

# Agenda Including Addeds

## Community and Protective Services Committee

7th Meeting of the Community and Protective Services Committee

April 7, 2025

1:00 PM

Council Chambers - Please check the City website for additional meeting detail information.

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 D. Ferreira (Chair), H. McAlister, P. Cuddy, J. Pribil, S. Trosow

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## 6. Adjournment

# Accessibility Community Advisory Committee

## Report

1st Meeting of the Accessibility Community Advisory Committee  
March 27, 2025

Attendance                      PRESENT: J. Menard (Chair), N. Judges, S. Mahipaul, P. Moore, B. Quesnel, P. Quesnel and C. Waschkowski and J. Bunn (Committee Clerk)

ALSO PRESENT: Councillor J. Pribil; R. Craven and M. Stone

ABSENT: M. Bruner-Moore, A. Castillo, U. Iqbal, A. McGaw, M. Papadacos and J. Peaire

The meeting was called to order at 3:05 PM; it being noted that S. Mahipaul, B. Quesnel, P. Quesnel and C. Waschkowski were in remote attendance.

### 1. Call to Order

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

#### 1.2 Election of Chair for the term ending March 31, 2025

That J. Menard BE ELECTED as Chair for the term ending March 31, 2025.

### 2. Scheduled Items

#### 2.1 Traffic Management Changes to Dundas Place

That it BE NOTED that the presentation from R. Craven, Manager, Core Area Programs, with respect to Traffic Management Changes to Dundas Place, was received.

### 3. Consent

#### 3.1 6th Report of the Accessibility Community Advisory Committee

That it BE NOTED that the 6th Report of the Accessibility Community Advisory Committee, from the meeting held on November 28, 2024, was received.

#### 3.2 Mayor's New Year's Honour List Process

That it BE NOTED that the Memo, dated February 20, 2025, from E. Hunt, Manager, Legislative Services, with respect to the Mayor's New Year's Honour List Process, was received.

### 4. Sub-Committees and Working Groups

None.

### 5. Items for Direction

None.

**6. Adjournment**

That the meeting BE ADJOURNED.

The meeting adjourned at 3:36 PM.

## Report to Community and Protective Services Committee

**To:** Chair and Members  
**Community and Protective Services Committee**  
**From:** Sandra Datars Bere, City Manager  
**Subject:** London's Designation as a Welcoming Francophone  
Community  
**Date:** April 7, 2025

### Recommendation

That, on the recommendation of the City Manager, the following report regarding London's Designation as a Welcoming Francophone Community **BE RECEIVED** for information.

### Executive Summary

Following a briefing note to Council in August 2024 this report provides an overview of London's designation as a Welcoming Francophone Community and its implications.

London was designated as a Welcoming Francophone Community in August 2024. The newly formed Consultative Community Committee will drive the three-year project, with administrative support from the Réseau en immigration francophone du Centre-Sud-Ouest de l'Ontario (Network for Francophone immigration for South Central West Ontario or RIFSCO) and funding from Immigration, Refugees and Citizenship Canada.

### Linkage to the Corporate Strategic Plan

The Welcoming Francophone Community designation is closely aligned with two priorities of the 2023-2027 Strategic Plan:

a) Reconciliation, Equity, Accessibility, and Inclusion

Expected outcome: Equity-denied groups come to London and choose to stay in the community.

Strategy: Support the community in attracting, integrating and retaining new Londoners through education, celebration, employment and other actions

b) Economic Growth, Culture and Prosperity

Expected outcome: London is a regional centre that proactively attract and retains talent, business and investment

Strategy: Attract and retain a skilled workforce by marketing London as a destination for new investments, education and talent

## 1. Analysis

### 1.0 Background Information

#### 1.1 Context

London has a Francophone population of 1.5 percent (7,975 residents in 2021). Of the immigrant population of 115,600 residents, 2.2 percent are Francophone, and 445 are recent immigrants having arrived between 2016 and 2021. Francophone residents are supported through French language settlement agencies, school boards, post-secondary education, daycare, health and cultural organizations.

In August 2024 the Francophone community in London applied for and received the designation for London as a Welcoming Francophone Community from the Réseau en immigration francophone de Centre-Sud-Ouest de l'Ontario (Network for Francophone immigration for South Central West Ontario or RIFSCO). A letter of support from Civic Administration was provided to support the designation.

