

Agenda

Corporate Services Committee

16th Meeting of the Corporate Services Committee

September 11, 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 or 519-661-2489 ext. 2425.

Pages

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2. Consent

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3. Scheduled Items

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5. Deferred Matters/Additional Business

6. Confidential (Enclosed for Members only.)

6.1 Land Acquisition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations

A matter pertaining to the proposed or pending acquisition of land by the municipality, including communications necessary for that purpose; advice that is subject to solicitor-client privilege; commercial and financial information, that belongs to the municipality and has monetary value or potential monetary value and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

7. Adjournment

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Contingencies/Stabilization and Risk Management Reserve Fund Rationalization Report

Date: September 11, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken:

- a) the Contingencies/Stabilization and Risk Management Reserve Fund Rationalization Report **BE RECEIVED** for information; noting that reserve fund targets established in accordance with the authority provided to the City Treasurer in the Council approved Reserve and Reserve Fund Policy are presented in Appendix B;
- b) the Contingencies/Stabilization and Risk Management Reserve Funds to be maintained, listed in Appendix B, **BE APPROVED**;
- c) the Contingencies/Stabilization and Risk Management Reserve Fund by-laws attached as Appendix D **BE INTRODUCED** at the Municipal Council meeting to be held on September 26, 2023;
- d) Civic Administration **BE AUTHORIZED** to take all actions necessary to implement the changes outlined in this report.

Executive Summary

This report, the fourth in a series of reports rationalizing the City's reserve and reserve fund holdings, addresses the Contingencies/Stabilization and Risk Management (CSRM) category of reserve funds held by the City. Consistent with the first three reports, Civic Administration is seeking administrative efficiency by reviewing its CSRM holdings. In addition to restructuring the funds held in the CSRM category, Civic Administration has established targets for each reserve fund retained per the authority provided to the City Treasurer in the Council approved Reserve and Reserve Fund Policy.

Linkage to the Corporate Strategic Plan

Council's 2023 to 2027 Strategic Plan for the City of London identifies "Well-Run City" as one of eight strategic areas of focus. Contingencies/Stabilization and Risk Management (CSRM) Reserve Fund Rationalization Report supports this strategic area of focus via the strategic priority "The City of London is trusted, open, and accountable in service of the community" which includes maintaining London's finances in a transparent and well-planned manner to balance equity and affordability over the long term.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, June 20, 2022, Agenda Item #2.2, Special Projects and New Initiatives Reserve Fund Rationalization Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=93234>

Corporate Services Committee, September 8, 2020, Agenda Item #2.1, Capital Asset Renewal and Replacement Reserve Fund Rationalization Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=74168>

Corporate Services Committee, September 25, 2018, Agenda Item #2.2, Reserves Rationalization Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=50269>

Corporate Services Committee, July 17, 2018, Agenda Item #2.4, Reserve and Reserve Fund Policy Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=47669>

2.0 Discussion and Considerations

2.1 Background

The use of reserves and reserve funds are an important tool that helps the City of London's (the "City") long-term financial planning. This is the *fourth* report submitted regarding rationalization of the City's reserve and reserve fund portfolio in accordance with the Reserve and Reserve Fund Policy (approved by Council in 2018). The initial report, Reserves Rationalization Report, implemented several changes to the City's contingency reserve holdings across all three budgets (Property Tax, Water Rate, and Wastewater and Treatment Rate) including revising names, creating new and terminating old reserves, consolidating funds, and setting target balances. The second report, Capital Asset Renewal and Replacement Reserve Fund Rationalization Report, resulted in similar changes to the City's lifecycle renewal funds and more significantly aligned the fund structure with the Corporate Asset Management Plan. The third report, Special Projects and New Initiatives (SPNI) reserve fund report created administrative efficiencies, set targets, and aligned the City's holdings with the approved Reserve and Reserve Fund Policy.

The purpose of this report is similar, to create administrative efficiencies in the management of the City's Contingencies/Stabilization and Risk Management (CSRM) Reserve Funds, set targets, and align the City's holdings with the approved Reserve and Reserve Fund Policy. Among the main improvements of this report will be the creation of debt substitution reserve funds (one in each budget – tax, water, wastewater and treatment) designed to better facilitate the execution of the City's debt substitution practices that are endorsed via the Council approved Debt Management Policy. Debt substitution is the process of applying current year funding from approved sources (e.g. 50% of year-end surplus per the Surplus/Deficit Policy, 50% of excess assessment growth funding per the Assessment Growth Policy, debt servicing budget surpluses, etc.) against authorized but unissued debt in the capital budget. Reducing the amount of debt in the capital budget saves the City money on future debt servicing costs. The Debt Substitution reserve funds, if approved, are a timely innovation as the cost of borrowing has increased significantly since the pandemic. The ability to save funding earmarked for debt substitution to apply against future debt, versus losing it to general surplus when there are no immediate debt substitution opportunities, will allow increased flexibility to hedge against rising interest rates and ultimately reduce the cost of the capital plan to the City taxpayers.

The primary purpose of the reserve funds in the CSRM category is to fund future obligations which are based on calculated estimates (e.g. WSIB claims) and to mitigate unforeseen events or one-time unanticipated revenue losses and expenses. These funds can also be utilized to minimize fluctuations in taxes caused by cyclical events. A list of the current CSRM reserve funds and their forecasted 2023 uncommitted balances is available in Appendix A.

To achieve these objectives, Civic Administration is seeking Council approval of the following matters pertaining to the City's CSRM reserve fund portfolio:

- a) Approval of the reserve funds to be maintained (Appendix B); noting the target balances for each fund are established by Civic Administration under the

authority of the City Treasurer in accordance with the Council approved Reserve and Reserve Fund Policy.

- b) Approval of the CSRM Reserve Fund by-laws (Appendix D) that are required to implement the recommended changes.

These reserve funds support three of the primary objectives of the City's Reserve and Reserve Fund Policy:

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) 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) 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) as allowed by the Corporation, shall combine money held in any fund (including General, Capital and Reserves and Reserve Funds) for investment purposes; and
 - Section 418 (4) 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.

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.

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.

Currently the City maintains eleven (11) CSRM tax supported reserve funds with forecasted 2023 uncommitted balances totalling approximately \$211.7 million; These reserve funds are an important element of the City's long-term strategic financial plan, saving for known but often unquantified future obligations, unforeseen events, and contributing to maintenance of the City's Aaa credit rating. As noted, the current CSRM reserve fund holdings are summarized in Appendix A.

2.2 CSRM Reserve Fund Rationalization

Similar to the Special Projects and New Initiatives Reserve Fund Rationalization Report in 2022, Civic Administration is recommending that the benefits gained through changes to the structure of the CSRM reserve fund portfolio focus on creating administrative efficiencies in the management of the City's Contingencies/Stabilization and Risk Management (CSRM) Reserve Funds, set targets, and align the City's holdings with the approved Reserve and Reserve Fund Policy. As noted above, this report also recommends creation of a new set of reserve funds designed to better facilitate the execution of the City's debt substitution practices that are endorsed via the Debt Management Policy. The new Debt Substitution Reserve Funds will collect and distribute current year funding received through Council approved policies to reduce the City's authorized but unissued debt financing in its Capital Plans. These reserve funds will accumulate funding from provisions in the Surplus/Deficit, Debt Management and Assessment Growth policies, which will be used to minimize the use of debt financing on capital projects and manage the City's annual debt issuance needs. They may also be used as a temporary funding source to manage fluctuations in debt servicing costs. This will improve administrative efficiency, simplify management and reporting, and improve the Corporation's financial flexibility.

The structure recommended in this report maintains thirteen (13) CSRM reserve funds with some significant changes required to reach the optimum end state. Appendix B presents the recommended CSRM reserve fund portfolio, including the purpose of each reserve fund, and the May 31, 2023 forecasted uncommitted balance for each fund after implementing the changes.

Civic Administration monitors similar reserve funds of other municipalities and relies on information circulated by agencies such as the Municipal Finance Officers Association of Ontario (MFOA), Association of Municipalities Ontario (AMO) and Government Finance Officers Association (GFOA) to help develop best practices and inform the recommendations contained in the rationalization reports. Finance staff also engage in internal reviews with impacted parties to assess the current need for funds and inform the target setting exercise.

The recommendations to rationalize the City's CSRM reserve fund portfolio align with the Corporation's strategic long-term financial plan and the Reserve and Reserve Fund Policy as they uphold the following principles:

- Reserves and reserve funds shall form an integral component of the City's budget and strategic financial plan;
- Adequate reserve and reserve fund balances shall be maintained to provide stability to tax/rate payers (liquidity);
- Reserve and reserve fund financial plans shall maintain intergenerational equity to the greatest extent possible;
- Reserve and reserve fund balances shall be maintained at a level that supports the City's maintenance of its Aaa credit rating; and
- The use of obligatory reserve funds shall be solely for the purpose prescribed for them by statute or agreement.

3.0 Financial Impact/Considerations

3.1 CSRM Reserve Fund Minimum Target Setting

The Reserve and Reserve Fund Policy delegates the authority of setting reserve and reserve fund targets to the City Treasurer or designate, with the requirement that targets must be reported to Council periodically.

Due to the risk management and stabilization nature of this category of reserve funds the target setting exercise focused on the risk mitigating aspects of each fund on a case-by-case basis, i.e. how much money should be saved to prepare for future unanticipated expenses. Elements considered included the source of contributions to the fund, the nature of the risk management each fund supports, discussion with impacted parties, etc. The target balances that were determined for each fund are summarized in Appendix B.

All reserve fund contributions and balances are subject to annual budget approval, it being noted that there are no adjustments to overall budgeted reserve fund contributions resulting from this report.

Conclusion

The City's CSRM reserve funds are an important element of the City's long-term strategic financial plan and financial stability. Civic Administration advises approval of the recommendations of this report to enhance the strength of the City's CSRM reserve funds, align the CSRM reserve funds portfolio with the Reserve and Reserve Fund Policy, and provide administrative efficiencies for Civic Administration in the management of the portfolio.

Prepared by: Ken Clarke, CPA, MBA, Manager II, Accounting and Reporting, Financial Planning and Policy

Reviewed by: Jason Davies, CPA, CMA, Manager III, 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

Cc: Ian Collins – Director, Financial Services
Alan Dunbar – Manager III, Financial Planning and Policy

**APPENDIX A - Current CSRM Reserve Funds - Forecasted 2023
Uncommitted Ending Balances as of May 31, 2023**

Tax Supported CSRM Reserve Fund Name	2023 Forecasted Ending Balance
Building Permit Stabilization	\$3,422,092
London and Middlesex Housing Corporation (LMHC) Employee Entitlement	11,840
London Police Force Sick Leave	96,655
London Police Service Employment Benefits	3,751,713
London Police Service Recruitment	120,375
London Public Library Sick Leave	45,456
Police Unfunded Liability	7,892,836
Self Insurance	15,178,979
Sick Leave	603,264
Unfunded Liability	161,826,025
Workplace Safety and Insurance Board (WSIB)	18,721,827
Total City CSRM Reserve Funds	\$211,671,062

Note: The City of London does not currently hold CSRM reserve funds in the rate supported Water and Wastewater and Treatment categories.

APPENDIX B - CSRM Reserve Funds to be Maintained and Managed - Purpose and Targets

Reserve Fund	Purpose (From By-laws)	2023 Forecasted Uncommitted Balance (As of May 31, 2023)	Minimum Target Balance		
			Explanation	Target Value	Over / Under
Building Permit Stabilization	The monies standing in the Fund shall be used by The Corporation of the City of London to provide for the cost of building code administration and enforcement costs in excess of building permit revenue.	\$3,422,092	Target set at 100% of the annual operating costs of administration and enforcement for the prior year as per the Annual Report on Building Permit Fees.	\$8,509,974	-\$5,087,882
Debt Substitution (New)	The monies standing in the Fund shall be used by The Corporation of the City of London to reduce the amount of authorized but unissued tax supported debt as a source of financing in the capital plan or as a temporary funding source to manage fluctuations in debt servicing costs.	\$0	Current year funding realized via City policies will accumulate in this reserve fund and be used to replace debt financing on capital projects as opportunities present.	Balance not to be reduced below \$0.	\$0
London and Middlesex Housing Corporation (LMHC) Employee Entitlement	The monies standing in the Fund shall be used to provide for the cost of vacation, sick leave credits and other LMHC employee entitlements for former LMHA employees, based on each employee's entitlement and the timing of their termination from the London & Middlesex Housing Corporation.	\$11,840	Target is set at value of remaining entitlements as provided by LMCH (formerly LMHC).	\$33,107	-\$21,267

<p>London Police Service</p> <p>(Formerly Police Unfunded Liability and London Police Recruitment)</p>	<p>The monies standing in the Fund shall be used by the London Police Service Board to fund any initiatives that support Police Services, including tax supported budget contingencies to mitigate unforeseen events or one-time unanticipated revenue losses and expenses resulting in budgetary deficits or fluctuations in the Police budget. This Fund may also be utilized for operating or capital expenditures related to:</p> <ul style="list-style-type: none"> a. One-time initiatives/projects; or b. Initiatives/projects that require a temporary source of financing not to exceed four years. Should the London Police Service Board wish to deliver an initiative/project on a permanent basis, transition plans must identify permanent sources of financing to commence no later than the fifth year. 	<p>\$8,013,211</p>	<p>Target balance range of a minimum of 5% and maximum 10% of Police Operating Budget for the current year.</p>	<p>\$7,073,922 to \$14,147,843</p>	<p>-\$6,134,632</p>
<p>London Police Service Employment Benefits</p>	<p>The London Police Service Employment Benefits Reserve Fund is established and will be maintained for funds received by the London Police Service Board as a result of surpluses in the Administrative Services Only area of employee benefit plans and the demutualization of the insurance industry.</p>	<p>\$3,751,713</p>	<p>Non-tax supported funding – interest revenue on long-term investments, initial balance was established from refund of premiums paid.</p>	<p>Balance not to be reduced below \$0.</p>	<p>\$3,751,713</p>
<p>London Police Force Sick Leave</p>	<p>The monies standing in the reserve fund shall be expended, pledged or applied only for the purpose of the payment of vested sick leave benefits in accordance with the policies of the Board of Commissioners of Police and the terms of the Working Agreements between the Board and the London Police Association; and the Executive Agreements between the Board and the Chief of Police and Deputy Chief of Police.</p>	<p>\$96,655</p>	<p>Target is set at value of remaining liability of legacy employees as provided by London Police Service.</p>	<p>\$88,842</p>	<p>\$7,813</p>

