technology Services Division as authorized by the Director, Information Technology Services (or delegate); and
  - vii. for the purchase of services involving contractors.
- b. The following items require pre-authorized written approval by the cardholder's Deputy City Manager:
  - i. The purchase of prepaid gift cards, prepaid gift certificates, prepaid grocery cards, or any other prepaid merchant cards; or
  - ii. The purchase of alcohol while on City business, team building, employee appreciation, or otherwise. Note: alcohol purchased for resale to the public at City facilities (e.g., Golf Courses) is exempted from this specific restriction.

A copy of the written approval must be included with the monthly statement when submitted to Financial Services.

- c. Individual transactions are not to be subject to splitting or stringing, which is the practice of committing multiple purchasing card transactions to circumvent delegated authority levels and thus bypassing the City's competitive bidding process, nor are Purchasing Cards to be used on a repetitive basis to circumvent prescribed approval authority limits. With the appropriate approvals, cardholder limits may be increased either temporarily or

- permanently based on need by contacting the Program Administrator or submitting an authorized Cardholder Maintenance Form.
- d. All refunds and credits must be applied to the original Purchasing Card. Where supplier return policies allow, cardholders are not to return products for refunds in the form of cash, gift cards or other prepaid cards.
  - e. Permanent full-time employment status is required to obtain a Purchasing Card. Students, contractors, consultants or seasonal employees will not be granted a card except under special circumstances and approved in writing by the City Manager.
  - f. The Purchasing Card is user-specific and therefore no employee shall attempt to purchase an item using a card issued to another employee. Delegation of authority is not permitted in making transactions.
  - g. The cardholder's supervisor/manager is responsible for notifying the Program Administrator immediately upon any change in the cardholder's employment status. This includes, but is not limited to termination, layoff, leave of absence and long-term disability. If applicable, the plastic card should also be returned to the Program Administrator.
  - h. Employees will adhere to the Corporation's Code of Conduct. An example of prohibited behaviour includes using one's position with the Corporation to secure advantage, benefit, favour, additional compensation and/or service for including but not limited to, oneself, relatives, friends or associates. This includes the selection of a supplier based upon 'air miles' or 'reward points' that reward customers for purchases.
  - i. When a Purchasing Card is used to procure goods and/or services (including meals or items that would be considered personal in nature) and two (2) or more City employees are present, the most senior person in organizational authority must pay for the expenditure and prepare the respective monthly cardholder statement. If this is not feasible, the cardholder statement listing the expenditure shall be approved by the manager or Expense Review Officer, as outlined in the Corporate Travel and Business Expense Policy of the most senior person in authority present.

#### **18.4 Purchasing Card Security and PIN**

Cardholders must protect and maintain security on the Purchasing Card by:

- a. safeguarding the Purchasing Card and PIN;
- b. not sharing the Purchasing Card with another individual;
- c. not leaving the Purchasing Card information with merchants unless authorized by the Senior Manager, Procurement and Supply; and
- d. not referencing Purchasing Card account numbers and expiry dates in emails.

#### **18.5 Misuse and/or Failure to Meet Cardholder's Responsibilities**

Misuse of the Purchasing Card and/or failure to meet any of the Cardholder's responsibilities may result in cancellation of the employee's authority to use a Purchasing Card and/or further disciplinary action up to and including termination of employment.

### **19. Bid Administration**

#### **19.1 Submission of Bids**

The City uses an electronic bidding system. The bidding rules are contained within the system.

#### **19.2 Bid Irregularities**

Where a bid is received that includes irregularities, the City will follow the protocol as appropriate for the particular irregularity. The protocol for bid irregularities and their associated responses are detailed in Schedule "C". Mandatory Requirements MUST be met or there will be an Automatic rejection.

#### 19.3 No Acceptable Bids or Equal Bids

- a. Where bids are received that exceed budget, are not responsive to the requirement, or do not represent fair market value, a revised competitive bid shall be issued in an effort to obtain an acceptable bid unless Section 19.3.b applies.
- b. The Deputy City Manager and the Senior Manager, Procurement and Supply jointly may waive the need for a revised competitive bid and enter into negotiations with the lowest responsive bidder, emanating from a competitive bid, under the following circumstances:
  - i. the total cost of the lowest responsive bid is in excess of the funds appropriated by City Council for the project; and
  - ii. the Deputy City Manager and the Senior Manager, Procurement and Supply agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the competitive bid.
- c. The method of negotiation shall be those accepted as standard negotiating procedures that employ ethical public procurement practices in consultation with the Senior Manager, Procurement and Supply.
- d. In the case of building construction contracts, where the total cost of the lowest responsive bid is in excess of the appropriation made by City Council, negotiations shall be made in accordance with the guidelines established by the Canadian Construction Documents Committee and in consultation with the Senior Manager, Procurement and Supply.
- e. The City reserves the right in its absolute and sole discretion to cease negotiations and reject any offer.
- f. In the unlikely event that two (2) or more compliant equal bids are submitted during a competitive bid process, Procurement and Supply will offer an opportunity for bidders to re- bid. Should a tie persist, the following factors will be considered:
  - i. payment discount;
  - ii. when delivery is an important factor, the bidder offering the best delivery date is given preference;
  - iii. a bidder in a position to offer better after sales service, with a good record in this regard shall be given preference;
  - iv. a bidder with an overall satisfactory performance record shall be given preference over a bidder known to have an unsatisfactory performance record or no previous experience with the City; and
  - v. if the considerations above do not break the tie, equal bidders shall draw straws in no preferential order held by the Senior Manager, Procurement and Supply (or delegate) and witnessed by a member of the Procurement and Supply Team. The bidder who draws the longest straw will be the winner, and thus breaking the tie.

#### 19.4 Only One Bid Received

- a. In the event only one bid is received in response to a competitive bid, the Senior Manager, Procurement and Supply may return the unopened bid to the bidder when, in the opinion of the Deputy City Manager (or delegate) and the Senior Manager, Procurement and Supply (or delegate), using criteria, based on the number of bids which might reasonably be expected on a given type of bid, additional bids could be secured. In returning the unopened bid,

the Senior Manager, Procurement and Supply shall inform the bidder that the City may be re-issuing the competitive bid at a later date.

- b. In the event that only one bid is received in response to a request for competitive bid, the bid may be opened and evaluated in accordance with the City's usual procedures when, in the opinion of the Deputy City Manager (or delegate) and the Senior Manager, Procurement and Supply (or delegate), the bid should be considered by the City. If, after evaluation by the Deputy City Manager (or delegate) and the Senior Manager, Procurement and Supply (or delegate), the bid is acceptable, an award will follow the irregular result process described in Section 8.10. If the bid is found not to be acceptable the procedures set out in Section 19.3.a. may be followed, with necessary modifications.
- c. In the event that the bid received is found acceptable, it will be awarded as an Irregular Result under Schedule "A" of this Policy.

#### **19.5 Exclusion of Bidders Due to Poor Performance**

- a. The City Treasurer may, in consultation with the City Solicitor, prohibit unsatisfactory suppliers and contractors from bidding on any future competitive bids for a time period appropriate with the results of the performance evaluation process as outlined in Section 20.5.
- b. Suppliers may also be prohibited from bidding on any future contract if they maintain offices, Managing Directors, or employees who are also officers, Managing Directors or employers of suppliers who have already been prohibited from bidding based on the results of the performance evaluation process as outlined in Section 20.5 of this Policy.

#### **19.6 Exclusion of Bidders in Litigation and disputes or appeals of contract awards**

- a. The City may, in its absolute sole discretion, reject a bid submitted if the bidder, or any officer or Managing Director of the bidder is or has been engaged, either directly or indirectly through another Corporation or personally, in a legal action against the City, its elected or appointed officers and employees in relation to:
  - i. any other contract or services; or
  - ii. any matter arising from the City's exercise of its powers, duties, or functions; or
  - iii. a dispute and/or an appeal of contract awards as per section 2.9.
- b. In determining whether or not to reject a bid under this clause, the City will consider whether the litigation is likely to affect the bidder's ability to work with the City, its consultants and representatives, and whether the City's experience with the bidder indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder.

### **20. Contract Administration**

#### **20.1 Contractual Agreement**

- a. The award of a contract may be made by way of an Agreement, Contract Record or Purchase Order.
- b. A Purchase Order or Contract Record is to be used when the resulting contract is straightforward and will contain the City's standard terms and conditions.
- c. Agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the City's standard terms and conditions.
- d. It shall be the responsibility of the Deputy City Manager (or delegate) with the Senior Manager, Procurement and Supply and/or the City Solicitor to

- determine if it is in the best interest of the City to establish an agreement with the supplier.
- e. Where it is determined that Section 20.1.d is to apply, the agreement shall be reviewed for execution by the City Solicitor.
  - f. Where an agreement is required, as a result of the award of a contract by delegated authority, the Mayor and City Clerk shall execute the agreement in the name of the City.
  - g. Where an agreement is issued, Procurement and Supply may issue a Purchase Order or Contract Record incorporating the formal agreement.

- h. Where an agreement is not required, Procurement and Supply shall issue an authorized Purchase Order or Contract Record incorporating the terms and conditions relevant to the award of contract.

## **20.2 Exercise of Contract Renewal Options**

- a. Where a contract contains an option for renewal, the Deputy City Manager, or delegate, may authorize Procurement and Supply to exercise such option, as per 8.5 b, provided that all of the following apply:
  - i. the supplier's performance in supplying the goods and/or services or construction is considered to have met the requirements of the contract;
  - ii. any price increases are consistent with the prevailing market conditions for the goods or services being purchased;
  - iii. the facts justifying the decision to award this supplier previously are still relevant at the time of contract renewal;
  - iv. funds are available or will be available in appropriate accounts within City Council approved budget, including authorized revisions, to meet the proposed expenditure;
  - v. The report to Committee and City Council, if applicable, clearly identified the options to extend;
  - vi. the Deputy City Manager, or delegate, and the Senior Manager, Procurement and Supply, or delegate, agree that the exercise of the option is in the best interest of the City; and
  - vii. compliance with Sections i. through v. is documented, authorized by the Deputy City Manager, and forwarded to Procurement and Supply.
- b. Approval for contract renewals shall be governed by Section 8.5 and Schedule "A".

## **20.3 Contract Amendments**

- a. No amendment to a contract shall be made unless the amendment is in the best interest of the City.
- b. No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.
- c. Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within City Council approved budgets including authorized amendments.
- d. Deputy City Managers or delegates may authorize amendments, as per 8.5 c, when:
  - i. the total amended value of the contract (original contract plus amendment) is within the approval limit as noted in Schedule "A"; or
  - ii. the contract amendment will not exceed the Council approved source of financing by an amount greater than \$50,000 or 3% of original contract value, whichever is greater, and there are funds available.

- e. City Council must authorize contract amendments, as per 8.5 a, when:
  - i. the total amended value of the contract will be greater than the administrative (Deputy City Manager) approval threshold; or
  - ii. the total amended value of the contract will exceed the Council approved source of financing by an amount greater than \$50,000 or 3% of original contract value, whichever is greater, and there are funds available.

#### 20.4 Execution and Custody of Documents

- a. The Mayor and City Clerk are authorized as per By-law A-1 or resolution by Council to execute formal agreements in the name of the City for which the award was made by delegated authority.
- b. Procurement and Supply shall have the authority to execute Purchase Orders and/or Contract Records issued in accordance with this Policy.
- c. Procurement and Supply shall be responsible for the safeguarding of all original procurement and contract documents/records for the contracting of goods, services or construction for which the award is made by delegated authority.
- d. Deputy City Managers are responsible for executing and retaining all documents in accordance with Section 10.3.e of this Policy.

#### 20.5 Performance Evaluation

- a. At the outset of a project, the client Service Area manager shall institute a performance evaluation process in contracts where the Manager and/or Procurement and Supply determine that a performance evaluation would be appropriate.
- b. The performance evaluation shall rate the performance of the supplier, contractor or consultant on standard criteria adopted from time to time (i.e. failure to meet contract specifications, terms and conditions, health and safety violations, etc.). A copy of the introductory letter and performance evaluations shall be provided to the supplier, contractor or consultant in advance of the contract, and shall remain constant for the duration of the contract.  
Performance issues must be noted in writing with a copy to the supplier, Procurement and Supply and a copy to the Service Area project file.  
Performance issues must also be noted in any project meeting minutes.
- c. On completion of the project, the client Service Area manager will meet with Procurement and Supply to review the evaluation. All supporting documents pertaining to any substandard performance and comments must be attached to the evaluation document. Procurement and Supply will forward a copy of the completed evaluation to the supplier, contractor or consultant for their records. The supplier, contractor or consultant may request a meeting with the client Service Area manager and a representative from Procurement and Supply to discuss the evaluation and shall have twenty (20) calendar days following delivery of the evaluation to request an appeal. This appeal shall be forwarded to Procurement and Supply.
- d. The appeal shall be conducted by a dispute committee which will hear from both City staff or its consultants and the supplier at a time and place appointed in writing by the Committee. The decision of the Dispute Committee shall be in writing and it shall be final.
- e. The performance evaluation shall determine whether a supplier, contractor or consultant will:
  - i. be allowed to renew a contract with the City;
  - ii. be placed on a probationary list for a minimum of two (2) years during which time they shall be permitted to bid or propose work for the City with the understanding that the work will be closely monitored; or

- iii. be prohibited from bidding on any contracts with the City during a three (3) year period, followed by a one (1) year probationary period after reinstatement as provided for in Section 19.5.
- f. In reaching a decision, the Dispute Committee shall rely upon the evaluation criteria determined in advance of the project and the results of prior performance evaluations relating to other contracts performed by the same supplier.
- g. No tender, proposal or quotation will be accepted from any supplier during the term of the suspension.

## **21. General**

### **21.1 Cooperative Procurement**

- a. The City may participate with other government agencies or public authorities in cooperative Procurement where it is in the best interests of the City to do so.
- b. The decision to participate in cooperative Procurement agreements will be made by the Senior Manager, Procurement and Supply.
- c. The individual policies of the government agencies or public authorities participating in the cooperative competitive bid are to be the accepted by-law for that particular competitive bid.

### **21.2 Direct Solicitation**

- a. Unsolicited proposals received by the City shall be referred to the Senior Manager, Procurement and Supply, or delegate, for review.
- b. Any procurement activity resulting from the receipt of an unsolicited proposal shall comply with the provisions of this Policy.
- c. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement complies with the requirements of a non-competitive procurement, as detailed in Section 14, or is exempt from the Policy as per Schedule B.

### **21.3 Resolution of Questions**

Any question involving the meaning or application of this Policy is to be submitted to the City Treasurer who will resolve the question.

### **21.4 Access to Information**

- a. The disclosure of information received relevant to the issue of competitive bids or the award of contracts emanating from competitive bids shall be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.
- b. All records and information pertaining to competitive bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:
  - i. significantly prejudice the competitive position or significantly interfere with the contractual or other negotiations of a person, corporation or other entity that responds, or intends to respond to a request for bids;
  - ii. result in similar information no longer being supplied to the City where it is in the public interest that similar information continues to be so supplied;
  - iii. result in undue loss or gain to any person, group, committee or financial institution or agency; or
  - iv. result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the City.

## **21.5 Local or Geographical Preference**

The City shall not give any local or geographical preference during the competitive bid process. The City may mandate certain bona fide on-site response time requirements for specific situations.

## **21.6 Terms and Conditions**

All standard City Terms and Conditions for all procurement activities will govern unless there is written approval for the proposed changes from the Client Deputy City Manager and the City Solicitor.

## **21.7 Receipt of Goods**

- a. Deputy City Managers or any employee exercising delegated authority approval shall:
  - i. arrange for the prompt inspection of goods on receipt to confirm conformance with the terms of the contract; and
  - ii. inform Procurement and Supply of discrepancies immediately.
- b. Procurement and Supply shall coordinate an appropriate course of action with the Deputy City Manager for any non-performance or discrepancies.

## **21.8 Application of Trade Agreements**

This Policy is subject to applicable Trade Agreements, including the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA)

## SCHEDULE “A” – Levels of Contract Approval Authority

Sales taxes, excise taxes, goods and service taxes and duties shall be excluded in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the preauthorized expenditure limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract. Emergencies as defined in Section 14.2 are exempt from this Approval Authority.

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$15,000	Purchasing Card or Purchase Order	Deputy City Manager or any employee exercising delegated authority approval	9
\$15,000 up to \$50,000	IRFQ (Informal Request for Quotation) – three written quotes.  <b>Note:</b> A copy of the quotes must be provided to Procurement and Supply for their records.	Deputy City Manager or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000	RFQ	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	11
Up to \$100,000	RFP – note that Irregular Results greater than \$15,000 require Committee and City Council Approval.	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	12
Greater than \$100,000 to \$6,000,000	RFT without an Irregular Result	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	13
Greater than \$6,000,000	RFT	Committee and City Council	13
Greater than \$100,000	All RFP and RFQ/RFT with an Irregular Result	Committee and City Council	11, 12, 13 & 8.10
Up to \$50,000	Single Source or Sole Source	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	14.3, 14.4 & 14.5
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3, 14.4 & 14.5

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$6,000,000	Contract Renewals – previously approved by City Council	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	20.2
Greater than \$6,000,000	Contract Renewals – previously approved by City Council	Committee and City Council	20.2
Up to \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Deputy City Manager or any employee exercising delegated authority approval OR Committee and City Council	20.3, 4.6
Exceeding \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Committee and City Council	20.3, 4.6

**Note:** The City Manager may also exercise the approval authority of a Deputy City Manager.

**Note:** For all IRFQ, RFQ, RFP, RFT as outlined under policy sections 8.10, 10, 11, 12, and 13, the criteria and analysis to determine best value must be clearly documented if not the lowest bid.

**SCHEDULE “A” – Levels of Contract Approval Authority [Continued]****For the Appointment of Professional Consulting Services:**

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$100,000	Appointment from Pre-approved List	Deputy City Manager, or delegate	15.2(c)
\$100,000 to the CFTA threshold for goods and services limit as amended.	Proposals invited from 3 Firms on Pre-approved List	City Council	15.2(d)
Greater than the CFTA threshold for goods and services limit as amended.	Two stages: REOI/RFPQ and RFP	City Council	15.2(e)

**Note:** The City Manager may also exercise the approval authority of a Deputy City Manager.

**SCHEDULE “B” – Goods and/or Services NOT Subject to this Policy. Qualification for exemption shall be determined by the City Treasurer (or delegate). As per Section 2.11.**

1. Training and Education including:
  - i. Conferences, Seminars, Courses and Conventions;
  - ii. Magazines, Subscriptions, Periodicals;
  - iii. Memberships;
  - iv. Staff Development;
  - v. Staff Workshops; and
  - vi. Staff Relations
2. Refundable Employee Expenses in accordance with the Travel and Business Expense Policy.
3. Corporate General Expenses including:
  - i. Payroll and Payroll Deductions;
  - ii. Medicals;
  - iii. Insurance Premiums, Claim Settlements and Adjuster Services;
  - iv. Tax Remittances, GST/HST Cost Recovery Reviews and WSIB Remittances;
  - v. Charges to and from Other Government Agencies;
  - vi. Development Charges;
  - vii. Postage;
  - viii. Advertising as required by the *Municipal Act*;
  - ix. Retirement Recognition Awards;
  - x. Investment Management Services; and
  - xi. Employee Group Benefits, Compensation, Programs, Consulting and Reviews
4. Licenses, certificates and other approvals required.
5. Election materials - The City Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act, R.S.O. 1996, as amended. The City Clerk shall wherever possible be guided by the provisions of this Policy.
6. Ongoing maintenance and actions to maintain present functionality of existing computer hardware and software. All requests for purchases of computer systems (new or additional hardware and software that will be connected to the corporate network) must be reviewed by Information Technology Services and expressly authorized, in writing, by the Director, Information Technology Services (or delegate)
7. Professional and skilled services provided to individuals as part of approved programs within Corporate or Community Services including but not limited to medical services, home care services, counseling services and childcare.
8. Professional and special services up to \$100,000, or defined more specifically in another City by- law or Council Policy, including, but not limited to:
  - i. Additional Non-recurring Accounting and Auditing Services;
  - ii. Public Debenture Sales;

- iii. Realty Services for Lease, Acquisition, Demolition, Sale and Appraisal of Land and Property, including Appraisal and Consulting Services relating to matters of Expropriation;
- iv. Performance / Artist's Fees;
- v. Property Tax Bill Printing and Mailing Services; and
- vi. Integrity Commissioner Services

Professional and special services exceeding \$100,000 must follow the approval process outlined in Schedule "A".

9. Utilities - Water and Waste Water, Electricity, Electrical Inspection Services, Phone and Natural Gas.
10. Construction work completed by Railways (CN and CP) and billed to the City.
11. Urgent Facilities and/or Infrastructure Maintenance/Repairs/Renovations as deemed appropriate by the City Treasurer and/or City Engineer with the concurrence of the City Manager.
12. Legal Services and Labour Relations Services as deemed appropriate by the City Solicitor and/or the Deputy City Manager, Enterprise Supports (or delegate) up to \$ 250,000.
13. Construction relocations as approved by the City Utilities Co-ordination Committee.
14. Services provided for City construction projects within a railway right-of-way as required by the rail authority having jurisdiction.
15. Revenue Generation Services provided to or by the City of London with the intent to generate revenue for the City.
16. Planning and Development or Re-development Projects to purchase, sell or repurpose property or other City assets.
17. Banking Services where covered by agreements and provided either directly by the City's contracted Banking Services provider or by one of the contracted Banking Services provider's strategic partners, affiliates or holdings as deemed appropriate by the City Treasurer and with the concurrence of the City Manager.
18. Acquisition, Lease or Sale/Disposal of Real Property are not subject to this Policy. Existing council policies; Real Property Acquisitions Policy, Lease Financing Policy, and Sale and Other Disposition of Land Policy are in place to guide these processes.
19. Grant Funding, given to or paid out by the City as per current Council approved Policies for Grants and/or agreements entered into by Council, which provides the criteria for how City of London Grant funding is provided. Grants not covered by these Policies or agreements must be approved by Council.

## SCHEDULE “C” – Irregularities Contained in Bids

Irregularity	Response
1. Late bids.	Automatic rejection
2. Insufficient financial security (no bid deposit or insufficient bid deposit).	Automatic rejection
3. Failure to insert the name of the bonding company in the space provided for in the bid documents.	Automatic rejection
4. Failure to provide a letter of agreement to bond/ letter of guarantee where required.	Automatic rejection
5. Incomplete, illegible or obscure bids or bids which contain additions not called for, erasures, alterations, errors or irregularities of any kind.	May be rejected as informal – Mandatory Requirements must be met or Automatic rejection
6. Documents, in which all addenda have not been acknowledged.	Automatic rejection
7. Failure to attend mandatory site visit.	Automatic rejection
8. Bids received on documents other than those provided by the City.	Automatic rejection
9. Failure to insert the bidder's business name in one of the two spaces provided in the bid documents.	Automatic rejection
10. Conditions placed by the bidder on the total contract price.	Automatic rejection
11. Bids containing minor mathematical errors	<p>a) In a Price per Item bid, if the total price submitted for an item does not agree with the unit price, or the total price is blank, the unit price shall govern, and the total price will be corrected to agree with the unit price multiplied by the quantity.</p> <p>b) If both the unit price and the total price are left blank, then both shall be considered as zero.</p> <p>c) If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity.</p> <p>d) If the total price is left blank for a lump sum item, it shall be considered as zero.</p> <p>e) If the bid documents contain an error in addition and/or subtraction and/or transcription in the approved competitive bid documentation format requested (i.e., not the additional supporting documentation supplied), the error shall be corrected and the corrected total price shall supersede the erroneous total</p>

<b>Irregularity</b>	<b>Response</b>
	<p>price submitted.</p> <p>f) Bid documents containing prices which appear to be so unbalanced as to likely affect the interests of the City adversely may be rejected.</p>

## **SCHEDULE “D” - Statement of Ethics for Public Purchasers**

The Ontario Public Buyers Association’s Code of Ethics is based upon the following tenets and all employees who are authorized to purchase goods and/or services on behalf of the City are to adhere to the following:

1. Open and Honest Dealings with Everyone who is Involved in the Procurement Process. This includes all businesses with which this City contracts or from which it purchases goods and/or services, as well as all members of our staff and of the public who utilize the services of the Procurement and Supply Team.
2. Fair and Impartial Award Recommendations for All Contracts and Tenders. This means that we do not extend preferential treatment to any supplier, including local companies. Not only is it against the law, but it is also not good business practice, since it limits fair and open competition for all potential suppliers and is therefore a detriment to obtaining the best possible value for each tax dollar.
3. An Irreproachable Standard of Personal Integrity on the Part of All Those Delegated as Procurement Representatives for This City. Absolutely no gifts or favours are accepted by the Procurement representatives of this City in return for business or the consideration of business. Also, the Procurement representatives of this City do not publicly endorse one company in order to give that company an advantage over others.
4. Cooperation with Other Public Agencies in Order to Obtain the Best Possible Value for Every Tax Dollar. The City is a member of a cooperative Procurement group. Made up of several public agencies, this group pools its expertise and resources in order to practice good Value Analysis and to purchase goods and/or services in volume and save tax dollars.
5. Continuous Development of Purchasing Skills and Knowledge. All members of the Procurement and Supply Team take advantage of the many opportunities provided by the Ontario Public Buyers Association to further their knowledge of good public purchasing principles and to maintain excellent skills.

## **SCHEDULE “E” – Materials Management Guidelines**

### **1. Materials Management and Inventory Control**

The Senior Manager, Procurement and Supply (or delegate) shall be solely responsible for the Supply Services of all inventory and warehouse operations at Greenway Pollution Control Plant, A.J. Tyler and Exeter Road Operations centers. A system of materials management and inventory control methods shall be used to maintain an adequate level of commodities to support and supply all Service Areas.

### **2. Inventory Control System**

- a. A physical inventory of stock items shall be taken on a periodic basis.
- b. An adequate allowance for inventory obsolescence shall be maintained.

### **3. Control of Goods in Use**

The Senior Manager, Procurement and Supply (or delegate) may periodically perform a physical count of all goods that are not in inventory but are used and stored by various Service Areas. The Deputy City Manager shall provide any necessary assistance required. As a result of such a review, goods may be placed into inventory, transferred, declared surplus or otherwise disposed.

### **4. No Separate Procurement of Commodities in Inventory**

Commodities which are available from Supply Services inventory, and are suitable for the intended end use, shall not be requisitioned or purchased on a direct charge basis.

### **5. Disposal of Materials and Equipment Considered to be Obsolete and/or Surplus**

- a. All Service Areas shall notify the Senior Manager, Procurement and Supply (or delegate) when items become obsolete or surplus to their requirements. Options to allow for trade-in allowance will be considered when purchasing new equipment, however any trade-in value or salvage value recoverable from a project cannot be used to offset, reduce or change the value of the procurement for purposes of determining the appropriate procurement process to be followed under the Procurement Policy.
- b. The Senior Manager, Procurement and Supply (or delegate) shall be responsible for ascertaining if the items can be of use to another civic Service Area rather than disposed of.
- c. Items that are not claimed for use by another Service Area may be disposed of by:
  - i. General advertising to secure sealed bids,
  - ii. public sale or auction,
  - iii. direct negotiation where proceeds will not be less than net book value of asset, or
  - iv. other disposition options most suitable for the equipment or material involved in the opinion of the Senior Manager, Procurement and Supply (or delegate).
- d. Auctions are held as required dependent upon individual circumstances such as delivery of replacement items and storage capacity.
- e. The revenue from the sale of obsolete material shall be credited to the appropriate account(s).

### **6. Periodic Bids for Auctioneer Services**

The Senior Manager, Procurement and Supply (or delegate) is authorized to obtain sealed bids for auctioneer services on a periodic basis from qualified auctioneers.

## **7. Disposal of Materials and Equipment Considered to be Scrap**

- a. Where scrap material is available for disposal, the relevant area Manager shall inform the Senior Manager, Procurement and Supply (or delegate) who shall be responsible for the disposal of all scrap material belonging to the City.
- b. The Senior Manager, Procurement and Supply (or delegate), after determining the value and possible alternate uses of the scrap material, may dispose of the material by:
  - i. general advertising to secure sealed bids;
  - ii. direct contact with the appropriate dealers to view the scrap and submit offers to purchase;
  - iii. public sale or auction; or
  - iv. other disposition methods as deemed appropriate.
- c. The revenue from the sale of scrap material shall be credited to the appropriate account(s).

## **Appendix C33**

Bill No.  
2023

By-law No. CPOL.-123(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-123-375, as amended, being “Promotion of Products or Services to City Employees”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-123-375, as amended, being “Promotion of Products or Services to City Employees”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-123-375, as amended, being “Promotion of Products or Services to City Employees”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Promotion of Products or Services to City Employees

**Policy Name:** Promotion of Products or Services to City Employees

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-123-375); Amended July 24, 2018 (By-law No. CPOL.-123(a)-378); Amended August 10, 2021 (By-law No. CPOL.-123(b)-248); Amended July 25, 2023 (By-law No. CPOL.-123( )-  
\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Rewards and Recognition

#### 1. Policy Statement

- 1.1 To establish a consistent approach to promote products or services to employees of The Corporation of the City of London (“City”).

#### 2. Definitions

Not applicable.

#### 3. Applicability

- 3.1 This policy applies to individuals, groups, and companies wishing to promote products or services to City employees.
- 3.2 City sponsored programs such as corporate wellness programs, technology purchasing programs, or any other promotions or sponsorships approved in writing by the City Manager are excluded under this policy.

#### 4. The Policy

##### 4.1 General Guidelines

- a) Individuals, groups, and companies wishing to promote products or services must request and complete a [Request to Promote Products or Services to City Employees](#) form.
- b) Completed forms must be submitted to the People Services Division for review. A cross-functional team, which may include representatives from Finance, Communications, People Services and Legal, will review the forms quarterly for suitability and ensuring any offer:
  - i) Is made available to all employees.
  - ii) Adheres to City Policies; including, but not limited to, the [Procurement of Goods and Services Policy](#), [Code of Ethics](#), [Respectful Workplace Policy](#) and [Corporate Identity Policy](#).
  - iii) Does not place the City in any type of financial risk.
- c) The cross-functional team approves the notice of any promotion for posting on the City’s intranet.
- d) Promotional events or direct solicitation is not allowed in City owned or occupied facilities.

## **Appendix C34**

Bill No.  
2023

By-law No. CPOL.-273(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-273-251, as amended, being "Public Access During Council and Standing Committee Meetings", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-273-251, as amended, being "Public Access During Council and Standing Committee Meetings", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-273-251, as amended, being "Public Access During Council and Standing Committee Meetings", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Public Access During Council and Standing Committee Meetings**

**Policy Name:** Public Access During Council and Standing Committee Meetings  
**Legislative History:** Adopted June 26, 2018 (By-law No. CPOL.-273-251); Amended July 25, 2023 (By-law No. CPOL.-273( )-\_\_\_\_)  
**Last Review Date:** July 25, 2023  
**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes the responsibilities and procedures for public access during City Council and Standing Committee meetings, in order to ensure the safety of all attendees and proper decorum during meetings.

#### **2. Definitions**

For the purposes of this policy,

- 2.1 **Chair** – means the person presiding at a Council or a Standing Committee meeting.
- 2.2 **City** – means The Corporation of the City of London.
- 2.3 **Council** – means the Council of The Corporation of the City of London.
- 2.4 **Meeting** – means any regular, special or other meeting of the Council or standing committee, where:
  - a) a quorum of members is present; and
  - b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or standing committee.
- 2.5 **Meeting Room** –means the room in which a Council or Standing Committee meeting is being held.
- 2.6 **Standing Committee** –refers to one or more of the following committees: the Civic Works Committee, the Community and Protective Services Committee, the Corporate Services Committee, the Planning and Environment Committee and the Strategic Priorities and Policy Committee.

#### **3. Applicability**

- 3.1 This policy applies to all persons attending a public City Council or Standing Committee meeting.

#### **4. The Policy**

##### **4.1 Roles and Responsibilities**

- a) The Chair is responsible for ensuring that meeting attendees conduct themselves with proper decorum at all times, and that there is a safe and respectful meeting environment, pursuant to the procedures outlined in the Council Procedure By-law.
- b) The City Clerk, or their designate, is responsible for providing legislative and secretariat support at a City Council or Standing Committee meeting.
- c) The Director, Emergency Management and Security, or their designate, is responsible for ensuring the physical safety of the meeting room and its

occupants.

## 4.2 Procedures

### 4.2.1 Prior to the Commencement of a Meeting

- a) Approximately 15 minutes prior to the commencement of a meeting the City Clerk, or their designate, shall ensure that the entry door(s) to the public viewing area of the room in which the meeting is being held is unlocked.
- b) Corporate Security shall ensure that the entry door(s) to the public viewing area of the room in which the meeting is being held is propped open, once it is unlocked by the City Clerk, or their designate.

### 4.2.2 Decorum During a Meeting

In the event that any person(s) attending a meeting conducts themselves in a manner that is not in keeping with proper decorum, the Chair shall follow the steps outlined in Part 2 section 9 and/or section 17 of the Council Procedure By-law, as applicable, in order to restore decorum, which could ultimately result in the removal of that person(s) from the meeting.

### 4.2.3 Immediate or Impending Threat to Safety

- a) If, at any time, the Director, Emergency Management and Security, or their designate, identifies an individual(s) as being an immediate or impending threat to the safety of themselves or other meeting attendees, steps will be taken to neutralize the threat and remove the individual(s) from the meeting, without warning. The Chair shall suspend the meeting until the immediate threat is contained and order is restored. No other person(s) shall be permitted to enter the meeting until such time as the threat is contained and order is restored, in order to mitigate risk to the safety of other persons. Members of the public wishing to enter the meeting will be advised by a City representative that there is a disruption and that entry to the meeting is temporarily suspended, for their personal safety. Once the disruption has been resolved, meeting attendees will be permitted to enter the meeting and the meeting shall resume.
- b) If, at any time, there is an immediate or impending fire, structural failure, weather event or other environmental threat to the safety of meeting attendees, the Chair shall suspend the meeting, the meeting room will be evacuated so that attendees can move to a safe location, and no further individuals shall be permitted into the meeting room until such time as the threat to safety has been resolved. In the event the threat is likely to be present for an extended period of time, the Chair, upon consultation with the City Clerk, or their designate, and the Director, Emergency Management and Security, or their designate, may postpone consideration of any unfinished business to a future date and/or time.

### 4.2.4 Room Capacity

- a) For purposes of compliance with the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4 O. Reg 213/07 the five committee meeting rooms in City Hall have a capacity of 60 people. Council Chambers on the main level has a capacity of 90 people, while the Council Chambers public gallery has capacity for an additional 90 people.

- b) In accordance with the Council Procedure By-law, no person shall be allowed to enter the main floor of the Council Chambers during meetings without the leave of the Chair, except members, employees of the Corporation, individuals invited to the main floor, and those representatives of the media who have appropriate identification to the satisfaction of the City Clerk.
- c) The Director, Emergency Management and Security, or their designate, shall advise the City Clerk, or their designate, if the meeting room capacity has been exceeded. If such is the case, the City Clerk, or their designate, shall make the necessary arrangements to have an overflow room(s), if available, opened for members of the public, who would otherwise exceed the meeting room capacity, to observe the meeting via live video stream. Security personnel will then direct any members of the public in excess of meeting room capacity, to the overflow room(s).
- d) In the event that an overflow room(s) is not available, or has reached its capacity, the Director, Emergency Management and Security, or their designate, shall create a staging area in an appropriate area within the building the meeting is being held, where members of the public will be held until such time as room becomes available in either the meeting room or an overflow room.
- e) In the event that the number of members of the public waiting to enter a meeting is of a size that is too large to be accommodated as provided for in part d), above, the Director, Emergency Management and Security, or their designate, after consultation with the City Clerk or their designate, will advise members of the public that the indoor staging area, overflow rooms(s) and meeting room are at capacity and request members of the public to wait outside of the building until such time as capacity becomes available.
- f) No group of individuals will be allowed to enter a meeting if the number of individuals within that group will create a situation where the room capacity is exceeded. The group may be divided into smaller groups in order to ensure that, upon being granted entry, room capacity is not exceeded.
- g) The Director, Emergency Management and Security, or their designate, shall inform the City Clerk, or their designate, of the status of capacity throughout the meeting, unless it is otherwise evident that capacity is not being exceeded. The City Clerk, or their designate, will keep the Chair apprised if capacity is exceeded, so that the Chair can, if necessary, encourage members of the public to leave once their item is addressed, in order to make room for other members of the public to enter the meeting for their item(s) of interest.

#### 4.2.5 Protests

In the event that the Director, Emergency Management and Security, or their designate, have reasonable grounds to believe that a person or group of persons may be attending a meeting in order to disrupt its proceedings or threaten the safety of meeting participants, the Director, Emergency Management and Security, or their designate, may take reasonable measures, including, but not limited to prohibiting that person or group of persons from entering the building and will, as soon as is reasonably possible, advise the Chair via the City Clerk, or their designate, of this action.

#### 4.2.6 Prohibited Objects

- a) The following objects are prohibited from being brought into meetings, due to safety concerns:
  - i) weapons (guns, knives, slingshots, explosives, etc.)
  - ii) projectiles
  - iii) large, unwieldy objects (i.e. sign posts)
  - iv) any other item determined by the Director, Emergency Management and Security, or their designate, to pose a risk to the safety of meeting attendees.
- b) Any person who arrives to attend a meeting with a prohibited object(s) may be denied entry to the meeting. The Director, Emergency Management and Security, or their designate, may, at their own discretion, agree to hold the prohibited object(s), if that object(s) is otherwise legal to carry, for the person for the duration of the individual's attendance at the meeting, thus permitting the individual to enter the meeting. The prohibited object(s) will be returned to the individual after the individual has left the meeting.

#### 4.2.7 Prohibited Access

Prohibition of access to a meeting by banning entry to the building and/or meeting room shall be authorized by the Director, Emergency Management and Security, or their designate and who will, as soon as is reasonably possible, seek the concurrence of the meeting Chair, via consultation with the City Clerk, or their designate, of this action.

#### 4.2.8 Off-Site Meetings

When it is necessary to hold meetings at a venue outside of City Hall, a crowd control plan will be developed specific to the alternate venue by the Director, Emergency Management and Security, or their designate, in consultation with the City Clerk, or their designate. The City Clerk shall ensure the meeting Chair is advised of the crowd control plan.

#### 4.2.9 Trespass Notices

The Director, Emergency Management and Security, or their designate, has the authority to issue Trespass Notices pursuant to the *Trespass to Property Act, 1990, c.T.21*, as amended, to restrict access to individuals who are deemed to be of a safety risk to the Members of Council, the Civic Administration or members of the public, to any property owned, leased or otherwise occupied by the City.

### 4.3 General Provisions

Nothing in this policy restricts the Director, Emergency Management and Security, or their designate, from taking reasonable measures to ensure the safety and security of any property owned, leased or otherwise occupied by the City, and the persons occupying that property. Where such measures relate to a meeting, the Director, Emergency Management and Security will consult with the applicable meeting Chair, via the City Clerk or their designate, with respect to the safety and security measures being put in place for the protection of all meeting participants.

## **Appendix C35**

Bill No.  
2023

By-law No. CPOL.-295(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-295-286, being “Public Art / Monument Policy”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-295-286, being “Public Art / Monument Policy”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-295-286, being “Public Art / Monument Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Public Art / Monument Policy**

**Policy Name:** Public Art / Monument Policy

**Legislative History:** Enacted June 26, 2018 (By-law No. CPOL.-295-286); Amended July 25, 2023 (By-law No. CPOL.-295(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager of Culture Services

#### **1. Policy Statement**

1.1. The City of London supports the display of art/monuments on municipally owned or occupied public space that will strengthen the natural assets of the city, provide unique attractions and act as a constant delight to residents and visitors to London. Public art/monuments celebrate and honour our culture, history, people, events, and locations while enhancing our economic vibrancy. Public art/monuments impact many aspects of community living. Public art/monuments enrich daily life through visual experiences and attracts people to art-enriched places.

#### 1.2. Principles

Public art/monuments are significant to the City of London because they:

- enrich public spaces for the enjoyment of all;
- serve the city as a whole;
- engage the community, and visitors;
- promote London as a unique destination;
- can yield proven economic benefits;
- demonstrate excellence and a wide range of artistic expression;
- may provide opportunities for local/provincial/national/international artists/creators/practitioners of traditional arts and historians to participate in public art/monument projects;
- are integrated conceptually and physically into the local context;
- may foster opportunities for shared experiences;
- are relevant to London and Londoners;
- are accessible with daily living, work, and play;
- support place making and neighbourhood revitalization;
- commemorate events of local, national and provincial significance;
- are a part of major capital investment projects in London;
- recognize outstanding achievements of Londoners or their community;
- are presented in a manner that responds to their unique requirements for care, conservation and safety; and,
- are preserved for the enjoyment of future generations through the City of London ten-year Capital Lifecycle Maintenance Program and the use of specialized consultant conservators and/or artist/creators.

#### 1.3. Purpose of Public Art / Monument Policy

The primary purpose of this Policy is to provide a mechanism through which the City of London acquires significant pieces of public art/monuments for municipally owned public space through their purchase, commission, or donation. The City may authorize public art/monuments that it does not own to be placed on municipally owned public space through an agreement between the City of London and the owner of the public art/monuments.

#### **2. Definitions**

2.1. **Municipally owned public space** – areas frequented by the general public that are owned or occupied by the City of London. Municipally owned public space includes, but is not limited to, parks, road allowances, tunnels, boulevards,

streets, courtyards, squares and bridges, as well as building exteriors, foyers, concourses and significant interior public areas of municipal buildings.

- 2.2. **Professional Artist** – a person who is critically recognized as an artist: they possess skill, training and/or experience in an artistic discipline, are active in and committed to their art practice and has a history of public presentation.
- 2.3. **Public Art/Monuments** – works that are displayed on municipally-owned public space.

Public art/monuments are intended to contribute positively to London's urban space by providing landmarks, defining meeting places, injecting humour, speaking of history and reminding us of greatness. It is hoped that works of public art/monuments on municipally owned public space will be viewed by citizens and visitors with a keen sense of pleasure, community pride, wonder or curiosity and lend a feeling of satisfaction that these works are "ours", that they help to define "us" and that they belong to this community.

Public art/monuments may include, but are not limited to:

- a) sculpture;
- b) murals;
- c) memorials, monuments, historic objects or artifacts such as the Cenotaph, cannons etc.;
- d) fountains or water features that contribute aesthetically to their surroundings (i.e. not spray pads);
- e) hard and soft landscaping components which are not a mere extension of the landscape architecture;
- f) special engineering or architectural features of existing capital projects that contribute aesthetically to their surroundings; and,
- g) community public art related to neighbourhood beautification.

Public art/monuments may be integrated into the design of the site, buildings and landscapes in publicly accessible and visible areas of a site. These areas can include the walls, floors and ceilings or other publicly accessible open space such as plazas, forecourts, courtyards, colonnades or setbacks.

When integrated, public art must retain an interpretative aspect, as determined by the commissioned artist, and not be a mere extension of the design of the architecture, landscape architecture, interior design, etc. of the new development.

### **3. Applicability**

- 3.1. This Policy is applicable to both permanent and temporary installations of public art/monuments. Permanent works include fixed works which, due to their weight and size, become an integral component of any municipally owned public space, in terms of structure, design context, or neighbourhood. Temporary works include works created for a specific event or place for a specific occasion and timeframe. The City of London has the authority to determine the length of time works will be displayed on municipally owned public space.
- 3.2. Public Art/Monument Exclusions

Examples of public art/monuments that are excluded under the scope of this policy are:

- a) directional elements such as super graphics, signage or colour coding, except where these elements are integral parts of the original works or public art/monuments project;
- b) objects which are mass-produced of standard design such as playground equipment, or statuary objects; and,
- c) landscape architecture and landscape gardening except where these

elements are an integral part of the original work of art/monument or are the result of collaboration among design professionals including at least one artist.

#### **4. The Policy**

##### **4.1. Administering Public Art/Monuments Program**

The Public Art/Monuments Program will be administered by the City of London's Culture Services Division. Culture Services may delegate responsibility for specific aspects of the program such as the selection process, implementation, maintenance and conservation/restoration to other City service areas or knowledgeable community cultural organizations.

##### **4.2. Maintenance and Conservation/Restoration**

Culture Services, in conjunction with Environment and Infrastructure, will oversee the maintenance, conservation/restoration of public art/monuments through the City of London ten-year Capital Lifecycle Maintenance Program and the use of specialized consultant conservators and/or artist/creators.

##### **4.3. De-Accessioning Public Art/Monuments**

Culture Services will consider candidates for the de-accessioning of permanent and temporary public art/monuments. The de-accessioned art/monuments may be moved, sold, returned to the artist or destroyed, with any monies received through the sale of art/monuments being placed in the Cultural Prosperity Reserve Fund.

##### **4.4. Placement of Outdoor Art/Monuments on Privately-Owned Space**

Though not addressed specifically in this Policy, the City of London believes in encouraging the inclusion of outdoor art/monuments in privately-owned space across the city. It is recognized that these works have significant appeal and can contribute to the identity and character of our community. The City will encourage the private sector through bonusing and other donation mechanisms to contribute to the Public Art/Monuments Program.

## **Appendix C36**

Bill No.  
2023

By-law No. A.-6151(\_)-\_\_\_\_

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “E” - “Public Notice Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “E” - “Public Notice Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “E” - “Public Notice Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “E” to this by-law.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “E”

### **Public Notice Policy**

**Policy Name:** Public Notice Policy

**Legislative History:** Adopted December 17, 2007 (By-law No. A.-6151-17); Amended July 22, 2008 (By-law No. A.-6151(a)-267); Amended October 3, 2017 (By-law No. A.-6151(q)-486); Amended (By-law No. A.-6151(u)-419); Amended August 10, 2021 (By-law No. A.-6151(aa)-220 (Schedule E)); Amended July 25, 2023 (By-law No. A.-6151( )—)

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

1.1 City Council and the Civic Administration acknowledge the importance of having an informed public. This commitment is delineated in the City Council’s values of:

- Inclusivity and Respect
- Accountability and Trust
- Compassion
- Teamwork and Collaboration
- Commitment and Drive
- Learning
- Financial Stewardship.

This policy describes the circumstances in which notice shall be provided to the public and the form, manner, and times notice shall be given as required under section 270(1)4 of the *Municipal Act, 2001*, S.O. 2001, c. 25

#### **2. Definitions**

For the purpose of this policy,

2.1 **“City”** –means The Corporation of the City of London

2.2 **“Council”** - means the Council of The Corporation of the City of London

2.3 **“Newspaper”** - means a document that:

- a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public; and
- b) consists primarily of news of current events of general interest

2.4 **“Website”** means the City of London official website at [www.london.ca](http://www.london.ca)

#### **3. Applicability**

3.1 This policy shall apply to notice provided by the City to the public on various matters.

#### **4. The Policy**

4.1 Notice to the public shall be provided in the circumstances and in the form, manner, and times as follows:

- a) All circumstances set out in Appendix “A”, attached, in the form, manner and times as set out in Appendix “A”;
- b) If required by any Act or Regulation, in the form, manner and times as prescribed in the Act or Regulation;
- c) If required by another by-law, in the form, manner and times as set out in the said by-law;

- d) If directed by City Council, in the form, manner and times as specified by City Council; or
  - e) In circumstances where, in the opinion of the City Clerk, notice is reasonable and necessary, in the form, manner and times as determined by the City Clerk.
- 4.2 No additional notice shall be required for subsequent meetings where a matter has been deferred or referred to a subsequent meeting by the Council or a Standing Committee of the Council.
- 4.3 The notice requirements under this policy are minimum requirements and the City Clerk may give notice to the public in an extended manner if, in the opinion of the City Clerk, the extended manner is reasonable and necessary in the circumstances.
- 4.4 Where any of the form, manner or times of notice are not specified in Appendix "A", an Act, Regulation or by-law, or where City Council directs that notice be given under section 4.1(d), or the City Clerk determines that notice be given under section 4.1(e), the form, manner or times of notice shall be determined by the City Clerk.

## PUBLIC NOTICE POLICY - APPENDIX A

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<b>BUDGET</b> (Section 291 <i>Municipal Act</i> , 2001)  Adoption of Multi-year Operating, Capital, Water and Wastewater Budgets of the City  Budget public participation meeting(s)	Notice of Intent to adopt the budget.  Notice of public participation meeting(s) with respect to the adoption of the budget.	Notice of intent to adopt the budget shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Council meeting at which the budget will be considered for adoption.  Notice of any public participation meetings with respect to the budget shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the public participation meeting.
<b>SCHEDULE OF MEETINGS – REGULAR AND SPECIAL</b> (Section 238(2)(2.1), <i>Municipal Act</i> , 2001)  Annual Schedule of Regular Council, and Standing Committee Meetings  (Section 240, <i>Municipal Act</i> , 2001)  Special meetings of Council and Special Standing Committee Meetings	Public notice to advise of the annual schedule of regular meetings of Council and Standing Committees.  Public notice to advise of special meetings of Council, and/or Standing Committees.	Notice of the annual schedule of regular meetings of Council and Standing Committees shall be posted on the City's website in accordance with the Council Procedure By-law.  Notice of any special meetings of Council and/or Standing Committees outside of the annual schedule of regular meetings shall be posted on the City's website in accordance with the Council Procedure By-law.

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<b>FEE OR CHARGE BY-LAW</b> (Section 391, 400(f), <i>Municipal Act, 2001</i> )	<p>Public notice required to advise of a minimum of one Standing Committee meeting to consider the enactment of a fee or charge by-law. The notice shall specify when and where information in regard to such a by-law may be obtained.</p> <p>Public notice required to advise of a Council meeting to consider the enactment of fees and charges by-laws regarding items in the Multi-year Property Tax-Supported Budget and Multi-year Water Services and Wastewater and Treatment Budgets.</p>	<p>Notice to advise of a Standing Committee meeting to consider the enactment of a fee or charge by-law shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the meeting at which the fee or charge by-law is to be considered.</p> <p>Notice to advise of a Council meeting to consider the enactment of fees and charges by-laws regarding items in the Multi-year Property Tax-Supported Budget and Multi-year Water Services and Wastewater and Treatment Budgets shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Council meeting at which the fee or charge by-law is to be considered.</p>
<b>SEIZURE OF PERSONAL PROPERTY – PUBLIC AUCTION</b> Seizure of Personal Property by City Treasurer to recover taxes and costs of the seizure. (Section 351(8), <i>Municipal Act, 2001</i> )	<p>Subject to certain conditions, the Treasurer or their agent may seize personal property to recover taxes and costs of the seizure. The Treasurer or their agent is required to give the public notice of the time and place of public auction and of the name of the person whose personal property is to be sold.</p>	<p>The Treasurer or Treasurer's agent shall give notice of the time and place of public auction of seized personal property to recover taxes and costs of the seizure, together with the name of the person whose personal property has been seized. Notice shall be published once in a newspaper of general circulation in the City of London at least 14 days prior to the auction.</p> <p>One notice sent by regular pre-paid mail to the sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy a minimum of 21 days prior to the auction.</p>

<b>Circumstance</b>	<b>Summary of Requirement</b>	<b>Form, Manner and Times Notice to be Given</b>
<b>PROPOSAL TO RESTRUCTURE THE MUNICIPALITY</b> (Section 173, <i>Municipal Act</i> , 2001)	Public notice to advise of the holding of a public meeting before Council votes on whether to support or oppose a restructuring proposal.	Notice to advise of a public meeting to consider a restructuring proposal shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the public meeting at which the restructuring is to be considered.
<b>CHANGE OF NAME OF MUNICIPALITY</b> (Section 187, <i>Municipal Act</i> , 2001)	Public notice to advise of the holding of a Standing Committee meeting to consider the enactment of a by-law to change the municipality's name.	Notice to advise of a Standing Committee meeting to consider the enactment of a by-law to change the municipality's name shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.
<b>DISSOLUTION OR CHANGE TO LOCAL BOARD</b> (Section 216, <i>Municipal Act</i> , 2001)	Notice to a local board required to advise of Standing Committee meeting to consider the enactment of a by-law to dissolve or change the local board.	One notice sent by regular, prepaid mail to the local board a minimum of 14 days prior to the Standing Committee meeting.
<b>CHANGES TO COMPOSITION OF COUNCIL</b> (Section 217, <i>Municipal Act</i> , 2001)	Public notice required to advise of the holding of a public meeting by the Standing Committee designated by Council to consider the matter prior to Council's consideration of changes to the composition of Council.	Notice to advise of the holding of a public meeting by the Standing Committee designated by Council to consider the matter prior to Council's consideration of changes to the composition of Council, shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.