Attracting and integrating Francophone immigrants is a priority of the London Newcomer Strategy and the London & Middlesex Local Immigration Partnership. This work also aligns with the forthcoming London Economic Development Strategy.

While immigration levels have decreased overall, they have increased for Francophone economic immigrants in minority communities outside of Quebec, representing an opportunity for London. In January-February 2025 there were 1,181 unique bilingual job postings and 283 employers were competing for bilingual talent, representing 4.2% of all employers who posted during this period (source: London Economic Development Corporation). Bilingual roles are concentrated in stable fields such as healthcare, education, public administration and insurance.

## **2.0 Discussion and Considerations**

### **2.1 Purpose**

The purpose of this information report is to inform Council of London's designation as a Welcoming Francophone Community.

### **2.2 Background**

The Welcoming Francophone Community initiative began in 2018 with the designation of 14 communities across the country, with the objective of supporting the reception and settlement of French-speaking newcomers into these communities. The Welcoming Francophone Communities have been selected based on their potential to welcome and successfully integrate French-speaking newcomers. Through the Welcoming Francophone Communities Initiative, each community will receive annual funding for proposed activities to support the initiative.

The Francophone Local Immigration Committee, of which the City was a member, led the submission of the application for a Welcoming Francophone Community (WFC) designation. The City provided a letter of support to the application. (The FLIC has since dissolved and has been replaced by a Consultative Community Committee created to implement the initiative). In August 2024, Immigration, Refugees and Citizenship Canada (IRCC) announced ten additional communities were selected, among them three in Ontario, including Cornwall, Cochrane District and London for a four fiscal year period. 31, 2028.

### **2.3 Overview of the Project**

Since the announcement, several activities have occurred including:

- Formation and development of terms of reference of a Consultative Community Committee with 7 members (from social, educational and economic sectors, City of London and one newcomer) to guide the project over the next four years
- An environmental scan of the local French immigrant community and its needs
- Determination of priorities for London
- The creation and submission of community plan of activities with budget, accepted by IRCC in February 2025.

Immigration, Refugees and Citizenship Canada will provide \$1.2 million over four fiscal years from January 2025 to March 2028. RIFSCO will act as administrator of the funds.

The community plan, attached as “Appendix“ has designated three key priorities: 1) Economic Development, Entrepreneurship and Employment; 2) Civic Engagement and Participation; and 3) Equitable Access to Reception and Settlement Services. Among the planned activities are English language training around the workplan, mentorship programs, networking and for entrepreneurs, visits to political institutions including City Hall; a community fair for French ethnocultural organizations; promoting an awareness campaign around the initiative and enhancing the availability and information of settlement services offered in French.

The City of London has membership on the Consultative Community Committee by staff that has knowledge of immigration and who can participate in meetings in French staff. The WFC designation aligns London Newcomer Strategy to attract and retain Francophones and with the plans of the London & Middlesex Local Immigration Partnership to integrate newcomers and the French community is well integrated into these plans. The Newcomer Strategy’s Google Ads campaign to secondary immigrants in competitor Ontario cities (Hamilton, Mississauga, Sudbury, Toronto, Waterloo and Windsor) will include ads in French. Both plans can assist in promoting the initiative, identify partners for the launching of activities, and supporting visits to City Hall. Civic Administration will liaise closely with the Director of Strategy, Innovation and Economic Development who is leading the creation of a new London Economic Development Strategy and the London Regional Employment Services which works with a French-speaking employment service provider.

## **2.4 Next Steps**

RIFSCO has issued a funding call for small grants in the areas of conversation circles, mentorship and planning open house meetings to political institutions and other programs that will start in April 2025. The Welcoming Francophone Community will also develop a website and community-level logo.

## **3.0 Financial Impact/Considerations**

### **3.1 Funding**

The Welcoming Francophone Community initiative is funded by Immigration, Refugees and Citizenship Canada through the Réseau en immigration francophone du Centre-Sud-Ouest de l’Ontario. There is no financial impact on the Corporation.