	Note: This reserve fund applies to individuals who were with the Police before 1989 and will be closed once remaining legacy employees retire. Any remaining balance will be transferred to an appropriate fund.				
London Public Library Sick Leave	The monies standing in the reserve fund shall be expended, pledged or applied only for the purpose of the payment of vested sick leave benefits in accordance with the policies of the London Public Library Board. Note: This reserve fund will be closed once remaining legacy employees retire and any remaining balance will be transferred to an appropriate fund.	\$45,456	Target is set at value of remaining liability of legacy employees as provided by London Public Library	\$29,665	\$15,791
Self Insurance	The monies standing in the reserve fund shall be expended, pledged, or applied only for the purposes of: (a) The funding of expenditures within the deductibles of any City insurance policies; (b) The funding of expenditures relative to claims in any area of risk that the City has decided to self-insure; (c) The funding of claims-related expenditures relative to amounts in excess of any City insurance policies; (d) The funding of expenditures for investigations, outside legal counsel, or adjusting costs relative to those items in (a), (b), or (c) above; (e) The funding of contracted actuarial reviews of reserve fund levels as required from time to time, or (f) The funding of additional insurance-related expenditures as approved by the Municipal Council.	\$15,178,979	Open Claims (Excluding WSIB) as provided from the Risk Management Division at the City of London.	\$14,642,837	\$536,142
Sick Leave	The monies standing in the reserve fund shall be expended, pledged, or applied only for the purpose of the payment	\$603,264	Target set at the value of remaining liability of legacy employees.	\$926,000	-\$322,736

	<p>of vested sick leave benefits in accordance with the policies of the Council and the Collective Agreements between the Corporation and its employee groups.</p> <p>Note: This reserve fund applies to individuals who were with the City before 1989 and will be closed once remaining legacy employees retire. Any remaining balance will be transferred to an appropriate fund.</p>				
Unfunded Liability	The monies standing in the Fund shall be used by The Corporation of the City of London to provide for the employee benefits payable, <u>excluding</u> WSIB claims in excess of \$250,000, landfill closure and post-closure liabilities, and other liabilities for which there is no identified source of financing as reported in the annual consolidated financial statements.	\$161,826,025	85% of employee benefits payable, landfill closure and post-closure payable, and contaminated sites payable as per the audited financial statements	\$200,317,441	-\$38,491,416
Workplace Safety and Insurance Board (WSIB)	The monies standing in the Fund shall be used by The Corporation of the City of London to provide for the cost of Workplace Safety and Insurance Board (WSIB) claims in excess of \$250,000.	\$18,721,827	50% of Workplace Safety and Insurance Board Obligation liability provided in the audited financial statements	\$35,013,000	-\$16,291,173
Wastewater and Treatment Debt Substitution (New)	The monies standing in the Fund shall be used by The Corporation of the City of London to reduce the amount of authorized but unissued rate supported debt as a source of financing in the Wastewater and Treatment capital plan or as a temporary funding source to manage fluctuations in debt servicing costs.	\$0	Current year funding realized via Wastewater policies will accumulate in this reserve fund and be used to replace debt financing on capital projects as opportunities present	Balance not to be reduced below \$0	\$0

Note: For all reserve funds, even those without an upper limit established via this report, the balance in each fund will continue to be regularly reviewed ensuring

Water Debt Substitution (New)	The monies standing in the Fund shall be used by The Corporation of the City of London to reduce the amount of authorized but unissued rate supported debt as a source of financing in the Water capital plan or as a temporary funding source to manage fluctuations in debt servicing costs.	\$0	Current year funding realized via Water policies will accumulate in this reserve fund and be used to replace debt financing on capital projects as opportunities present	Balance not to be reduced below \$0	\$0
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that the financial resources contained within each fund are being utilized for their intended purpose. Upon the results of these reviews, adjustments to the target balances may be considered in the future.

APPENDIX C - Actions to be taken with Respect to Existing CSRM Reserve Fund By-laws

Table 1 - Reserve Funds Terminated

Reserve Fund	By-Law	Rationale	Funding Notes
Police Unfunded Liability	No By-Law Exists	The police unfunded liability reserve fund was established to provide a funding mechanism for projects that were not included in the budget. No by-law was ever created. Consolidating this into the new London Police Service Reserve Fund adds better functionality, improves administration and creates operational efficiencies.	Balance and commitments will be transferred to the newly established London Police Service Reserve Fund and the reserve fund will be terminated.

Table 2 - By-law to be Repealed and Replaced with Updated By-law

Reserve Fund	By-Law	Rationale
Self Insurance	A.-5929-208	A general by-law update to update language, format and include up to date Municipal Act standards as well as consolidate the 2013 by-law update into one by-law.
London Police Service	A.-6390-236 (formerly London Police Service Recruitment)	Balance and commitments to remain in place in the same numbered fund under a newly established London Police Service Reserve Fund by-law. This reserve fund will provide Police more flexibility to fund initiatives that support Police Services including tax supported contingencies to mitigate unforeseen events, one-time unanticipated revenue losses and expenses resulting in budgetary deficits or fluctuations in the Police capital or operating budget.

Table 3 – New Reserve Fund By-laws to be Created

Reserve Fund	By-Law	Rationale
Debt Substitution		This reserve fund will be utilized to assist Civic Administration in managing the amount of authorized but unissued debt in the 10-year tax supported capital plan. It may also be used as a temporary source to manage fluctuations in debt servicing costs.
Water Debt Substitution		This reserve fund will be utilized to assist Civic Administration in managing the amount of authorized but unissued debt in the 10-year water rate supported capital plan. It may also be used as a temporary source to manage fluctuations in debt servicing costs.
Wastewater and Treatment Debt Substitution		This reserve fund will be utilized to assist Civic Administration in managing the amount of authorized but unissued debt in the 10-year wastewater and treatment rate supported capital plan. It may also be used as a temporary source to manage fluctuations in debt servicing costs

Table 4 – Reserve Fund By-laws with No Changes

Reserve Fund	By-Law	Rationale
Building Permit Stabilization	A.-8012-186 (2020)	No material changes are required to these by-laws. Updates to the Municipal Act references are not specifically required at the current time. These reserve fund by-laws may receive further attention during Civic Administration’s regular reviews. Necessary changes will be brought forward as part of future reserve fund housekeeping reports when applicable. Although some of these by-laws are quite old, some of these reserve funds are to be closed once funds have been exhausted and the support is no longer necessary.
London and Middlesex Housing Corporation (LMHC) Employee Entitlement	A.-6147-12 (2008)	
London Police Service Employment Benefits	A.-5963-43 (2006)	
London Public Library Sick Leave	A.-4950-435 (1986)	
Sick Leave	A.-4570-202(1981)	
Workplace Safety and Insurance Board (WSIB)	A.-6002-517 (2006)	
Unfunded Liability	A.-8017-191(2020)	

APPENDIX D - Contingencies/Stabilization and Risk Management Reserve Fund By-Laws

Bill No. _____
2023

By-law No. A.- _____

A by-law to establish the Self Insurance Reserve Fund and to repeal By-law No. A.- 5929-208 being "A by-law to establish a reserve fund known as the Self Insurance Reserve Fund".

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*, 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 subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001 C.25, as amended, 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*, S.O. 2001, C.25, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

AND WHEREAS it is desirable to establish reserve funds to provide for Contingencies/Stabilization & Risk Management of The Corporation of the City of London and its Agencies, Boards and Commissions, as required;

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

1. A reserve fund is hereby established entitled the "Self Insurance Reserve Fund" (hereinafter called the "Fund").
2. The monies standing in the Fund shall be expended, pledged or applied only for the purposes of:
 - a) The funding of expenditures within the deductibles of any City insurance policies;
 - b) The funding of expenditures relative to claims in any area of risk that the City has decided to self-insure;
 - c) The funding of claims-related expenditures relative to amounts in excess of any City insurance policies;
 - d) The funding of expenditures for investigations, outside legal counsel, or adjusting costs relative to those items in (a), (b), or (c) above;
 - e) The funding of contracted actuarial reviews of reserve fund levels as required from time to time, or
 - f) The funding of additional insurance-related expenditures as approved by the Municipal Council.

The City Treasurer shall pay all sums required from this Reserve Fund on the direction of the Manager III, Risk Management or their designate in accordance only with items 2 (a) to (f) above.

3. Contributions to the Fund shall be deposited by the City Treasurer or designate and consist of:
 - i. Municipal Council approved tax supported multi-year budget contributions;
 - ii. Municipal Council approved annual surplus contributions, if any;
 - iii. Any funds raised specifically for the Self Insurance Reserve Fund
 - iv. Contributions in accordance with Council approved policies, if any; and
 - v. Other non-tax supported contributions as approved by The City Treasurer, and/or Municipal Council.

4. The Manager III, Risk Management or designate may retain and instruct legal counsel on behalf of the City to protect and defend the City's interest with respect to claims falling under this by-law in accordance with the risk management policies of the Corporation.

6. The Manager III, Risk Management, or designate may settle or instruct legal counsel to settle claims falling under this by-law in accordance with the overall purposes of the reserve fund and the risk management practices of the Corporation.

7. The City Treasurer or designate may deposit the monies standing in the Fund into a special bank account or into a consolidated bank account into which are deposited the monies raised for other funds, and the earnings derived from the monies so deposited shall accrue to and form part of the Fund.

8. The City Treasurer, or designate, may invest the monies standing in the Fund in such securities as are permitted under subsection 418(1), of the *Municipal Act*, 2001, S.O. 2001, C.25, as amended, and in so doing, may consolidate the monies standing in the Fund with other funds that the City may hold from time to time provided that any earnings derived from the monies standing in the Fund shall be accrued to and form part of the Fund as permitted under sections 418(3) and 418(4) of the *Municipal Act*, 2001, S.O. 2001, C.25, as amended.

9. Notwithstanding that provision may not be made by the Municipal Council in the budget estimates of the current or any subsequent year for contributions or drawdowns to the Fund, it shall continue and be maintained, and the Municipal Council shall always be taken as considering the Fund as necessary so long as this by-law continues in force.

10. By-Law No. A.-5929-208 being "A by-law to establish a reserve fund known as the Self Insurance Reserve Fund", as amended, passed by Municipal Council on June 27, 2005, is hereby repealed.

11. This By-law shall come into force and effect on the date it is passed subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Bill No. _____
2023

By-law No. A.-_____

A by-law to establish the London Police Service Reserve Fund and to repeal By-Law No. A.-6390-236 being "A by-law to establish the London Police Service Recruitment Reserve Fund".

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*, 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 subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001 C.25, as amended, 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*, S.O. 2001, C.25, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

AND WHEREAS it is desirable to establish reserve funds to provide for Contingencies/Stabilization & Risk Management of The Corporation of the City of London and its Agencies, Boards and Commissions, as required;

NOW THEREFORE the Municipal Council of The Corporation of the City of London, enacts the following:

1. A reserve fund is hereby established entitled the "London Police Service Reserve Fund" (hereinafter called the "Fund").
2. The monies standing in the Fund shall be used by the London Police Service Board to fund any initiatives that support Police Services, including tax supported budget contingencies to mitigate unforeseen events or one-time unanticipated revenue losses and expenses resulting in budgetary deficits or fluctuations in the Police budget. This Fund may also be utilized for operating or capital expenditures related to:
 - c. One-time initiatives/projects; or
 - d. Initiatives/projects that require a temporary source of financing not to exceed four years. Should the London Police Service Board wish to deliver an initiative/project on a permanent basis, transition plans must identify permanent sources of financing to commence no later than the fifth year.
3. Contributions to the Fund shall be deposited by the City Treasurer, Police Chief or designate and consist of:
 - i. Approved tax supported multi-year budget contributions;
 - ii. Approved annual surplus contributions, if any;
 - iii. Other non-tax supported contributions as approved by The London Police Service Board, or The City Treasurer, or Municipal Council.
4. The balance in the London Police Service Reserve Fund shall not exceed the established target. The target balance of this reserve fund, established by the City Treasurer in consultation London Police Services, is updated periodically as the City

updates its other reserve / reserve fund targets. London Police Services will consult with the City on appropriate action should the balance exceed the established target for this reserve fund.

5. Before any monies are expended from the Fund for the purposes outlined in section 2 of this by-law, the approvals of the Police Chief or their designate shall be given for expenses less than \$100,000 and, the approval of the London Police Service Board shall be given for expenses equal to or greater than \$100,000.

6. The City Treasurer or designate may deposit the monies standing in the Fund into a special bank account or into a consolidated bank account into which are deposited the monies raised for other funds, and the earnings derived from the monies so deposited shall accrue to and form part of the Fund.

7. The City Treasurer or designate, may invest the monies standing in the Fund in such securities as are permitted under subsection 418(1), of the *Municipal Act*, 2001, S.O. 2001, C.25, as amended, and in so doing, may consolidate the monies standing in the Fund with other funds that the City may hold from time to time provided that any earnings derived from the monies standing in the Fund shall be accrued to and form part of the Fund as permitted under sections 418(3) and 418(4) of the *Municipal Act*, 2001, S.O. 2001, C.25, as amended.

8. Notwithstanding that provision may not be made by the Municipal Council in the budget estimates of the current or any subsequent year for contributions or drawdowns to the Fund, it shall continue and be maintained, and the Municipal Council shall always be taken as considering the Fund as necessary so long as this by-law continues in force.

9. By-Law No. A.-6390-236 being “A by-law to establish the London Police Service Recruitment Reserve Fund”, passed by Municipal Council on July 27, 2009, is hereby repealed.

10. This By-law shall come into force and effect on the date it is passed subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Bill No. _____
2023

By-law No. A.-_____

A by-law to establish the Debt Substitution Reserve Fund.

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*, 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 subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001 C.25, as amended, 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*, S.O. 2001, C.25, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

AND WHEREAS it is desirable to establish reserve funds to provide for Contingencies/Stabilization & Risk Management of The Corporation of the City of London and its Agencies, Boards and Commissions, as required;

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

1. A reserve fund is hereby established entitled the "Debt Substitution Reserve Fund" (hereinafter called the "Fund").
2. The monies standing in the Fund shall be used by The Corporation of the City of London to reduce the amount of authorized but unissued tax supported debt as a source of financing in the capital plan or as a temporary funding source to manage fluctuations in debt servicing costs.
3. Contributions to the Fund shall be deposited by the City Treasurer or designate and consist of:
 - i. Municipal Council approved tax supported multi-year budget contributions;
 - ii. Municipal Council approved annual surplus contributions, if any;
 - iii. City Treasurer approved tax supported Assessment Growth contributions, if any;
 - iv. Contributions in accordance with Council approved policies, if any; and
 - v. Other non-tax supported contributions as approved by The City Treasurer, and/or Municipal Council.
4. The City Treasurer or designate is authorized to allocate approved debt substitution funds held in the reserve fund for the purposes outlined in section 2 of this by-law.
5. The City Treasurer or designate may deposit the monies standing in the Fund into a special bank account or into a consolidated bank account into which are deposited the monies raised for other funds, and the earnings derived from the monies so deposited shall accrue to and form part of the Fund.
6. The City Treasurer, or designate, may invest the monies standing in the Fund in such securities as are permitted under subsection 418(1), of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, and in so doing, may consolidate the monies standing in the Fund with other funds that the City may hold from time to time provided

that any earnings derived from the monies standing in the Fund shall be accrued to and form part of the Fund as permitted under sections 418(3) and 418(4) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended.

