

Agenda Including Addeds

Corporate Services Committee

2nd Meeting of the Corporate Services Committee

January 15, 2024

1:00 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 H. McAlister (Chair), P. Cuddy, S. Stevenson, C. Rahman, P. Van Meerbergen

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.

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	A matter pertaining to the proposed or pending lease 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.	
6.2	Land Acquisition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations	
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6.5 Land Acquisition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations

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

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6.7 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.

6.8 Security of Property

A matter pertaining to the security of the property of the municipality or local board, including communications necessary for that purpose.

Disclosing information related to the locations of data centres and key telecommunication interconnection sites to the public could be misused by a bad actor as part of a cyber threat campaign against corporate systems, data, and public services.

7. Adjournment

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Argyle Business Improvement Association 2024 Proposed Budget – Municipal Special Levy

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the Argyle Business Improvement Association:

- a. The Argyle Business Improvement Association proposed 2024 budget submission in the amount of \$493,000 **BE APPROVED** as outlined in Schedule “A”.
- b. The amount to be raised by The Corporation of the City of London for the 2024 fiscal year for the purposes of the Argyle Business Improvement Association and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$315,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law A.-6873-292 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Argyle Business Improvement Association **BE INTRODUCED** at the Municipal Council meeting on January 23, 2024.

Linkage to the Corporate Strategic Plan

Council’s 2023 to 2027 Strategic Plan for the City of London identifies “Economic Growth, Culture, and Prosperity” as a strategic area of focus. This involves working better together for economic growth with Business Improvement Areas (BIA’s) of London and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the BIA’s in regard to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the BIA members and thus promote continued growth in London’s economy.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 9, 2023, Agenda item 2.1, Argyle Business Improvement Area 2023 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=96243>

1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its

boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part but may not add expenditures. The Argyle Business Improvement Association has met this requirement in Schedule “A”, noting the 2024 total expenditure budget of \$493,000.

On October 19, 2023, the Board of Management of the Argyle Business Improvement Association (ABIA) approved the 2024 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 8, 2023.

Civic Administration provides the following comments based on its review of the submission:

- a) The ABIA submitted a 2024 budget of \$493,000, which represents an increase of \$197,380 (66.8%) compared to its 2023 budget of \$295,620. The total increase in revenue is a result of the following:
 - i. The Municipal Special Levy increased by \$100,000 to \$315,000. This 46.5% increase is a board decision to help offset increasing costs.
 - ii. The Draw from Operating Fund increased in 2024 by \$88,180 to \$145,000 in 2024 primarily due to special one-time COVID-19 Business Relief Funding approved by Municipal Council. This funding was received late in 2023 so could not be expended until 2024.
- b) Significant changes to expenditures in 2024 include:
 - i. Wages and Benefits – an increase of \$16,000 is budgeted for increased administrative staff and annual staff pay increases.
 - ii. Rent and Utilities – an increase of \$10,500 is budgeted due to inflationary increases built into rental contract.
 - iii. Student Wages and Benefits – an increase of \$7,000 is budgeted due to hiring additional summer students with Canada Summer Jobs funding.
 - iv. Communications & Marketing – an increase of \$25,000 is budgeted due to additional radio ads and social media sponsorships.
 - v. COVID-19 Business Relief – an increase of \$125,000 for this one-time funding approved in late 2023, the majority of the expenditures will likely carry over into 2024.

At the time of submitting this report, the audited 2023 financial statements were unavailable. Estimates received by ABIA indicated that there is a projected year-end surplus of \$73,501 for 2023. The unaudited projected December 31, 2023 Operating Fund balance is \$226,404. The year-end fund balance is presented in Schedule “B”.

Conclusion

The owners of business property within the BIA will be responsible for payment of \$315,000 to be raised by the Corporation for the 2024 fiscal year for the purposes of the ABIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the ABIA 50% of the budgeted Municipal Special Levy amount, with the remaining 50% to be paid on or after June 30th.

Prepared by: Dylan Dubois, CPA, Financial Business Administrator
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

Schedule "A"

Argyle Business Improvement Association 2024 Proposed Budget with 2023 Comparators Revenue Overview

Revenue Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Municipal Special Levy	215,000	215,000	215,000	0	315,000	63.9%	100,000	46.5%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	N/A
Net Municipal Special Levy	215,000	215,000	215,000	0	315,000	63.9%	100,000	46.5%
Draw from Operating Fund	0	56,820	0	-56,820	145,000	29.4%	88,180	155.2%
COVID-19 Business Relief Funding	0	0	125,000	125,000	0	0.0%	0	N/A
Gift Card Program Grant	27,573	0	0	0	0	0.0%	0	N/A
Digital Main Street	12,936	0	0	0	0	0.0%	0	N/A
Government Student Funding	6,223	15,000	14,665	-335	22,000	4.5%	7,000	46.7%
Interest Income	1,130	300	1,330	1,030	1,500	0.3%	1,200	400.0%
HST Rebate	0	5,000	12,065	7,065	5,000	1.0%	0	N/A
City of London Patio Improvement Grant	1,790	0	0	0	0	0.0%	0	N/A
Santa Claus Parade Sponsorship	0	3,500	3,500	0	4,500	0.9%	1,000	28.6%
Miscellaneous Income	7,655	0	304	304	0	0.0%	0	N/A
Total Revenue	272,307	295,620	371,864	76,244	493,000	100.0%	197,380	66.8%

Expenditure Overview

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Administration								
Salaries	96,833	89,000	91,000	-2,000	105,000	21.3%	16,000	18.0%
Student Wages and Benefits	0	15,000	14,665	335	22,000	4.5%	7,000	46.7%
Seasonal / PT Wages	0	7,000	7,000	0	0	0.0%	-7,000	-100.0%
EI / CPP	0	6,500	6,500	0	9,000	1.8%	2,500	38.5%
Telephone and Internet	906	1,200	1,000	200	1,200	0.2%	0	N/A
Banking Charges	0	100	35	65	100	0.0%	0	N/A
Insurance	1,838	2,000	1,900	100	2,000	0.4%	0	N/A
Bookkeeping, Audit and Professional Fees	8,570	9,000	8,670	330	9,000	1.8%	0	N/A
Alarm System	0	0	1,355	-1,355	600	0.1%	600	0.0%
Repairs and Maintenance	0	1,500	1,320	180	1,500	0.3%	0	N/A
Training/ Conferences	1,638	2,100	1,848	252	2,300	0.5%	200	9.5%
OBIAA Membership	602	700	700	0	700	0.1%	0	N/A
Travel and Transportation	0	200	200	0	200	0.0%	0	N/A
Office Administration	570	0	0	0	0	0.0%	0	N/A
Office Supplies	2,870	3,000	2,500	500	3,000	0.6%	0	N/A
Postage and Courier	0	200	0	200	200	0.0%	0	N/A
Website Hosting and Domain	0	120	120	0	200	0.0%	80	66.7%
Total Administration	113,827	137,620	138,813	-1,193	157,000	31.8%	19,380	14.1%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Rent								
Rent and Utilities	22,297	22,500	31,000	-8,500	33,000	6.7%	10,500	46.7%
Total Rent	22,297	22,500	31,000	-8,500	33,000	6.7%	10,500	46.7%
Business Development								
Communications and Marketing								
Communications & Marketing	25,132	25,000	25,000	0	50,000	10.1%	25,000	100.0%
Digital Main Street	12,936	0	0	0	0	0.0%	0	N/A
Beautification								
Banner Redevelopment	0	0	0	0	5,000	1.0%	5,000	0.0%
Streetscape Improvement Program	0	4,000	1,000	3,000	4,000	0.8%	0	N/A
Planter Basket Program	22,800	20,000	24,850	-4,850	25,000	5.1%	5,000	25.0%
Banner Maintenance	1,658	2,500	1,700	800	2,000	0.4%	-500	-20.0%
Clean Streets Program	1,225	5,000	2,000	3,000	5,000	1.0%	0	N/A
Community Well-Being Program								
BIA Security Program	10,194	20,000	17,000	3,000	25,000	5.1%	5,000	25.0%
COVID-19 Business Relief	0	0	0	0	125,000	25.4%	125,000	0.0%
Community Impact								
Santa Claus Parade / Santa Community Event	20,212	20,000	20,000	0	20,000	4.1%	0	N/A
Gift Card Program	12,950	0	15,500	-15,500	10,000	2.0%	10,000	0.0%
Event Sponsorship Program	0	10,000	0	10,000	10,000	2.0%	0	N/A

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Business Development (Continued)								
Community Impact								
Canada Day, Halloween, Argyle After Hours	272	7,000	7,000	0	10,000	2.0%	3,000	42.9%
Facade Improvement Grant	1,280	10,000	0	10,000	0	0.0%	-10,000	-100.0%
Total Business Development	108,659	123,500	114,050	9,450	291,000	59.0%	167,500	115.4%
Other								
Harmonized Sales Tax	1,889	2,000	2,000	0	2,000	0.4%	0	N/A
Amortization	2,352	0	2,500	-2,500	0	0.0%	0	N/A
Tax Write Offs	1,758	10,000	10,000	0	10,000	2.0%	0	N/A
Total Other	5,999	12,000	14,500	-2,500	12,000	2.4%	0	N/A
Total Expenditure	250,782	295,620	298,363	-2,743	493,000	100.0%	197,380	66.8%
Net Surplus/ Deficit	21,525	0	73,501	73,501	0			
Draw from / (Contribution to) Operating Fund	-21,525	0	-73,501	-73,501	0			
Net	0	0	0	0	0			

All figures subject to audit.

All figures subject to rounding.

Schedule “B”

Operating Fund

Operating Fund Balance 2022 Audited	152,903
Draw from Operating Fund in 2023	0
2023 Projected Net Surplus	73,501
Operating Fund Balance 2023 Projected	226,404

All figures subject to audit.

All figures subject to rounding.

Reserve Fund

Reserve Fund Balance 2022 Audited	0
Draw from Reserve Fund in 2023	0
2023 Contribution to Reserve Fund	0
Reserve Fund Balance 2023 Projected	0

All figures subject to audit.

All figures subject to rounding.

Schedule “C”

Bill Number
2024
By-law Number

A by-law to raise the amount required for the purposes of the Argyle Business Improvement Association Board of Management for the year 2024 in accordance with section 208 of the Municipal Act, 2001.

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

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001 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 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 By-law A.-6873-292, as amended, provides for an improvement area to be known as the Argyle Business Improvement Association and establishes a Board of Management for it known as the Argyle Business Improvement Association Board of Management;

AND WHEREAS subsection 208(1) of the Municipal Act, 2001 provides that the municipality shall annually raise the amount required for the purposes of the board of management (of a business improvement area);

AND WHEREAS section 23 of the Municipal Act, 2001 provides that without limiting sections 9, 10 and 11 those sections authorize a municipality to delegate its powers under the Municipal Act, 2001;

AND WHEREAS it is deemed expedient to pass this by-law;

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

1. That the budget for the 2024 fiscal year submitted by the Argyle Business Improvement Association Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2024 fiscal year for the purposes of The Argyle Business Improvement Association Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$315,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law A.-6873-292, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.
6. This by-law comes into force and effect on the day it is passed.

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 23, 2024

Second Reading – January 23, 2024

Third Reading – January 23, 2024

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Hamilton Road Business Improvement Area 2024 Proposed Budget – Municipal Special Levy

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the Hamilton Road Business Improvement Area:

- a. The Hamilton Road Business Improvement Area proposed 2024 budget submission in the amount of \$354,592 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2024 fiscal year for the purposes of the Hamilton Road Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$70,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law C.P.-1528-486 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Hamilton Road Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 23, 2024.

Linkage to the Corporate Strategic Plan

Council’s 2023 to 2027 Strategic Plan for the City of London identifies “Economic Growth, Culture, and Prosperity” as a strategic area of focus. This involves working better together for economic growth with Business Improvement Areas (BIA’s) of London and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the BIA’s in regard to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the BIA members and thus promote continued growth in London’s economy.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 9, 2023, Agenda item 2.2, Hamilton Road Business Improvement Area 2023 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=96244>

1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is a body established by a municipality using the specific business improvement area

provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here:

<https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part but may not add expenditures. The Hamilton Road Business Improvement Area has met this requirement in Schedule “A”, noting the 2024 expenditure budget of \$354,592.

On November 17, 2023, the Board of Management of the Hamilton Road Business Improvement Area (HRBIA) approved the 2024 budget (Schedule “A”) which was presented to the members at the Annual General meeting on October 25, 2023.

Civic Administration provides the following comments based on its review of the submission:

- a) HRBIA submitted a 2024 budget of \$354,592, which represents an increase of \$239,527 (208.2%) compared to its 2023 budget of \$115,065. The \$239,527 increase will be funded from an increased Draw from the Operating Fund, which is primarily due to special one-time COVID-19 Business Relief Funding approved by Municipal Council. This funding was received late in 2023 so could not be fully expended until 2024. Revenue also includes the special levy plus City of London Funding of \$100,000 that was not approved prior to the 2023 budget.
- b) Administration Salaries and Wages - A \$13,200 increase in budget as a result of inflationary increases and increased staff hours.
- c) Special Events & Sponsorships – A \$10,000 increase in budget to contract an event coordinator for additional events including an outdoor market.
- d) Planters/Hanging Baskets – A \$20,000 increase in budget to support having additional flower baskets in the business area.
- e) Beautification – A \$22,836 increase to design and install banners as well as hiring contractors to increase beautification efforts in the business area.
- f) Carnevale Event – A \$20,000 increase to support the cost for hosting a parade.
- g) COVID-19 Business Relief – an increase of \$125,000 for this one-time funding approved in late 2023; the majority of the expenditures will likely carry into 2024.

At the time of submitting this report, the audited 2023 financial statements were unavailable. After adjustments to the draw from the operating fund, HRBIA projects a surplus year-end position of \$164,287. The unaudited projected December 31, 2023 Operating Fund balance is approximately \$210,090, as presented in Schedule “B”.

Conclusion

The owners of business property within the business improvement area will be responsible for payment of \$70,000 to be raised by the Corporation for the 2024 fiscal year for the purposes of HRBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HRBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30th.