## **Conclusion**

The designation of London as a Welcoming Francophone Community complements the work of various City strategies and plans and represents an opportunity to attract, integrate and support Francophone immigrants into our community.

|                        |  |
|------------------------|--|
| <b>Prepared by:</b>    | Jill Tansley, Manager, Strategic Programs and Partnerships       |
| <b>Submitted by:</b>   | Sanjay Govindaraj, Director, Anti-Racism and Anti-<br>Oppression |
| <b>Recommended by:</b> | Sandra Datars Bere, City Manager                                 |

## Community Plan 2024-2028

### Welcoming Francophone Community (WFC) of London

*Report presented on November 22, 2024 by the  
WFC London Community Advisory Board*

Financé par :



Immigration, Réfugiés  
et Citoyenneté Canada

Funded by:

Immigration, Refugees  
and Citizenship Canada

## 1. ECONOMIC DEVELOPMENT, ENTREPRENEURSHIP AND EMPLOYMENT

The London community and local employers recognize, value and capitalize on the expertise that French-speaking newcomers bring to increase the economic vitality of the region.

### IDENTIFIED NEEDS

1. Many newcomers have an insufficient level of knowledge of English language to enable them to fully integrate into the labour market.
2. Newcomers lack knowledge about the resources available to help them enter the labour market or pursue entrepreneurial projects.
3. Newcomers lack opportunities to find employment that corresponds to their level of knowledge, experience and expertise and employers lack knowledge of the Francophone candidate pool.
4. Newcomers do not have the financial means to pay for training or participate in unpaid initiatives that contribute to their professional development.

### OBJECTIVES

1. Francophone newcomers have a sufficient level of English language proficiency to enable them to integrate into the local labour market.
2. Francophone newcomers have a high level of knowledge and use of available employment and entrepreneurship resources.
3. Francophone newcomers are able to align their knowledge, skills and expertise acquired abroad with the needs of the local labour market, with the support of employers.
4. Newcomers wishing to pursue professional development programs have access to financial support to compensate for the loss of employment income due to their absence from work and to pay for training or participation in unpaid initiatives.

### IMMEDIATE RESULTS

1. Francophone newcomers have acquired the skills to succeed in a local job that meets their economic needs, including English as a working language
2. Newcomers have access to reliable information in both official languages and, if necessary, in the other main languages of newcomers, on the supports and services available for immigrant employment and entrepreneurship and they develop their knowledge.

### INTERIM RESULTS

1. Increase in the employment rate of working-age immigrants.
2. Decrease in the rate and duration of unemployment of working-age immigrants.
3. Decrease in the rate of underemployment (people who are overqualified for the work they do and people in lower-skilled jobs).

#### YEAR 1 - 2024-2025 (JANUARY TO MARCH)

##### ACTIVITIES:

##### 1. Acquisition of English language skills as a working language

1.1 Develop programming frameworks and identify conditions for the success of various initiatives to improve English as a second language and working language skills, including English fluency and pronunciation and frequency of sessions

**Partners:** CCFL, Collège Boréal, RIFCSO

#### YEAR 2 - 2025-2026

##### ACTIVITIES:

##### 1. Acquisition of English language as working language

1.1 Organize **conversation circles in English** related to the labour market at the rate of one session per month for 3 quarters, aiming at an average of 10 participants per session

**Partners:** CCFL, Public Library, Collège Boréal, Western University (experiential learning), CSC Providence, CS Viamonde

1.2 Develop and deliver, in English, the pilot project of a series of short sessions on a monthly cycle, ten months per year, targeting an average of 5 participants registered per cycle

**Partners:** Collège Boréal

## 2. Access to the local labour market and entrepreneurship

2.1 At least once a year, join job fairs in English or organize a bilingual **job fair** to develop relationships with local employers, engage the participation of 10 newcomers

**Partners:** CCFL, Collège Boréal, SÉO, RIFCSO, CSC Providence, CS Viamonde

2.2 Develop a language and professional **mentoring program** that combines professional networking and language skills improvement

**Partners:** Collège Boréal, CCFL, Ethnocultural Associations, CSC Providence, CS Viamonde

2.3 At least once a quarter, organize an **information session on entrepreneurship**, including the SEO Virtual Business Incubator and Entrepreneurship Mentoring Service, with an average of 5 participants per session

**Partners:** SÉO, CCFL, Collège Boréal, Ethnocultural Associations, ÉlanF, CSC Providence, CS Viamonde

2.4 Organize **networking evenings** between entrepreneurs, one evening per quarter, allowing participants to create professional connections, exchange ideas and develop collaborations.