7. Notwithstanding that provision may not be made by the Municipal Council in the budget estimates of the current or any subsequent year for contributions or drawdowns to the Fund, it shall continue and be maintained, and the Municipal Council shall always be taken as considering the Fund as necessary so long as this by-law continues in force.

8. This By-law shall come into force and effect on the date it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Bill No. _____
2023

By-law No. A.-_____

A by-law to establish the Water Debt Substitution Reserve Fund.

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*, 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 subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001 C.25, as amended, 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*, S.O. 2001, C.25, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

AND WHEREAS it is desirable to establish reserve funds to provide for Contingencies/Stabilization & Risk Management of The Corporation of the City of London and its Agencies, Boards and Commissions, as required;

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

1. A reserve fund is hereby established entitled the "Water Debt Substitution Reserve Fund" (hereinafter called the "Fund").
2. The monies standing in the Fund shall be used by The Corporation of the City of London to reduce the amount of authorized but unissued rate supported debt as a source of financing in the Water capital plan or as a temporary funding source to manage fluctuations in debt servicing costs.
3. Contributions to the Fund shall be deposited by the City Treasurer or designate and consist of:
 - i. Municipal Council approved rate supported multi-year budget contributions;
 - ii. Municipal Council approved annual surplus contributions, if any;
 - iii. Contributions in accordance with Council approved policies, if any; and
 - iv. Other non-rate supported contributions as approved by The City Treasurer, and/or Municipal Council.
4. The City Treasurer or designate is authorized to allocate approved debt substitution funds held in the reserve fund for the purposes outlined in section 2 of this by-law.
5. The City Treasurer or designate may deposit the monies standing in the Fund into a special bank account or into a consolidated bank account into which are deposited the monies raised for other funds, and the earnings derived from the monies so deposited shall accrue to and form part of the Fund.
6. The City Treasurer, or designate, may invest the monies standing in the Fund in such securities as are permitted under subsection 418(1), of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, and in so doing, may consolidate the monies standing in the Fund with other funds that the City may hold from time to time provided that any earnings derived from the monies standing in the Fund shall be accrued to and

form part of the Fund as permitted under sections 418(3) and 418(4) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended.

7. Notwithstanding that provision may not be made by the Municipal Council in the budget estimates of the current or any subsequent year for contributions or drawdowns to the Fund, it shall continue and be maintained, and the Municipal Council shall always be taken as considering the Fund as necessary so long as this by-law continues in force.

8. This By-law shall come into force and effect on the date it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Bill No. _____
2023

By-law No. A.-_____

A by-law to establish the Wastewater and Treatment Debt Substitution Reserve Fund.

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*, 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 subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001 C.25, as amended, 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*, S.O. 2001, C.25, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

AND WHEREAS it is desirable to establish reserve funds to provide for Contingencies/Stabilization & Risk Management of The Corporation of the City of London and its Agencies, Boards and Commissions, as required;

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

1. A reserve fund is hereby established entitled the "Wastewater and Treatment Debt Substitution Reserve Fund" (hereinafter called the "Fund").
2. The monies standing in the Fund shall be used by The Corporation of the City of London to reduce the amount of authorized but unissued rate supported debt as a source of financing in the Wastewater and Treatment capital plan or as a temporary funding source to manage fluctuations in debt servicing costs.
3. Contributions to the Fund shall be deposited by the City Treasurer or designate and consist of:
 - i. Municipal Council approved rate supported multi-year budget contributions;
 - ii. Municipal Council approved annual surplus contributions, if any;
 - iii. Contributions in accordance with Council approved policies, if any; and
 - iv. Other non-rate supported contributions as approved by The City Treasurer, and/or Municipal Council.
4. The City Treasurer or designate is authorized to allocate approved debt substitution funds held in the reserve fund for the purposes outlined in section 2 of this by-law.
5. The City Treasurer or designate may deposit the monies standing in the Fund into a special bank account or into a consolidated bank account into which are deposited the monies raised for other funds, and the earnings derived from the monies so deposited shall accrue to and form part of the Fund.
6. The City Treasurer, or designate, may invest the monies standing in the Fund in such securities as are permitted under subsection 418(1), of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, and in so doing, may consolidate the monies standing in the Fund with other funds that the City may hold from time to time provided that any earnings derived from the monies standing in the Fund shall be accrued to and

form part of the Fund as permitted under sections 418(3) and 418(4) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended.

7. Notwithstanding that provision may not be made by the Municipal Council in the budget estimates of the current or any subsequent year for contributions or drawdowns to the Fund, it shall continue and be maintained, and the Municipal Council shall always be taken as considering the Fund as necessary so long as this by-law continues in force.

8. This By-law shall come into force and effect on the date it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Capital Asset Growth Reserve Fund Rationalization Report

Date: September 11, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken:

- a) the Capital Asset Growth Reserve Fund Rationalization Report **BE RECEIVED** for information; noting that reserve fund targets established in accordance with the authority provided to the City Treasurer in the Council approved Reserve and Reserve Fund Policy are presented in Appendix B;
- b) the Capital Asset Growth Reserve Funds to be maintained, listed in Appendix B, **BE APPROVED**;
- c) the Capital Asset Growth Reserve Fund by-laws attached as Appendix D **BE INTRODUCED** at the Municipal Council meeting to be held on September 26, 2023;
- d) Civic Administration **BE AUTHORIZED** to take all actions necessary to implement the changes outlined in this report.

Executive Summary

This report, the fifth in a series of reports rationalizing the City's reserve and reserve fund holdings, addresses the Capital Asset Growth Reserve Fund (CAG) category of reserve funds held by the City. Consistent with the first four reports, Civic Administration is seeking administrative efficiency by reviewing its CAG holdings. In addition to addressing the number of funds held in the CAG category, Civic Administration has established targets for each reserve fund retained per the authority provided to the City Treasurer in the Council approved Reserve and Reserve Fund Policy.

Linkage to the Corporate Strategic Plan

Council's 2023 to 2027 Strategic Plan for the City of London identifies "Well-Run City" as one of eight strategic areas of focus. Capital Asset Growth (CAG) Reserve Fund Rationalization Report supports this strategic area of focus via the strategic priority "The City of London is trusted, open, and accountable in service of the community" which includes maintaining London's finances in a transparent and well-planned manner to balance equity and affordability over the long term.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, June 20, 2022, Agenda Item #2.2, Special Projects and New Initiatives Reserve Fund Rationalization Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=93234>

Corporate Services Committee, September 8, 2020, Agenda Item #2.1, Capital Asset Renewal and Replacement Reserve Fund Rationalization Report <https://pub->

[london.escribemeetings.com/filestream.ashx?DocumentId=74168](https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=74168)

Corporate Services Committee, September 25, 2018, Agenda Item #2.2, Reserves Rationalization Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=50269>

Corporate Services Committee, July 17, 2018, Agenda Item #2.4, Reserve and Reserve Fund Policy Report <https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=47669>

2.0 Discussion and Considerations

2.1 Background

The use of reserves and reserve funds are an important tool that helps the City of London's (the "City") long-term financial planning. This is the *fifth* report submitted regarding rationalization of the City's reserve and reserve fund portfolio in accordance with the Reserve and Reserve Fund Policy (approved by Council in 2018). The initial report, Reserves Rationalization Report, implemented several changes to the City's contingency reserve holdings across all three budgets (Property Tax, Water Rate, and Wastewater and Treatment Rate) including revising names, creating new and terminating old reserves, consolidating funds, and setting target balances. The second report, Capital Asset Renewal and Replacement Reserve Fund Rationalization Report, resulted in similar changes to the City's lifecycle renewal funds and more significantly aligned the fund structure with the Corporate Asset Management Plan. The third report, Special Projects and New Initiatives (SPNI) reserve fund report created administrative efficiencies and aligned the City's holdings with the approved Reserve and Reserve Fund Policy. The fourth report, Contingencies/Stabilization & Risk Management (CSRМ) focused on creating administrative efficiencies, setting targets, and aligning the City's holdings with the approved Reserve and Reserve Fund Policy.

The purpose of this report is similar, to create administrative efficiencies in the management of the City's Capital Asset Growth (CAG) Reserve Funds, align the City's holdings with the approved Reserve and Reserve Fund Policy, and consolidate the various growth incentive program reserve funds into a more efficient structure. The reserve funds in this category 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 and manage the cost of incentive programs. A list of the current CAG reserve funds and their forecasted 2023 uncommitted balances is available in Appendix A.

To achieve these objectives, Civic Administration is seeking Council approval of the following matters pertaining to the City's CAG reserve fund portfolio:

- a) Approval of the reserve funds to be maintained (Appendix B); noting the target balances for each fund are established by Civic Administration under the authority of the City Treasurer in accordance with the Council approved Reserve and Reserve Fund Policy.
- b) Approval of the required CAG Reserve Fund by-laws (Appendix D) that are required to implement the recommended changes.

These reserve funds support three of the primary objectives of the City's Reserve and Reserve Fund Policy:

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) 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) 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) as allowed by the Corporation, shall combine money held in any fund (including General, Capital and Reserves and Reserve Funds) for investment purposes; and
 - Section 418 (4) 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.

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.
- [...]

PROVISION FOR MAJOR CAPITAL EXPENDITURES

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:

- [...]
- Obligatory reserve funds will be maintained for growth, parkland and gas tax related capital projects. 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.

Currently the City maintains eleven (11) CAG reserve funds with forecasted 2023 uncommitted balances totalling approximately \$39.0 million; \$32.6 million (tax), \$4.7 million (water), and \$1.8 million (wastewater and treatment). These reserve funds are an important element of the City's long-term strategic financial plan, providing funding for new capital initiatives incentivized by Council approved programs / policies, and contributing to maintenance of the City's Aaa credit rating. As noted, the current CAG reserve fund holdings are summarized in Appendix A.

2.2 CAG Reserve Fund Rationalization

Similar to the Special Projects and New Initiatives Reserve Fund Rationalization Report in 2022, Civic Administration is recommending that the benefits gained through changes to the structure of the CAG reserve fund portfolio focus on creating administrative efficiencies by reducing the number of funds held, setting targets, and aligning the City's

holdings with the approved Reserve and Reserve Fund Policy. This report recommends consolidating the many separate DC incentive program reserve funds currently held into a single fund, noting that tracking the financial commitments of each incentive program can still be maintained within a single reserve fund. This will improve administration, simplify management and reporting, and improve the Corporation's financial flexibility.

The structure recommended in this report maintains seven (7) CAG reserve funds with some significant changes required to reach the optimum end state. Appendix B presents the recommended CAG reserve fund portfolio, including the purpose of each reserve fund, and the May 31, 2023, forecasted uncommitted balance for each fund after implementing the changes.

Civic Administration monitors similar reserve funds of other municipalities and relies on information circulated by agencies such as the Municipal Finance Officers Association of Ontario (MFOA), Association of Municipalities Ontario (AMO) and Government Finance Officers Association (GFOA) to help develop best practices and inform the recommendations contained in the rationalization reports. Finance staff also engage in internal reviews with impacted parties to assess the current need for funds and inform the target setting exercise.

The recommendations to rationalize the City's CAG reserve fund portfolio align with the Corporation's strategic long-term financial plan and the Reserve and Reserve Fund Policy as they uphold the following principles:

- Reserves and reserve funds shall form an integral component of the City's budget and strategic financial plan;
- Adequate reserve and reserve fund balances shall be maintained to provide stability to tax/rate payers (liquidity);
- Reserve and reserve fund financial plans shall maintain intergenerational equity to the greatest extent possible;
- Reserve and reserve fund balances shall be maintained at a level that supports the City's maintenance of its Aaa credit rating; and
- The use of obligatory reserve funds shall be solely for the purpose prescribed for them by statute or agreement.

3.0 Financial Impact/Considerations

3.1 CAG Reserve Fund Minimum Target Setting

The Reserve and Reserve Fund Policy delegates the authority of setting reserve and reserve fund targets to the City Treasurer or designate, with the requirement that targets must be reported to Council periodically.

Due to the nature of these reserve funds, providing funding for new capital initiatives incentivized by Council approved programs / policies, the target setting exercise focused on recent history and existing needs of each fund on a case-by-case basis, i.e. how much money should be saved based on historic trends. The target balances that were determined for each fund are summarized in Appendix B. Any financial impacts to the DC incentive programs that result from the current review will be brought forward during the 2024 to 2027 Multi-Year Budget; similarly any other future program changes would be incorporated in future multi-year budget processes.

All reserve fund contributions and balances are subject to annual budget approval, it being noted that there are no adjustments to overall budgeted reserve fund contributions resulting from this report.

Conclusion

The City's CAG reserve funds are an important element of the City's long-term strategic financial plan and financial stability. Civic Administration advises approval of the recommendations of this report to enhance the strength of the City's CAG reserve funds, align the CAG reserve funds portfolio with the Reserve and Reserve Fund Policy, and provide administrative efficiencies for Civic Administration in the management of the portfolio.