<b>Circumstance</b>	<b>Summary of Requirement</b>	<b>Form, Manner and Times Notice to be Given</b>
<b>ESTABLISHMENT OFWARDS</b> (Section 222, <i>Municipal Act, 2001</i> )	<p>Public notice required to advise of the Standing Committee designated to first consider the matter prior to the Council's consideration of the enactment of a by-law dividing or re-dividing the wards or dissolving wards.</p>	<p>Notice to advise of a meeting of the Standing Committee designated to first consider the matter prior to the Council's consideration of the enactment of a by-law dividing or re-dividing the wards or dissolving wards, shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.</p> <p>Notice advising of the passing of a by-law dividing or re-dividing the wards or dissolving wards shall be published once in a newspaper of general circulation in the City of London within 15 days of the passing of the by-law, specifying the last day for filing a notice of appeal.</p>
<b>NEW PROCEDURE BY-LAW</b> (Section 238, <i>Municipal Act, 2001</i> )	<p>Public notice required to advise of a Standing Committee meeting to consider enactment of a new Council Procedure By-law or revisions to the existing Council Procedure By-law.</p>	<p>Notice to advise of a Standing Committee meeting to consider the enactment of a new Council Procedure By-law or revisions to the existing Council Procedure By-law shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.</p>

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<b>LICENSING BY-LAW</b> (Section 151, <i>Municipal Act</i> , 2001)	Public notice required to advise of the intention to consider the enactment of a licensing by-law.	Notice to advise of a Standing Committee meeting to consider the enactment of a licensing by-law shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.
<b>NAMING OR RENAMING OF A HIGHWAY OR PRIVATE ROAD</b> (Section 11(3), <i>Municipal Act</i> , 2001)	Public notice required to advise of the intention to pass a by-law naming or re-naming a private road.	Notice of the intention to pass a by-law to name or rename a private road shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter will be considered.
<b>HIGHWAY CLOSURE OR PERMANENT ALTERATION – ACCESS DENIED TO ANY PROPERTY</b>	Public notice required to advise all affected property owners of a Standing Committee meeting to consider the enactment of a by-law to close or permanently alter a highway when such closure or permanent alteration would deny access to a property.	One notice sent by registered mail to the last known address of the affected property owner(s), a minimum of 14 days before the Standing Committee meeting.
<b>SALE AND OTHER DISPOSITION OF LAND</b>	Public notice required to advise of the intention to sell or otherwise dispose of municipally owned land.	Notice shall be in accordance with the Sale and Other Disposition of Land Policy.

<b>Circumstance</b>	<b>Summary of Requirement</b>	<b>Form, Manner and Times Notice to be Given</b>
<b>LOW IMPACT PLANNED LIFECYCLE RENEWAL/REPLACEMENT/MAINTENANCE FOR RECREATION FACILITIES AND PARKS INITIATIVES, PROJECTS AND DEVELOPMENTS - AMENITIES AND/OR SMALL STRUCTURES THAT REQUIRE CANCELLATION OF EVENT(S) OR PROGRAM(S) OR RESULTS IN A TEMPORARY CLOSURE OF MORE THAN ONE DAY</b>	Public notice to advise users and/or public of the commencement of construction and temporary closure of the space.	Signage onsite a minimum of 2 weeks prior to commencement of work. Notice will indicate nature of work, estimated timing of construction and contact information.
<b>REPURPOSING OF EXISTING RECREATION FACILITIES OR PARKS ON A LONG TERM OR PERMANENT BASIS.</b>	Public notice to advise users and public of the commencement of construction and temporary closure of the facility or park and of the intended repurposing.	Signage on site, notice posted on the City's website, written notice to the Ward Councillor, Community Association and neighbours within 200 meters of site 6 weeks prior to commencement of work.  Notice will indicate nature of work, estimated timing of construction and contact information.
<b>NEW PARKS</b>	Public notice to advise users, the public and neighbours of the commencement of construction of new parks.	Signage on site, notice posted on the City's website, written notice to the Ward Councillor, Community Association and neighbours within 200 meters of site a minimum of 2 weeks prior to commencement of work.
<b>NEW RECREATIONAL FACILITIES</b>	Public notice to advise of the commencement of construction of a new facility.	Signage onsite and notice on the City's website indicating the intention to construct a new facility 3 months in advance of commencement of construction.

<b>Circumstance</b>	<b>Summary of Requirement</b>	<b>Form, Manner and Times Notice to be Given</b>
<b>PARKS AND RECREATION MASTER PLAN AND SPORT STRATEGIES (e.g., SKATEPARK STRATEGY, DOGS OFF LEASH STRATEGY)</b>	Public notice to advise of the intention to develop a city-wide initiative or strategy.	Notification published once in a newspaper of general circulation in the City of London and on the City's website of the intention to start development of an initiative or strategy.
<b>UNUSUAL CIRCUMSTANCES – RECREATIONAL FACILITIES, PARKS OR STRUCTURES</b>  Emergency situations may occur, and in particular when a health and safety concern arises, immediate action is necessary and notification cannot occur prior to the commencement of such work.	No requirement of notice in emergency circumstances.	No notification will be given prior to commencement of emergency work.
<b>ENVIRONMENTAL ASSESSMENT TERMS OF REFERENCE</b>	Public notice to advise of a Standing Committee meeting to consider the approval of Terms of Reference for an Environmental Assessment and to make the draft Terms of Reference available to the public. Terms of Reference for Environmental Assessments are undertaken when required by provincial legislation.	Notice to advise of a Standing Committee meeting to consider the approval of draft Terms of Reference for an Environmental Assessment shall be posted on the City's website at least 30 days in advance of the Standing Committee meeting at which the matter is to be considered, and a copy of the draft Terms of Reference shall be available on the City's website during the notice period.
<b>MUNICIPAL MANAGEMENT OF NEW PRIVATE COMMERCIAL PARKING LOT</b> (Traffic and Parking By-law PS-114)	Public notice to advise of intention to implement new municipally managed private commercial parking lot.	Notice of intent shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least seven days in advance of the committee meeting.

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<b>NOTICES REQUIRED UNDER THE ONTARIO HERITAGE ACT Part IV and Part V)</b>	Any notice required under Part IV or Part V of the Ontario Heritage Act shall be published in a newspaper having general circulation in the municipality.	Notice shall be published once in a newspaper of general circulation in the City of London for the first available publishing date after Council's decision.
<b>LOCAL IMPROVEMENT CHARGES BY-LAW (<i>Municipal Act</i>; O.Reg 586/06)</b>	Before passing a by-law to undertake a work as a local improvement under section 5 or section 36.6(1) of the <i>Municipal Act</i> , the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged.	Notice of intent shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least seven days in advance of the Council meeting.

## **Appendix C37**

Bill No.  
2023

By-law No. CPOL.-387(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-387-94, being “Public Registry Declaration of Interest for Local Boards”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-387-94, being “Public Registry Declaration of Interest for Local Boards”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-387-94, being “Public Registry Declaration of Interest for Local Boards”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Public Registry Declaration of Interest for Local Boards**

**Policy Name:** Public Registry Declaration of Interest for Local Boards

**Legislative History:** Adopted March 26, 2019 (By-law No. CPOL.-387-94); Amended July 25, 2023 (By-law No. CPOL.-387( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes a process to implement the requirement for Members of Local Boards to submit written statements regarding disclosure of interests and the creation of a registry of the written statements to be available for public inspection in accordance with sections 5.1 and 6.1 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50.

#### **2. Definitions**

- 2.1 Not applicable.

#### **3. Applicability**

- 3.1 This policy applies to all Members of Local Boards.

#### **4. The Policy**

- 4.1 Any Member of a Local Board who discloses an interest in accordance with section 5 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50 shall, as soon as possible afterwards, file a written statement of the interest and its general nature, with the Secretary of the Local Board.
- 4.2 The Secretary of the Local Board shall establish and maintain a registry in which shall be kept:
  - a) a copy of each statement filed by a Member of a Local Board under section 5.1 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50; and,
  - b) a copy of each declaration of interest recorded by the Secretary of the Local Board under section 6 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50 in the minutes of a meeting that is open to the public.
- 4.3 The registry shall be available for public inspection 8:30 AM to 4:30 PM, Monday to Friday, with the exception of statutory holidays or other periods when the Local Board’s Office is not open to the public.
- 4.4 The registry will be made available for public inspection in both hard copy format and an electronic format uploaded to the Local Board’s website, where applicable.

## **Appendix C38**

Bill No.  
2023

By-law No. CPOL.-30(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-30-226, as amended, being "Reduced Rental Rates for Non-Profit Groups", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-30-226, as amended, being "Reduced Rental Rates for Non-Profit Groups", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-30-226, as amended, being "Reduced Rental Rates for Non-Profit Groups", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Reduced Rental Rates for Non-Profit Groups**

**Policy Name:** Reduced Rental Rates for Non-Profit Groups

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-30-226); Amended June 26, 2018 (By-law No. CPOL.-342-333); Amended August 10, 2021 (By-law No. CPOL.-30(a)-233); Amended July 25, 2023 (By-law No. CPOL.-30( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### **1. Policy Statement**

The purpose of this policy is to formalize and clarify practices on the rental of Centennial Hall to non-profit groups.

#### **2. Definitions**

Not Applicable.

#### **3. Applicability**

This policy applies to all non-profit organizations that are booking events at Centennial Hall.

#### **4. The Policy**

A policy establishing that the rental of the auditorium to non-profit organizations which book a series of events, in advance, (at least six events per calendar year) and which require a very limited amount of set-up and maintenance is at a reduced rate. Such reduced rates will be included in the Fees & Charges By-law as approved annually by City Council.

## **Appendix C39**

Bill No.  
2023

By-law No. CPOL.-70(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-70-302, as amended, being "Remuneration for Elected Officials and Appointed Citizen Members Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-70-302, as amended, being "Remuneration for Elected Officials and Appointed Citizen Members Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-70-302, as amended, being "Remuneration for Elected Officials and Appointed Citizen Members Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Remuneration for Elected Officials and Appointed Citizen Members Policy**

**Policy Name:** Remuneration for Elected Officials and Appointed Citizen Members Policy

**Legislative History:** Adopted August 22, 2017 (By-law No. CPOL.-70-302); Amended July 24, 2018 (By-law No. CPOL.-70(a)-408); Amended July 25, 2023 (By-law No. CPOL.-70( )\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes how the remuneration for City of London elected officials and appointed citizen members of local boards and commissions, where such remuneration is paid by the City of London, is adjusted.

#### **2. Definitions**

- 2.1 Not applicable.

#### **3. Applicability**

- 3.1 This policy shall apply to City of London elected officials and appointed citizen members of local boards and commissions whose remuneration is paid by the City of London.

#### **4. The Policy**

- 4.1 The remuneration for City of London appointed citizen members of local boards and commissions, where stipends are paid by the City of London, shall be adjusted annually on January 1st by the percentage increase reflected in the Labour Index (monthly Index, Table 3), on the understanding that:

- a) if such an index reflects a negative percentage, the annual adjustment to the remuneration for City of London appointed citizen members will be 0%; and
- b) if the Labour Index (monthly Index, Table 3) has increased by a percentage greater than the Consumer Price Index, Ontario, the annual percentage increase in the remuneration for appointed citizen members will be no greater than the increase in the Consumer Price Index, Ontario; and
- c) in those years where non-union staff wages are frozen, no increase shall be applied.

- 4.2 The remuneration for City of London elected officials shall be adjusted annually on January 1st by the average annual variation in median full-time employment income determined from published Census data over the most recent census period, on the understanding that:

- a) if such an average reflects a negative percentage, the annual adjustment to the remuneration for City of London elected officials will be 0%; and
- b) in those years where non-union staff wages are frozen, no increase shall be applied.

## **Appendix C40**

Bill No.  
2023

By-law No. CPOL.-182(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-182-434, as amended, being "Rental of Lands for Billboards", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-182-434, as amended, being "Rental of Lands for Billboards", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-182-434, as amended, being "Rental of Lands for Billboards", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Rental of Lands for Billboards

**Policy Name:** Rental of Lands for Billboards

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-182-434); Amended July 24, 2018 (By-law No. CPOL.-182(a)-441); Amended July 25, 2023 (By-law No. CPOL.-182( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Realty Services

#### 1. Policy Statement

The purpose of this policy is to formalize and clarify practices on the rental of City-owned properties and all other properties in the City of London for billboards.

#### 2. Definitions

Not Applicable.

#### 3. Applicability

This policy applies to all City-owned properties and all other properties in the City of London.

#### 4. The Policy

The rental of City-owned properties for billboards and all other properties in the City of London, shall be subject to the following guidelines:

- a) Such use should be in conformity with the Zoning By-law and should respect the height and setback regulations for structures.
- b) Such use should be in conformity with the Official Plan policies which relate to billboards.
- c) Such use should be in conformity with the Sign By-law.
- d) Billboard locations which were in conformity with the Zoning By-law when originally leased but which are now not in conformity with the Zoning By-law or the Official Plan shall be phased out at the termination of the lease so that the billboard industry can adjust to the situation and make alternate plans.
- e) City owned Lands that are eligible for a Billboard sign installation in compliance with the Sign Bylaw will be leased in compliance with the City's Sale and Other Disposition of Land Policy in a fair, open and transparent method. This may include a formal tender process supported through Procurement and Supply in compliance with the Procurement of Goods and Services Policy.

## **Appendix C41**

Bill No.  
2023

By-law No. CPOL.-145(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-145-397, as amended, being "Request to Waive or Reduce Facility Rental Fees", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-145-397, as amended, being "Request to Waive or Reduce Facility Rental Fees", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-145-397, as amended, being "Request to Waive or Reduce Facility Rental Fees", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Request to Waive or Reduce Facility Rental Fees

**Policy Name:** Request to Waive or Reduce Facility Rental Fees

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-145-397); Amended June 26, 2018 (By-law No. CPOL.-286-277); Amended June 15, 2021 (By-law No. CPOL.-\_\_\_\_); Amended July 25, 2023 (By-law No. CPOL.-145( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Recreation and Sport

#### 1. Policy Statement

**Request to Waive or Reduce Facility Rental Fees Policy** will assist in determining if rental fees for facility rental may be waived or reduced for an organization requesting this in connection to booking space in City recreation facilities including pools, sport fields, arenas, community centres and parks.

#### 2. Definitions

**Rental Fees** - Refers to the fees approved by the City’s Fees and Charges by-law to cover the fee for use of a space and does not apply to other ‘extra fees’, tariffs, licences, and insurance costs that may be required by the nature of the activity.

#### 3. Applicability

- 3.1 Certain community and recreation groups may be eligible to apply for a waiver or reduction of rental fees for recreation spaces if they meet all of the following conditions of eligibility of application:
- a) must be a non-profit corporation, OR  
must be a newly created organization (established within 12 months of applying for the waiver or reduction of fees) which can prove they are operating on a not-for-profit basis;
  - b) must be a London-based organization and at least 80% of participants/members are London residents;
  - c) must provide evidence that regular rental fees constitute a real barrier or hardship;
  - d) activity meets a recreation or community development priority of the City of London (physical activity, healthy eating, literacy, poverty reduction, community engagement or capacity building, activities for under-served groups);
  - e) activity does not duplicate an existing program or activity;
  - f) activity is open to the public, or membership in the requesting organization is open to the public;
  - g) activity must not be for the purpose of generating revenue, including fundraising; and
  - h) activity must comply and conform with applicable legislation, Council policies and by-laws, and is not contrary to law, including but not limited to the Ontario Human Rights Code, and the Criminal Code.
  - i) The request to waive or reduce fees may be approved for up to a maximum of 15 bookings within one calendar year, or in exceptional circumstances such further bookings as approved by the Deputy City Manager, Neighbourhood and Community-Wide Services.

#### **4. The Policy**

- 4.1. The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services, or their written designate (“Deputy City Manager”). Deputy City Manager shall generally perform all of the administrative functions under this Policy, and without limitation may:
  - a) receive and process all applications for waiving or reducing fees;
  - b) issue approvals for waiving or reducing fees in accordance with the provisions of this Policy and applicable By-laws;
  - c) impose terms and conditions on approvals in accordance with this Policy; and
  - d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this policy.
- 4.2. The approval of a waiver or reduction of fees, along with entering into a Facility Rental Contract, shall constitute authorization of the Deputy City Manager, for the purposes of the City of London’s Parks & Recreation Area By-law.
- 4.3. Requests for use of space as approved under this Policy will be accommodated within un-booked capacity within regular operating hours of facilities.

#### **Authority of the Deputy City Manager- Waiver or Reduction of Fees**

- 4.4. The power and authority to refuse to issue an approval to waive or reduce fees, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Deputy City Manager.
- 4.5. Notwithstanding any other provision of this Policy, the Deputy City Manager may impose terms and conditions on any approval any time during the term of the approval, as are necessary in the opinion of the Deputy City Manager to give effect to this Policy.
- 4.6. The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for a waiver or reduction of fees for an event on City of London Property.

## **Appendix C42**

Bill No.  
2023

By-law No. CPOL.-368(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-368-372, as amended, being “Reserve and Reserve Fund Policy”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-368-372, as amended, being “Reserve and Reserve Fund Policy”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-368-372, as amended, being “Reserve and Reserve Fund Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### Reserve and Reserve Fund Policy

**Policy Name:** Reserve and Reserve Fund Policy

**Legislative History:** Adopted July 24, 2018 (By-law No. CPOL.-368-372); Amended August 10, 2021 (By-Law No. CPOL.-368(a)-259); Amended July 25, 2023 (By-law No. CPOL.-368( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### 1. Policy Statement

A Policy governing the management and administration of reserves and reserve funds.

The purpose of the Policy is to establish guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for reserves and reserve funds managed by the City.

#### 2. Definitions

- 2.1. **Budget:** An estimated financial plan of revenue and expenditure for a set period of time.
- 2.2. **Capital Asset Renewal & Replacement:** A category of reserve funds established to provide funding for the repair and maintenance of existing City assets to ensure city-owned assets do not deteriorate over time.
- 2.3. **Capital Asset Growth:** A category of reserve funds established to provide funding to new capital initiatives while allowing the City to stabilize the cost of purchasing major capital assets by spreading the cost over multiple years.
- 2.4. **City:** The Corporation of the City of London.
- 2.5. **City Treasurer:** The individual appointed by the municipality as treasurer.
- 2.6. **Contingencies/Stabilization & Risk Management:** A category of reserves and reserve funds designed to fund future obligations which are based on calculated estimates and to mitigate unforeseen events or one-time unanticipated revenue losses and expenses.
- 2.7. **Debt:** Any obligation for the payment of money. For Ontario municipalities, debt would normally consist of debentures as well as either notes or cash from financial institutions, but could also include loans from discretionary reserves and reserve funds.
- 2.8. **Development Charges Background Study:** The background study undertaken by the City for its current Development Charges By-law.
- 2.9. **Discretionary Reserves and Reserve Funds:** A reserve or reserve fund created by Council to set aside revenue to finance a future expenditure for which Council has the authority to spend money.
- 2.10. **GFOA:** Refers to the Government Finance Officers Association of the United States and Canada, a professional association of state, provincial and local finance officers dedicated to the sound management of financial resources.
- 2.11. **Intergenerational Equity:** In economic, psychological, and sociological contexts, is the concept or idea of fairness or justice between generations.
- 2.12. **Liquidity:** A measure of an asset's convertibility to cash.
- 2.13. **MFOA:** Refers to Municipal Finance Officers Association of Ontario, a professional association which promotes the interests of its members in carrying out their statutory and financial responsibilities by initiating studies and

sponsoring seminars to review, discuss and develop positions on important policy and financial management issues.

- 2.14. **Obligatory Reserve Funds:** A reserve fund created when senior government statute or agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the purpose prescribed for them by statute or agreement.
- 2.15. **PSAB:** Refers to the Public Sector Accounting Board, an independent board with the authority to set accounting standards for the public sector.
- 2.16. **Reserve:** An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Municipal Councils may set up reserves for any purpose for which they have the authority to spend money.
- 2.17. **Reserve Fund:** Funds that have been set aside either by a by-law of the municipality or by a requirement of senior government statute or agreement to meet a future event. As a result, reserve funds are either “discretionary” being those set up by Council, or “obligatory” being those set up by virtue of a requirement of senior government statute or agreement. Municipal councils may set up reserve funds for any purpose for which they have the authority to spend money.
- 2.18. **Revolving Reserves and Reserve Funds:** Reserves and reserve funds used to fund normal course operating requirements or cash flow deficiencies that do not require Council approval provided they conform with the intent of the originating resolution or by-law.
- 2.19. **Specific Projects & New Initiatives:** A category of reserves and reserve funds established for planned savings within the budget to fund projects or expenses either identified at the time the reserve or reserve fund is set-up or after, which allows the City to save for planned or unanticipated projects or expenses that may arise and do not have another funding source.

### **3. Applicability**

This Policy applies to all reserves and reserve funds administered by the City, including those administered for any of the City's Local Boards, Commissions, Agencies, or Corporations.

Furthermore, the Policy applies to all City employees who are responsible for the establishment, monitoring, administration and management of the City's reserves and reserve funds.

### **4. The Policy**

#### **4.1. Principles**

The guiding principles for reserves and reserve funds shall be:

##### **a) Budget and Strategic Financial Plan**

Reserves and reserve funds shall form an integral component of the City's budget and strategic financial plan.

##### **b) Liquidity**

Reserves and reserve funds shall be kept at an adequate level to ensure the City has sufficient cash flow to meet its financial obligations; including but not limited to:

- i) Replace and rehabilitate capital infrastructure assets as required;

- ii) Supply funds for new capital assets identified in the City's long-term plans, or needs that arise from time-to-time;
- iii) Fund long-term contingencies and potential liabilities; and
- iv) Provide a buffer for significant unanticipated expenditures, or loss of revenues beyond the control of the City.

**c) Intergenerational Equity**

Reserve and reserve fund balances shall be maintained to support the principle of intergenerational equity whereby the generation of citizens who benefit from an investment are also responsible for financing it to the greatest extent possible.

**d) Credit Rating and Cost of Borrowing**

Reserve and reserve fund balances impact the City's credit rating and associated cost of borrowing thus, at a minimum, the City will strive to maintain reserve and reserve fund balances at the established target balances, where applicable.

**e) Reserve and Reserve Fund Types**

The type of reserves and reserve funds the City shall maintain are as follows:

- i) Obligatory - A *reserve fund* created when a senior government statute and/or contractual agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the intended purpose prescribed for them by statute or contractual agreement.
- ii) Discretionary - A *reserve or reserve fund* created by Council to set aside revenue and/or cost savings to finance a future expenditure for which Council has the authority to spend money.

**4.2. Objectives**

The primary objectives for reserves and reserve funds shall be in priority order:

**a) Adherence to Statutory Requirements**

- i) It shall be the City's practice to establish and maintain segregated reserve funds that meet all statutory obligations.
- ii) Reserves and reserve funds shall be managed in accordance with the *Municipal Act, 2001, as amended*, this includes:
  - Section 10 (2) authorizing single-tier municipalities to pass by-laws respecting accountability, transparency and financial management;
  - Section 290 (2) indicating that the budget shall set out the estimated revenues and expenditures of reserves and reserve funds contained within a municipality's budget;
  - Section 291 covering multi-year budget requirements of municipalities;
  - Section 417 (3) noting that money raised for a reserve fund shall be paid into a special account and shall be invested only in securities or classes of securities prescribed;
  - Section 418 (3) indicating that, as allowed by the Corporation, money held in any fund (including General, Capital and Reserves and Reserve Funds) may be combined for investment purposes; and
  - Section 418 (4) indicating that earnings from combined investments shall be credited to each segregated fund in proportion to the amount invested in it.
- iii) Reserves shall be established by Council resolution which governs the

purpose, funding sources, and drawdowns of the fund.

- iv) Reserve funds shall be established by Council by-law which governs the purpose, funding sources, drawdowns, and investment of the fund.

**b) Promotion of Financial Stability and Flexibility**

- i) It shall be the City's practice to maintain adequate reserves and reserve funds within the following categories to achieve long-term financial stability and flexibility (see definitions for detailed description of categories):
- Obligatory,
  - Capital Asset Renewal and Replacement,
  - Capital Asset Growth,
  - Special Projects and New Initiatives, and
  - Contingencies/Stabilization and Risk Management.
- ii) The City shall strive to maintain reserve and reserve fund levels in line with public service associations' best practices (Municipal Finance Officers Association (MFOA), Government Finance Officers Association (GFOA), Public Sector Accounting Board (PSAB), etc.), bond rating agencies standards and other municipalities with comparable credit ratings.

**c) Provision for Major Capital Expenditures**

- i) It shall be the City's goal to maintain adequate reserves and reserve funds to replace and rehabilitate major capital assets, as required, and to provide for new capital assets that have been identified in the long-term capital plan. To achieve this goal, the following budget practices will be applied where applicable:
- Reserve funds for the full cost of replacement or rehabilitation of major assets will be funded from ongoing operations at a rate which reflects the consumption of that asset by current ratepayers. Contributions to these funds will commence in the fiscal year that the asset is acquired or put into service and will be based on an estimate of the useful life of the asset.
  - Obligatory reserve funds will be maintained for growth, parkland and gas tax related capital projects and may also be required for other purposes as necessary
  - The growth related obligatory reserve funds will be fully funded from developer contributions. Components of the growth related projects which benefit the existing ratepayers or for which a discount has been given, shall be funded from tax/rate funding sources in the year the project is built. Notwithstanding, debt may be issued for growth projects when required in accordance with the *Development Charges Act, 1997, as amended*, and other pertinent City policies.

**d) Reduce Tax/Rate Supported Debt**

- i) As per the principles of the Council approved Capital Budget and Financing Policy, the City shall use reserve and reserve fund balances as a source of financing for capital projects.
- ii) When appropriate, the City shall use reserve and reserve fund balances as a source of debt substitution for capital projects which were previously approved with debt financing.
- iii) If discretionary reserves and reserve funds are below established targets, all or a portion of the future debt servicing cost savings resulting from

reserve and reserve fund balances applied towards debt substitution shall be considered for future contributions to discretionary reserves or reserve funds at the discretion of the City Treasurer, it being noted that such contributions are subject to Council approval through the City's budgetary process.

#### **4.3. Reserve and Reserve Fund Management**

##### **a) Establishment and Modification of Reserves and Reserve Funds:**

- i) Reserves and reserve funds shall only be established or modified if they are supported by a financial plan identifying the funding needs, targets, contribution sources, projected drawdowns and investment of funds.
- ii) Target funding levels shall be established for every reserve and reserve fund. Methods for calculating reserve and reserve fund targets shall be determined on a case-by-case basis considering the following:
  - Purpose of fund,
  - Certainty of end needs,
  - Best practices/standards regarding the identification of need and target balance levels (MFOA, GFOA, PSAB, etc.), and
  - Economic factors.
- iii) Reserve and reserve fund balances and associated targets shall be reviewed periodically to ensure adequate reserve and reserve fund levels are maintained for a ten year period.

##### **b) Investment of Reserves and Reserve Funds:**

- i) Reserves and reserve funds shall be invested, subject to market conditions, while ensuring adequate liquidity is maintained;
- ii) Reserves and reserve funds invested shall be in accordance with the Council approved Investment Policy;
- iii) Investment income on reserves shall be recognized as revenue in the operating budget;
- iv) Realized and accrued investment income earned on reserve funds shall be recognized as revenue in each specific reserve fund according to its proportionate share of the investment portfolio. Unrealized investment income shall be recognized as required per applicable accounting policies but generally remain unallocated to specific reserve funds.

##### **c) Contributions To/Drawdowns From Reserves and Reserve Funds:**

- i) Contributions to/drawdowns from reserves and reserve funds shall be made in accordance with applicable resolution, by-law and this Policy.
- ii) Contributions to/drawdowns from reserves and reserve funds shall be approved by Council as part of the annual budget process, or specifically by resolution with the following exceptions:
  - Direct contributions to/drawdowns from reserves and reserve funds such as development charges revenue, or Dearness Home gift donations;
  - Contributions to/drawdowns from that are a direct result of Council approved by-laws or resolutions such as Surplus/Deficit Policy;
  - Transfer of funds between reserves and reserve funds based upon adequacy analysis or other related information, at the discretion of the City Treasurer, or designate; and
  - Use of "revolving" reserves and reserve funds for the purpose approved

by Council such as Workplace Safety Insurance Board claims.

- iii) Council approved drawdowns from reserves and reserve funds not realized in the life to date capital budget shall be reported to Council as part of the budget monitoring reports, or budgetary process.
- iv) Contributions to/drawdowns from reserves and reserve funds shall take into account intergenerational equity between current and future tax/rate payers.

**d) Lending/Temporary Borrowing of Reserves and Reserve Funds:**

- i) Intra-fund lending between reserves and reserve funds shall be permitted to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs provided that all loans/transfers bear the City's internal rate of return and principal and interest are credited to the appropriate reserve or reserve fund source.
- ii) External loans are generally discouraged due to the administrative effort associated with managing those loans. However, should Council elect to approve a loan to an external party, the loan should be in accordance with Section 107 of the *Municipal Act, 2001, as amended*. Prior to approving such loans, the following principles should be considered:
  - External loans shall only be made to public agencies/groups and shall benefit the public unless part of a council approved community improvement plan program;
  - The term of external loans should not exceed five years;
  - Appropriate security shall be provided to protect the interests of the City;
  - The financial profile of the borrower shall be reviewed;
  - Adequate reserves and reserve funds should be available for the term of the external loan; and
  - An appropriate interest rate shall be applied, noting that principal and interest shall be credited to the appropriate reserve or reserve fund source.
- iii) All lending/temporary borrowing shall be provided from discretionary reserve and reserve fund balances as the loaning of obligatory reserve funds is prohibited under the *Development Charges Act, 1997, as amended*.
- iv) Under the *Development Charges Act, 1997, as amended*, debt may be included as a capital cost to leverage development charge (DC) revenue while waiting for DC collections to catch up to growth-related spending. Intra-fund borrowing between DC reserve funds is also permitted. In both cases, amounts borrowed must be repaid at the City's internal rate of return and principal and interest are credited to the appropriate reserve or reserve fund source.

**e) Termination of Reserves and Reserve Funds:**

- i) A discretionary reserve or reserve fund shall be terminated (wound down and closed) when the program or project it supports meets any of the following criteria:
  - No longer in the scope of the City's strategic plans;
  - Program commitments have been completed and no future commitments are expected; and
  - The City Treasurer is confident that balances in other areas can mitigate the need to hold any remaining reserve or reserve fund

balance.

- ii) Reserves or reserve funds identified for termination shall be reported to Council for review and approval. Reports to Council shall include recommendations regarding the timing of wind down, closure and the allocation of fund balances.

#### **4.4. Standard of Care**

##### **a) Delegation of Authority**

- i) Once Council approves reserves by resolution and reserve funds by by-law, the City Treasurer shall have overall authority for the reserves and reserve funds managed by the City.
- ii) The City Treasurer may delegate management authority over the reserves and reserve funds managed by the City to a designate.
- iii) The City Treasurer, or designate, has the responsibility for setting reserve and reserve fund targets, it being noted targets will be periodically reported to Council through reserve and reserve fund reports (see Reporting Requirements below).
- iv) The City Treasurer, or designate, shall have overall responsibility for this Policy, and the authority to implement a program for reserves and reserve funds and establish procedures consistent with the content of this Policy. Administrative responsibilities shall include, but are not limited to the following:
  - Determines need for reserves and reserve funds for operating and capital budgets.
  - Sets targets for reserves and reserve funds in line with directives contained in this Policy and other pertinent policies.
  - As part of the reporting to Council, reviews and reports on the adequacy and continuing need for reserves and reserve funds managed by the City.
  - Preparation and presentation of reports and/or by-laws associated with the establishment, monitoring, or termination of reserves and reserve funds.
  - Develops appropriate practices, procedures and processes for the investment of reserves and reserve funds in line with legislative requirements, the City's Investment Policy and other pertinent policies.
  - Prepares the City's long-term strategic financial plan with consideration of appropriate reserves and reserve funds to effectively meet the City's operating and capital budget financing needs.
  - Ensures reserves and reserve funds managed by the City are in line with senior government statutes and agreements and other pertinent policies.

##### **b) Reporting Requirements:**

- i) The City Treasurer, or designate, shall prepare the following reports regarding reserves and reserve funds managed by the City:
  - Annual Audited Financial Statements - the annual audited financial statements shall be prepared in accordance with Public Sector Accounting Standards.
  - Reserve and Reserve Fund Reports - periodic reports illustrating the financial health of the City's reserves and reserve funds, including but not limited to, forecasting reserve and reserve fund balances, comparisons to

target balances, and may also include the establishment of new and/or modification and termination of existing reserves and reserve funds.

- Budget Reports - reserve and reserve fund balances, projected contributions and planned drawdowns for a ten year period shall be presented in each Multi-Year Budget. Annual changes to reserve and reserve fund balances shall be presented with each Annual Budget Update, or specifically by resolution if required.
- DC Reserve Funds Report - an annual report detailing pertinent information regarding DC reserve funds shall be presented to Council as required by the *Development Charges Act, 1997, as amended*.
- Other reports in line with this Policy shall be brought forward to Council as needed.

## **Appendix C43**

Bill No.  
2023

By-law No. CPOL.-370(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-370-379, being "Retirement Dinners for Service Area Leads", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-370-379, being "Retirement Dinners for Service Area Leads", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-370-379, being "Retirement Dinners for Service Area Leads", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Retirement Dinners for Service Area Leads**

**Policy Name:** Retirement Dinners for Service Area Leads

**Legislative History:** Enacted July 24, 2018 (By-law No. CPOL.-370-379); Amended July 25, 2023 (By-law No. CPOL.-370( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Manager, Rewards and Recognition

#### **1. Policy Statement**

- 1.1 Service Area Leads who retire from The Corporation of the City of London (“City”) will be recognized at an annual retirement event for all retiring employees.

#### **2. Definitions**

Not applicable.

- 2.1 **Service Area Lead** – As defined in the Civic Administration By-law.

#### **3. Applicability**

- 3.1 This policy applies to the City and its role regarding providing retirement dinners for Service Area Leads.

#### **4. The Policy**

- 4.1 Service Area Leads will be recognized at the Annual City of London Retirement Event held for all retiring employees of the municipality. As a result, the City is excluded from providing individual retirement dinners for Service Area Leads.

## **Appendix C44**

Bill No.  
2023

By-law No. CPOL.-144(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-144-396, as amended, being "Rzone Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-144-396, as amended, being "Rzone Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-144-396, as amended, being "Rzone Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### Rzone Policy

**Policy Name:** Rzone Policy

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-144-396); Amended June 26, 2018 (By-law No. CPOL.-294-285); Amended July 25, 2023 (By-law No. CPOL.-144( )—)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Recreation and Sport

#### 1. Policy Statement

*The City of London gratefully acknowledges the permission of the Town of Oakville to adopt and adapt the Rzone concept mark and policy for use in the City of London recreation facilities.*

#### Purpose of Rzone Policy

1.1. The City of London (the “City”) wishes to promote:

- a) City recreation facilities that are free from violence, disrespect, racism, discrimination and other inappropriate behaviours;
- b) the safety, security and dignity of attendees and employees at City recreation facilities;
- c) an environment of **Respect** for others, and **Responsibility** for one’s actions for all those attending City recreation facilities;
- d) reduced vandalism, violence and other inappropriate behaviours at City recreation facilities, through enforcement of the *Trespass to Property Act*; and
- e) positive individual and community benefits of recreation for City residents and visitors.

#### Legislative Authority

1.2. The actions of the City that may be taken under this Policy arise from the City’s authority as owner or occupier of its property pursuant to the *Trespass to Property Act*, and the *Occupiers’ Liability Act*.

#### 2. Definitions

- 2.1. **Attendees** - means those attending a facility or an event, and includes patrons, guests, clients, visitors, spectators, coaches, officials, players, members, parents, volunteers, invitees, participants and users;
- 2.2. **Ban** - means the prohibition of an individual from entering or attending specific City facilities for a specific duration;
- 2.3. **Harassment** - means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known, to be unwelcome;
- 2.4. **Trespass Notice** - is authorized under the *Trespass to Property Act*, and is a written notice prohibiting an individual from entering specific City facilities for a specific duration and is issued to an individual for the purpose of imposing a ban.
- 2.5. **Vandalism** - means the malicious, willful, and deliberate destruction, damage or defacing of property.

#### 3. Applicability

- 3.1. The Rzone Policy applies to all recreation facilities owned or occupied by the City, including recreation centres, seniors and community centres, parks, sports fields, sports parks, pools, golf courses and arenas.
- 3.2. The Rzone Policy applies to all attendees at City recreation facilities.
- 3.3. This Policy does not affect the application of any other City policies (including the *Workplace Harassment and Discrimination Prevention Policy*, *Code of Conduct for Employees*, and the *Workplace Violence Prevention Policy*) or any other City By-laws (including the Parks By-laws and the Noise By-law).
- 3.4. There shall be no obligation on the City to take any action under this Policy or under the *Trespass to Property Act*. Any action taken by the City under this Policy will be on a complaint basis.
- 3.5. Nothing in this Policy shall affect any person's obligations under a contract with the City, or under any applicable law.

#### **4. The Policy**

##### **Prohibited Inappropriate Behaviour**

- 4.1. The Rzone Policy prohibits inappropriate behaviour at City facilities. For the purpose of this Policy, prohibited inappropriate behaviours include:
  - a) Violence or harassment, including:
    - i) the exercise of physical force by a person against another person that causes or could cause physical injury to the other person;
    - ii) an attempt to exercise physical force against another person that could cause physical injury to the other person;
    - iii) a statement or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person;
    - iv) the use of profane or abusive language and racial or ethnic slurs;
    - v) threats and/or attempts to intimidate;
    - vi) throwing of articles or objects in a deliberate or aggressive manner that endangers or causes injury or damage to any person or property;
    - vii) attempts to goad or incite violence;
    - viii) bullying, mistreatment, or teasing which intimidates, humiliates or demeans another person;
  - b) Vandalism, including vandalism to buildings, contents or personal property;
  - c) Possession of weapons or firearms prohibited under the *Criminal Code*;
  - d) Possession or consumption of illegal drugs, or of alcohol except as authorized by law;
  - e) Any contravention of other Federal or Provincial laws, Regulations, City By-laws or policies that constitute inappropriate behaviour;
  - f) Refusal to follow the rules established by the City for use of its facilities.

Pursuant to the *Trespass to Property Act*, entry on land may be prohibited if a person engages, or intends to engage, in prohibited inappropriate behaviour under this Policy.

## **RECREATION FACILITIES AND PROGRAMS**

### **Education about the Policy**

- 4.2. The City, with community sport organizations and other stakeholders, will conduct promotional and educational campaigns with the goals of:
  - Raising awareness of the Policy for attendees, and appropriate City employees, contractors or agents
  - Outlining how Londoners can support the Rzone Policy (e.g. through Londoners setting positive examples, encouraging organizations to have internal policies consistent with Rzone; how Londoners can report inappropriate behaviour; etc.)
  - Outlining the potential consequences of non-compliance with Rzone
- 4.3. Promotional and educational campaigns will include:
  - Posting Rzone Policy and related information on the City Web-site
  - Posting Rzone signage at City recreation facilities
  - Making information pamphlets available at City recreation facilities
  - Including Rzone Policy awareness in City recreation employee training programs.

### **Responsibilities under the Policy**

- 4.4. Attendees at City recreation facilities are **responsible** for behaving in a manner that **respects** the rights of others and enables the enjoyment of individual and community benefits of recreation.
- 4.5. **Organizations and User Groups** making use of City recreation facilities are responsible for:
  - educating their attendees about Rzone and appropriate behaviour
  - complying with requirements of City contracts and permits regarding RZone
  - applying Rzone to their programs, including being willing to address Rzone violations with their attendees.
- 4.6. **The City of London** will work collaboratively and in consultation with community sport and recreation organizations/groups to create Rzone environments at City recreation facilities.

### **Reporting Rzone Violations**

*NOTE: Any collection, use or disclosure of personal information by the City of London shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*

- 4.7. City of London employees should report incidents of prohibited inappropriate behaviour to Corporate Security and/or their immediate supervisor (who may subsequently report the incident to Corporate Security).
- 4.8. Attendees at City recreation facilities who observe prohibited inappropriate behavior under the Rzone Policy should report same to a City employee or to Corporate Security as soon as possible upon witnessing the behaviour. City employees who are advised of or receive a complaint of prohibited inappropriate behaviour shall report same to Corporate Security as soon as possible, and all other City employees should report same to their supervisor.
- 4.9. All acts of a criminal nature must be reported to the police.

## **ACTION TAKEN TO ADDRESS INCIDENTS OF PROHIBITED INAPPROPRIATE BEHAVIOUR**

### **IMPORTANT NOTES:**

- 4.10. Under no circumstances should City employees or attendees at City recreation facilities place themselves at risk in the event they observe or are advised of a perceived Rzone violation.

The City's primary concern is the safety of City employees and attendees. If at any time attendees or employees feel personally threatened or that their personal safety or that of others may be at risk, they are to call the London Police at "911" immediately.

- 4.11. In an effort to successfully achieve the Rzone Policy goals and purpose, the City of London will make efforts to:

- a) educate attendees of City recreational facilities (that are not 'rented' under permit or licence) about Rzone expectations of behaviour and penalties for inappropriate behaviours
- b) establish and maintain cooperative relationships with outside organizations committed to supporting Rzone
- c) include Rzone compliance clauses in contracts and permits for use of City facilities
- d) consider appropriate penalties

- 4.12. When a designated City employee (including, for the purpose of this Policy only, persons providing security services to the City) observes prohibited inappropriate behaviour, or has reason to believe that prohibited inappropriate behaviour has occurred on a City recreational property or facility, they will, where possible and/or appropriate, first explain to the individual that their behaviour is unacceptable, and ask that the behaviour cease.

Designated City employees should contact Corporate Security if an individual refuses to cease the behaviour when asked.

Corporate Security or a Manager of Recreation and Sport, Neighbourhood and Community-Wide Services are authorized to ask the individual(s) to leave the facility or property for all or part of that day. In addition, Corporate Security is authorized to issue a verbal or written ban for a specified period of time.

Whenever possible, a written Trespass Notice will be issued at the time of the ban, or following notice of a verbal ban. The Manager of Corporate Security will also ensure delivery of the written Trespass Notice.

### **VIOLATION OF THE POLICY – ACTIONS THAT MAY BE TAKEN**

- 4.13. Where a finding has been made of a violation of the Rzone Policy, possible penalties may include the following: letter of warning, short term ban, long term ban or a written trespass notice. In addition, charges may be laid under the *Trespass to Property Act*.

Where applicable, the City may seek compensation for the cost of damages, including materials, labour and an administrative charge.

## **Appendix C45**

Bill No.  
2023

By-law No. A.-6151(\_)-\_\_\_\_

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “A” - “Sale and Other Disposition of Land Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “A” - “Sale and Other Disposition of Land Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “A” - “Sale and Other Disposition of Land Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### **Sale and Other Disposition of Land Policy**

**Policy Name:** Sale and Other Disposition of Land Policy

**Legislative History:** Enacted December 17, 2007 (By-law No. A.-6151-17); Repealed and replaced March 28, 2014 (By-law No. A.-6151(j)-100); Repealed and replaced August 30, 2016 (By-law No. A.-6151(m)-220); Amended July 24, 2018 (By-law No. A.-6151(s)-364 and By-law No. A.-6151(x)-446); Amended December 7, 2021 (By-law No. A.-6151(ad)-8); Amended May 24, 2022 (By-law No. A.-6151(af)-139); Amended June 27, 2023 (By-law No. A.-6151(ah)-131); Amended July 25, 2023 (By-law No. A.-6151( )- )

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Realty Services

#### **1. Policy Statement**

The City will dispose of surplus land in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the City.

#### **2. Definitions**

- 2.1. **Appraisal** - means a fair market valuation of the land that is satisfactory to the Director, Realty Services.
- 2.2. **Disposition** - means the sale, transfer, conveyance or exchange of the fee simple interest in land or the granting of a lease for a term of twenty-one (21) years or longer, and does not include the granting of an easement or right of way, and "disposal" shall have a similar meaning;
- 2.3. **Land** - means real property owned by the City;
- 2.4. **Surplus** - means property that the City no longer requires to meet its current or future needs;

#### **3. Applicability**

This policy applies to the sale or other disposal of land by The Corporation of the City of London (the City).

#### **4. The Policy**

The following procedures shall apply to the disposal of real property by the City. Prior to the disposal of any real property by the City of London which has the potential for development as affordable housing, the Municipal Housing Division will be provided with the opportunity to advise Council if the property should be retained by the City for affordable housing purposes.

##### **4.1. Declaration of Surplus Property**

- a) Prior to the disposal of land by the City, the Municipal Council shall declare the land to be surplus in the following manner:
  - i) the City Treasurer, upon the advice of the Director, Realty Services will submit a report to the appropriate Standing Committee recommending that the land in question be declared surplus to the needs of the City;
  - ii) where the appropriate Standing Committee deems it advisable to adopt the recommendation of the City Treasurer with respect to declaring any land owned by the City to be surplus, the Standing Committee will submit a recommendation to the Municipal Council recommending that the land in question be declared surplus to the needs of the City;

- iii) where the Municipal Council deems it advisable to adopt any recommendation from the Standing Committee with respect to declaring any land owned by the City surplus;
  - iv) the Municipal Council will, in a meeting open to the public, pass a resolution declaring any such land surplus to the needs of the City.
- b) Notwithstanding the foregoing, the following classes of land are exempt from the requirement to declare such land surplus prior to its disposal:
- i) all land owned by the City that is zoned for industrial uses;
  - ii) all cemetery plots owned by the City;
  - iii) any land transferred to the City for security or for temporary roads or other works in connection with any agreement to which the City is a party under the *Planning Act*, R.S.O. 1990, c. P. 13 as amended.

#### **4.2. Appraisal**

- a) The City, before disposing of land, shall obtain at least one appraisal of the land to be disposed of.
- b) Notwithstanding the foregoing, the following classes of land are exempt from the requirement to obtain an appraisal prior to its disposal:
  - i) land 0.3 metres or less in width acquired in connection with an approval or decision under the *Planning Act*;
  - ii) closed highways, roads and road allowances;
  - iii) land formerly used for railway branch lines if sold to an owner of land abutting the former railway land;
  - iv) land that does not have direct access to a highway if sold to the owner of land abutting that land;
  - v) land repurchased by an owner in accordance with Section 42 of the *Expropriations Act*;
  - vi) Industrial land to be used for sites for the establishment and carrying on of industries and of industrial operations and incidental uses;
  - vii) cemetery plots;
  - viii) disposal to a local board as defined in the *Municipal Affairs Act*;
  - ix) disposal to an authority under the *Conservation Authorities Act*; and
  - x) disposal to the Crown in Right of Ontario or of Canada and their agencies.

#### **4.3. Notice**

- a) Upon the Municipal Council having declared land surplus to the needs of the City but before any such land is disposed of by the City, the City Clerk will give notice to the public of the intention of the City to dispose of the land in question.
- b) Where the land to be disposed of is, in the opinion of the Director, Realty Services, developable as a separate parcel of land, the notice referred to in paragraph 4.3. a) shall be in the following forms:
  - i) publication once of an advertisement in a newspaper of general circulation;
  - ii) the posting of a "For Sale" sign on the land in question; and
  - iii) posting a notice on the City of London "Web Site", or third-party website such as bids&tenders which is administered by Purchasing.

- c) Where the land being disposed of is, in the opinion of the Director, Realty Services, not developable except in conjunction with other adjacent land, the notice referred to in paragraph 4.3. a) may be in one or more of the forms identified in paragraph 4.3. b) of this Policy.
- d) Notwithstanding the foregoing, no notice to the public of the proposed disposal of any land zoned for industrial uses is required, other than the general marketing of such land by the Director, Realty Services and London Economic Development Corporation.

#### **4.4. Methods of Sale**

Depending on the nature of the land, various methods may be employed for the disposal of land including, public auction; tender process; listing through the Multiple Listing Service, direct advertising; through direct negotiations with an abutting property owner(s); or through other direct negotiations when authorized by Municipal Council. The City Treasurer, upon the advice of the Director, Realty Services, shall be responsible for determining the appropriate method of sale.

#### **4.5. Procedures for Disposal of Industrial Land**

- a) In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of serviced industrial land owned by the City will be undertaken in accordance with the applicable part or parts of the Sale of Land Procedures set out in Section 4.10. of the policy.
- b) The sale price for serviced industrial land as adopted by Municipal Council is as set out in Section 4.11. of this policy.
- c) The fee to be paid to Real Estate Agents properly involved in the disposition of City-owned industrial land shall be as set out in Section 4.12. of this policy.

#### **4.6. Procedures for Disposal of Proposal Call**

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by proposal call shall be in accordance with the procedures set out in Section 4.13. of the policy.

#### **4.7. Procedures for Disposal of Public Tender**

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by public tender shall be in accordance with the procedures set out in Attachment "E" of the policy.

#### **4.8. Procedures for Disposal by Direct Negotiation**

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by direct negotiation shall be in accordance with the procedures set out in Section 4.15. of this policy.

#### **4.9. Procedure for Disposal by Public Auction**

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by public auction shall be in accordance with the procedures set out in Section 4.16. of this policy.

#### **4.10. Attachment "A"**

##### **Disposal of Industrial Land Procedures**

- 4.10.1. The purpose of this policy is to establish the terms upon which City-owned serviced industrial land is to be sold and transferred.
- 4.10.2. This policy is to be read and applied fairly and beneficially with such variations as circumstances or the nature of the subject matter require

provided the general purpose, intent, meaning and spirit of the policy are maintained.

4.10.3. In this policy,

- a) Commencement of construction means the date upon which a building permit is issued by the City;
- b) Completion of construction is reached when the building or structure or a substantial part thereof is ready for use or is being used for the purpose intended, and;
- c) Coverage has the meaning ascribed to it under the applicable zoning by-law.

**Class 1 Sale**

4.10.4. A class 1 sale is a sale of a land for the purpose of the construction thereon of a building or structure for a detached industrial use.

4.10.5. A class 1 sale shall be subject to the following conditions:

- a) The purchaser shall commence construction within one year of the registration of the deed or transfer and shall diligently complete construction of the building or structure, in default of which the purchaser shall in the sole discretion of the City reconvey the land to the City in accordance with Section 4.10.17. of this policy and free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the purchaser from the City.