**Partners:** SÉO, RIFCSO, CCFL, Collège Boréal, Ethnocultural Associations, ÉlanF, CSC Providence, CS Viamonde

|   |   |
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|   |   |
| <p style="text-align: center;"><b>YEAR 3 - 2026-2027</b></p> <p><b>ACTIVITIES:</b></p> <p><b>1. Continue and evaluate Year 2 initiatives</b></p> <ul style="list-style-type: none"> <li>1.1 Acquisition of English language skills <ul style="list-style-type: none"> <li>1.1.1 Conversation circles in English</li> <li>1.1.2 Pilot Project-Skills for Success</li> <li>1.1.3 Language and Professional Mentoring</li> </ul> </li> <li>1.2 Access to the local labour market and entrepreneurship <ul style="list-style-type: none"> <li>1.2.1 Bilingual job fairs</li> <li>1.2.2 information Sessions-SÉO Programs</li> <li>1.2.3 Entrepreneur Networking Evenings</li> </ul> </li> </ul> | <p style="text-align: center;"><b>YEAR 4 - 2027-2028</b></p> <p><b>ACTIVITIES:</b></p> <p><b>1. Continue Year 3 initiatives and evaluate them</b></p> <ul style="list-style-type: none"> <li>1.1 Acquisition of English language skills <ul style="list-style-type: none"> <li>1.1.1. Conversation circles in English</li> <li>1.1.2 Pilot Project - Skills for Success</li> <li>1.1.3 Language and Professional Mentoring</li> </ul> </li> <li>1.2 Access to the local labour market and entrepreneurship <ul style="list-style-type: none"> <li>1.2.1 Bilingual job fairs</li> <li>1.2.2 Information Sessions - SEO Programs</li> <li>1.2.3 Entrepreneur Networking Evenings</li> </ul> </li> </ul> |

## 2. CIVIC ENGAGEMENT AND PARTICIPATION

French-speaking newcomers to London participate in the various community, civic and political activities of the community.

### IDENTIFIED NEEDS

1. Newcomers lack knowledge and information about Canadian political structures.
2. Francophone ethnocultural communities lack representation within the London community as a whole.
3. Francophone ethnocultural communities lack the resources to carry out community activities.
4. Newcomers teenagers and young adult lack appropriate opportunities for participation.

### OBJECTIVES

1. Francophone newcomers, particularly youth, have the knowledge to engage and participate in community, civic and political activities in the London area.
2. Newcomers from francophone ethnocultural communities have better representation and increased visibility within the Francophone and London community.

### IMMEDIATE RESULTS

1. Increased availability of reliable information in French on the representation of ethnocultural communities and newcomers in London's community, civic and political consultative or decision-making bodies.
2. Increased level of knowledge of London's ethnocultural organizations regarding services/programs, sources of public funding and opportunities for public visibility and how to access them.

### INTERMEDIATE RESULTS

1. Increased participation of francophone newcomers in ethnocultural communities and organizations in London.
2. Increased social ties between recent immigrants, established immigrants and the host community.
3. Increased participation in community activities, clubs and recreation and social service organizations.
4. Increase the proportion of francophone newcomers in management positions and on the boards of community and civic organizations.

## YEAR 1 - 2024-2025 (JANUARY TO MARCH)

### ACTIVITIES:

#### 1. Take an overview of civic participation bodies

Mapping civic bodies where newcomers can participate and developing an action plan (workshops, local/regional/provincial visits, participation in meetings...) allowing for experiential learning of community, civic and political participation and representation according to the targeted population segments

**Partners:** CCFL, Collège Boréal, City of London, CSC Providence, CS Viamonde

#### 2. Prepare the launch of the project to support community initiatives (associations and community groups)

2.1 Develop the terms and conditions of a WFC London Community Initiatives Fund: guidelines, budget, formation of the selection committee, ...

**Partners:** CAB members

## YEAR 2 - 2025-2026

### ACTIVITIES:

#### 1. Raise awareness of opportunities for civic participation among newcomers

1.1 Offer four **workshops** per year on civic and political systems and participatory processes for 10-15 newcomers per workshop, targeting specific population segments (teenagers and young adults, women, etc.)