Prepared by: Ken Clarke, CPA, MBA, Manager II, Accounting and Reporting, Financial Planning and Policy

Reviewed by: Jason Davies, CPA, CMA, Manager III, 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

Cc: Ian Collins – Director, Financial Services
Alan Dunbar – Manager III, Financial Planning and Policy

**APPENDIX A - Current Capital Asset Growth Reserve Funds -
Forecasted 2023 Uncommitted Ending Balances as of May 31, 2023**

Tax Supported Capital Asset Growth Reserve Fund	2023 Forecasted Ending Balance
Commercial Development Charge (DC) Incentive Program	\$252,746
Industrial DC Incentive Program	2,282,499
Industrial Land	14,893,908
Industrial Oversizing General	1,614,301
Institutional DC Incentive Program	7,680,616
Non-Growth Works Arising from Development Agreements	805,118
Residential DC Incentive Program	5,026,908

Wastewater and Treatment Rate Supported Capital Asset Growth Reserve Fund	2023 Forecasted Ending Balance
Industrial DC Incentive Program Wastewater	\$26,927
Industrial Oversizing Sewer	1,768,685

Water Rate Supported Capital Asset Growth Reserve Fund	2023 Forecasted Ending Balance
Industrial DC Incentive Program Water	\$4,676,317
Industrial Oversizing Water	\$0

Total Capital Asset Growth Reserve Funds	2023 Forecasted Ending Balance
Tax Supported Reserve Funds	\$32,556,096
Wastewater and Treatment Rate Supported Reserve Funds	1,795,612
Water Rate Supported Reserve Funds	4,676,317
Total Capital Asset Growth Reserve Funds	\$39,028,025

APPENDIX B - Capital Asset Growth Reserve Funds to be Maintained and Managed - Purpose and Targets

Reserve Fund	Purpose (From By-laws)	2023 Forecasted Uncommitted Balance (As of May 31, 2023)	Minimum Target Balance		
			Explanation	Target Value	Over / Under
DC Incentive Program – Property Tax Supported (NEW)	The monies standing in the Fund shall be used by The Corporation of the City of London (the ‘Corporation”) to fund the Obligatory City Services Reserve Fund(s) with amounts equal to the development charges incented so that required infrastructure projects, when started later, can be funded through the City Services Reserve Fund.	\$16,047,887 ¹	Target balance range of a minimum of 1 year and maximum of 3 years of average annual incentives paid for residential, commercial, industrial and institutional tax supported DC incentive programs (over the immediately preceding 3-year period). Updated every four years with the Multi-Year Budget.	\$6,103,506 to \$18,310,518	-\$2,262,631

1. Sum of the consolidated DC Incentive Program - General Reserve Fund (Commercial DC Incentive RF \$252,746 + Industrial DC Incentive RF \$2,282,499+ Institutional DC Incentive RF \$7,680,616 + Residential DC Incentive RF \$5,026,908 + Non-Growth Works arising from Development Agreements \$805,118 = \$16,047,887)

Reserve Fund	Purpose (From By-laws)	2023 Forecasted Uncommitted Balance (As of May 31, 2023)	Minimum Target Balance		
			Explanation	Target Value	Over / Under
Industrial Land	The monies standing in the Fund shall be used by The Corporation of the City of London to provide for the purpose of acquisition and servicing industrial land including funding industrial land debt charges.	\$14,893,908	Non-tax supported funding – received via industrial land sales. Plus, tax-supported funding required to ensure adequate funding per regular consultation with Realty Services.	Balance not to be reduced below \$0	N/A
Industrial Oversizing - General	<p>The monies standing in the Funds shall be expended, pledged or applied only for the purpose of:</p> <p>(a) the payment of authorized claims for oversizing of services for industrial developments, in accordance with the adopted policies of the Municipal Council; and</p> <p>(b) the construction and major repairs of sewer, water and other municipal works servicing industrial developments, or for the purpose of financing any part thereof.</p> <p>Note: This reserve fund is a candidate for future termination once the existing debt obligations of the fund are repaid in 2024. Any remaining balance would be transferred to the Industrial Land Reserve Fund.</p>	\$1,614,301	The target balance has been established at the amount required to address existing debt repayments.	Amount of remaining debt obligations (currently \$2,200,000)	-\$635,699

Reserve Fund	Purpose (From By-laws)	2023 Forecasted Uncommitted Balance (As of May 31, 2023)	Minimum Target Balance		
			Explanation	Target Value	Over / Under
Industrial Oversizing - Sewer	<p>The monies standing in the Funds shall be expended, pledged or applied only for the purpose of:</p> <p>(a) the payment of authorized claims for oversizing of services for industrial developments, in accordance with the adopted policies of the Municipal Council; and</p> <p>(b) the construction and major repairs of sewer, water and other municipal works servicing industrial developments, or for the purpose of financing any part thereof.</p> <p>Note: This reserve fund is a candidate for future termination once the existing debt obligations from the general fund are repaid in 2024. Any remaining balance would be transferred to the Sewage Works Renewal Reserve Fund.</p>	\$1,768,685	This reserve fund will be terminated once timing is appropriate; the balance should not be reduced below zero.	Balance not to be reduced below \$0	N/A

Reserve Fund	Purpose (From By-laws)	2023 Forecasted Uncommitted Balance (As of May 31, 2023)	Minimum Target Balance		
			Explanation	Target Value	Over / Under
Industrial Oversizing - Water	<p>The monies standing in the Funds shall be expended, pledged or applied only for the purpose of:</p> <p>(a) the payment of authorized claims for oversizing of services for industrial developments, in accordance with the adopted policies of the Municipal Council; and</p> <p>(b) the construction and major repairs of sewer, water and other municipal works servicing industrial developments, or for the purpose of financing any part thereof.</p> <p>Note: This reserve fund is a candidate for future termination once the existing debt obligations from the general fund are repaid in 2024. There is no balance or commitments remaining in this RF.</p>	\$0	This reserve fund will be terminated once timing is appropriate; the balance should not be reduced below zero.	Balance not to be reduced below \$0	N/A
Industrial DC Incentive Program Wastewater	The monies standing in the Fund shall be used by The Corporation of the City of London (the 'Corporation') to fund the City Services Reserve Fund with amounts equal to the development charges incented so that these development projects, when started later, can be funded through the City Services Reserve Fund.	\$26,927	Target balance range of a minimum of 1 year and maximum of 3 years of average annual incentives paid (over the immediately preceding 3-year period). Updated every four years with the Multi-Year Budget.	\$3,504,290 to \$10,512,871	-\$3,477,363

Reserve Fund	Purpose (From By-laws)	2023 Forecasted Uncommitted Balance (As of May 31, 2023)	Minimum Target Balance		
			Explanation	Target Value	Over / Under
Industrial DC Incentive Program Water	The monies standing in the Fund shall be used by The Corporation of the City of London (the ‘Corporation”) to fund the City Services Reserve Fund with amounts equal to the development charges incented so that these development projects, when started later, can be funded through the City Services Reserve Fund.	\$4,676,317	Target balance range of a minimum of 1 year and maximum of 3 years of average annual incentives paid (over the immediately preceding 3-year period). Updated every four years with the Multi-Year Budget.	\$592,342 to \$1,777,026	\$2,899,291

Note: For all reserve funds, even those without an upper limit established via this report, the balance in each fund will continue to be regularly reviewed ensuring that the financial resources contained within each fund are being utilized for their intended purpose. Upon the results of these reviews, adjustments to the target balances may be considered in the future.

APPENDIX C - Actions to be taken with Respect to Existing Capital Asset Growth Reserve Fund By-laws

Table 1 - By-laws to be Repealed and Reserve Funds Terminated

Reserve Fund	By-Law	Rationale	Funding Notes
Commercial DC Incentive Program	A.-7191-347	The requirements of the commercial development charges (DC) incentive program can be accommodated and funded from the consolidated DC Incentive - General Reserve Fund. This creates administrative efficiencies by managing fewer reserve funds and improves financial flexibility of the incentive portfolio to absorb the ebbs and flows of the various incentive programs.	Balance and commitments to be transferred to the DC Incentive - General Reserve Fund.
Institutional DC Incentive Program	A.-7190-346	The requirements of the institutional DC incentive program can be accommodated and funded from the consolidated DC Incentive - General Reserve Fund. The Provincial Government has made many of the services this program used to fund fully exempt, thus use of this fund has been limited in recent years. This creates administrative efficiencies by managing fewer reserve funds and improves financial flexibility of the incentive portfolio to absorb the ebbs and flows of the various incentive programs.	Balance and commitments to be transferred to the DC Incentive - General Reserve Fund.
Non-Growth Works Arising from Development Agreements	A.-7193-349	This reserve fund does not currently receive a tax supported contribution and has no future commitments. The need for this fund is limited and any non growth works that arise can be accommodated using other reserve funds held by the city.	Balance to be transferred to the DC Incentive - General Reserve Fund.
Residential DC Incentive Program	A.-7192-348	The requirements of the residential DC incentive program can be accommodated and funded from the consolidated DC Incentive - General Reserve Fund. This creates administrative efficiencies by managing fewer reserve funds and improves financial flexibility of the incentive portfolio to absorb the ebbs and flows of the various incentive programs.	Balance and commitments to be transferred to the DC Incentive - General Reserve Fund.

Table 2 - By-law to be Repealed and Replaced with Updated By-law

Reserve Fund	By-Law	Rationale
Industrial DC Incentive Program Tax-Supported	A.-7187-343	This reserve fund will become the DC Incentive - General Reserve Fund. Balances and commitments will be transferred from the commercial, institutional, and residential DC incentive reserve funds that are being terminated.

Table 3 – Reserve Fund By-laws with No Changes

Reserve Fund	By-Law	Rationale
Industrial Land	A.-5992-507	No material changes are required to these by-laws. Updates to the Municipal Act references are not specifically required at this time. These reserve fund by-laws may receive further attention during Civic Administration’s regular reviews. Necessary changes will be brought forward as part of future reserve fund housekeeping reports when applicable.
Industrial Oversizing – General, Wastewater, Water	A.-5840-172	
Industrial DC Incentive Program Wastewater	A.-7189-345	
Industrial DC Incentive Program Water	A.-5840-172	

APPENDIX D - Capital Asset Growth Reserve Fund By-Laws

Bill No. _____
2023

By-law No. A.-_____

A by-law to establish the DC Incentive Program - Property Tax Supported Reserve Fund and to repeal By-law No. A.-7187-343 being "A by-law to establish the Industrial DC Incentive Program Tax-supported Reserve Fund".

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, 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 subsection 10(2) of the *Municipal Act, 2001*, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

AND WHEREAS section 417 of the *Municipal Act, 2001*, as amended, provides that a municipality may establish a reserve fund for any purpose for which it has authority to spend money;

AND WHEREAS it is desirable to establish a reserve fund to provide a source of funding for the City Services Reserve Fund for development charge incentives;

AND WHEREAS the Municipal Council considers the incentives for development charges necessary and desirable for economic development;

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

1. A reserve fund is hereby established to be known as the DC Incentive Program – General Reserve Fund (hereinafter called the "Fund").
2. The monies standing in the Fund shall be used by The Corporation of the City of London (the "Corporation") to fund the Obligatory City Services Reserve Fund(s) with amounts equal to development charges incented so that these required infrastructure projects, when started at a later date, can be funded through the City Services Reserve Fund.
3. Contributions to the Fund shall be deposited by the City Treasurer or designate and consist of:
 - i. Municipal Council approved tax supported multi-year budget contributions;
 - ii. Municipal Council approved annual surplus contributions, if any;
 - iii. Other non-tax supported contributions as approved by The City Treasurer, and/or, Municipal Council.
4. Aligned with the authority provided for in the Council approved Reserve and Reserve Fund Policy, before any monies are transferred to the Obligatory City Services Reserve Fund(s) from the Fund for the purposes outlined in section 2 of this by-law, the approval of the City Treasurer, or designate shall be given.
5. The City Treasurer or designate may deposit the monies standing in the Fund into a special bank account or into a consolidated bank account into which are deposited the monies raised for other funds, and the earnings derived from the monies so deposited shall accrue to and form part of the Fund.
6. The City Treasurer, or designate, may invest the monies standing in the Fund in

such securities as are permitted under subsection 418(1), of the *Municipal Act*, 2001, S.O. 2001, C.25, as amended, and in so doing, may consolidate the monies standing in the Fund with other funds that the City may hold from time to time provided that any earnings derived from the monies standing in the Fund shall be accrued to and form part of the Fund as permitted under sections 418(3) and 418(4) of the *Municipal Act*, 2001, S.O. 2001, C.25, as amended.

7. Notwithstanding that provision may not be made by the Municipal Council in the budget estimates of the current or any subsequent year for contributions or drawdowns to the Fund, it shall continue and be maintained, and the Municipal Council shall always be taken as considering the Fund as necessary so long as this by-law continues in force.

8. By-law No. A.-7187-343 being “A by-law to establish the Industrial DC Incentive Program Tax-supported Reserve Fund”, passed by Municipal Council on October 14, 2014, is hereby repealed.

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

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading - September 26, 2023
Third Reading - September 26, 2023

Bill No. _____
2023

By-law No. A.-_____

A by-law to repeal By-law No. A.-7191-347, being “A by-law to establish the Commercial DC Incentive Program Reserve Fund”; By-law No. A.-7190-346 being “A by-law to establish the Institutional DC Incentive Reserve Fund”; By-law No. A.-7193-349 being “A by-law to establish the Non-Growth Works Arising from Development Agreements Reserve Fund”; and By-law No. A.-7192-348, being “A by-law to establish the Residential DC Incentive Program Reserve Fund”.

WHEREAS section 5(3) of the Municipal Act, 2001, as amended, S.O. 2001, c.25, 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 subsection 10(2) of the Municipal Act, 2001, S.O. 2001, C.25, as amended, provides that a municipality may pass by-laws respecting the financial management of the municipality (paragraph 3) and services or things that the municipality is authorized to provide under subsection 10(1) (paragraph 7);

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

1. By-law No. A.-7191-347, being “A by-law to establish the Commercial DC Incentive Program Reserve Fund” is hereby repealed.
2. By-law No. A.-7190-346, being “A by-law to establish the Institutional DC Incentive Reserve Fund” is hereby repealed.
3. By-law No. A.-7193-349 being “A by-law to establish the Non-Growth Works Arising from Development Agreements Reserve Fund”; is hereby repealed.
4. By-law No. A.-7192-348 being “A by-law to provide for the Residential DC Incentive Program Reserve Fund” is hereby repealed.
5. This by-law comes into force on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

PASSED in Open Council on September 26, 2023, subject to the provisions of PART VI.1 of the *Municipal Act*, 2001.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading - September 26, 2023
Second Reading - September 26, 2023
Third Reading - September 26, 2023

Report to Corporate Services Committee

To: Chair and Members,
Corporate Services Committee

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

Subject: SS-2023-215 - Facilities Maintenance and Operations Single Source Refrigeration Services Provider

Date: September 11, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the single source procurement of a Refrigeration Service provider:

- a) in accordance with Section 14.4(g) of the Procurement of Goods and Services Policy, Civic Administration **BE AUTHORIZED** to enter negotiations with CIMCO Refrigeration for pricing for a single source contract for one (1) year with one (1) option year for renewal to provide refrigeration services for the City of London arenas.
- b) the approval in a) above, **BE CONDITIONAL** upon The Corporation of the City of London negotiating satisfactory prices, terms, conditions, and entering into a contract with CIMCO Refrigeration to provide preventive maintenance service and repairs to the City arena refrigeration plants.
- c) that Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with the authorization set out in parts a) and b) above.

Executive Summary

This report requests authorization from Council for the immediate single source purchase of refrigeration services using the LAS Canoe Procurement Group of Canada (“Canoe”). The Canadian Standards Association (CSA) and the Technical Standards Safety Act (TSSA) have established guidelines for regulatory maintenance of refrigeration plants. To ensure compliance, regular inspections and maintenance are necessary for refrigeration equipment.

The scope of this contract includes provisions for repairs, troubleshooting and installation of various refrigeration equipment, components, rink controllers as well as preventive and predictive maintenance items. CIMCO refrigeration is an industry leader in commercial and industrial refrigeration and has successfully held the refrigeration services contract with the City of London for several terms.

Entering into this agreement will allow us to manage the impact of market increases as well as ensure that all arena refrigeration assets are operating safely and efficiently.

Linkage to the Corporate Strategic Plan

The procurement of refrigeration maintenance services is aligned with the following strategic areas of focus, outcomes, expected results and strategy in the City of London Strategic Plan 2023-2027:

Well-Run City: The City of London is a leader in public service.