In the event of a default, the City will provide any existing approved mortgagee of the land 120 days notice of the City's intention to exercise its option to repurchase under Section 4.10.17 and the mortgagee may enter into terms with the City, as approved by the Director, Realty Services, to permit the mortgagee to commence enforcement proceedings against the land prior to the option to repurchase being fully exercised.

- b) The minimum coverage of the building shall be 20 per cent, provided however that, where the maximum coverage permitted under the applicable zoning by-law is 20 percent or less, the maximum coverage under the zoning by-law shall be deemed to be the minimum coverage required by this condition. Depending on land parcel availability, optimized land use, and the proposed development by the Purchaser, the Director, Realty Services, may require a higher minimum coverage ratio stated in this provision herein while ensuring the zoning by-law policies are adhered to. Failure for the purchaser to meet the minimum 20 percent coverage stated herein may result in the City exercising their right to repurchase the lands as per section 4.10.17.
- c) The purchaser shall not within 10 years of the registration of the deed or transfer convey any vacant part of the land by deed, transfer, grant, assignment, appointment, mortgage, charge, lease or sub-lease (Planning Act, R.S.O. 1990, Chapter P .13), without first notifying the City and, where it has been so notified, the City may either grant its consent (which shall not be unreasonably withheld) to the conveyance or application or may in its sole discretion require the purchaser to reconvey the vacant part to the City in accordance with Section 4.10.17. of this policy and free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the purchaser from the City.
- d) The purchaser shall pay local improvement charges and any other special levies assessed at any time against the land on and after

completion of the purchase. The purchaser is further responsible for any municipal service connection charges to the land from the main services, in addition to any charges levied by 3<sup>rd</sup> party utilities which includes but is not limited to electricity, telecom, gas, and other service providers.

- 4.10.6. The Director, Realty Services may grant a maximum of one (1) further extension (which in total shall not exceed two years including the original time period as per paragraph (a) in Section 4.10.5) of the time set out in paragraph (a) of Section 4.10.5. of this policy within which construction of a building or structure is to be commenced provided the purchaser has filed a written request with the Director, Realty Services for the extension and providing reasons the purchaser's building is not under construction.

#### Class 2 Sale

- 4.10.7. A class 2 sale is a sale of a land for the purpose of the extension or enlargement of a building or structure erected or to be erected upon land of the purchaser abutting the land.
- 4.10.8. A class 2 sale shall be subject to conditions (a), (b), (c) and (d) of Section 4.10.5 of this policy and the further condition that the land shall not be used for any purpose other than the extension or enlargement of a building or structure erected or to be erected upon lands of the purchaser abutting the land.

#### Class 3 Sale

- 4.10.9. A class 3 sale is a sale that is not a class 1 or class 2 sale and that is a sale of a land for the purpose of a use ancillary to a building or structure erected or to be erected upon land of the purchaser abutting the parcel.
- 4.10.10. A class 3 sale shall be subject to conditions (a), (b), (c) and (d) of Section 4.10.5. of this policy and the further condition that the land shall not be used for any purpose other than a use ancillary to a building or structure erected or to be erected upon land of the purchaser abutting the parcel.

#### General

- 4.10.11. At least annually, the Director, Realty Services shall review the pricing of industrial land and if a change in pricing is recommended, shall make a recommendation to the appropriate Standing Committee as to the price per acre at which land should be offered for sale during the ensuing year.
- 4.10.12. Pending receipt of an offer to purchase from a prospective purchaser, land may be reserved for a period of 30 days, provided however that, if during the reserve period the City receives an offer to purchase the same land in accordance with this policy from another prospective purchaser, the first prospective purchaser shall be allowed 5 days after notification within which to submit an offer to purchase at the same price and on the same terms; otherwise the City shall be at liberty to accept the second offer to purchase.
- 4.10.13. A prospective purchaser shall complete and execute an offer to purchase in the form provided by the City accompanied by a deposit payable to the City Treasurer by cash or certified cheque equal to 10 per cent of the total purchase price, and the balance shall be payable subject to usual adjustments upon completion of the transaction.

In the event a purchase has been firmed up by a purchaser however is unable to close, the purchase agreement termination is subject to Council approval. Should Council approve the purchase agreement termination, the deposit shall not be returned to the purchaser.

- 4.10.14. The Director, Realty Services may submit an offer to purchase for acceptance by the City.
- 4.10.15. The transaction shall be completed within 90 days of the passing of the by-law accepting the offer to purchase or within such further period as may be agreed to between the City Solicitor and the purchaser's solicitor in the best interests of the City.
- 4.10.16. Where, in the City's opinion, land is properly sold through a real estate agent, the City shall pay a fee to the agent not exceeding the scale established by the City upon completion of the transaction but no fee shall be payable if the purchaser is permitted to withdraw from the agreement of purchase and sale prior to the completion of the transaction.
- 4.10.17. Where the whole or any part of land is reconveyed by the purchaser to the City pursuant to a condition of sale or otherwise, the amount payable upon the reconveyance shall be 80 per cent of either the original purchase price , if the whole land is reconveyed, or the portion thereof that is in the same ratio as the area of the reconveyed part is to the whole land, subject to adjustments as of the date of reconveyance for taxes, local improvements and other rates and subject, where the City considers necessary, to the City's withholding until a new purchaser is found, an amount sufficient to compensate the City for the cost of restoring the land to its original condition if so required by the new purchaser. As part of the original sale and transfer, the purchaser agrees to the registration of a notice to a repurchase agreement on title which repurchase agreement shall be executed between the purchaser by the City as time of closing.
- 4.10.18. The development of the property will be subject to the requirements of the Architectural Control Guidelines as published by the City of London from time to time and the purchaser acknowledges the contents thereof and agrees to conform to those Guidelines.
- 4.10.19. The cost of service connections from the main to the property line is the responsibility of the purchaser.
- 4.10.20. The purchaser accepts the current condition of the site and the cost of removal of topsoil from the site if required is the responsibility of the purchaser.

#### **4.11. Attachment "B"**

The current pricing levels of all City owned industrial parks be established effective September 1, 2023, as follows:

Innovation Park (Phases 1 to 4) and Huron Industrial Park (all phases):

- Lots up to 4.99 acres - \$225,000 per acre
- 5.00 acres and up - \$200,000 per acre

Pricing for serviced industrial land in Trafalgar Industrial Park will be:

- All lot sizes - \$200,000 per acre

Pricing for serviced industrial land in Innovation Park Phase V:

- All lot sizes – \$300,000 per acre;

Surcharges are as follows:

Highway 401 Exposure – 15%;

#### Veteran's Memorial Parkway Exposure – 5%.

The cost of service connections from the main services, including any 3<sup>rd</sup> party utility connections for gas, telecom, and electricity, to the property is the responsibility of the purchaser. Industrial lots are sold on a where is, as is basis, with grading, stripping and removal of excess topsoil being the purchaser's responsibility and cost. The City will strive to provide grading of the municipal industrial parks on a level-graded basis. Site specific final grading is the responsibility of a purchaser. In the event an industrial lot has frontages on both Highway 401 and Veteran's Memorial Parkway, the Highway 401 Exposure surcharge of 15% shall apply.

The cost of service connections from the main services to the property being the responsibility of the purchaser.

Industrial lots are sold on a where is, as is basis, with grading, stripping and removal of excess topsoil being the purchaser's responsibility and cost. The City will strive to provide grading of the municipal industrial parks on a level-graded basis. Site specific final grading is the responsibility of the purchaser.

#### **4.12. Attachment "C"**

##### Real Estate Commissions for Industrial Land

The fee payable to Real Estate Agents properly involved in the disposal of City owned industrial land be as follows:

- a) Transactions up to \$100,000 - 5%
- b) Transactions up to \$200,000 - 5% for the first \$100,000  
3% above \$100,000 to \$200,000
- c) Transactions over \$200,000 - 5% for the first \$100,000  
3% above \$100,000 to \$200,000  
2% above \$200,000 for remainder

#### **4.13. Attachment "D"**

##### Disposal of Land – Proposal Call Procedure

- 4.13.1. Where land, in the opinion of the Director, Realty Services, may be suitable for major redevelopment, the City Treasurer will recommend that proposal call documents be drafted.
- 4.13.2. When the document has been prepared, notice of the proposal call will be in accordance with the notice provisions of this policy.
- 4.13.3. Sealed proposal calls will be opened at the appointed time in accordance with the City's tendering policy and referred to the Civic Administration for its consideration and recommendation through the City Treasurer to the appropriate standing committee.
- 4.13.4. Further direct negotiations with proponents will be at the direction of the appropriate Standing Committee and Municipal Council.

#### **4.14. Attachment "E"**

##### Disposal of Land – Public Tender Procedure

- 4.14.1. The Realty Services Division will forward inquiries to each City Department, local Board or Commission, requesting their opinions as to the potential sale of the land.
- 4.14.2. Where, subject to the inquiry procedure, land is deemed to be surplus to City requirements, the Realty Services Division will suggest a market value for the land and recommend through the City Treasurer to the

appropriate Standing Committee that the Manager of Purchasing be authorized to call tenders for the sale of the land.

- 4.14.3. Notice of the tender call will be in accordance with the notice provisions of this policy.
- 4.14.4. Offers to Purchase will be opened at the appointed time in accordance with the City's tendering policy.
- 4.14.5. The terms of sale of such properties will be a deposit of 10% or other amount deemed appropriate by the Director, Realty Services, in the form of a certified cheque and/or cash to accompany the offer and cash on closing.
- 4.14.6. The offers will be referred to the Realty Services Division for review and recommendation through the City Treasurer to the appropriate Standing Committee.
- 4.14.7. If the successful tenderer is introduced to the land by a realtor, a commission may be payable if appropriate as follows:
  - a) Transactions up to \$100,000 - 5%
  - b) Transactions up to \$200,000 - 5% first \$100,000  
3% between \$100,000 and \$200,000
  - c) Transactions over \$200,000- 5% first \$100,000  
3% between \$100,000 and \$200,000  
2% all amounts above \$200,000, or
  - d) As otherwise approved by Municipal Council.
- 4.14.8. The payment of commission as provided for in paragraph 8 be payable only in the event that the realtor has:
  - a) Completed and deposited with the Director, Realty Services, the Realtor Registration Form approved by the City not prior to the calling of each tender and not later than the closing of each tender;
  - b) Obtained the signature of the proposed tenderer on the Realtor Registration Form approved by the City as an acknowledgement of the registration and on the understanding that the payment of the real estate commission may lower the net amount payable to the City which may result in the tender not being accepted;

#### **4.15. Attachment "F"**

##### Disposal of Land – Direct Negotiation Procedure

- 4.15.1. The Realty Services Division will send the appropriate inquiries to each relevant City Department, local Board or Commission, regarding their opinions as to the potential sale of the land.
- 4.15.2. When it has been established through the inquiry procedure that a land is surplus to City requirements and when, in the opinion of the Director, Realty Services, considering the current market value of the land as well as the value of the said lands to the abutting land owners or other prospective purchasers, it is advisable to dispose of the land through direct negotiations, the Realty Services Division will conduct direct negotiations with the abutting owner(s) or other prospective purchasers and report the results and recommendations to the appropriate Standing Committee through the City Treasurer.

#### **4.16. Attachment "G"**

##### Disposal of Land – Public Auction Procedure

- 4.16.1. Where, in the opinion of the Director, Realty Services, it is advisable to dispose of real property through a public auction, the following procedures shall apply.
- 4.16.2. The Director, Realty Services shall be authorized to retain a licenced real estate auctioneer to conduct the auction.
- 4.16.3. All costs of advertising being borne by the City on the understanding that the method and format of advertising will be agreed to by the auctioneer and approved by the Director, Realty Services, prior to publication.
- 4.16.4. The City shall maintain the right to establish a reserve bid based on the results of an internal appraisal on the subject land by City staff, or an external appraisal carried out by an independent appraiser assigned by the City, and on the understanding that the reserve bid will remain confidential until the conclusion of the auction.
- 4.16.5. The conditions of sale being established, in each case, by the City, in conjunction with the Director, Realty Services and the City Treasurer.
- 4.16.6. The Director, Realty Services shall report the results of the auction to the appropriate Standing Committee.

## **Appendix C46**

Bill No.  
2023

By-law No. CPOL.-142(\_\_\_\_)

A by-law to amend By-law No. CPOL.-142-394, as amended, being "Special Events Policies and Procedures Manual", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-142-394, as amended, being "Special Events Policies and Procedures Manual", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-142-394, as amended, being "Special Events Policies and Procedures Manual", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Special Events Policies and Procedures Manual**

**Policy Name:** Special Events Policies and Procedures Manual

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-142-394); Amended June 26, 2018 (By-law No. CPOL.-293-284); Amended January 29, 2019 (By-law No. CPOL.-142(a)-40); Amended October 13, 2020 (By-law No. CPOL.-142(b)-214); April 12, 2022 (By-law No. CPOL.-142(c)-114); Amended July 25, 2023 (By-law No. CPOL.-142( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Community Development & Grants

#### **1. Policy Statement**

##### **Purpose**

- 1.1. Background - Each year The Corporation of the City of London receives many requests from individuals and groups to operate Special Events on City of London property
- 1.2. Support Statement - The Corporation of the City of London recognizes Special Events as an important part of London’s quality of life and as providers of affordable entertainment to its citizens. It is also recognized that Special Events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the City of London.
- 1.3. Special Events Policies are designed to help the Special Event Operator effectively use the requirements that are in place to plan and execute a successful Special Event.

Successful events do not just happen; they are a result of:

- Responsible leadership;
- Careful planning;
- Good organization;
- Provisions against the unexpected; and,
- Methodical ‘follow through’ and evaluation.

- 1.4. Purpose - The purpose of the Special Events Policies is to incorporate into one document the Council Approved policies for operating Special Events on City of London property, streets and roadways.

The Policies may also be used at the discretion of the Deputy City Manager, applied to other non-Special Events that occur on City property.

- 1.5. In addition to the Special Events Council Policies, the Special Event Operator shall comply with all of the applicable requirements contained in the current Special Events Administrative Procedures Manual (“Administrative Procedures”), which can be found on the City of London website at [City of London - Special Event Planning](#). The Special Event Operator shall ensure the required certificates/documents are available for review by the City, and/or appropriate agency, when requested. If the Special Event Operator fails to comply with this requirement, they may be subject to appropriate action as determined by the Deputy City Manager, including terminating the Facility Rental Contract to use City property.
- 1.6. This Policy will align with the City of London’s Strategic Plan.
- 1.7. Goals - The primary goal for the Special Events Council Policies and the Administrative Procedures is to create an “event friendly” atmosphere for the delivery of events in the City of London.

- 1.8. Objectives - The specific objectives are as follows:
- a) Ensure all City interests are met to protect public assets and citizens of London;
  - b) Ensure that all Federal and Provincial laws and regulations and Municipal by-laws are observed;
  - c) To work closely with Tourism London in promoting London as the premiere place to hold Special Events;
  - d) Provide logistical assistance to Special Events operation on City of London property, streets and roadways;
  - e) Ensure that Special Event applications are treated fairly and in an equitable manner;
  - f) To establish contracts for the use of City of London property, streets and roadways, between the Special Event Operator and The Corporation of the City of London;
  - g) To seek advice through the Special Events Co-ordinating Committee on Special Events applications, as required, and conduct an annual review of the Special Events Policies.

## 2. Definitions

- 2.1. **Amplified Sound** - is any sound created by any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers intended for the production, reproduction or amplification of sound, including but not limited to a radio, television, amplifier, loud speaker, public address system, sound equipment.
- 2.2. **Crescendo** - means a passage gradually increasing in loudness or intensity
- 2.3. **Non-amplified Sound** - for purposes of this policy, when a Special Event or bandshell booking does not use sound equipment, other than a public address system to increase the volume of natural sound levels.
- 2.4. **Performance** - means an act or successive acts having a break of less than one hour between the acts, per stage. For greater clarity, this means there could be several performances per day (examples: multiple stages happening at one time in the park, and/or a break longer than an hour in duration at a specific stage).
- 2.5. **Special Event** - a one-time, annual, or infrequently occurring event on City of London property that is reserved for exclusive use, which raises the City's profile, supports its arts and culture agenda, and adds economic benefit to the City from a tourism perspective.

No Special Event may occur unless the City approves of the Special Event, and the Special Event Operator enters into a Facility Rental Contract for the use of the City facility.

The Special Event Operator must also comply with applicable legislation, including municipal By-laws (including the Zoning By-law, the Parks & Recreation Area By-law, and the Streets By-law). The City may require the applicant to comply with any or all of the sections in this Policy.

Special Events can include:

- 2.5.1. **Bandshell Rental** - Event Bandshell bookings (Harris Park, Springbank Gardens and Victoria Park) may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience.

2.5.2. **March, Parade or Walk** - A one-off or recurring sporting, cultural or other type of march, parade, walk or run that does not utilize the City of London's properties as the start or finish of the event.

2.5.3. **Neighbourhood Park Event** - Information on how to book a Neighbourhood Park Event can be found at [City of London - Neighbourhood Event Booking](#).

2.5.4. **Neighbourhood Street Closure Event** - A Neighbourhood Street Closure Event, where members of a single street(s) congregate, either to observe an event of some importance or simply for mutual enjoyment. Members of the general public are not invited to attend.

These events will not be permitted during the annual week-long Western Fair, annual orientation events and campus life events that are held at the University of Western Ontario, affiliated colleges and on campus at Fanshawe College, during the duration of Home Coming Activities or on Saint Patrick's Day.

2.5.5. **Signature Event** - A one-off sporting, cultural or other type of event that impacts the municipality or region and attracts a large number of international and domestic visitors and participants with a high global media profile with a substantial economic and business benefit for the host destination (Examples: World Figure Skating Championship, Sesquifest)

### 3. Applicability

#### Powers of the Deputy City Manager

3.1. Administration – The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services, or their written designate.\*\* The Deputy City Manager shall generally perform all of the administrative functions under this By-law, and without limitation may:

- a) receive and process all applications for Special Events ;
- b) issue approvals for Special Events in accordance with the provisions of this Policy and applicable By-laws;
- c) impose terms and conditions on approvals in accordance with this Policy;
- d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this Policy.

\*\*The Deputy City Manager has designated the Manager of Special Events for the purpose of administering this Council Policy.

3.2. The approval of a Special Event along with entering into a Facility Rental Contract shall constitute authorization of the Deputy City Manager for the purposes of the City of London's Parks & Recreation Area By-law.

3.3. The power and authority to refuse to issue an approval, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Deputy City Manager.

3.4. The Deputy City Manager may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on any one or more of the following grounds:

- a) the event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status,

- family status, or disability,
- b) there is another event booked at the venue;
  - c) the event conflicts with the City of London's Strategic Plan or adversely impacts on the City's identity;
  - d) in the Deputy City Manager's opinion, event participants and patrons have not been or will not be adequately safeguarded;
  - e) in the Deputy City Manager's opinion, the security and protection of all venues have not been or will not be adequately safeguarded;
  - f) in the Deputy City Manager's opinion, activities which are contrary to City policies or by-laws, or provincial or federal laws will be conducted or promoted;
  - g) all regulatory approvals have not been obtained (i.e. alcohol, lottery licence, etc.);
  - h) the application was not submitted in a timely manner, as determined by the Deputy City Manager (with the minimum submission deadline being at least two weeks prior to the event);
  - i) the applicant or Special Event Operator does not have or will not provide evidence of required insurance;
  - j) the applicant or Special Event Operator does not have or will not provide evidence of any required liquor licence;
  - k) the applicant or Special Event Operator will not provide documentation or information as may be required in any other part of this Policy, or by the Manager of Special Events (including but not limited to event financial statements);
  - l) the conduct of the applicant, or any partner, officer, director, employee or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity;
  - m) the applicant is carrying on activities that are contrary to the Special Events Policies, Special Events Administrative Procedures Manual or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, "Streets By-law, "Boulevard Tree Protection By-law", or any other applicable law;
  - n) the applicant is carrying on activities that are contrary to the Special Events Policies, Special Events Administrative Procedures Manual or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, Streets By-law, or any other applicable law;
  - o) there are reasonable grounds to believe that an application or other documents provided to the Deputy City Manager by or on behalf of the applicant contains a false statement;
  - p) any information contained in the original application form, or any other information provided to the Deputy City Manager, has ceased to be accurate and the Special Event Operator has not provided up-to-date accurate information to the Deputy City Manager to allow the Deputy City Manager to conclude that the approval should continue;
  - q) an applicant or Special Event Operator does not meet, at any time, one or more of the requirements of the Special Events Policies, Special Events Administrative Procedures Manual, applicable By-law, or any conditions

- imposed on the approval;
- r) the applicant or Special Event Operator is not in compliance with a federal or provincial law, or City By-law;
  - s) the applicant, Special Event Operator, or any partner, officer or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VII (Offences Against Persons) or IX (Offences Against Property) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, as amended, or any other criminal convictions in the preceding five (5) years;
  - t) the applicant or Special Event Operator has been convicted of any other criminal offence for which, in the opinion of the Deputy City Manager, it would not be in the interest of public safety to issue an approval.
- 3.5. Notwithstanding any other provision of this Policy, the Deputy City Manager may impose terms and conditions on any approval any time during the term of the approval, including special conditions, as are necessary in the opinion of the Deputy City Manager's to give effect to this Policy.
- 3.6. The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for an event on the City of London property.

#### **4. The Policy**

##### **General Policies**

- 4.1. All legislation, by-laws and regulations must be adhered to by the Special Event Operator.
  - 4.2. The Special Event Operator is required to adhere to all Special Events policies. In the interest of public safety, a zero tolerance policy is enforced for all Special Events. This means failure to comply with standards will result in ticketing and/or closure of event, including termination of the Facility Rental Contract.
  - 4.3. The Special Event Operator is required to provide evidence of all necessary licenses/permits required to operate the event.
  - 4.4. Major Special Events will be allocated a maximum of 40 combined support hours per event for electrical hook ups. The Special Event Operator will be billed for each hour of work thereafter at the appropriate rate. This policy does not apply to the Budweiser Gardens venue.
  - 4.5. Solicitation of funds during Special Events is prohibited without written permission from the City of London. Permission to collect donations may be granted for not-for-profit agencies, charities or events provided that evidence can be demonstrated that donations will be solicited on an unobtrusive, strictly voluntary basis.
- 4.6.
- a) If an event operates successfully and in compliance with the requirements of this Policy, the Special Event will be given priority consideration to reserve the use of the City of London property, streets, roadways, showmobile for the same date(s) and/or weekend the following year (however if there are extenuating circumstances, the City may be unable to provide such priority consideration).
  - b) Occasionally an event is operated in proximity to a specific weekend or holiday. The City will attempt to honour these dates as a priority each year (for example an event that is held the weekend following Canada Day will have priority for that weekend the following year but the City does not

guarantee the availability of any requested dates for subsequent years ).

- c) The City of London does not accept tentative bookings or hold facilities and any request must include a specific date and time frame to a maximum of three.

4.7.

- a) In the event a Special Event is sold or discontinued and a new Special Event Operator wants to purchase or revive the event, the property and date(s) are not automatically transferred to the new Special Event Operator. The new Special Event Operator must make a new application for the event. The City does not guarantee the availability of any requested dates for subsequent years.

The Special Events review process will take into consideration the new Special Event Operator's request to continue on the same date and location.

- b) In the event a Special Event is discontinued and the existing Special Event Operator wishes to operate a new event, the Operator must make a new application to the City for the proposed new event. The property and date(s) are not automatically transferred to the existing Operator. The Special Events Coordinating Committee will take into consideration the existing Special Event Operator's request to continue on the same date and location with a new Special Event; however, it will be treated as a new application.

4.8. Hot air balloons will not be allowed to launch from any City of London property adjacent to the City of London property used during a Special Event without the permission of the City of London and the Special Event Operator.

4.9. When having inflatables at a Special Event: The Operator must show copies/proof of the insurance and licenses (item a, b, c, d) from the inflatable provider to the City 7 days prior to their event.

- a) Evidence of \$5 million dollars in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the devices(s) at the rental event and is valid throughout the date of the event.
- b) Copy of Ontario Amusement Device License which is valid throughout the date of the event.
- c) Copy of Ontario Amusement Device Permit (one permit per device) which is valid throughout the date of the event.
- d) Copy of Ontario Amusement Devices Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, which is valid throughout the date of the event.
- e) Inflatable amusement devices will be installed by the Provider by a licensed mechanic or by a mechanic-in-training under the supervision of the licensed mechanic.
- f) Supervision of inflatable amusement devices will be provided on site for each device operated, from set up until tear down by trained attendants provided by the Provider of the device.
- g) All employees of the Provider are insured under Workplace Safety and Insurance board coverage.
- h) It is understood and agreed the Facility or Park Supervisor has the right to shut down the inflatable device or the rental if compliance of any of the

above conditions is not evident during the rental period.

- 4.10. The Special Event Operator is required to submit an Emergency Plan at least 10 days prior to their event. The emergency plan should identify potential risks and provide information on how the Operator will respond to those risks (e.g. severe weather and notification system and evacuation plan).
- 4.11. Special Events that feature performances on a bandshell or main stage should provide access and provide a designated wheelchair accessible area for viewing by patrons with a disability. (Special Events Administrative Procedures Manual - How to Plan Accessible Outdoor Events).
- 4.12. In order to mitigate the potential for aggressive behavioural issues that might arise at Special Events booked through the City of London, the London Police Service in conjunction with the Special Event Operator and the Deputy City Manager may develop security strategies appropriate for the event. The Deputy City Manager may require the Special Event Operator to hire paid duty uniformed police officers and/or licensed security personnel in numbers reflecting the risk level established in the event evaluation or as determined by the Deputy City Manager.
- 4.13.
  - a) Groups who intend to gather at the Cenotaph for a purpose and decorum consistent with the symbolism of the Cenotaph, and Council Policy, must notify the City of London, City Clerk's Office, by letter, no later than two weeks in advance of the Special Event.
  - b) From November 1 to November 11, the issuance of special events permits related to parades on public streets, or city owned property will be restricted to those activities which are directly related to the honouring of Canada's veterans and organized in partnership with veteran's organizations.
- 4.14. No person shall carry on retail sales within the vicinity of the Cenotaph, more particularly described as the portion of the northerly half of the road allowance for Dufferin Avenue lying 30 meter west of the centre line of the road allowance for Wellington Street and that portion of the westerly half of the road allowance for Wellington Street lying 30 meters north of the centre line of the road allowance for Dufferin Avenue. (City of London Bylaw S-1).
- 4.15. In order to reduce the environmental impacts of balloon releases into the atmosphere: the release of mylar balloons at permitted events hosted on City properties (parklands, parking lots, streets) is not permitted. The release of latex balloons only if they have biodegradable attachments or closures is permitted.

### **City of London Restrictions on Use of Certain Parks**

- 4.16. Only Neighbourhood Association/Community Associations will be permitted to use Neighbourhood Parks (as defined in the City's Planning Division, Parks Planning List of Park Class) for Special Events.
- 4.17. McKillop Park: Events in McKillop Park associated with the Cancer Survivor Garden, must obtain written approval from the London Home Builders Association. Such events must be open to the public, must allow for entry and access without cost, and must be approved by the Deputy City Manager. The individual, group or association must enter into the Facility Rental Contract for such events and will be required to provide the required insurance coverage and fees for those events.
- 4.18. Queens Park: Only the Western Fair Association can rent Queens Park.

Any additional amenities, garbage bins, picnic tables required for the site will be requested by the Western Fair on behalf of the event and charged to the Special

Event Operator. Any additional permitting, SOP's, exemptions, tent permits, etc., would still be the responsibility of the Operator.

The Western Fair will provide the City of London a courtesy communication to keep them informed on what is occurring.

- 4.19. Peace Garden: Rental of the Peace Garden will be limited to events associated with Tolpuddle, and/or the First Nations Community.

### **Policies for the Use of Victoria Park**

In order to minimize site impacts in Victoria Park due to Special Events, the following policies are adopted and must be implemented by the Special Event Operator:

- 4.20. Victoria Park will be limited to nine major Special Events with produced amplified concerts per year between June 1st and Labour Day in September.
- 4.21. An Event Site Plan will be developed in conjunction with each Special Event Operator to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health.
- 4.22. Alcoholic beverages may be allowed in Victoria Park under the following conditions:
  - a) The Special Event Operator will work with staff to identify preapproved locations for the beer garden(s) in the park.
  - b) The Operator will work with City staff to incorporate an unobstructed unlicensed viewing area representing a minimum of 25% of the unobstructed viewing area for all ages, including accessible viewing and emergency response.
  - c) Any beer garden inside the park must be all ages unless a restriction has been placed on the permit by the Registrar of Alcohol and Gaming.
  - d) There is a limit of a total of 1,440 m<sup>2</sup> of licensed area inside the park, how the square meters is divided up is at the discretion of the Operator in consultation with the City.
  - e) The Operator must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations.
  - f) Compliance with the City of London's Alcohol Policy
  - g) Having a beer tent in the park does not preclude the Special Event Operator from having one on the road.
  - h) All orders for liquor must be served before 10:45 pm (11:45 pm for New Year's Eve). All liquor must be cleared by 11:30 pm (12:30 am for New Year's Eve). This includes the clearing of all glasses and bottles off the tables.
- 4.23. In order for the park to rejuvenate, the City of London will strive to allow 10 days between each major event in Victoria Park.
- 4.24. Parking of cars, trucks, food stock trailers, or sleeping quarters are not allowed in Victoria Park.
- 4.25. All vehicular traffic must cease within Victoria Park one hour before start of any part of the event. (e.g. sale by vendors, opening of exhibits, etc.) Any vehicles in Victoria Park without permission/permit from the Manager of Special Events or designate will be towed from Victoria Park at the owners risk and expense. The Special Event Operator will be subject to a \$50 per vehicle administration fee for each vehicle towed or vehicles left parked in the park at the start of an event, and

owners or drivers of the vehicles may be subject to a ticket from Parking Enforcement.

- 4.26. No mechanical or electrical rides will be permitted on the grass; ONLY inflatables or games may be permitted.

Vehicle and trailers associated with amusement devices/inflatables will not be permitted inside the park (must be parked on the road or in parking lot).

### **Policies for the Use of Springbank and Harris Park**

- 4.27. Springbank Park:

- a) No events may be staged in Springbank Park from June 1st to Labour Day. Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1st to Labour Day, however it may still be used as part of the walk/run/wheel/roll-a-thon route during this time.
- b) Will be limited to five non-amplified concerts per year (not more than two hours in length) and they will not occur on consecutive weekends. Non-amplified Sound: for purposes of this policy, when a Special Event or bandshell booking does not use sound equipment, other than a public address system to increase the volume of natural sound levels.
- c) No amplified concerts are allowed in Springbank Park (with the exception of Storybook Gardens).
- d) Non-amplified sound for a Special Event will not start before 9 a.m.
- e) Alcoholic beverages are not allowed in the park for any event.

- 4.28. Springbank Gardens Site:

- a) All events with sound and/or pre-recorded sound will not exceed a sound decibel pressure 70 decibels beyond 30m (100 feet) from the stage. The decibel level within the 30m zone, shall be at the discretion of the Special Event Operator, however sound equipment and speaker placement should be designed such that the 70 decibel level is not exceeded at the 30m (100 feet) limit.
- b) Sound and pre-recorded sound shall not start before 9:00 a.m. and shall end by 11:00 p.m.
- c) The Corporation of the City of London staff will monitor and document the decibel levels with a decibel sound meter once every  $\frac{1}{2}$  hour during the event. Non-compliance could result in cancellation of future events held by that Special Event Operator.

- 4.29. Harris Park:

- a) Will be limited to 5 major Special Events (4 consecutive days in length) totaling no more than 12 days combined of amplified concerts per year. (Example: 24 hour relay, event #1, 1 concert day; Canada Day, event #2, 3 concert days; Rock the Park event #3, 3 concert days with 5 days remaining).
- b) Harris Park may be used for a gated event only under the criteria as set out in Section 12 of this Policy.
- c) The Type of Use of the Harris Park Pavilion must be approved prior to the event by the Manager of Special Events.

## **Insurance, Indemnity & Financial Security**

4.30.

- a) The Special Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance form. Evidence of insurance must be provided to the Special Events Manager or designate no less than 10 days prior to the event. The Special Event Operator shall indemnify and hold The Corporation of the City London, the London Police Services Board and the Middlesex-London Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on City property in connection with the Special Event.

An amount between \$5 million and \$2 million may be permitted at the sole discretion of the Special Events Manager or designate in consultation with the Manager of Risk Management.

The Corporation of the City of London reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

- b) The Special Event Operator may be required to post a security bond 60 days prior to the event. The amount of the security bond will reflect the size and scope of the event and/or the performance of the Special Event Operator in making timely payments in past events.
- c) Any Special Event Operator using the City of London property may be required to submit an audited event statement.

## **Sound Policy**

4.31. The sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m. allowing for a fifteen minute grace period to end at 11:15 p.m.

### *Exemption:*

- a) *New Year's Eve Event will be limited to the hours of 9:00 a.m. – 12:00 midnight*
- b) *New Year's Eve Event in Victoria Park is exempt from subsections 11.1(a), and 11.2 of the Special Events Policies with respect to posting security for noise violations and with respect to exceeding decibel levels*
- c) *Announcements for the gathering of participants, on your mark, get set go and the singing of the national anthem at sporting events (note sound level not to exceed 90 db between 8:00 am –9:00 am). All other sound (i.e.: music could not begin until 9:00 am)*
- d) *Sound on March 14, 15, 16, 17, 2019 from the outdoor stage at Budweiser Gardens Parking Lot during 2019 JUNO Week will be limited to the hours of 9:00 a.m. to 2:00 a.m. of the following day*

4.32.

- a) All Operators of Special Events having sound will be required to post \$500 security (cash or letter of credit). If there are no noise violations during the Special Event, the security will be returned. However, if there are noise violations during the Special Event (as determined solely by the City), the

security will be forfeited.

- b) If sound arising from a Special Event does not comply with the Special Events Policy, the provisions of the City of London's Sound By-law apply, and any person failing to comply with the Sound By-law shall be subject to By-law prosecution.

- 4.33. All concerts shall not exceed a sound pressure 90 decibels beyond 30m (100 feet) from the front edge of the stage, with the allowance for a maximum of 5 crescendos, per performance. The decibel level within the 30m zone, shall be at the discretion of the Special Event Operator, however sound equipment and speaker placement should be designed such that the 90 decibel is not exceeded at the 30m limit, with the allowance for a maximum of 5 crescendos, per performance.
- 4.34. The Corporation of the City of London staff may monitor and document the decibel levels with a decibel sound meter at least once every ½ hour during the concert. Non-compliance could result in cancellation of future events held by that Special Event Operator and forfeiture of the security (cash or letter of credit).

- 4.35. Labatt Park: Will not be used for amplified concerts.

- 4.36. Harris Park:

- a) Will be limited to 5 major Special Events (4 consecutive days in length) totalling no more than 12 days combined of amplified concerts per year.
- b) To limit sound carrying along the river, staging of all amplified concerts will be directed to set-up at the north end of the park with staging facing to the south.
- c) No sound from the Special Event shall project straight out over the crowd and park property. Special Events staff reserves the right to order adjustments to speakers.
- d) Notwithstanding part (a) above, the “*Rock the Park 17- July 2022*” event is permitted the use of Harris Park for 5 consecutive days July 13 to July 17, 2022.

- 4.37. Victoria Park:

- a) Will be limited to nine Special Events with produced amplified concerts between June 1st and Labour Day in September.

- 4.38. Springbank Park:

- a) Will be limited to five non-amplified concerts per year (not more than two hours in length) and they will not occur on consecutive weekends.
- b) Non-amplified sound for a Special Event shall not start before 9:00 a.m.
- c) No amplified concerts will be allowed in Springbank Park (with the exception of Storybook Gardens).

See section 4.28 for sound provisions for Springbank Gardens.

- 4.39. At the Deputy City Manager's discretion, the Special Event Operator may be required to do a mail-out to surrounding neighbours. The mail-out would include the following information:

- a) a contact name and telephone number that the public can reach during each event so that the Operators can immediately address any neighbourhood concerns;
- b) a synopsis of the history, purpose and not-for-profit/charitable and

economic benefits of the event.

- 4.40. The Manager of Special Events, or written delegate, is authorized to extend the hours of amplified sound for Special Events beyond 11:00 p.m., to a maximum extension of 45 minutes, if one or more of the following has caused a delay to the start of the performances:
- a rain delay occurs on the day of the Special Event;
  - a power failure delay occurs on the day of the Special Event;
  - other uncontrollable circumstances (evaluated on a case by case basis) occur on the day of the Special Event

Any extension granted shall not go beyond 45 minutes, on any single night, or cumulative throughout a single festival.

### **Admission Policy**

- 4.41. Admission charges are permitted for the following:
- Amusement rides and carnival games;
  - One entertainment tent no larger than 60 ft. x 100 ft. (20m x 30m) when in conjunction with a major Special Event involving a registered local charity/not for profit organization.
- 4.42. An admission or gate fee may be charged for a Special Event at Harris Park only under the following criteria:
- An admission/gate fee will only be considered for local registered charities or not-for-profit groups or organizations;
  - A business plan may be required to be submitted demonstrating why admission/gate fee charge is required to support their event;
  - A financial report must be submitted to The Corporation of the City of London, Special Events Manager, within 60 days after the event;
  - Any event that is permitted to charge an admission/gate fee will not receive any direct financial assistance from The Corporation of the City of London;
  - The Special Event Operator must maintain free access at all times to a portion of the park used for events;
  - The Special Event Operator must maintain, at all times during the event, unrestricted and unimpeded public access to all public pathways and bike paths that runs through the City of London parks;

The Special Event Operator must ensure that some components of the event are open to the public free of charges at all times during the event and that these free components reflect the nature of the event and site consideration, all to the satisfaction of the Deputy City Manager of Neighbourhood and Community-Wide Services.

- 4.43. Sale of tickets to a Special Event or concert held on the City of London properties must be through a bonded ticket agent (e.g. Centennial Hall Box Office, TicketMaster, and Children's Festival Box Office).

### **Policy for Street Closure and Bagging of Meters**

- 4.44. Applicants requesting a temporary street (meaning any part of the municipal road allowance) closure, for any Special Event, must complete the "Request for Temporary Street Closure" form. The City of London Road Closure form can be

found on the City of London website at: [City of London - Planning Your Special Event](#).

4.45.

- a) The Manager of Special Events, is the principal contact to be used by the applicant for a Special Event Temporary Street Closure. They will initiate the process to approve a Temporary Street Closure via the Environmental Programs and Customer Relations Division, City Hall.
- b) The City Engineer may temporarily close to vehicular traffic any street or portion of a street for a period of not more than 7 consecutive days for social, recreation, community, athletic, or cinematographic purposes, or combination of such purposes (by-law S.7.1.1) and can only be done by the City Engineer or designate.
- c) Where a street or portion of a street has been temporarily closed under the Streets By-law the common law right of passage by the public over the street and the common law right of access to the street by an owner of land abutting the street are restricted, as determined by the City Engineer Streets By-law S.7.1.2.

4.46. To request a temporary street closure, the applicant will be asked to submit a petition signed and approved by:

- a) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners on the street(s) or blocks(s) proposed to be closed; and/or
- b) 66% of the residents, and/or by 66% of the business owners, and/or by 66% or the property owners located in adjacent blocks that may be affected by the temporary street closure.

The decision whether the residents, business owners or property owners are to be petitioned for the road closure and whether the petition is considered successful will lay solely with the Manager of Customer Relations and Compliance with input from the Manager of Special Events . In the event that the road closure spans more than one block, each block must be petitioned separately unless otherwise approved by the Manager, Zoning and Public Property Compliance.

4.47. The applicant will be required to submit a site plan, prepared to scale, showing the road closure. The site plan will indicate the required 6 metre (20 feet) accessible lane for the Fire, Police and emergency vehicles. This lane will remain unobstructed during the event unless otherwise agreed upon by Fire Prevention and the Police Department. – Field Services Division. The site plan shall indicate what will be located on the road (amusement rides, stages, booths, etc.) and must be shown to scale. Sign off approval of the plan will be required from Fire Prevention, Police Department – Field Services Division and the Manager, Zoning and Public Property Compliance prior to set up of the event. The site plan should be available to the area residents/owners who are required to sign the road closure compliance form.

4.48. Special Event Operators requesting the closure of any section of Dufferin Ave. (Waterloo to Richmond) will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Manager of Special Events or designate).

4.49. The approval is contingent upon ensuring adequate signage and barricades and providing adequate emergency access at all times to the satisfaction of the Fire Department, the Police, the Emergency (Ambulance) Services, and the City Engineer or designate. Additional permits may be required from the Building Division, City Hall, for erecting tents, booths, etc., within the road allowance

- 4.50. Where parking meters exist within the portion of the street being closed there will be an additional fee that the event holder will pay the appropriate fee per day per space. – a “Meter Bagging Request” form will be filled out by administration. These meters are to be allocated to food vendors first. Exception: Major Special Events which operate for a period of more than one but less than six days and which produce attendance in excess of 5,000 persons for each day of the event may apply to be exempt from the meter bagging charges at Victoria Park.
- 4.51. In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition as provided in sections 13.3 (a) and 13.3 ((b)) above unless the area being requested for closure is outside or partially outside of the boundaries of the organization.
- 4.52. In order to close the entrance and egress to Centennial Hall, the Special Event Operator must secure a letter of support from both Centennial Hall and London Life.
- 4.53. Street closures will not be allowed on Central Avenue (between Richmond Street to the west and Wellington Street to the east) for the use of midways/amusement rides/or carnivals.
- 4.54. The Special Event Operator, or designate, must be present on the site during the entire duration of the street closure and have a signed copy of the approved site plan with them.
- 4.55. Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of a Special Occasion Permit by the Alcohol & Gaming Commission of Ontario.
- 4.56. The Special Event Operators are encouraged to approach parking lot Operators, located downtown, to provide assistance for parking during Special Events.
- 4.57. The Special Event Operators are encouraged to advertise parking locations in the vicinity of the event.
- 4.58. Event organizations requesting the closure of Talbot Street between Dundas St. and King St. will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Manager of Special Events or designate).
- 4.59. A Special Event Operator will be required to purchase signage decals from the City of London to advertise their street closure. The street closure should be advertised at least two weeks in advance of the Special Event unless otherwise approved by the Manager Relations and Compliance.

### **Neighbourhood Street Closure Event**

The Neighbourhood Street Closure Event Application Form can be found on the City's website at: [City of London - Planning Your Special Event](#).

All Street Closings must be in conformance with the requirements outlined in the Policy for Street Closure and Bagging of Meters of the Special Events Policies.

- 4.60. The Neighbourhood Street Closure Event Operator/organization must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance, evidence of insurance must be provided to the Manager of Special Events or designate no less than 10 days prior to the event. The Special Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees,

volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on City property in connection with the Special Event. A blank copy of the certificate can be obtained at the City of London website:

[City of London - Insurance Certificates.](#)

- 4.61. Fee - An administration fee will be applied to each contract.
- 4.62. No person shall have or consume liquor in contravention of the Liquor Licence Act, nor be in an intoxicated condition in contravention of the Liquor Licence Act. It is fully understood that by allowing the closing of this road, no approval is given for the consumption of alcoholic beverages contrary to that Act, or being in an intoxicated condition in contravention of that Act. If alcohol is being served at the event the Operator must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations and comply with the City of London's Alcohol Policy.
- 4.63. Should an emergency arise, the Special Event Operator will ensure clear access for emergency vehicles. All street party activities will cease and resume only when the emergency has been resolved.
- 4.64. Barricades are to be removed at the completion of the street party (as per the contractual agreement) and normal access to your street is to be restored without delay.
- 4.65. The Special Event Operator will ensure that all affected residents will receive advance notification of the temporary street closure so that alternative access arrangements can be made for essential deliveries and/or visits i.e. scheduled medical house calls, etc.
- 4.66. No tents, awnings, or other similar structures shall be installed, or located on the traveling portion of any public roadway, or on any private roadway/laneway serving a multi-unit development that is designated and posted as a Fire Access Route. Immediate access must be provided upon demand to all emergency vehicles. Should the Special Event Operator wish to erect such a structure on private property. Please note the following:
  - a) The Special Event Operator must apply for a tent permit through the Building Division of The Corporation of the City of London at least 10 days prior to the event. If it is a previously approved situation, the minimum lead time is 48 hrs. for a permit. When the tent exceeds 60m<sup>2</sup> (645 sq. ft.), where bleachers are provided in tents they will also need an approval for compliance with the Ontario Building Code. Engineered designs are required to be submitted for all bleachers.
  - b) If the following size tent is standing alone they do not require a building permit: 10'x10', 15'x15', 10'x20', 10'x 30', 20'x20', and 20'x30'. If the Special Event Operator is grouping any of these tents together, the total square footage will require a building permit if it exceeds 645 sq. ft. or a space of 10 ft. must be left prior to the starting the next cluster. A permit is required when an individual tent exceeds 60m<sup>2</sup> (645 sq.). Please Note: While the code requires a 3m clearance between tents, it may be reduced at the discretion of the Chief Building Official; however, one would need to prove to the Chief Building Official that there is no hazard created to the public.
- 4.67. Fire Safety Plan: A Fire Safety Plan is required for tents in excess of 30m<sup>2</sup> (320 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience. Fire Safety Plans shall be approved prior to the event by the London Fire Department.

**Portable Fire Extinguishers:** Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, deep frying activities require an appropriate class K type that has been serviced in the past 12 months.

**Exit Signs:** Exit signs are required for each designated exit. Commercially available card type signs are acceptable. **Emergency Lighting:** Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

**Fire Watch:** Where a fire alarm system is not provided in conformance with the Fire Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clearly and to enforce the requirements of the Fire Safety Plan.

**Smoking and Open Flame:** Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

- 4.68. Consideration should be given to not closing too many streets in one area, and that main arterial and collector roads not be closed without further consultation with the Fire Department.
- 4.69. The discharging of unauthorized fireworks and pyrotechnics is in violation of City By-law and, dependent on the type of effect being discharged, could also be in contravention of the Ontario Fire Code. Any applicants proposing this are to consult directly with the Fire Prevention Division at 519.661.2489 x 5222. The discharge of fireworks without prior approval of the Fire Department is strictly prohibited.
- 4.70. The Noise Policy as outlined in Section 11 of the Special Events Policies will apply to the neighbourhood street closure event.

4.71. Middlesex Health Unit

All Operators of a Special Event at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

- a) Contact the Special Events Coordinator of the Middlesex-London Health Unit and notify them of the date of the event and the expected number of food vendors that will be attending.
- b) Provide the Special Events Coordinator of the Middlesex-London Health Unit with a final list of food vendors at least two (2) weeks prior to the event.

All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided and/or offered to the public, must:

Contact the Special Events Coordinator of the Middlesex-London Health Unit

Middlesex-London Health Unit  
Environmental Health Division  
50 King Street Email: [health@mlhu.on.ca](mailto:health@mlhu.on.ca)  
London, Ontario, N6A 5L7 Website: [www.healthunit.com](http://www.healthunit.com)  
519 663-5317 Ext. 2300 Fax: 519 663-9276

**Budweiser Gardens/Jubilee Square**

The following policies, in conjunction with the other policies in this Policy, will apply for the use of the Budweiser Gardens Special Events Area (King St. Parking Lot) and Jubilee Square.

4.72.

- a) A letter of support from the management of the Budweiser Gardens confirming the event dates and times is required.
- b) The property rental fee will be waived when an event requires both the inside Budweiser Gardens and outside of the Budweiser Gardens Special Event Area (King St. Parking Lot) and Jubilee Square as part of the event site. The Operator may be required to provide a Certificate of Insurance and enter into a contract with the City of London at no charge.
- c) If an event inside the Budweiser Gardens requires additional spaces for parking they will be subject to the municipal lot fees unless approved/waived by the Division Manager of Parking & Traffic Signals or designate.
- d) All electrical hook-ups will be performed by the Budweiser Gardens staff and charged to the Special Event Operator.
- e) The Special Event's Admission Policy does not apply to the Budweiser Gardens Special Events Area (King St. Parking Lot).
- f) If Talbot Street is rented/closed for an event the City of London will not book another event in the adjacent Jubilee Square.

## **Appendix C47**

Bill No.  
2023

By-law No. CPOL.-46(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-46-242, as amended, being "Surplus/Deficit Policy", by deleting and replacing Schedule "A".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-46-242, as amended, being "Surplus/Deficit Policy", by deleting and replacing Schedule "A";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-46-242, as amended, being "Surplus/Deficit Policy", is hereby amended by deleting Schedule "A" to the By-law in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### **Surplus/Deficit Policy**

**Policy Name:** Surplus/Deficit Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-46-242); Amended October 16, 2018 (By-law CPOL.-46(a)-500); Amended August 10, 2021 (By-law No. CPOL.-46(b)-240); Amended July 25, 2023 (By-law No. CPOL.-46(\_\_\_\_))

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### **1. Policy Statement**

The purpose of this policy is to establish a priority framework for the allocation of any operating surpluses and funding for any operating deficits.

#### **2. Definitions**

- 2.1 Authorized Debt:** Council approved debt financing as a source of funding for capital projects.
- 2.2 City Treasurer:** The individual appointed by the municipality as treasurer.
- 2.3 Deficit:** In the operating budget, when there is an excess of expenditures over revenues.
- 2.4 Multi-Year Budget:** Approval of a four year operating and capital budget.
- 2.5 Operating Budget:** A budget that funds day to day operations. Some of the expenses could include personnel, utilities, and reserve fund contributions.
- 2.6 Property Tax Supported Budget:** A budget that includes property taxes as a primary source of revenue used to fund City programs and services.
- 2.7 Reserve:** An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Municipal Councils may set up reserves for any purpose for which they have the authority to spend money.
- 2.8 Reserve Fund:** Funds that have been set aside either by a by-law of the municipality or by a requirement of senior government statute or agreement to meet a future event. Municipal Councils may set up reserve funds for any purpose for which they have the authority to spend money.
- 2.9 Reserve Fund Policy:** A policy governing the management and administration of reserve and reserve funds, establishing guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for reserves and reserve funds managed by the City.
- 2.10 Surplus:** In the operating budget, when there is an excess of revenues over expenditures.
- 2.11 Wastewater & Treatment Rate Supported Budget:** A budget to fund services exclusively related to the collection and treatment of wastewater and stormwater through rates charged to users of the system.
- 2.12 Water Rate Supported Budget:** A budget to fund services exclusively related to the distribution of potable water through rates charged to users of the system.

#### **3. Applicability**

This policy applies to the annual operating budgets for the Property Tax Supported Budget, Water Rate Supported Budget, and Wastewater & Treatment Rate Supported

Budget, unless otherwise stated.

## 4. The Policy

### 4.1. Principles

**4.1.1.** All surpluses and deficits be treated as one-time in nature.

**4.1.2.** The year-end operating surplus or deficit for the Property Tax Supported Budget, Water Rate Supported Budget, and Wastewater & Treatment Rate Supported Budget will only be allocated (surplus) or funded (deficit) within the operations and reserves and reserve funds of each respective Budget.