**Partners:** CCFL, Collège Boréal, City of London, CSC Providence, CS Viamonde

1.2 Organize four open house visits per year to political institutions and schedule meetings with elected officials at different levels of government (proximity: City Hall, school board meetings; travel: Legislative Assembly, Parliament).

**Partners:** CCFL, Collège Boréal, City of London, CSC Providence, CS Viamonde, RIFCSO

#### 2. Launch calls for proposals from the Community Initiatives Fund and fund selected projects

2.1 Open the call for proposals and project selection process and supervise the launch of three to five funded projects

**Partners:** CAB members and funding recipients

| YEAR 3 - 2026-2027   | YEAR 4 - 2027-2028   |
|--|--|
| <p><b>ACTIVITIES:</b></p> <p><b>1. Continue and evaluate Year 2 initiatives</b></p> <p>1.1 Raise awareness of participation opportunities among newcomers (workshops and visits)</p> <p>1.2 Community Initiatives Fund calls for proposals and fund selected projects (three to five projects)</p> <p><b>2. Raise the visibility of Francophone ethnocultural communities</b></p> <p>2.1 Organize an annual fair bringing together about ten Francophone associations and ethnocultural organizations.</p> <p><b>Partners:</b> CAB members, CCFL, RIFCO and ethnocultural associations</p> | <p><b>ACTIVITIES:</b></p> <p><b>1. Continue Year 3 initiatives and evaluate them</b></p> <p>1.1 Raise awareness of participation opportunities among newcomers (workshops and visits)</p> <p>1.2 Community Initiatives Fund calls for proposals and fund selected projects (three to five projects)</p> <p>1.3 Raise the visibility of francophone ethnocultural communities (associations' annual fair)</p> |

### 3. EQUITABLE ACCESS TO RECEPTION AND SETTLEMENT SERVICES

Francophone newcomers to London have access to services and resources in French and related to London's francophone community to enable them to integrate successfully

#### IDENTIFIED NEEDS

1. Some francophone newcomers lack knowledge and information about reception and settlement services available in the community.
2. Francophone newcomers do not have equitable access to personal services in a holistic, client-centred manner.

#### OBJECTIVES

1. Francophone newcomers are more familiar with the reception and settlement services offered in the community.
2. Francophone newcomers have equitable access to personal services.

#### IMMEDIATE RESULTS

1. Better knowledge of reception and settlement services offered in French.
2. Better availability of information in French on personal care services.
3. Better knowledge of access to services delivered in English through the services of navigators, qualified interpreters and translation.
4. A greater level of awareness and understanding among personal care providers of the needs of francophone immigrants.

#### INTERMEDIATE RESULTS

1. Increased access to public and community personal care services for newcomers.
2. Raising awareness among personal care providers of unmet needs among french-speaking newcomers

## YEAR 1 - 2024-2025 (JANUARY TO MARCH)

### ACTIVITIES:

#### 1. Promote the WFC London project

1.1 Develop a **promotion and awareness plan** for the WFC London initiative, targeting both CAB members, English-speaking partners and community associations and local government authorities.

**Partners:** RIFCSO; Members of the CAB

#### 2. Draft a strategy to address the issue of access to personal services

2.1 Draft the strategic axes and the positioning of the file of **access to personal services in French**, particularly for newcomers, and start the review of research and analysis according to these axes

**Partners:** CAB Members, Entité 1, CCFL

## YEAR 2 - 2025-2026

### ACTIVITIES:

#### 1. Promote the WFC London project

1.1 Deploy the WFC London promotion and information plan

**Partners:** RIFCSO, CAB members, other stakeholders

1.2 Organize activities to celebrate Francophone Immigration Week

**Partners:** RIFCSO, CAB members, other stakeholders

1.3 Enhance the City of London portal-Living in French and establish links to employment resources and services available in French

**Partners:** CAB Members, RIFCSO, City of London

#### 2. Support and collaborate with the London & Middlesex Local Immigration Partnership

2.1 Support and collaborate with the LMLIP on events throughout the year such as the Newcomer Day, campaigns of inclusion etc.; mobilize partners to participate in events; promote and distribute information on events of the LMLIP in French on social media of the CAB.