- The City of London has effective facilities and infrastructure management.
 - Build, maintain and operate facility assets to provide expected levels of service and optimize reliability and functionality.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

RFP18-40 Licensed Refrigeration Services Provider Irregular Result Corporate Services Committee Feb 5, 2019

1.2 Maintenance Requirements

Facilities Maintenance and Operations is responsible for the maintenance of ten (10) indoor arenas, and three (3) outdoor skating venues. Indoor arenas consist of three (3) single pad facilities, six (6) double pad facilities, and one (1) triple pad facility. Outdoor venues consist of Victoria Park and Covent Garden Market Skating pad, as well as the skating trail at Storybook Gardens.

Regulatory maintenance of refrigeration plants is outlined in a series of applicable standards. The Canadian Standards Association (CSA) and the Technical Standards Safety Act (TSSA) regulations define minimum requirements for inspection and maintenance as well as the design, construction, and installation of mechanical refrigeration systems.

The City's arenas are equipped with a variety of refrigeration equipment which use ammonia as the refrigerant. The characteristics of the refrigeration plants including their refrigerant type, cooling capacities and operating pressures are such that the TSSA requires that regular maintenance by specially licensed tradespeople be performed to ensure reliable, safe, and efficient operations for the public and employees.

The service scope of this contract includes the provision of repair, troubleshooting and installation services of various refrigeration equipment, components, and rink controllers. In addition, preventative and predictive maintenance services, performed on an annual basis, are included in the contract.

CIMCO Refrigeration is an established provider of licensed refrigeration services and has provided satisfactory services to the City of London under the current contract, which expired June 30, 2023.

2.0 Discussion and Considerations

2.1 Case for Single Source Procurement via Cooperative Purchasing

Local Authority Services (LAS) is a provider of programs and services for Ontario municipalities and the broader public sector. LAS was created in 1992 by the Association of Municipalities of Ontario (AMO). LAS is incorporated as a not-for-profit organization and is mandated to work with Ontario public sector organizations to help realize lower costs, higher revenues, and enhanced staff capacity, through co-operative procurement efforts and innovative training, programs, and services. LAS is a founding partner in the Canoe Procurement Group. By combining forces under the Canoe Procurement Group, municipalities can access high-quality, competitively priced goods and services, and free up staff time.

The cost of refrigeration services has increased significantly over the past 3 years since the start of the term of the previous contract. Replacement parts and materials for arena refrigeration has increased 50% on average and labour for highly skilled refrigeration contractors has increased 15% over the last 3 years.

By purchasing parts and materials with CIMCO through Canoe we can reduce the increase to about 30% on average. The proposed labour cost increase within this agreement will increase 5% from our current labour cost instead of 15% if we were to explore a traditional competitive procurement process.

To mitigate the financial impact to the City, Facilities staff have been working with Procurement and Supply staff to explore cooperative purchasing, *i.e.*, group buying. Benefits of using a cooperative procurement program include:

- Cost savings: By pooling resources, goods and services can be purchased at bulk prices.
- Improved purchasing power: Group buying provides more leverage in negotiations with suppliers, allowing them to secure better prices and terms.
- Streamlined procurement process: Group buying can simplify the procurement process, making it more efficient and reducing the workload for administrative staff while still complying with local by-laws, policies, and provincial legislation.
- Standardization: Group buying allows for standardization of equipment and supplies, which can improve operations and reduce costs overall; and,
- Improved quality: Group buying can help ensure that the vendor provides high-quality goods and services by leveraging the purchasing power of the group to negotiate better terms.

All offerings through Canoe have undergone a formal competitive bid process ensuring full compliance with procurement by-laws and trade agreements. Through Canoe, the current contract in place for refrigeration services is valid until January 8, 2025, after which one (1) option year can be negotiated until Canoe repeats the formal competitive bid process.

To pursue the advantages of this cooperative purchasing program, Civic Administration seeks to enter a contract with CIMCO refrigeration utilizing the sole source procurement clause as outlined in section 14.4(g) of the Procurement of Goods and Services Policy.

Section 14.4(g) of the Procurement of Goods & Services Policy

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.

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);

In this case, the following reasons apply:

- It is advantageous to the City to acquire the goods or services from a supplier that is a member of the Canoe Group Procurement Organization.
- CIMCO is the industry leader in refrigeration service maintenance and construction in North America
- CIMCO has a highly trained work force and the staffing requirement that meet our service needs.

3.0 Financial Impact/Considerations

Annual costs for refrigeration services and materials are estimated to be \$325,000. This estimate covers regulatory inspections, replacement of safety devices, along with a best practice maintenance schedule and fixed pricing for compressor rebuilds.

The estimated annual cost of \$325,000 is available within the existing approved operating budget for this type of service.

Conclusion

The procurement of Refrigeration Services as per Section 14.4(g) of the Procurement of Goods and Services Policy, allowing for a resource-saving cooperative purchasing agreement with CIMCO Refrigeration represents good financial value for the City of London. Using a reputable refrigeration services contractor that is familiar with City of London arena assets will help to ensure the reliability and availability of the arenas for public enjoyment.

Prepared by: Courtney Brereton, Manager Facilities Maintenance and Operations, Finance supports.

Submitted by: Lynda Stewart, Director Fleet and Facilities, Finance Supports.

Recommended by: Anna Lisa Barbon, Deputy City Manager, Finance supports.

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Anna Lisa Barbon, Deputy City Manager, Finance Supports
Subject: RFP 2023-124 Consultant Services for City of London
Vacancy Residential Property Study Award – Irregular Result
Date: September 11, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions **BE TAKEN** with respect to Request for Proposal (RFP) 2023-124 for Consultant Services for City of London Vacant Residential Property Study:

- a) The proposal for consultant services, submitted by Ernst and Young (EY), 100 Adelaide Street West, Toronto, Ontario, M5K 1J7 **BE ACCEPTED** in accordance with the Procurement of Goods and Services Policy;
- b) Civic Administration **BE AUTHORIZED** to undertake all administrative acts that are necessary in connection with this purchase, and;
- c) The approval hereby given **BE CONDITIONAL** upon the City of London (The Corporation) entering a formal contract, agreement or having a purchase order relating to the subject matter of this approval.

Executive Summary

The purpose of this report is to seek approval from City Council, to award the Consultant Services for City of London Vacant Residential Property Study, at the proposed cost of \$139,625.00 (exclusive HST).

Linkage to the Corporate Strategic Plan

Council's Strategic Plan for the City of London identifies several strategic areas of focus including 'Housing and Homelessness.' This undertaking supports the following specific strategies outlined in the 2023-2027 Strategic Plan:

- Increase the supply, range, and depth of affordability of quality housing options where people feel safe;
- Align policies and programs recognizing the broad range of factors that contribute to accessing and maintaining transitional, supportive, community, affordable, and market housing, and;
- Increase the efficiency and consistency of processes that support housing access and supply.

Analysis

1.0 Background Information

1.1 Background Reports

- Corporate Services Committee, January 31, 2022, Consent Item # 2.2, Considerations and Viability to Implement a Vacant Home Tax in London

2.0 Discussion and Considerations

2.1 Determining Viability

In response to a report titled “Considerations and Viability to Implement a Vacant Home Tax in London,” Council passed the following resolution:

“That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the consideration to implement a vacant home tax in London:

- a) the staff report dated January 31, 2022, “Considerations and Viability to Implement a Vacant Home Tax in London BE RECEIVED for information;
- b) that the Civic Administration BE DIRECTED to begin a Request for Proposal (RFP) for consultant services to study and validate the number of vacant residential properties in London and report back on the scope of the problem and potential mitigation measures to a future meeting of Corporate Services Committee; and,
- c) the Civic Administration BE DIRECTED to continue to monitor implementation, execution, and experience of other Ontario municipalities of this tax.”

Although the experience in other communities has been limited, aside from Vancouver, in monitoring the implementation of a vacant home tax in other municipalities, the initial data indicates that the actual number of vacant homes and subsequent revenue generated by a vacant home tax, may be significantly lower than estimated. Should the final figures confirm this, the potential to impact housing supply with a vacant home tax would be minimized given the costs and resources associated with administering the vacant home tax program.

Experience indicates that it is imperative to validate the number of vacant residential properties in the City of London prior to implementation of a Vacant Home Tax.

To ensure the effective and efficient validation of vacant homes in London, the Corporation conducted a Request for Proposal (“RFP”) to procure Consultant Services for a City of London Vacant Residential Property Study and identified Ernst and Young (EY) as the successful proponent.

2.2 RFP 2023-124 Response

In response to the RFP, EY met the requirements of the evaluation committee and presented a proposal that will support the Corporation in moving forward with the Vacant Residential Property Study. With office locations across Ontario, EY has extensive experience in performing analyses of housing market conditions and the policies and tools available to address and identify vacant residential properties. During 159 years in business, EY has focused on consulting, advisory, assurance, tax, and transaction services. Their Global Government and Public Sector Practice, a network of skilled professionals providing local, national and international experience, focuses on building solutions that help public sector entities overcome current and future challenges.

Key elements of their proposal include the following:

- Proven experience in performing housing market and vacant residential property analyses for Ontario municipalities;
- Proven experience of successful projects with major Canadian municipalities (Vancouver, British Columbia);
- Extensive expertise in housing and real estate; and
- A sound project management methodology.

In their proposal, EY demonstrated a thorough understanding of the challenges associated with the identifying vacant residential properties, and provided strategies to overcome potential challenges, confirming their suitability for this engagement. A key element of their proposal included demonstrating value to the Corporation through

established expertise in understanding and assisting municipalities with extensive experience in analysis and implementation of a vacant home tax at various Canadian municipalities.

2.3 Procurement Process

After RFP2023-124 was posted, there was one addendum issued to allow more time for proponents to respond. When the RFP closed, three (3) compliant submissions were received.

A two (2) envelope RFP process was used – one envelope contained the technical project proposal and the second contained the pricing proposal.

Four (4) evaluation committee representatives from the Planning and Economic Development, Realty Services and Revenue, Financial Supports evaluated the three (3) submissions based on the technical criteria outlined in the document. At the end of this process, two (2) proponents passed a threshold to review pricing and undergo the interview process. Following which, the proponent with the highest score, demonstrating their ability to fully meet the Corporation's requirements, was EY. The pricing for their proposal amounts to \$139,625.00 (exclusive H.S.T.). This amount is within the expected cost range as indicated in the previous report to Council.

2.4 Associated Risk

According to the CSC report on January 31, 2022, based on public information available, the consultant engagements were estimated at between \$100,000 and \$150,000 (exclusive HST). With inflation considered, the proposed price of \$139,625.00 (exclusive HST) is still falling well within the earlier estimated range. Acknowledging the risk that data required as inputs to vacant property estimates and feasibility review may be difficult to obtain or be outdated, data will be collected early in the project and, if necessary, alternative methods to collect information will be used. Required staff input to support the project can be provided with the existing staff complement and no additional staff resources will be needed.

2.5 Next Steps after Completion of Study

Civic Administration will report back on the outcome of the study, along with what implementation considerations including time frame required should Council look to pursue the introduction of Vacant Home Tax.

3.0 Financial Impact

The operational expenditure to fund the consultation project can be accommodated within the operating budget of the Tax Office as approved in the 2020-2023 Multi-Year Budget.

Conclusion

To validate the number of vacant residential properties in the City, based on practices observed in other municipalities, a third party partner was engaged. Civic Administration has undergone a formal RFP process (RFP 2023-124) wherein EY has been identified as the successful proponent. The Corporation has identified, secured and prepared a budget to purchase the services of EY to begin the Vacant Residential Property Study. The cost of EY's proposal is within the Corporation's initially estimated range of costs.

Prepared by: Joseph McMillan, Division Manager, Taxation & Revenue
Submitted by: Ian Collins, Director, Financial Services
Recommended by: Anna Lisa Barbon, Deputy City Manager, Finance Supports

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Anna Lisa Barbon, Deputy City Manager, Finance Supports
Subject: 2022 Annual Reporting of Lease Financing Agreements
Date: September 11, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, this report **BE RECEIVED** for information.

Executive Summary

The Lease Financing Policy governs the administration of Lease Financing Agreements entered into by the City and incorporates the requirements of the Ontario Regulation 653/05. The report shows that for the year ending December 31, 2022 Capital Lease Financing Agreements have remained at nil while seeing a decrease in total long-term debt. Operating Lease Financing Agreement future commitments are decreasing, which is mainly attributable to lease expirations.

Linkage to the Corporate Strategic Plan

Council's 2023 – 2027 Strategic Plan for the City of London identifies 'Well-Run City' as a strategic area of focus where this report contributes to the expected result that "London's finances are maintained in a transparent, sustainable, and well-planned manner, incorporating intergenerational equity, affordability and environmental, social, and governance considerations."

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

2021 Annual Reporting of Lease Financing Agreements
(November 28, 2022, meeting of Corporate Services Committee – Agenda Item 2.3)
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=95686>

SS16-11 Single Source Corporate Technology Assets –
(April 12, 2016, meeting of Corporate Services Committee – Agenda Item 2)
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=23930>

Lease Financing Policy –
(June 17, 2014, meeting of Corporate Services Committee – Agenda Item 3)
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=13686>

1.2 Policy Background and Highlights

In 2014, Municipal Council approved the Council Policy “Lease Financing Policy” to provide a statement of lease financing policies and goals as required by Ontario Regulation 653/05 of the *Municipal Act, 2001*.

Policy Outline

The policy provides guidance to staff when contemplating lease agreements for the provision of municipal equipment and facilities. The policy:

- governs all Lease Financing Agreements entered into by the City, exclusive of boards and commissions;
- defines material and non-material Lease Financing Agreements;
- states the goals and objectives of the policy;
- discusses the financial and other risks of this form of financing;
- defines the Lease Financing Agreement approval process;
- requires an annual report to Council.

Delegation of Council’s Authority and Authorization

The policy delegates Council’s authority and authorization to the Deputy City Manager, Finance Supports (City Treasurer) or designate for certain categories of Lease Financing Agreements that, in the delegate’s opinion, would not result in a material impact for the City. In the policy, these categories are defined as:

- 4(c) Non-Material leases that do not or may not require the City to make payments after the expiry of the term for which the Council authorizing the agreement was elected; and
- 4(d) Non-Material leases that require or may require the City to make payments after the expiry of the term for which the Council authorizing the agreement was elected and that have a combined material impact less than 20% of the City’s annual debt and financial obligation limit.

These categories of Lease Financing Agreements are not required to comply with the approval process as laid out in section 6 of the policy. All Lease Financing Agreements, regardless of category, will however, be reported to Council as part of the annual report on Lease Financing Agreements.

Annual Report of Outstanding Lease Financing Agreements

The annual report is completed and represented to Council, subsequent to the finalization of the annual audited Financial Statements each year. This annual reporting is based on the unconsolidated City entity, excluding boards and commissions (although these entities are consolidated for financial statement purposes).