#### Property Tax Supported Budget – In a Year of Surplus

- a) The City Treasurer, or designate, is authorized to contribute an amount to the Operating Budget Contingency Reserve (OBCR) not to exceed the reserve target balance established through the Reserve and Reserve Fund Policy, subject to the contribution to the OBCR being confirmed by the Municipal Council.
- b) The City Treasurer, or designate, is authorized to contribute an amount to the Unfunded Liability Reserve Fund not to exceed:
  - i) The Reserve Fund target balance established through the Reserve and Reserve Fund Policy; and
  - ii) Operational savings realized from personnel and contingency budgets at year-end.
- c) Remaining surplus to be reported to Municipal Council in the Operating Budget Year-End Monitoring Report with the surplus contributed to the OBCR to balance year-end operations. The remaining surplus allocations shall be drawn down from the OBCR and allocated in accordance with the following proportions:
  - i) 50% of any operating surplus shall be applied to reduce future debt issuance, it being noted that debt reduction will reduce future years' debt servicing costs.
  - ii) 25% of any operating surplus shall be contributed to the Community Investment Reserve Fund to be allocated at the discretion of Municipal Council.
  - iii) 25% of any operating surplus shall be contributed to the Capital Infrastructure Gap Reserve Fund (or other reserve fund to mitigate infrastructure needs at the discretion of the City Treasurer) to address future infrastructure needs.

#### Property Tax Supported Budget – In a Year of Deficit

- d) The City Treasurer, or designate is authorized to drawdown from the OBCR to balance year-end operations.

#### Wastewater & Treatment Rate Supported Budget – In a Year of Surplus

- e) The City Treasurer, or designate is authorized to contribute an amount to the Wastewater Budget Contingency Reserve not to exceed the reserve target balance established through the Reserve and Reserve Fund Policy, subject to the contribution to the Wastewater Budget Contingency Reserve being confirmed by the Municipal Council.
- f) Remaining surplus to be reported in the Operating Budget Year-End Monitoring Report with the surplus contributed to the Wastewater Budget

Contingency Reserve to balance year-end operations. The remaining surplus allocations shall be drawn down from the Wastewater Budget Contingency Reserve and allocated in accordance with the following proportions:

- i) 50% of any operating surplus shall be applied to reduce Wastewater & Treatment future debt issuance, it being noted that debt reduction will reduce future years' debt servicing costs.
- ii) 50% of any operating surplus shall be contributed to the Sewage Works Reserve Fund to address future infrastructure needs.

#### Wastewater & Treatment Rate Supported Budget – In a Year of Deficit

- g) The City Treasurer, or designate is authorized to drawdown from the Wastewater Budget Contingency Reserve to balance year-end operations.

#### Water Rate Supported Budget – In a Year of Surplus

- h) The City Treasurer, or designate is authorized to contribute an amount to the Water Budget Contingency Reserve not to exceed the reserve target balance established through the Reserve and Reserve Fund Policy, subject to the contribution to the Water Budget Contingency Reserve being confirmed by the Municipal Council.
- i) Remaining surplus to be reported in the Operating Budget Year-End Monitoring Report with the surplus contributed to the Water Budget Contingency Reserve to balance year-end operations. The remaining surplus allocations shall be drawn down from the Water Budget Contingency Reserve and allocated in accordance with the following proportions:
  - i) 50% of any operating surplus shall be applied to reduce Water future debt issuance, it being noted that debt reduction will reduce future years' debt servicing costs.
  - ii) 50% of any operating surplus shall be contributed to the Waterworks Reserve Fund to address future infrastructure needs.

#### Water Rate Supported Budget – In a Year of Deficit

- j) The City Treasurer, or designate is authorized to drawdown from the Water Budget Contingency Reserve to balance year-end operations.

## 4.2 Reporting

The City Treasurer, or designate shall provide the following reports related to year-end projected or actual surplus or deficit positions:

- i) Operating Budget Mid-Year Monitoring Report (January 1<sup>st</sup> to June 30<sup>th</sup>)
- ii) Operating Budget Year-End Monitoring Report (January 1<sup>st</sup> to December 31<sup>th</sup>)

## **Appendix C48**

Bill No.  
2023

By-law No. CPOL.-371(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-371-452, being “Use of the City Hall Cafeteria Policy”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-371-452, being “Use of the City Hall Cafeteria Policy”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-371-452, being “Use of the City Hall Cafeteria Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule “A”

### **Use of the City Hall Cafeteria Policy**

**Policy Name:** Use of the City Hall Cafeteria Policy

**Legislative History:** Adopted July 24, 2018 (By-law No. CPOL.-371-452); Amended July 25, 2023 (By-law No. CPOL.-371( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy establishes the general guidelines for use of the Cafeteria at City Hall.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

- 3.1 This policy applies to any individual or group seeking use of the Cafeteria at City Hall.

#### **4. The Policy**

- 4.1 The Cafeteria may only be accessed by current City of London employees, elected officials, or invited guests during regular business hours or in the case of a private event.
- 4.2 Booking of the Cafeteria for an event pertaining to City business shall be completed through the City Clerk.
- 4.3 The Cafeteria may only be booked for private events with prior approval from the City Clerk. Private events may include (but are not limited to): Receptions, Council or City Related Recognition Receptions, Staff Events, or Board Meetings.
- 4.4 Fees for the use of the Cafeteria may be charged in accordance with the City of London’s Fees and Charges By-law, as amended from time to time.
- 4.5 Any individual or group accessing the cafeteria shall conduct themselves in a manner consistent with that of a professional business operation and in accordance with City of London policies and by-laws.

## **Appendix C49**

Bill No.  
2023

By-law No. CPOL.-32(\_)-\_\_\_\_

A by-law to amend By-law No. CPOL.-32-228, as amended, being “Using Centennial Hall for City Sponsored Events”, by deleting and replacing Schedule “A”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-32-228, as amended, being “Using Centennial Hall for City Sponsored Events”, by deleting and replacing Schedule “A”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-32-228, as amended, being “Using Centennial Hall for City Sponsored Events”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## Schedule "A"

### **Using Centennial Hall for City Sponsored Events**

**Policy Name:** Using Centennial Hall for City Sponsored Events

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-32-228); Amended June 26, 2018 (By-law No. CPOL.-344-335); Amended July 25, 2023 (By-law No. CPOL.-32( )-\_\_\_\_)

**Last Review Date:** July 25, 2023

**Service Area Lead:** Director, Financial Planning & Business Support

#### **1. Policy Statement**

The purpose of this policy is to formalize and clarify practices on the use of Centennial Hall for City-sponsored or co-sponsored receptions or gatherings.

#### **2. Definitions**

Not Applicable.

#### **3. Applicability**

This policy applies to the use of Centennial Hall for City-sponsored or co-sponsored receptions or gatherings.

#### **4. The Policy**

A policy establishing that the use of Centennial Hall for all City-sponsored or co-sponsored receptions or gatherings would be encouraged, where reasonable, and provided that the facility is competitive in price, available and capable of accommodating the event.

## **Appendix D1**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-16-212, as amended, being "Athletic Travel Grants", as the funds for this initiative were eliminated in 2022.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-16-212, as amended, being "Athletic Travel Grants", as the funds for this initiative were eliminated in 2022;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-16-212, as amended, being "Athletic Travel Grants" is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D2**

Bill No.  
2021

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-369-375, as amended, being "City of London Race Relations Anti-Racism Policy", as the Policy has been replaced by the new policy "Anti-Racism and Anti-Oppression Policy".

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-369-375, as amended, being "City of London Race Relations Anti-Racism Policy", as the Policy has been replaced by the new policy "Anti-Racism and Anti-Oppression Policy";

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-369-375, as amended, being "City of London Race Relations Anti-Racism Policy" is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D3**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-119-371, as amended, being “Diversity and Inclusion Policy for the City of London”, as the Policy has been replaced by the new policy “Anti-Racism and Anti-Oppression Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-119-371, as amended, being “Diversity and Inclusion Policy for the City of London”, as the Policy has been replaced by the new policy “Anti-Racism and Anti-Oppression Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-119-371, as amended, being “Diversity and Inclusion Policy for the City of London” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D4**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-78-310, being “Enforcement of City Personnel”, as the Policy has been replaced by the new policy “Municipal Compliance Services”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-78-310, being “Enforcement of City Personnel”, as the Policy has been replaced by the new policy “Municipal Compliance Services”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-78-310, being “Enforcement of City Personnel” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D5**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-139-391, as amended, being “Gender Equity in Recreation Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-139-391, as amended, being “Gender Equity in Recreation Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-139-391, as amended, being “Gender Equity in Recreation Services” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D6**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-141-393, as amended, being “Inclusion in Recreation Facilities, Parks and Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-141-393, as amended, being “Inclusion in Recreation Facilities, Parks and Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-141-393, as amended, being “Inclusion in Recreation Facilities, Parks and Services” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D7**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-109-361, as amended, being “Landing of Helicopters Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-109-361, as amended, being “Landing of Helicopters Policy”, as the Municipal Council has determined that this Council Policy is no longer required as it has been replaced with an Administrative Procedure;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-109-361, as amended, being “Landing of Helicopters Policy”, is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D8**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-186-438 and subsequent amendments, being “Protocol for Unapproved Aboriginal Burial Sites”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-186-438 and subsequent amendments, being “Protocol for Unapproved Aboriginal Burial Sites”, as the Municipal Council has determined that this Council Policy is no longer required and Council will review and consult in such cases;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-186-438 and subsequent amendments, being “Protocol for Unapproved Aboriginal Burial Sites” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix D9**

Bill No.  
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-382-26,  
being “Siting of Cannabis Retail Stores in  
London”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-382-26, being “Siting of Cannabis Retail Stores in London”, as the Municipal Council has determined that this Council Policy is no longer required as it is redundant with provincial regulations;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-382-26, being “Siting of Cannabis Retail Stores in London”, is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – July 25, 2023  
Second Reading – July 25, 2023  
Third Reading – July 25, 2023

## **Appendix E1: to be repealed**

### **Athletic Travel Grants**

**Policy Name:** Athletic Travel Grants

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-16-212); Amended June 26, 2018 (By-law No. CPOL.-288-279)

**Last Review Date:** December 7, 2021

**Service Area Lead:** Director, Recreation and Sport

#### **1. Policy Statement**

This policy provides direction on application criteria and process for applying for travel grants.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

This policy applies to London Athletes eligible under the criteria.

#### **4. The Policy**

That a policy be established whereby the City will consider giving traveling grants to local amateur sporting teams or individuals who win championships in the current year, or the immediately preceding year, or attain standards prescribed by the Provincial and/or National and/or International governing body, which qualify them to enter Provincial, National or International championship competitions in sports under the auspices of other than educational institutions, subject to the following guidelines all on the understanding that the Athletic Travel Grants Program is only a supportive grants program and not intended to wholly support an individual or team for travel expenses in quest of a championship and, in fact, it may be prudent to reject an application if it were proven that an individual or team had total financial support for their championship play:

- a) the amount to be provided for each team member or individual competitor shall be \$100.00 (providing the event is being held at a location beyond a 160.9 km (100 mile) distance from the City of London);
- b) the amount to be provided to any team shall not exceed \$500.00;
- c) subject to the \$500.00 limitation, one coach per team shall be eligible for the travel grant;
- d) in the case of individualistic sporting events, such as swimming, diving, track and field, boxing, wrestling, skating, rowing, one coach shall be eligible for the Travel Grant, to accompany the individual, or group of individuals in one sport (e.g. - two or more swimmers attending the same event - one coach; eight track and field athletes attending the same event - one coach.)
- e) applications must be filed prior to the event or where the event immediately follows the trials or qualifying events, applications must then be filed within two weeks of achieving the championship or prescribed standards;
- f) the Director, Recreation and Sport is authorized to approve the payment of grants to applicants whose applications are within the above guidelines and on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services provided that sufficient funds are available in the Current Budget;
- g) the Deputy City Manager, Neighbourhood and Community-Wide Services will report only exceptions to the appropriate Standing Committee of Council; and
- h) should the funds budgeted in any year for Athletic Travel Grants be depleted, the Deputy City Manager, Neighbourhood and Community-Wide Services shall be authorized to refuse any further applications subject to the submission of a list of the refused applications to the appropriate Standing Committee of Council at its last meeting in November of each year.

## **Appendix E2: to be repealed**

### **City of London Race Relations/Anti-Racism Policy**

**Policy Name:** City of London Race Relations/Anti-Racism Policy

**Legislative History:** Enacted July 24, 2018 (By-law No. CPOL.-369-375)

**Last Review Date:** May 2, 2019

**Service Area Lead:** Specialist, Diversity and Inclusion

#### **1. Policy Statement**

Racism will not be accepted or tolerated in London. The people of The City of London honour and believe in the dignity and worth of every person and are committed to tearing down racism. The citizens acknowledge and reinforce that each person has the right to live, work, receive services, and participate fully in an environment free of discrimination and harassment based on bias, bigotry or prejudice against a race or racialization of an individual or a group within the society.

#### **2. Definitions**

2.1. **Corporation** – refers to The Corporation of the City of London

2.2. **Race** – shall include: race, ancestry, place of origin, colour, ethnic origin, citizenship and creed (religion), in accordance with the prohibited grounds of Ontario's *Human Rights Code*, as well as expression through language, accent and dress.

#### **3. Applicability**

This Policy applies to The Corporation of the City of London ("Corporation"), including its Advisory Committees, Agencies, Boards and Commissions and provides expressed values for enabling the entire community to work toward the elimination of racism. This policy applies to:

- all levels of Civic Administration, all employees, visitors and vendors on record;
- individuals of The City of London; and,
- the community of The City of London including its agencies, organizations and businesses;

#### **4. The Policy**

Racism is alive and thrives in our community; we begin by acknowledging that racism exists. It is a learned behaviour based on fear and ignorance of the unknown and personalized perceptions and assumptions. Racism can be blatant, subtle or hidden, internalized and is often denied. It can be practiced culturally, environmentally, structurally, and institutionalized. Racism will destroy the fabric of our pluralistic, multi-cultural society we live in, if it remains unchallenged and it is not stopped.

Our challenges are to:

- recognize racist attitudes and behaviours
- recognize attitudes and behaviours that encourage racism
- unlearn racism
- unite against racism
- eliminate racism

The purpose of this Policy is:

- to promote The City of London as a city that is welcoming and safe for all people;
- to strengthen city-wide awareness of the existence of racism in London, in order that we can eliminate it; and
- to provide an evolving community model, which provides the framework for all

Londoners to work together to achieve the Strategic Directions of this Policy.

The London Community including individuals, and the Corporation, will work toward achieving the following:

- **CORPORATION**

1. **Develop an Implementation Plan for this Policy** by taking the lead, providing the required resources, and by making it a priority to work in partnership with individuals and the community to realize the intent of this Policy for the elimination of racial discrimination and harassment.
2. **Promote mutual Awareness, Inclusion, Understanding and Appreciation of all people** so that everyone, regardless of race, can have a full and meaningful participation in our community.
3. **Develop and Implement Race Relations Communication and Public Education Strategies** designed to identify and raise awareness of the existence of racism and eliminate all types of racial barriers.
4. **Ensure that Employment Policies and Practices** are free of racially discriminatory barriers in the workplace.
5. **Enhance the Training, and Education of Staff and Volunteers** to provide them with the skills, and awareness about attitudes, policies, procedures, and practices that may or may not be intentionally discriminatory, but have the impact of being discriminatory.
6. **Involve Londoners in Planning for, Accessing, Providing, and Evaluating Services** which are respectful of the needs of our various racial communities.
7. **Establish Mechanisms to ensure that Racial Discrimination and Racial Harassment are not Encouraged or Allowed**, which could apply both internally and externally to any person, business or organization that deals with the Corporation.

- **INDIVIDUALS/COMMUNITY**

1. **Support the Development of an Implementation Plan For this Policy** by working in partnership with the Corporation, individuals and the community to realize the intent of this Policy for the elimination of racial discrimination and harassment.
2. **Promote mutual Awareness, Inclusion, Understanding and Appreciation of all people** so that everyone, regardless of race, can have a full and meaningful participation in our community.
3. **Develop & Implement Race Relations Communication and Public Education Strategies** designed to identify and to raise awareness of the existence of racism and eliminate all types of racial barriers.
4. **Ensure that Employment Policies and Practices** are free of racially discriminatory barriers in the workplace.
5. **Enhance the Training, and Education of Staff and Volunteers** to provide them with the skills, and awareness about attitudes, policies, procedures, and practices that may or may not be intentionally discriminatory, but have the impact of being discriminatory.
6. **Participate in Planning for, Accessing, Providing, and Evaluating Services** which are respectful of the needs of our various racial communities.

7. **Endeavor to Establish Mechanisms to ensure that Racial Discrimination and Racial Harassment are not Encouraged or Allowed**, which could apply both internally and externally.

## **Appendix E4: to be repealed**

### Enforcement of City Personnel

- (a) That the following policy be established with respect to the method of enforcement of those statutes, regulations and municipal by-laws ("municipal laws") which City personnel are responsible to enforce:
- (i) enforcement of the Traffic and Parking By-law and building regulations continue to be carried out by the "general enforcement method" (enforcement over a predetermined beat or route or as part of another predetermined task);
  - (ii) enforcement of all other municipal laws continue to be carried out by the "responsive enforcement method" (enforcement in response to complaints received for the purpose of achieving compliance in each individual situation);
  - (iii) enforcement by the "selective enforcement method" (enforcement concentrated significantly on a particular problem in a particular locality, whether or not in a high profile manner, in order to achieve greater compliance by the public in general) be carried out only after assessing, among other things, the availability of City personnel and budgeted funds, the complexity of the contemplated enforcement, the time period during which enforcement has to be carried out, and the degree of compliance likely to be achieved; and
  - (iv) enforcement of properties containing vacant buildings, which due to their condition are causing demands for City services including, but not limited to emergency and municipal law enforcement services, City personnel be given the discretion, to proactively undertake inspections on properties containing vacant buildings, for purposes of nuisance control, public safety and quality of life issues, on at least a quarterly basis, to ensure compliance with municipal laws;
- (b) That with regard to providing the Corporation with municipal law enforcement services outside the normal work day of City enforcement personnel, the Civic Administration be given the discretion, having regard to the availability of trained City personnel and budgeted funds, to use any of the methods of standby, call out or overtime that are currently available under the City's Collective Agreements;
- (c) That the following policy be established respecting the time for corrective measures and the initiation of enforcement process:
- (i) where a contravention of a municipal law (other than a zoning by-law) is a first offence and can be dealt with by remedial action or abandonment (such as obtaining a license or discontinuing an unauthorized sidewalk sale), regardless of the source of the complaint, the responsible civic department will not issue an offence notice or lay a charge until the department has given the alleged offender appropriate notice of the contravention and has given the alleged offender a reasonable opportunity to bring the situation into conformity;
  - (ii) where a contravention of a municipal law (other than a zoning by-law) cannot be dealt with by remedial action or abandonment (such as an unlawful discharge into a sewer), the responsible department shall issue an offence notice or lay a charge forthwith for contravening the municipal law;

- (iii) where a contravention of a zoning by-law is a first offence and appears to the responsible department to be inadvertent or unintentional, regardless of the source of the complaint, the department not lay a charge until the department has given the alleged offender written notice of the contravention and has given the alleged offender a reasonable opportunity to bring the situation into conformity; and
  - (iv) where a contravention of a zoning by-law appears to the responsible department to result from a conscious disregard of the zoning by-law, regardless of the duration of the contravention, the department lay a charge forthwith for contravening the by-law;
- (d) That offences under municipal laws (except zoning by-laws and the property standards by-law) be prosecuted by issuance of offence notices rather than continuing with the present practice of laying information and serving summonses to Court, it being noted that those offences, where the nature of the offence or the number of previous similar offences justifies, would still be prosecuted by the laying of an information and it being further noted that because of their complexity, zoning by-laws would continue to be prosecuted by the laying of an information and the serving of a summons;
- (e) That the City Solicitor's Office continue with the practice that, once a charge is laid, the charge be continued through to and including the conviction stage unless there is a technical reason for not doing so and any steps initiated by the offender after a charge is laid be considered in relation to penalty, not to the withdrawal of the charge, and that the withdrawal of a complaint to the affected department, after a charge has been laid, will have no relevance to the continuation of the prosecution of the charge;
- (f) That the repetition or continuation of an offence on which a first conviction has been obtained be dealt with by the laying of further charges and, on conviction, the seeking of increased fines, rather than relying exclusively on prohibition orders and proceedings for contempt of Court; and
- (g) That, subject to the terms of the POA Transfer Agreement, the City Solicitor's Office be authorized to continue, for the foreseeable future, with the previous position taken by the department with the local Crown Attorney's Office that the Department will not assume prosecution of charges laid by non-City personnel.

## **Appendix E5: to be repealed**

### **Gender Equity in Recreation Services**

**Policy Name:** Gender Equity in Recreation Services

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-139-391); Amended June 26, 2018 (By-law No. CPOL.-284-275); Amended August 10, 2021 (By-law No. CPOL.-139(a)-249)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Deputy City Manager, Neighbourhood and Community-Wide Services

#### **1. Policy Statement**

This policy addresses the Corporation of the City of London's commitment to providing welcoming and equitable recreation opportunities for everyone, regardless of gender, gender expression, or gender identity.

#### **2. Definitions**

2.1. **Equity** - The rights of the individual to an equitable share of the goods and services in society. However, equality of treatment will not guarantee equal results. Creating equal results sometimes requires treating people differently from each other. Focusing on the results instead of the treatment is the concept of equity.

2.2. **Gender** - Whereas sex is a person's physical characteristics, gender can refer to the individual and/or social experience of being a man, a woman, or neither. Social norms, expectations, and roles related to gender vary across time, space, culture, and individuals.

2.3. **Gender Expression** - How a person publicly presents or expresses their gender. This can include behaviour and outward appearance, such as dress, hair, make-up, body language, and voice. A person's chosen name and pronoun are also common ways people express their gender. All people, regardless of their gender identity, have a gender expression and they may express it in any number of ways.

2.4. **Gender Identity** - Each person's internal and individual experience of gender. It is a person's sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex.

#### **3. Applicability**

This policy applies to all City of London recreation programs, parks, facilities, and services. Accordingly, it applies to all recreation employees, volunteers, users, and individuals or businesses contracted by the Corporation to provide or support recreation programs, parks, facilities, and services.

#### **4. The Policy**

Gender equity in recreation will be provided within the community, regardless of gender identity and gender expression. Recognizing the many personal, social, economic and environmental benefits to health and quality of life that are derived by participating in physical activity and through positive leisure lifestyle development, the City of London is therefore committed to:

- i) ensuring that a full range and variety of gender equitable recreation opportunities are available in all areas of the community and are accessible in safe and welcoming environments for all Londoners, regardless of gender identity and gender expression;
- ii) working with the community to provide gender equitable recreation opportunities, projects, programs, services, staffing and facilities which are consistent with this policy
- iii) removing gender-related barriers that may prevent Londoners from participating in recreation; and

## **Appendix E6: to be repealed**

### **Inclusion in Recreation Facilities, Parks and Services**

**Policy Name:** Inclusion in Recreation Facilities, Parks and Services

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-141-393); Amended June 26, 2018 (By-law No. CPOL.-292-283)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Division Manager, Recreation and Sport

#### **1. Policy Statement**

That recreation facilities, parks and services in our community be accessible and available to meet the diverse needs of all our citizens. Recognizing the many personal, social, economic, and environmental benefits to health and quality of life that are derived by participating in recreation and leisure, the City of London in consultation with the community is therefore committed to:

##### i) Equitable Opportunities

working to ensure that all citizens have opportunities to experience the benefits of recreation and active living through equitable access to a full range of recreation facilities, parks and services regardless of disability, age, sex (including pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, family or marital status;

##### ii) Elimination of Barriers

working with the community toward the elimination of barriers to participation, including but not limited to, physical, economic, cultural, transportation, language and attitudinal barriers;

##### iii) Allocation of Resources

working to ensure the allocation of appropriate resources to accomplish this above noted commitment; and,

##### iv) Continued Monitoring and Evaluation

working to ensure the continued monitoring and evaluation of our efforts to work toward the achievement of this Policy through ongoing measurement of progress toward inclusion.

#### **2. Definitions**

Not applicable.

#### **3. Applicability**

This policy applies to all users of the City of London's recreation facilities.

#### **4. The Policy**

##### STRATEGIC DIRECTIONS (Not listed in order of priority)

THE CITY OF LONDON WILL, IN CONSULTATION WITH THE LONDON COMMUNITY (including the involvement of people with disabilities):

- i) develop an Implementation Plan for this Policy which will include mechanisms for public input and suggestions for improvement, monitoring, evaluation and reporting (e.g. an annual statement of progress to City Council);
- ii) promote an accepting and welcoming environment for people with disabilities through public education designed to raise awareness and eliminate attitudinal barriers in the public and private sectors;

- iii) promote the continuous improvement of information sharing which will include a variety of methods to inform people with disabilities about recreational opportunities and supports;
- iv) work toward ensuring choice by providing a full range of accessible and affordable recreation programs and supports across the city;
- v) work toward ensuring that the hiring, training and education of program staff and volunteers meets the needs and protects the safety of participants;
- vi) ensure physical accessibility through barrier free design for new and modified recreational facilities, and parks for all residents; and,
- vii) work toward the elimination of transportation barriers which prohibit participation in recreation programs.

## **Appendix E7: to be repealed**

### **Landing of Helicopters Policy**

**Policy Name:** Landing of Helicopters Policy

**Legislative History:** Adopted September 19, 2017 (By-law No. CPOL.-109-361);

Amended July 24, 2018 (By-law No. CPOL.-109(a)-415)

**Last Review Date:** August 10, 2021

**Service Area Lead:** City Clerk

#### **1. Policy Statement**

- 1.1 This policy details the delegation of authority for granting permission to land a helicopter within the limits of the City of London.

#### **2. Definitions**

- 2.1 Not applicable.

#### **3. Applicability**

- 3.1 This policy shall apply to those instances where permission is being sought to land a helicopter within the limits of the City of London.

#### **4. The Policy**

- 4.1 At such times permission is sought from the City of London to land a helicopter within the City limits, the City Clerk shall be authorized to give permission, subject to applicable legislative requirements and consultation with the London Police Service.

## **Appendix E8: to be repealed**

### **Protocol for Unapproved Aboriginal Burial Sites**

**Policy Name:** Protocol for Unapproved Aboriginal Burial Sites

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-186-438); Amended July 24, 2018 (By-law No. CPOL.-186(a)-425)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Deputy City Manager, Legal Services

#### **1. Policy Statement**

- 1.1 The objective of this policy is to establish a protocol available to private land owners in the City of London and First Nations communities as options for stewardship of unapproved aboriginal burial sites discovered on land within the boundary of the City of London. The City of London encourages consultation with First Nations communities, recognizing and respecting traditional First Nations customs. Traditional First Nations' customs should be accommodated and consultations between First Nations communities and private/public land owners should be encouraged.

#### **2. Applicability**

- 2.1. The protocol described in this policy is available to private land owners in the City of London and First Nations communities as options for stewardship of unapproved aboriginal burial sites discovered on land within the boundary of the City of London.

#### **3. Definitions**

Not applicable.

#### **4. The Policy**

##### **Protocol for Unapproved Aboriginal Burial Sites**

##### **PROTOCOL STATEMENT:**

The City of London encourages consultation with First Nations communities, recognizing and respecting traditional First Nations customs.

##### **PROTOCOL PURPOSE:**

It is the goal to establish a protocol available to private land owners in the City of London and First Nations communities as options for stewardship of unapproved aboriginal burial sites discovered on land within the boundary of the City of London.

##### **SCOPE:**

Traditional First Nations' customs should be accommodated and consultations between First Nations communities and private/public land owners should be encouraged.

##### **APPLICATION:**

The protocol is available as a framework for negotiations towards an agreement for stewardship of an unapproved aboriginal burial site.

## **BACKGROUND:**

As the urban development of the City of London has expanded, human burial sites have been discovered in land that had previously been natural or used for agricultural purposes. Some of these burial sites include remains of aboriginal persons; some of the burial sites include the remains of persons who were settlers in the area.

The Province of Ontario enacted legislation for the protection of discovered unapproved burial sites including unapproved aboriginal burial sites: the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33 (*the “Funeral, Burial and Cremation Services Act, 2002” or the “Act”*) and its regulations. The Act and the regulations provide procedures for the identification of sites as “unapproved aboriginal peoples’ cemetery”, the representation of the people whose remains are located, for either establishing the lands either as a cemetery or for entering into a site disposition agreement between the land owner and the representative, and a dispute resolution mechanism.

The Act and its regulations also expressly provide that, unless consent is given by a representative of the person whose remains were discovered, the remains shall not be removed from the site nor shall scientific analysis of the remains or associated artifacts be conducted.

Historically, when human remains, regardless of cultural origin, have been discovered in the municipal boundaries of the City of London during urban development, the remains were typically removed to local approved cemeteries (and in the case of aboriginal remains, may have been removed to a an aboriginal cemetery located within the municipal boundaries of the City of London or a cemetery located on a nearby First Nations reserve).

Traditional practices and customs with respect to the stewardship of burial sites may vary depending on the First Nations community involved. The protocol seeks to engage the parties in notifying potential modern representatives of the find and providing them with any evidence regarding the culture of the interred persons.

One stewardship option available to the private land owner and the representative of the aboriginal person whose remains have been discovered is the participation of the City of London in a joint ownership programme with the representative with respect to those burial sites located within the boundaries of the City of London.

Recognizing that the private land owner is entitled to the rights and remedies available under the *Funeral, Burial and Cremation Services Act, 2002* as described above, this protocol is available to private land owners as a guide to resolving a site disposition agreement between the relevant parties.

Two of the highlights of this protocol are:

- 1) it acknowledges that, depending on the nominee, there may be a question as to legal capacity nominee of the representative of the aboriginal person whose remains have been discovered, in respect of conveying title. One of the options of stewardship is joint ownership of the burial site between the City of London and the representative. In the joint ownership option, in the event that future title of the lands should ever fail for any reason, title to the lands would revert to the City of London and the lands will remain as a burial site for the aboriginal person whose remains were discovered; and
- 2) the protocol requires the consensus and participation of all parties including the private land owner, the representative of the aboriginal person whose remains have been discovered, and, where relevant to the stewardship option chosen, the City of London.

## **THE PROTOCOL:**

The protocol is generally a non-binding framework intended to guide private land owners who discover remains on their property. The roles and responsibilities are to be

interpreted in the context of the framework's underlying principles of consultation, accommodation, and negotiation.

Nothing in this protocol is intended to abrogate the rights or obligations of any party under the *Funeral, Burial and Cremation Services Act, 2002*.

If the site is identified as an unapproved aboriginal peoples' cemetery, and if the private land owner wishes to invoke this protocol, the private land owner may enter into negotiations with the representative of the person whose remains have been discovered (and the City if a joint ownership option is pursued) for a site disposition agreement that may include the following matters:

- a) for the delivery of a copy of any documents connected with or related to investigations conducted in accordance with the *Funeral, Burial and Cremation Services Act, 2002*, if requested by the parties to the agreement;
- b) in addition to any notice requirements under the *Funeral, Burial and Cremation Services Act, 2002*, to send notice to potentially interested parties of the discovery of the human remains that are of aboriginal origin;
- c) for delivery of a copy any notices given under this protocol, including any responses, if requested by the parties to the agreement;
- d) for the cost of rezoning, if necessary, of the subject lands to a zone that is appropriate for cemetery use;
- e) for obtaining an up to date survey of the lands that are the subject of the burial site;
- f) for the preparation and registration of a reference plan showing the lands that is the subject of the site disposition agreement;
- g) for providing reasonable and appropriate landscaping of the burial site and to allocate the cost of such landscaping;
- h) for providing for the manner in which the human remains may be disinterred and reinterred;
- i) for conveying title to the burial including but not limited to conveying title to the Corporation of the City of London in joint ownership with the representative of the person whose remains have been discovered;
- j) for providing for future stewardship of the burial site.

A sample draft agreement is set out at Appendix "A" attached for the joint ownership option.

If the joint ownership option is pursued, then title to the lands shall be transferred from the private land owner to the Corporation of the City of London, and then transferred from the Corporation of the City of London to the nominee of the representative and the Corporation jointly.

In so far as the City has the power to do so, will treat the lands as exempt from taxation pursuant to sections 3(2) and 3(9) of the *Assessment Act, R.S.O. 1990, c. A.31* as amended, and any other enabling successor legislation or regulation.

If the parties wish to amend the draft form of site disposition agreement as attached as Appendix "A", any and all amendments shall be on the consent of all parties to the agreement.

If the parties are unable to resolve the draft form of site disposition agreement, the parties shall be entitled to the arbitration remedies available under the *Funeral, Burial and Cremation Services Act, 2002*.

## APPENDIX "A"

### Sample Draft Site Disposition Agreement

This site disposition agreement was made this day of , 20\_\_ between [name of private land owner] as Owner, [name of the representative] as the representative of the aboriginal person(s) whose remains are interred, as the Representative, and the Corporation of the City of London as the City.

WHEREAS the Owner has uncovered the remains of a person or persons whose cultural identity has determined upon investigation as an aboriginal person with a close cultural affinity to the Representative;

AND WHEREAS the Representative is willing to act as a representative in defined by the *Funeral, Burial and Cremation Services Act, 2002*, R.S.O. 1990, c. C.4, as amended;

AND WHEREAS the Representative desires to have the remains of the person interred left in proximity to where they are interred and the Owner can accommodate such an intention;

AND WHEREAS the City and the Representative have agreed to take title in the subject lands identified below jointly;

AND IN CONSIDERATION of the payment of two dollars (\$2.00) by the Owner each to the City and the Representative, in addition to other consideration, the receipt and sufficiency of which is hereby acknowledged;

THE PARTIES AGREE as follows:

1. LEGAL DESCRIPTION OF THE LANDS

[insert legal description]

2. MANNER IN WHICH THE REMAINS ARE TO BE DISINTERRED AND REINTERRED

[insert agreement as to internment]

3. PROVISIONS FOR FUTURE MAINTENANCE

The Representative shall assume the stewardship of the burial area and shall ensure that the area continues to be protected, respected, and used in ways that are consistent with the dignity and integrity of a burial ground.

4. ALLOCATION OF COSTS

The parties agree that costs shall be allocated on the following basis:

- a) the Owner shall bear the costs of:
  - i) obtaining a survey of the lands;
  - ii) preparing and registering a reference plan that shows the lands that are the subject of this agreement;
  - iii) obtaining rezoning of the lands;
  - iv) providing for the disinterment and reinterment of the person(s) whose remains are interred on the lands, as set out in paragraph 2 above, including any landscaping as agreed by the parties; and
  - v) preparation, execution and delivery of all documents necessary to convey title in the subject lands from the Owner to the Corporation of the City of London.
- b) the Representative shall bear the costs of: stewardship and future maintenance of the subject site.
- c) the City shall bear the costs of:

- i) preparation, execution and delivery of all documents necessary to convey title in the subject lands from the City to the Representative and the Corporation of the City of London jointly; and
- ii) registration of this site disposition agreement with the Registrar as provided below.

Following transfer of the lands from the Owner to the City, in so far as the City has the power to do so, the City will treat the lands as exempt from taxation pursuant to sections 3(2) and 3(9) of the *Assessment Act*, R.S.O. 1990, c. A.31 as amended, and any other enabling successor legislation or regulation.

## 5. OTHER MATTERS

The parties further agree as follows:

- a) The agreement is a site disposition agreement as contemplated by *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33 as amended, or any successor legislation, and shall be filed with the Registrar;
- b) The parties acknowledge that the Owner intends to develop the lands adjoining or abutting the subject lands for the purposes of [type of use]. Subject to final approval of the development by the necessary authorities including the City and the Ontario Municipal Board, the Representative shall not object to the said development;
- c) This agreement is binding on the parties and their successors;
- d) This agreement cannot be assigned by any party without the written consent of the other parties;
- e) Notice pursuant to this agreement shall be delivered in writing by registered lettermail to the following addresses:

[name of representative]  
 [address of representative]

[name of land owner]  
 [address of land owner]

The Corporation of the City of London  
 300 Dufferin Avenue  
 P.O. Box 5035  
 London, Ontario  
 N6A 4L9  
 Attention: Legal Services Department

Service of any notice shall be effective five (5) business days after the date of mailing.

IN WITNESS WHEREOF the undersigned have hereunto executed this agreement by representatives duly authorized and affixing their seals,

[witness] signature of land owner  
 [typed name of land owner]

[witness] signature of representative  
 [typed name of representative]

[witness] signature of Mayor

[witness] signature of City Clerk  
 The Corporation of the City of London

## **Appendix E9: to be repealed**

### **Siting of Cannabis Retail Stores in London**

**Policy Name:** Siting of Cannabis Retail Stores in London

**Legislative History:** Enacted by Council Resolution on January 15, 2019 (By-law No. CPOL.-382-26)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Manager, Long Range Planning, Research & Ecology

#### **1. Policy Statement**

- 1.1 This policy is to establish a Council policy for the location and design for proposed locations of cannabis retail stores.

#### **2. Definitions**

- 2.1 Not applicable

#### **3. Applicability**

- 3.1 This policy applies to the matters to be considered by the Province or its Agents in the siting of cannabis retail stores in London.

#### **4. The Policy**

- 4.1 It is a policy of the City of London that the following location and design measures be considered when siting a new cannabis retail store in London:

- a) The property line of any cannabis retail store site be a minimum of 150m away from the property line of any municipal library, pool, arena and/or community centre; and,
- b) A cannabis retail store site be designed to incorporate CPTED (Crime Prevention Through Environmental Design) principles into the site design of the facility and the entire site on which it is located.

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schultheiss, City Clerk  
**Subject:** Freedom of the City – HMCS Prevost  
**Meeting on:** July 17, 2023

## Recommendation

That, on the recommendation of the City Clerk, and in response to the request of the HMCS Prevost, the HMCS Prevost **BE AUTHORIZED** to exercise its previously granted Freedom of the City of London on Saturday, September 23, 2023, to mark the Centennial of the Naval Reserves.

## Executive Summary

“Freedom of the City” is a ceremonial privilege bestowed upon individual units of the Canadian Armed Forces and is typically exercised in conjunction with a significant commemoration or anniversary. London’s Municipal Council last authorized HMCS Prevost to exercise Freedom of the City of London on Saturday, October 31, 1998. HMCS Prevost has requested authorization to exercise Freedom of the City on September 23, 2023, to mark the Centennial of the Naval Reserves in conjunction with sailors and officers in 24 cities across Canada. Given that the Freedom of the City is a traditional means for a municipality to honour a unit of the Canadian Armed Forces and the prior granting of this honour upon HMCS Prevost, the Civic Administration recommends this authorization to observe the 100-year anniversary.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Municipal Council decisions related to this matter

- February 21, 2000 – Council adopts clause 5 of the 4<sup>th</sup> Report of the Board of Control: That, on the recommendation of the Deputy City Manager, The Royal Canadian Regiment 4<sup>th</sup> Battalion BE PERMITTED to exercise its previously granted “Freedom of the City of London” on Saturday, May 13, 2000.
- October 5, 1998 – Council adopts clause 8 of the 26<sup>th</sup> Report of the Board of Control: That, on the recommendation of the City Clerk, HMCS Prevost BE AUTHORIZED to exercise the Freedom of the City of London on Saturday, October 31, 1998.
- August 8, 1990 – Council adopts clause 3 of the 19<sup>th</sup> Report of the Board of Control: That, on the recommendation of the City Clerk, the attached Proclamation be made, reaffirming the Granting of the Freedom of the City of London to the 1<sup>st</sup> Hussars in 1967, in recognition of the 50<sup>th</sup> Anniversary celebration of the Royal Canadian Armoured Corps.
- May 22, 1990 – Council adopts clause 7 of the 28<sup>th</sup> Report of the Board of Control: That, on the recommendation of the City Clerk, and in response to the request of the 1<sup>st</sup> Battalion of the Royal Canadian Regiment (Wolseley Barracks), the Battalion BE AUTHORIZED to exercise its Freedom of the City of London on Tuesday, June 25, 1991 by parading through the streets of the City with “bayonets fixed and banners waving”.

#### 1.2 Freedom of the City – Historical Context

Freedom of the City is a tradition maintained through the centuries as one of the most important honours bestowed upon a trusted, local military or paramilitary group by the Mayor acting on behalf of Council. It is accompanied by a ritual ceremony that includes

a parade of the group and a formal request and granting by the Mayor at the entrance to City Hall.

An old British tradition, Freedom of the City dates from the War of the Roses, when military units would formally petition a city for access. In return for room and board, the army provided protection to the city's residents:

"The ceremony of granting the freedom of the city hearkens back to an even earlier time when cities had walls and gates and were barred to friend and foe alike—to the foe for obvious reasons, to the friend until the city authorities were assured of the troops best behaviour and the purpose of the regiment seeking entry." (E.C. Russell, *Customs and Traditions of the Canadian Armed Forces*. Ottawa: Deneau & Greenberg Publishers Ltd./Department of National Defence, 1980, pp.92-93.)

The concept and practice of Freedom of the City is rooted in historic guarding of the peace within a city and tradition against the assembly of large bodies of troops within the walls of the municipality—hence the custom of requesting permission from the "chief magistrate" or Mayor. The customary honour of Freedom of the City is "granted to a unit which has enjoyed a long and happy relationship with a city." (Russell, p.91)

### **1.3 Freedom of the City – Granting History & Frequency**

The City of London has granted the privilege four times since 1990 to three local military units—HMCS Prevost, 1<sup>st</sup> Hussars, and the local Battalions of the Royal Canadian Regiment. There are also prior grants reflected in the municipal record, such as a granting of the Freedom of the City of London to the 1<sup>st</sup> Hussars in 1967, in recognition of the 50<sup>th</sup> Anniversary celebration of the Royal Canadian Armoured Corps.

The HMCS Prevost was last granted permission to exercise the Freedom of the City of London on October 31, 1998, to mark the 75<sup>th</sup> Anniversary of the founding of the Naval Reserves and to recognize 20 years of continuous Naval Reserve presence in London.

The honour is granted sparingly, which reflects the significance of the honour. For instance, the City of Toronto has granted Freedom of the City to 13 military units a total of just 19 times since 1962, according to the list of occasions and honoured units on their municipal [website](#).

A few examples of recent media coverage of Freedom of the City in Canada include:

- The City of Moose Jaw held an honour parade [June 11, 2016](#), in which 15 Wing Freedom celebrated their "Freedom of the City";
- Over 100 members of the Canadian Armed Forces were honoured at a Freedom of the City ceremony in Regina on [September 12, 2015](#); and
- The Princess Patricia's Canadian Light Infantry exercised its Freedom of the City in Edmonton on [May 23, 2014](#).

## **2.0 Discussion and Considerations**

### **2.1 Request from HMCS Prevost**

On behalf of HMCS Prevost, Commander Mike Butler has submitted the attached correspondence, requesting that Municipal Council authorize HMCS Prevost to exercise Freedom of the City of London on Saturday, September 23, 2023, to mark the Centennial of the Naval Reserves.

### **2.2 Naval Reserve Centennial – NAVRES 100**

In a [recent media release](#), the Royal Canadian Navy describes plans for the centennial celebration. Authorized on January 31, 1923, the Royal Canadian Naval Volunteer Reserve is celebrating a major milestone in 2023, marking 100 years of service to Canada. Each of its 24 Naval Reserve Divisions, located in major cities across Canada,

are holding their own special events to mark the occasion. On September 23, 2023, all 4,100 sailors in the Reserve will be on parade in 24 cities across Canada.

For 100 years, the Naval Reserve has played a critical role in Canada's safety and security. They have deployed on operations at sea and on land around the world, from counter-narcotics missions in Caribbean and Pacific Oceans to sovereignty patrols in the Arctic. Their mission is to supply trained sailors for Canadian Armed Forces operations in Canada and abroad, and to support the Navy's efforts to connect with Canadians through positive interactions in the community.

## **2.2 Naval Reserve**

Naval Reservists are members of the Royal Canadian Navy who typically serve on a part-time basis while also holding a civilian job – including students, teachers, lawyers, firefighters, or civil servants of the communities they live in and ultimately serve. Reservists can deploy at home and abroad with their regular-force counterparts. More information is available on the Government of Canada Naval Reserve [website](#).

## **2.3 Other Considerations**

Authorization will be subject to HMCS Prevost acquiring the needed parade permits, emergency services approval, and Mayor's proclamation, as well as connecting with the City of London staff charged with special event planning, meter bagging, street closures, and related operational details.

The City Clerk's Office has confirmed that there are no events scheduled in Victoria Park on Saturday, September 23, 2023, which might conflict with the parade of HMCS Prevost.

## **3.0 Financial Impact/Considerations**

### **3.1 No financial impact or consideration**

City of London has no financial obligations in authorizing Freedom of the City.

## **4.0 Conclusion**

The Civic Administration recommends that Municipal Council authorize HMCS Prevost to exercise its previously granted Freedom of the City of London on Saturday, September 23, 2023, to mark the Centennial of the Naval Reserves.

**Prepared and Recommended by: Michael Schultheiss, City Clerk**

**From:** [Mike.Butler@forces.gc.ca](mailto:Mike.Butler@forces.gc.ca)  
**To:** [CityClerk](#)  
**Cc:** [Bush, Anastasia](#)  
**Subject:** [EXTERNAL] Request to Exercise Freedom of the City 23 Sep 23 -Agenda Item for City Council Meeting July 2023  
**Date:** Thursday, June 29, 2023 2:32:16 PM  
**Attachments:** [Permit all signatures.pdf](#)

---

Good Day,

His Majesty's Canadian Ship (HMCS) PREVOST is requesting to exercise Freedom of the City in celebration of the Centennial of the Naval Reserve at City Hall on 23 September 2023. The significance of the date for the event is that each of the 24 Naval Reserve Divisions across Canada are requesting this of their host city such that we will have approximately 4,000 sailors and officers on parade on the same day.

### **Freedom of the City**

-  
The Freedom of the City will involve an armed marching contingent of approximately 50 sailors and officers. We will plan to bus from HMCS PREVOST to Victoria Park, dismount, and form into a marching contingent at the park. In an effort to provide a visual of the plan, I have included an image with the general info like dismount/mount area for the bus, the forming area for the marching contingent, and the route identified in blue. The yellow marks the area in the driveway of city hall as the place where will form the guard for the official visit to city hall. Depending on how long it takes to march the park, we might conduct two laps of the park before heading to City Hall.

### **Engagement with London PD for Special Permit**

Aside from use of Victoria Park, I can foresee the need for traffic control at Dufferin and Wellington as we leave the park for City Hall (and return), and Dufferin in front of City Hall as we approach, remain, and depart from the official visit. Our permit has been provided by the City, and it is attached for reference.

### **Key details**

Personnel: approximately 50 sailors and officers carrying rifles (magazines and bayonets fixed – no ammunition repeat no ammunition) and swords.

Vehicles: At least one 40 pax motorcoach and one 8 pax van and potentially a couple of passenger vehicles

Key times

Dismount: 1315

Form Marching Contingent: 1330

March Route:

Arrive City Hall: 1400

Mayor's Proclamation: 1405

Depart City Hall: 1415

Return to Victoria Park along same route

Mount buses to return to HMCS PREVOST: 1430

Open House at HMCS PREVOST: On completion of Freedom of the City – Open to city officials and

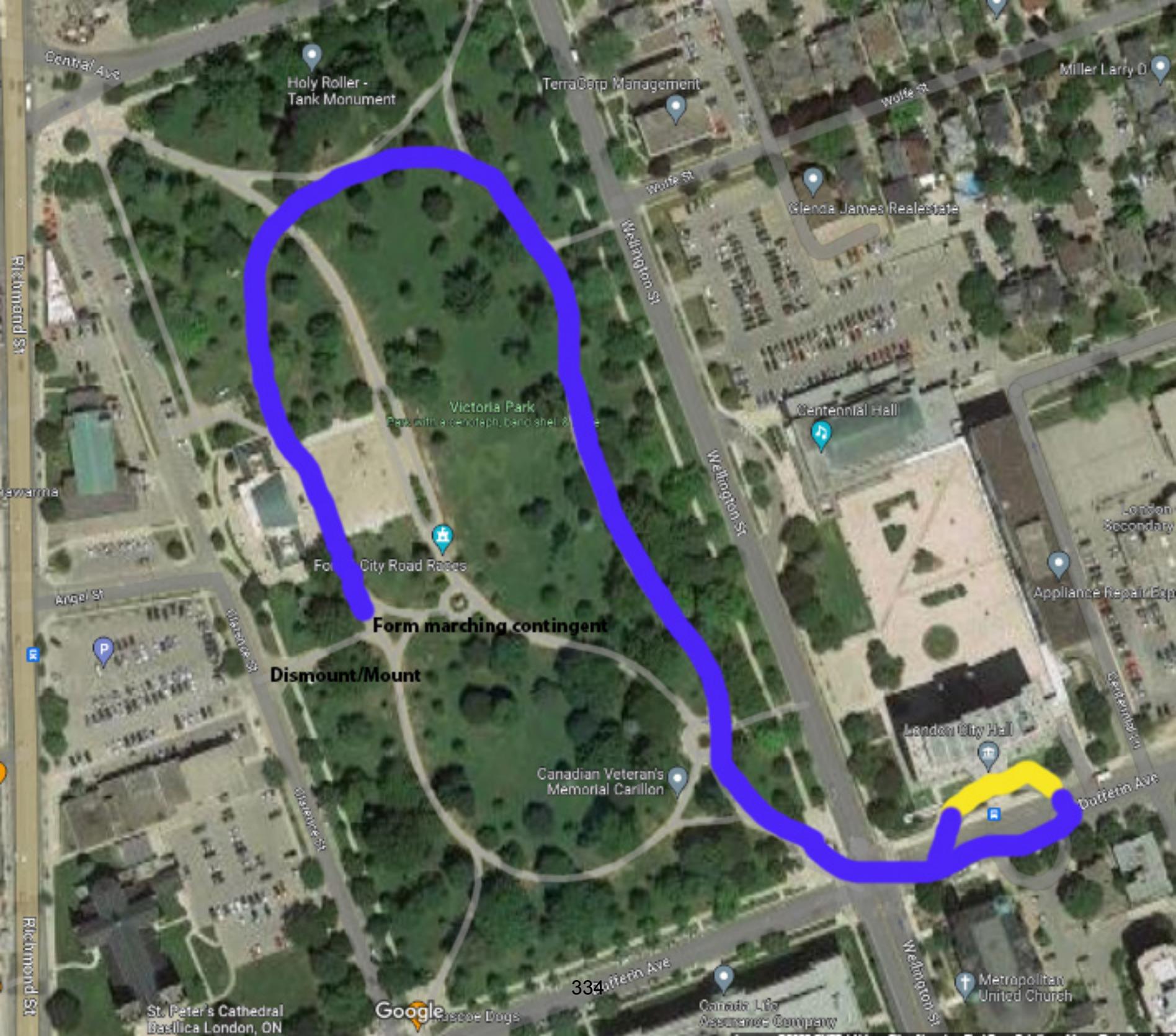
the public

Yours Aye,  
Mike

*Commander / Capitaine de frégate Michael Butler MBA, MDS, CCLP*

**Executive Officer**  
*HMCS PREVOST*  
*Canadian Armed Forces*  
[mike.butler@forces.gc.ca](mailto:mike.butler@forces.gc.ca) Tel: (226)376-6721

**Commandant en second**  
*NCSM PREVOST*  
*Forces armées canadiennes*  
[mike.butler@forces.gc.ca](mailto:mike.butler@forces.gc.ca) / Tel: (226)376-6721





**London Police Service**  
**APPLICATION FOR SPECIAL EVENT PERMIT**

<u>Applicants Name:</u> Mike Butler	<u>Email address:</u> <a href="mailto:Mike.Butler@forces.gc.ca">Mike.Butler@forces.gc.ca</a>	<u>Postal Code:</u>	<u>Telephone:</u> 226-376-6721		
<u>Organization:</u> HMCS PREVOST	<u>Address:</u>	<u>Postal Code:</u>	<u>Telephone:</u> 226-376-6721		
<u>Type of Special Event:</u> Freedom of the City March		<u>Purpose of Special Event:</u> Ceremonial March			
<u>Date of Event:</u> Sept. 23, 2023	<u>Start Time:</u> 1330hrs	<u>Assembly Point:</u> Victoria Park	<u>Assembly Time:</u> 1315hrs		
<u>Location of Reviewing Stand:</u> Victoria Park		<u>Dismissal Point:</u> Victoria Park			
<u>Dismissal Time:</u> 1430hrs					
<u>PROPOSED ROUTE:</u> (Include return if applicable)  Through Victoria Park. Eastbound across Wellington St at Dufferin Ave intersection. To City Hall for official visit. Westbound Dufferin Ave across Wellington St and back into Park.					
<u>Description of Banners, Placards, Flags or Insignia to be used:</u> HMCS PREVOST					
<u>#People 50</u>	<u>#Bands</u>	<u>#Floats</u>	<u>#Vehicles 2</u>	<u>#Horses</u>	<u>Others</u>
<u>Insurance Certificate Received</u>	<u>YES:</u>	<u>NO:</u>	<u>DATE:</u>	<u>SIGNATURE OF APPLICANT:</u>	
<u>Hold Harmless Agreement Received</u>	<u>YES:</u>	<u>NO:</u>	<u>DATE:</u>	<u>SIGNATURE OF APPLICANT:</u>	
<u>Off Duty Officers/Vehicles required</u>	<u>YES:</u>	<u>NO:</u>	<u># Officers</u> <u># Vehicles</u>	<u>SIGNATURE OF APPLICANT:</u>	
<u>Hire Contract Provided</u>	<u>YES:</u>	<u>NO:</u>			
<b>FOR POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE</b>					
The London Police <input type="checkbox"/> will <input checked="" type="checkbox"/> not be requesting that the ENVIRONMENTAL SERVICES DEPARTMENT provide assistance for this event.			<u>TRAFFIC MANAGEMENT UNIT</u> 519 661-4799 <u>AUTHORIZED SIGNATURE:</u> 		<u>DATE:</u>
The proposed Special Event should not conflict with any planned Maintenance or construction projects.  APPROVED - No concerns.			<u>ENVIRONMENTAL &amp; COMPLIANCE SERVICES</u> (7 <sup>th</sup> Floor) City Hall, 519-661-2489 x5208 <u>AUTHORIZED SIGNATURE:</u> 		<u>DATE:</u> 2023-05-18
The applicant has filed proof of liability coverage/Hold Harmless Agreement for this event.  Hold Harmless agreement provided			<u>RISK MANAGEMENT</u> 10 <sup>th</sup> Floor 519 661-2489x4644 Unit #1 – 520 Wellington St. <u>AUTHORIZED SIGNATURE:</u> 		<u>DATE:</u> 2023-05-16
<b>*WHEN COMPLETED, RETURN THIS APPLICATION TO LONDON POLICE, TRAFFIC UNIT, 601 DUNDAS STREET*</b>					
In accordance with the City of London By-Laws, permission is GRANTED to the applicant and/or the sponsoring organization to use the streets listed above for the special event described:			 Stephen Williams, M.O.M. Chief of Police		<u>DATE:</u>

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** City of London Days at Budweiser Gardens – United Way Elgin and Middlesex  
**Meeting on:** July 17, 2023

## Recommendation

That, on the recommendation of the City Clerk and in accordance with Council's City of London Days at Budweiser Gardens Policy, the request from the United Way Elgin & Middlesex to host the annual Stairclimb on November 2, 2023, **BE APPROVED** as a City of London Day at Budweiser Gardens.