Prepared by: Dylan Dubois, CPA, Financial Business Administrator
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

Schedule "A"

Hamilton Road Business Improvement Area 2024 Proposed Budget with 2023 Comparators

Revenue Overview

Revenue Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Municipal Special Levy	70,478	70,000	70,478	478	70,000	19.7%	0	0%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	N/A
Net Municipal Special Levy	70,478	70,000	70,478	478	70,000	19.7%	0	N/A
Draw From Operating Fund	0	8,011	0	-8,011	154,092	43.5%	146,081	1823.5%
City of London Funding	N/A	0	100,000	100,000	100,000	28.2%	100,000	N/A
Digital Main Street	12,936	0	0	0	0	0.0%	0	N/A
Corporate Contributions	13,700	0	0	0	0	0.0%	0	N/A
Canada Summer Jobs Funding	23,921	27,054	9,277	-17,777	30,000	8.5%	2,946	10.9%
COVID-19 Business Relief Funding	0	0	125,000	125,000	0	0.0%	0	N/A
Friends from the Tree Tour Fund	0	10,000	10,883	883	500	0.1%	-9,500	(95.0%)
Miscellaneous Income	-239	0	846	846	0	0.0%	0	N/A
Total Revenue	120,796	115,065	316,484	201,419	354,592	100.0%	239,527	208.2%

Expenditure Overview

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Administration								
Admin Salaries and Wages	16,550	46,800	52,000	-5,200	60,000	16.9%	13,200	28.2%
Administration Other	24,636	0	0	0	0	0.0%	0	N/A
Payroll, Employment Insurance and Canadian Pension Plan	2,634	3,702	4,502	-800	4,800	1.4%	1,098	29.7%
Canada Summer Jobs Wages	20,782	25,580	8,284	17,296	30,000	8.5%	4,420	17.3%
CSJ Employment Insurance and Canadian Pension Plan	0	1,474	615	859	1,559	0.4%	85	5.8%
Telephone and Internet	1,719	1,560	1,500	60	1,500	0.4%	-60	(3.8%)
Alarm System	563	637	563	74	600	0.2%	-37	(5.8%)
Insurance	1,885	1,892	1,968	-76	2,000	0.6%	108	5.7%
Bookkeeping, Audit and Professional Fees	3,800	3,800	5,930	-2,130	6,900	1.9%	3,100	81.6%
Office Supplies and Equipment	3,595	1,000	3,500	-2,500	3,200	0.9%	2,200	220.0%
Training/ Conferences	3,100	3,500	1,197	2,303	2,500	0.7%	-1,000	(28.6%)
Office Cleaning/Maintenance	0	0	400	-400	1,500	0.4%	1,500	N/A
Total Administration	79,264	89,945	80,459	9,486	114,559	32.3%	24,614	27.4%
Rent								
Rent and Hydro	10,800	12,000	12,000	0	13,000	3.7%	1,000	8.3%
Total Rent	10,800	12,000	12,000	0	13,000	3.7%	1,000	8.3%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Member Services								
CRM/Member Services	0	600	0	600	600	0.2%	0	0%
Annual General Meeting	536	250	0	250	500	0.1%	250	100.0%
Memberships - Provincial Business	0	270	244	26	260	0.1%	-10	(3.7%)
Total Member Services	536	1,120	244	876	1,360	0.4%	240	21.4%
Business Development								
Website Maintenance and Domain	840	1,000	2,000	-1,000	1,200	0.3%	200	20.0%
Website and Email Hosting	0	300	0	300	0	0.0%	-300	(100.0%)
Signage & Permits	1,970	500	0	500	0	0.0%	-500	(100.0%)
Strategic Planning	0	200	0	200	0	0.0%	-200	(100.0%)
Tree Trunk Tour Fund Initiative	0	10,000	636	9,364	5,000	1.4%	-5,000	(50.0%)
Bank Fees	68	0	80	-80	100	0.0%	100	N/A
Amortization of Tangible Capital Assets	637	0	637	-637	637	0.2%	637	N/A
Contract Admin Wages	1,444	0	16,300	-16,300	1,000	0.3%	1,000	N/A
Networking: Board Meetings, Parking, Business Networking	0	0	350	-350	1,500	0.4%	1,500	N/A
Hambucks Dollar Incentive Program	0	0	6,500	-6,500	1,500	0.4%	1,500	N/A
Awards & Grants	10,345	0	0	0	500	0.1%	500	N/A
Digital Main Street	0	0	0	0	0	0.0%	0	N/A
Marketing	0	0	2,000	-2,000	1,500	0.4%	1,500	N/A
Special Events & Sponsorships	2,419	0	3,642	-3,642	10,000	2.8%	10,000	N/A
Public Art/Tree Sculpture Maintenance	0	0	10,000	-10,000	5,000	1.4%	5,000	N/A
Graffiti Removal	0	0	1,200	-1,200	1,500	0.4%	1,500	N/A
Safety Program	0	0	4,500	-4,500	5,400	1.5%	5,400	N/A

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Business Development (Continued)								
Banners Installation	0	0	1,500	-1,500	3,000	0.8%	3,000	N/A
Planters/Hanging Baskets	0	0	10,149	-10,149	20,000	5.6%	20,000	N/A
Beautification	11,931	0	0	0	22,836	6.4%	22,836	N/A
Carnevale Event	0	0	0	0	20,000	5.6%	20,000	N/A
COVID-19 Business Relief	0	0	0	0	125,000	35.3%	125,000	N/A
Total Business Development	29,653	12,000	59,494	-47,494	225,673	63.6%	213,673	1780.6%
Other								
Harmonized Sales Tax	0	0	0	0	0	0.0%	0	N/A
Miscellaneous	0	0	0	0	0	0.0%	0	N/A
Total Other	0	0	0	0	0	0.0%	0	N/A
Total Expenditure	120,252	115,065	152,197	-37,132	354,592	100.0%	239,527	208.2%
Net Surplus/ Deficit	544	0	164,287	164,287	0			
Draw from / (Contribution to) Operating Fund	-544	0	-164,287	-164,287	0			
Net	0	0	0	0	0			

All figures subject to audit.

All figures subject to rounding.

Schedule “B”

Operating Fund

Operating Fund Balance 2022 Audited	45,803
Draw from Operating Fund in 2023	0
2022 Projected Net Surplus	164,287
Operating Fund Balance 2023 Projected	210,090

All figures subject to audit.

All figures subject to rounding.

Reserve Fund

Reserve Fund Balance 2022 Audited	0
Draw from Reserve Fund in 2023	0
2022 Contribution to Reserve Fund	0
Reserve Fund Balance 2023 Projected	0

All figures subject to audit.

All figures subject to rounding.

Schedule “C”

Bill Number
2024
By-law Number

A by-law to raise the amount required for the purposes of the Hamilton Road Business Improvement Area Board of Management for the year 2024 in accordance with section 208 of the Municipal Act, 2001.

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

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001 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 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 By-law CP-1528-486, as amended, provides for an improvement area to be known as the Hamilton Road Business Improvement Area and establishes a Board of Management for it known as the Hamilton Road Business Improvement Area Board of Management;

AND WHEREAS subsection 208(1) of the Municipal Act, 2001 provides that the municipality shall annually raise the amount required for the purposes of the board of management (of a business improvement area);

AND WHEREAS section 23 of the Municipal Act, 2001 provides that without limiting sections 9, 10 and 11 those sections authorize a municipality to delegate its powers under the Municipal Act, 2001;

AND WHEREAS it is deemed expedient to pass this by-law;

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

1. That the budget for the 2024 fiscal year submitted by the Hamilton Road Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2024 fiscal year for the purposes of the Hamilton Road Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$70,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1528-486, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.
6. This by-law comes into force and effect on the day it is passed.

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 23, 2024

Second Reading – January 23, 2024

Third Reading – January 23, 2024

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Hyde Park Business Improvement Association 2024 Proposed Budget – Municipal Special Levy

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the Hyde Park Business Improvement Association:

- a. The Hyde Park Business Improvement Association proposed 2024 budget submission in the amount of \$740,869 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2024 fiscal year for the purposes of the Hyde Park Business Improvement Association and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$599,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1519-490 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Hyde Park Business Improvement Association **BE INTRODUCED** at the Municipal Council meeting on January 23, 2024.

Linkage to the Corporate Strategic Plan

Council’s 2023 to 2027 Strategic Plan for the City of London identifies “Economic Growth, Culture, and Prosperity” as a strategic area of focus. These involve working better together for economic growth with Business Improvement Areas (BIA’s) of London and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the BIA’s in regard to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the BIA members and thus promote continued growth in London’s economy.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 9, 2023, Agenda item 2.4, Hyde Park Business Improvement Area 2023 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=96245>

1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally,

a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The Hyde Park Business Improvement Association has met this requirement in Schedule “A”, noting the 2024 expenditure budget of \$740,869.

On September 20, 2023, the Board of Management of the Hyde Park Business Improvement Association (HPBIA) approved the 2024 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 8, 2023.

Civic Administration provides the following comments based on its review of the submission:

- a) The HPBIA submitted a 2024 budget of \$740,869, which represents a decrease of \$39,131 (-5.0%) compared to its 2023 budget of \$780,000. The total decrease in revenue is a result of the following:
 - i. A \$69,000 (13.0%) increase in Municipal Special Levy to cover overall increased costs.
 - ii. A \$124,131 (-71.3%) decrease to Draw from Operating Fund which is a result of the 2023 budget representing one-time initiatives that are not required in 2024.
 - iii. A \$15,000 increase to Miscellaneous Income is due to the BIA striving to increase event sponsorship in 2024.
- b) Significant changes to expenditures in 2024 include:
 - i. Wages, MERCS and Benefits – an increase of \$23,932 is budgeted to support salary increases, and to hire an additional part time staff.
 - ii. Office Furniture – a decrease of \$8,000 as this is not anticipated to be required in 2024.
 - iii. Leasehold Improvements – a decrease of \$20,000 as this work was completed in 2023.
 - iv. 1645 Hyde Park Road Lease – this item represents the cost for a 6-month lease to run a Sunday market.
 - v. Pondfest / Outdoor Piano Program – an increase of \$13,000 to help offset increasing costs to run these events.
 - vi. Breakfast with Santa / Christmas Market – an increase of \$5,000 to help offset increasing costs to run these events.
 - vii. Sunday Market – an increase of \$15,000 to support this new initiative endorsed by the board and to better reflect actual costs in 2024.
 - viii. Digital Sign – this budget item has been eliminated in 2024 due to barriers preventing the implementation of the program; this has been flagged for reconsideration in 2025.

At the time of submitting this report, audited 2023 financial statements were unavailable. Estimates received from HPBIA indicate a projected balanced net position in 2023. The unaudited projected December 31, 2023 Operating Fund balance is approximately \$143,816. The year-end fund balance is presented in Schedule “B.”

Conclusion

The owners of business property within the BIA will be responsible for payment of \$599,000 to be raised by the Corporation for the 2024 fiscal year for the purposes of HPBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HPBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30th.

Prepared by: Dylan Dubois, CPA, Financial Business Administrator
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

Schedule "A"

Hyde Park Business Improvement Association 2024 Proposed Budget with 2023 Comparators Revenue Overview

Revenue Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	Variance	2024 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Municipal Special Levy	480,996	530,000	530,000	0	599,000	80.9%	69,000	13.0%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	N/A
Net Municipal Special Levy	480,996	530,000	530,000	0	599,000	80.9%	69,000	13.0%
Draw from Operating Fund	0	174,000	108,830	-65,170	49,869	6.7%	-124,131	(71.3%)
Canada Summer Jobs	0	16,000	14,039	-1,961	17,000	2.3%	1,000	6.3%
Interest Income	0	0	3,000	3,000	0	0.0%	0	N/A
HST Rebate	0	0	35,849	35,849	0	0.0%	0	N/A
Miscellaneous Income	143,787	60,000	70,000	10,000	75,000	10.1%	15,000	25.0%
Total Revenue	624,783	780,000	761,718	-18,282	740,869	100.0%	-39,131	-5.0%

Expenditure Overview

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Administration								
Wage, Benefits & MERCS	164,069	208,973	208,973	0	232,905	31.4%	23,932	11.5%
Student Wages and Benefits	19,952	16,000	14,039	1,961	17,000	2.3%	1,000	6.3%
Insurance	3,072	3,400	3,455	-55	3,600	0.5%	200	5.9%
Bookkeeping, Audit and Professional Fees	6,050	6,000	9,275	-3,275	4,000	0.5%	-2,000	(33.3%)
Office Equipment Upgrades	607	2,500	2,500	0	1,000	0.1%	-1,500	(60.0%)
Office Furniture	0	10,000	10,000	0	2,000	0.3%	-8,000	(80.0%)
Leasehold Improvements	0	20,000	25,000	-5,000	0	0.0%	-20,000	(100.0%)
Phone, Internet, Office 365	2,792	2,500	2,940	-440	2,500	0.3%	0	0%
Office Supplies	3,658	4,000	4,600	-600	4,000	0.5%	0	0%
Training & Conferences	9,594	10,000	4,134	5,866	15,000	2.0%	5,000	50.0%
Subscriptions & Memberships	1,979	1,500	2,754	-1,254	3,000	0.4%	1,500	100.0%
Bank Charges	1,174	650	1,100	-450	650	0.1%	0	0%
Operating	1,243	3,000	6,073	-3,073	4,000	0.5%	1,000	33.3%
Employee Health Insurance Benefit	1,006	1,500	1,518	-18	1,500	0.2%	0	0%
Total Administration	215,196	290,023	296,360	-6,338	291,155	39.3%	1,132	0.4%
Rent								
Rent and Hydro	24,538	24,257	24,292	-35	24,984	3.4%	727	3.0%
Total Rent	24,538	24,257	24,292	-35	24,984	3.4%	727	3.0%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
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Member Services								
Annual General Meeting	10,608	9,000	2,500	6,500	2,000	0.3%	-7,000	(77.8%)
1645 Hyde Park Road Lease	1,068	0	11,707	-11,707	14,000	1.9%	14,000	N/A
Total Member Services	11,676	9,000	14,207	-5,207	16,000	2.2%	7,000	77.8%