1.3 Annual Reporting Requirements

In accordance with Ontario Regulation 653/05 of the *Municipal Act, 2001* and Council Policy - [Lease Financing Policy](#), the Treasurer is required to report to Council annually on the total of outstanding Lease Financing Agreements in a fiscal year.

The Lease Financing Policy governs the administration of Lease Financing Agreements entered into by the City and incorporates the requirements of the Ontario Regulation 653/05 related to Lease Financing Agreements.

A Lease Financing Agreement is defined in the policy as “a financial agreement for the purposes of obtaining long term financing of a capital undertaking of the municipality”.

The purpose of the Lease Financing Policy is to provide guidance to Civic Administration and Council when contemplating entering into agreements for use of capital property and equipment. At times, lease financing agreements may be preferred over purchase or debt financing, depending on factors such as:

- the number of years the facility or equipment is required for;
- the annual rental payments; and,
- the bargain purchase option at the end of the term, if any.

The policy also provides guidance on the need to provide an annual report to Council. The report should contain:

- A description of the estimated proportion of Lease Financing Agreements to the total long-term debt of the City (Table 1);
- A description of the change, if any, in the estimated proportion since the previous year (Table 2);
- A statement by the Treasurer that the Lease Financing Agreements were made in accordance with the policy; and,
- Any other pertinent information (Table 3 and Table 4).

2.0 Discussion and Considerations

2.1 Annual Report for the year ending December 31, 2022

Table 1 provides the details of the total outstanding capital lease financing agreements for 2022 and 2021 fiscal year ends for the City, as at December 31, exclusive of boards and commissions (consolidated entities for financial statement purposes). The table shows that the capital lease financing balance has no change over the past year, with the balance being nil at the end of 2022 and 2021. The major contributing factor to this nil balance is our change in procurement strategy regarding corporate technology assets (i.e., desktops, laptops). In 2016, Information Technology Services along with Procurement and Supply undertook a Lease vs. Purchase Option Analysis to investigate and determine the best approach and methodology for the continuous sourcing of corporate technology assets. Since then, the City has been leveraging the purchase option through the Province of Ontario Master Agreement for desktop management services and products.

Table 1
Capital Lease Financing Agreements as a % of Long-Term Debt
(000's)

Capital Lease Financing Agreements as at December 31st	2022	2021
Equipment	\$ 0	\$ 0
Total Long-term Debt	\$214,036	\$240,198
Total Capital Lease Financing Agreements	0.000%	0.000%

Table 2 explains the change over the previous year. As identified in Table 1 above, as there were no capital lease agreements at the end of 2022, nor any entered into in 2022, lease repayments in 2022 totalled nil related to capital leases.

Table 2
Analysis of Annual Change in Capital Lease Financing Agreements
(000's)

Capital Lease Financing Agreements as at December 31, 2021	\$0
Lease contracts entered into in 2022	0
Lease repayments in 2022	0
Capital Lease Financing Agreements as at December 31, 2022	\$0

It is the opinion of the Deputy City Manager, Finance Supports (City Treasurer) that all capital financing leases outstanding at December 31, 2022, for the City were made in accordance with the Lease Financing Policy.

In addition to the capital lease financing agreements listed above, the City has also entered into numerous operating lease financing agreements for use of capital property and equipment. Table 3 provides the details of the total outstanding operating lease financing agreements for 2022 and 2021 fiscal year ends for the City, as at December 31, exclusive of boards and commissions. The table shows that the operating lease financing balance has decreased over the past year from \$29,323,610 at the end of 2021 to \$21,606,585 at the end of 2022. This is mainly attributable to lease expirations as set out in agreements.

Table 3
Operating Lease Financing Agreements
(000's)

Operating Lease Financing Agreements as at December 31st	2022	2021
Real estate	\$ 18,050	\$ 22,429
Equipment	3,557	6,895
Total Operating Lease Financing Agreements	\$ 21,607	\$ 29,324

The City is committed to future annual payments on both Capital and Operating lease financing agreements. The total outstanding balance of all lease financing agreements as at December 31, 2022 is \$21,606,585 (2021 - \$29,323,610). The total includes both material and non-material leases with material leases representing approximately 22% of the total at the end of 2022 (2021 – 76%).

Table 4 identifies the minimum future annual payments on all lease financing agreements, which are as follows:

Table 4
Minimum Future Principal Payments of Total Lease Financing Agreements¹
(000's)

	Real Estate Operating Leases	Equipment Operating Leases	Equipment Capital Leases	Total
2023	\$ 4,509	\$ 3,384	\$ 0	\$ 7,893
2024	4,100	173	0	4,273
2025	3,750	0	0	3,750
2026	3,518	0	0	3,518
2027	1,290	0	0	1,290
Beyond (2028 - 2029)	883	0	0	883
Total Lease Financing Agreements as at December 31, 2022	\$ 18,050	\$ 3,557	\$ 0	\$ 21,607

¹ Payments may fluctuate upward or downward, from year to year, due to factors such as renewal periods beginning or ending during the year and incremental inflationary costs.

This report is prepared annually, subsequent to the finalization of the annual audited Financial Statements for the year.

3.0 Financial Impact/Considerations

From a budgetary perspective, lease charges have been allocated on an annual basis in the current operating budget to the appropriate service, as an amount that would need to be levied each year, similar to debt charges. The multi-year budget has accounted for any fluctuation based on lease financing agreements entered into.

From an accounting perspective, a distinction is made between a capital lease and an operating lease.

- Operating leases are usually found in property or equipment rentals where there is no intent to acquire the item. Lease charges are charged against operating business units over the term of the lease and expensed in the year incurred.

These types of leases are not considered long-term debt on the Statement of Financial Position but are disclosed in the financial statements within Note 18 as commitments of the City.

- Capital leases are usually structured so that a majority of the benefits and risks incident to the ownership of the item is transferred to the lessee (City of London). In these cases, the City would record a debt obligation on the City's Statement of Financial Position as well as a capital asset. The capital asset would be amortized over the life of the capital asset. The lease payments would be recorded as a decrease to the debt obligation and only the interest component would be expensed in the year incurred.

These types of leases are considered long-term debt on the Statement of Financial position and further detailed in the notes to the financial statements within Note 10 as Capital Lease Obligations.

Conclusion

In accordance with the Lease Financing Policy, this report represents the annual reporting under the policy for the year ending December 31, 2022.

There are no capital financing leases outstanding at December 31, 2022 for the City. In addition to the reporting on capital financing leases, this report includes information related to operating financing lease agreements and the City's future commitments under those arrangements.

The next expected reporting under this policy will be in Q3 of 2024, subsequent to the finalization of the year ending 2023 audited Financial Statements.

Prepared by:	Sharon Swance, CPA, CGA, Manager, Accounting Services, Financial Services
Submitted by:	Ian Collins, CPA, CMA, Director, Financial Services
Recommended by:	Anna Lisa Barbon, CPA, CGA, Deputy City Manager, Finance Supports

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Michael Schulthess, City Clerk
Subject: Council Policy Review – Flags at City Hall and Illumination of City of London Buildings and Amenities
Meeting on: September 11, 2023

Recommendation

That, on the recommendation of the City Clerk, the following actions be taken:

- a) the attached proposed by-law (Appendix 'A') **BE INTRODUCED** at the Municipal Council meeting on September 26, 2023 to amend CPOL.-114-366 being “Flags at City Hall” to repeal and replace Schedule “A”, and;
- b) the attached proposed by-law (Appendix 'B') **BE INTRODUCED** at the Municipal Council meeting on September 26, 2023 to amend CPOL.-127-379 being “Illumination of City of London Buildings and Amenities” to repeal and replace Schedule “A”.

Previous Reports

- Corporate Services Committee – August 14, 2023 – Council Policy Review – Flags at City Hall and Illumination of City of London Buildings and Amenities
- Corporate Services Committee – July 17, 2023 –Staff Report – Council Policy Manual Review 2023
- Corporate Services Committee – September 20, 2021 –Staff Report - Proposed Amendments to Council Policy
- Corporate Services Committee – November 12, 2013 –Staff Report - Council Policy– Illumination Of City Of London Buildings And Amenities With Multi-Colour Capable Led Lighting Installations

Background

Municipal Council, at its meeting held on August 29, 2023 resolved:

That the following actions be taken with respect to the Flags at City Hall and Illumination of City of London Building and Amenities Policies:

- a) the City Clerk **BE DIRECTED** to bring forward to a future meeting of the Corporate Services Committee the necessary by-law to enact the proposed changes to the Flags at City Hall Policy, as appended to the staff report dated August 14, 2023, as Appendix A;
- b) the City Clerk **BE DIRECTED** to bring forward to a future meeting of the Corporate Service Committee the necessary by-law to enact the proposed changes to the Illumination of City of London Buildings and Amenities Policy, including the addition of national Pride month.

Discussion

The proposed amendments to the Flags at City Hall and Illumination of City of London Buildings and Amenities Policies reflect the direction of Council, will help to address resident concerns, and increase access to community recognition processes.

Conclusion

Civic Administration recommends that the Council Policy “Flags at City Hall” be amended to provide for the attached proposed amendments (Appendix “A”) to reflect changes to the process for appeal, to flags permitted to be displayed on the Community Flag Pole, and to the guidelines for half-masting of the Canadian flag at City Hall. The Council Policy “Illumination of City of London Buildings and Amenities” attached as Appendix “B” be amended to reflect changes to the process for appeal and exemptions, including the addition of National Pride Month in June.

Prepared by: Jeannie Raycroft, Manager, Elections, Strategic Integration and Policy

Recommended by: Michael Schulthess, City Clerk

Bill No.
2023

By-law No. CPOL.-114()- ____

A by-law to amend By-law No. CPOL.-114-366 being "Flags at City Hall" to repeal and replace 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.-114-366 being "Flags at City Hall" to reflect changes to the process for appeal, to flags permitted to be displayed on the Community Flag Pole, and to the guidelines for half-masting of the Canadian flag at City Hall;

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

1. By-law No. CPOL.-114-366 being "Flags at City Hall" is hereby amended by deleting Schedule "A" in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law shall come into force and effect on the date it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on September 26, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Schedule “A”



London
CANADA

Flags at City Hall

Policy Name: Flags at City Hall

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-114-366); Amended July 24, 2018 (By-law No. CPOL.-114(b)-417); Amended June 11, 2019 (By-law No. CPOL.-114(c)-158); Amended August 10, 2021 (By-law No. CPOL.-114(d)-247); Amended October 5, 2021 (By-law No. CPOL.-114(e)-319), Amended September 26, 2023 (By-law No. CPOL.-114(_)-____)

Last Review Date:

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy sets out the requirements for the flying of flags at City Hall.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy shall apply to any person or organization seeking to fly a flag at City Hall.

4. The Policy

4.1 Flags on the Community Flag Pole

- a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:
 - i) the Canadian flag at such times as there is no other approved flag displayed
 - ii) an appropriate flag on the occasion of a visiting dignitary, on the day of the dignitary’s visit to London City Hall, as a gesture of respect and friendship.
 - iii) the flag of a nation on its national day, provided that:
 - (1) the nation has active diplomatic relations with Canada;
 - (2) the flag is official and is recognized by the Department of Foreign Affairs, Trade and Development;
 - (3) the requesting organization follows all policies prescribed in this policy at least 4 weeks prior to the national day, on an annual basis; and
 - (4) requests to use the community flagpole for flying the flag of a nation will be confirmed on a first come first served basis.
 - iv) to celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the City of London in a positive manner;

- v) the “Every Child Matters Flag” to be flown on September 30th of each year to recognize the National Day for Truth and Reconciliation (National Orange Shirt Day); and
 - vi) the “Our London Family” flag will be flown at City Hall on June 6 each year.
- b) The following guidelines shall be observed for the flying of flags permitted under 4.1 a) iv):
- i) the organization’s flag will fly in connection with a particular event by an organization;
 - ii) no flags of commercial, religious or political organizations shall be permitted, except as otherwise provided under s.4.1;
 - iii) no flags of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted;
 - iv) organizations shall be required to submit requests for their organization’s flag to fly on an annual basis;
 - v) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
 - vi) flags shall only be changed and lowered on those business days that City Hall is open; and
 - vii) requests to use the community flagpole will be confirmed on a first come first served basis.

4.2 Canadian Flag at Half-Mast

The following guidelines shall be observed for the half-masting of the Canadian flag at City Hall:

- i) the flying of the Canadian flag at half-mast denotes a period of official mourning or commemoration;
- ii) the City of London will fly the Canadian flag on the at half-mast in the event of a death or to commemorate a solemn occasion. The Canadian flag will be lowered at the direction of the Mayor. In consultation with the Mayor, the City Clerk will provide instruction to lower the Canadian flag on the Flag Pole;
- iii) the position of the Canadian flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the Canadian flag shall be exactly half-way down the mast;
- iv) the official period of mourning is defined as the day of passing until the day of the funeral; and,
- v) the Canadian flag will be flown at half-mast to commemorate the following occasions:

Date	Occasion
April 28	National Day of Mourning for Persons Killed or Injured in the Workplace
June 6	Our London Family
August 9	Peacekeepers’ Day
Last Sunday in September	National Peace and Police Officers’ Memorial Day
November 11	Remembrance Day*

*Half-masting shall occur at 11:00 a.m. or according to the prescribed order of service at the Cenotaph.

December 6

National Day of Remembrance and Action on
Violence Against Women

4.3 Flags over the Back Entrance of City Hall

- a) The following flags shall be permitted to be flown at City Hall on the flag poles over the back entrance of City Hall facing Reginald Cooper Square:
 - i) the flags of all the provinces and territories and the Canadian Flag are hung, in order of confederation, over the back entrance facing Reginald Cooper Square. The Canadian Flag is hung as per the standards outlined in the National Flag of Canada Etiquette issued from the Federal Government.
- b) The precedence for flag order (from left to right) as per the Position of Honour is as follows:
 - i) the National Flag of Canada;
 - ii) the flags of other sovereign nations in alphabetical order (if applicable);
 - iii) the flags of the provinces of Canada (in the order in which they joined Confederation); and,
 - iv) the flags of the territories of Canada (in the order in which they joined Confederation).
- c) The flags are displayed in the spring and removed before winter.

4.4 Flags over the Front Entrance of City Hall

- a) The following flags shall be permitted to be flown at City Hall on the flag poles over the front entrance of City Hall:
 - i) flags deemed by the City Clerk to be in accordance with the flag etiquette of Canada as established by Heritage Canada (restricted to the flag of the City of London, Canadian provinces, the Canadian flag, the personal flags and standards of the Royal Family and the Governor General and the Lieutenant Governors throughout Canada, the Royal Union flag, and the flags of the United Nations, the North Atlantic Treaty Organization and the Commonwealth).