## Executive Summary

Municipal Council may grant up to five rent-free days per year to community organizations wishing to use Budweiser Gardens, subject to the conditions of Council's Policy. United Way of Elgin & Middlesex has requested a City of London Day at Budweiser Gardens. The organization was last granted a rent-free day in 2022 for the United Way Stairclimb. Given that five City of London Days remain in 2023, the Civic Administration recommends approval.

## Analysis

### 1.0 Background Information

#### 1.1 Previous reports related to this matter

- Corporate Services Committee – May 7, 2013
- Corporate Services Committee – March 25, 2014
- Corporate Services Committee – February 3, 2015
- Corporate Services Committee – February 2, 2016
- Corporate Services Committee – February 7, 2017
- Corporate Services Committee – February 6, 2018
- Corporate Services Committee – April 16, 2019
- Corporate Services Committee – May 9, 2022

#### 1.2 Agreement between City of London and Budweiser Gardens

The City of London agreement with the London Civic Centre (LP) provides for five community days annually for community use at the Budweiser Gardens. The agreement makes the following provisions:

"The Landlord and the Tenant acknowledge and agree that each of them shall permit the City to have exclusive use of the Project (excluding areas over which the London Knights or other subtenants or licensees have exclusive possession) on five (5) days in each calendar year on sixty (60) days' notice prior to the Tenant and the Landlord on an entirely rent-free basis, except as set out in this subsection, for the purpose of community events which are primarily "not for profit" in nature, on dates which do not conflict or compete with events previously arranged or booked by the Tenant for the Project. The City shall be entitled to all ticket revenue and any revenue generated by special concession at such events, and all other revenue normally derived from the Project, such as from the food and beverage facilities, shall be included in Gross Revenue. The City shall pay for all out-of-pocket direct costs incurred by the Tenant for such occasion, such as the costs of staffing, security, janitorial and maintenance services.

However, the City shall not be required to pay costs that the Tenant would have incurred anyway even if the City's event had not been held. For these purposes, "community events" means events which are primarily for civic purposes, high school, university or college sports and events, celebrations or charity events and shall include without limitation, high school and college graduations, community banquets and receptions and speaker programs but shall not include any events which have previously used the Project in accordance with normal rental or use arrangements"

## **2.0 Discussion and Considerations**

### **2.1 Request from United Way of Elgin & Middlesex**

On behalf of the United Way of Elgin & Middlesex, Taylor Walker has submitted the attached correspondence, requesting a "rent-free" day at the Budweiser Gardens for the annual United Way Stairclimb on November 2, 2023. This is the United Way of Elgin & Middlesex's second request to hold the Stairclimb as a City of London Day at Budweiser Gardens and the only request it will make in 2023.

The United Way of Elgin & Middlesex has held fundraising events using the City of London Days at Budweiser Gardens annually since 2009. Council's City of London Days at the Budweiser Gardens Policy makes an exception for the United Way Harvest Lunch and Campaign Kick-Off to the clause in the policy that restricts groups from having more than two event days over a consecutive five-year period.

Budweiser Gardens has been identified as an ideal location for the Stairclimb, as an alternative to the pre-COVID location of One London Place. The attached letter from Kelly Ziegner, President & Chief Executive Officer, explains the advantages of this venue, which include accessibility, adequate ventilation, access by public transit, and the safe accommodation of school buses.

Council's policy exempts the Harvest Lunch and Campaign Kick-off from the limits of the policy. The organization, the United Way of Elgin & Middlesex, is still subject to the limits. However, this request for Stairclimb is the second request in a 5-year period made by the United Way of Elgin & Middlesex for a City of London Day at Budweiser Gardens that is not an exempt event. Therefore, the request meets the requirements of the policy, notwithstanding its limits on organizations.

### **2.2 Other requests received for 2023**

Five City of London Days remain to be granted for 2023, and no other requests are pending for the use of a City of London Day at the Budweiser Gardens.

## **3.0 Financial Impact/Considerations**

### **3.1 No financial impact or consideration**

The current agreement with Budweiser Gardens provides for up to five rent free days, so there is no financial impact or consideration.

## **4.0 Key Issues and Considerations**

### **4.1. Council Policy: City of London Days at Budweiser Gardens**

The policy for City events at the Budweiser Gardens is attached as Schedule "A" for information purposes.

## **5.0 Conclusion**

The Civic Administration recommends approval of the request to use a City of London Day at the Budweiser Gardens for the United Way Stairclimb on November 2, 2023.

**Prepared, submitted and recommended by:** **Michael Schulthess, City Clerk**



# City of London Days at Budweiser Gardens Policy

Please refer to the "City of London Days at Budweiser Gardens" Council Policy on page 2 for related guidelines. Requests may be mailed to: City Clerk, PO Box 5035, London, ON, N6A 4L9 or emailed to ClerksApprovalRequests@london.ca. Phone enquiries should be directed to the City Clerk's Office at (519) 661-2489 Ext. 4937.

## Organization information

Organization Name United Way Elgin Middlesex	Charitable registration number (if applicable) 11926 0503 RR0001	Request Date (YYYYMMDD) 2023-06-27
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## Contact information

Contact name Taylor Walker	Title Special Events Coordinator
Address 409 King Street, London ON N6B 1S5	
Telephone number 229-235-5833	/ extension E-mail address twalker@unitedwayem.ca

## Event details

Event Name TD StairClimb for United Way	Date of event (YYYYMMDD) 2023-11-02
--	--

Event description (maximum 1,000 characters, attach additional details if needed)

For almost 3 decades, every November, thousands of people from hundreds of workplaces, organizations and schools have come together to take on the challenge of climbing over 450 stairs to show their local love. Teams have a great time while raising money in the largest single fundraiser for social services in our region, to help local people get through tough times and improve their lives. Over the years, StairClimb has raised over \$2.8 million for our community.

Due to continuing Covid restrictions last year we had rearranged the location of this event from One London Place to Budweiser Gardens (in exchange for our Harvest Lunch event now permanently being held elsewhere). The larger venue space at Budweiser Gardens is not only more exciting for participants, but offers a fully accessible experience where we were able to accommodate wheelchairs and walkers within the main event space. Our workplace partners also continue to have high expectations for health and safety and show concerns for air quality. The large arena space at Budweiser Gardens is the only spot in our community that offers a spacious enough venue for this event.

We are excited to welcome 2,000 participants in fun pre-climb activities, a high energy warm-up, live radio broadcasting, and a challenging 480 stairs to climb in our biggest event of the year!

## Event eligibility

- City of London sponsored event
- Not-for-profit sporting event of provincial or national significance
- Major community-wide, not-for-profit civic event
- Major community-wide, not-for-profit charity event

## Confirmations

- This event has not previously used the facility in accordance with normal rental or use arrangements
- Budweiser Gardens has confirmed that this date is available

## CITY OF LONDON DAYS AT BUDWEISER GARDENS POLICY

1. Policy Statement  
1.1 This policy establishes the general guidelines for utilization of City of London Days at the Budweiser Gardens for the purpose of up to five community-sponsored events on a “rent-free basis” provided the City or event sponsor pay for all direct and out-of-pocket expense incurred by the London Civic Centre Corporation.

2. Definitions  
2.1 Not applicable.

3. Applicability  
3.1 This policy applies to event(s) which meet the eligibility criteria set out in this policy.

4. The Policy  
4.1 Eligible Events

The following types of events will be eligible:

- a) City of London-sponsored events such as opening ceremonies for sporting events and major community celebrations, which have not previously used the facility in accordance with normal rental or use arrangements.
- b) Not-for-profit sporting events which are of a provincial or national significance, including championships for high schools, colleges or universities located within the City of London, which have not previously used the facility in accordance with normal rental or use arrangements.
- c) Major not-for-profit civic events which are celebrations or charity events of a local, community-wide nature and have a direct benefit to the London community, which have not previously used the facility in accordance with normal rental or use arrangements.

4.2 Maximum Event Days

- a) The City is limited to five event days each year.
- b) No group can have more than one event day per year.
- c) No group can have more than two event days over a five-year consecutive period, with the exception of the annual United Way Harvest Lunch and Campaign Kick-Off, unless an exemption is approved by the Municipal Council due to unique circumstances.

4.3 Event Dates

The City of London shall provide sixty (60) days prior notice to Budweiser Gardens for use of the facility for a community-sponsored event, and the date of the event may not conflict or compete with events previously arranged or booked by Budweiser Gardens.

4.4 Requirements of User Groups

- a) The user group will be responsible for all direct and out-of-pocket expenses which are incurred.
- b) The user group will be responsible for entering into an agreement with the Budweiser Gardens for use of the facility and all obligations arising from that agreement.
- c) The user group will be responsible for all advertising, sponsorship and ticketing for the event subject to any conditions set out by the Budweiser Gardens.

4.5 City Contact

The City Clerk will be the primary contact for user groups and will be delegated responsibility to administer this policy.

4.6 Event Approval

City Council approval is required for all City of London Days at Budweiser Gardens events.

June 29, 2023

Anastasia Bush, Administrative Assistant  
City Clerk's Office  
City of London  
300 Dufferin Avenue  
London, ON N6A 4L9

**Re: Corporate Services Committee – City of London Day**

Dear Committee Members,

On behalf of United Way Elgin Middlesex, I thank you for the wonderful support of the City of London for our annual community campaign. As part of that support, the City has generously granted United Way Elgin Middlesex (UWEM) an annual City of London Day usage of Budweiser Gardens since 2003.

Prior to COVID-19, we have used our City of London Day to hold our annual Harvest Lunch and campaign kick-off at Budweiser Gardens. However, during COVID-19 restrictions we were unable to hold the event.

Last year, we had the opportunity to continue the tradition of a United Way community event at Budweiser Gardens under the provisions of the City of London Day exemption, outlined in policy CPOL.-27(b)-42 , by moving the City's generous support to United Way's Stairclimb event.

The event was a great success, due in large part to the venue. Budweiser Gardens is a perfect place for the Stairclimb as it is fully accessible enabling folks to participate in the same space as the climbers while using walkers or wheelchairs, or for those with visual impairments. It also allows for safe ventilation and access on public transit and has capacity to safely accommodate school buses.

We have connected with the Spectra team at Budweiser Gardens. They are very supportive of this plan and have already booked us the date of November 2nd 2023.

This event, which recently celebrated its 25th anniversary, welcomes about 2,000 people with teams from both school boards (from elementary and secondary schools), all the major local employers (Western University, Fanshawe College, LHSC, Canada Life, TD, 3M, StarTech.com, Enbridge Gas, GDLS-C, etc.) as well as from London Fire Service, London Police Service, the RCMP, the OPP, the London Knights and the London Lightning – making this a truly community-wide event. This event traditionally generates over \$200,000 for the United Way Community Fund; funds that are needed by our local agencies, now even more than ever.

June 29, 2023

Page 2

We recognize the amazing in-kind support the City of London provides by allowing us the use of the facilities at Bud Gardens. The non-profit and social services sector has had to be hugely flexible and innovative to ensure that services can continue to be provided for our community's most vulnerable members and this is one way we can support the amazing work of our funded agency partners.

We hope that you can help us innovate again this year, through an adapted use of the City of London Day provision.

Thank you for your thoughtful consideration of our request.

Sincerely,



Kelly Ziegner  
President & Chief Executive Officer



300 Dufferin Avenue  
P.O. Box 5035  
London, ON  
N6A 4L9

**London**  
CANADA

July 17, 2023

Chair and Members  
Corporate Services Committee

**RE: Update on Association of Municipalities of Ontario Board Advocacy**

**Background**

The Association of Municipalities of Ontario (AMO) represents the interests of Ontario's 444 municipalities, and exists to coordinate and advance municipal advocacy, share information, and otherwise support strong and effective municipal government across Ontario.

AMO's Board of Directors meets five times per year. AMO's Executive Committee meets monthly, and also holds regular meetings directly with Provincial cabinet ministers through the AMO-Provincial Memorandum of Understanding (MOU) table.

**AMO Advocacy Update**

AMO's ongoing advocacy work covers a wide array of topics relevant to London, including: municipal planning and development; housing supply and affordability; municipal infrastructure; economic development; climate adaptation and resilience; and social determinants of health.

Notably, AMO is taking a more active role in advocacy around homelessness, which undoubtedly contributed to significant Provincial Budget commitments of \$202 million annually for the Homelessness Prevention Program and the Indigenous Supportive Housing Program, and an additional \$425 million over three years for community mental health programs.

AMO's recent work on homelessness has included organizing the "Ending Homelessness Symposium" in May, which included a presentation by London's Deputy City Manager of Social and Health Development, Kevin Dickins, further strengthening the province-wide interest in London's whole-of-community approach. A summary of key takeaways from the Symposium is available on AMO's website:

[www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2023/AMO\\_Homelessness\\_Symposium\\_Summary\\_Proceedings.pdf](http://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2023/AMO_Homelessness_Symposium_Summary_Proceedings.pdf)

Some of the other active files for the AMO Board currently include: the need for a timely MPAC reassessment, the transition of blue box programs to producer responsibility, the review of proposed policies from *A Place to Grow* and the *Provincial Policy Statement*, council codes of conduct, municipal insurance, and public safety.

**AMO's Large Urban Caucus**

The August meeting of the AMO Board will be my last meeting as Chair of the Large Urban Caucus after four years in that position. While I will continue to be an active member of both the AMO Board and the Large Urban Caucus, St. Catharines Councillor Dawn Dodge will be taking over as Chair.

I will also take this opportunity to congratulate Burlington Mayor Marianne Meed Ward on her new role as Chair of the Ontario Big City Mayors (OBCM). Mayor Meed Ward continues to be an invaluable part of the Large Urban Caucus, and I have no doubt that she will bring the same impassioned and thoughtful approach to her leadership of OBCM. My congratulations as well to our own Mayor Josh Morgan on his election as Vice-Chair of OBCM, which – in addition to having a leading role at OBCM – will also allow him to participate in MOU Table discussions.



300 Dufferin Avenue  
P.O. Box 5035  
London, ON  
N6A 4L9

**London**  
CANADA

**2023 AMO Annual Conference:**

As host city for AMO's 2023 Annual Conference, London will be in the spotlight in August as we welcome 2,000+ municipal and Provincial representatives to our city. Tourism London, the London Music Office, RBC Place, AMO staff, and many others have been working hard to put together an exciting and engaging program that showcases London – both as a destination, and as a leader in tackling the biggest challenges facing Ontario cities.

The AMO Annual Conference is a key event for London's intergovernmental advocacy cycle, as it provides an opportunity to introduce and/or advance initiatives directly to Provincial ministers in support of our Strategic Advocacy Framework. For many members of Council this will be the first time attending ministerial delegation meetings at the AMO conference. I look forward to working alongside colleagues to showcase London – both as a vibrant and welcoming community, and as an innovative leader in municipal policy.

My thanks to Council for your continued support in my role on the AMO Board.

Respectfully submitted by:

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Anna Hopkins  
Councillor, Ward 9

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Animal Welfare Community Advisory Committee**

### **Contact Information**

Name: **Nicole Karsch**

City: **London**

Province: **ON**

Postal Code: **N6C 1W8**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Not applicable.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to learn about effective ways that pet adoption agencies/humane societies that deal with neglect/abandonment cases can ensure that the animals being adopted are going into proper homes.**

**I am particularly interested in improving public education for those interested in pet ownership and discussing ways that domestic animal breeders/selling industries can be held accountable for the excess of available animals and its impacts.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I am happy to assist in any way that I can or fill a need that is currently missing.  
I work at the London Environmental Network as the Director of Programs so I have a lot of experience with research, writing, drafting letters/proposals, and public speaking.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I currently live in Wortley Village with my rescue dog, Keigo. He is a Siberian Husky that I rescued from the Humane Society in Sarnia. Since Keigo needs a lot of exercise, I regularly take him to different parks, paths and off-leash dog parks throughout the city. We spend a minimum of 2 hours walking each day so I have a lot of experience being around other dog owners and areas where dogs are allowed.**

**I have always been incredibly concerned and have cared for animals my entire life. I think there are a lot of ways that animal welfare can be improved and I am interested in learning more from others that share this concern.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have sat on committees for the John Howard Society of Sarnia-Lambton as well as the Environmental Advisory Committee for the City of Sarnia.  
While I was completing my undergraduate degree, I was the Environmental Commissioner at King's University College and I was awarded the King's Community Life Award in my graduating year. This award is given to one student a year for their**

**volunteerism/activism in the local community.**

**I have worked in both civil and criminal law firms, I have been a teaching assistant, and an environmental project assistant.**

**Through my current work, I spend a lot of time in the community at local events, meeting new people and networking with likeminded organizations.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Professional or community organization**

If you selected 'Other', please specify:

Submitted on: **7/6/2023 2:14:48 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Animal Welfare Community Advisory Committee**

### **Contact Information**

Name: **Steve Ryall**

City: **London**

Province: **ON**

Postal Code: **N5V 3K5**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**No previous experience on a London Advisory Committee**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**As the Executive Director of Humane Society London & Middlesex, I hope to be the connection to the 130+ years of history HSLM has being part of animal welfare in our community for community. Personally, I have been at HSLM for just over 5 years and have many learned experiences that I can apply, along with connections throughout Canada and the United States in animal welfare. I bring a passion for animal welfare.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will support the work of the committee by attending scheduled meetings prepared, bringing an open mind to all discussions. I will also represent an organization with over 30 employees in the animal welfare industry.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**Through life interactions, I continuously learn and improve my understanding of different perspectives and experiences.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have been actively involved in multiple community events in the City of London, with our London Chamber of Commerce, and local sporting organizations.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

### **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend**

**meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Professional or community organization**

If you selected 'Other', please specify:

Submitted on: **7/4/2023 10:48:00 AM**

# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

## **Contact Information**

Name: **Mark C. Ambrogio**

City: **London**

Province: **ON**

Postal Code: **N6H 2R5**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I am a PhD student in Library & Information Science at Western, with an interest in archives and local, southwestern Ontario history.**

**I am a member of the London & Middlesex Historical Society and the local branch of the United Empire Loyalists.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**It is my hope to learn more about London's history – both personally and academically – and to help contribute to the preservation of that history.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will support the work of the Community Advisory Committee by being an active member; by doing research, where necessary; and by being prepared to liaise between the City and local stakeholders, such as the L&MHS.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I did my undergraduate education at Western University in Political Science, with post-baccalaureate studies in Theology at King's University College / St. Peter's Seminary. This was followed by graduate studies in Humanities and Cultural Studies at Laurier and York universities. While at York, I completed a paper on certain Gothic Revival churches here in London. After working in the private sector for a number of years, I am at Western completing a PhD in Library & Information Science (LIS).**

**LIS is a unique discipline with an emphasis upon both academic research and community service. I am interested in learning more about London's history, in seeing that history preserved, and in seeing that history made accessible to – and shared with – the people of London.**

**As mentioned previously, I am a member of the London & Middlesex Historical Society and the local branch of the United Empire Loyalists.**

**I would be delighted to serve as a member of the Community Advisory Committee on Planning.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have experience in researching primary documents in local archives.  
In 2010, on the occasion of the 125th anniversary of the dedication of St. Peter's  
Cathedral Basilica, I organized a one-evening symposium on the cathedral's history.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 10:41:19 PM**

# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

## **Contact Information**

Name: **Paul-Michael Anderson**

City: **LONDON**

Province: **ON**

Postal Code: **N6J4E8**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not, but wish to be considered.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to add my unique working class preservative to this committees work. I hope to learn more about the issues my neighbours care about and also the issues they don't. I hope my involvement in this committee grows my public profile regarding our city, as I plan to run for council for a third time.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**By being an honest voice if needed and by being present when called upon.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am a child of immigrants, I grew up on social assistance. As a person with well documented learning disabilities I learned to read at age 16. I became a father at 17. I worked and went to school. I graduated Sheridan collage in 2007. I quit smoking and ran a marathon in 2012. I worked in the treads, I worked in that arts. I have run for city counsel twice. I have faced and fought through Adversity of many kinds.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have volunteered my time for causes that interest me and support my loved ones. I have volunteered at pro LGBT events, as I am a roller-derby coach, and its a community involvement is deeply important to my team. I also site on the environment, politics and elections committees in my local 88 unifor union. I hope this describes my community involvement clearly to the reader of this application.**

Attach resume or other document here, if needed: **CV+update+2023.pdf**

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 11:27:25 PM**

# **Paul-Michael Anderson**

London

## **Highlights**

- Committed to professional development
- Self-motivated and team oriented
- Compassionate and professional, committed to working with a diverse community

## **Employment History**

**GM Cami Assembly, Ingersoll, ON**  
-Assembly associate

2016- Present

**Shuttleworth Exhaust Systems., London, ON**  
- Shipping/receiving management

2022

**Elections Canada, London, ON**  
-Deputy Returning Officer

2021

**LCBO logistics , London, ON**  
-Fixed term ,Warehouse Associate

2021

**Dr Oetker Ltd., London, ON**  
-Sanitation Associate

2016

## **Education**

**Ontario College Advanced Diploma in Crafts and Design,** 2007  
Sheridan College Institute of Technology and Advanced Learning

## **Licences**

**Ontario Truck Driving School** 2015  
Forklift Certificate: Class 1-4-5, Propane Exchange

## **Volunteer Experience**

**Forest City Derby. London, ON** 2013 - 2023  
Information Volunteer, Track Official, Jr. Coach

# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

## **Contact Information**

Name: **Crispin Colvin**

City: **Thorndale**

Province: **ON**

Postal Code: **N0M 2P0**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Prior to the Covid lockdown, I was on the Agricultural Advisory Committee. I was on for two or three years. Approximately 2015-2018.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**As an advocate for farmland preservation, I feel it is in the interest fo both the City of London as well as the agricultural community that surrounds the city, to have a voice on planning and growth. As someone who was a municipal councillor for 16 years as well as a Middlesex County Councillor and Warden, I feel that my contributions to the CACP would be helpful. Recognizing that growth will occur, we need to look at where and how to effectively manage growth with the least amount of arable land lost.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**The experience and knowledge I would bring would be helpful in recognizing the value of land and the type of growth that is required by the city. Management of our resources is important, whether it be land or water. As a farmer, taking care of the land and our resources and managing them well and sustainably, are some of the support, and perspective, I would bring to the discussions**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**My municipal political experience, having worked with Middlesex County as a Councillor, would help bridge the gap between urban and rural areas. I have lived, and farmed, in Middlesex since 1971. In most cases, there is little knowledge of rural Ontario. Many view the lands surrounding the City of London as attractive and serene. There are those who see the surrounding lands as future development. We need to have open dialogue on how to try and preserve the valuable class 1,2,3, and 4 lands in the province while allowing for the increase in population in our urban neighbourhoods. As a Director on the Ontario Federation of Agriculture, representing Middlesex and Lambton Counties, I have been actively involved in discussions with our MP's and MPP's on these, and other issues, impacting our region.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I am a graduate of both UWO and Fanshawe College. I have been on our farm in Middlesex County since 1971. Prior to that, my family lived in London from 1967 until we moved to the Thorndale area.**

**I have been actively involved with the Ontario Federation of Agriculture since being elected as a Director to the Board seven years ago. Currently, I sit as Vice President. I think you would find my contributions to the committee both helpful and constructive.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Other**

If you selected 'Other', please specify: **I had a meeting with a city councillor who felt that I could contribute to the committee.**

Submitted on: **7/5/2023 3:39:23 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **Danalynn**

City: **London**

Province: **ON**

Postal Code: **N6E 1V7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have never served on a committee in London Ontario. Looking forward to a new experience.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**As a First Nation person, I would love to bring my perspective to the city.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**Would love to bring new ideas and work in great partnerships with the First Nation people in the community.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I have a great background in environmental studies. I've worked on committees and various groups throughout southern Ontario on projects involving water and land use. I have a great understanding of the earth and the respect that is needed to sustain and nourish our land.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**Served on many committees. Involving our great lakes. Chemical resources and recycling efforts.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

### **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Contact from the City Clerk's Office**

If you selected 'Other', please specify:

Submitted on: **7/5/2023 10:47:38 AM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **Robin Easterbrook**

City: **London**

Province: **ON**

Postal Code: **N6A 0A7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Although I have not served on any London Advisory Committees, I have extensive experience as a member of the Windsor Heritage Committee (13 years total; 5 as vice chair and 7 as chair), extensive experience in appearing before City Council; member at large of the board of Windsor's most significant heritage property (2 years as vice chair) and founder of Windsor's Door Open Windsor initiative (5 years). 250 characters are probably already exceeded but further details are available in the attached resume.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to bring my experience in heritage matters to the community I grew up in. Heritage is not just an essential part of a community's history and memory, but also an economic driver and essential to improving a community's carbon footprint. In addition, I hope to learn more about the city I grew up in and live in again.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I am committed to being prepared for meetings and bringing my experience of balancing growth and preservation at the same time. I have also been part of an innovative team on defining what is heritage as well as being very familiar with the major 2005 revision of the Ontario Heritage Act which I participated in revising.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**Within my roles in the automotive industry I have shared responsibility for the promotion of diversity initiatives in meeting US government requirements in addition to developing measurements and auditing of said diversity. I have also participated in all diversity education required of municipal governments as well as the Law Society of Ontario.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**My experience with municipal heritage issues is briefly stated above. My work experience has generally put me in a leadership and innovation role, primarily in the areas of logistics and procurement in the automotive industry. I have served on 2 advisory committees at the Massachusetts Institute of Technology; presented with Michigan State University at the World Logistics conference; charter member of the board of the National Initiative on Supply Chain Integration at the University of Arizona; consulted to**

**the United States Materiel Command (and was awarded their monthly excellence award); consulted to the United States Air Force. My specialties have always been strategy, logistics and finance.**

Attach resume or other document here, if needed: **CV Robin Easterbrook 20230622.pdf**

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **City Website**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 9:25:52 PM**

# ROBIN EASTERBROOK

London, ON N6A 0A7  
Canada

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## Summary

Aside from the core competencies demonstrated in the positions I have held (detailed below) and the success I have achieved in those positions, my career to date is best summed up in terms of leadership, innovation and striving for the best in those organizations I have been a part of as well as pushing boundaries forward. A passion for sharing knowledge, experience and continuous development is an integral part of that career philosophy.

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## PROFESSIONAL EXPERIENCE

<b>Easterbrook Paralegal Services</b> Represent clients within the legal system with respect to small claims matters, landlord tenant board issues, contracts, human rights tribunals and others. Contract research and documentation preparation work for lawyers.	May 2017 – Retired March 2022
<b>Susan Easterbrook Professional Corporation</b> Paralegal / Legal Assistant (Part-time) Research, document preparation, court representation and tribunal representation as appropriate and general administrative duties associated with the daily operation of a law practice.	April 2014 – May 2017
<b>WindsorEssex Community Foundation;</b> Founding Project Manager for Vital Signs 2013 and 2014; a report card on the socio-economic health of Windsor and Essex County based on an analysis of statistical data for the area. Published in the Windsor Star and on-line.	April 2014 – October 2014 June 2013 – October 2013
<b>McTague Law Firm</b> Business Manager Dealt with all administrative issues associated with the running of Windsor's largest law firm.	December 2013 – March 2014
<b>Susan Easterbrook Professional Corporation</b> Paralegal / Legal Assistant Research, document preparation, court representation and tribunal representation as appropriate and general administrative duties associated with the daily operation of a law practice.	November 2012 – November 2013
<b>L &amp; H Diversified Manufacturing Inc.</b> Chief Operating Officer / Chief Financial Officer Responsible for all aspects of the daily operations of the enterprise, including finance, procurement, engineering and manufacturing.	April 2012 – September 2012
<b>Key Achievements:</b>	
◆ Fiscal year end targets for revenue and profitability were achieved. Improved sustainability of the organization was not achieved. Company petitioned into bankruptcy in September 2012.	

**Clark Law Firm**

Paralegal Intern

March 2012 – April 2012

**Key Achievements:**

- ◆ Participated in the resolution of business law, contract law and small claims issues.

**McTague Law Firm**

Paralegal Intern

January 2012 – March 2012

- ◆ Researched issues surrounding labour law and contract negotiations with the firm's lead labour lawyer. Participated in union contract negotiations.

**Canadian Centre for Sustainable Living**

President

May 2010 - September 2011

Created the not-for-profit Canadian Centre for Sustainable Living in order to re-train individuals for employment within the renewable energy sector. Responsible for all aspects of the Centre's operations.

**Key Achievements:**

- ◆ Developed and taught three (3) different on-going seminars on renewable energy technologies as they relate to sustainable living. Produced two other seminars on solar photovoltaic technologies including one 40-hour course leading to entry level status with the North American Board of Certified Energy Practitioners.

**Renewable Energy Technology Center**

Executive Director

September 2009 – May 2010

Responsible for the development and teaching of renewable energy technology training and community awareness initiatives. Sales and marketing responsibilities as required. Directed and assisted in the physical preparation of plant facilities for the manufacture of solar mounting systems. Coordinated procurement activities.

**Key Achievements:**

- ◆ Assisted in bringing both administrative and manufacturing facilities to launch.
- ◆ Developed seminars and delivered them to in excess of one hundred people.
- ◆ Appointed to the speaker's list for the Canadian Solar Industry Association.

**PROFESSIONAL EXPERIENCE – Continued:****Chrysler LLC; Global Sourcing**

Senior Procurement Specialist

March 2008 – Sept. 2008

Developed, implemented and facilitated a series of workshops focused on utilizing lean production methodologies and continuous improvement principles throughout all tiers of the supply chain.

**Key Achievements:**

- ◆ Documented in excess of \$80M in savings directly attributable to the workshops facilitated during this period. Many of these savings were applicable to other similar supply chains resulting in greater dollars saved.

**Chrysler Group; Procurement**Manager (Purchasing Agent) – Body Hardware  
Buyer – Door Modules and Window Regulators2006 – 2008  
2005 – 2006**Key Achievements**

- ◆ Led a cross-functional task force focused on cost savings in automotive body hardware. Achieved 135% of target savings or in excess of \$100M over three years.
- ◆ Managed a team of buyers with an aggregate annual purchase of \$800M. This team exceeded all goals for cost savings and diversity sourcing during the two years of my leadership.
- ◆ Member of the team that developed and implemented Chrysler's modular procurement / assembly strategy throughout North America.

**DaimlerChrysler; Global Procurement and Supply**

Manager – Global Procurement and Supply Strategic Planning

2005

**Key Achievements**

- ◆ Led a cross-cultural team of Canadian, American, Chinese and German nationals in the development of a unified strategy for DaimlerChrysler's procurement division including Chrysler Group, Mercedes Car Group and Mercedes Truck Group. Total spend for the division was €101.4B with approximately €18.7B being non-production material purchases and €82.7B being production material purchases.
- ◆ Developed and led the implementation of a comprehensive supplier strategy including a relationship management strategy, for all divisions.
- ◆ Initiated and led the development of a global procurement benchmarking project.

**PROFESSIONAL EXPERIENCE – Continued:****Chrysler Group; Procurement and Supply**

Manager – Executive Staff and Supplier Support (Strategy and communications)	2001 - 2004
Manager – Strategy and Planning / Logistics	1997 - 2000
Manager – Transportation Claims	1990 - 1996
Supervisor – Logistics Procurement	1988 - 1989

**Key Achievements**

- ◆ Led the development of the supply chain / procurement strategy for Chrysler Group for four years. Total spend for the group was €32.5B with approximately €7B being non-production material purchases and €25.5B being production material purchases.
- ◆ Led the team developing external Balanced Scorecard measures for the supply base including measures of cost, quality, delivery and technology (approximately 20,000 production and non-production suppliers).
- ◆ Developed and implemented internal Balanced Scorecard measures for all members of the Chrysler Procurement group (approximately 300 employees).
- ◆ Developed the process for auditing ethics compliance within the Chrysler Group Procurement and Supply division. Revised existing ethics guidelines.
- ◆ Managed a group of eight employees responsible for most administrative, facility and communication functions for Chrysler Group Procurement and Supply.
- ◆ Co-wrote all communications and speeches for the Executive Vice President of Procurement and Supply during 2003 – 2005.
- ◆ Member of the Logistics management team that won Transportation and Distribution Magazine's Company of the Year award an unprecedented three years in a row (personally responsible for the application).
- ◆ Responsible for the development of the Chrysler Logistics group's strategy and the reorganization and realignment of its staff to support that strategy.
- ◆ Project manager for the successful development and implementation of a comprehensive, global electronic transportation claims system. This system monitored the shipment of approximately 2.0M - 2.8M vehicles annually throughout the world, tracked damage issues and electronically assigned responsibility and filed claims.
- ◆ Responsible for all Chrysler Corporation global transportation related risk management and insurance activities.
- ◆ Developed the standard terms and conditions contract for Chrysler Logistics purchases. Presented with the Vice President's Excellence Award for this project.
- ◆ Directed a group of buyers in the purchase of all Chrysler less-than-truckload, rail, air, expedited, overnight, steel and heavy transportation for North America. Total spend was approximately \$1.2B USD.

**PROFESSIONAL EXPERIENCE – Continued:****Chrysler Canada; Finance**

Controller – Canadian Procurement and Supply and Chrysler Transport, Inc.	1986 - 1987
Field Auditor – Western Canada	1984 - 1986
Budget Analyst / Bookkeeper	1982 - 1984
Sales Distribution Analyst	1982
Capital Projects Analyst	1981 - 1982

**Key Achievements**

- ◆ Managed all budget, reporting, accounting, capital investment and industrial engineering functions for Canadian Procurement and Supply division and Chrysler Transport, Inc. At the time Chrysler Transport was the seventh largest privately held trucking company in Canada with approximately 110 power units and 600 trailers in the fleet.

**University of Windsor; Faculty of Business Administration** 1986 - 1999

Sessional Lecturer – Levels I & II

Courses taught included Administrative Studies and Organizational Behaviour.

**EDUCATION**

**Certified Professional Consultant on Aging** November 2013

**Paralegal**, Trios College, Windsor, Ontario; Certified P1 paralegal by the Law Society of Upper Canada 2012

**Master of Business Administration**, Rotman School of Management; University of Toronto, Toronto, Ontario Canada, 1981  
Majors in Finance and Human Resource Management.

**Bachelor of Arts**, University of Western Ontario, London, Ontario Canada 1979  
Concentration in psychology with a focus on cognitive psychology and research.

Many and various management training courses including lean manufacturing, continuous improvement, kaizen activities, MS Office products, organizational learning, and negotiating. Ongoing education as a current member of the Law Society of Upper Canada.

**Language Skills**

English (read and write fluently), basic skills in German and Spanish.

**Computer Skills**

Fully literate in all Microsoft Office applications, Lotus Notes, etc. and various proprietary packages.

**OTHER – PROFESSIONAL**

**Canadian Solar Industry Association (CanSIA);** Speaker's list for renewable energy topics focused on solar thermal and photovoltaics      2009 - 2012

**College of Renewable Energy;** Guest lecturer on solar photovoltaic technology      2010

**National Initiative on Supply Chain Integration** (Institute for Supply Management);  
Founding Board member      2001

- ◆ Assisted in all aspects of moving NISCI from a totally independent organization to an organization under the umbrella of the Institute for Supply Management.
- ◆ In conjunction with Dr. James Womack (Author: The Machine That Changed the World), conducted the first supplier conference designed to establish a research project on utilizing lean production principles throughout a supply chain.

**National Initiative on Supply Chain Integration** (Independent);      1999 – 2001  
Chrysler representative to..

- ◆ In conjunction with representatives from organizations such as Trane, Deere and Harley-Davidson established the guidelines for education and training in supply chain management leading to professional accreditation through the Institute for Supply Management.

**International Motor Vehicle Program** (Massachusetts Institute of Technology; MIT);      1998  
Chrysler Corporation representative to

- ◆ In conjunction with Senior Executives at every major global automotive company, shared experiences and thoughts about production, supply chain management and technological changes affecting the automotive industry. Under the direction of Dr. Charles Fine (Author: Clockspeed)

**Society for Organizational Learning** (Massachusetts Institute of Technology; MIT); Chrysler representative to      1996 –1998

- ◆ In conjunction with representatives from organizations such as Hewlett-Packard and Shell Oil, established the constitution and operational parameters for the Society for Organizational Learning under the direction of Dr. Peter Senge (Author: The Fifth Discipline). Extensive use of systems thinking with this group.

**Council of Logistics Management Annual Conference;**      1997

- ◆ Co-presenter with Michigan State University Eli Broad School of Management; Dr. Don Bowersox lead researcher; Topic - Benchmarking World Class Logistics.

**Illinois Institute of Technology;** Guest lecturer on logistics.      1997

**OTHER – COMMUNITY****Windsor Heritage Committee**

Chairperson  
(member 2002 – 2015; vice-chair 2002 – 2008)

November 2008 - February 2015

**Doors Open Windsor 2008 / 2010 / 2012**

Founder / Chairperson

December 2007 - March 2011

**Willistead Manor; Member of and Vice Chair, Board of Directors**

Chairperson of the History Committee

2003 – 2019

**Windsor Club**

Strategy Consultant

January 2010 - November 2010

**Centres for Seniors Windsor**

Member, Board of Directors; Strategy Consultant

1999 – 2003

**Iona College – University of Windsor;**

Strategy Consultant to the Board of Directors

2002 - 2003

**Westminster United Church; Chairperson and member at large**

1994 – 1998

**Former holder of Non-Resident Alien Visa (renewable) for the United States** 1992 – 2011

**References**

Professional and personal references are available on request.

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **Stephen Fenn**

City: **London**

Province: **ON**

Postal Code: **N5Z3S6**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**NA**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**Although my skills are many and great, I am a sponge and will be excited to learn how our committee deals with public concerns related to city planning. I hope to learn more skills and to gain further knowledge of our local political structure, policies, and how to make a strong difference in our great community**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I hope to support the work of a community advisory committee with my valuable skills and knowledge of marketing and information gathering to the ideas that the commity has on city planning. Using my interpersonal and communication skills gained from years of sales experience will allow our committee to be effective, efficient, and successful in any task given.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**My work, community, or lived experience will enhance these efforts through Community Advisory Committee work because I started contributing to the community at the age of 12 as the local paper delivery boy. Where I had the opportunity to meet fellow Londoners, familiarize myself with them, and enhance their day-to-day experience with my services. Since I was a young boy, I have always had an interest in our community, people and our city's development. My lived experience during my adolescent years was amazing and allowed me to develop into a very personable adult. I was able to quickly adapt to new situations, whether it was from school or work. In my early twenties, I obtained a job that would amplify my skillset and allowed me to gain more knowledge on people and marketing. I worked as a sales representative on behalf of American Express. It was a rewarding challenge, I managed to surpass the 20 other sales representatives aspiring for the same goal. Next, I obtained another similar sales position at a local lawn care company, where I talked to hundreds of Londoners a week. As my career developed, I learned to enhance my skillset further. From there, I started getting into SEO marketing and got a job at a marketing company called LinkNow Media, where I am currently employed. In addition, I have learned more about online and digital marketing, my reputable sales experience has given me the opportunity to sell their services as well as handle back-end log work.**

**With my skills, and knowledge in; sales, interpersonal skills, communication, and**

marketing, I find people respond well to someone who knows the product, has an action plan, or service they are knowledgeable in, and or representing, and can properly convey the information present that, in order to meet each party's particular requirements. People are more likely to trust someone who shows confidence in themselves and confidence in the products or services they are knowledgeable in, and or representing. My experience in sales would benefit the committee because I would be able to convey any information being represented with honesty, integrity, and accuracy. We want our community to trust the advisement of the city officials in which we contribute. I understand that we have limited control. Although, I do believe that I would make a great asset to the team because I will go above and beyond to assist accomplishing our goals.

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

I would like to mention here that I am capable of adjusting to any assigned task. I definitely consider myself a peoples person but I am open to other roles, I am a team player and my skills are malleable enough to adjust to any specific role required of me. Other skills I have not mentioned include and are not limited to; negotiation, conflict resolution, motivational, computer, microsoft office (including excel), SEO (search engine optimization), strategic planning, analytics and more.  
Reading through some of the cities transcripts of previous meetings I understand that attendance is very important in processing requests efficiently without delay, I will be attentive to each and every meeting.

Attach resume or other document here, if needed: [Stephen Fenn Resume.jpg](#)

Attach more files here, if needed:

## Confirmations

I declare the following: I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/7/2023 11:18:26 PM**

# **Stephen Fenn**

Motivated professional, considered talented leader, and driven problem solver

## **Professional Experience**

**LinkNow Media** 07/21 - present  
**Local Marketing Specialist**

- I use research and analysis to improve a website's ranking on search engines like Google.
- Solve issues related to inconsistent marketing information from a company's digital footprint.
- Sell marketing tools to assist in the process of a company's advertising campaign
- Collaborate with others within the marketing department to manage SEO (search engine optimization) strategy

**Great Lakes lawn Care – London Ontario** 02/19 - 03/20  
**Sales Representative**

- Inbound/outbound sales
- Implemented consultative sales techniques to generate revenues and exceed sales targets
- Followed up with clients to ensure satisfaction of services
- Stayed on top of changes in the company offerings and policies, staying in frequent contact with inventory management and technical personnel
- Actualized strategies to continuously improve customer service and company/brand visibility
- Generated sales by prospecting leads, cold calling, and negotiating advantageous deals

**Bill Gosling Outsourcing - London Ontario** 10/16 - 12/18  
**Sales Agent**

- Applied strong problem solving and interpersonal skills to resolve conflicts
- Provided every customer with professional and polite support for sales and service
- Identified customer needs and adjusted product offerings to align with opportunities
- Supported training and developments of new staff on policy procedures and sales tactics

## **Education**

**Grow Google** 12/20 - 03/21  
**SEO Marketing Certified & Digital Marketing Certified - 93% Average**

**H.B Beal Secondary June 2013** 09/09 - 06/13  
**High School Diploma O.S.S.D - 96.2% Average**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **Mohsen Gabr**

City: **London**

Province: **ON**

Postal Code: **N6K0A6**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**This is my first time**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I recently became a Canadian, and I really hope to be part of the society and help promote its prosperity.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will try to learn as much as I can and provide the committee with all the suggestion I have in my mind.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I immigrated from Egypt in 2018.**

**I used to be a physician in Egypt. I used to work with different charities there, like blood donation companies or medical caravans. I volunteer now at the Red Cross here in Canada and University Hospital. I am planning to pass the Medical Licence Exam to practice medicine here in Canada. I also study Psychology and sociology at Western University. I got a Health care Management Diploma from Fanshawe. I have a small business here in London as well.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I volunteered at LMM in London, Ontario.**

**I volunteered at Lonond community health center.**

**I volunteered at Talsinberg hospital.**

**I volunteered at st Thomas Hospital.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/2/2023 4:52:24 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **Jeff Gard**

City: **london**

Province: **ON**

Postal Code: **N6A 2B9**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Sorry no current experience**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I am an active real estate agent selling heritage homes for more than 34 years.  
I personally own a heritage home and have been on both sides of the argument.  
I hope I can bring a different prospective, one that has not been heard for some time.  
But I am also hoping to learn from others**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I am available to spend the time necessary to understand the issues  
I love to do research and verify facts.  
I also have lots of resources and community resources available to me**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As noted above - i am an active real estate agent selling homes for over 34 years.  
I have access to resources not available to others. Examples include registry office, real estate sales and data basis.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have personally lived with three heritage homes one of which has an easement**

Attach resume or other document here, if needed:

Attach more files here, if needed:

### **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Conference or networking event**

If you selected 'Other', please specify:

Submitted on: **7/4/2023 9:07:13 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **David Godwin**

City: **london**

Province: **ON**

Postal Code: **N6K 1M1**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**no**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**support health and wellbeing needs of their community using a community approach.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**Action, hands on, and commitment.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I have experience in political, community, and social alliances.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have experience in serving community work,**

Attach resume or other document here, if needed:

Attach more files here, if needed:

### **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **City Website**

If you selected 'Other', please specify:

Submitted on: **7/8/2023 10:15:24 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Community Advisory Committee on Planning**

### **Contact Information**

Name: **Sarvarinder Singh Dohil**

City: **LONDON**

Province: **ON**

Postal Code: **N6H 0E7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Good Day,**

**I saw there are vacancies in the Community Advisory Committee. I would like to be on board.**

**Here is brief about me -**

- 1. Currently working at London Transit as Ticket Clerk and also, work as Peer Support**
- 2. Serving as President of Guru Nanak Mission Society, London ON**
- 3. Also, I ran for the recent 2022 elections for Ward 8**
- 4. Received Diversity, Race Relations and Inclusivity Award in 2021 by City of London**
- 5. Received Green Umbrella Award in 2021**
- 6. Received London West Community Recognition Award in 2022**
- 7. Received Labour Appreciation Award by United Way in 2021**

**I am actively working in the community and also be recognized as Sikh faith leader. I am actively participating in the meeting of all community faith leaders.**

**Since 2016, I have been volunteering in London city and giving back to the community as much as I can.**

**Serving as President in Guru Nanak Mission Society, London ON - we worked on different projects - such as Blood**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**we worked on different projects - such as Blood Donation Drive, Free Pizza Drive, Free Hot Meals Drive, Free grocery drive, twice a year Park cleaning Drive, plantation drive, Career in London police services, Fraud awareness information sessions and many more. My aim is to involve youth, kids, families and the next generation in serving the community. I believe in Humanity and that all are one and equal.**

**Being on board, I would be able to participate in the policies and procedures of the advisory committee. It is my passion to work for the community and I am always willing to come ahead for any community work.**

**Please let me know if any further information is required.**

**You can also find out more about me on the links below;**

- 1. Facebook - Sarvarinder Singh Dohil/ gurunanakmissionsociety**
- 2. Instagram- gurunanakmissionsociety**

**Hope to hear from you soon!**

**--**

**Thank You**

**Sarvarinder Singh Dohil**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I love organizing monthly community events that bring people of diverse backgrounds together, fostering unity and inclusivity. These events allow us to receive valuable input**

**from our community on how to strengthen relationships with other communities. Together, we can build stronger connections and celebrate the beauty of diversity.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As a community leader, I strive to build bridges with other communities, learning about their religions, cultures, and fostering respect for all. My goal is to unite diverse communities under one bridge, promoting understanding, harmony, and celebrating the richness of our differences.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**As a committee, our mission is to empower and engage young people by providing them with the right tools and opportunities for success. We aim to involve them in physical work and support their participation in various sports and recreational activities. By encouraging their active involvement, we nurture their physical well-being, foster teamwork and leadership skills, and create a vibrant community that embraces the importance of games and physical activities for youth development.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Other**

If you selected 'Other', please specify:

Submitted on: **7/7/2023 11:49:04 AM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Diversity, Inclusion and Anti-Oppression Community Advisory Committee**

### **Contact Information**

Name: **Saleme Atieh**

City: **London**

Province: **ON**

Postal Code: **N6K 4M2**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

#### **No experience**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

- Making a positive impact on my city as a representative of the BIPOC community, influencing change through personal, lived experiences.**
- Personal development and growth from working with like minded individuals that can influence change**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**In my current role as a Branch Manager at one of the top 5 FI's, I have been able to get involved in many BIPOC events while hosting educational sessions for an audience of 300 over Teams.**

**I am on the Ontario Region BIPOC ERG with my organization as a co-chair and have found ways of elevating our presence in market to help bridge knowledge gaps, support BIPOC customers with our programs, and programs within the city.**

**I have been an advocate for those that walk through our doors and have built a program with Huron College for the international students to help them in their journey as a newcomer to Canada**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As a first generation born Canadian, I experienced the struggles of a newcomer through my parents eyes. This experience shaped the person I am today.**

**English being my first language, I was privileged as a primary and secondary school student to not feel the eyes of those around me judging me based on an accent, but could see this when out with my family. Being the translator, and the one to fill out forms for my parents at the time felt like a burden, but as I grew older, quickly realized the beauty behind what my parents did and how grateful I was that they went through their struggles to only set out a clear obstruction free future for all of their children.**

**This story is no different than the thousands of newcomers to London, but with the voice of someone who has experienced it, continued a post secondary education in London, built a family in London with my husband who also is a first generation Canadian who attended the University of Western, immigrating here when he was 18-gives the newcomers who share the same story hope. Hope to work towards their dreams and aspirations, Hope that London can be their forever home. Hope that they are seen for**

**their differences and applauded and encouraged to be their authentic self. Hope that families before them, struggled and persevered. As a family that holds 2 degrees and a diploma from two London Secondary Schools, I would love nothing more then to help shape the futures of our newcomers by helping our city be better equipped and aware of their hesitations and reservations, building bridges to close the gaps and opening new chapters of support all found within our city.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**-Through my employer, I have forged relationships with Huron College, assisting the International Students with all their banking needs while also educating them on frauds and scams that they are susceptible to.**

**-Provided them resources for groups and events within the city, attending many myself as a familiar face, in turn educating myself on the different equity deserving groups that need my support.**

**-Ontario Region BIPOC ERG with my employer, hosted a virtual event with over 300 attendees internally with an external panelist, Shelly Skinner from Uplift Black. Organized Leader visit to Mosque in honour of Our London Family-Allyship in action. Was the first point of contact with Imam Twakkal to plan and outline the agenda-How to Combat Islamophobia**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/6/2023 1:21:09 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Diversity, Inclusion and Anti-Oppression Community Advisory Committee**

### **Contact Information**

Name: **David Godwin**

City: **london**

Province: **ON**

Postal Code: **N6K 1M1**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**no**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I'm great at community work and bringing people of different back grounds together.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I'm commited, determind, and work hard to reach my goals.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I have worked with different people of a diverse background.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have experience with different people of political, social and economic back ground**

Attach resume or other document here, if needed:

Attach more files here, if needed:

### **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **City Website**

Submitted on: **7/9/2023 7:28:00 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Diversity, Inclusion and Anti-Oppression Community Advisory Committee**

### **Contact Information**

Name: **Ainsley Graham**

City: **London**

Province: **ON**

Postal Code: **N6J 3K4**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**The City of London is a fast-growing city that has welcomed so many people from other countries, diverse backgrounds, social standings and sexualities.**

**There needs to be people who are willing to provide a strong voice and advocate on behalf of those that cannot and are able to work unbiasedly with those who are at the centre of creating policies and change.**

**I have a current working relationship with multiple agencies in the city that include Women's rights, different Faith backgrounds and LGBTQIA2S+ rights, as well as, varying neighbourhood groups.**

**I hope to educate myself more by fostering relationships with other social groups, communities and agencies in the city.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I intend on serving as a voice for the community while listening to what is being said and actioned in the current socioeconomical and political climate, studying the independent issues at hand that are presented to us, and working with staff (if needed) to reviews reports and recommendations that respect the cultural and ethnical differences among committee members.**

**Currently, I do belong to 3 other boards but, do not have any of conflicting interest or timing. I am always willing to adjust as needed as well.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I have been the Capacity Coordinator at SafeSpace London since March 2023 and a volunteer before that since April 2022.**

**In this title, it is my job to seek out granting opportunities and funding and have been successful in doing so. I liaise with other agencies of all visions and missions in London to build lasting working relationships and support when needed to one another, reaching out to community markets, businesses and residents to secure additional psychical and monetary donations for the non-profit.**

**Since March I have also worn the same hat as my other colleagues, meaning I regularly advocate and provide support for the folks that come to the space. This includes practicing Harm Reduction through education and safe practices, scheduling**

appointments for housing, mental and physical health and attending them as an advocate when asked. I work with folks of all different backgrounds and acuity levels in OEV and the Core area. Sometimes just even offering an ear and providing a shoulder to laugh or cry on can make a world of difference in some ones life. While I do recognize that this committee does not solely deal with housing and homelessness my work does directly relate to creating an equitable and diverse city for those that live in it.