Business Development								
Communications, Marketing	25,553	30,000	30,000	0	30,000	4.0%	0	0%
Promotional Marketing Materials	892	3,000	3,000	0	3,000	0.4%	0	0%
Website Dev., Hosting, & Maintenance	722	2,500	1,362	1,138	800	0.1%	-1,700	(68.0%)
Board Meeting & Monthly Business Networking Meetings	1,776	2,000	2,000	0	2,000	0.3%	0	0%
Special Events & Sponsorships	9,693	10,000	10,000	0	10,000	1.3%	0	0%
Other Program Initiatives	4,765	10,000	10,000	0	10,000	1.3%	0	0%
PondFest / Outdoor Piano Program	43,758	42,000	47,131	-5,131	55,000	7.4%	13,000	31.0%
Breakfast with Santa / Christmas Market	62,691	55,000	55,000	0	60,000	8.1%	5,000	9.1%
Sunday Market	0	0	11,441	-11,441	15,000	2.0%	15,000	N/A
Traffic Calming Program	27	1,200	1,399	-199	1,500	0.2%	300	25.0%
Hyde Park Dollars Incentive Program	18,034	15,000	12,370	2,630	15,000	2.0%	0	0%
HPBIA Loyalty Card Program	6,059	1,500	0	1,500	500	0.1%	-1,000	(66.7%)
CTV Ad Program	61,478	69,390	72,329	-2,939	70,461	9.5%	1,071	1.5%
Digital Sign	0	80,000	0	80,000	0	0.0%	-80,000	(100.0%)
Bus Shelter Advertising Program	8,909	9,700	10,117	-417	9,969	1.3%	269	2.8%
Community Beautification Projects	65,842	120,000	120,000	0	120,000	16.2%	0	0%
Total Business Development	310,198	451,290	386,149	65,141	403,230	54.4%	-48,060	-10.6%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Other								
Harmonized Sales Tax	0	0	0	0	0	0.0%	0	N/A
Contingency	2,220	5,430	710	4,720	5,500	0.7%	70	1.3%
Digital Mainstreet	24,916	0	0	0	0	0.0%	0	N/A
Amortization	8,336	0	0	0	0	0.0%	0	N/A
Strat Planning	0	0	40,000	-40,000	0	0.0%	0	N/A
Total Other	35,472	5,430	40,710	-35,280	5,500	0.7%	70	1.3%
Total Expenditure	597,079	780,000	761,718	18,281	740,869	100.0%	-39,131	(5.0%)
Net Surplus/ Deficit	27,704	0	0	0	0			
Draw from / (Contribution to) Operating Fund	-27,704	0	0	0	0			
Net	0	0	0	0	0			

All figures subject to audit.

All figures subject to rounding.

Schedule “B”

Operating Fund

Operating Fund Balance 2022 Audited	252,646
Draw from Operating Fund in 2023	-108,830
2023 Projected Net Surplus	0
Operating Fund Balance 2023 Projected	143,816

All figures subject to audit.

All figures subject to rounding.

Reserve Fund

Reserve Fund Balance 2022 Audited	0
Draw from Reserve Fund in 2023	0
2023 Contribution to Reserve Fund	0
Reserve Fund Balance 2023 Projected	0

All figures subject to audit.

All figures subject to rounding.

Schedule “C”

Bill Number
2024
By-law Number

A by-law to raise the amount required for the purposes of the Hyde Park Business Improvement Association Board of Management for the year 2024 in accordance with section 208 of the Municipal Act, 2001.

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

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001 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 as amended provides that a municipality may pass by-law 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 By-law CP-1519-490, as amended, provides for an improvement area to be known as the Hyde Park Business Improvement Association and establishes a Board of Management for it known as the Hyde Park Business Improvement Association Board of Management;

AND WHEREAS subsection 208(1) of the Municipal Act, 2001 provides that the municipality shall annually raise the amount required for the purposes of the board of management (of a business improvement area);

AND WHEREAS section 23 of the Municipal Act, 2001 provides that without limiting sections 9, 10 and 11 those sections authorize a municipality to delegate its powers under the Municipal Act, 2001;

AND WHEREAS it is deemed expedient to pass this by-law;

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

1. That the budget for the 2024 fiscal year submitted by the Hyde Park Business Improvement Association Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2024 fiscal year for the purposes of The Hyde Park Business Improvement Association Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$599,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1519-490, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.
6. This by-law comes into force and effect on the day it is passed.

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 23, 2024
Second Reading – January 23, 2024
Third Reading – January 23, 2024

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: London Downtown Business Association 2024 Proposed Budget - Municipal Special Levy

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the London Downtown Business Association:

- a. The London Downtown Business Association proposed 2024 budget submission in the amount of \$3,010,227 **BE APPROVED** as outlined in Schedule “A”.
- b. The amount to be raised by the Corporation of the City of London for the 2024 fiscal year for the purposes of the London Downtown Business Association and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$2,050,227.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-2 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the London Downtown Business Association **BE INTRODUCED** at the Municipal Council meeting on January 23, 2024.

Linkage to the Corporate Strategic Plan

Council’s 2023 to 2027 Strategic Plan for the City of London identifies “Economic Growth, Culture, and Prosperity” as a strategic area of focus. This involves working better together for economic growth with Business Improvement Areas (BIA’s) of London and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the BIA’s in regard to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the BIA members and thus promote continued growth in London’s economy.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 9, 2023, Agenda item 2.4, London Downtown Business Association 2023 Proposed Budget – Municipal Special Levy. This report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=96246>

1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally,

a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The London Downtown Business Association has met this requirement in Schedule “A”, noting the 2024 total expenditure budget of \$3,010,227.

On September 27, 2023, the Board of Management of the London Downtown Business Association (LDBA) approved the 2024 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 7, 2023.

Civic Administration provides the following comments based on its review of LDBA’s submission:

- a) The LDBA submitted a 2024 budget of \$3,010,227 which represents an increase of \$1,090,184 (56.8%) compared to its 2023 budget of \$1,920,043. The total increase in revenue is a result of the following:
 - i. The Municipal Special Levy increased by \$106,884 to \$2,050,227. This 5.5% increase is a board decision to account for inflationary pressures to ensure the same level of service is maintained.
 - ii. The Tax Write Offs/Allowance budget has been decreased by \$55,000 to \$110,000 in 2024 based on estimates provided by the Taxation and Revenue department at the City of London.
 - iii. The Draw from Operating Fund increased in 2024 by \$1,035,000 to \$1,065,000 in 2024 primarily due to special one-time COVID-19 Business Relief Funding approved by Municipal Council. This funding was received late in 2023 so could not be fully expended until 2024.
- b) Significant changes to expenditures in 2024 include:
 - i. Rent and Hydro – An increase of \$29,000 in anticipation of the lease expiring and possible relocation.
 - ii. Move and Leaseholds – An increase of \$30,000 in anticipation of the lease expiring and possible relocation.
 - iii. Member Services and Retention – An increase of \$15,300 to support new member programs (experiential trails).
 - iv. Data Research – An increase of \$5,000 from the 2023 budget to support an update to the Association’s strategic plan.
 - v. Community Led Event Sponsorships – Reallocation of \$25,000 of this budget to Downtown Gift Card Sponsorships to help ensure these funds are reinvested in downtown business.
 - vi. OBIAA Conference – This item has been removed from the 2024 budget as this event was one time in nature.
 - vii. Grant Program through Mainstreet – A decrease of \$27,500 to help bring the overall budget in line with board direction.
 - viii. Business Recruitment Through MainStreet - A decrease of \$45,000 to help bring the overall budget in line with board direction.
 - ix. COVID-19 Business Relief – an increase of \$1,065,000 for this one-time funding approved in late 2023; the majority of the expenditures will likely carry over into 2024.

- c) LDBA did not provide a separate budget for Mainstreet London because all expenditures will be funded by LDBA.

At the time of submitting this report, audited 2023 financial statements were unavailable. Estimates received from LDBA indicated that there is a projected year-end surplus of \$1,065,083 for 2023. The unaudited projected December 31, 2023, reserve fund balance is \$144,705 and the unaudited projected balance in the Operating Fund is \$1,792,523 including year-end adjustments.

Conclusion

The owners of business property within the BIA will be responsible for payment of \$2,050,227 to be raised by the Corporation for the 2024 fiscal year for the purposes of LDBA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the LDBA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30th.

Prepared by: Dylan Dubois, CPA, Financial Business Administrator
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

Schedule "A"

London Downtown Business Improvement Area 2024 Proposed Budget with 2023 Comparators

Revenue Overview

Revenue Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2023	Percentage Budget Change over 2023
Municipal Special Levy	1,905,238	1,943,343	1,943,343	0	2,050,227	68.1%	106,884	5.5%
Tax Write Offs/Allowance	-204,686	-55,000	-199,000	-144,000	-110,000	-3.7%	-55,000	100.0%
Net Municipal Special Levy	1,700,552	1,888,343	1,744,343	-144,000	1,940,227	64.5%	51,884	2.7%
Draw from Operating Fund	0	30,000	57,000	27,000	1,065,000	35.4%	1,035,000	3450.0%
COVID-19 Business Relief Funding	0	0	1,160,000	1,160,000	0	0.0%	0	N/A
Interest Income	6,350	1,700	16,555	14,855	5,000	0.2%	3,300	194.1%
Miscellaneous Income	214,160	0	34,400	34,400	0	0.0%	0	N/A
Total Revenue	1,921,062	1,920,043	3,012,298	1,092,255	3,010,227	100.0%	1,090,184	56.8%

Expenditure Overview

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/Decrease over 2023	Percentage Budget Change over 2023
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Administration								
Wages and Benefits	567,679	587,100	561,610	25,490	592,000	19.7%	4,900	0.8%
Telephone and Internet	9,221	9,500	9,895	-395	9,500	0.3%	0	0%
Stationery and Supplies	3,991	4,000	4,000	0	4,000	0.1%	0	0%
Insurance	9,000	8,200	8,200	0	8,700	0.3%	500	6.1%
Legal, Audit and Professional Fees	16,257	9,000	9,160	-160	9,000	0.3%	0	0%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/Decrease over 2023	Percentage Budget Change over 2023
Administration (Continued)								
Purchase and Leasing Equipment	14,747	15,000	16,345	-1,345	18,000	0.6%	3,000	20.0%
Training/Conferences	17,953	18,000	18,475	-475	18,000	0.6%	0	0%
Meetings and Meals	1,132	4,000	3,200	800	4,000	0.1%	0	0%
Subscriptions/ Memberships	4,956	4,500	4,500	0	4,500	0.1%	0	0%
Cleaning	8,746	9,200	9,965	-765	9,200	0.3%	0	0%
Board Development & Expenses	678	5,000	3,690	1,310	4,000	0.1%	-1,000	(20.0%)
Miscellaneous Expense	714	1,000	500	500	750	0.0%	-250	(25.0%)
Total Administration	655,074	674,500	649,540	24,960	681,650	22.6%	7,150	1.1%
Rent								
Rent and Hydro	79,718	83,000	81,000	2,000	112,000	3.7%	29,000	34.9%
Move and Leaseholds	0	0	0	0	30,000	1.0%	30,000	N/A
Total Rent	79,718	83,000	81,000	2,000	142,000	4.7%	59,000	34.9%
Member Services								
Graffiti Removal	52,914	53,000	53,890	-890	54,000	1.8%	1,000	1.9%
Member Services and Retention	78,393	96,500	95,185	1,315	111,800	3.7%	15,300	15.9%
Annual General Meeting	4,850	8,000	4,150	3,850	8,400	0.3%	400	5.0%
Data Research	42,420	10,000	8,600	1,400	15,000	0.5%	5,000	50.0%
Total Member Services	178,577	167,500	161,825	5,675	189,200	6.3%	21,700	13.0%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Business Development								
Communications and Marketing	238,282	227,250	225,000	2,250	226,650	7.5%	-600	(0.3%)
Event Sponsorships	106,232	80,500	55,000	25,500	75,000	2.5%	-5,500	(6.8%)
Community Led Event Sponsorships	38,905	25,000	15,000	10,000	0	0.0%	-25,000	(100.0%)
Downtown Gift Card Sponsorships	57,978	50,000	50,000	0	75,000	2.5%	25,000	50.0%
Pandemic Response	155,649	0	0	0	0	0.0%	0	N/A
OBIAA Conference	0	15,000	13,000	2,000	0	0.0%	-15,000	(100.0%)
Grant Program Through MainStreet	100,000	165,000	165,000	0	137,500	4.6%	-27,500	(16.7%)
Business Recruitment Through MainStreet	74,696	140,000	140,000	0	95,000	3.2%	-45,000	(32.1%)
Planters	32,839	33,000	32,850	150	40,000	1.3%	7,000	21.2%
Public Realm/Art	43,924	33,000	20,000	13,000	33,000	1.1%	0	0%
Cleaning and Maintenance	168,996	209,380	231,000	-21,620	215,500	7.2%	6,120	2.9%
COVID-19 Business Relief	0	0	95,000	-95,000	1,065,000	35.4%	1,065,000	N/A
Miscellaneous	0	1,368	1,000	368	1,227	0.0%	-141	(10.3%)
Total Business Development	1,017,501	979,498	1,042,850	-63,352	1,963,877	65.2%	984,379	100.5%

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditures	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Other								
Harmonized Sales Tax	13,685	15,545	12,000	3,545	12,500	0.4%	-3,045	(19.6%)
Reserve build up	0	0	0	0	21,000	0.7%	21,000	N/A
Total Other	13,685	15,545	12,000	3,545	33,500	1.1%	17,955	-19.6%
Total Expenditure	1,944,555	1,920,043	1,947,215	-27,172	3,010,227	100.0%	1,090,184	56.8%
Net Surplus/ Deficit	-23,493	0	1,065,083	1,065,083	0			
Draw from / (Contribution to) Operating Fund	23,493	0	-1,065,083	-1,065,083	0			
Net	0	0	0	0	0			

All figures subject to audit.

All figures subject to rounding.

Schedule “B”

Operating Fund

Operating Fund Balance 2022 Audited	670,440
Draw from Operating Fund in 2023	57,000
2023 Projected Net Surplus	1,065,083
Operating Fund Balance 2023 Projected	1,792,523

All figures subject to audit.

All figures subject to rounding.