4.5 Flags in City Hall

- a) As an annual observance to recognize the anniversary of the London Township Treaty, the five signatory First Nations (Chippewas of the Thames First Nation, Chippewas of Kettle and Stoney Point First Nation, Walpole Island First Nation, Aamjiwnaang First Nation and Caldwell First Nation) shall be invited to have their flags displayed on September 7th of each year, in City Hall. In the event that September 7th falls on a day on which City Hall is closed, the flags shall be displayed on the first day prior to September 7th that City Hall is open for business.

4.6 General

- a) The City Clerk will administer the policy for the flying of flags at City Hall.
- b) The following guidelines shall apply to resolving conflicts arising from this policy:
 - i) conflicts between the dates requested for flags to be flown by two or more organizations or nations on the Community Flag Pole shall be settled in favour of the organization which first made its request; and,

in the event that a request appears to be in conflict with any of the criteria outlined in this policy the Mayor, in consultation with the City Manager's Office, or designate, may use discretion to approve or deny a community flag request. The Mayor's decision will be final.

Appendix 'B'

Bill No.
2023

By-law No. CPOL.-127()-___

A by-law to amend By-law No. CPOL.-127-379 being "Illumination of City of London Buildings and Amenities" to repeal and replace 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.-127-379 being "Illumination of City of London Buildings and Amenities" to reflect changes to the process for appeal and exemptions;

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

1. By-law No. CPOL.-127-379 being "Illumination of City of London Buildings and Amenities" is hereby amended by deleting Schedule "A" in its entirety and by replacing it with the attached new Schedule "A".
2. This by-law shall come into force and effect on the date it is passed . subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on September 26, 2023 . subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – September 26, 2023
Second Reading – September 26, 2023
Third Reading – September 26, 2023

Schedule “A”



London
CANADA

Illumination of City of London Buildings and Amenities

Policy Name: Illumination of City of London Buildings and Amenities

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-127-379); Amended July 24, 2018 (By-law No. CPOL.-127(a)-422); Amended October 5, 2021 (By-law No. CPOL.-127(b)-320), Amended September 26, 2023 (By-law No. CPOL.-127()- ____)

Last Review Date: September 26, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy sets out the requirements for lighting City of London buildings and amenities for community events and awareness.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to any person or organization seeking the illumination of those City of London buildings and amenities which have multi-colour capable LED lighting.

4. The Policy

- 4.1. The use of multi-colour capable LED lighting installations on some City of London buildings and amenities provides a unique opportunity to display the official colour associated with a charitable or non-profit organization or a City of London event, in order to create awareness of and/or celebrate an organization or a City of London event.

The following guidelines shall be observed:

Eligibility:

- a) Organizations making a lighting request must be charitable or non-profit organizations.
- b) Charitable or non-profit organizations making a lighting request must have undertakings or philosophies that are in keeping with City of London policies or by-laws, and must not espouse hatred, violence, or racism.
- c) City of London buildings and amenities shall not be illuminated for political, religious, or for-profit organizations or purposes.

Frequency and Timing

- e) Lighting may be requested for up to one week, or for the duration of the associated event, whichever is less; noting that conflicts between two or more eligible charitable or non-profit organizations would be settled in favour of the organization which first made its request, with City of London events taking precedence in all instances.

- f) The lighting period will begin and end only on those business days that City Hall is open and staff resources are available to program the lighting. All City of London buildings and amenities with multi-colour capable LED lighting installations shall be illuminated in a consistent manner to the extent that programming allows.
- g) Charitable or non-profit organizations will be required to submit lighting requests on an annual basis.

Exemptions

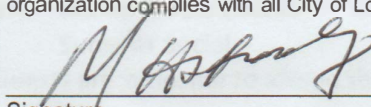
- h) The City of London shall not be restricted as to the number of times, or the period for which, lighting is approved.
- i) The City of London may, at its discretion, illuminate each of its buildings or amenities with multi-colour capable LED lighting installations in a manner which is unique from one venue to the next.
- j) Notwithstanding the above, City of London buildings and amenities with multi-colour capable LED lighting installations shall be illuminated on the following occasions:
 - i. June 6: purple and green for Our London Family;
 - ii. the remainder of June: rainbow for national Pride month (noting that individual lighting requests will also be accommodated);
 - iii. July 1: red and white for Canada Day;
 - iv. September 30: orange for National Day for Truth and Reconciliation (National Orange Shirt Day);
 - v. November 10 and 11: red for Remembrance Day;
 - vi. Rest of November: purple for Shine the Light on Woman Abuse;
 - vii. December: red and green for the holidays.

Administration of the Policy

- k) The City Clerk will administer this policy.
- l) In the event that a request appears to be in conflict with any of the criteria outlined in this policy the Mayor, in consultation with the City Manager's Office, or designate, may use discretion to approve or deny an illumination request. The Mayor's decision will be final.

Proclamation Request Form

Request for the issuance of proclamations is governed by Council Policy. Requests must be received at least **six (6) weeks** in advance of the requested issuance date and may be emailed ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 London, ON N6A 4L9.

<u>Name of Organization</u> Probus Clubs of London: Probus Club of North London; Probus Club of South London; Mens Probus Club of London, Womens Probus Club of London
<u>Proclamation Name</u> to Proclaim the Month Of October to be PROBUS MONTH .
<u>Date of Proclamation Requested</u> As early in October 2023 as possible.
<u>Proclamation Type</u> (day, week or month) Month
Organization's Direct Connection to London (provide specific details) PROBUS is a National organization with 245 clubs accross Canada, with 4 in London as detailed above. With a combined membership of about 475 people who are almost entirely seniors over 60 years with many in their 80's etc. The clubs' objectives are to provide outlets for fellowship, education, information & entertainment through monthly meetings with guest speakers at our venues. In addition the members are offered social and entertainment opportunities throughout the year. We plan to publish the Proclamation in the LFP and local / regional publications to promote awareness of PROBUS and solicit mebership applications. You may obtain further information about PROBUS at www.probuscanada.ca .
<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
<u>Requester Name</u> Mike Hoshooley, President Probus Club of North London
<u>Requester Address</u> Wharnecliffe Rd S London On. N6J2N4
<u>Requester Phone Number and Email</u> _____
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. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Signature </div> <div style="text-align: center;"> August 15, 2023 _____ Date </div> </div>
<small> 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: eskalski@london.ca. </small>

The Office of the City Clerk,
City of London

Dear Sir:

OCTOBER IS PROBUS MONTH

Each October the Probus Clubs of Canada, 245 clubs Canada wide with approximately 39,000 members, celebrate our anniversary by requesting Mayors of the Cities wherein we are represented to issue a Declaration that October be recognized as “PROBUS MONTH”.

Our club, the North London Probus Club has been operating since 2009 and currently has 128 members. There are several other clubs in London: South London Probus Club, The Men’s Probus Club of London, The Women’s Probus Club of London. The members of these clubs all of whom are retired or semi-retired residents of London and its surrounding suburbs.

A format of the Proclamation would be envisaged as follows:

Whereas: The Probus Club of North London was formed in 2009 to provide fellowship, education, information and entertainment opportunities to members; information about the club may be obtained by calling ++++++ and speaking with ++++++, and

Whereas: the Probus Club of South London...etc., repeated as above for the each club that participates.

IN view of the Good Works being offered by these clubs to the senior citizens of London Ontario and area, I hereby declare that October 2023 be Proclaimed as PROBUS MONTH !!

Signed under Seal at London Ontario, this _____ of _____, 2023 by

Josh Morgan
Mayor of the City of London, Ontario.

PROBUS Club of North London

Founded: 2009

A club for retired and semi-retired men and women who wish to meet and maintain a social network with others with similar interests

PROBUS Clubs:

- Are simple in structure, involving members at minimal cost
- Are free from the constraints and obligations of service clubs
- Are directed primarily to provide fellowship and to develop new acquaintances
- Are non-political and non-sectarian
- Have voluntary attendance at meetings
- Are not for profit
- Members do not carry out fundraising campaigns

Membership is open to those who have had some measure of responsibility in their field of endeavour.

Meetings:

Regular meetings are held at a convenient and accessible location in North-West London. Meetings are held on the first Wednesday of the month, September through June, from 10:00 to 12.00.

Meetings are comprised of a 'Meet & Greet', followed by a presentation of interest to members. After a coffee break there is a short business meeting. Our club uses the Zoom platform for virtual meetings when in-person meetings are not possible. The club adheres to all current public health regulations. We e-publish a monthly Newsletter to members.

Special Interest groups:

****Book Clubs **Euchre **Hand & Foot cards **Memoir writing **Stitch & Chat **Dine at Home **Dining Out **Breakfast Out **Golf **Nine & Dine Golf **Theatre **Special outings**

Special events:

October: Luncheon & Annual General Meeting

December: Christmas Luncheon

June: Summer Social

Guests are welcome to attend these special events with a member of PROBUS

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About PROBUS Clubs:

- *PROBUS Clubs were formed as a project of Rotary International in England in 1967*
- *PROBUS clubs started in New Zealand in 1974, in Australia in 1976*
- *The first PROBUS Club in North America was started in Cambridge Ontario in 1987*
- *Currently, there are over 245 PROBUS Clubs in Canada*

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For further information:

Email: probusnorthlondon@gmail.com

<https://www.probuscanada.ca/>

Proclamation Request Form

Request for the issuance of proclamations is governed by Council Policy. Requests must be received at least **six (6) weeks** in advance of the requested issuance date and may be emailed ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 London, ON N6A 4L9.

<u>Name of Organization</u> LONDON SIKH SOCIETY
<u>Proclamation Name</u> Sikh Genocide Awareness Week
<u>Date of Proclamation Requested</u> November 1st, 2023
<u>Proclamation Type</u> (day, week or month) Week
Organization's Direct Connection to London (provide specific details) The London Sikh Society is a proud local non-profit charitable Sikh organization, serving Londoners since 1984 with compassionate humanitarian services, social and faith awareness programs. In the challenging times of COVID, the London Sikh Society stepped up in the difficult time of COVID and served our local communities with necessities, medical supplies, and empowerment. LSS also provides a free seven-day kitchen to Londoners, regardless of race, colour, gender or religion. We focus on inclusion and equality, and everyone is welcome.
<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 Campaign
<u>Requester Name</u> Prabh Gill (London Sikh Society)
<u>Requester Address</u> Clarke Rd, London, ON N5W 5W5
<u>Requester Phone Number and Email</u> _____
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.
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Signature </div> <div style="text-align: center;"> 08/16/2023 _____ Date </div> </div>
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: eskalski@london.ca .

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

1ST SESSION, 42ND LEGISLATURE, ONTARIO
69 ELIZABETH II, 2020

Bill 177

An Act to proclaim Sikh Genocide Awareness Week

Mr. G. Singh

Private Member's Bill

1st Reading February 26, 2020

2nd Reading

3rd Reading

Royal Assent



EXPLANATORY NOTE

The Bill proclaims the first seven days of November in each year as Sikh Genocide Awareness Week.

An Act to proclaim Sikh Genocide Awareness Week

Preamble

Ontario is home to a dynamic and vibrant Sikh community and one of the largest Sikh populations outside of South Asia. The Sikh community has deep roots in Ontario and plays a vital role in strengthening our province's social, political and economic fabric.

Despite thriving and contributing as a community in Ontario and globally, Sikhs are still impacted by the genocide and other atrocity crimes perpetrated by the Government of India. These crimes have caused ongoing physical and mental trauma, as well as intergenerational trauma. These traumas are intensified by India's entrenched culture of impunity, its refusal to hold the perpetrators accountable or even acknowledge its crimes and the denial of reparations.

There is a long history of the Indian government discriminating against Sikhs and perpetrating gross human rights violations against them and other minorities. Atrocities against Sikhs intensified most notably in June 1984, when India's armed forces, upon orders from prime minister Indira Gandhi, launched Operation Blue Star, a continuous, nearly week-long military attack on Sikhs in the Harmandir Sahib (popularly known as the Golden Temple), the Akal Takht Sahib, their surrounding complexes and over 70 other Gurdwaras across Punjab. During Operation Blue Star, the government sealed Punjab's borders and imposed a media blackout, evicting foreign journalists and censoring all reporting. The impact of this total assault was devastating, with security forces killing thousands of Sikhs and destroying major Sikh heritage sites and artifacts, including serious damage to Gurdwaras and the destruction of rare documents and manuscripts. This destruction included the demolition of the Akal Takht Sahib, a major Sikh religious institution, and the burning and looting of the Sikh Reference Library, resulting in the loss of irreplaceable historical resources.

Shortly afterwards in November 1984, following the assassination of Indira Gandhi, the state orchestrated genocidal killings of thousands of Sikhs throughout India and, in particular, its capital, Delhi. Relying on voter registration lists and property records as part of a premeditated plan to identify their victims, state-organized mobs ruthlessly targeted Sikhs, committing horrific violence, including dousing Sikhs in kerosene and other combustible chemicals, placing tires around their necks, and setting them on fire. State-organized mobs also perpetrated extreme sexual violence against Sikh women, detaining many against their will for days. Further, state-organized mobs destroyed Sikhs' businesses, homes, and places of worship, displacing thousands. Throughout this carnage, police and politicians aided the mobs by directing them towards Sikhs and by directly participating in the violence.

Following these genocidal acts, India's security forces further subjected Sikhs to a widespread and systematic campaign of torture, unlawful killings and enforced disappearances, in Punjab and other states, that lasted well over a decade. The late Jaswant Singh Khalra (recognized as a defender of human rights by Amnesty International) exposed thousands of incidents of enforced disappearances, extrajudicial killings, torture and secret mass cremations of Sikhs. His work, based on government records, demonstrates that security forces perpetrated gross human rights violations that were both widespread, having occurred throughout Punjab, and systematic, having targeted the Sikh population.

The widespread and systematic enforced disappearances, extrajudicial killings, torture and secret mass cremations of Sikhs in Punjab and beyond amount to war crimes, crimes against humanity and genocide.

These atrocity crimes, alongside the attacks of June 1984 and the November 1984 Sikh genocide, speak to a larger and persistent campaign of genocide against Sikhs by the state of India.

Acknowledging this genocide is a significant first step in community healing. By recognizing these international crimes, we demonstrate our collective commitment to pursuing a world characterized by our shared and universal values of truth, justice and respect for human rights in order to prevent such genocides, crimes against humanity and other atrocity crimes from recurring.

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Sikh Genocide Awareness Week

1 (1) The first seven days of November in each year are proclaimed as Sikh Genocide Awareness Week.

Same


(2) During that week, all Ontarians are encouraged to educate themselves and reflect on, as well as create awareness of, the Sikh genocide and other genocides that have occurred throughout the world.