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**Safe Campus Coalition, Advocacy Lead (Current)**

-SCC is based out of UWO and takes a trauma informed approach to educating, supporting and building community across Canadian post-secondary campuses to work against gender based violence within educational spaces. SCC is rooted in inclusive ethics and lived experience.

**Huron Heights Community Association, Community Events Coordinator (Current)**

-HHCA is a volunteer-led, grassroots organization created by people who live, work and play in Northeast London. We exist to help build a stronger and more vibrant community based off of different cultural backgrounds, faiths and demographics.

**Coves Community Association, Board Member (2021-2023)**

-The CCA facilitates community events (i.e. community clean ups, movie nights and yard sales) and helps bring awareness to environmental stewardship of the local ESA.

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Contact from the City Clerk's Office**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 9:52:18 PM**

# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Diversity, Inclusion and Anti-Oppression Community Advisory Committee**

## **Contact Information**

Name: **Margot Stothers**

City: **London**

Province: **ON**

Postal Code: **N6B 3E7**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not previously been on a London Advisory Committee.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I'm interested in finding out more about how the city's committees work and the degree of impact that they may have on council's priorities and vision. I have lived in London almost my entire life, giving me a long-term view of the challenges and opportunities we face.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I have been on many volunteer committees over the years. In the early 1990s I was on an advisory board for the London chapter of the Canadian Paraplegic Association -- now Spinal Cord Injury Canada. I was a Board member of the Forest City Gallery from 1998 - 2003, two of these as Chair. I was on a leadership council for Autism Ontario from 2010 - 2012, and I was a volunteer statistics consultant with the local chapter of Black Lives Matter in 2021. I also have writing and editing skills, having co-authored academic articles and a book chapter.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**Please see above for community experience. I worked as a disabilities advisor at Western University prior to doing my PhD, and I live with disabilities. Most of my other experiences share an underlying creativity. I'm a visual artist, and have acted in and supported numerous community theatre productions. I also have research, teaching, and presentation skills. I have presented my research at local and international conferences to audiences from twenty to over 200.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**Doing graduate work involves acquiring many skills, in particular evaluating and interpreting information that comes from diverse sources. The ability to sort through sometimes contradictory information is one that I believe would be of particular value to a committee whose work involves synthesizing multiple perspectives.**

Attach resume or other document here, if needed: **CV for city CAC.pdf**

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Social media**

If you selected 'Other', please specify:

Submitted on: **7/10/2023 11:47:05 AM**

## CURRICULUM VITA

**Margot Stothers, PhD**

London, ON, N6B 3E7

### EDUCATION

- 2016 Ph.D., Health Sciences, The University of Western Ontario (UWO)
- 2005 Master's of Education, Educational Psychology / Special Education, UWO
- 1997 Honors Baccalaureate in Psychology, UWO
- 1993 Dip AT (Diploma in Art Therapy), UWO
- 1986 AOCA (Associate of the Ontario College of Art), OCA, Toronto Ontario

### PROFESSIONAL APPOINTMENTS

2020 – 2022

Postdoctoral researcher, *Campus Ready Project*; Department of Education, University of Alberta, Edmonton, Alberta

2018 – 2020

Sessional Instructor, *Care and Controversies in Autism (2292A/B)*, Disability Studies, King's University College at The University of Western Ontario

### SERVICE

Reviewer, Research in Autism Spectrum Disorders

Reviewer, Research in Developmental Disabilities

Reviewer, Western Undergraduate Research Journal: Health and Natural Sciences (WURJHNS)

Member, American Psychological Association, August 2010 – 2016

Vice President, Chapter Leadership Council (London), Autism Ontario, May 2010 – August 2012

Member, Centre for Inclusive Education, September 2006 – 2015

Member, Council for Learning Disabilities, September 2005 – 2000

Member, Interuniversity Disabilities Issues Association, September 1998 – August 2008

Chair, Forest City Gallery Board of Directors, Artist-run Centre, London, Ontario, 2001 – 2003

Member, Forest City Gallery Board of Directors, Artist-run Centre, London, Ontario, 1998 – 2001

### PUBLICATIONS

Stothers, M. E. (2018). Breadth over depth in the semantic representations of adults with nonverbal learning disabilities, *Language and Cognition*, 10 (1), 56-82.

Kwok, E. Y., Joanisse, M. F., Archibald, L. M. D., Stothers, M. E., Brown, H. E., & Oram Cardy, J. E. (2018). Maturation in Auditory Event-Related Potentials Explains Variation in Language Ability in Children, *European Journal of Neuroscience*, 49, 69-76.

Nicholas, D., Thompson-Hodgetts, S., Zwaigenbaum, L., Smith, L.E., Shattuck, P., Conlon, O., Yee, T., Mitchell, W., Sacrey, L. A., & Stothers, M. E. (2016). Research needs and priorities for

transition and employment in autism: Considerations reflected in a “Special Interest Group” at the International Meeting for Autism Research: Priorities for ASD transition and employment, *Autism Research*, 10, 15-24.

Stothers, M. E., & Oram Cardy, J. (2016). Nonverbal learning disabilities and Asperger syndrome in young adults: Vocabulary, gestalts, and social perception. In B. Rissman (Ed.), *Medical and Educational Perspectives on Nonverbal Learning Disability*. pp 264-315. Hershey, PA: IGI Global.

Stothers, M. E., & Oram Cardy, J. (2012). Oral language impairments in developmental language disorders with language strengths: A comparison of Asperger syndrome and nonverbal learning disabilities, *Research in Autism Spectrum Disorders*, 6, 519-534.

Stothers, M., & Klein, P. D. (2010). Perceptual organization, phonological awareness, and reading comprehension in adults with and without learning disabilities, *Annals of Dyslexia*, 60, 209-237.

## **RESEARCH and TEACHING EXPERIENCE**

2018 – 2020 Instructor, Care and Controversies in Autism, special topics course developed and taught in Disability Studies, King’s University College

2015 – 2016 Co-supervisor, Master’s thesis in Linguistics, Western,  
• supervising Master’s student in analysis and interpretation of data collected during PhD  
• supervising preparation of thesis  
• guiding preparation of manuscript for publication

2014 Guest lecturer (Gestalt perception in adults with social impairments), for Psychology 3125G, The Creative Brain, March 5, King’s University College at UWO.

2013 Supervisor, Health Sciences 3990G, fourth year independent study course, Western, January – April  
• supervised Honors Health Science student in course leading to presentation and paper  
• trained student in data collection, entry, and analysis

2013 Guest lecturer (Electroencephalography and the study of semantic integration) for Psychology 3125G: The Creative Brain, February 26, King’s University College at UWO.

2011 – 2012 RA Supervisor, Autism Spectrum and Language Disorders Lab, Elborn College, UWO  
• supervised Master’s student in scheduling and maintaining research records  
• trained student to administer Wechsler Abbreviated Scale of Intelligence to adults with autism spectrum disorders, nonverbal learning disabilities, and typical adults

2008 – 2015 Research Assistant, Autism Spectrum and Language Disorders Lab, Elborn College, UWO  
• collected EEG data on Electrical Geodesics 128 channel system

- administered Wechsler Abbreviated Scale of Intelligence to children with Autism Spectrum Disorders, Specific Language Impairment, typically developing children, and typical adults

2010 Teaching Assistant, Introduction to Speech and Language Disorders, CSD 4411F, UWO, September – December

- graded student essays and examinations
- provided assistance to students in developing essay topics

2008 – 2010 TA, Evidence-Based Practice, CSD 9761, UWO, September – April

- guided Master's students in Speech Language Pathology program in researching, writing evidence-based practice proceedings paper, conference poster

1997 – 1999 TA, Psychology of Creativity, PSY 333E, King's University College, UWO

- graded student essays in third year honors psychology course

## **AWARDS and HONOURS**

- Ontario Graduate Scholarship, 2012/13, \$15,000
- Faculty of Graduate Studies Research Travel Award, 2013, \$500
- Health and Rehabilitation Sciences Research Travel Award, 2013, \$600
- Queen Elizabeth II Graduate Scholarship in Science and Technology, 2012/13, \$15,000, declined
- Research Award, UWO's Autism Centre of Excellence, 2011/12, \$4200
- Ontario Graduate Scholarship, 2011/12, \$15,000
- Ph.D. Fellowship, Autism Research Training program (CIHR / Sinneave Institute), 2010/11, \$20,000
- UWO Graduate Scholarship, 2011/12, \$8,000
- Ontario Graduate Scholarship, 2010/11, \$15,000, declined
- Health and Rehabilitation Sciences Research Travel Award, 2011, \$500
- Alice E. Wilson Award, Canadian Fellowship of University Women, 2010/11, \$6,000
- UWO Graduate Scholarship, 2010/11, \$8,000
- Ontario Graduate Scholarship in Science and Technology, 2009/10, \$15,000
- UWO Graduate Thesis Research Award, 2009, \$660
- Faculty of Graduate Studies Research Travel Award, 2009, \$500
- Health and Rehabilitation Sciences Research Travel Award, 2009, \$500
- UWO Graduate Scholarship, 2009/10, \$8,000
- UWO Graduate Scholarship, 2008/09, \$7,000
- Faculty of Health Science Dean's Entrance Scholarship, 2008, \$5,000
- G. M. Dunlop Distinguished Contribution Award for Graduate Students Master's Thesis, Canadian Association of Educational Psychology, 2006
- Dean's Honor List, UWO, 1997, graduated cum laude
- W.O. Forsythe Scholarship in painting, Ontario College of Art, 1986

## **PEER-REVIEWED CONFERENCE PRESENTATIONS**

Stothers, M. E., & Oram Cardy, J. (2015, May). Quantifying the behavioural relationship between ASD and NLD: More than social imperception. Poster presented at International Meeting for Autism Research annual conference, Salt Lake City, Utah.

Kwok, E., Archibald, L. M. D., Brown, H. M., Joanisse, M., Smyth, R., Stothers, M. E., & Oram Cardy, J. (2013, June). Auditory temporal integration in children with specific language impairment (SLI) compared to same age controls. Poster presented at Canada-Israel Symposium on Brain Plasticity, Learning, and Education, UWO, London, ON.

Stothers, M. E., & Oram Cardy, J. (2012, May). Semantic integration in adults with Asperger syndrome and nonverbal LD. Poster presented at International Meeting for Autism Research annual conference, Toronto, ON.

Oram Cardy, J., Nicolson, R., Archibald, L. M. D., Boehm, J., Brown, H. M., Stothers, M. E., McCarthy, C., & Kwok, E. (2012, May). Auditory integration as a neural marker of language disorders in autism spectrum disorder. Poster presented at International Meeting for Autism Research annual conference, Toronto, ON.

Stothers, M. E., & Oram Cardy, J. (2011, May). Semantic integration in Asperger syndrome: A comparison to nonverbal learning disability. Poster presented at International Meeting for Autism Research annual conference, San Diego, CA.

Oram Cardy, J., Brown, H., Harder, K., Gilders, L., Shelton, A., Spratt, J., and Stothers, M. (2011, June). Neural markers of auditory integration in children with specific language impairment. Poster presented at the Symposium for Research in Child Language Disorders, Madison, WI.

Stothers, M. & Brown, H. M. (2010, June). Adults with invisible disabilities: Accommodating learning disorders and cognitive differences. Paper presented at Aiming for Accessibility: Meeting Standards, Making Change, a conference held at the University of Guelph, Guelph, Ontario.

Stothers, M., & Cardy, J. E. (2010, May). Cognition and social behaviour in adults with Asperger syndrome: A comparison with nonverbal LD. Paper presented at the International Meeting for Autism Research annual conference, Philadelphia, PA.

Brown, H. M., & Stothers, M. (2010, February). Parental perspectives on the school experiences of their children with autism. Poster presented at the Health and Rehabilitation Sciences Graduate Student Research Forum, UWO, London, Ontario.

Stothers, M. (2009, October). A cognitive processing approach to defining learning disability subtypes. Paper presented at the Council for Learning Disabilities 31st Annual International Conference, Dallas, Texas.

Stothers, M. (2009, March). Language strengths and weaknesses in nonverbal learning disabilities. Paper presented at the Western Interdisciplinary Student Symposium on Language Research, Graduate Program in Linguistics, UWO.

Stothers, M. (2006, May). Bridging the verbal / nonverbal divide: Implications for reading comprehension in adults. Paper presented at Congress of the Humanities and Social Science,

2006, to the Conference of the Canadian Society for the Study of Education, York University, Toronto, Ontario.

Stothers, M. (2005, June). Asymmetries in LD-related cognitive functions and their implications for reading. Paper presented at the Conference of the Canadian Association of College and University Student Services, Queen's University, Kingston, Ontario.

## **INVITED TALKS**

2016 Accommodating adult students with autism spectrum and learning disorders: Language as a way in. Professional development session for counselling staff, Accessibility Services, Fanshawe College, London, Ontario, May.

2014 Cognition and social behaviour in adults with Asperger syndrome: A comparison with nonverbal LD. Presentation to the Cornoldi Lab, University of Padova / Padua, Italy, May.

2013 Western welcomes students with disabilities. Training presentation to Sophomore Orientation Week staff, University Students' Council, UWO, May / August.

2012 Language differences in post-secondary students with autism spectrum disorders: Identifying and strategizing. Professional development session for counselling and support staff, Accessible Learning, Laurier University, Waterloo, Ontario, May.

2012 How closely related are Asperger syndrome and nonverbal learning disabilities? Case explorations of linguistic and cognitive markers. Presentation to UWO's Autism Centre of Excellence Education and Service Rounds, London, Ontario, March.

2012 Invited panel member for Transition to post-secondary success: Fostering academic potential, On the Job, The Hospital for Sick Children, Toronto, Ontario, February.

2010 Communication and nonverbal learning disabilities: Lessons from counselling and research. Presentation to the Board of the Learning Disabilities Association, London chapter, London, Ontario, October.

2008 Working with adults with nonverbal learning disabilities and Asperger syndrome. Presentation to Student Development Services counselling staff, UWO, January.

2006 Cognitive research and adults with LD: Lessons learned. Presentation to Master's of Education program Educational Psychology seminar, Althouse College, UWO, December.

2006 Bridging the verbal / nonverbal divide: LD subtypes revisited. Presentation to the Learning Disabilities Association of Ontario, London Chapter, Board of Directors' Annual General Meeting, London, Ontario, October.

2006 Session Chair at Congress of the Humanities and Social Science, 2006: Effectiveness of occupational therapy in remediating handwriting difficulties: Cognitive versus multisensory

interventions, Conference of the Canadian Society for the Study of Education, York University, Toronto, Ontario, May.

2005 Session Chair at Congress of the Humanities and Social Science, 2005: Differentiated learning in the language arts classroom, Language and Literacy Researchers meeting, UWO.

2005 Cognitive features of adults with learning disabilities. Presentation to the Centre for Cognitive and Communicative Disorders, Faculty of Education, Althouse College, UWO.

### **CLINICAL EXPERIENCE**

2002 – 2008 Learning Strategist, The Student Development Centre's Services for Students with Disabilities, UWO

- assisted adults with disabilities to better understand their cognitive strengths and weaknesses
- screening and referral of students with suspected autism spectrum, learning, attention, or psychiatric disorders

1997 – 2002 Disabilities Counsellor, UWO

- worked with students with a range of sensory, medical, psychiatric, and cognitive disabilities

1993 – 1996 Art Therapist in private practice, London, Ontario

- worked with clients with medical and psychiatric conditions

# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Diversity, Inclusion and Anti-Oppression Community Advisory Committee**

## **Contact Information**

Name: **Nandini Syed**

City: **London**

Province: **ON**

Postal Code: **N5X 0J9**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Not applicable. This is my first time applying for a Advisory Committee with the City of London.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I aim to contribute through the following Seven pillars:**

- 1. Ensuring representation**
- 2. Elevating marginalized voices**
- 3. Promoting cultural awareness and education**
- 4. Collaborating with Local organizations**
- 5. Advocating for Inclusive policies**
- 6. Addressing Implicit bias and discrimination**
- 7. Evaluating and reporting progress**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I would like to support the board in the following ways:**

- a) Through active participation to provide input, share ideas and contribute to the discussion**
- b) Focus on critical issues related to diversity in the City**
- c) Engage in advocacy efforts by using various communication channels to raise awareness about the board's work**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As a Londoner, a former local government employee, and a professor of public administration at two different institutions, I am committed to support the DIACAC advisory board in the following manner:**

**a) Work experience:** As a former local government executive for over 16 years, I bring tremendous experience of the inner workings of Council committees and boards. I have been actively involved in promoting diversity in hiring and professional development of employees across five municipalities. Additionally, I have championed initiatives related to accessibility in North Middlesex and Orangeville; facilitated indigenous and pride cross walk in Orangeville; promoted and managed mental health support groups during the pandemic in Orangeville as part of the Joint health and safety protocol. In my current position as the Director for Strategic Sourcing and Vendor Management for WSIB, I have

taken policy initiative to promote social procurement that supports indigenous trade and marginalized businesses.

**b) Community experience:** I am associated with non-for-profit community organizations like Anago (City of London) providing therapeutic care and counseling to "at risk" youth, and Ark Street Mission providing basic care and needs to the most vulnerable citizens of London.

**c) Lived In Experience:** As a person of color, a woman, a muslim, a single mother, a person with speech impediment, and an immigrant, I have lived the "visible minority" experience. My passion for diversity, inclusivity and anti oppression is not manufactured or learned, it is lived and earned over 25 years as a proud Canadian, who has survived micro-aggression and discrimination at work and in life. My commitment to make a difference is evident throughout my career both as a public servant and as a compassionate citizen of London.

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters): **Please refer to attached resume for further information.**

Attach resume or other document here, if needed: **Nandini Syed Resume.pdf**

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **City Website**

If you selected 'Other', please specify:

Submitted on: **7/3/2023 2:27:16 AM**



# NANDINI SYED

MPA, CMM III, CPA, CMA

## CAREER HIGHLIGHTS

- **16 Budgets and 17 Audits** ranging from \$20M to \$1.65B
- **3 Strategic Plans, North Middlesex, Orangeville**
- **3 Development Charges Studies**
- **2 Water/Waste Water Studies**
- **5 Asset Management Plans (AMP)** ranging from \$52M to \$756M
- **3 Software Implementation including Budget, Asset Management, HRIS, CRM**
- **4 Union Negotiations most recently, Orangeville Fire and Police; Orangeville Police Services (OPS) Transition to Ontario Provincial Police (OPP)**

## MY CAREER

17 year stellar record of public sector corporate leadership, political acumen, and strategic financial management. I pride myself to be purposeful, innovative, and analytical with a drive for change. I like variety and I am flexible, which allows me to be nimble, anticipate problems, deal with pressures, and easily manage competing priorities.



Address  
London, ON



## PUBLIC SECTOR EXPERIENCE

MAR 2023 PRESENT	DIRECTOR, STRATEGIC SOURCING, WSIB
JUN 2019 FEB 2023	TREASURER, TOWN OF ORANGEVILLE
FEB 2017 MAY 2019	CAO, MUNICIPALITY OF NORTH MIDDLESEX
OCT 2015 FEB 2017	TREASURER, MUNICIPALITY OF EAST ZORRA-TAVISTOCK
JUL 2007 JUN 2014	DEPUTY TREASURER, MUNICIPALITY OF SOUTH HURON MUNICIPALITY OF KINCARDINE

## ACADEMIC EXPERIENCE

JAN 2023 APR 2023	PROFESSOR, UNIVERSITY OF WESTERN ONTARIO. MPA, PA 9912: FINANCIAL MANAGEMENT
JAN 2020 PRESENT	PROFESSOR, SENECA COLLEGE PUBLIC ADMINISTRATION DIPLOMA (PAD) PAD 120: LAW & ETHICS PAD 130: MUNICIPAL FINANCE PAD 160: MUNICIPAL REVENUE PAD 220: MUNICIPAL GOVERNANCE



# NANDINI SYED

MPA, CMM III, CPA, CMA

## AWARDS

19 INTERNATIONAL  
BUDGET AWARDS  
INCLUDING THE  
PRESTIGIOUS GFOA  
AWARD WITH 8  
DISTINCTIONS.

## BOARD POSITIONS

**OMEX : 2019-2023**  
**MFOA: 2017-2022**  
**OCWA: 2017-2018**  
**CPA: 2015-2017**

## MY PASSION

My passion for effective change management, strategic financial planning, transformational leadership, and effective talent optimization makes me a valuable addition to a dynamic team that is poised for success



**Address**  
London, ON

## EDUCATION & DESIGNATION

2018 -2021	○	MASTERS OF PUBLIC ADMINISTRATION (MPA) UNIVERSITY OF WESTERN ONTARIO, LONDON, ONTARIO
2012 -2015	○	CPA, CMA (CERTIFIED PROFESSIONAL ACCOUNTANT, CERTIFIED MANAGEMENT ACCOUNTANT)
2011-2011	○	CMM III, (CERTIFIED MUNICIPAL MANAGER)
2001- 2004	○	BACHELOR OF ARTS, YORK UNIVERSITY: MAJOR: BUSINESS STUDIES & ACCOUNTING YORK UNIVERSITY TORONTO, ONTARIO

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Alfred Adu-Bobi**

City: **London**

Province: **ON**

Postal Code: **N6G 2Y2**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have never served on any London Advisory Committee before.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I want to contribute to the improvement of London's natural environment, promote sustainability and conservation of natural resources in London and environmental consciousness and inspire Londoners to become environmental stewards.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will contribute my ideas and experiences to committee meetings, conduct research, identify environmental issues and develop evidence-based recommendations to deal with them and utilize social media and public discussion platforms to raise awareness about environmental issues.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am an environmentally conscious researcher. In my capstone project, I presented a project on how to build and improve the leadership skills of school principals to build sustainable schools. I am the founder and patron of Friends of Computers, an ICT club. I actively trained my students to acquire computer skills to investigate environmental issues in the Global Teenager Project. Our project resulted in students planting trees in the school compound.**

**I also witnessed firsthand environmental destruction in my community in Ghana. These experiences have inspired me to actively engage with the committee's work. I want to connect with others to improve the environment.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**As a Ph.D. student offering Critical Policy, Equity and Leadership Studies, I have a strong theoretical foundation and critical thinking skills to enable me to examine environmental policies, acts, and issues. I am also a Society of Graduate Students (SOGS) Councillor and an active member of the SOGS Policy and Racial Equity and Inclusivity Commissions, where I collaborate with students from diverse backgrounds to propose policy recommendations and promote students' welfare and foster equity and inclusivity**

**for every student at Western University. My current position as an Office Assistant at the Ministry of Transportation has provided me with valuable insights into government operations, policy recommendations, and stakeholder engagement. I believe that these experiences will enable me to serve as a member of the Environmental Stewardship and Action Community Advisory Committee.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/7/2023 10:42:41 AM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Becca Amendola**

City: **London**

Province: **ON**

Postal Code: **N6A 1N7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I do not have past experience on a London committee**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I have 3 years experience studying Environmental Geoscience, followed by 10 years of experience doing personal activism related to environmental issues. I also founded the EnviroFanshawe club hosted at the main campus of Fanshawe College**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will offer thoughtful feedback and deep critical thinking to all conversations. Additionally, I will share my lived experience as an environmentally conscious person who has lived in the city for most of my life.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am a graduate of the social service worker program at fanshawe and an active, avid environmental activist. I am one of the co-founders of Londoners for Quiet fireworks and actively live every day of my life trying to be the change I want to see in the world by offering a helping hand to any citizen I see in need and always practicing personal responsibility and accountability whenever in the community for any reason. Im also an avid volunteer, participating with Nokee Kwe, London Abused Women Centre, the London Environmental Network and ReForest London, among many past project I did through my volunteer work with EnviroFanshawe.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I just completed a Transformative Mediation training and I have my First Aid training with CPR-C for basic training and mental health purposes.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Other**

If you selected 'Other', please specify: **A current councilor informed me of the opportunity**

Submitted on: **6/19/2023 6:43:24 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Jordan Elizabeth Buck**

City: **London**

Province: **ON**

Postal Code: **N6H 1B7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not been involved with an advisory committee but I'm passionate about the environment and getting more involved with change in the city.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to lend a voice that comes from a place of love for the environment and a wish to preserve it. I know that I have experience to offer but equally I will learn so much more.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I would love to support the committee in whatever ways are needed. I have some consulting and hands on experience involving the community, community gardens, one on one Horticultural Therapy sessions and more. I would love to see some of this experience support the committee.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I started my first business in Toronto at age 21. I have been a facilitator in some capacity or another for over 25 years. I have assisted in setting up, designing and facilitating in community settings. I am a trained Therapeutic Horticulture Practitioner who is passionate about what we can do to support the environment, food security, access to greenspace etc, all in the pursuit of collective mental health supports and community connection. I have been involved with Hutton House, The Patch, Pollinator Pathways and Friends of the Civic Gardens locally. As well as transforming my front lawn into a thriving food forest and support for our dwindling pollinator population. I'm an eternal optimist and I hope to use this green passion for good.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I believe I went into these details in the last square but to consolidate what I was saying, I've been involved in the environment, community and volunteering for over 20 years.**

Attach resume or other document here, if needed: **IMG\_20220718\_171216\_108.jpg**

Attach more files here, if needed: **IMG\_20220606\_203203\_480.jpg**

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Social media**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 3:20:17 PM**

# RECONNECT TO NATURE

WITH

## JORDAN BUCK



REGISTER NOW FOR  
OUR CAVENDISH  
PARK WORKSHOP



# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

## **Contact Information**

Name: **Russell Duvernoy**

City: **London**

Province: **ON**

Postal Code: **N5W 3K8**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have no prior experience on a London Advisory Committee.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to contribute to forward thinking transformative response to climate change towards resilient, humane, and just policies for the city, in particular with regard to environmental education and motivating action across different communities.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will bring my experience as an academic specializing in environmental philosophy and climate change, climate anxiety, and proactive climate adaptation to contribute to discussions about how best to help London negotiate the necessary transitions.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am a relative newcomer to London who has lived and worked in several cities across North America and Europe previously. Before that, I was raised in a small rural community and have additionally lived with relatives in rural and agricultural communities. Before beginning graduate school in 2009, my work experience included restaurant work, construction and house painting, tutoring, ESL and office temp work, substitute teaching and child care.**

**These experiences brought me into contact with a wide range of perspectives and attitudes that are helpful in navigating the complexity of environmental questions and policies. In particular, spending time in my twenties working on my aunt and uncle's family ranch in rural Wyoming helped me better understand the impact of environmental policies on different communities. Additionally, working as an educator with recent immigrant communities (including Albuquerque, New Mexico, and New York City) and abroad (Central Europe) has given me experience in connecting with communities of different backgrounds and language skills. My experience as an educator now extends over twenty years and has included work with students as young as seven years old, immigrant adults, and university students.**

**Since arriving in London to take up a position in the Philosophy department at King's University College in fall 2020, I have taken an active role developing experiential environmental learning programs at King's. I am a founding part of the new King's Community Garden and a member of its Environment and Sustainability committee, with a goal of developing a formal institutional strategy for climate transition. I have**

additionally made connections with Urban Roots, LOLA Bees (London Ontario Learning Apiary), Antler River Rally and Bird Friendly London. I am also part of the Community of Practice for educators working with the Indigenous Learning Bundles hosted by the Wampum Learning Lodge at Western University.

Prior to coming to King's, I worked and studied at three different universities (University of New Mexico, University of Oregon, Seattle University), serving on a variety of committees, task forces, and research groups. These experiences helped me learn about dynamics of group discussion and decision making and develop a basic pragmatic orientation that prioritizes listening, collective debate and discussion, and the importance of relationship building. I hope that my philosophical background, which is informed by a sense of the interconnections between the social, the ecological, and the mental, can contribute a creative and ethical perspective. A basic principle of this perspective is the importance of including and listening to a variety of diverse perspectives. I believe that because environmental issues affect all living beings, part of the work of climate action also involves building deeper relationships and learning how to dialogue across differences.

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**In addition to my professional role working with young adults, I am a parent of two young children of my own. Working with young people provides critical motivation for the seriousness and urgency of concerted climate action and policy for a livable future.**

Attach resume or other document here, if needed: **RJD CV July 23.pdf**

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/7/2023 4:01:39 PM**

**Russell J. Duvernoy**  
**Curriculum Vitae**  
Department of Philosophy  
*King's University College at Western University*

London, ON N6A 2M3 CANADA

March 2023

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**Academic Positions:**

- July 2022 – Current** Associate Professor, Philosophy Department, *King's University College at Western University*
- 2020 – 2022** Assistant Professor, Philosophy Department, *King's University College at Western University*
- 2017 – 2020** Instructor, Philosophy Department, *Seattle University*
- 2011 - 2017** Graduate Employee, Graduate Teaching Fellow  
Philosophy Department, University of Oregon  
Religious Studies Department, *University of Oregon*

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**Education:**

- 2017 Ph.D. in Philosophy  
University of Oregon, Eugene, OR.  
Dissertation: From Individuality to Ecological Attunement in Whitehead and Deleuze.  
Committee: Ted Toadvine (Director), Colin Koopman, Scott Pratt, Forest Pyle (English), Dan W. Smith (Purdue University).
- 2011 M.A. in Philosophy  
University of New Mexico, Albuquerque, NM.  
Thesis: The Ineffable Ethic of the Resolute Wittgenstein (Committee: Russell Goodman, Paul Livingston, Barbara Hannan).
- 1996 B.A. in English (*Magna Cum Laude*)  
Tufts University, College of Arts and Sciences, Medford, MA.

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**Refereed Publications:**

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**Monograph:**

1. *Affect and Attention after Deleuze and Whitehead: Ecological Attunement*. New Perspectives in Ontology series at Edinburgh University Press. December 2020.

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**Articles:**

1. "How Not to Talk about Environmental Personhood: Thinking Transitional Concepts," *Law and Critique*, Published online first Nov. 15, 2022. <https://doi.org/10.1007/s10978-022-09339-w>
2. "The 'Beautiful Soul' and 'Religious Consciousness': Deleuze and Nishida," *Comparative and Continental Philosophy*, Volume 14, Issue 1, Spring 2022, p. 1-14: <https://doi.org/10.1080/17570638.2022.2098560>
3. "Thinking in Crisis: Towards an Ethics of Speculation?" *Environmental Philosophy*, Volume 19, Issue 1, Spring 2022, p. 1-21. Published online first June 3, 2022. [https://www.pdcnet.org/envirophil/content/envirophil\\_2022\\_0019\\_0001\\_0001\\_0021](https://www.pdcnet.org/envirophil/content/envirophil_2022_0019_0001_0001_0021)
4. "Paradoxes of Pure Experience: From the Radical to the Transcendental with James and Deleuze" *Contemporary Pragmatism*, Volume 18, Issue 4, 2021. Published online first Nov. 29, 2021: [https://brill.com/view/journals/copr/18/4/article-p407\\_407.xml](https://brill.com/view/journals/copr/18/4/article-p407_407.xml)
5. "Life in Interregnum: Deleuze, Guattari, and Atleo" in *Philosophy in the American West: A Geography of Thought*, edited by Josh Hayes, Gerard Kuperus, and Brian Treanor. Routledge Press, 2020: 144-59.
6. "Climate Change and the Everyday: Becoming Present to Precarity." *Ethics and the Environment*, December 2020, Volume 25 (2): 73-97.
7. "Reckoning with Jean Wahl's 'Poetry as Spiritual Exercise' in Times of Duress: Translation and Commentary." *Philosophy Today*, Summer 2020, Volume 64 (3): 793-807.
8. "Climate X or Climate Jacobin?: A Critical Exchange on our Planetary Future." Co-Authored with Larry Busk. *Radical Philosophy Review*, 2020, Volume 23 (2): 175-200. DOI: [10.5840/radphilrev2019103100](https://doi.org/10.5840/radphilrev2019103100).
9. "A Genesis of Speculative Empiricisms: Whitehead and Deleuze read Hume." *Southern Journal of Philosophy*, December 2019, Volume 57 (4): 459-482.
10. "Deleuze, Whitehead, and the 'Beautiful Soul.'" *Deleuze and Guattari Studies*, May 2019, Volume 13 (2): 163-85.
11. "Philosophical Criteria in Whitehead and Rorty." *Metaphilosophy*, October 2017, Volume 48 (4): 762-779.
12. "'Pure Experience' and 'Planes of Immanence': From James to Deleuze." *Journal of Speculative Philosophy*, Winter 2016, Volume 30 (4): 427-51.
13. "'Concepts' and Continuity: Onto-Epistemology in William James." *Transactions of the Charles S. Peirce Society*, Winter 2015, Volume 51 (4): 508-30.

**Book Reviews:**

- Review of Bella, Michela. *Ontology after Philosophical Psychology: The Continuity of Consciousness in William James's Philosophy of Mind*. Lexington Books: Lanham, Maryland 2019. *Transactions of the Charles S. Peirce Society*. Winter 2020, Vol. 56, No. 1: 105-109.
- “Language and Attention: Reading Wirth Reading Snyder Reading Dōgen.” Review essay of Wirth, Jason M. *Mountains, Rivers, and the Great Earth: Reading Gary Snyder and Dōgen in an Age of Ecological Crisis*. Albany, NY: SUNY Press: 2017. *Comparative and Continental Philosophy*, July 2018, DOI:10.1080/17570638.2018.1495379
- Review of Morton, Timothy. *Dark Ecology: For a Logic of Future Coexistence*. New York: Columbia University Press: 2016. *Symposium: Journal of the Canadian Society for Continental Philosophy*. July 2018, <https://www.c-scp.org/2018/07/09/timothy-morton-dark-ecology-for-a-logic-of-future-coexistence>
- Review of Grusin, Richard, Ed. *The Nonhuman Turn*. Minneapolis, MN: University of Minnesota Press: 2015; in *Resilience: A Journal of the Environmental Humanities*, Spring-Fall 2017, Volume 4: 204-208.

**Invited Talks:**

- “Whitehead’s *Religion in the Making*” Invited online talk and discussion with ‘Alif:Traditional Wisdom in Review Reading Group. Online. Feb. 24, 2021.
- “Feeling Facts (with Whitehead and Deleuze) in an Age of Misinformation.” Presentation to King’s Undergraduate Philosophy Club. Online. Jan. 21, 2021.
- “Gilles Deleuze and William James: Transcendental Empiricism and Radical Empiricism.” Invited Participant for Symposium for Society for Advancement of American Philosophy at Society for Phenomenology and Existential Philosophy (SPEP 58). Pittsburgh, PA. November 2019.
- “Introduction to the Philosophy of Gilles Deleuze”. Invited Lecture for Seattle Analytic Philosophy Club, Local Chapter of Society for Philosophers in America (SOPHIA). Beacon Hill Public Library, Seattle, WA. September 29, 2019.
- “Speculation and Responsibility in Times of Ecological Crisis.” Invited 11<sup>th</sup> Annual SAGE Lecture: Seattle and Gonzaga Exchange. Spokane, WA. April 2019.

**Conference Presentations:**

1. “Aion/Chronos and Living Time?”, Cosmology Between Philosophy and Science: Deleuze, Guattari, and the Rest of Us Conference. Sudbury. ON. May 2023.
2. “Pre-individual Affect and Ecological Conversion?: An Aporetic Meditation” Life Beyond the Anthropocene Conference, Centre for Philosophy and Culture, King’s University College, London, ON. March 2023.
3. “Towards a Non-Denominational Ecological Conversion: Three Tensions.” Society for Phenomenology and Existential Philosophy (SPEP 60). College Station, TX. October 2022.

4. "Philosophy and Ecological Conversion: Thoughts on the Way." Canadian Society for Continental Philosophy (CSCP). London, ON. October 2022.
5. "Towards a Non-Denominational Ecological Conversion: Three Tensions." International Association for Environmental Philosophy. Spring 2022 Online Workshop. June 22, 2022.
6. "Everyday Eschatologies and Climate Imaginaries." International Association for Environmental Philosophy. 25<sup>th</sup> Annual Meeting. Online. October 2021.
7. "Opaque Seas and an Ecological Imaginary in Édouard Glissant." Pacific Association of Continental Traditions (PACT). Seattle, WA. September 2019.
8. "Metaphysics and 'Fake News': Feeling Facts with Whitehead and Deleuze." Metaphysical Society of America. 70<sup>th</sup> Annual Meeting. Seattle, WA. March 2019.
9. "Fabulation and Responsibility in Times of Ecological Crisis." International Association for Environmental Philosophy. 22<sup>nd</sup> Annual Meeting. State College, PA. October 2018.
10. "Climate Change and the Every-day: Becoming Present to Precarity." Society for Phenomenology and Existential Philosophy (SPEP 57). State College, PA. October 2018.
11. "Attending to the Singular in the Shadow of Catastrophe(s): Re-purposing Deleuze and Guattari to Encounter Richard Atleo." Pacific Association of Continental Traditions (PACT). Yosemite, CA. October 2018.
12. "Naess and Whitehead on Ecological Value." Society for Process Studies. American Philosophical Association Pacific Division. San Diego, CA. March 2018.
13. "James and the Post-Human." William James Society. American Philosophical Association Pacific Division. Seattle, WA. April 2017.
14. "Narrative Identity and Environmental Justice in Whiteheadian Process Metaphysic." Transform-able Identity/ies. Oregon State University Graduate Philosophy Conference. Corvallis, OR. March 2017.
15. "James, 'Pure Experience,' and the Post-human." International Association for Environmental Philosophy. 20<sup>th</sup> Annual Meeting. Salt Lake City, UT. October 2016.
16. "Deleuze, Whitehead, and Speculative Empiricism." Society for the Advancement of American Philosophy at SPEP 55. Salt Lake City, UT. October 2016.
17. "Whitehead, Rorty, and the Anxiety of Influence." Summer Institute in American Philosophy. Eugene, OR. July 2016.

18. “‘Concepts’ and Continuity: Onto-Epistemology in William James.” William James Society. American Philosophical Association Eastern Division. Washington, DC. January 2016.
19. “Experience and Metaphysics: Radical Empiricisms in William James and Gilles Deleuze.” Society for Phenomenology and Existential Philosophy (SPEP 54). Atlanta, GA. October 2015.
20. “Unsustainable Boundaries: Ontology and Psychology in William James.” Society for the Advancement of American Philosophy. Grand Rapids, MI. March 2015.
21. “Where Extension Thinks: Language in Spinoza.” The Semiotic Society of America. Seattle, WA. October 2014.
22. “The Problem of Problems: Tracing Hybrid Pragmatisms across Traditions.” Summer Institute for American Philosophy. Eugene, OR. July 2014.
23. “The Function of ‘Continuity’ in Peirce and James.” American Philosophical Association Pacific Meeting, Society for the Advancement of American Philosophy Panel. San Diego, CA. April 2014.
24. “Royce and Communities of Interpretation.” American Philosophical Association Pacific Meeting, Royce Society Panel. San Diego, CA. April 2014.
25. “Community and Interpretation: Josiah Royce and Epistemologies of Ignorance.” Society for the Advancement of American Philosophy. Denver, CO. March 2014.
26. “Whose Ruse is it?: Merleau-Ponty, Saussure, and the *Course in General Linguistics*.” Society of Phenomenology and Existential Philosophy. Eugene, OR. October 2013.
27. “Going Backwards to go Forwards: Language and Experience in Rorty and Classical Pragmatism.” Society for the Advancement of American Philosophy. New Galloway, NJ. March 2013.
28. “Signs of Life: Heidegger and Animals in *Being and Time*.” Mapping the Field(s): Earth and Environment across the Disciplines. University of New Mexico. Albuquerque, NM. April 2010.

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**Awards and Honors:**

- King’s University College Internal Research Grant, AY 2020-2021, Support for “Thinking Climate Change: From the Personal to the Systemic” (\$3,466)
- Oregon Humanities Center Dissertation Fellowship. Oregon Humanities Center. Fall 2016. (\$5,500 stipend and a term free of teaching.)
- William James Society Young Scholar Essay Prize: “‘Concepts’ and Continuity: Onto-Epistemology in William James.” September 2015.

- Paideia Outstanding Graduate Teaching Award. University of Oregon Philosophy Department. June 2015.
- Gary Smith Summer Research Development Award. University of Oregon Graduate School. May 2015. (\$3000 for travel and attendance in Rosi Braidotti's seminar 'Human/Inhuman/Posthuman' at Utrecht University Summer School.)
- John L. and Naomi Luvaas Graduate Fellowship. University of Oregon College of Arts and Sciences. 2014–2015. (\$1300)
- Norman Brown Graduate Fellowship. University of Oregon College of Arts and Sciences. 2013–2014. (\$3100)
- Philosophy Matters Graduate Essay Prize. University of Oregon Philosophy Department. June 2013.
- Norman Brown Graduate Fellowship. University of Oregon College of Arts and Sciences. 2012–2013. (\$5250)

### **Literary Publications:**

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- “‘*You’re in light, song*'; Considering Frank Samperi” (Essay), *Paul Revere’s Horse*, Issue 4, Winter 2010.
- “The Eternal Recurrence of William Delions and Stagger Lee” (Story), *Paul Revere’s Horse*, Issue 1, Spring 2009.
- “Field Recordings” (Story), *Fugue Literary Magazine*, Issue 36, Spring 2009.
- “That Come for the Light” (Poem), *Watchword Literary Magazine*, Issue 6, Summer 2004.

### **Service and Professional Development**

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#### **Professional Development**

Participant, Arrupe Seminar in Jesuit Intellectual Tradition, Academic year 2019-20  
 Participant, Faculty Learning and Reading Group: Leanne Simpson *As We Have Always Done*, Fall 2018

#### **Professional Service**

- Hiring Committee, Indigenous Initiatives Coordinator, Huron, King’s, Brescia, 2022
- Hiring Committee, Human Rights Studies Dedicated Hire, King’s University College, 2022
- Board, Centre for Advanced Research in European Philosophy (CAREP), King’s University College, 2020-ongoing.
- Board, Centre for Social Concern, King’s University College 2020-ongoing.
- Founder and Leader, *Rhizomatic Philosophy Research Collective*, Student Research Group, 2021-ongoing.
- Seattle University Philosophy Department Advocacy Committee 2019
- Assistant Organizer for Pacific Association of Continental Traditions. Seattle, WA. September 2019.

- Society for Philosophy of Creativity Pacific Coast President and Organizer  
<http://creativityfoundation.org/pacific>
- Organizer of Panel: “Technology and Creativity” (Marjoelein Oele, University of San Francisco; Bonnie Sheehey, Montana State University; Sam Mickey, University of San Francisco; Billy Goehring, Independent Scholar) Society for Philosophy of Creativity, American Philosophical Association Pacific Meeting, San Francisco. April 2020. Conference cancelled due to COVID-19.
- Organizer of Panel: “Ecology and Creativity: East and West” (Rebekah Sinclair, University of Oregon, Meilin Chinn, Santa Clara University) Society for Philosophy of Creativity, American Philosophical Association Pacific Meeting, Vancouver, BC. April 2019.
- Organizer of Panel: “Continentalizing Pragmatism: Re-encountering James and Peirce with Deleuze and Foucault” (presentations by Jeffrey Bell, Southeastern Louisiana University, Bonnie Sheehey, University of Oregon, and myself). Society for Phenomenology and Existential Philosophy. Atlanta, Georgia. October 2015.
- Graduate Representative to Colloquium and Special Events Committee. University of Oregon Philosophy Department. 2015–2016. (elected)
- Graduate Representative to Development and Publicity Committee University of Oregon Philosophy Department, 2014–2015. (elected)
- Undergraduate Advisor, University of Oregon Philosophy Department, 2014–2015.
- Research Assistant to Alejandro Vallega, University of Oregon. (Indexed Prof. Vallega’s *Latin American Philosophy: From Identity to Radical Exteriority* from Indiana University Press.) Winter 2014.
- Graduate Student Representative to the Committee of the Whole. University of Oregon Philosophy Department. 2013–2014. (elected)
- Graduate Student Representative to Graduate Studies Committee, University of Oregon Philosophy Department. 2012–2013. (elected)
- Research Assistant to Beata Stawarska, University of Oregon (Edited and compiled bibliographical citations for Prof. Stawarska’s monograph manuscript: *Ferdinand de Saussure’s Philosophy of Language*) Winter 2013.
- Co-organizer of intradepartmental symposium, ‘What is Pluralism?’ University of Oregon, May 2012.

### ***Journal Reviewing***

- *Comparative and Continental Philosophy*, Winter 2022
- *Open Theology*, Winter 2021
- *Environmental Philosophy*, ongoing
- *Radical Philosophy Review*, Fall 2019

### **Languages**

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- French (Proficient reading, Basic speaking)
- Spanish (Proficient reading, Basic speaking)

**References**

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- Jason Wirth, Professor of Philosophy, Seattle University,  
Antonio Calcagno, Professor of Philosophy, King's University College,
  - Stephen Loftis, Professor of Philosophy, King's University College,
  - Ted Toadvine, Nancy Tuana Endowed Director of the Rock Ethics Institute; Associate Professor of Philosophy, Penn State University,
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## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Amy Ford**

City: **London**

Province: **ON**

Postal Code: **N6J3W1**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not served on a London Advisory Committee before. I do sit on 2 Board of Directors which has given me great experience.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to advocate for food and health systems in the ways they are impacted by, and contribute to, climate change. And to make meaningful change, since the effects of climate change disproportionately effect communities that already experience marginalization.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will get oriented and connect myself well with the expectations and scope of the role. I will take preparations and follow up actions seriously and set aside appropriate time to complete them. I will keep this lens in all the work - paid and volunteer - that I do, to find interconnections and alignment.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am currently the Climate Program Manager at Nourish Leadership, a national nonprofit working to improve food and health systems for improved communities and planetary wellbeing. I sit on the Board of Directors for Urban Roots London and Ark Aid Street Mission - both staple organizations in London doing good work to address (not solve) food insecurity. I was previously the food & nutrition coordinator at St Joseph's Health Care London where I worked for almost a decade.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I also hold an MBA and BSc in Nutrition (from Western) as well as 3 training courses: San'yas Indigenous Cultural Safety, University of Alberta's Indigenous Canada, and Food is Our Medicine. I believe a lens of reconciliation and decolonization is key in this work.**

Attach resume or other document here, if needed: [\*\*Amy Ford Resume .pdf\*\*](#)

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **6/28/2023 5:40:28 PM**

# Amy Ford

London ON N6J3W1

Improving our community and planetary health through the power of food

## EXPERIENCE

### Nourish Leadership

**Manager - Climate Program Feb 2023 - Present**  
**Design, implement, lead, and evaluate the Planetary Health Menus program - supporting 100 hospitals in climate-friendly food decisions by 2025**

### Ark Aid Street Mission

**Director — Operations** Nov 2022 - Feb 2023

Oversee finance, administration, volunteer coordination, communications, logistics, inventory, facilities and housekeeping.

**Manager — Food and Nutrition Services** Sept - Nov 2022

Oversee a group of chefs, volunteer coordinators, fleet drivers, and provisions staff, using a very limited budget, to provide 300+ daily meals to street-level community members with a focus on caloric-density, food safety, client satisfaction, and relationship building.

### St. Joseph's Health Care London

**Coordinator — Food and Nutrition Services** Feb 2015- June 2022

Oversee a group of 80+ to provide daily meals to over 300 patients and residents with a focus on quality, food safety, nutritional parameters, adherence to budget, and policy compliance.