Reserve Fund

Reserve Fund Balance 2022 Audited	144,705
Draw from Reserve Fund in 2023	0
2023 Contribution to Reserve Fund	0
Reserve Fund Balance 2023 Projected	144,705

All figures subject to audit.

All figures subject to rounding.

Schedule “C”

Bill Number
2024
By-law Number

A by-law to raise the amount required for the purposes of the London Downtown Business Improvement Area Board of Management for the year 2024 in accordance with section 208 of the Municipal Act, 2001.

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

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001 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 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 By-law CP-2, as amended, provides for an improvement area to be known as the London Downtown Business Improvement Area and establishes a Board of Management for it known as the London Downtown Business Improvement Area Board of Management;

AND WHEREAS subsection 208(1) of the Municipal Act, 2001 provides that the municipality shall annually raise the amount required for the purposes of the board of management (of a business improvement area);

AND WHEREAS section 23 of the Municipal Act, 2001 provides that without limiting sections 9, 10 and 11 those sections authorize a municipality to delegate its powers under the Municipal Act, 2001;

AND WHEREAS it is deemed expedient to pass this by-law;

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

1. That the budget for the 2024 fiscal year submitted by the London Downtown Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2024 fiscal year for the purposes of the London Downtown Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$2,050,227.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-2, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.
6. This by-law comes into force and effect on the day it is passed.

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 23, 2024
Second Reading – January 23, 2024
Third Reading – January 23, 2024

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Old East Village Business Improvement Area 2024 Proposed Budget – Municipal Special Levy

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the Old East Village Business Improvement Area:

- a. The Old East Village Business Improvement Area proposed 2024 budget submission in the amount of \$656,100 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2024 fiscal year for the purposes of the Old East Village Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$42,000;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Old East Village Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 23, 2024.

Linkage to the Corporate Strategic Plan

Council’s 2023 to 2027 Strategic Plan for the City of London identifies “Economic Growth, Culture, and Prosperity” as a strategic area of focus. These involve working better together for economic growth with Business Improvement Areas (BIA’s) of London and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the BIA’s in regard to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the BIA members and thus promote continued growth in London’s economy.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 9, 2023, Agenda item 2.5, Old East Village Business Improvement Area 2023 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=96247>

1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and,

with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The Old East Village Business Improvement Area has met this requirement in Schedule “A”, noting the 2024 total expenditure budget of \$656,100.

On November 15, 2023, the Board of Management of the Old East Village Business Improvement Area (OEV BIA) approved the 2024 budget (Schedule “A”), which was presented to the members at the Annual General Meeting on the same day.

Civic Administration provides the following comments based on its review of the submission:

- a) The OEV BIA submitted a 2024 budget of \$656,100 which represents an increase of \$405,750 (162.1%) compared to its 2023 budget of \$250,350. The special levy to the members remains the same as 2023. The \$405,750 increase will be mainly funded from an increased Draw from the Operating Fund, which is primarily due to special one-time COVID-19 business relief funding approved by Municipal Council. This funding was received late in 2023 so could not be expended until 2024. Revenue includes the special levy plus City of London Funding of \$141,102, the same amount as previous years.
- b) Significant changes to expenditures in 2024 include:
 - i. Beautification – an increase of \$3,900 over 2023 is budgeted to provide for streetscape work following completion of construction.
 - ii. COVID-19 Business Relief – an increase of \$400,000 for this one-time funding approved in late 2023, the majority of the expenditures will likely carry over into 2024.

At the time of submitting this report, audited 2023 financial statements were unavailable. Estimates received from OEV BIA indicate a projected 2023 year-end surplus of \$611,206. The unaudited projected December 31, 2023 Operating Fund balance is approximately \$657,806 including year-end adjustments. The year-end fund balances are presented in Schedule “B.”

Conclusion

The owners of business property within the business improvement area will be responsible for payment of \$42,000 to be raised by the Corporation for the 2024 fiscal year for the purposes of OEV BIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the OEV BIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30th.

Prepared by: Dylan Dubois, CPA, Financial Business Administrator
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

Schedule "A"

Old East Village Business Improvement Area 2024 Proposed Budget with 2023 Comparators

Revenue Overview

Revenue Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Municipal Special Levy	42,000	42,000	42,000	0	42,000	6.4%	0	N/A
Tax Write Offs/Allowance	-2,000	-2,000	-2,000	0	-2,000	-0.3%	0	N/A
Net Municipal Special Levy	40,000	40,000	40,000	0	40,000	6.1%	0	N/A
Interest Income	0	120	300	180	250	0.0%	130	108.3%
City of London Funding	141,102	141,102	141,102	0	141,102	21.5%	0	N/A
Draw from Operating Fund	0	69,128	0	-69,128	470,748	71.7%	401,620	581.0%
COVID-19 Business Relief Funding	0	0	500,000	500,000	0	0.0%	0	N/A
LEDC Vacancy Reduction Program	65,000	0	30,000	30,000	0	0.0%	0	N/A
Other Program Funding	36,109	0	0	0	0	0.0%	0	N/A
Activation Funding	93,445	0	50,000	50,000	0	0.0%	0	N/A
Canadian Urban Institute	65,123	0	11,339	11,339	0	0.0%	0	N/A
HST Rebate	0	0	23,000	23,000	4,000	0.6%	4,000	N/A
Miscellaneous Income	0	0	0	0	0	0.0%	0	N/A
Total Revenue	440,779	250,350	795,741	545,391	656,100	100.0%	405,750	162.1%

Expenditure Overview

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/ Decrease over 2023	Percentage Budget Change over 2023
Administration								
Telephone and Internet	1,654	1,700	1,172	528	1,750	0.3%	50	2.9%
Travel	0	700	126	574	500	0.1%	-200	(28.6%)
Operating Supplies & Costs	2,150	2,000	1,030	970	2,000	0.3%	0	N/A
Printing & Communications	1,208	1,500	697	803	1,500	0.2%	0	N/A
Equipment & Building Allowance	200	4,500	0	4,500	4,500	0.7%	0	N/A
Salary & Benefits	1,617	2,000	1,282	718	2,000	0.3%	0	N/A
Financial Audits	5,751	3,350	3,000	350	3,350	0.5%	0	N/A
Training Education Development	330	1,000	60	940	2,000	0.3%	1,000	100.0%
Miscellaneous Expense	4,982	6,000	3,944	2,056	7,000	1.1%	1,000	16.7%
Total Administration	17,892	22,750	11,311	11,439	24,600	3.7%	1,850	8.1%
Rent								
Rent and Hydro	12,769	15,000	8,585	6,415	15,000	2.3%	0	N/A
Total Rent	12,769	15,000	8,585	6,415	15,000	2.3%	0	N/A
Member Services								
Advertising Marketing Promotions	3,098	8,500	3,681	4,819	8,500	1.3%	0	N/A
Purchases Services	12,400	20,000	12,925	7,075	20,000	3.0%	0	N/A
Salary & Benefits	156,566	160,000	139,708	20,292	160,000	24.4%	0	N/A
Total Member Services	172,064	188,500	156,314	32,186	188,500	28.7%	0	N/A

Expenditure Detail:	2022 Audited Actuals	2023 Approved Budget	2023 Projected Actuals	2023 Projected Variance	2024 Proposed Budget	Percentage of Total Expenditure	Increase/Decrease over 2023	Percentage Budget Change over 2023
Business Development								
Special Projects	16,298	10,000	3,091	6,909	10,000	1.5%	0	N/A
Other Program Expenses	264,930	0	0	0	0	0.0%	0	N/A
Beautification	5,888	8,100	4,860	3,240	12,000	1.8%	3,900	48.1%
COVID-19 Business Relief	8,074	0	0	0	400,000	61.0%	400,000	0.0%
Community Initiatives	2,586	6,000	374	5,626	6,000	0.9%	0	N/A
Total Business Development	297,776	24,100	8,325	15,775	428,000	65.2%	403,900	1675.9%
Other								
Harmonized Sales Tax	2,631	0	0	0	0	0.0%	0	N/A
Miscellaneous	0	0	0	0	0	0.0%	0	N/A
Total Other	2,631	0	0	0	0	0.0%	0	N/A
Total Expenditure	503,132	250,350	184,535	65,815	656,100	100.0%	405,750	162.1%
Net Surplus/ Deficit	-62,353	0	611,206	611,206	0			
Draw from / (Contribution to) Operating Fund	62,353	0	-611,206	-611,206	0			
Net	0	0	0	0	0			

All figures subject to audit.

All figures subject to rounding.

Schedule “B”

Operating Fund

Operating Fund Balance 2022 Audited	46,600
Draw from Operating Fund in 2023	0
2023 Projected Net Surplus	611,206
Operating Fund Balance 2023 Projected	657,806

All figures subject to audit.

All figures subject to rounding.

Reserve Fund

Reserve Fund Balance 2022 Audited	0
Draw from Reserve Fund in 2023	0
2023 Contribution to Reserve Fund	0
Reserve Fund Balance 2023 Projected	0

All figures subject to audit.

All figures subject to rounding.

Schedule “C”

Bill No.
2024
By-law No.

A by-law to raise the amount required for the purposes of the Old East Village Business Improvement Area Board of Management for the year 2024 in accordance with section 208 of the Municipal Act, 2001.

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

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001 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 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 By-law CP-1, as amended, provides for an improvement area to be known as the Old East Village Business Improvement Area and establishes a Board of Management for it known as the Old East Village Business Improvement Area Board of Management;

AND WHEREAS subsection 208(1) of the Municipal Act, 2001 provides that the municipality shall annually raise the amount required for the purposes of the board of management (of a business improvement area);

AND WHEREAS section 23 of the Municipal Act, 2001 provides that without limiting sections 9, 10 and 11 those sections authorize a municipality to delegate its powers under the Municipal Act, 2001;

AND WHEREAS it is deemed expedient to pass this by-law;

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

1. That the budget for the 2024 fiscal year submitted by the Old East Village Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2024 fiscal year for the purposes of The Old East Village Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$42,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.
6. This by-law comes into force and effect on the day it is passed.

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 23,2024
Second Reading – January 23,2024
Third Reading – January 23,2024

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Corporate Asset Management System Contract Amendment -
Brightly Software Canada Inc.

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the Corporate Asset Management (CAM) Software System:

- a) The attached proposed by-law BE INTRODUCED at the Municipal Council Meeting to be held on January 23, 2024 to:
 - i. Approve the amending agreement between The Corporation of the City of London and Brightly Software Canada Inc. to provide for ongoing license and support fees for the Corporate Asset Management Computer System (the “ Amending Agreement”);
 - ii. Authorize the Mayor and Clerk to execute the Amending Agreement;
 - iii. Delegate to the Deputy City Manager, Finance Supports the authority to approve future amending agreements to continue the Corporate Asset Management Computer System; and
 - iv. Authorize the Mayor and Clerk to execute amending agreements approved by the Deputy City Manager, Finance Supports

it being noted that the Amending Agreement will provide for license and support fees for the Corporate Asset Management Computer System at the price of \$116,905 + HST for the year 2024 with an increase of 3% annually for the remaining four years (2025, 2026, 2027, & 2028) of the contract in accordance with Schedule B – item 6 of the Procurement of Goods and Services Policy.

Executive Summary

This report underlines the important role of Brightly Software Canada Inc.'s software and its two modules (Assetic and Predictor) in supporting the City of London's asset management processes. Through effective integration with existing city systems, the software has significantly advanced the 2023 Corporate Asset Management Plan, leading to streamlined processes, ability to model long-term funding, and ensure compliance with Ontario Regulation 588/17. Emphasizing these benefits, the report recommends the renewal of the contract with Brightly Software Canada Inc. for five more years (2024-2028) to maintain these advancements and continue enhancing the City's asset management capabilities.

Linkage to the Corporate Strategic Plan

Council's 2023-2027 Strategic Plan identifies 'Climate Action and Sustainable Growth' and 'Well-Run City' as two of eight strategic areas of focus. The CAM Program supports these strategic areas of focus through supporting the achievement of the following strategic priorities:

1. “London’s infrastructure and systems are built, maintained, and operated to meet the long-term needs of the community.” which includes:
 - ‘The infrastructure gap is managed for all assets’ and
 - ‘Infrastructure is built, maintained, and secured to support future growth and protect the environment’.
2. “The City of London is trusted, open, and accountable in service of the community” which includes:
 - ‘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

- October 10, 2023 Report to Strategic Priorities & Policy Committee – 2023 Corporate Asset Management Plan
- July 26, 2021 Report to Corporate Services Committee – Corporate Asset Management Plan 2021 Review
- February 18, 2020 Report to Corporate Service Committee - Corporate Asset Management System Contract Amendment - Assetic Canada Holdings Inc.
- June 8, 2016, Report to Corporate Services Committee – RFP 14-72 Corporate Asset Management System Acquisition – Assetic Canada Holdings

1.2 Overview of Brightly Software and the City's Initial Acquisition in 2016

Through a Request for Expression of Interest/Qualifications (REOI/RFQUAL 14-14) followed by a Request for Proposal (RFP 14-72) process, a contract was awarded to Assetic Canada Holdings Inc. (“Assetic Canada”) for provision of the Corporate Asset Management (CAM) Software System in accordance with the Procurement of Goods and Services Policy. At the time of the awarding of the original Request for Proposal in early 2016, Assetic Canada’s submission was the lowest cost, most user-friendly software product that best met the requirements of the City.

In May 2021, ‘Dude Solutions’ acquired the strategic asset management firm ‘Assetic’. Dude Solutions was later rebranded to ‘Brightly’ software in May 2022. On June 27, 2022, Siemens Smart Infrastructure acquired the Brightly Software.

Brightly Software Canada Inc. provides pre-packaged asset management system, implementation, training, support, and maintenance services. They have a range of innovative products installed at over 150 sites across Australia, New Zealand, South Africa, U.K., USA and Canada. Over the past few years, they have made a concerted push into the North American market via offices located in Toronto and Seattle and have a presence in providing municipal asset management software in Ontario, Canada, and the United States.