Partners: Members of CAB. RIFSCO, LMLIP

#### 3. Establish a working group and action plan on access to personal services

3.1 Participate in information sessions and events organized by Connexions francophones, Destination Canada (virtually only), webinars of the Fédération des communautés francophones et acadienne (FCFA) du Canada, le Salon Afrique-Canada Immigration et Investissement (SACII) as well as events organized by other provinces (E.g. Immigration Show in Montreal).

**Partners:** Members of CAB , London Health Unit, service provider groups, external expertise (e.g. Centre de santé Communautaire de Hamilton-Niagara, Centre francophone de Toronto, Western University (students research projects)

**4. Coffee meetings of the Welcoming Francophone Communities in Southwest Ontario**

4.1 Organize an annual meeting to share information among the members of the CAB of London and the CAB of Hamilton.

Partners: Members of CAB of London and Hamilton

| <p style="text-align: center;"><b>YEAR 3 - 2026-2027</b></p>   | <p style="text-align: center;"><b>YEAR 4 - 2027-2028</b></p>  |
|--|---|
| <p><b>ACTIVITIES:</b></p> <p><b>1. Continue the promotional activities of year 2</b></p> <p>1.1 Continue WFC London 's promotion and information plan<br/>           1.2 Organize activities to celebrate Francophone Immigration Week<br/>           1.3 Evaluate the City of London portal-Living in French and implement the solution chosen by the CAB<br/>           1.4 Support and collaborate with the LMLIP<br/>           1.5 Lead promotional and recruitment activities (in Canada and abroad)</p> | <p><b>ACTIVITIES:</b></p> <p><b>1. Continue and evaluate Year 3 promotional activities</b></p> <p>1.1 Continue WFC London's promotion and information plan<br/> <b>2. Organize activities to celebrate Francophone Immigration Week</b><br/>           1.3 WFC London Portal/City of London<br/>           1.4 Support and collaborate with the LMLIP<br/>           1.5 Lead promotional and recruitment activities (in Canada and abroad)</p> |

## Report to Community & Protective Services Committee

**To:** Chair and Members  
**Community & Protective Services Committee**

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

**Subject:** Approval of Single Source-SS-2025-093 Contract Extension  
**Equipment Rental with Operators – W12A Landfill**

**Date:** April 7, 2025

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment & Infrastructure, the following actions **BE TAKEN**:

- a) A single source-SS-2025-093 extension of the contract summarized in Contract Record C20-072 with J.B.L. Construction for a period of one (1) year in accordance with Section 14.4(d) and (e) of the Procurement of Goods and Services Policy as outlined below, **BE APPROVED**:
  - i. The existing Terms, Conditions and Specifications as outlined in Contract Record C20-072 will be in place through the one (1) year extension period commencing on August 1, 2025; and
  - ii. The contract extension will include a one-time payment not to exceed \$200,000 to cover the cost to procure and install refurbished waste compactor wheels and crawler dozer tracks with undercarriage to ensure these pieces of equipment will continue to operate as specified for the duration of the contract extension period.
- b) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with these recommendations;
- c) the approval given, herein, **BE CONDITIONAL** upon the Corporation entering into a formal contract, contract record and/or purchase order, whichever is determined appropriate; and
- d) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

## Executive Summary

Most of the equipment including equipment operators required to conduct landfill operations at the City of London W12A Landfill (W12A) is supplied through a contracted service. The types of equipment used include Waste Compactors, Crawler Dozers, Tracked Excavators and Rock Trucks. The types and quantities of equipment required is a function of the amount of waste being received for disposal and landfill operational requirements that are outlined in the Environmental Compliance Approvals (ECAs) for W12A.

JBL Construction (JBL), a Canadian company, is the current contractor. The existing contract with JBL expires July 31, 2025. The contract started on August 1, 2020. JBL has provided equipment rental with operator services at W12A since 2008 by award of several tendered contracts. Over the period JBL has provided this service there have been no contract performance issues and JBL has provided excellent service.