**Preceptor — Students of Brescia University-College, Fanshawe College, LHSC Internship Program, and more**

**Project Lead — Nourish Leadership**

**Supervisor — Food and Nutrition Services** June 2013 - Feb 2015

## EDUCATION

## SKILLS

Written and verbal communication

Team building

Project management

Community engagement

Mentoring

Public relations

## AWARDS

**President's Award of Excellence for Community Volunteerism (2019)**  
St. Joseph's Health Care London

**Local Food Champion Award (2021)**  
Middlesex-London Food Policy Council

## TECHNICAL SKILLS

Microsoft Office, cloud-based word processing, etc., e-mail, presentations, basic graphic design, social media, basic photo and video editing

Ability to learn new skills and software

**Strayer University, Washington, DC (distance) — M.B.A.**

JULY 2018 - JUNE 2021

Executive healthcare stream; 4.0 GPA; Dean's Honors List.

**Western University, London, ON — *Hon. Bachelor of Science***

SEPTEMBER 2005 - APRIL 2009

Food and Nutritional Sciences, major in Food and Beverage Management

**Other**

Indigenous Canada, University of Alberta, 2021

Food is Our Medicine, 2021

San'yas Indigenous Cultural Sensitivity Training, 2018  
and more

**VOLUNTEER**

**Board of Directors — *Urban Roots London***

March 2023–present

**Vice-Chair, Board of Directors — *Ark Aid Street Mission***

January 2022 – present

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Mary Ann Hodge**

City: **London**

Province: **ON**

Postal Code: **N6B 2C5**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I was a past member of the Advisory Committee for the Environment (ACE) from 2016-2019. It was as a member of this committee that I proposed a motion that resulted in the City of London declaring a climate emergency in 2019. I was the member of ACE that spoke as the delegate to Council on this motion. The motion was approved unanimously. As part of ACE, I was also involved in the organizing of the first Green in the City series held at the Central Library. I also volunteered as a 'host' for some of the talks.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**After leaving ACE, I started up a community group "Climate Action London" that focuses on engaging Londoners with the city's climate plan. Therefore, I am quite familiar with the plan and its most recent 2022 Progress Report. As part of Climate Action London, I write a weekly newsletter that has a distribution of over 650 contacts which highlights a small section of the climate plan each week.**

**I am also a key organizer for London's Earthfest. This year we had over 2,000 Londoners attend to learn more about environmental action and network with London organizations. This year, I facilitated a stronger connection with the Indigenous community, resulting in a press event held at the N'Amerind Friendship Centre and various Indigenous artists, performers and speakers at Earthfest.**

**I think I can bring to this committee an understanding of how Council works and a knowledge of the many groups and individuals working in the environmental field in London.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**The work of the Advisory Committee touches on all of the things that are important to me in my personal life: the maximizing of tree cover and natural areas in the city; reducing waste (including energy, water, landfill); and generally moving towards making London the Greenest City in Canada!**

**I have a deep understanding of the City's climate plan and a ear to the ground of what residents in London are interested in learning about, and how they like to engage. I am willing to put the work in to researching, getting feedback, and organizing events (if appropriate) that would be in alignment with the Advisory Committee's work. I will be an active participant, not someone who will simply 'fill a seat'. As someone who has previously been on an Advisory Committee, I will be able to be effective from day one.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**It is important to ensure a diversity of voices in all community work. I come to this work from a female gender bias, albeit from a white, settler perspective. As someone who has experienced how even being female can create a different experience than male counterparts, I know there are many voices that often feel unheard. That is why in my work, I try to raise up these voices, and in particular Indigenous voices.**

**As the Board Chair at Camp Kee-Mo-Kee, I instituted a partnership with the area First Nations communities where we collaborated on an annual "First Nations Heritage Week" at camp for three years in a row as a pilot. From those learnings, the camp now integrates these teachings throughout the camp season through programming, sports and bringing First Nations campers to camp at no charge.**

**As a key organizer for Earthfest, I organized First Nations participation in all areas of the festival.**

**As a campaign cabinet member for Indwell, I am always finding ways to involve the Indwell community in climate actions - in 2022, Climate Action London hosted a plant based cooking course at Indwell, and in 2021, we orchestrated a bike share program at the Woodfield Gate residence.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I have a diversity of interests, all aimed in creating a better city for all:**

**I am a Foster Parent with London Children's Aid.**

**I am currently a Toastmaster, helping to form the first "Green" Toastmasters club.**

**I am a fundraiser for Indwell, helping to raise over \$5M to fund supportive housing in London.**

Attach resume or other document here, if needed: [\*\*Resume - Mary Ann Hodge 2023.pdf\*\*](#)

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/7/2023 5:05:47 PM**

July 7, 2023

Mary Ann Hodge, OCT

Certified Teacher with corporate facility management and non-profit experience.  
Focused on accelerating engagement in climate action at the municipal level.

Mary Ann is the founder and a team lead for Climate Action London and Greening Sacred Spaces London. Climate Action London was established in June 2019 as a coalition of concerned Londoners to find support and greater leverage for diverse projects. Climate Action London works closely with the City of London to encourage Londoners to engage with the city's programs, including the Climate Emergency Action Plan.

Since June 2019, Climate Action London has:

- Supported Fridays for Future by participating in climate strikes every Friday since 2018
- Helped students organize the Student Climate Strike which drew about 4,000 Londoners to march in the streets on the Global Climate Strike day of action in 2019;
- Key organizer in London's Earthfest celebrating environmental action in London, drawing over 2,000 attendees
- Spoke at the City of London's Multi-year budget public participation meetings regarding the need for Climate Action initiatives
- Staffed the trade show booth for the London Environmental Network at Seedy Saturday on March 7, 2020 promoting composting
- Published article in London Free Press on hybrid vehicles
- Several Letters to the Editor published
- Co-hosted a Green and Just Recovery Townhall in collaboration with the London Environmental Network, For Our Kids and several other partner organizations
- Co-hosted the workshop Collaborative Calls to Action and developed a letter template for attendees to communicate to the members of London Council
- Hosted a 6 week online Climate Conversations workshop which provided an opportunity for people to learn, to ask questions, and discover ways they can take actions big and small.
- Established pollinator gardens at the offices of ReForest London and at Meredith Park
- Established Greening Sacred Spaces London (est. Sept 2021) which hosts monthly information meetings about greening initiatives for faith communities and quarterly solstice/equinox celebrations
- Brought 4 London non-profits together to host an online native plant sale (3 years running), selling over 3,000 native plants and increasing knowledge of nature based climate solutions.
- Public Outreach: Reimagine Holiday Market, promoting public transit and native plant pollinator gardens, speaking engagements with Kiwanis, Rotary, various London churches.
- Created a website with action ideas and resources for greater climate action at [www.ClimateActionLondon.ca](http://www.ClimateActionLondon.ca)
- Publish a weekly newsletter to over 650 subscribers that focuses on education, action and advocacy around the climate emergency

Mary Ann is passionate about using her skills to make a difference in her community. She has run as a candidate for the Green Party of Canada in four federal elections (2008, 2011, 2019, 2021).

#### Professional Achievements:

- Member, Advisory Committee on the Environment, City of London, 2015-2019
  - Successfully advocated for the City of London to declare a climate emergency April 2019
- President, Toronto Chapter of the International Facility Management Association 2001-2003
- Won International Award of Excellence as member of IFMA Community Events Committee 1998
- President, Student Council, International Academy of Design 1988
- Founder, International Academy Alumni Association, 1989-91

### **Certifications:**

Climate Reality Corps Leadership Training, 2020  
 Ontario Certified Teacher (OCT), 2007 - present  
 Certified Facility Manager, 1997 – 2005 now again April 2023-present  
 Toastmaster Silver, 2005  
 Toastmasters, Competent Leader 1999  
 Food Handler Training Certificate, 2019

### **Work Experience:**

#### **Teaching Experience:**

Thames Valley District School Board, Occasional Teacher 2008 – present  
 Has completed several long-term/occasional contracts to teach in both elementary and secondary schools, with a current focus on teaching within the French Immersion elementary program. Received ETFO Faculty of Education Award upon graduation.  
 Humber College Continuing Education, AutoCad Instructor 1999-2001

#### **Facility Management:**

SAS Canada, Toronto 2001-2005  
 Cyberplex, Toronto 2000-2001  
 National Trust/ Scotiabank, Toronto 1990 – 2001

Responsible for the day to day operations of head office and regional sales offices across Canada, including negotiating real estate leases, service agreements, buying contracts and office services. Managed construction projects and was part of the team to construct the first LEED certified office building in Toronto.

Wrote project proposals for Senior Management approval. Created monthly and annual status and financial reporting updates. Managed up to 7 staff including Facilities Services, Reception, Catering and Travel.

#### Reports created:

- Environmental Policy and Procedures for National Trust in 1994, as Manager of Facilities and Environmental Matters
- SAS Canada Real Estate Strategy, 2004

#### Published Articles:

- “Becoming Environmentally friendly through green design” published in the Facility Management Journal, May/June 1996
- Editor of “IFMA Network” a quarterly publication for the IFMA Toronto Chapter 1996-1998
- “Thinking Green” column in Greenferd Construction newsletter, 1997

- “National Trust takes steps to Reduce, Re-use, Recycle”, National Trust Regulatory Alert 1995

### **Non-Profit Experience:**

#### Camp Kee-Mo-Kee

- Member of Board of Directors, 2012-present
- Board Chair, 2018-2021 - responsible for the financial health of the organization, including the updating of financial systems and reporting, the transition to Quick Books and a CRM database; and the transition from a volunteer working board to a paid staffing model.
- ReVitalize Kee-Mo-Kee Campaign Chair, 2018-2020 – Raised over \$1M for capital improvements and established an endowment fund
- Developed new programming, a new strategic plan and vision, including
  - First Nations heritage week – a program of reconciliation in response to the 94 Calls to Action, bringing First Nations, and non-First Nations youth together for shared experiences
  - LGBTQ2+ day at camp
  - Greater focus on community connections
- Build a Better Board training, Pillar Network 2018
- Selected courses in Non-Profit Management, Western University Continuing Education 2018-2019

#### First-St. Andrew's United Church 2007-present

- Founded Climate Action London, June 2019
- Established first Environment Sub-Committee, 2009
  - Hosted an Environment Week with speakers, native plant sale
  - Hosted and Environmental Day Camp for children 6-12, Summer 2009
  - Hosted “Awakening the Dreamer” day long conference, 2010

#### Indwell 2020 -present

- Member of the Fundraising Cabinet to raise \$7M to construct 4 supportive housing communities for adults with mental health challenges

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Allison Pert**

City: **London**

Province: **ON**

Postal Code: **N5Y5E5**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**No prior experience on a London Advisory Committee, however, have served on various community and Western University campus committee regarding environmental matters.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to contribute the perspective of a youth who was born and raised in London; who wants to continue living and working here while seeing our city address pertinent matters related to the welfare of our natural environment.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**Through consultation with my diverse professional network and connections; through collaboration with the composition of the committee in its entirety; through careful consideration and review of previous academic and experiential knowledge.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As a mature student at Western University, I decided to devote my undergraduate studies to our natural environment. In making this choice, I have been exposed to a multitude of opportunities for action and advocacy in the community. These include, but are not limited to, work with Indigenous communities, pollinator species and matters pertaining to biodiversity, and advocacy for active transport. I currently serve as a BeeCampus representative for Western University and was the first student on campus to achieve the World Wildlife Fund Living Planet Leader designation for distinction in environmental stewardship. Spearheading positive, equitable and inclusive environmental change has been a cornerstone feature of my young adulthood thus far.**

**I have been fortunate enough to be immersed in a community of like-minded environmental stewards both in academic settings and extra curricular; people who care deeply about the wellness of our city and its position in the Carolinian life zone.**

**Additionally, I have now been elected twice to serve on student council for the Faculty of Science to represent a small subset of those like-minded people, which has prepared me well for the demands of this position.**

**I was born and raised in London, specifically the east side, and have watched the city grow up in the technological age alongside myself. I have seen and been involved with reconciling the ever-changing demands of the climate crisis on our communities. I hope to continue working and living in London; it's a city I love although not without its challenges.**

**Recently, after four years of experience learning about our natural spaces and applying that knowledge, I have shifted the scope of my focus to our built environment and the implications of related policy decisions on health. I hope to use my education and applications of urban development, environmentally relevant policy, and the juxtaposition of environmental and human health to appropriately shape advisory decisions.**

**There is a saying in environmental biology and wildlife management where if you intend to protect a species, you must take care of its environment. In order to facilitate and advise on important change, it's critical to keep this principal in mind; the health of our city depends on the decisions made that structure our environment and the competency of those making decisions.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I work under Western Sustainability as the executive leader of a group of 300 student members in initiatives related to environmental matters. This position, and student council, serve as the most relevant to prepare me for this role but are amongst others that contributed to my competency.**

Attach resume or other document here, if needed: **CV June 2023.pdf**

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **City Website**

If you selected 'Other', please specify:

Submitted on: **7/7/2023 2:47:33 PM**

# Allison Pert

London, ON. Canada

## Employment Experience:

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### **Undergraduate Student Research Intern, Western University      May 2023 – present**

- USRI funding awarded in the Department of Geography and the Environment.

### **Western Head's East Intern, Youth Opportunities Unlimited      May 2023 – present**

- Position awarded by Western International for academic merit, cultural competency, and leadership ability.
- Responsible for developing youth education programming about probiotics and overall health promotion.
- Responsible for implementing existing Fiti social enterprise from Kenya and Tanzania to the Youth Opportunities Unlimited *YOU Made It!* café.

### **Virtual Host and IT Assistant, iHost-IT      June 2022 – present**

- Facilitated legal organizational meetings in accordance with the Ontario Condominium Act.
- Required proficiency in company-developed software.

### **Client Management Liaison, McMaster Health Labs      Mar 2022 – Mar 2023**

- Organized and formatted sensitive data regarding COVID-19 test results for various public health units in Southwestern Ontario.
- Required proficiency in Verto Health software.

### **Podcast Host and Creator, Crimeopedia Podcast      Jan 2021 – present**

- Record, edit, and publish episodes; manage website and social media using a multitude of software programs completely independent. Streamed in 50+ countries.
- Worked with underserved families to promote justice for unsolved and cold cases, including *Blake's Law* in Dallas, Texas.
- Featured in news articles by various independent publishers, including the Western Gazette.

### **Administrative Assistant, Clare Hall at Brescia      Feb 2021 – present**

- Filled student requests in addition to facilitating student move-in and move-out.
- Managed large-scale conference and event booking.
- Required proficiency in Microsoft Office 365 Applications.

### **Lead Waitress, Formaggio's Pie Shack      July 2016 – Oct 2020**

- Managed spacious dining room and a team of other restaurant staff.
- Served parties of up to 21 people.

### **Customer Service Assistant, Vintner's Cellar      April 2014 – Oct 2018**

- Planned product-themed events with turnouts of 50+ people and assisted with administrative duties.

## **Education:**

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### **Honours Bachelor of Environmental Science and Biology, Western University**

- Deans Honour Roll 2019-2023; Western Scholar's candidate.
- *Literature Analysis on Stachybotrys chartarum and Connections to Sick Building Syndrome.* DOI:[10.5206/wurjhns.2022-23.5](https://doi.org/10.5206/wurjhns.2022-23.5)
- Expected graduation April 2024.

**Indigenous Canada, University of Alberta**

**Feb 2023**

**Pre-Health Sciences Advanced Diploma, Fanshawe College**

**April 2018**

## **Awards:**

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### **National Collegiate Leadership Competition Runner-Up, CLC 2023**

- Served as Team Coach offering guidance and feedback for competing team.
- Qualified for the Canadian Laurier Invitational Scrimmage after placing 2<sup>nd</sup> at Western University; placed 2<sup>nd</sup> nationally.

### **Youth Green Leader Award, London Environmental Network 2022**

- Awarded for environmental leadership and a commitment to sustainability.

### **Western Green Award, Western University 2022**

- Awarded by Western University Facilities Management.
- Acknowledgement from Times Higher Education 2022 Sustainability Impact Ranking Assessment.

### **Global and Intercultural Engagement Honour, Western University 2021**

### **NSERC Undergraduate Student Research Award, Western University 2021**

- Awarded by the Natural Sciences and Engineering Research Council of Canada in the Department of Biology based on academic merit and research aptitude.

### **Valedictorian, Thames Valley S.S. June 2017**

### **Student Leadership Award, Culture for Learning TVDSB May 2017**

- Awarded based on dedication to inclusive education and leadership capabilities.

## **Volunteer Experience:**

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### **Research Assistant, Human Environmental Analysis Laboratory Jan 2023 - present**

- Used Geographic Information Systems (ArcGIS) to curate the first map of Canada's parks with delineated borders.

### **Science Education Ambassador, Let's Talk Science Jan 2023 - present**

### **Ontario Ecology, Ethology, and Evolution Colloquium Organizing Committee Member, Western University 2022**

### **Volunteer Note Taker, Western University 2022**

**London Bug Day Organizing Committee Member,  
London Children's Museum**

**2022**

**Science Student Council Environmental Science  
Department Representative, Western University** **2022 – 2024**

- Hosted collaborative events for environmental science students to find research and career opportunities, navigate honours research projects, and network.
- Elected to Science Student Council Honorarium Committee.
- Elected to Student Group Grants Delegation Committee.

**Co-Lead Coordinator, Western Sustainability Leadership Program** **June 2022 – present**

- Began as Executive Events Lead in June 2021; was promoted after one year.
- Organized monthly in-person and virtual events, centered around the multifaceted nature of sustainability in collaboration with local community leaders.
- Part of the social media organizing team for official Western University accounts.
- Bee Campus representative (2022-2024).
- Annual Sustainability Fair organizing committee member.
- Annual Bike to Campus Day organizing committee member.
- Annual Riverfest organizing committee member.
- Annual Springfest organizing committee member.

**International Peer Guide Team Leader, Western International** **Aug 2021 – present**

- Began as Peer Guide in August 2020; was promoted in August 2021.
- Assist incoming graduate and undergraduate international students in their transition to Canada and Western University.
- Supervised and managed teams of five international student Peer Guides and reported to Senior Team Leader.
- Participated in facilitating the recruitment process each year.
- Hosted various in-person and virtual orientation and welcoming events such as paint nights, cultural showcases, etc.
- Organized Iftar celebration dinner for Muslim international students and volunteers during Ramadan; implemented organizational resources to allow for annual event starting 2023.

**Science Student Mentor, Western University Faculty of Science** **April 2020 – Aug 2021**

- Worked through academic counselling in the Faculty of Science.
- Helped facilitate the transition through the allocation of various academic and logistical resources, open communication, and mentorship.

**Front Desk Volunteer, London Health Sciences Centre** **Aug 2018 – Mar 2020**

- Access limited, relevant patient information.
- Ensured all patients had access to necessary resources, such as mobility aids and/or methods of transportation.

### **Certifications and Training:**

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Animal Care and Veterinary Services (for research) certified.

AODA, Accessibility in Service certified.

Biosafety (for research) certified.

Certification of Academic Engagement.  
Certified in Cybersecurity Awareness.  
Certified in Foundations for Intercultural Competence and Global Engagement.  
Certified in Worker Health and Safety Awareness.  
Certification of completion for the Course on Research Ethics based on the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.  
Equity Training for Student Leaders, Equity, Diversity, and Inclusion certified.  
Equity Training for Student Leaders in Gender-Based Violence Prevention certified.  
Laboratory Safety and Hazardous Waste Management certified.  
Learn to Lead Advanced Certification.  
Western Safe Campus Community certified.  
WHMIS certified.  
World Wildlife Fund Living Planet Leader Certification.

Indigenous Learning Honour expected April 2024.

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Environmental Stewardship and Action Community Advisory Committee**

### **Contact Information**

Name: **Susan Ratz**

City: **London**

Province: **ON**

Postal Code: **N5V 5K1**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Advisory Committee for the Environment, City of London**

- Chair Dec 2016 to May 2019
- Member March 2015 to Nov 2016

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I am concerned about Climate Change, and feel that municipal level actions are key to mitigating, and adapting to, the challenges that will be faced. I hope that through my involvement I will be able to support city efforts in regards to Climate Change and other environmental issues. From my previous involvement with ACE I found the meetings to be extremely educational and it gave me hope for the future to hear about the various projects and the staff knowledge already in place for environmental efforts.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**As a member of the committee I would take time to read reports and be prepared for meetings. I would be interested in providing feedback to staff as needed and support fellow committee members and the Chair. I have a significant amount of experience through my professional career related to marketing, communications and event coordination - and would look for opportunities to use this expertise when reviewing reports, providing feedback, and keeping an eye out for opportunities for ACE to liaise with other community environmental efforts.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

#### **Related Experience Highlights**

**Environmental Event Coordination (Volunteer Capacity)**

- Green in the City Workshop Series - Organizer 2018 & 2019, Committee Member 2020
- River Talks - Committee Member - October 2018
- Resilient Cities Conference - Committee Member - November 2017

**Environmentally Related Professional Experience**

- Virtual Marketing Manager - Mapleton's Organic - May 2013 to May 2021
- Communications Coordinator / Assistant Manager - Guelph Organic Conference May 2014 to March 2020
- Events & Communications Specialist - London Environmental Network - November 2018 to November 2019

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**In addition to information provided in the previous question I have extensive experience working with committees and Boards, and have completed the All About Boards Series by Pillar Nonprofit Network in the Fall of 2020.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Other**

If you selected 'Other', please specify: **Other community organization and email from the City**

Submitted on: **7/9/2023 7:32:38 PM**

# **City of London - Application for Appointment to City of London Community Advisory Committees**

## **Application**

Committee you are interested in serving on: **Integrated Transportation Community Advisory Committee**

## **Contact Information**

Name: **Christopher DeGroot**

City: **London**

Province: **ON**

Postal Code: **N6G 5R5**

## **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I was a member of the Cycling Advisory Committee from 2019 until it was dissolved.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I have save significant knowledge related to lifecycle assessment of transportation emissions as well as a thorough knowledge of best practices for designing all ages and abilities cycling infrastructure. I hope to contribute my expertise to help build better and more equitable transportation options for the City. I am motivated to apply at this moment in time because of the development of the mobility master plan, which I view as a critical component toward building a sustainable transportation system that works for everyone.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I am motivated to attend all committee meetings and join subcommittees as appropriate. Specifically, as an engineering professor, I have unique skills related to searching the scientific literature to find the current consensus of relevant experts. I will strive to continually do this background research in order to support the work of the committee and to be able to provide the best possible information and advice to Council.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am an engineering professor who cycles year-round (both for commuting and for recreation). My work will help me in the committee work because I understand the engineering process as it relates to infrastructure design. I also have unique skills related to research, which I can apply to finding the best possible resources to inform the committee's work. As someone who has cycled all over the city (including in the winter) I understand the issues and obstacles that are encountered and can provide solutions to those issues. I also cycle with my children so I understand the fear of using unsafe infrastructure. I strongly value equity, diversity, and inclusion in all aspects of my life. These issues need to be considered more directly in transportation design, especially for active modes and public transportation systems. It is not equitable or inclusive to prioritize personal motor vehicles above all else. We need to do a better job of making options available for those that can't afford a car (or are unable to drive for other reasons) so that they can participate fully in their communities. There need to be more options available for people to get around the city and get to work. A good example of considering equity in transportation design is the use of the TVP as a main artery of the**

cycling network. I've heard from many women and other vulnerable groups that they do not feel safe using the TVP at night, even if it is well lit. This needs to be considered as it means less women will be keen to cycle if the timing of their journey will have them cycling when the sun isn't up. This could be one reason why there are fewer female cyclists in London. I also think about newcomers to Canada that may not have a lot of money. A lack of low-cost transportation options can prevent them from exploring their new city. As a committee member I would always be looking to consider other perspectives and how to implement a transportation system that works for everyone (including drivers too).

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I am a Professional Engineer and a holder of a Certificate of Authorization from the Professional Engineers Ontario. I am an engineering professor whose research focuses on wastewater engineering, community disease surveillance, and circular economy.**

Attach resume or other document here, if needed: [DeGrootCV.pdf](#)

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional):

If you selected 'Other', please specify:

Submitted on: **6/27/2023 12:52:50 PM**

# Christopher T. DeGroot

Department of Mechanical & Materials Engineering  
Western University  
London, Ontario

## EDUCATION

Ph.D. Mechanical & Materials Engineering, Western University, 2012  
M.E.Sc. Mechanical & Materials Engineering, Western University, 2009  
B.E.Sc. Mechanical & Materials Engineering, Western University, 2008

## EMPLOYMENT HISTORY

2022– Assistant Professor, Tenure-Track  
Department of Mechanical & Materials Engineering, Western University  
2016–22 Assistant Professor, Limited-Term  
Department of Mechanical & Materials Engineering, Western University  
2014–15 Research Scientist  
Research & Development, Trojan Technologies  
2012–14 Postdoctoral Fellow/Software Developer  
Numerics Team, Fluids Business Unit, ANSYS Inc.  
Department of Applied Mathematics, University of Waterloo  
2011 Lecturer  
Department of Applied Mathematics, Western University

## PUBLICATIONS

† denotes student author supervised by C.T. DeGroot

**Bold** font denotes primary investigator(s)

### Peer-Reviewed Journal Articles

1. Maloth, R.†, **Khayat, R.E., DeGroot, C.T.**, 2022, “Bubble Growth in Supersaturated Liquids.” *MDPI Fluids*, vol. 7(12), art. 365.
2. Sherratt, A.†, **Straatman, A.G., DeGroot, C.T., Henning, F.**, 2022, “Investigation of a Non-Equilibrium Energy Model for Resin Transfer Molding Simulations.” *Journal of Composites Science*, vol. 6(6), art. 180.
3. Samadi, Z.†, Mehdizadeh-Allaf, M., Saifi, R., **DeGroot, C.T., Peerhossaini, H.**, 2022, “Effects of Turbulent Mixing and Orbitally Shaking on Cell Growth and Biomass

Production in Active Fluids.” *American Journal of Biomedical Science & Research*, vol. 15(4), pp. 396–404.

4. Morales, R.B., DeGroot, C.T., Scholes, G.C., **Gerhard, J.I.**, 2022, “Understanding, Controlling and Optimising the Cooling of Waste Thermal Treatment Beds Including STARx Hottpads.” *Waste Management & Research*, In press.
5. Mehdizadeh-Allaf, M., Habibi, Z., de Bruyn, J., DeGroot, C.T., **Peerhossaini, H.**, 2021, “Rheological and Biophysical Properties of Living Fluids Under Shear: Active Suspensions of Synechocystis Sp. CPCC 534.” *Journal of Fluids Engineering*, vol. 144(2), art. 021208.
6. Khalil, A.<sup>†</sup>, Rosso, D., **DeGroot, C.T.**, 2021, “Effects of Flow Velocity and Bubble Size Distribution on Oxygen Mass Transfer in Bubble Column Reactors – A Critical Evaluation of the Computational Fluid Dynamics - Population Balance Model.” *Water Environment Research*, vol. 93(10), pp. 2274–2297.
7. Khalil, A.<sup>†</sup>, Santoro, D., Batstone, D.J., **DeGroot, C.T.**, 2021, “Uncertainty Analysis of Rising Sewer Models with Respect to Input Parameters and Model Structure Using Monte Carlo Simulations and Computational Fluid Dynamics.” *Water Science and Technology*, vol. 83(10), pp. 2486–2503.
8. Fadlallah, H., Peerhossaini, H., DeGroot, C.T., **Jarrahi, H.**, 2021, “Motility response to hydrodynamic stress during the growth cycle in active fluid suspensions.” *Journal of Fluids Engineering*, vol. 143(7), art. 074501.
9. Edmonds, B.P.R., DeGroot, C.T., **Trejos, A.L.**, 2020, “Thermal Modeling and characterization of twisted coiled actuators for upper limb wearable devices.” *IEEE/ASME Transactions on Mechatronics*, vol. 26(2), pp. 966–977.
10. Kuska, M.H.<sup>†</sup>, **DeGroot, C.T.**, **Siddiqui, K.**, 2020, “Investigation of Geothermal Energy Utilization for Thermal Regulation of Aquaculture Raceway.” *International Journal of Green Energy*, vol. 17(9), pp. 540–553.
11. Boiocchi, R., Behera, C.R., Sherratt, A., DeGroot, C.T., Gernaey, K.V., Sin, G., **Santoro, D.**, 2020, “Dynamic Model Validation and Advanced Polymer Control for Rotating Belt Filtration as Primary Treatment of Domestic Wastewaters.” *Chemical Engineering Science*, vol. 217, art. 115510.
12. Amaral, A., Gillot, S., Garrido-Baserba, M., Filali, A., Karpinska, A., Plosz, B., DeGroot, C.T., Bellandi, G., Nopens, I., Takács, I., Lizarralde, I., Jimenez, J., Fiat, J., Rieger, L., Arnell, M., Andersen, M., Jeppsson, U., Rehman, U.; Fayolle, Y., Amerlinck, Y., Rosso, D., 2019, “Modelling Gas-Liquid Mass Transfer in Wastewater Treatment: When Current Knowledge Needs to Encounter Engineering Practice and Vice-Versa.” *Water Science and Technology*, vol. 80(4), pp. 607–619.
13. **DeGroot, C.T.**, 2019, “Convergence and Error Analysis of an Automatically Differentiated Finite-Volume-Based Heat Conduction Code.” *International Journal of Numerical Methods for Heat and Fluid Flow*, vol. 29(7), pp. 2389–2406.

14. Sherratt, A.<sup>†</sup>, **DeGroot, C.T.**, Straatman, A.G., Santoro, D. 2019 “Numerical Modelling and Control of Solids Separation Using Continuously Moving Fine Mesh Sieves.” *Chemical Engineering Science*, vol. 195, pp. 881–893.
15. Sherratt, A.<sup>†</sup>, **DeGroot, C.T.**, Straatman, A.G., Santoro, D., 2019 “A Numerical Approach for Determining the Resistance of Fine Mesh Filters” *Transactions of the Canadian Society for Mechanical Engineering, Transactions of the CSME*, vol. 43(2), pp. 221–229.
16. **DeGroot, C.T.**, 2018 “WEdiff: A Python and C++ Package for Automatic Differentiation.” *Journal of Open Source Software*, vol. 3(31), art. 820.
17. **DeGroot, C.T.**, 2018 “Automatic Differentiation of a Finite-Volume-Based Transient Heat Conduction Code for Sensitivity Analysis.” *Numerical Heat Transfer – Part B (Fundamentals)*, vol. 73(5), pp. 292–307.
18. DeGroot, C.T., **Straatman, A.G.**, 2018, “A Porous Media Model of Alveolar Duct Flow in the Human Lung.” *Journal of Porous Media*, vol. 21(5), pp. 405–422.
19. DeGroot, C.T., Wang, C., **Floryan, J.M.**, 2016 “Drag Reduction Due to Streamwise Grooves in Turbulent Channel Flow.” *Journal of Fluids Engineering*, vol. 138, art. 121201.
20. DeGroot, C.T., **Straatman, A.G.**, 2016, “A Conjugate Fluid-Porous Approach for Simulating Airflow in Realistic Geometric Representations of the Human Respiratory System.” *Journal of Biomechanical Engineering*, vol. 138, art. 034501.
21. DeGroot, C.T., **Straatman, A.G.**, 2012, “Numerical Results for the Effective Flow and Thermal Properties of Idealized Graphite Foam.” *Journal of Heat Transfer*, vol. 134, art. 042603.
22. DeGroot, C.T., **Straatman, A.G.**, 2011, “A Finite-Volume Model for Fluid Flow and Nonequilibrium Heat Transfer in Conjugate Fluid-Porous Domains Using General Unstructured Grids.” *Numerical Heat Transfer – Part B (Fundamentals)*, vol. 60(4), pp. 252–277.
23. DeGroot, C.T., **Straatman, A.G.**, 2011, “Closure of Non-Equilibrium Volume-Averaged Energy Equations in High-Conductivity Porous Media.” *International Journal of Heat and Mass Transfer*, vol. 54(23–24), pp. 5039–5048.
24. DeGroot, C.T., Gateman, D., **Straatman, A.G.**, 2010, “The Effect of Thermal Contact Resistance at Porous-solid Interfaces in Finned Metal Foam Heat Sinks.” *Journal of Electronic Packaging*, vol. 132, art. 041007.
25. Sultan, K., DeGroot, C.T., **Straatman, A.G.**, Gallego, N.C., Hangan, H., 2009, “Thermal Characterization of Porous Graphitic Foam – Convection in Impinging Flow.” *International Journal of Heat and Mass Transfer*, vol. 52(19–20), pp. 4296–4301.
26. DeGroot, C.T., **Straatman, A.G.**, Betchen, L.J., 2009, “Modeling Forced Convection in Finned Metal Foam Heat Sinks.” *Journal of Electronic Packaging*, vol. 131, art. 021001.

## **Book Chapters**

1. DeGroot, C.T., Wicklein, E., Saunders, S., 2022, "Disinfection." In: *CFD Modelling for Wastewater Treatment Processes*, edited by Laurent, J., Samstag, R., Wicks, J., Nopens, I., London, UK: International Water Association, pp. 153–170.
2. DeGroot, C.T., **Straatman, A.G.**, 2012, "Thermal Dispersion in High-Conductivity Porous Media." In: *Numerical Analysis of Heat and Mass Transfer in Porous Media*, edited by Delgado, J.M.P.Q., Berlin, Germany: Springer, pp. 153–180.

## **Peer-Reviewed Conference Proceedings**

1. Samadi, Z.<sup>†</sup>, Johlin, E., **Peerhossaini, H.**, **DeGroot, C.T.**, 2021, "Modelling Optical Properties of Algae Using the Finite-Difference Time Domain Method." *ASME 2021 Fluids Engineering Division Summer Meeting*, Virtual Conference.
2. Fadlallah, H., Peerhossaini, H., DeGroot, C.T., **Jarrahi, M.**, 2020, "Motility Response to Hydrodynamic Stress During the Growth Cycle in Active Fluid Suspensions." *ASME 2020 Fluids Engineering Division Summer Meeting*, Orlando, USA.
3. Allaf, M.M., Habibi, Z., Samadi, Z.<sup>†</sup>, DeGroot, C.T., Rehmann, L., de Bruyn, J.R., **Peerhossaini, H.**, 2020, "Physical and Rheological Properties of Active Fluids Under Shear Stress: Suspensions of Synechocystis." *ASME 2020 Fluids Engineering Division Summer Meeting*, Orlando, USA.
4. Nielsen, P.<sup>†</sup>, **DeGroot, C.T.**, **Straatman, A.G.**, 2019, "Validation of rhoCentralFoam for Numerical Modelling of Underexpanded Free Jets Impinging on Plates." *Proceedings of the 27th Annual Conference CFD Society of Canada*, London, Canada.
5. Remler, B.<sup>†</sup>, **DeGroot, C.T.**, 2019, "Evaluating Floc Strength Using CFD for Primary Wastewater Treatment." *Proceedings of the 27th Annual Conference CFD Society of Canada*, London, Canada.
6. Sarkar, D.<sup>†</sup>, **DeGroot, C.T.**, Savory, E., 2019, "CFD Modelling of Flow and Heat Transfer in a Thermosyphon." *Proceedings of the 27th Annual Conference CFD Society of Canada*, London, Canada.
7. Khalil, A.<sup>†</sup>, **DeGroot, C.T.**, 2019, "CFD-PBM Study of Bubble Column Reactor Integrated with Mass Transfer Calculations." *Proceedings of the 27th Annual Conference CFD Society of Canada*, London, Canada.
8. Sherratt, A.<sup>†</sup>, **DeGroot, C.T.**, **Straatman, A.G.**, 2019, "Permeability Tensor Orientation and its Effect of Resin Transfer Molding." *Proceedings of the 27th Annual Conference CFD Society of Canada*, London, Canada.
9. Kuska, M.<sup>†</sup>, **DeGroot, C.T.**, **Siddiqui, K.**, 2019, "Utilizing Geothermal Looping for Thermal Regulation of an Aquaculture Pond." *Proceedings of 2019 CSME International Congress*, London, Canada.
10. Daynouri-Pancino, F., McLellan, A., Remler, B.<sup>†</sup>, Wen, Y., Giaccherini, F., Sridhar, S., Santoro, D., 2018, **DeGroot, C.T.**, **Nakhla, G.** "Enhancing Carbon Capture in Primary Wastewater Using a Chemically-Enhanced Microsieving Technology." *Proceedings of ecoSTP 2018*, London, Canada.

11. Khan, F., Sherratt, A.<sup>†</sup>, Boiocchi, R., Giaccherini, F., DeGroot, C.T., Santoro, D., **Straatman, A.G.**, 2018, "A Standard Procedure for Sizing Rotating Belt Filters in Wastewater with Validation Against Experimental Data." *Proceedings of ecoSTP 2018*, London, Canada.
12. Boiocchi, R., Giaccherini, F., Khan, F., DeGroot, C.T., Sherratt, A.<sup>†</sup>, **Santoro, D.** "Dynamic Modelling and Validation of a Rotating Belt Filter for Primary Wastewater Treatment." *Proceedings of ecoSTP 2018*, London, Canada.
13. **DeGroot, C.T.**, 2018 "Automatic Differentiation of a Finite-Volume-Based CFD Code: Verification for Transient Conduction." *Proceedings of the 26th Annual Conference of the CFD Society of Canada*, Winnipeg, Canada.
14. Barry, E.<sup>†</sup>, **DeGroot, C.T.**, Hülsen, T., **Batsone, D.**, 2018, "A Multiphysics Approach to Understanding Photobioreactor Operation." *Proceedings of the 26th Annual Conference of the CFD Society of Canada*, Winnipeg, Canada.
15. Sherratt, A.<sup>†</sup>, **DeGroot, C.T.**, Santoro, D., Daynouri-Pancino, F., Mao, S., Straatman, A.G., 2017, "Development of a Volume-Based Filtration Model for Predicting Full-Scale Rotating Belt Filter Performance in Wastewater Applications." *Proceedings of WEFTEC*, Chicago, USA.
16. DeGroot, C.T., **Straatman, A.G.**, 2016, "Development of a Porous Media Model for Flow in Alveolated Ducts within the Human Lung." *Proceedings of the International Congress of Theoretical and Applied Mechanics*, Montréal, Canada.
17. DeGroot, C.T., Sheikholeslamzadeh, E., Soleymani, A., **Santoro, D.**, Batstone, D.J., Rosso, D., 2015, "Understanding Primary Treatment Performance and Carbon Diversion Potential of Rotating Belt Filters Using Computational Fluid Dynamics." *Proceedings of WEFTEC*, Chicago, USA.
18. DeGroot, C.T., 2015, "Modelling Solids Separation in Rotating Belt Filters Using a Semi-Empirical Numerical Approach." *Proceedings of the Canadian Congress of Applied Mechanics*, London, Canada.
19. DeGroot, C.T., Sheikholeslamzadeh, E., Soleymani, A., **Santoro, D.**, Batstone, D.J., Rosso, D., 2015, "Modelling Rotating Belt Filter Performance and Nutrient Diversion Potential Using Computational Fluid Dynamics." *Proceedings of IWA Specialist Conference on Nutrient Removal and Recovery*, Gdansk, Poland.
20. Polihronov, J., **Straatman, A.G.**, DeGroot, C.T., 2014, "On the Thermodynamics of Angular Propulsion." *Proceedings of the 10th International Conference on Heat Transfer, Fluid Mechanics and Thermodynamics*, Orlando, USA.
21. DeGroot, C.T., **Williams, D.N.**, De Sterck, H., 2013, "Stress Closure at the Interface Between Fluid and Porous Regions in ANSYS CFX." *Proceedings of the 21st Annual Conference of the CFD Society of Canada*, Sherbrooke, Canada.
22. DeGroot, C.T., **Straatman, A.G.**, 2012, "Towards a Porous Media Model of the Human Lung." *Proceedings of the 4th International Conference on Porous Media and its Applications in Science, Engineering, and Industry*, Potsdam, Germany.

23. DeGroot, C.T., **Straatman, A.G.**, 2012, "Simulation of Flow in an Alveolated Duct Within the Human Lung with Application to Porous Media." *Proceedings of the 20th Annual Conference of the CFD Society of Canada*, Canmore, Canada.
24. DeGroot, C.T., **Straatman, A.G.**, 2011, "A Comparison of Thermal Dispersion Behaviour in High-Conductivity Porous Media of Various Pore Geometries." *Proceedings of the 7th International Conference on Diffusion in Solids and Liquids*, Vilamoura, Portugal.
25. DeGroot, C.T., **Straatman, A.G.**, 2011, "Interface Conditions for Finite-Volume-Based Models of Flow in Conjugate Fluid-Porous Domains." *Proceedings of the 19th Annual Conference of the CFD Society of Canada*, Montréal, Canada.
26. DeGroot, C.T., **Straatman, A.G.**, 2010, "A Finite-Volume Model for Flow in Conjugate Fluid-Porous Domains with Moving Grids." *Proceedings of the 18th Annual Conference of the CFD Society of Canada*, London, Canada.
27. DeGroot, C.T., **Straatman, A.G.**, 2009, "Closure of the Volume-Averaged Transport Equations for Flow Through High-Conductivity Porous Materials." *Proceedings of the 17th Annual Conference of the CFD Society of Canada*, Ottawa, Canada.
28. DeGroot, C.T., **Straatman, A.G.**, 2008, "Modelling Thermal Dispersion in 2D Cylinder Arrays." *Proceedings of the 16th Annual Conference of the CFD Society of Canada*, Saskatoon, Canada.
29. DeGroot, C.T., **Straatman, A.G.**, 2007, "Forced Convection in Aluminum Foam Finned Heat Sinks." *Proceedings of the 15th Annual Conference of the CFD Society of Canada*, Toronto, Canada.

### **Technical Reports**

1. **DeGroot, C.T.** "Computational Fluid Dynamics Modelling of BioCord Reactor Performance." Technical report prepared for Bishop Water Technologies, Renfrew, Canada, March 2020.
2. Sherratt, A.<sup>†</sup>, **DeGroot, C.T.**, Santoro, D., Daynouri-Pancino, F., Mao, S., Straatman, A.G. "1D Rotating Belt Filter and Column Test Model Development." Technical report prepared for Trojan Technologies, London, Canada, January 2017.
3. **DeGroot, C.T.**, Soleymani, A., Santoro, D. "Salsnes CFD Model Development." Technical report prepared for Trojan Technologies, London, Canada, July 2016.
4. Hassanzadeh, M., **DeGroot, C.T.**, Soleymani, S., Sheikholeslamzadeh, E., Santoro, D. "Sizing Tool Development and Validation." Technical report prepared for Trojan Technologies, London, Canada, June 2016.
5. **DeGroot, C.T.** "Thermodynamic Modelling of a Turbine Operating Between Two Tanks Filled With Gas." Technical report prepared for John Horak, USA, August 2015.

## **Magazine Articles**

1. **DeGroot, C.T.** “Perspectives - How Can International Events Shape Thinking at the National Level? How Does this Help the Next Generation of Advocates for Water Change?” *The Source: The Magazine of the International Water Association*, December 2019.

## **MEDIA COVERAGE**

### **Print Media**

1. “New Year, New Variant?: Researchers Keeping Close Eye on Wastewater for Kraken,” *London Free Press*, January 13, 2023.
2. “COVID-19 in London wastewater stable but new variant detected,” *London Free Press*, October 24, 2022.
3. “Ontario’s COVID-19 Wastewater Signal is Going Up Again. Here’s What That Means,” *Toronto Star*, July 16, 2022.
4. “Wastewater Data Reveals New Pandemic Wave Has Arrived in London, Ont.,” *CBC News*, July 6, 2022.
5. “New COVID-19 Cases in Ontario Have Likely Plateaued Around 100,000 a Day, Says Science Table,” *Toronto Star*, April 13, 2022.
6. “‘Like Watching a Train Wreck in Slow Motion’ Says the Londoner Tracking the 6th COVID-19 Wave,” *CBC News*, April 5, 2022.
7. “Waste Water in London, Ont. is Showing High COVID Positivity,” *CTV News*, March 23, 2022.
8. “What Wastewater Testing is Telling us About COVID-19 in London, Ont.,” *CBC News*, January 20, 2022.
9. “Researchers See Drop in COVID-19-Causing Virus in London’s Wastewater,” *CTV News*, January 19, 2022.
10. “COVID-19 Wastewater Data Suggests London, Ont. Past the Peak of Omicron,” *CTV News*, January 19, 2022.
11. “Using Wastewater to Track COVID-19 Variants of Concern Around the Globe,” *CTV News*, August 17, 2021.
12. “Wastewater Detectives: Scientists Test Wastewater for Signs of Virus,” *Western News*, August 17, 2021.
13. “Wastewater Data Suggests COVID-19 Cases Soon to Reach Record Highs in London, Ont.,” *Global News*, April 8, 2021.
14. “An Early Warning System: Testing Wastewater for COVID-19,” *Western News*, April 1, 2021.

## **Radio and Television**

1. "COVID-19 Assessment Centre to Relocate," *CTV London News at Six*, August 18, 2022.
2. "Rising COVID Counts in Wastewater," *London Morning with Rebecca Zandbergen*, April 5, 2022.
3. "Wastewater Holds Clues to the Spread of COVID-19," *London Morning with Rebecca Zandbergen*, January 20, 2022.
4. "What's Your Poo Telling You? Western University Engineers Test Wastewater to Detect COVID-19 in Community," *The Morning Show with Devon Peacock*, April 8, 2021.

## **PRESENTATIONS**

**Note:** only presentations where C.T. DeGroot was the presenting author are included.

### **Conference Presentations**

1. Samadi, Z., Johlin, E., Peerhossaini, H., DeGroot, C.T., 2021, "Modelling Optical Properties of Algae Using the Finite-Difference Time Domain Method." *Virtual oral presentation at the ASME 2021 Fluids Engineering Division Summer Meeting*.
2. Fadlallah, H., Peerhossaini, H., DeGroot, C.T., Jarrahi, M., 2020, "Motility Response to Hydrodynamic Stress During the Growth Cycle in Active Fluid Suspensions." *Virtual oral presentation at the ASME 2020 Fluids Engineering Division Summer Meeting*, Orlando, USA.
3. DeGroot, C.T., 2018, "Automatic Differentiation of a Finite-Volume-Based CFD Code: Verification for Transient Conduction." *Oral presentation at the 26th Annual Conference of the CFD Society of Canada*, Winnipeg, Canada.
4. Barry, E., DeGroot, C.T., Hülsen, T., Batsone, D., 2018, "A Multiphysics Approach to Understanding Photobioreactor Operation." *Oral presentation at the 26th Annual Conference of the CFD Society of Canada*, Winnipeg, Canada.
5. DeGroot, C.T., Sheikholeslamzadeh, E., Santoro, D., Sarathy, S., Lyng, T., Wen, Y., Daynouri-Pancino, F., Rosso, D., 2016, "Dynamic Modeling of Rotating Belt Filters Enables Design Exploration and Advanced Sizing with Varying Influent Conditions." *Oral presentation at WEFTEC*, New Orleans, USA.
6. DeGroot, C.T., Straatman, A.G., 2016, "Development of a Porous Media Model for Flow in Alveolated Ducts within the Human Lung." *Oral presentation at the International Congress of Theoretical and Applied Mechanics*, Montréal, Canada.
7. DeGroot, C.T., 2015, "Modelling Solids Separation in Rotating Belt Filters Using a Semi-Empirical Numerical Approach." *Oral presentation at the Canadian Congress of Applied Mechanics*, London, Canada.

8. DeGroot, C.T., Williams, D.N., De Sterck, H., 2013, "Stress Closure at the Interface Between Fluid and Porous Regions in ANSYS CFX." *Oral presentation at the 21st Annual Conference of the CFD Society of Canada*, Sherbrooke, Canada.
9. DeGroot, C.T., Straatman, A.G., 2012, "Towards a Porous Media Model of the Human Lung." *Oral presentation at the 4th International Conference on Porous Media and its Applications in Science, Engineering, and Industry*, Potsdam, Germany.
10. DeGroot, C.T., Straatman, A.G., 2012, "Simulation of Flow in an Alveolated Duct Within the Human Lung with Application to Porous Media." *Oral presentation at the 20th Annual Conference of the CFD Society of Canada*, Canmore, Canada.
11. DeGroot, C.T., Straatman, A.G., 2011, "A Comparison of Thermal Dispersion Behaviour in High-Conductivity Porous Media of Various Pore Geometries." *Oral presentation at the 7th International Conference on Diffusion in Solids and Liquids*, Vilamoura, Portugal.
12. DeGroot, C.T., Straatman, A.G., 2011, "Interface Conditions for Finite-Volume-Based Models of Flow in Conjugate Fluid-Porous Domains." *Oral presentation at the 19th Annual Conference of the CFD Society of Canada*, Montréal, Canada.
13. DeGroot, C.T., Straatman, A.G., 2010, "A Finite-Volume Model for Flow in Conjugate Fluid-Porous Domains with Moving Grids." *Oral presentation at the 18th Annual Conference of the CFD Society of Canada*, London, Canada.
14. DeGroot, C.T., Straatman, A.G., 2009, "Closure of the Volume-Averaged Transport Equations for Flow Through High-Conductivity Porous Materials." *Oral presentation at the 17th Annual Conference of the CFD Society of Canada*, Ottawa, Canada.
15. DeGroot, C.T., Straatman, A.G., 2008, "Modelling Thermal Dispersion in 2D Cylinder Arrays." *Oral presentation at the 16th Annual Conference of the CFD Society of Canada*, Saskatoon, Canada.
16. DeGroot, C.T., Straatman, A.G., 2007, "Forced Convection in Aluminum Foam Finned Heat Sinks." *Oral presentation at the 15th Annual Conference of the CFD Society of Canada*, Toronto, Canada.

### **Invited Talks**

1. "Water Environment Federation Disinfection Webcast 2", delivered to virtual audience through Water Environment Federation Webinar Series, September 2022.
2. "Enrich the Student Experience – CityStudio London", delivered to Western Leader's Forum (senior University leadership group), November 2021.
3. "Fluid Mechanics and the COVID-19 Pandemic," delivered to Department of Physics and Astronomy, Western University, November 2020.
4. "Dynamic Modelling of Rotating Belt Filters for Primary Wastewater Treatment," delivered to Advanced Water Management Centre (AWMC), University of Queensland, May 2017.

5. "Rotating Belt Filter Modelling – Model Development and Future Directions," delivered to Trojan Technologies and Salsnes Filter, February 2017.
6. "Rotating Belt Filter Modelling – Scaling from Bench-Scale Measurements to Full-Scale Predictions," delivered to Trojan Technologies, September 2016.