1.3 Implementation of Brightly Software in the City's Corporate Asset Management Program

Ultimately, Corporate Asset Management, including the software system, is intended to support continuous improvement, effective and efficient management of the Corporation’s \$28.5 billion worth of assets. Historically, the City of London has relied on ad hoc decentralized manual processes to produce reports like the State of Infrastructure Report and the Corporate Asset Management Plan. Since 2016, both modules, Brightly Assetic and Brightly Predictor Asset Management system, helped to streamline processes and simplified the creation of the Corporate Asset Management reports. Brightly has fit within existing and planned systems that comprise the source of data for the City’s many assets. Figure 1 depicts the overview of Brightly system’s

major components which depend on the City’s key existing and proposed data sources (e.g., Computerized Maintenance Management system (CMMS), Geodatabase (GIS), Customer Service (CRM) and Financial System (JDE)) to effectively support standardized asset management practices.

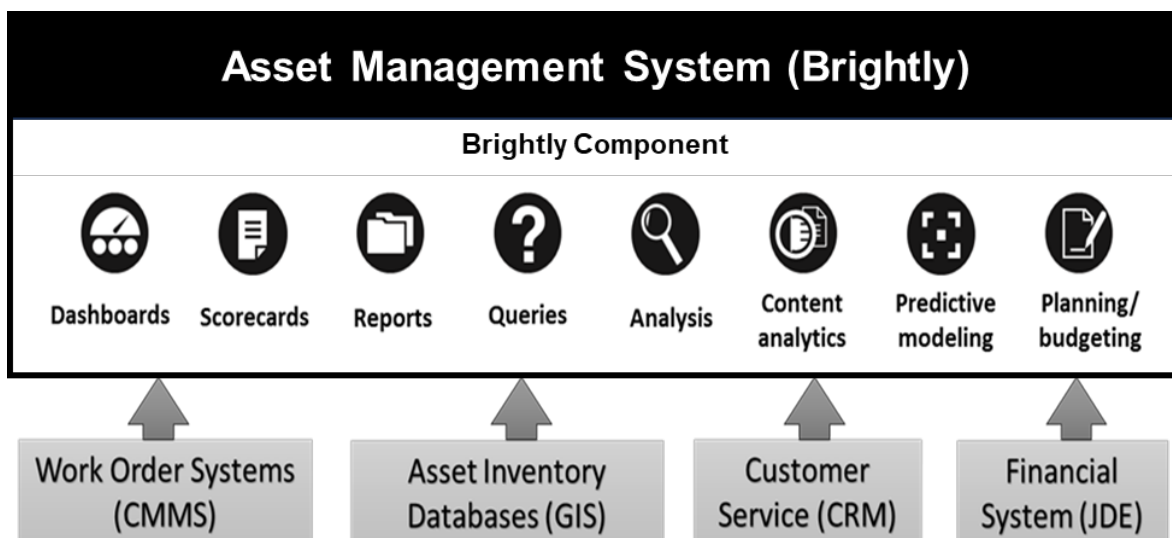


Figure 1: Asset Management System (Brightly)

The most recent example of the use of the Brightly Software system was in the City’s 2023 Asset Management Plan. CAM modeled long-term funding and projected future condition profiles to optimize service level outcomes and capital expenditures. CAM expanded its utilization of the Brightly strategic asset management solution module (Predictor) and used it for thirteen service areas within the City’s directly owned assets. Figure 2 shows an example of using the software to conduct predictive modeling and analyze data to model long-term funding and develop several scenarios to support decision making.

Another example of a projected condition profile is shown in Figure 3. The City is also continuing with the full implementation of Brightly Assetic for several service areas across the City; this component of the software solution provides, a centralized repository for asset data, the ability to define required and optional asset data, control access to asset data, and audit additions and subtractions to the data. CAM will start utilizing Brightly’s two modules in the process of developing the asset management plans for the City’s Agencies, Boards, and Commissions (ABCs) in January 2024, and then seek to incorporate applicable Civic Administration service areas.

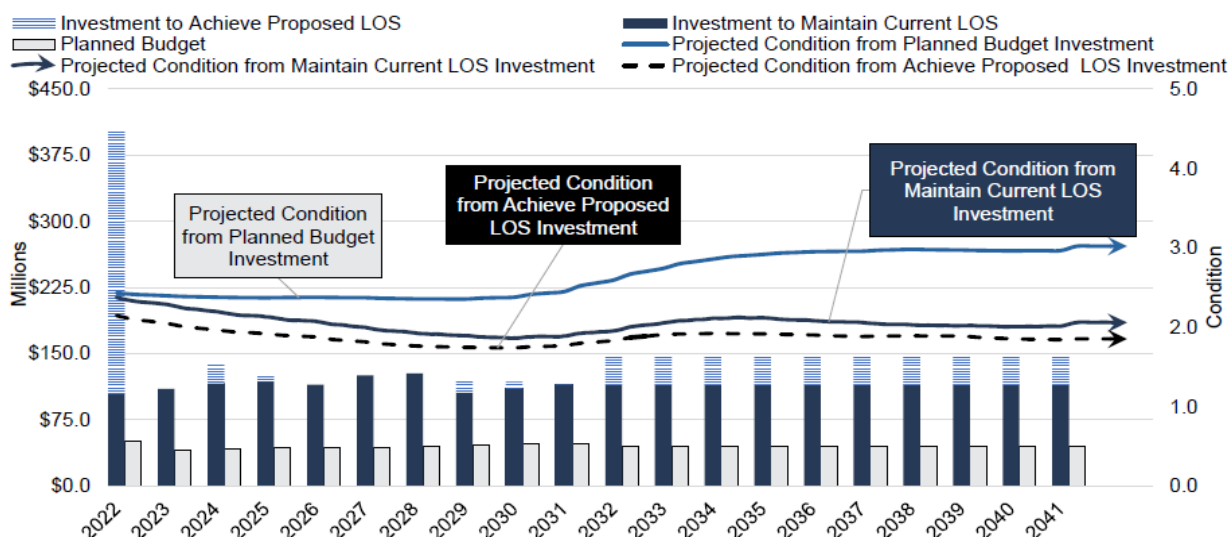


Figure 2: Example of a Projected Service State of Three Funding Scenarios (Predictor)

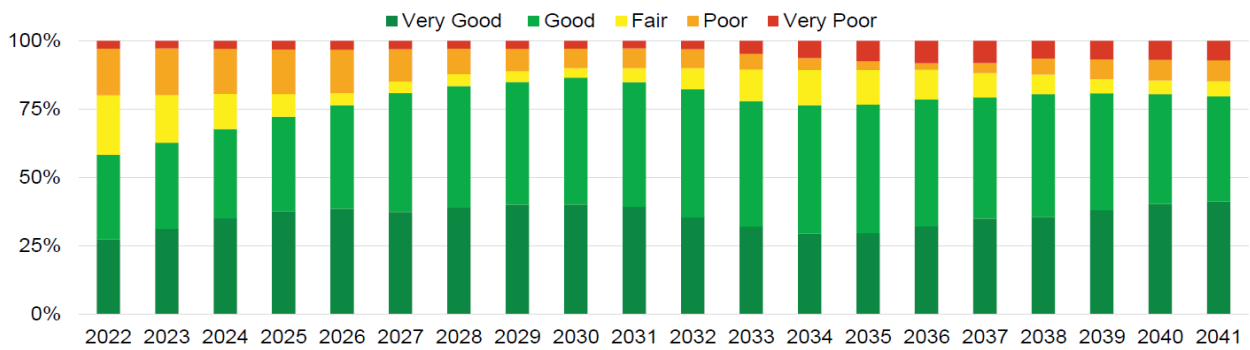


Figure 3: Example of a Projected Condition Profile using Assetic System (Predictor)

2.0 Contract Amendment

The recommended Contract Renewal Agreement is in accordance with Schedule B – item 6 of the Procurement of Goods and Services Policy; noting that Brightly has been providing good service to the City – the predicted asset condition and pilot implementation informs the CAM Program, including the recent 2023 CAM Plan, and supports several strategic priorities of the City. The amendments to the existing contract include:

- i. The 2024 licensing fee of \$116,905 (before HST) and an increase of 3% annually, for the remaining renewal period (2025-2028) as seen in the table below;
- ii. Extending the agreement with Brightly Software Inc. for 5 years (2024-2028);
- iii. Options to renew at end of term with the ability to negotiate new fees after 2028;
- iv. Assignment of Assetic Canada Holding Inc.’s obligations under the agreement to Brightly Software Canada Inc.

Item	Year 2 01/01/2025	Year 3 01/01/2026	Year 4 01/01/2027	Year 5 01/01/2028
Brightly Software	120,412.15 CAD	124,024.51 CAD	127,745.25 CAD	131,577.61 CAD

3.0 Financial Impact

The cost of the contract renewal has been accommodated as part of the annual Corporate Asset Management operating budget. The previous 5 year agreement was for \$113,500 + HST annually, this renewal is an increase of 3% in 2024 and each of the following 4 years.

Conclusion

Brightly Software Canada Inc., with its two modules Assetic and Predictor, has streamlined asset management processes for municipalities, particularly in North America. The software has enabled the City to shift from decentralized, manual reporting to a more streamlined, predictive approach, enhancing its Corporate Asset Management (CAM) capabilities. This is required for managing the city's \$28.5 billion in assets, as shown in its 2023 Corporate Asset Management Plan. Brightly software facilitates predictive modeling and scenario analysis, aiding in long-term planning and budget optimization across the City’s multiple service areas.

Finally, the Corporate Asset Management section recommends renewing the contract with Brightly Software Canada Inc. considering its successful impact and alignment with the city’s strategic priorities. This renewal is crucial for the efficient management of city-owned assets and for ensuring compliance with Ontario Regulation 588/17, continuing the proven benefits of the software in streamlining asset management processes.

Prepared by: Ahmed Eweda, Ph.D.
Specialist II, Corporate Asset Management

Submitted by: Greg Clark, CPA, CMA
Director, Capital Assets and Projects

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

Attached:

Appendix A - By-law to approve the Amending Agreement between The Corporation of the City of London and Brightly Software Canada Inc.

Appendix A

Bill No.
2024

By-law No.

A by-law to approve an Amending Agreement between The Corporation of the City of London and Brightly Software Canada Inc. to provide for the ongoing license and support fees for the Corporate Asset Management Computer System

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*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

AND WHEREAS Municipal Council of The Corporation of the City of London considers it to be in the interests of the municipality to enter into an Amending Agreement with Brightly Software Canada Inc. to continue to use the Corporate Asset Management Computer System and to address the license and support fees for Years 8 -12 (2024-2028);

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

1. The Amending Agreement between The Corporation of the City of London and Brightly Software Canada Inc. attached as Schedule I to this by-law (the “Amending Agreement”) to amend the agreement entered into between The Corporation of the City of London and Assetic Canada Holdings Inc. on December 1, 2016 is hereby authorized and approved.
2. The Mayor and City Clerk are authorized to execute the Amending Agreement authorized and approved in section 1 of this by-law.
3. The Deputy City Manager, Finance Supports is delegated the authority to approve any future amending agreements between Brightly Software Canada Inc. and The Corporation of the City of London to continue the Corporate Asset Management Computer System.
4. The Mayor and Clerk are authorized to execute any amending agreements approved by the Deputy City Manager, Finance Supports approved pursuant to section 3 of this by-law.
5. This by-law comes into effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Passed in Open Council on January 23, 2024 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading –, 2024
Second Reading –, 2024
Third Reading –, 2024

Schedule I
AMENDING AGREEMENT

This agreement made the 24th day of January, 2024.

BETWEEN:

THE CORPORATION OF THE CITY OF LONDON (the “City”)

- and -

BRIGHTLY SOFTWARE CANADA INC. (“Brightly Canada”)

WHEREAS The Corporation of the City of London and Assetic Canada Holdings Inc. entered into an agreement commencing December 1, 2016 for the acquisition and implementation of a Corporate Asset Management Software Computer System (the “Original Agreement”);

AND WHEREAS Brightly Software Canada Inc. acquired Assetic Canada Holdings Inc. in 2020 and Brightly Software Canada Inc. has agreed to assume all rights and obligations of Assetic Canada Holdings Inc. under the Original Agreement and to observe and be bound by the terms, conditions, covenants and provisions therein contained;

AND WHEREAS the Original Agreement did not address licensing fees for years 2024-2028 and the parties wish to enter into an Amending Agreement to provide for annual ongoing license and support fees for years 2024-2028;

AND WHEREAS the parties wish to extend the term of the Original Agreement to December 31, 2028;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements, and subject to the terms and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Original Agreement dated December 1, 2016 shall be continued upon the same terms and conditions as therein set out, except as specifically varied in this Amending Agreement.
2. Brightly Canada acknowledges and agrees that it has been assigned the rights, obligations and interests of Assetic Canada Holdings Inc. in the Original Agreement and further acknowledges and agrees that every term, covenant, attornment, provision, condition and stipulation in the Original Agreement shall apply to and bind Brightly Canada with the same effect as if Brightly Canada had been Assetic Canada Holdings Inc. and as such had executed the Original Agreement and Brightly Canada covenants with the City to do, observe, keep and perform every term, covenant, attornment, proviso, condition and stipulation of the Original Agreement.
3. The City will pay Brightly Canada an annual ongoing license and support fee of \$116,905 for the year 2024. The annual ongoing license and support fee shall increase by 3% for each subsequent year until the end of the term being December 31, 2028, as set out in Schedule 2 attached hereto. For greater clarity, the total fees the Corporation will pay to Brightly Canada for ongoing license and support from 2024-2028 will be \$620,664.52. The parties therefore agree to delete Schedule 2 of Schedule B of the Original Agreement and replace it with Schedule 2 of Schedule B attached hereto as Schedule 2
4. This Amending Agreement and the Original Agreement (the “Agreement”) together constitute the entire agreement between the parties.

5. The Agreement shall terminate on December 31, 2028.
6. The Agreement may be renewed at the City's sole discretion upon review of the proposed license and support fees for future years, which shall be submitted to the Corporation no later than July 1, 2028.
7. This Amending Agreement shall enure and be binding upon the parties and their respective successors and assigns.
8. This Amending Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties have duly executed and delivered this Amending Agreement.

THE CORPORATION OF THE CITY OF LONDON

Josh Morgan
Mayor

Michael Schulthess
City Clerk

Brightly Software Canada Inc.

Ben Moller
Channel Manager
I have authority to bind the corporation.