Commencement

2 This Act comes into force on the day it receives Royal Assent.

Short title

3 The short title of this Act is the *Sikh Genocide Awareness Week Act, 2020*.

<u>Name of Organization</u>	GURU NANAK MISSION SOCIETY LONDON, ONT
<u>Proclamation Name</u>	APRIL 1-2024 - APRIL-30-2024
<u>Date of Proclamation Requested</u>	SIKH HERITAGE MONTH.
<u>Proclamation Type (day, week or month)</u>	MONTH.
<u>Organization's Direct Connection to London (provide specific details)</u>	<ul style="list-style-type: none"> - FREE MEAL DRIVE EVERY WEEK - BLOOD DONATION DRIVE TWICE A YEAR - FREE PIZZA DRIVE EVERY YEAR. - PARK CLEANING TWICE A YEAR - COMMUNITY EVENTS TWICE A YEAR.
<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 (public awareness campaigns, charitable funding campaigns, arts and cultural celebrations)</u>	
<u>Requester Name</u>	SARVARINDER SINGH DOHIL
<u>Requester Address</u>	951- KettleRidge Street London, ontario
<u>Requester Phone Number and Email</u>	226-678-6788, GurunankmissionSociety@gmail.com
<p>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.</p>	
<u>Signature</u>	<u>Date</u>
	AUG-07-2023
<p>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: eskalski@london.ca.</p>	

GURU NANAK MISSION SOCIETY, LONDON ON |

951 Kettleridge Street, London, ON N6H 0E7 1-888-740-1313

gurunanakmissionsociety@gmail.com

City of London,
300 Dufferin Avenue,
London, ON N6A 4L9

RE: Request for Proclamation: April as Sikh Heritage Month 2024

We were delighted to have April 2020 and April 2021 proclaimed as Sikh Heritage Month. The Sikh community has been a proud member of the City of London for many years. It is known for its generosity, hospitality and rich culture and heritage. To this end, we would like the City of London to proclaim April as Sikh Heritage Month. We chose April as it is the birth of Khalsa or Sikh community. We are consistently working to aid those in need of help regardless of their race or creed. Since 2019 we distributed hundreds of hats, mittens and thousands of meals to people experiencing homelessness and the organizations in need. We also served Pizza at the corner of Richmond and Queens St in November 2020. We have affiliations with United Way, Men's Mission, My Sister's Place and Ark Aid Mission, contributing in every way bi-weekly/monthly. Last year Frontline workers also appreciated us by organizing Parade. We also organize blood donation drive twice every year. Since 2019, many families, kids and youth have joined to volunteer with us and we are growing every day. We are well integrated into the fabric of London's community and embrace any opportunity to help. We encourage our youth to take on the service we so proudly do.

Sikh history with Canada goes back to fighting side by side in both of the Great Wars. Celebrating Sikh Heritage month provides opportunities to see the best of our culture and allows us to forge greater bonds within London. We would be joining other Ontario cities such as Ottawa Hamilton, Windsor, the Province of Ontario and our Federal government who all proclaimed April as Sikh Heritage Month.

We feel London is one of the leaders in showcasing diversity and inclusion. We were also awarded Diversity, Race Relations, and Inclusivity Award by City of London in February 2021. By proclaiming

April as Sikh Heritage month, London becomes actively engaged in the process of providing support to all Londoners to feel welcome. Through sharing knowledge and history, Londoners build the community that collaborates and progresses the City into a positive direction for today and future generations. Thank you for considering our application. Should you have any questions, please feel free to reach out.

Sincerely,

Sarvarinder Singh Dohil, President Guru Nanak Mission Society

gurunanakmissionsociety@gmail.com

Proclamation text:

Sikh Heritage Month – April, 2024

That, April 2024 BE PROCLAIMED as Sikh Heritage Month in the City of London; it being noted on the application under the Issuance of Proclamations Policy, to recognize and proclaim “Sikh Heritage Month” on April 1st 2024 to April 30th 2024; it being further noted that every April, Sikhs across Canada participate in Sikh Heritage Month festivities and events that honor the birth of Khalsa and the rich heritage of the culture. Londoners are invited to participate and learn through the many activities that will be happening throughout the month of April.

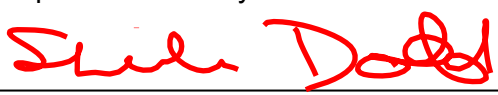
Organization information:

Guru Nanak Mission Society is a local non-profit organization that has been in operation locally for six years. We seek to support the Sikh and broader community through fundraising, events and cultural learning opportunities.

https://www.facebook.com/pg/gurunanakmissionsociety/about/?ref=page_internal

Proclamation Request Form

Request for the issuance of proclamations is governed by Council Policy. Requests must be received at least **six (6) weeks** in advance of the requested issuance date and may be emailed ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 London, ON N6A 4L9.

<u>Name of Organization</u> Home Child Canada
<u>Proclamation Name</u> National British Home Child Day
<u>Date of Proclamation Requested</u> September 28, 2023
<u>Proclamation Type</u> (day, week or month) day
Organization's Direct Connection to London (provide specific details) Guthrie Home Distribution Center was located on Brick Street in London placed thousands of children in area homes and farms. George Beardshaw one of Canada's last living BHome Children lives in London, ON. More than 34 BHCS are buried in the Forest Lawn Cemetery in London.
<u>Required Supporting Documents:</u> <input type="checkbox"/> Detail information on the Organization Detail <input type="checkbox"/> 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
<u>Requester Name</u> Sheila Dodd
<u>Requester Address</u> Bowman Ave., Whitby ON L1N 3T8
<u>Requester Phone Number and Email</u> _____
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. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ Signature </div> <div style="text-align: center;"> Aug. 15/23 _____ Date </div> </div>
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: eskalski@london.ca .



British Home Children Advocacy & Research Association

CEO Ms. Lori Oschefski
59 Blair Crescent : Barrie, Ontario : L4M 5Y4
info@britishhomechildren.com

Press Release

Regarding: Beacons of Light British Home Children & Child Migrants Sesquicentennial International Tribute

From 1869 right up to 1948, over 100,000 children of all ages were emigrated right across Canada, from the United Kingdom, to be used as indentured farm workers and domestics. Believed by Canadians to be orphans, only two percent truly were. These children, known as the British Home Children (“BHC”) and Child Migrants, were sent to Canada by over 50 organizations including the well-known and still working charities: Barnardo’s, The Salvation Army, Quarrier’s and Fairbridge, to name a few. BHC are an integral part of the fabric of our nation - often, rightfully, called Canada’s Nation Builders. Their vast contributions to our country should never be forgotten. Descendants of BHC, number in the millions in Canada alone!

The British Home Children Advocacy and Research Association (“BHCARA”) is a Canadian based not for profit organization dedicated to the story of Canada’s British Home Children (BHC). Founded in 2012 by Barrie, Ontario’s Lori Oschefski, the BHCARA now reaches thousands of people through their Facebook group of over 6,700 members and their mailing list of over 4,000 subscribers. Our website now has over 1 million hits and we have a high media presence. The mandate of the organization is to promote the story of the British Home Children, to advocate for those who no longer have a voice and to provide free research help to those seeking their family histories; often providing closure from painful pasts.

On November 8, 1869 the very first party of BHC arrived in Canada, making 2019 the 150th anniversary of this arrival. The date of September 28th has been chosen for a special international tribute as this date is commemorated nationally as British Home Child Day in Canada; a unanimous passage of MP Guy Lauzon’s private member’s motion M-133 in the House of Commons, Feb. 7, 2018. This initiative for this tribute started when BHCARA member Kim Crowder approached MS. Oschefski for support in the illumination of the High Level Bridge in her city of Edmonton, Alberta. Since then, many members have become involved reaching out in their communities for support. BHCARA member Tracy Smithers contacted Her Majesty the Queen and received a prompt letter of support back from her!

The BHCARA is asking communities to participate in the “**Beacons of Light for British Home Children and Child Migrants Tribute**” by illuminating memorials, monuments, buildings, City Halls or other areas with the colours of the BHCARA; red, white and blue. Cities and towns are also participating by proclaiming this day as “British Home Child Day” in their community. Some cities are sharing this message on their digital billboards.

The tribute is a symbolic gesture showing these children, in their sesquicentennial year, are not forgotten. Many Canadian and UK cities have agreed to participate with over sixty-five supporters to date, including the iconic Niagara Falls, Toronto’s CN Tower, The Northern Lights Display in Vancouver and St. Andrews House - Head Quarters of the Scottish Government in Edinburgh, Scotland. The Town of Midland and Orillia are participating by proclaiming September 28th as BHC Day in their cities. A full listing of our supporters can be viewed at www.britishhomechildren.com.

The BHC are a critical part of our nation’s fabric, this country was built on the backs of these children. We would appreciate your support in sharing the news of this important and extraordinary tribute to Canada’s Nation Builders. A history of the British Home Children follows.

Very best regards
Lori Oschefski
CEO BHCARA
info@britishhomechildren.com
705-716-1332



The History of The British Home Children By Roberta Horrox

The British Child Migration Scheme officially started in Canada, in 1869, when Maria Rye arrived with sixty-eight children from England. In Canada, the children from this scheme became known as British Home Children. Maria Rye's idea grew to over fifty organizations sending over 100,000 to Canada between 1869 and 1948. These children ranged from a few months to 18 years of age; being sent to Canada to work as indentured labourers and servants. The child migration scheme was supported by both British and Canadian governments which paid organizations for each child sent, additional bonus fees were paid for sending more children; however, no bonus was paid for children from workhouses. This scheme was viewed as a win-win situation, as Britain reduced the cost of caring for many poor destitute children; while Canada gained cheap labour for a country that was just starting to expand. While many believe the children were orphans this was not the case, as only 2% were true orphans; the majority were from single parent families, most often due to a parent dying or from families that were poor and destitute. Many factors led to Britain having so many poor, destitute people. These children through no fault of their own were caught up in this tragedy. As child migration to Canada came to a halt, it increased to Australia with approximately 7,000 children being sent there. Child migration to Australia ended in 1970s. The major difference was that children sent to Australia were most often institutionalized. New Zealand took in 549 child migrants, with fewer children being sent to Zimbabwe (Rhodesia) and Cape of Good Hope Colony in South Africa.

In Canada, while some of the children were treated well, most were seen as nothing more than cheap labour, some suffered abuse; some cases of horrific abuse resulted in death. Whether these children were treated well or abused one thing in common is the feeling of loss; loss of family, friends, country and culture. Some were sent to homes that didn't speak English. Often told by sending agencies that they were unwanted, uncared for, or that their parents had died, while their parent(s) were told they were adopted by good British families. If siblings arrived in Canada together they were more often than not separated once they got here. Although checks were suppose to take place on a regular basis, things fell short due to vast number of children, lack of enforcement, shortage of inspectors, the immense distance, and difficulty traveling to remote places in order to perform the checks on the children. When inspectors did visit, the children didn't necessary get to speak to, or even see, the inspector; and if they did it often occurred with the master present. Therefore the children would hide the truth for fear of being reprimanded or further abuse.

Many British Home Children were stigmatized by members of the communities they came to live in, often being told they were street rats, guttersnipes and a multitude of other derogatory terms. If a British Home Child lived in a community and something bad happened, usually a British Home Child was blamed. They had no one to turn too, no one to stick up for them, they suffered in silence. As a survival mechanism they shut down, blocking memories; they became silent of their trauma, silent of any abuse; silent and ashamed of their past, and their lives as British Home Children. Most carried this stigmatism throughout their lives, refusing to tell even their immediate family where they had come from. Some children had their names changed or spelling of names became corrupted, while some where too young to know their correct names, birthday dates, or the names of their parents. These children were not given the necessary documents to prove who they were; this became an issue when they became older wanted to travel, or needed proof of identity such as applying for pension. The children were promised an education, the vast majority did not receive the education promised. Silently and unwittingly aspects of their traumatic experiences were often passed down to their children. For instance, as a corruption of their BHC experience, when they became older with families of their own they were unable to show love or affection for their own children. During WWI nearly every eligible British Home Boy voluntarily signed up for the Canadian Expedition Force; 1,000 Home Boys paid the ultimate sacrifice. The most common date of death was April 9, 1917, the first day of the Battle of Vimy Ridge.

In Nov 2009, then Australian Prime Minister Kevin Rudd, issued an apology for their role in the Child Migration Scheme; then in Feb 2010, British Prime Minister Gordon Brown issued an apology for Britain's role. In Canada, Canadian Parliament declared 2010 Year of the British Home Child. On Feb 16, 2017 the Canadian House of Commons issued an apology and on Feb 7, 2018 MP Guy Lauzon's private member's motion M-133 was unanimous passed making Sept 28th, National British Home Child Day in Canada. To date our prime minister has not issued an official apology on behalf of the government.



On January 31, 2019, the Government of the United Kingdom issued a press release entitled “Ex-Gratia Payment Scheme for former British Child Migrants” to compensate former child migrants that were still alive on March 1, 2018, “in recognition of the fundamentally flawed nature of the historic child migration policy”. In a background Statement, the Independent Inquiry into Child Sexual Abuse Interim (UK) report stated, “The Government has long acknowledged and accepted, assessment at the time of the national apology in 2010 and went further, calling it a ‘shameful episode of history’ and this failure in the first duty of a nation, which is to protect its children”. For the Child Migrants sent to Canada this payment is much too late, as so few are still living.

BHC organizations in Canada, and Child Migrant organizations in Australia and the UK that have been formed to give voices to all British Child Migrants. These organizations were formed to help educate the public on The British Child Migration Scheme, as well as help descendants search and reconnect with lost family members. Of note, “The Guest Children” who were children sent to Canada by their parents for protection during the war are not part of the British Child Migration Scheme. The two are entirely different, but often misconstrued.

With this year being the 150th anniversary of British Home Children in Canada; work continues to give these children their voices.

The following website is excellent resource: British Home Child Advocacy and Research (BHCARA) - CEO Lori Oschefski website <https://www.britishhomechildren.com> BHCARA also has a facebook group

September 28, 2023 as **British Home Child Day**

WHEREAS; Over 100,000 children from toddlers to the age of eighteen were emigrated from all areas of the UK to Canada. These children were used as a source of labour on our farms and in our Canadian households as indentured labourers. They are known today as the "British Home Children" (BHC); and

WHEREAS; There are an estimated four million descendants of BHC living in Canada today; and

WHEREAS; Many of these children were placed into London and Middlesex County and the surrounding area by Guthrie House in London, On. They distributed hundreds of children who settled in the area. They contributed enormously to the building of this Region; and

WHEREAS; On September 28th, our National BHC Day in Canada, over 65 venues across Canada, Scotland and England will be participating in the "Beacons of Light for BHC and Child Migrants Tribute" to honour the memory of the BHC and their descendants and community can participate by leaving their porch lights on to lead them the way home or by placing a sunflower on the grave of a BHC at your local cemetery.

WHEREAS; On September 28th, our National BHC Day in Canada, over 90 venues across Canada, Scotland and England will be participating in the "Beacons of Light for BHC and Child Migrants Tribute" to honour the memory of the BHC and their descendants and community can participate by leaving their porch lights on to lead them the way home or by placing a sunflower on the grave of a BHC at your local cemetery.

THEREFORE, I, Josh Morgan, Mayor of the City of London, ON do hereby proclaim **September 28, 2022** as "**British Home Child Day.**"