## **OPEN SOURCE SOFTWARE PROJECTS**

1. "pyODM – Tools for Working with Public Health Environmental Surveillance Open Data Model Files"  
<https://github.com/DeGrootResearchGroup/pyODM>
2. "clarifierFoam – A CFD Solver for Secondary Clarification of Wastewater"  
<https://github.com/maplekeylabs/clarifierFoam>
3. "asmFoam – A Multiphase CFD Solver with Coupled Activated Sludge Biokinetics"  
<https://bitbucket.org/cdegroot/asmfoam>
4. "A Finite Volume CFD Framework with Automatic Differentiation"  
<https://bitbucket.org/cdegroot/cfd-framework>
5. "WEdiff Automatic Differentiation Library"  
<https://bitbucket.org/cdegroot/wediff>
6. "photoBio – A Finite Volume Discrete Ordinates Solver for Multiband Optical Radiation"  
<https://gitlab.com/leboucher/photoBio>
7. "pamFoam – A Multiphase, Multiphysics CFD Solver with Coupled Radiative Transfer and Biokinetics"  
<https://gitlab.com/leboucher/pamFoam>

## **RESEARCH FUNDING**

### **Currently Awarded**

- 2023     *Nature-Inspired Solutions for Carbon Transformation*  
 Award Period: September 1, 2023 to August 31, 2024  
 Program: Western Academy for Advanced Research  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: N. Klinghoffer, H. Peerhossaini  
 Total Amount: \$295,000
- 2023     *Development of Fabric Channels for Cooling of Smart Material Actuators*  
 Award Period: January 1, 2023 to December 31, 2023  
 Program: Western Innovation Fund  
 Principal Investigator: A.L. Trejos  
 Co-Investigators: C.T. DeGroot  
 Total Amount: \$100,000

- 2022     *Computational Fluid Dynamics Modelling of Photobioreactors for Carbon Capture*  
 Award Period: April 1, 2022 to March 31, 2023  
 Program: Compute Canada Resource Allocation Competition  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Total Amount: 50 core years dedicated compute resources (value of \$6,175)
- 2021     *Surfing the Innovation Wave: Accelerate Development of Eco-efficient Technologies for Municipal and Industrial Water Treatment*  
 Award Period: May 1, 2021 to April 30, 2024  
 Program: Mitacs Accelerate (Cluster)  
 Principal Investigator: M. Ray  
 Co-Investigators: M. Carter, T. D'Silva, C.T. DeGroot, C. De Lannoy, K. Grolinger, E. Johlin, C. Ketola, J. Randall, M. Ray, B. Smith, K. Warriner  
 Industry Partner: Trojan Technologies  
 Total Amount: \$2,659,010
- 2021     *SARS-CoV-2 Wastewater Surveillance*  
 Award Period: March 1, 2021 to March 31, 2023  
 Program: Ontario Ministry of Environment, Conservation, and Parks  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: E. Arts, A. Poon  
 Total Amount: \$1,184,669
- 2017     *Computational Methods for Analysis and Optimization of Solar Thermal Energy Collection and Storage Technologies*  
 Award Period: April 1, 2017 to March 30, 2024  
 Program: NSERC Discovery  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Total Amount: \$147,000

### **Completed**

- 2021     *Modelling and Analysis of Heat Pipes Under Various Operating Conditions Encountered in Mold Cooling Applications*  
 Award Period: May 7, 2021 to April 30, 2022  
 Program: Mitacs Accelerate  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Industry Partner: Acrolab Inc.  
 Total Amount: \$30,000
- 2021     *Computational Fluid Dynamics Modelling of Photobioreactors for Carbon Capture*  
 Award Period: April 1, 2021 to March 31, 2022  
 Program: Compute Canada Resource Allocation Competition  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Total Amount: 50 core years dedicated compute resources (value of \$6,067)

- 2020 *A Lab-Scale Sewer Simulator to Enable Wastewater Based Epidemiological Quantification of COVID-19 Infection Rates*  
 Award Period: July 1, 2020 to June 30, 2022  
 Program: Western Research Catalyst  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: D. Santoro  
 Total Amount: \$45,600
- 2020 *Emergency Ventilator System Using Additive Manufacturing*  
 Award Period: May 1, 2020 to April 30, 2022  
 Program: Western Research Catalyst  
 Principal Investigator: D. Holdsworth  
 Co-Investigators: G. Campbell, A.L. Trejos, C.T. DeGroot, J. Lacefield, C. Harle, M. Slessarev  
 Total Amount: \$49,700
- 2020 *Computational Fluid Dynamics Modelling of Photobioreactors for Carbon Capture*  
 Award Period: April 1, 2020 to March 31, 2021  
 Program: Compute Canada Resource Allocation Competition  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Total Amount: 60 core years dedicated compute resources (value of \$7,280)
- 2020 *Investigation of Chemical Treatments for Prevention of Sewer Odour and Corrosion*  
 Award Period: March 16, 2020 to March 15, 2021  
 Program: CHI University Grant Program  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Total Amount: Annual license of PCSWMM software (value of \$1,440)
- 2019 *Development of a Computational Fluid Dynamics Model of a Jet Nebulizer Device for Aerosol Drug Delivery*  
 Award Period: February 1, 2019 to July 31, 2019  
 Program: NSERC Engage Plus  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Industry Partner: Trudell Medical International  
 Total Amount: \$20,000
- 2018 *Computational Fluid Dynamics Modelling of Heat Pipes for Cooling Applications*  
 Award Period: May 1, 2018 to April 30, 2021  
 Program: Mitacs Accelerate  
 Principal Investigator: C.T. DeGroot  
 Co-Investigators: None  
 Industry Partner: Acrolab Inc.  
 Total Amount: \$90,000
- 2018 *Development of a Computational Fluid Dynamics Model of a Jet Nebulizer Device for Aerosol Drug Delivery*

- Award Period: February 1, 2018 to July 31, 2018  
Program: NSERC Engage  
Principal Investigator: C.T. DeGroot  
Co-Investigators: None  
Industry Partner: Trudell Medical International  
Total Amount: \$25,000
- 2017 *A 3D Lithography System for Metamaterials, Energy Materials and Biomedical Research*  
Award Period: April 1, 2017 to March 30, 2018  
Program: NSERC Research Tools and Instruments  
Principal Investigator: J. Yang  
Co-Investigators: C.T. DeGroot, Z. Ding, G. Franchini, L. Jiang, A. Price, J. Sabarinathan, A. Sun, R. Tutunea-Fatan  
Total Amount: \$149,475
- 2016 *Municipal Wastewater Treatment Technology Innovation*  
Award Period: September 1, 2016 to August 31, 2019  
Program: NSERC Collaborative Research and Development  
Principal Investigator: G.F. Nakhla  
Co-Investigators: C.T. DeGroot  
Industry Partner: Trojan Technologies  
Total Amount: \$1,285,100

## FELLOWSHIPS AND SCHOLARSHIPS

- 2014-15 NSERC Industrial Research and Development Fellowship (IRDF)
- 2012-14 Mitacs Elevate Postdoctoral Fellowship
- 2009-12 NSERC Alexander Graham Bell Canada Graduate Scholarship (CGS D)
- 2008-09 NSERC Postgraduate Scholarship (PGS M)
- 2007 NSERC Undergraduate Student Research Award (USRA)
- 2006 NSERC Undergraduate Student Research Award (USRA)

## TEACHING EXPERIENCE

### Undergraduate Courses

Year	Course No.	Course Title	Enrolment	Score <sup>1</sup>
2021/22	MSE 2214A	Thermodynamics <sup>2</sup>	92	5.2/7
	MME 2204A	Thermodynamics I <sup>2</sup>	137	4.8/7
2020/21	MSE 2214A	Thermodynamics	81	6.5/7
	MME 4499	Mechanical Engineering Design Project	76	N/A
	ES 1050	Foundations of Engineering Practice	46	5.5/7
2019/20	MME 3334B	Thermodynamics II	88	N/A
	MSE 2214A	Thermodynamics	76	6.5/7
	MME 4499	Mechanical Engineering Design Project	104	N/A
2018/19	MME 3307B	Heat Transfer II	102	6.0/7
	MSE 2214A	Thermodynamics	82	6.9/7
2017/18	MME 2234B	Heat Transfer and Dynamics	70	6.4/7
	MSE 2214A	Thermodynamics	74	6.7/7
	ES 1050	Introductory Design and Innovation	40	6.0/7
	ES 1050	Introductory Design and Innovation	43	5.4/7
2016/17	MME 2213B	Engineering Dynamics	116	6.0/7
	ES 1021B	Properties of Materials	265	5.2/7
	MSE 2214A	Thermodynamics	66	5.4/7
	ES 1021A	Properties of Materials	157	4.1/7
	MME 4499	Mechanical Engineering Design Project	74	N/A
	ES 1050	Introductory Design and Innovation	49	N/A
	ES 1050	Introductory Design and Innovation	48	N/A
2015/16	MME 3360B	Finite Element Methods in Mech. Eng.	125	6.1/7
	ES 1021B	Properties of Materials	273	5.7/7
2011/12	CALC 1000A	Calculus I	130	6.2/7

<sup>1</sup>Based on response to question: “Overall, is an effective university teacher”

<sup>2</sup>Taught online due to family accommodation while most other classes were in-person.

### **Graduate Courses**

Year	Course No.	Course Title	Enrolment	Score <sup>1</sup>
2020/21	MME 9710A	Advanced Computational Fluid Dynamics	9	N/A
2019/20	MME 9614A	Applied Computational Fluid Dynamics and Heat Transfer	23	6.6/7
2018/19	MME 9639B	Viscous and Boundary Layer Flow	12	6.7/7
	MME 9710A	Advanced Computational Fluid Dynamics	8	6.8/7
2017/18	MME 9710A	Advanced Computational Fluid Dynamics	11	6.9/7
2015/16	MME 9639B	Viscous and Boundary Layer Flow	17	6.4/7

<sup>1</sup>Based on response to question: “Overall, is an effective university teacher”

### **Undergraduate Research Supervision**

Name	Program	Topic	Year
Thomas Mathias	Dean's Award	Optical properties of active fluids	2020
Brennan May	NSERC USRA	Characterization of heat pipes	2018
Luke Tambakis	Dean's Award	Characterization of heat pipes	2018
Mengchen Zhao	Dean's Award	Energy storage in phase change materials	2018
David Lionga	Dean's Award	Energy storage in phase change materials	2018

### **Undergraduate Project Supervision**

Name	Course	Topic	Year
Alek Ryan	MME 4410	Bubble column dynamics	2021-2022
Lyndon Bunio	MME 4410	Acoustic levitation and transport of oil	2017-2018
Brandon Power	MME 4499	Experimental apparatus for phase change material testing	2017-2018
Octavian Strashun			
Efrain Navas			

### **Graduate Research Supervision**

Name	Co-Supervisor	Degree	Title/Topic	Status
Amin Hadizade		PhD	Virus transmission in indoor environments	In progress
Luning Chen	Bassi	PhD	Microalgae photobioreactor for stormwater treatment	In progress
Zahra Samadi	Peerhossaini	PhD	Development of a microalgae photobioreactor and numerical model	In progress
Dwaipayan Sarkar	Savory	PhD	Numerical modelling of heat pipes	In progress
Sameed Akber	Siddiqui	MESc	Numerical investigation of flow and thermal behaviour in channels with PCM-filled thermal energy storage columns for potential application in photobioreactors	Complete
Heena Shrestha	Trejos	MESc	Development of control system for open-source low-cost ventilators	Complete
Maryam Shams	Peerhossaini	MESc	Urban Heat Mitigation for Current and Future Conditions: A case study for downtown London ON	Complete
Ahmed Khalil		PhD	Numerical modelling of biological wastewater treatment processes	Complete
Raj Maloth	Khayat	MESc	Analytical modelling of gas-liquid mass transfer	Complete
Mitchell Kuska	Siddiqui	MESc	Energy modelling of a ground-loop heat exchanger for aquaculture Applications	Complete
Peter Nielsen	Straatman	MESc	Numerical modelling of a jet nebulizer devices	Complete
Brooke Remler		MESc	Numerical modelling and experimental validation of wastewater flocculation processes	Complete
Edward Barry	Batstone	PhD	Numerical modelling of photobioreactors	Complete
Anthony Sherratt	Hülsen	PhD		
Anthony Sherratt	Straatman	MESc	Computational fluid dynamics modelling of wastewater filtration Processes	Complete

### **Postdoctoral Supervision**

Name	Title/Topic	Status
Ahmed Khalil	Wastewater process modelling for sewers and activated sludge reactors	In progress
Ahmed Badia	SARS-CoV-2 surveillance in municipal wastewater	Complete

### **Research Associate Supervision**

Name	Title/Topic	Status
Michael Siemon	SARS-CoV-2 surveillance in municipal wastewater	In progress

## **GRADUATE COMMITTEES**

Name	Degree	Role	Outcome	Date
Michael Davis	MESc	Examiner	Pass	2022 08 23
Dylan MacRiner	MESc	Examiner	Pass	2022 08 22
Siddharth Gupta	PhD	Examiner	Pass	2021 11 19
Arash Ashrafi	PhD	Examiner	Pass	2021 10 29
Jihao Wang	Comp	Examiner	Pass	2021 10 15
Zhaoran Xin	MESc	Examiner	Pass	2021 10 06
Mohamed Badr	MESc	Examiner	Pass	2021 09 22
Muveno Mucaza	MESc	Examiner	Pass	2021 09 14
Anika Wong	MESc	Examiner	Pass	2021 08 30
Abdelrahman Aly	PhD	Examiner	Pass	2021 07 16
Tiziana Venditto	PhD	Examiner	Pass	2021 04 22
Yitian Guo	PhD	Examiner	Pass	2021 02 26
Cesar Pedraza	PhD	Examiner	Pass	2021 02 05
Marilena Enus	PhD	Examiner	Pass	2021 01 28
Brandon Edmonds	PhD	Examiner	Pass	2020 12 16
Saleh Srabet	MESc	Examiner	Pass	2020 12 11
Ben Hamilton	Comp	Examiner	Pass	2020 12 10
Srdjan Cvijanovic	Comp	Examiner	Pass	2020 11 27
Kamran Ajirlo	MESc	Examiner	Pass	2020 11 23
Didulani Acharige	Comp	Examiner	Pass	2020 10 23
Glen DSouza	MESc	Examiner	Pass	2020 10 22
Kyle Graat	MESc	Examiner	Pass	2020 10 09
Seyed Miry	Comp	Examiner	Pass	2020 07 21
Garret Munch	PhD	Examiner	Pass	2020 07 06
Kira Toxopeus	MESc	Examiner	Pass	2020 07 03
Zahra Habibi	Comp	Examiner	Pass	2020 05 12
Kadeem Dennis	PhD	Examiner	Pass	2020 02 20
Wesam Mohamed	MESc	Examiner	Pass	2020 02 10
Jiahao Wang	MESc	Examiner	Pass	2020 01 09
Shoyon Panday	Comp	Examiner	Pass	2019 11 29
Tsinuel Geleta	Comp	Examiner	Pass	2019 11 22
Huirui Han	Comp	Examiner	Pass	2019 11 01
Mohammad Karami	PhD	Examiner	Pass	2019 10 10
Dwaipayan Sarkar	Comp	Examiner	Pass	2019 08 19
Kyle Teather	Comp	Examiner	Pass	2019 07 31
Meseret Kahsay	PhD	Examiner	Pass	2019 05 29
Md Faisal	Comp	Examiner	Pass	2019 02 13
Ashraf Ashrafi	Comp	Examiner	Pass	2019 01 25
Mrinmoyee Mondal	MESc	Examiner	Pass	2018 12 14
Asma Khalil	MESc	Examiner	Pass	2018 12 06
Junayed Chowdhury	MESc	Examiner	Pass	2018 11 26
Steven Jevnikar	MESc	Examiner	Pass	2018 10 05
Yunfeng Liu	MESc	Examiner	Pass	2018 09 12
Tomek Jaroslawski	MESc	Examiner	Pass	2018 09 11

Name	Degree	Role	Outcome	Date
Shirzad Mohajerani	PhD	Examiner	Pass	2018 08 21
Tuntun Gaurav	MESc	Examiner	Pass	2018 08 02
Yanbei Wang	MESc	Examiner	Pass	2018 07 31
Sakib Shadman	MESc	Examiner	Pass	2018 04 23
Dwaipayan Sarkar	MESc	Examiner	Pass	2018 04 12
Huirui Han	MESc	Examiner	Pass	2018 02 13
Tanvir Hossain	MESc	Examiner	Pass	2017 11 27
Yitian Guo	Comp	Examiner	Pass	2017 10 02
Fakhruzzaman Arif	MESc	Examiner	Pass	2017 09 28
Hao Luo	MESc	Examiner	Pass	2017 09 18
Ahmed Mohamed	MESc	Examiner	Pass	2017 09 15
Asif Zobaer	MESc	Examiner	Pass	2017 09 12
Sarah Stevenson	MESc	Examiner	Pass	2017 08 31
Brandon Edmonds	Comp	Examiner	Pass	2017 08 30
Jeremy Vu	MESc	Chair	Pass	2017 08 15
Mahmoud Kassem	PhD	Examiner	Pass	2017 06 15
Abul Akon	PhD	Examiner	Pass	2017 03 03
Shady Ali	PhD	Examiner	Pass	2017 01 25

## GUEST LECTURES

1. “Introduction to Computational Fluid Dynamics” for course “Advanced Topics in Computer Aided Engineering”, October 2022.
2. “Sustainability and Life Cycle Assessment in Mechanical Engineering Design” for course “Mechanical Engineering Design Project”, October 2021.
3. “Introduction to Computational Fluid Dynamics” for course “Advanced Topics in Computer Aided Engineering”, October 2021.
4. “Introduction to Computational Fluid Dynamics” for course “Advanced Topics in Computer Aided Engineering”, October 2020.
5. “Introduction to Computational Fluid Dynamics” for course “Advanced Topics in Computer Aided Engineering”, October 2019.
6. “Introduction to Computational Fluid Dynamics” for course “Advanced Topics in Computer Aided Engineering”, October 2018.
7. “Introduction to Computer-Aided Design” for course “Introductory Design and Engineering Studio”, October 2017.
8. “Introduction to Computational Fluid Dynamics” for course “Advanced Topics in Computer Aided Engineering”, October 2017.
9. “Introduction to Computer-Aided Design” for course “Introductory Design and Engineering Studio”, March 2017.

10. "Introduction to Computational Fluid Dynamics" for course "Advanced Topics in Computer Aided Engineering", October 2016.

## **SERVICE**

### **Conference Organization**

- 2018-19 Conference Co-Chair and Programme Chair, International Water Association Young Water Professionals Conference, Toronto, Canada, July 2019.
- 2018-19 Conference Co-Chair, 27th Annual Conference of the Computational Fluid Dynamics Society of Canada, London, Canada, June 2019.
- 2016 Volunteer Coordinator, 24th International Congress of Theoretical and Applied Mechanics, Montreal, Canada, held August 2016.
- 2011 Member of Organizing Committee, 19th Annual Conference of CFD Society of Canada, Montreal, Canada, held April 2011.
- 2010 Member of Organizing and Scientific Committees, 18th Annual Conference of CFD Society of Canada, London, Canada, held May 2010.

### **Conference Sessions Chaired**

- 2021 "Flow Manipulation and Active Control," FEDSM 2021, Virtual Conference.
- 2018 "Algorithms/Methodology," 26th Annual Conference of the CFD Society of Canada, Winnipeg Canada.
- 2017 "Heat Transfer," 25th Annual Conference of the CFD Society of Canada, Windsor, Canada.
- 2016 "Porous Media," 24th International Congress of Theoretical and Applied Mechanics, Montreal, Canada.
- 2015 "Porous Media," Canadian Congress of Applied Mechanics, London, Canada.

### **Peer Review**

1. Journal of Open Source Software (5 papers)
2. Transactions of the Canadian Society of Mechanical Engineering (4 papers)
3. Physics of Fluids (3 papers)
4. Water Science and Technology (4 papers)
5. Water Environment Research (2 papers)
6. Journal of Fluid Mechanics (2 papers)
7. International Journal of Heat and Mass Transfer (2 papers)
8. International Journal of Mechanical Engineering Education (2 papers)
9. International Journal of Numerical Methods in Heat and Fluid Flow (2 papers)
10. International Journal of Thermal Sciences (2 papers)

11. SoftwareX (1 paper)
12. Chemical Engineering Science (1 paper)
13. Computers and Fluids (1 paper)
14. Canadian Journal of Chemical Engineering (1 paper)
15. Archive of Mechanical Engineering (1 paper)
16. Engineering with Computers (1 paper)
17. Numerical Linear Algebra with Applications (1 paper)
18. Fluid Dynamics and Materials Processing (1 paper)

#### **Grant Review**

1. Compute Canada 2021 Resource Allocation Competition (6 proposals)
2. Mitacs Accelerate 2021 Competition (1 proposal)
3. Agence Nationale de la Recherche (France) 2020 Competition (1 proposal)
4. Mitacs Accelerate 2020 Competition (1 proposal)
5. NSERC Discovery 2019 Competition (1 proposal)
6. Mitacs Elevate 2019 Competition (1 proposal)
7. Mitacs Accelerate 2019 Competition (2 proposals)

#### **Service to Department**

1. Graduate Attributes Review Committee, 2022–Present
2. Undergraduate Committee, 2022–Present.
3. Graduate Professional Committee, 2021–2022
4. Capstone Design Showcase Judge, March 2017.
5. Undergraduate Curriculum Committee Member, 2016–2017

#### **Service to Faculty**

1. Acting Director, WesternWater Centre, January 2022–June 2022
2. Hiring Committee, Thompson Centre for Engineering Leadership and Innovation, 2021
3. Online Learning Task Force Member, 2020–2021
4. First Lego League Competition Judge and Guest Speaker, December 2019
5. Convocation Hooder, June 2019
6. First Lego League Competition Judge, December 2018
7. First Year Design Showcase Judge, April 2018.

8. First Lego League Competition Judge and Guest Speaker, December 2017
9. Fall Preview Day Volunteer, November 2017
10. First Year Design Showcase Judge, April 2017.
11. Western Engineering Competition Judge, January 2017.
12. Convocation Hooder, June 2016
13. Fall Preview Day Volunteer, November 2016
14. First Year Design Showcase Judge, April 2016.
15. March Break Open House Volunteer, March 2016.
16. Undergraduate Scholarship Selection Committee, 2016

#### **Service to University**

1. Lifelong Learning Working Group Member, 2020–2021

#### **External Service**

1. Member of Ontario Wastewater Surveillance Consortium, 2022–Present
2. Member of Wastewater Surveillance Technical and Research Advisory Table, Government of Ontario, 2022–Present
3. Vice Chair of International Water Association CFD Working Group, 2022–Present
4. President of CFD Society of Canada, 2021–Present
5. Co-Vice-Chair of Water Environment Program Research and Innovation Symposium, 2021–Present
6. Member of Water Environment Program Committee, 2018–Present
7. Member of International Water Association CFD Working Group, 2018–Present
8. Member of Board of Directors, CFD Society of Canada, 2017–Present.
9. Treasurer of Canadian Young Water Professionals Chapter, 2019–2020
10. Member of Modelling and Integrated Assessment Specialist Group Management Committee, International Water Association, 2016–2018.
11. Student member of Board of Directors, CFD Society of Canada, 2009–2012.

#### **PROFESSIONAL AFFILIATIONS**

1. Professional Engineers Ontario (PEO), registered as Professional Engineer since March 2015.
2. International Water Association (IWA), registered member since April 2016.
3. Water Environment Federation (WEF), registered member since July 2018.

## **COMMUNITY SERVICE**

1. Chair of London Cycle Link Advocacy Committee, 2020–Present
2. Member of City of London Cycling Advisory Committee, 2019–Present

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Integrated Transportation Community Advisory Committee**

### **Contact Information**

Name: **Anuar Issa**

City: **London**

Province: **ON**

Postal Code: **N5X4K7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not previously served on a London Advisory Committee.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I bring to the table a fresh youth perspective and experience in navigating government processes. As a native Londoner, a current Western student and former Fanshawe student who regularly takes the LTC, I believe I can serve as a voice for the post-secondary student population on the transportation issues we are facing. I'm also well versed in the government processes as per my work experience and education.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**As we combat climate change and deal with the increasing cost of living, we need to change the status quo that cars are the best way to get around from point A to point B. We need to incentivize more people to use public transit and bicycles to get around, but in order to do so we need more accessible LTC routes and schedules as well as more bike lines around the city. I will support the work of the committee by hopefully taking on a leadership role, ensuring the voices of students are heard, and by collaborating with other committee members to make sure we are all on the same page and working towards the same goals.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As a young Londoner I value deeply the transportation issues that our post-secondary student population is facing. As a student that takes the LTC regularly, I'm on the ground everyday experiencing issues related to the capacity of buses on busy routes, tardiness, and route availability. My lived experiences as a transit user and my work in government are assets that I believe will positively impact the committee.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**Former Army Reservist  
Volunteer for Suicide Prevention Middlesex-London  
Volunteer for CRA Community Income Tax Program  
Rotary Club Member**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional):

If you selected 'Other', please specify:

Submitted on: **7/10/2023 11:42:04 AM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Integrated Transportation Community Advisory Committee**

### **Contact Information**

Name: **Thomas Lardner**

City: **London**

Province: **ON**

Postal Code: **N6C4B4**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

#### **No experience on a London Advisory Committee**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to bring my energy, positivity, and professionalism in advocating for active and public transportation, and for road safety. I feel that London has developed a transportation network that does not serve the community as a whole, and I want to push for complimentary alternatives to the automobile.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I have experience working on large, complicated, multidisciplinary projects through my practice as a geotechnical engineer and manager for large infrastructure projects. I am experienced with working in a committee through past organizations ranging from school councils and my local church to professional organizations such as the Canadian Geotechnical Society.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**I am a father of two young children and passionate about the community and places that we are raising them in. Transportation networks play a significant role in their built environment, often contributing to what they can do and where they can do it.**

**Transportation represents a major safety issue. It drives the economic and social welfare of not just my family, but all residences of London. A fair and equitable transportation network is required to push London into the future.**

**I am a professional engineer who has experience with transportation infrastructure projects ranging from bridges to highways to subway systems. I am aware of the complexity and multidisciplinary requirements of any transportation network design, construction, and maintenance.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I am a professional engineer with over 15 years of experience. Through that career I have developed excellent analytic and communication skills. The profession requires lifelong learning which will help me catch up with the Advisory Committee and it's works quickly. My profession requires constant work with other disciplines, construction contractors,**

**government organizations (MTO, Metrolinx, Municipalities) so working with a diverse group to reach a solution is a well practiced skill. I am active in my local neighbourhood through the School Council at Tecumseh Public School and previously at Wesley-Knox United Church.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/10/2023 8:58:17 AM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Integrated Transportation Community Advisory Committee**

### **Contact Information**

Name: **Tyler Macklem**

City: **London**

Province: **ON**

Postal Code: **N6H 3V7**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I have not previously served on a Community Advisory Committee; however, my passion for urban planning and transit, coupled with my degree in political science, has provided me with a strong foundation to contribute effectively to the Integrated Transportation Community Advisory Committee.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**As a member of the Committee, I hope to contribute my knowledge and passion for urban planning and transit to provide valuable recommendations to City Council. Additionally, I look forward to learning from other Committee Members while gaining a deeper understanding of the transportation planning process, policy development, municipal politics, and community engagement strategies.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will support the work of the Committee by actively participating in meetings, offering well-informed insights, conducting research, and engaging with the community to gather feedback. I am committed to working collaboratively with fellow Committee Members to achieve our shared goals and contribute to the development of effective transportation policies and initiatives.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**My academic background in political science has equipped me with the critical thinking, research, and analytical skills that are essential when evaluating policy, understanding social issues, and assessing transportation plans and strategies. And as a recent graduate of Western University, I bring a fresh perspective to the Committee, particularly in representing the youth and student population. My experience of growing up in London and being a student here has sensitised me to the unique challenges faced by young individuals, and I seek to find innovative solutions to these issues. I intimately understand the transportation needs, challenges, and aspirations of our diverse city across different neighbourhoods. With this personal experience, I am dedicated to promoting equity, inclusivity, and sustainability in transportation planning and policy to help build a better city.**

**Overall, my blend of academic knowledge, passions, and personal experience empowers me to offer a well-rounded and informed perspective on transportation matters. I am committed to collaborating with fellow Committee Members, engaging with the**

**community, and working towards sustainable and innovative transportation solutions that benefit all Londoners. Through my commitment to diversity, inclusion, and the betterment of our community, I am confident in my ability to make a valuable contribution to the Committee's important work.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I try to stay informed about municipal matters and actively seek out learning more about good transportation networks and policies. I have also experienced living in Montreal and travelling to cities internationally, which has broadened my perspective of different transportation networks and methods through experiencing the benefits of them first-hand.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Social media**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 10:53:17 PM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Integrated Transportation Community Advisory Committee**

### **Contact Information**

Name: **Emily Poirier**

City: **London**

Province: **ON**

Postal Code: **N5X3H6**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**I currently serve on the London Safe Cities committee on the USC seat, starting in May 2023.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**I hope to contribute the student perspective on transit and mobility in London. Western students are heavy users of public transit, and so their views on transit are well-rounded. I also hope to learn more about how people throughout the city use transit, in an effort to make it stronger for all residents. As the external spokesperson for 35,000 undergraduate students, I feel that this is an important perspective to bring to the table.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I have a lot of committee work experience through both institutional and external committees as both VP External Affairs at Western USC as well as as VP Student Affairs at the Huron University College Students' Council, so I have a strong understanding of consensus building, cooperation, and advocacy, all of which are key in a committee setting. Additionally, the support of my full-time staff will allow me to effectively manage all of the files under my purview, allowing me to come to meetings prepared and with feedback or comment.**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As mentioned previously, the student perspective is key in making decisions around transit in London as one of its largest user bases. Having their perspectives as a demographic often without cars and that are spread across London, helps to give a wide-range of perspectives. As the student body representative to all levels of government, I have a great breadth of knowledge of these issues, and am a constant contact with students. I also live in North London without access to a car, so the issue of transit is one that I experience on a daily basis. As a woman, I also understand the anxieties that women and femme-presenting people face while on the go, which is important to consider while making decisions on transit (.e lighting, late-night routes, etc.).**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**Through my job as VP External Affairs, I have learned about transit and its issues at all levels of government. This would allow me to understand jurisdiction as a committee member, and approach issues with the right tool for the situation.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Word of mouth**

If you selected 'Other', please specify:

Submitted on: **7/10/2023 8:58:34 AM**

## **City of London - Application for Appointment to City of London Community Advisory Committees**

### **Application**

Committee you are interested in serving on: **Integrated Transportation Community Advisory Committee**

### **Contact Information**

Name: **Craig Power**

City: **LONDON**

Province: **ON**

Postal Code: **N6C2B6**

### **Experience and Qualifications**

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters):

**Sorry, none.**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters):

**As a technically savvy individual, I hope to contribute my ability to discern what are the best solutions for Londoners as we move forward with the latest recommendations to our transportation needs; whether they be electrical, gas or sustainable.**

How will you support the work of a Community Advisory Committee? (max. 250 characters):

**I will support the work of the Community Advisory Committee:**

- actively taking notes on recommendations**
- challenging all on the committee to ensure we are doing the best for sustainable transportation for the city**

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

**As a Londoner who bikes, walks and uses fossil fuels to traverse or city, I keep an open mind to opportunities that ensure Londoners achieve their mobility needs in a sustainable environment.**

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

**I am a corporate trainer who has developed effective solutions from written to elearning.**

Attach resume or other document here, if needed:

Attach more files here, if needed:

### **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend**

**meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **City Website**

If you selected 'Other', please specify:

Submitted on: **7/9/2023 9:35:55 PM**

## **City of London - Application for Appointment to a City of London Board or Commission**

### **Application**

Please choose the Board or Commission you are interested in serving on: [Integrated Transportation Community Advisory Committee](#)

### **Contact Information**

Name: Amanda Pfeffer

City: London

Province: ON

Postal Code: N6A 5B8

### **Experience and Qualifications**

If you have experience on a London Board or Commission, please provide dates and details. (max. 3000 characters):

**Between the years 2014 and 2017 I was the London Police officer responsible for the Traffic Management Unit. In that role I sat on various traffic-related committees including the London Middlesex Road Safety Committee, Cycling Advisory Committee and Transportation Advisory Committee.**

What do you hope to contribute or learn as part of a Board or Commission? (max. 3000 characters):

**I hope to contribute my personal perspectives and knowledge in relation to transportation safety as well as the Western University perspective regarding cyclist, pedestrian and motor vehicle safety on campus and surrounding its properties. I also hope to learn how to improve transportation networks at Western University and develop relationships with our community partners to work toward that goal of improvement. It is so important to collaborate with stakeholders to ensure that we address current and future transportation needs within our unique communities in order to adequately inform council of these needs.**

How will you support the work of a Board or Commission? (max. 3000 characters):

**I can commit to attending the monthly meetings and participating in any additional volunteer opportunities that arise to enhance safety within our transportation networks. I can vocalize a commitment from Western University to support transportation network improvements related to campus and can ensure that fellow committee members, and council, are kept apprised of transportation-related interruptions, modifications/ improvements at Western.**

**Evidence-based decision making is essential and I can also support the work of the committee by leveraging available data and conducting thoughtful and thorough analyses after review and study.**

The City of London has a commitment to Diversity and Inclusion where we foster an inclusive and supportive workplace respecting the diversity, dignity and perspectives of all. What does it mean to you to have a commitment to diversity and inclusion? Give us an example of how you have and would demonstrate that commitment further in this role. (max. 3000 characters):

**It means embracing the richness of diversity in all its forms including diversity of perspectives. It means emphasizing the importance of creating an environment where individuals from all backgrounds, experiences and identities are respected and given equal opportunity. It means knowing that this is an ongoing, perhaps never-ending endeavour but one that must always be strived for and considered. In an inclusive and supportive workplace everyone feels valued, respected and empowered to contribute their unique ideas and perspectives. In the workplace, and in everyday life, it also means a constant challenge to recognize any biases I possess as well as barriers that may exist for others within the organization and an effort to actively promote a culture of respect, improvement, education and awareness.**

**Access to public transportation for all people is an area within this advisory committee's mandate that I am particularly passionate about. I have in the past participated in public forums where the lack of accessibility has been heavily criticized by those who most rely upon it being so. As a result, I have made the commitment to learn all that I can about how to improve accessibility within public transportation and would continue to demonstrate this commitment if in this role.**

Please tell us about your educational background, professional credentials, or any other training which is relevant to this position. (max. 3000 characters):

**HBA, University of Windsor 2000**

**Major- Criminology with a minor in Communications and Business**

**Leading through Conflict Certificate**

**Western University- 2022**

**Project Management Certificate**

**Western University- ongoing**

**Basic Constable Training, Ontario Police College 2002**

**Continued Education/ Professional Development**

**Extensive training in leadership and management, traffic management, critical incident response and management, emergency management, risk prevention and conflict resolution, case management, evidence collection, interviewing, diversity, communications, investigations.**

Please describe any relevant work and/or lived experience you have. (max. 3000 characters):

**Staff Sergeant Patrol Operations (present)**

## **Western University Campus Safety and Emergency Services**

- **Responsible for the safety and well-being of students, faculty and all other users of Western University's campus, buildings, and all other infrastructure including transportation networks.**
- **Responsible for review and execution of operational and emergency management plans related to major events on campus.**
- **Responsible for the supervision and leadership of 4 patrol sections, 24/7/365 service to the Western community.**

Sergeant

Traffic Management Unit London Police Service (2014-2017)

- **Responsible for the daily management of two shifts of officers employed in the enforcement of traffic-related laws as well as the investigation of all severe injury and fatal collisions. Personnel management included work performance evaluation/ documentation, continued education, emergency deployment of officers, conflict resolution and the administration of working agreements. Also responsible for extensive statistical analysis, monthly and annual reports (public) and the management of a large equipment and training budget. Additional duties included: capital acquisitions related to improving road safety, media liaison including social media, committee work and internal education campaigns as well as project management.**

Tell us about your involvement in any public or private sector boards, community involvement, or other experiences that are relevant to this position. Please describe the roles you played and the period of time you were involved.(max. 3000 characters):

- **one of the original contributors to the London Road Safety Strategy, participated throughout the development of the strategy**
- **Red Light Camera Program London Police service representative**
- **Elder Abuse London Middlesex Committee member**
- **Law Enforcement Agencies Protecting Seniors Committee member**
- **London Middlesex Road Safety Committee member**
- **City of London Cycling Advisory Committee member**
- **City of London Transportation Advisory Committee member**
- **Big Brothers Big Sisters St. Thomas, Elgin Board of Directors- Director**
- **youth basketball and volleyball coach**
- **Ontario Media Relations Officers Network- member**
- **OACP Traffic Reconstruction Subcommittee- member**

If necessary, please provide any additional relevant information that is not captured in your previous answers.(max. 3000 characters):

Attach resume or other document, if needed:

**I am over 18, I am not a City employee or Council member and I understand and agree that this application will be included on a public agenda that is published on the City website.**

## Proclamation Request Form

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<u>Name of Organization</u>
Leukemia and Lymphoma Society of Canada-London Ontario
<u>Proclamation Name</u>
Blood Cancer Awareness Month-Leukemia and Lymphoma Society of Canada
<u>Date of Proclamation Requested</u>
September 2023
<u>Proclamation Type</u> (day, week or month)
Month
<b>Organization's Direct Connection to London</b> (provide specific details) The Leukemia & Lymphoma Society of Canada (LLSC) has a Community Services Lead in London who provides resources and programs to the blood cancer community in Southwestern Ontario. September is blood cancer awareness month and we believe awareness is key so we can support those affected by blood cancer and their families on every step of the blood cancer journey, from diagnosis through survivorship.  Light the Night is LLSC's largest annual event. It is a night that brings together the blood cancer community in celebration, hope, and remembrance and raises funds for the LLSC mission to cure blood cancer and support those affected by the disease. The first Light The Night event in London took place in 2011 when Gerry Vanderhoek and his wife wanted to help make their daughter Kaitlin's dream come true. Their daughter Kaitlin lost her fight to Leukemia in 2009 and her wish before she passed away was that no one had Leukemia. Families and companies in London have participated by the thousands every year since 2011 to raise funds for the LLSC mission, a cause that is special to so many.  A committee of LLSC volunteers in London is working together to plan this year's Light The Night event which will be held in Victoria Park. They are hopeful that the proclamation will be approved and look forward to participating in its signing in September.  See attached for more details.
<u>Required Supporting Documents:</u> <input type="checkbox"/> Detail information on the Organization <input type="checkbox"/> Detail information on the Event <input type="checkbox"/> Confirmation of authorization from the Organization to submit request
<u>Category</u> (public awareness campaigns, charitable funding campaigns, arts and cultural celebrations) Charitable public awareness campaign
<u>Requester Name</u> Michelle Lambert
<u>Requester Address</u> 2 Lansing Square, Suite 601, Toronto, ON M2J 4P8
<u>Requester Phone Number and Email</u> 709-740-3791

The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.

Digitally signed by Michelle  
**Michelle Lambert**  
Lambert  
Date: 2023.06.30 12:55:34 -02'30'  
Signature

June 30/23

Date

Notice of collection of personal information

Personal information collected on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25 and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to Manager, Records and Information Services, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489 ext. 5590, email: [eskalski@london.ca](mailto:eskalski@london.ca).

# The Leukemia & Lymphoma Society of Canada

Our mission is to **cure blood cancers** like leukemia, lymphoma, myeloma, myelodysplastic syndromes (MDS), and myeloproliferative neoplasms (MPN), and **improve the quality of life** of people affected by blood cancers and their families.

Your support helps fund:



Life-Enhancing  
Research



Personalized  
Support



Information and  
Education



# About BLOOD CANCERS



**Every 24 minutes**, someone in Canada is diagnosed with a blood cancer.



Blood cancers are the most commonly diagnosed cancers in **children, adolescents, and young adults**.



Blood cancers are the **5<sup>th</sup> most common form of cancer** in Canada.



There are **137 types** of blood cancers and related disorders.



More than **155,000 Canadians** are living with or in remission from a blood cancer.



The biggest **increases in cancer survival** in the past three decades have been for blood cancers.



Blood cancer **research leads to treatment advances for other** cancers and serious diseases.

# YOUR SUPPORT Makes This Possible

In just the past year ...

**365**  
match requests  
for the First  
Connection Peer  
Support program

**>\$4M**  
in grants awarded  
to 44 researchers  
across the country

**32**  
new volunteers  
trained to be First  
Connection peers to  
enhance the lives of  
people affected by  
a blood cancer

**4,500**  
registrants  
for 16 online events

**517**  
participants in  
virtual support  
sessions

**2,698**  
new healthcare  
professionals supported  
through continuing  
education, educational  
materials + other  
resources

**3,520**  
people reached  
out for information,  
psychosocial  
support and  
healthcare  
navigation

**2,141**  
registrants  
attended our Living  
Well with a Blood  
Cancer national  
conference

*"For the first time since I sat in my doctor's office, I felt seen by someone. I didn't realize how much I needed to have someone else tell me they understood how I was feeling."*

468  
- First Connection user

# What We Accomplished

Your Support Makes This Possible!



The Blood Cancer Ambassador program was launched to help raise awareness about the systemic inequities that impact care, treatment and outcomes for people affected by a blood cancer.



Individual and collective advocacy initiatives were undertaken that centered around access to treatment and care as well as the needs of our community as the coronavirus pandemic evolved.



50 new online educational tools were added to a growing library of self-help online resources covering topics about a wide variety of topics in an array of formats.



A completely reinvented website, [bloodcancers.ca](http://bloodcancers.ca), was launched, putting the needs of the blood cancer community at the forefront for easier access to information and support services at every step of their blood cancer experience.



A new podcast series and blog was launched for adolescents and young adults, giving them a platform where they can feel connected and supported by others they can relate to.

# About Light The Night



**Light The Night unites people from across Canada**, bringing light, love, and hope to dispel the darkness of blood cancers



**TOGETHER,**  
we'll unite  
the blood cancer  
community

A celebration of the entire blood cancer community and the incredible efforts to raise funds that are saving lives. **\$6.4M raised in 2022** to support critical research and programs for all types of blood cancers



For the first time in three years we are **live and back in person!** An opportunity to reconnect, moving back to real hugs and in person moments



# TOGETHER, we'll unite the blood cancer community





**Contact:**

Michelle Lambert  
[Michelle.Lambert@lls.org](mailto:Michelle.Lambert@lls.org)  
[LightTheNight.ca](http://LightTheNight.ca)

**TOGETHER**, we'll help make  
a life-changing impact on  
individuals  
affected by blood cancers.  
**Join us!**

## Proclamation Request Form

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<u>Name of Organization</u> Arthritis Society Canada	
<u>Proclamation Name</u> Arthritis Awareness Month	
<u>Date of Proclamation Requested</u> 1 September 2023	
<u>Proclamation Type</u> (day, week or month) Month	
<b>Organization's Direct Connection to London</b> (provide specific details)  Community support has been critical throughout the Arthritis Society Canada's 75-year history, enabling the organization to fulfill its mission to fight the fire of arthritis with cutting-edge research, bold innovation, fiery advocacy, and evidence-based information and patient-centered support.  Arthritis Society Canada's South West Region office is located in London, and we have often partnered with researchers at Western University to encourage the groundbreaking arthritis research that takes place in London.	
<u>Required Supporting Documents:</u> <input type="checkbox"/> Detail information on the Organization <input type="checkbox"/> Detail information on the Event <input type="checkbox"/> Confirmation of authorization from the Organization to submit request	
<u>Category</u> (public awareness campaigns, charitable funding campaigns, arts and cultural celebrations) Public Awareness, Charitable Funding	
<u>Requester Name</u> Liz Winiker	
<u>Requester Address</u> 400 York Street Suite 204, London, ON N6B 3N2	
<u>Requester Phone Number and Email</u> 6473900194 , lwiniker@arthritis.ca	
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.	
 Signature	6 July 2023 Date
Notice of collection of personal information Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25 and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to Manager, Records and Information Services, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489 ext. 5590, email: <a href="mailto:eskalski@london.ca">eskalski@london.ca</a> .	

## **Proclamation request**

WHEREAS

Community support has been critical throughout the Arthritis Society Canada's 75-year history, enabling the organization to fulfill its mission to fight the fire of arthritis with cutting-edge research, bold innovation, fiery advocacy, and evidence-based information and patient-centered support.

WHEREAS

Arthritis is not *just* arthritis. Arthritis is serious. It causes debilitating pain, restricts mobility and diminishes quality of life. Six million Canadians – 1 in 5 – live every day with the fire of arthritis and there is no cure. Without a greater spotlight on this growing issue, the number of Canadians with arthritis will rise to nine million by 2040.

WHEREAS

During Arthritis Awareness Month this September, we seek to raise voices and awareness, and we are encouraging everyone who lives with arthritis – and all those who know and love them – to fight the fire of arthritis.

WHEREAS

The Arthritis Society Canada is a Canada's national charity dedicated to extinguishing arthritis for good.

We respectfully request that the Town of London issue a proclamation declaring September as Arthritis Awareness Month to help us reach Londoners with our message and to illustrate your support for those living with the disease, and their families.

We additionally request that London City Hall is lit up in blue on Thursday, October 12 in support of World Arthritis Day. This request has been sent to communities and monuments across Canada, and we look forward to sharing pictures on social media of a nation united in this important cause. Please join us!

Last year, 47 buildings in 34 communities across the country glowed blue for AAM, we are hoping to increase our numbers this year. With your help we can achieve this goal. Should you have any questions about this request, please don't hesitate to reach out to my colleague, Liz Winiker at lwiniker@arthritis.ca.

With gratitude for your consideration,

Laura Mandell  
Interim Vice President, Marketing & Communications



Mailing Address | 1700 - 393 University Avenue, Toronto, ON M5G 1E6 | [arthritis.ca](http://arthritis.ca)  
Charitable Number: 108071671 RR0003



## Proclamation Request Form

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<u>Name of Organization</u> His Majesty's Canadian Ship (HMCS) PREVOST	
<u>Proclamation Name</u> Freedom of the City	
<u>Date of Proclamation Requested</u> 23 September 2023	
<u>Proclamation Type</u> (day, week or month) Day (in acknowledgment of 2023 being the centennial year of the Naval Reserves)	
<b>Organization's Direct Connection to London</b> (provide specific details)  HMCS Prevost has been a figure in the London community since opening as a Royal Canadian Naval Volunteer Reserve division in 1938 on Talbot Street. Naval Reserve Divisions were invaluable during the Second World War in the recruitment and training of sailors prior to going overseas. In total, HMCS Prevost enrolled 4,480 officers, sailors, and members of the Women's Royal Naval Service into the Royal Canadian Navy during the period of hostility. While HMCS Prevost was closed in the 1960's it was reopened in 1977 at CFB London and finally returned to its present location on Becher St. in 1988. Freedom of the city was granted to HMCS Prevost under the command of Lieutenant-Commander M. Hoare by Mayor Diane Haskett on 31 October 1998. Today, HMCS Prevost remains a training facility and enrollment hub for the Royal Canadian Navy where members actively deploy around the world and domestically within Canada - serving the interests and activities of the Canadian Armed Forces.	
<u>Required Supporting Documents:</u> <input type="checkbox"/> Detail information on the Organization <input type="checkbox"/> Detail information on the Event <input type="checkbox"/> Confirmation of authorization from the Organization to submit request	
<u>Category</u> (public awareness campaigns, charitable funding campaigns, arts and cultural celebrations)  Public Awareness of the Naval Reserve Centennial year (2023)	
<u>Requester Name</u> Commander Michael Butler	
<u>Requester Address</u> London ON	
<u>Requester Phone Number and Email</u> 519-777-4491 mike.butler@forces.gc.ca	
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.	
BUTLER, MICHAEL 959	Digitally signed by BUTLER, MICHAEL '959 Date: 2023.07.06 15:43:30 -04'00'
Signature	Date
Notice of collection of personal information Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25 and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to Manager, Records and Information Services, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489 ext. 5590, email: <a href="mailto:eskalski@london.ca">eskalski@london.ca</a> .	

## Proclamation Request Form

Requests for the issuance of proclamations are governed by Council Policy (excerpted below). Requests must be received at least six (6) weeks in advance of the requested issuance date and may be emailed to the City Clerk at [ClerksApprovalRequests@london.ca](mailto:ClerksApprovalRequests@london.ca) or mailed to City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9.

### Request details

Name of Organization  Coaches Association of Ontario	
Date Proclamation Required  September 16th, 2023 to September 24th, 2023	
Proclamation Name  National Coaches Week	
Proclamation Type (day, week or month)  Week	
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)  Public Awareness Campaign	
Requester Name  Tomas Morgan	
Requester Telephone Number  416-426-7086	
Requester Email Address  tomas@coachesontario.ca	
Requester Address  1 Concorde Gate, Toronto, ON, M3C 3N6	
<b>Provide details of your Organization's Connection to London</b> <small>National Coaches Week encourages Canadians to say thanks and celebrate the tremendous positive impact coaches have on athletes and communities. This week will focus on putting a spotlight on coaches and give this, largely volunteer, integral part of Canadian sport a thanks.</small> <small>With events held across the province and country to celebrate coaching, National Coaches Week provides coaches with the recognition they deserve for the time they devote to ensuring Canadians live an active, healthy lifestyle. I am requesting that September 16th to 24th, 2023 be publicly proclaimed National Coaches Week in Toronto to say thanks to the more than 300,000 coaches who call Toronto and Ontario home.</small> <small>Throughout the week, communities all across Ontario will be showing their support for coaches through community events, proclamations and lightings to celebrate and recognize coaches. For more information on our organization and the 7th annual National Coaches week initiative, please visit <a href="http://www.coachesontario.ca/coachesweek">www.coachesontario.ca/coachesweek</a>.</small>	
<b>Required Supporting Documents</b> <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>	
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws	
Signature   Tomas Morgan	Date   07/05/2023
<b>NOTICE OF COLLECTION OF PERSONAL INFORMATION</b>	
Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>	



July 5<sup>th</sup>, 2023

London City Hall  
300 Dufferin Ave  
London, ON, M6B 1Z2

To Whom It May Concern,

On behalf of the Coaches Association of Ontario, we would like to thank you for reviewing our request to issue an official proclamation recognizing National Coaches Week from September 17<sup>th</sup> – 25<sup>th</sup> in the City of London.

National Coaches Week encourages Canadians to say thanks and celebrate the tremendous positive impact coaches have on athletes and communities. This week will focus on putting a spotlight on coaches and give this, largely volunteer, integral part of Canadian sport a thanks.

With events held across the province and country to celebrate coaching, National Coaches Week provides coaches with the recognition they deserve for the time they devote to ensuring Canadians live an active, healthy lifestyle. I am requesting that September 16<sup>th</sup> to 24<sup>th</sup>, 2023 be publicly proclaimed National Coaches Week in London to say thanks to the more than 300,000 coaches who call London and Ontario home.

Throughout the week, communities all across Ontario will be showing their support for coaches through community events, proclamations and lightings to celebrate and recognize coaches. For more information on our organization and the 7<sup>th</sup> annual National Coaches week initiative, please visit [www.coachesontario.ca/coachesweek](http://www.coachesontario.ca/coachesweek).

The Coaches Association of Ontario is an independent, non-profit, coach-led organization, founded in 2002, that strengthens development opportunities and provides resources, representation and recognition for coaches in all sports of all levels. We believe coaches' contributions should be financed and rewarded appropriately, and the Coaches Association of Ontario advocates that sports and the coaching profession continue in a culture of innovation, continual renewal and professional development.

I look forward to working with you on this years' National Coaches Week.

Thank you,

A handwritten signature in black ink that appears to read "J. Cross".

**Jeremy Cross | Executive Director**

**Coaches Association of Ontario**

Suite 200A | 1 Concorde Gate | Toronto, ON M3C 3N6 | 416-426-7088



Coaches Helping Coaches [www.coachesontario.ca](http://www.coachesontario.ca)

200A-1 Concorde Gate, Toronto, ON M3C 3N6 (416) 426-7086

**WHEREAS;** The City of London the tremendous positive impact coaches have on athletes and communities; and

**WHEREAS;** The purpose of *National Coaches Week* is to provide the 300,000 coaches who call London and Ontario home with the resources, representation, and recognition they deserve for the time they devote to ensuring Canadians live an active and healthy lifestyle; and

**WHEREAS;** A number of great coaches live and volunteer here and we celebrate their commitments by saying #ThanksCoach; and

**THEREFORE,** I, Sadiq Khan, Mayor of the City of London, do hereby proclaim the week of September 17 to September 25, 2022 as “National Coaches Week” in the City of London.