Schedule 2

Schedule B - Project Cost Estimate Update

Modified May 16, 2023 by Marissa C. Lambert

Project Cost Summary

The 2024 licensing fee of \$116,905 (before HST) and an increase of 3% annually, for the remaining renewal period (2025-2028) as seen in the table below:

Item	Year 2 01/01/2025	Year 3 01/01/2026	Year 4 01/01/2027	Year 5 01/01/2028
Brightly Software	120,412.15 CAD	124,024.51 CAD	127,745.25 CAD	131,577.61 CAD

Project Cost Estimate

Year 1	
<ul style="list-style-type: none"> • Predictor Parks, Recreation and Forestry • Assets & Assessments • Predictor Facilities/Physical Plant • Predictor Enterprise 	\$116,905.00
Sub Total	\$116,905.00
Year 2 Cost (excl. HST)	
<ul style="list-style-type: none"> • Predictor Parks, Recreation and Forestry • Assets & Assessments • Predictor Facilities/Physical Plant • Predictor Enterprise 	\$120,412.15
Sub Total	\$120,412.15
Year 3 Cost (excl. HST)	
<ul style="list-style-type: none"> • Predictor Parks, Recreation and Forestry • Assets & Assessments • Predictor Facilities/Physical Plant • Predictor Enterprise 	\$124,024.51
Sub Total	\$124,024.51
Year 4 Cost (excl. HST)	
<ul style="list-style-type: none"> • Predictor Parks, Recreation and Forestry • Assets & Assessments • Predictor Facilities/Physical Plant • Predictor Enterprise 	\$127,745.25
Sub Total	\$127,745.25
Year 5 Cost (excl. HST)	
<ul style="list-style-type: none"> • Predictor Parks, Recreation and Forestry • Assets & Assessments • Predictor Facilities/Physical Plant • Predictor Enterprise 	\$131,577.61
Sub Total	\$131,577.61
Project Total	\$620,664.52

Report to Corporate Services Committee

To: Chair and Members,
Corporate Services Committee

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

Subject: Single Source SS-2023-350 City Hall Campus Cooling Tower & Controls Replacement

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the procurement of a replacement cooling tower and controls for City Hall and Centennial Hall (Single Source # SS-2023-350):

- a) in accordance with Section 14.4(d) of the Procurement of Goods and Services Policy, Civic Administration **BE AUTHORIZED** to engage Enwave Energy (London District Energy) to supply and install a cooling tower and controls compatible with the existing distribution system;
- b) the financing for this project **BE APPROVED** as outlined in the attached Source of Financing report (Appendix "A"); and,
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with the authorization set out in part a).

Executive Summary

This report requests authorization from Council for the immediate single source procurement for the supply and installation of a replacement cooling tower and controls from Enwave Energy (formerly London District Energy). This is required to ensure air conditioning operations are not impacted at City Hall and Centennial Hall during the 2024 cooling season.

Enwave is responsible for the safe, dependable, and compliant operation of a district energy system and related equipment in customers' facilities. Under the agreement between the City of London and London District Energy, maintenance activities, including substantial improvements or replacements of equipment, are the responsibility of Enwave Energy (LDE). The City is responsible for the costs of the improvements on equipment serving City facilities.

The replacement of the cooling tower and controls must be completed when cooling is not required in the facilities. A new cooling tower and system controls would provide operational efficiencies and reduce energy and water consumption. If approved, this project is expected to be completed by May 1, 2024.

Linkage to the Corporate Strategic Plan

Well-Run City

The City of London is a leader in public service.

3.3 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

None

1.2 Services Provided by Enwave

In 1992, the City of London entered a service contract with London District Energy (now known as Enwave Energy) to provide chilled water and steam service from a central district energy plant. This provides primary heating and cooling at City Hall, Centennial Hall, RBC Place, London Public Library (Central Library) as well as J. Allyn Taylor Building.

Under this agreement, operations of the energy plant and related equipment, including legislated inspections and preventative maintenance, are the responsibility of Enwave Energy. Cooling during the shoulder seasons of spring and fall is provided by the chilled water Enwave Energy produces and distributes from the district energy plant. During the summer months, auxiliary cooling equipment located at the rear of Centennial Hall on the City Hall Campus becomes the primary source of cooling for City Hall and Centennial Hall. This cooling tower is owned by the City of London, but Enwave Energy provides maintenance and operations services to ensure efficiency, safety, reliability and compliance with legislation and regulations.

1.3 Replacement of Cooling Tower and Controls

In 2023, the City of London was notified by Enwave Energy that the auxiliary cooling tower that supplies the City Hall campus needed to be replaced. This is the original cooling tower that was installed in the early 1990's by London District Energy (Enwave Energy) as part of the 1992 contract agreement, and it has now reached the end of its expected life. Enwave undertook maintenance activities to operate the cooling tower for another season and there was no disruption of service to the City Hall Campus in 2023. However, the recommendation from Enwave Energy is to replace this unit prior to the start of the 2024 cooling season, typically around May 1.

A new cooling tower will provide operational efficiencies, reducing both energy and water consumption. The controls currently installed are obsolete and must be replaced to ensure reliable operations and support efficiency objectives.

To ensure service is not disrupted in the 2024 cooling season, Facilities is seeking authorization for a one-time procurement of a cooling tower and controls utilizing the single source procurement clause as outlined in section 14.4(d) of the Procurement of Goods and Services Policy (see below).

2.0 Discussion and Considerations

2.1 Rationale for Single Source Procurement

Enwave Energy is uniquely positioned to supply and install a new cooling tower and controls to meet the cooling needs of City Hall and Centennial Hall. Enwave Energy exclusively provides a utility to the City of London in the form of chilled water and steam for heating and cooling needs at several downtown facilities. Additionally, they are responsible for the safe and effective operation of the production and distribution systems, and the maintenance of City owned thermal equipment.

As outlined in the original chilled water agreement, section 5.1, Enwave Energy is granted "full access to and exclusive use of... chillers, condensers, cooling towers, and related equipment" for the purposes of providing thermal utility services. Further, section

5.4, requires the City to respond to proper notice from Enwave Energy of its intention to make substantial improvements to the equipment. If the customer, in this case the City, does not provide a contrary response, *“it shall be deemed to have approved the expenditure for substantial improvements and...have agreed to reimburse the Company (Enwave Energy) for the cost of the same.”*

The replacement of the cooling tower and controls needs to be completed during a period when building cooling is not required. Civic Administration must respond to Enwave Energy prior to February 1, 2024, for the replacement to be completed by May 1, 2024 and provide reliable cooling for the summer of 2024. Execution of a single source agreement with Enwave Energy would satisfy the requirement of a response and confirm the expected project delivery timeframe.

For the reasons noted above, Civic Administration seeks to enter a contract with Enwave Energy utilizing the single source procurement clause as outlined in section 14.4(d) of the Procurement of Goods and Services Policy.

Section 14.4(d) 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.

d.) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (*i.e.*, contract extension or renewal).

3.0 Financial Impact/Considerations

The project budget for the replacement of the cooling tower and controls is \$497,185.00, including contingency and is accommodated within existing approved capital budgets. Funding for the project is confirmed in the attached Appendix A – Source of Financing.

Conclusion

The auxiliary cooling tower serving City Hall and Centennial Hall is past the expected useful life and must be replaced to ensure reliable operations and cooling at City Hall and Centennial Hall.

In accordance with Section 14.4(d) of the Procurement of Goods and Services Policy, Civic Administration recommends a single source procurement be awarded to Enwave Energy for the supply and installation of a new cooling tower and controls. This approach aligns with the existing contract terms and conditions. This will also allow Enwave to undertake the project planning and design and meet the expectation of a May 1, 2024 completion.

Prepared by: Melissa Beharrell, Manager Facilities Planning, Energy & Assets, Finance Supports.

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

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

Appendix "A"

#24002

Janaury 15, 2024

(Award Contract)

Chair and Members

Corporate Services Committee

RE: Single Source City Hall Campus Cooling Tower and Controls

(Subledger FG230043)

Capital Project CS618621 - Centennial Hall Upgrades

Capital Project CS618622 - Centennial Hall Upgrades

Enwave Energy (London District Energy) - \$497,185.00 (excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Finance Supports, the detailed source of financing is:

Estimated Expenditures	Approved Budget	Committed To Date	This Submission	Balance for Future Work
CS618621 - Centennial Hall Upgrades				
Engineering	19,500	19,500	0	0
Construction	832,989	379,056	453,933	0
CS618621 Total	\$852,489	\$398,556	\$453,933	\$0
CS618622 - Centennial Hall Upgrades				
Construction	180,000	8,976	43,252	127,772
Total Expenditures	\$1,032,489	\$407,532	\$497,185	\$127,772

Sources of Financing

CS618621 - Centennial Hall Upgrades				
Capital Levy	852,489	398,556	453,933	0
CS618622 - Centennial Hall Upgrades				
Capital Levy	180,000	8,976	43,252	127,772
Total Financing	\$1,032,489	\$407,532	\$497,185	\$127,772

Financial Note:	CS618621	CS618622	Total
Contract Price	\$453,933	\$43,252	\$497,185
Add: HST @13%	59,011	5,623	64,634
Total Contract Price Including Taxes	512,944	48,875	561,819
Less: HST Rebate	-59,011	-5,623	-64,634
Net Contract Price	\$453,933	\$43,252	\$497,185

Jason Davies

Manager of Financial Planning and Policy

mp

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: City Hall Front Entrance Canopy Repairs and Remediation

Date: January 15, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, with the concurrence of the City Manager, the report dated January 15, 2024, "City Hall Front Canopy Repairs and Remediation" **BE RECEIVED** for information.

Executive Summary

The purpose of this report is to inform Council of the construction plan, schedule and impact of work required to complete essential repairs to the front (south) entrance canopy soffit of City Hall.

To complete the soffit repairs safely, hoarding (barriers) must be installed beneath the entirety of the south canopy. This will make the front entrance of City Hall inaccessible. The public will be redirected to the north entrance from Reg Cooper Square. The accessible ramp to the west of the front entrance will not be impacted by construction and will remain accessible throughout the duration of construction.

A communications plan will be developed to keep the public and staff informed about accessing the facility during the ongoing work. Our main goal is to minimize any disruptions to services.

Linkage to the Corporate Strategic Plan

Well-Run City

The City of London is a leader in public service

3.3 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

None

1.2 City Hall Front Entrance Canopy Background Information

On February 2, 2019, a segment of the chilled water line within the south canopy failed, leading to a substantial leak that flooded the front entrance. Swift and crucial repairs to the chilled water line were promptly executed.

On February 5, 2023, another leak originating from the chilled water line occurred, flooding the soffit once again. The incident occurred at the primary entrance of City Hall, resulting in significant water damage to the soffit situated above the front entrance. In response to this occurrence, scaffolding was promptly installed as a precautionary measure to provide support to the compromised soffit. For clarity, the “south canopy” is the overhead structure above the front entrance to City Hall and extends over the stairs. The “soffit” is the finished material of the underside of the canopy that covers and protects the structural, mechanical, and electrical infrastructure. The current soffit is constructed of suspended wire lath and plaster with several access hatches.

Due to the confirmed existence of Asbestos Containing Material (ACM), the aging mechanical infrastructure and the necessary evaluation of all potential risks, including the potential structural failure of the canopy soffit itself, additional investigation and due diligence were necessary before implementing any corrective actions.

A structural engineer was commissioned to perform a thorough review of the soffit. The subsequent evaluation by the engineer indicated a structural concern with the soffit material and its connection to the main canopy structure. The report recommended that the installed scaffolding remain in place and advised the complete removal of the soffit. Furthermore, the report suggested conducting a comprehensive investigation due to repeated water damage and exposure.

The completion of a designated substance survey concluded that the fibrous sprayed fireproofing that is present on all structural steel and metal deck throughout the soffit is ACM and would be disturbed by the work. Therefore, a type 3 asbestos abatement operation, mandating full enclosure as per Ontario Regulation 278/05 of the Occupational Health and Safety Act, is required. The extent of the enclosure will impact pedestrian access to the main entrance of City Hall for the duration of the project, with intermittent impacts on vehicle access.

An architect was engaged to complete schematic design options for the soffit replacement for staff review and consideration. After selecting an option, the architect proceeded to finalize design and construction documentation. A tender package was then released for contractors to competitively bid on. The architect will serve as the City's contract administrator, overseeing the project and collaborating with Facilities staff, subconsultants, and the contractor throughout the entire duration of the project.

It was the original intent to complete this work in the Fall of 2023, however given the required due diligence outlined above; the time required to professionally design and procure the work; and the impact it will have on the main entrance of City Hall, it was decided that the work should be scheduled for Spring 2024. This will avoid winter construction costs and weather delays as well as ensure the soffit can remain sealed to mitigate exposure to temperature fluctuations. Operationally, the mechanical system is functioning at the highest safe temperature to maintain warmer conditions within the soffit.

2.0 Key Issues and Considerations

2.1 Cause of Failure

Previous intermittent leaks observed during the summer months are associated with condensation forming on the chilled water piping situated within the canopy, and above the soffit. This condensation leads to the saturation of the insulation and plaster soffit and causes rusting of soffit components. Consequently, water drips through access hatches onto the front stairs and at the entrance of City Hall.

Upon further investigation, it was revealed that the substantial leaks in February of 2019 and 2023 resulted from a combination of cold air infiltration due to building envelope issues, particularly failing insulation, and aging mechanical piping systems.

2.2 Description of Work to Be Undertaken

The scope of work includes a comprehensive set of tasks aimed at repairing the soffit and mechanical system and enhancing the City Hall main entrance. This includes:

1. Temporary Hoarding and Wayfinding:

- Implementing temporary hoarding around the construction site for safety and security.
- Installing temporary wayfinding signage to guide the public safely around the construction area to the north entrance off Reg Cooper Square. Access to and from the building will be maintained at all times.

2. Soffit Demolition & Removal:

- Removing the guard rail and extending the parapet wall of the balcony above.
- Removal and disposal of any associated hazardous materials within the soffit and canopy assembly.

3. Mechanical Equipment Repairs and Replacement:

- Conducting necessary repairs and replacing mechanical infrastructure accessible within the soffit ceiling space to ensure optimal functionality.