In April of 2024 the Environmental Assessment (EA) for the expansion of W12A was approved. Approval of the EA allows for additional waste disposal capacity at W12A. The additional capacity cannot be constructed and used until the existing ECAs are amended to include the terms and conditions of the approved EA, current landfill design and operations

criteria and any other terms and conditions that the Ministry of the Environment, Conservation and Parks (MECP) review staff believe are relevant to the specific design and operation of the expanded W12A. City staff have submitted the applications to amend the existing ECAs to the MECP for approval. The amended ECAs are not likely to be issued until near the end of 2025.

This report recommends a single source contract extension with JBL construction for a term of one (1) year under the existing terms and conditions and a one-time payment not to exceed \$200,000 to cover the cost of purchasing refurbished equipment components to ensure existing equipment will perform as specified during the term of the extension.

Proceeding with the one (1) year single source contract extension ensures that the terms and conditions of the amended ECAs related to landfill operations and subsequently the types and number of equipment required to comply with the terms and conditions can be included in future procurement for this service. It also avoids the potential for contract amendment approvals and associated unknown costs if a procurement was to proceed prior to the amended ECAs being issued.

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

Municipal Council continues to recognize the importance of waste management and the need for a more sustainable and resilient city in the 2023-2027 Strategic Plan for the City of London. Specifically, London's efforts in waste management address the following Areas of Focus; Climate Action and Sustainable Growth and Well-Run City.

## **Analysis**

### **1.0 Background Information**

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

Relevant reports that can be found at [www.london.ca](http://www.london.ca) under Council meetings include:

- Environmental Assessment Study Report (EASR) – Environmental Assessment of the Proposed W12A Landfill Expansion (January 11, 2022, meeting of the Civic Works Committee (CWC), Item #3.1)

#### **1.2 W12A Operations Equipment Requirements**

The operation of W12A involves many pieces of equipment and equipment operators. The types and quantities of equipment required are a function of the amount of waste being received for disposal and the terms and conditions of the ECAs for W12A. The types of equipment that have historically been required include Waste Compactors, Crawler Dozers, Tracked Excavators and Rock Trucks. The equipment is required to receive, place, bury and compact waste as well as install daily, interim and final cover in accordance with the ECAs for W12A. The equipment and operators are also required to complete site maintenance activities such as construct/maintain site and hauling access roads, erosion control and stormwater pond maintenance, also in accordance with the ECAs for W12A. Historically most of the large, heavy equipment and equipment operators required for these operations has been provided by a private sector contracted service.

JBL Construction (JBL), a Canadian company, is the current equipment rental with operator's service provider. The existing contract with JBL expires July 31, 2025. JBL has provided equipment rental with operator services at W12A since 2008 by award of several tendered contracts. The current contract started on August 1, 2020.

JBL has also won several tenders for capital work at W12A such as landfill gas collection system expansions and waste disposal cell construction. JBL was the successful bidder for the most recent landfill gas collection system expansion tender that was released and awarded in 2024.

JBL is very familiar with the equipment and operational requirements of W12A to ensure customer service standards and compliance with the site ECAs are maintained. Over the period JBL has provided service at W12A there have been no contract performance issues and JBL has provided excellent service.

### **1.3 Environmental Assessment (EA) Approval for the Expansion of W12A Landfill and Environmental Compliance Approval (ECA) Amendments**

In April of 2024 the Minister of Environment Conservation and Parks approved the EA for the expansion of W12A. Approval of the EA allows for additional waste disposal capacity at W12A. The additional capacity cannot be constructed and used until the existing ECAs are amended to include the terms and conditions of the approved EA, current landfill design and operations criteria and any other terms and conditions that MECP review staff believe are relevant to the specific design and operation of the expanded W12A. City staff have submitted the applications to amend the existing ECAs to the MECP for approval. The amended ECAs are not likely to be issued until near the end of 2025.

Once issued, the amended ECAs for the new waste disposal capacity may contain new or amended terms and conditions that may impact either or both the type and quantity of equipment required for operations at W12A. Until the terms and conditions of the amended ECAs are finalized the scope of work for a new procurement for equipment rental with operators at W12A cannot be finalized.

## **2.0 Procurement Process**

### **2.1 Single Source**

Single Source Contract Extension for JBL Construction for Equipment Rental with Operators W12A Landfill procurement (SS-2025-093) is in alignment with the following sections of the Procurement of Goods and Services Policy:

- 14.4 d) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract renewal);
- 14.4 e) The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience.