4. New Canopy Soffit Installation:

- Installing a new soffit constructed of aluminum composite panels that incorporates modern insulation, enhanced lighting, and provisions for security cameras to improve overall functionality and security measures.
- Install new aluminium composite panels on the balcony façade.

This comprehensive approach aims to not only address immediate concerns and potential hazards but also to enhance the overall functionality, safety, and security of the main entrance. Cost efficiencies can be achieved by completing the lighting and security system upgrades when the soffit has been fully removed. Access to the current soffit is through a limited number of hatches in specific locations, making repairs or additions more difficult and costly. The new soffit construction will allow easier access to the space and facilitate additions, changes, or repairs to the infrastructure within the soffit.

2.3 Construction Plan

Hoarding will be erected under the entirety of the front canopy constructed of plywood to ensure a safe work environment for the contractor and to protect the public. This will prevent pedestrians from accessing City Hall from the south entrance. An alternate route to the north entrance will be provided. The accessibility ramp at the west side of the entrance will always remain available during the project.

The construction zone will also impact a portion of the front circle driveway at times. The hoarding will need to be extended into a small section of the driveway. The driveway will be maintained, and we do not anticipate any significant impacts to vehicle access.

2.4 Schedule

Construction is set to begin on March 4, 2024, beginning with the installation of the hoarding. The anticipated completion date for the construction is July 31, 2024.

2.5 Impact to City Hall

Facilities is collaborating closely with the City Clerk's Office, Corporate Communications, Corporate Security, and our Accessibility and Inclusion Advisor on this project. Access to City Hall will always remain available. Signage will be installed to facilitate wayfinding in accordance with AODA standards. A comprehensive communication plan will be prepared to keep the public informed about what to expect while accessing the facility

during ongoing work. The accessibility ramp will remain unaffected and accessible throughout the project. Our primary objective is to minimize any disruption to services.

Provisions for security will be implemented to guarantee that the north entrance doors leading from Reg Cooper Square are open and accessible during normal business hours. Regular monitoring of pathways and sidewalks leading to the north entrance will be conducted to ensure safe access for the public.

3.0 Financial Impact/Considerations

The competitively tendered price of this work is \$338,700.00. This work is being funded through Capital Project GG155522 City Hall Major Upgrades. Funding was validated via a Source of Finance through the Administrative Approval of Tender Acceptance/Contract Award per Section 13.2 (c) of the Procurement of Goods and Services Policy.

Conclusion

Due to the failure of aging infrastructure, it is imperative to undertake the repair and restoration of the City Hall front entrance soffit. These essential repairs aim to address structural, building envelope and mechanical concerns to ensure the longevity and safety of the building. This also provides an opportunity to enhance lighting and security features at the front entrance.

To guarantee a safe and secure remediation process, it is necessary to install hoarding beneath the south canopy. During the construction period, the front entrance of City Hall will be inaccessible. The public will be redirected to the north entrance. Additionally, the accessibility ramp will not be impacted by the construction and will remain fully operational.

A communication plan will be developed to notify staff and the public of this restoration project. We are committed to maintaining transparency and open communication throughout the process as we work towards enhancing the safety and functionality of City Hall.

Prepared by: Ashley Howard
Manager, Facilities Design and Construction

Submitted by: Lynda Stewart
Director, Fleet and Facilities

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

Concurred by: Lynne Livingstone
City Manager

cc: Val Morgado, Senior Manager, Facilities
Paul Ladouceur, Director, Corporate Security & Emergency Management
Eliza Bennett, Director, Strategic Communications
Melanie Stone, Advisor Accessibility & Inclusion

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

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

Subject: Assessment Growth for 2024, Changes in Taxable Phase-in Values, and Shifts in Taxation as a Result of Reassessments

Date: January 15, 2024

Recommendation

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

Executive Summary

The Assessment Growth Policy requires annual reporting of assessment growth for the City of London. This growth represents assessed new construction less adjustments resulting from assessment appeals and property classification changes. The total weighted assessment growth for 2024 is 1.68%.

Linkage to the Corporate Strategic Plan

Council's 2023 to 2027 Strategic Plan for the City of London identifies "Well-Run City" as a strategic area of focus. The information contained in this report would assist in continuing to ensure London's finances are maintained in a transparent, sustainable, and well-planned manner by ensuring the efficient and effective allocation of resources.

Analysis

1.0 Background Information

1.1 Annual Assessment Growth Calculation

Each year, coinciding with the budget process, weighted assessment growth is calculated as it generates incremental tax revenue. The assessment growth calculation relies on information found in reports provided by the Municipal Property Assessment Corporation (MPAC)¹ and Ontario Property Tax Analysis (OPTA)² which are generally received in mid-December. The assessment increases provided in the MPAC report are based on completed new construction and will not have a direct correlation with the building permit data for the year. The allocation of this incremental tax revenue is reported to Council in early March in accordance with Council's Assessment Growth Policy.

1.2 Assessment

The concept of evaluating property at its actual or market value was introduced in the *Assessment Act* of 1850. The interpretation of market value has evolved through several property tax reforms before arriving at the current system. The *Assessment Act*, 1990, Section 19 (1) states that "the assessment of land shall be based on its current value." In this definition, current refers to a specific valuation date. Beginning January 1, 2008, reassessment was scheduled every four years. Due to the assessment freeze

¹ Municipal Property Tax Assessment Corporation

MPAC is an Ontario-based not-for-profit organization that determines the assessed value for all properties in Ontario.

² Ontario Property Tax Analysis:

OPTA is a website provided by Reamined Systems Inc. on behalf of the Ministry of Finance. The website contains business applications to help municipalities make decisions under the current property tax and assessment system.

imposed by the Province of Ontario to mitigate the impact of the pandemic, the 2024 assessment will continue to have a valuation date of January 1, 2016. Property taxes are calculated using the assessed value of the property and multiplying it by the combined municipal and education tax rates for the applicable property class. MPAC provides the assessed value of all properties annually which provides the assessment base used to calculate the property tax rate. Changes during the year, including class changes and improvements to properties, are included in the Municipal Change Profile provided by MPAC each December. The difference between the assessment base and the Municipal Change Profile represents assessment growth during the year.

Where there are questions or disputes about the assessed value of a property, the property owner has the option to appeal the assessment by contacting MPAC.

1.3 Previous Reports

Corporate Services Committee, January 30, 2023, Consent Item 2.3, Assessment Growth for 2023, Changes in Taxable Phase-in Values, and Shifts in Taxation as a Result of Reassessments

Corporate Services Committee, July 26, 2021, Consent Item 2.6, Council Policy Manual Review 2021

2.0 Discussion and Considerations

2.1 Assessment Growth

Assessment growth generally refers to the net increase in assessment attributable to new construction less adjustments resulting from assessment appeals and property classification changes. To determine the impact of assessment growth on tax revenue, assessment must be weighted with tax ratios which reflect the different tax rates applicable to the various property classes.

Measuring assessment growth also requires the use of values of a uniform base year. If a consistent base year for property valuations is not maintained, changes in assessment totals will be distorted by changes in property valuations and will not correctly reflect the actual new construction less adjustments resulting from assessment appeals and property classification changes.

Assessment has been weighted using tax ratios which were applicable in year 2023. The uniform base year which has been used for the determination of property valuations is 2023 phase-in values. Schedule “A” indicates that the total weighted assessment growth for 2024 for the City is 1.68%.

Historically the City of London has recorded the following percentage weighted assessment growth in the years indicated as shown in the chart below:

Chart 1: Twenty Year Table of Weighted Assessment Growth (2005 to 2024)

Year	Weighted Assessment Growth		Year	Weighted Assessment Growth
2005	2.00%		2015	1.17%
2006	2.08%		2016	1.20%
2007	2.16%		2017	0.91%
2008	1.51%		2018	1.27%
2009	2.36%		2019	1.96%
2010	1.57%		2020	1.63%
2011	1.40%		2021	1.38%
2012	1.01%		2022	1.40%
2013	1.43%		2023	1.82%
2014	1.22%		2024	1.68%

2.2 Change in Property Valuation from Reassessment to 2016 Base Year

Change in property valuations is a separate and distinct topic from assessment growth. For year 2013 taxation, all properties in Ontario were valued using a 2012 base year for market value determination. The 2012 values were phased in over a four-year period beginning in 2013 and ending in 2016. For the years 2017, 2018, 2019, and 2020, taxation was based on phasing in 2016 market values for the four-year period.

Starting in 2021, the Province decided, due to the Covid-19 pandemic situation in Ontario, there would be no reassessment of properties as was previously scheduled for the 2021 property tax year. As reassessment has not yet resumed, all properties in Ontario will continue to be valued based on 2016 market values in 2024.

Schedule “B” attached indicates no change will occur in the taxable phase-in values between 2023 and 2024 based on information provided by the Municipal Property Assessment Corporation (MPAC). Schedule “B” indicates that the increase in total phase-in values of all taxable properties in London from 2023 to 2024 will be 0.00% for all property classes.

2.3 Potential Shifts in Municipal Taxation between Property Classes as a result of the 2024 Phase-in Values

Schedule “C” indicates there will be no shifts in municipal taxation in 2024 between property classes as a result of the 2024 phase-in values if no changes are made to 2024 tax ratios. Schedule “C” reflects the fact that no reassessment phase-in is occurring in the year 2024.

Tax ratios determine how heavily a property class is taxed relative to the residential class. The tax change in the various classes including education taxes will be analysed and reviewed in greater detail later in the year after the 2024 City Budget is approved by Council and all of the regulations related to 2024 tax policy and education tax rates have been finalized by the Province.

3.0 Financial Impact/Considerations

3.1 Assessment Growth Revenue Allocation

In accordance with the Assessment Growth Policy, for budgeting purposes, assessment growth will be fully allocated to growth costs. This means that the increase in revenue will fund the increased demand in the service level which is driven by growth and is not to be used to fund new programs. Assessment growth and its allocation are reported annually. Based on a total weighted assessment growth of 1.68%, incremental property tax revenue in 2024 would be \$12,336,405.

Conclusion

Weighted assessment growth is an important part of municipal taxation as it generates additional incremental revenue. This growth represents new construction in the municipality less adjustments resulting from assessment appeals and property classification changes which is not to be confused with changes in the value of existing properties. Total weighted assessment growth in 2024 is 1.68% (1.82% 2023).

Looking ahead, Civic Administration will be bringing forward a “Tax Policy Report” presenting alternatives for tax ratios for 2024 property taxation and the factors that may impact tax ratio decisions.

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

SCHEDULE "A"

ANALYSIS OF 2024 WEIGHTED ASSESSMENT GROWTH USING 2023 PHASE-IN VALUES

Property Class	Weighted 2023 Assessment Roll (using 2023 Phase-in Values Per MPAC)	Weighted 2024 Assessment Roll (using 2023 Phase-in Values Per MPAC)	% Change	% of Total Assessment Growth
Commercial	\$7,841,264,889	\$7,993,752,887	1.94%	0.27%
Office Building	\$697,480,545	\$677,607,785	-2.85%	-0.04%
Farmland	\$47,738,198	\$49,377,724	3.43%	0.00%
Industrial	\$782,851,817	\$828,280,330	5.80%	0.08%
Large Industrial	\$398,659,081	\$558,874,847	40.19%	0.28%
Multi-residential	\$3,006,713,473	\$3,003,931,063	-0.09%	0.00%
New Multi-residential	\$425,585,300	\$476,798,900	12.03%	0.09%
Pipeline	\$192,423,003	\$194,845,185	1.26%	0.00%
Residential	\$39,815,987,306	\$40,364,036,648	1.38%	0.97%
Shopping Centre	\$3,087,107,906	\$3,091,913,247	0.16%	0.01%
Managed Forest	\$469,925	\$487,275	3.69%	0.00%
	\$56,296,281,443	\$57,239,905,891	1.68%	1.68%
Commercial Including Optional Classes	\$11,625,853,340	\$11,763,273,919	1.18%	0.24%
Farmland	\$47,738,198	\$49,377,724	3.43%	0.00%
Industrial including optional classes	\$1,181,510,898	\$1,387,155,177	17.41%	0.37%
Multi-residential	\$3,006,713,473	\$3,003,931,063	-0.09%	0.00%
New Multi-residential	\$425,585,300	\$476,798,900	12.03%	0.09%
Pipeline	\$192,423,003	\$194,845,185	1.26%	0.00%
Residential	\$39,815,987,306	\$40,364,036,648	1.38%	0.97%
Managed Forest	\$469,925	\$487,275	3.69%	0.00%
0	\$56,296,281,443	\$57,239,905,891	1.68%	1.68%

SCHEDULE "B"
CHANGES IN TAXABLE VALUE OF PROPERTIES FOR 2024 TAXATION

Property Class	Assessments for 2024 Taxation at 2023 Phase-in Values	Assessments for 2024 Taxation at 2024 Phase-in Values	% Change
Commercial	\$4,185,985,480	\$4,185,985,480	0.00%
Office Building	\$354,768,474	\$354,768,474	0.00%
Farmland	\$480,234,627	\$480,234,627	0.00%
Industrial	\$433,804,026	\$433,804,026	0.00%
Large Industrial	\$292,604,632	\$292,604,632	0.00%
Multi-residential	\$1,758,931,864	\$1,758,931,864	0.00%
New Multi-residential	\$476,798,900	\$476,798,900	0.00%
Pipeline	\$113,745,000	\$113,745,000	0.00%
Residential	\$40,365,099,248	\$40,365,099,248	0.00%
Shopping Centre	\$1,618,802,747	\$1,618,802,747	0.00%
Managed Forest	\$1,949,100	\$1,949,100	0.00%
	\$50,082,724,098	\$50,082,724,098	0.00%

Commercial Including Optional Classes	\$6,159,556,701	\$6,159,556,701	0.00%
Farmland	\$480,234,627	\$480,234,627	0.00%
Industrial including optional classes	\$726,408,658	\$726,408,658	0.00%
Multi-residential	\$1,758,931,864	\$1,758,931,864	0.00%
New Multi-residential	\$476,798,900	\$476,798,900	0.00%
Pipeline	\$113,745,000	\$113,745,000	0.00%
Residential	\$40,365,099,248	\$40,365,099,248	0.00%
Managed Forest	\$1,949,100	\$1,949,100	0.00%
	\$50,082,724,098	\$50,082,724,098	0.00%

SCHEDULE "C"

**ESTIMATED SHIFTS IN MUNICIPAL TAXATION BETWEEN PROPERTY CLASSES WITH NO CHANGE IN TAX LEVY OR RATIOS FOR
2024**

Property Class	Allocation of General Levy Using 2023 Phase-in Values	Allocation of General Levy Using 2024 Phase-in Values	% Change
Commercial	\$104,572,804	\$104,572,804	0.00%
Office Building	\$8,864,234	\$8,864,234	0.00%
Farmland	\$645,944	\$645,944	0.00%
Industrial	\$10,835,281	\$10,835,281	0.00%
Large Industrial	\$7,311,011	\$7,311,011	0.00%
Multi-residential	\$39,296,412	\$39,296,412	0.00%
New Multi-residential	\$6,237,321	\$6,237,321	0.00%
Pipeline	\$2,548,898	\$2,548,898	0.00%
Residential	\$528,028,604	\$528,028,604	0.00%
Shopping Centre	\$40,447,357	\$40,447,357	0.00%
Managed Forest	\$6,374	\$6,374	0.00%
	\$748,794,241	\$748,794,241	0.00%
Commercial Including Optional Classes	\$153,884,396	\$153,884,396	0.00%
Farmland	\$645,944	\$645,944	0.00%
Industrial including optional classes	\$18,146,292	\$18,146,292	0.00%
Multi-residential	\$39,296,412	\$39,296,412	0.00%
New Multi-residential	\$6,237,321	\$6,237,321	0.00%
Pipeline	\$2,548,898	\$2,548,898	0.00%
Residential	\$528,028,604	\$528,028,604	0.00%
Managed Forest	\$6,374	\$6,374	0.00%
	\$748,794,241	\$748,794,241	0.00%

From: butler.chris

Sent: Thursday, January 11, 2024 5:39 PM

To: csc <csc@london.ca>

Cc: Trosow, Sam <strosow@london.ca>

Subject: [EXTERNAL] CSC Meeting - Jan 15 - Agenda Item 2.9 - Assessment Growth

City Clerks Team - Please accept this Added Agenda as feedback to be distributed to the full CSC Committee with respect Item 2.9 on Assessment Value Growth which has been submitted annually as both consent & to be received only (no action ever necessary) . I approved this submission .

Chair H McAlister / CSC Council Committee members;

The City of London's Assessment Growth policy is and has been both obsolete , at odds with the procedure and policy followed by many other Ontario communities , is not " concurrent " or synchronized with our main annual budget focus and public meeting cycle and is continuously distributed with the zero council input .

- Many – probably most Ontario communities assign the revenue associated @ new Assessment Growth taxation directly to **discount** any recommended annual tax increases . They do this **concurrently** as part of the main draft budget & the public meeting process knowing that draft budget submissions are " all in " . This makes sense as both the public and Council can weigh in on any reallocation requirements .
- City of London – Assigns / Adds their new Assessment Growth Revenue as an ADDITION TO YOUR ANNUAL Tax Payer funded operating budget AFTER OUR full Council & Public participation meeting process based on an allocation process led by the our Finance team (current policy) .
- This (our London) policy does two (2) things when compared to other communities >> It **doubles** the impact on taxpayer funded budget (discount OPS Budget vs add to OPS Budget) and it rewards only the management teams that can't seem to find that most important leadership initiative to be able to use / lever their human resources & team to absorb reasonable growth in program metrics with their team. This is a private sector – best practices norm !
- Our current policy specifically restricts allocation of new " program " budget costs from ASS Growth . Go figure , this is exactly where we most need the allocation .

What exactly am I asking the CSC Committee for support on TODAY ?? A motion from one (1) brave Council member to (see below)

- That Consent on this portion of agenda be **declined** and the Deputy City Manager – Finance Supports be directed to bring forward those "allocation business cases " that are most certainly already complete NOW as an amendment to the draft 2024 – 28 base budget . This would align the timing and concurrency with the Budget Public MTG January 29th and provide full input opportunity for the Budget Committee.
- That that motion also include a request to the Governance Committee going forward to air out our Assessment Growth Policy in early 2024 with a public input opportunity .

RECO GOING FORWARD >> Its simple – pick a lane !

1. Either do what other communities do (discount new revenue from OPS budget) OR
2. Allocate Assessment Value Growth revenue SPECIFICALLY ONLY TO OPS BUDGET COST PRESSURES that actual increase the City of London's taxation base (new business opportunities not old) . This is exactly what ANY private sector business would do . Example >> Adding 10 or 12 FTE to our Planning Dept for the next 3 years to reduce building permit time and add to tax base.
Example >> shift the deferred taxation of pissed off Londoners to cover off the Waived Development Charges in incentive zones like downtown to ASS Growth revenue . Growth pays for growth ??

THXS - Chris Butler – Waterloo St - Ward 6

Proclamation Request Form

Request for the issuance of proclamations is governed by Council Policy. Requests are recommended **2 months** 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> Girl Guides of Canada
<u>Proclamation Name</u> World Thinking Day
<u>Date of Proclamation Requested</u> Feb 22, 2024
<u>Proclamation Type</u> (day, week or month) Day
Organization's Direct Connection to London (provide specific details) World Thinking Day has been celebrated annually on February 22 and unites Girl Guides around the world for a day of international friendship. It is an opportunity to speak out on issues that affects girls and young women, celebrate the founding of Girl Guides and be connected to the 10 million members in 150 countries who are part of the Guiding movement. There are Girl Guide units all across Canada, including the City of London, who will be spreading awareness and participating in this important day.
<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 campaigns
<u>Requester Name</u> Stephanie Tudor
<u>Requester Address</u> 180 Duncan Mill Rd. North York M3B 1Z6
<u>Requester Phone Number and Email</u> 1 833 433 0996, ext. 1911
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="width: 45%; border-top: 1px solid black; margin-top: 20px;"> Signature </div> <div style="width: 45%; border-top: 1px solid black; margin-top: 20px;"> Dec 5, 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 .

December 12, 2023

Hello,

On behalf of Girl Guides of Canada, Ontario Council, we are requesting to have a proclamation made on February 22, 2024 in honor of World Thinking Day. For over 90 years, World Thinking Day has been celebrated annually on February 22 and unites Girl Guides around the world for a day of international friendship. It is an opportunity to speak out on issues that affects girls and young women, celebrate the founding of Girl Guides and be connected to the 10 million members in 150 countries who are part of the Guiding movement. The theme for this year's World Thinking Day is Our World, Our Thriving Future, focusing on the positive difference Girl Guides can make in the world as they explore the conditions that girls and young women need to thrive in an environmentally conscious world. It marks the end of a three year World Thinking Day theme that previously explored gender equality and peace.

More information on Girl Guides of Canada can be found at <https://www.girlguides.ca>. More information on World Thinking Day, recognized by Girl Guides and Girl Scouts worldwide, can be found here, <https://www.wagggg.org/en/what-we-do/world-thinking-day/>.

Thank you for your consideration,

Stephanie Tudor

Provincial Projects Coordinator – ON

tudors@girlguides.ca

World Thinking Day Proclamation

WHEREAS World Thinking Day has united Girl Guides and Girl Scouts around the world for a day of international friendship over the past 90 years, first celebrated in 1926, and

WHEREAS youth members in the City of London and beyond benefit from the opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides and be connected to the 8.8 million members in 153 countries who are part of the Guiding movement, and

WHEREAS this year, members will focus on the positive difference Girl Guides can make in the world as they explore the conditions that girls and young women need to thrive in an environmentally conscious world through the theme of, 'Our World, Our Thriving Future,'

THEREFORE the City of London does hereby proclaim February 22nd, 2024 "World Thinking Day" in the City of London.

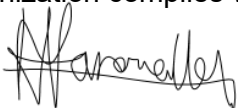
Proclamation Request Form

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<u>Name of Organization</u> Muslim Wellness Network	
<u>Proclamation Name</u> National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia	
<u>Date of Proclamation Requested</u> January 29, 2024	
<u>Proclamation Type</u> (day, week or month) Day	
<p>Organization's Direct Connection to London (provide specific details)</p> <p>Outside of being a community mosque close to the intersection of where the tragedy of Our London Family took place, we are a group of individuals committed to building a trained, productive, intelligent, and innovative network of Muslims with the goal of generating leadership, direction, and vision for the community.</p> <p>Proclaiming January 29th is an important action that the City can take to address the real consequences and trauma that come from Islamophobia. Such a proclamation will continue to remember the victims and the continued fight against Islamophobia and all forms of hate in London and across Canada.</p>	
<p><u>Required Supporting Documents:</u></p> <p><input type="checkbox"/> Detail information on the Organization</p> <p><input type="checkbox"/> Detail information on the Event</p> <p><input type="checkbox"/> Confirmation of authorization from the Organization to submit request</p>	
<p><u>Category</u> (public awareness campaigns, charitable funding campaigns, arts and cultural celebrations)</p> <p>Public Awareness Campaign (Green Square Campaign)</p>	
<p><u>Requester Name</u></p> <p>MWN/Sarah Elgazzar</p>	
<p><u>Requester Address</u></p> <p>London, ON N6H 5L4</p>	
<p><u>Requester Phone Number and Email</u></p>	
<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>	
<p>Sarah Elgazzar <small>Digitally signed by Sarah Elgazzar Date: 2023.12.12 22:48:33 -05'00'</small></p> <hr style="width: 40%; margin-left: 0;"/> <p>Signature</p>	<p>2023-12-12</p> <hr style="width: 40%; margin-left: 0;"/> <p>Date</p>
<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>	

Proclamation Request Form

Request for the issuance of proclamations is governed by Council Policy. Requests are recommended **2 months** 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> WeBridge Community Services
<u>Proclamation Name</u> Black History Month
<u>Date of Proclamation Requested</u> February 2024
<u>Proclamation Type</u> (day, week or month) Month
Organization's Direct Connection to London (provide specific details) WeBridge Community Services is a non-profit organization that seeks to bridge the gap in services for Black persons within London and area. We are dedicated to helping the Black community by providing culturally grounded counseling, education and research services and supports.
<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> Massah Tarawalley
<u>Requester Address</u> Wonderland Road, London, ON N6K 4K4
<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;"> Dec.12. 2024 _____ 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 .

Who We Are

WeBridge Community Services is a non-profit organization that seeks to bridge the gap in services for Black persons within London and area. We are dedicated to helping the black community by providing culturally grounded counseling, education and research services and supports.



Contact Us

London, Ontario

519-281-6651

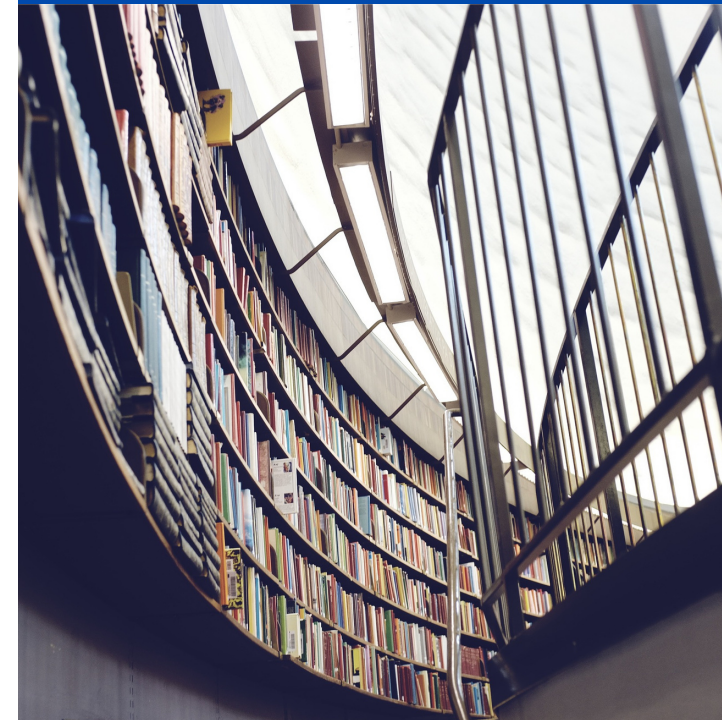
www.webridgecommunityservices.org

info@webridgecommunityservices.org



WEBRIDGE COMMUNITY SERVICES

WeBridge Community Services



"We bridge the gap which exists between where you are now and the goal you intent to reach"
Earl Nightingale



WEBRIDGE COMMUNITY SERVICES

OUR CORE VALUES

Hope & Belonging , Social Justice & Equity,
Inclusion , Communal, Excellence , Dignity
and Trust



OUR MISSION

To connect Black persons to culturally appropriate services and supports that will strengthen and foster community integration, a sense of belonging and overall well being

OUR VISION

A world in which black identifying person are empowered to be themselves and a part of the bigger community.

”

We empower and support our clients to reach their full potentials.

“

PROGRAMS

- Educational programs
- Afrocentric Counselling/Supports
- Research
- Consultancy
- Grant writing 80





London
CANADA

300 Dufferin Avenue
P.O. Box 5035
London, ON
N6A 4L9

January 10, 2024

Dear Colleagues,

As discussed during the December 19, 2023 Council meeting, the issue of procedural fairness regarding the Integrity Commissioner's Recommendation is to be dealt with through a Judicial Review or with the Ombudsman.

Section 3.1 of our Indemnification Policy, states that the Corporation shall indemnify a member of the Council in respect of any administrative action or proceeding by a third party arising out of acts or omissions done or made by such a person in his capacity as a member of the Council.

The recommendation of a formal reprimand by the Integrity Commissioner was an administrative action against me that did not abide by the protocol contained within our Code of Conduct.

Councillors are entitled to procedural fairness and the reasonable expectation that our Code of Conduct will be followed in a way that provides protection and accountability to both the public and to the Councillor who's conduct may be in question.

Therefore, I am seeking indemnification for a Judicial Review and my intention is to retain my own lawyer to represent me in this matter:

John Mascarin
Aird & Berlis LLP
Brookfield Place
181 Bay Street, Suite 1800
Toronto, Canada
M5J 2T9

Sincerely,

Susan Stevenson
Ward 4 City Councillor