### **2.2 Justification**

This report recommends proceeding with a one (1) year single source extension of the existing contract (C20-072) for equipment rental with operators with JBL for the reasons outlined below:

- The existing contract C20-072, does not contain any option years for extension;
- JBL is the existing service provider and has agreed to a one (1) year single source extension in accordance with the existing contract terms and conditions of C20-072;
- JBL is very familiar with the existing operational requirements of W12A and has provided excellent service during all the work they have completed at W12A over the years;
- Proceeding with the one (1) year single source extension will allow for the requirements of the amended ECAs once issued to be factored into a new procurement for this service;
- Proceeding with the one (1) year single source extension avoids the potential for contract amendments and unknown costs if a procurement were to be initiated prior to the amended ECAs being issued; and
- It is in the best interest of the City to ensure the scope of the procurement for this service is accurate, as it is expected that the next procurement for these services will see costs increase significantly since that last time it was awarded.

## 2.2 One-Time Payment for Refurbished Equipment Components

This report recommends proceeding with a one-time payment not to exceed \$200,000 to JBL to procure and install refurbished equipment components. The required equipment components are refurbished waste compactor wheels (Figure 1) and refurbished crawler dozer tracks and undercarriage (Figure 2).

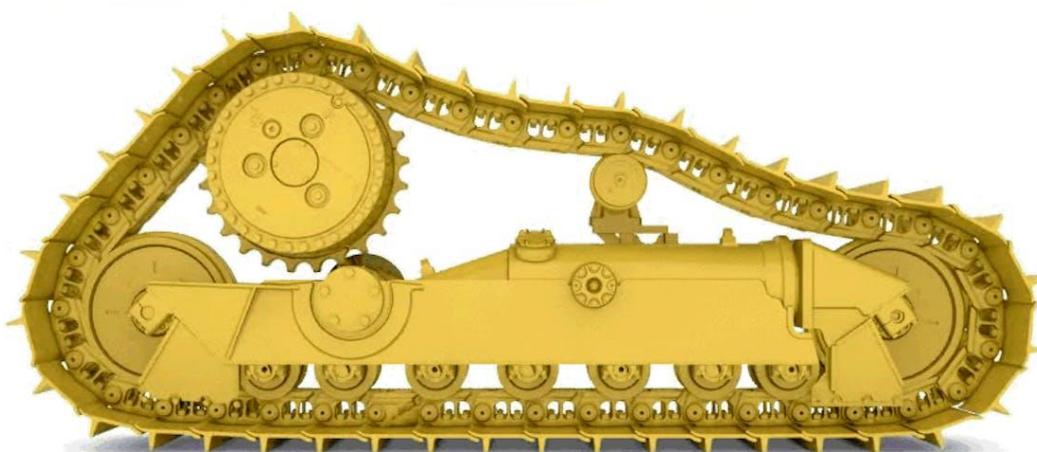
**Figure 1: Example of Waste Compactor Wheels**



Source: <https://www.compactorwheelsolutions.com/rebuilt/>

A Waste Compactor is an essential piece of equipment in landfill operations. It is the primary piece of equipment involved in waste receipt, placement and compaction at the active waste tipping location of W12A and landfills in general. The wheels on waste compactors are designed to shred and compact waste in place as the Waste Compactor drives over recently placed waste. Over time, the teeth on the wheels wear and become less effective at shredding and compacting waste. Efficient and economic use of waste disposal capacity is directly related to achieving desired waste compaction results. To ensure the required compaction results are maintained over the term of the extension, refurbished Waste Compactor wheels are required.

**Figure 2: Example of Crawler Dozer Tracks and Undercarriage**



Source: <https://www.constructionequipment.com/earthmoving/crawler-dozers/article/10754818/how-to-extend-undercarriage-life>

Crawler dozers are used to move and place soils as part of landfill operations. Soils are used to install daily, interim and final cover. They are also used in erosion control maintenance and construction of waste and equipment movement onsite haul roads. Crawler dozer tracks and undercarriage have many moving parts that require routine maintenance.

In addition, the tracks and undercarriage experience significant wear over time due to the general activities involved as part of landfill operations. This wear increases part maintenance and equipment downtime. Minimizing crawler dozer downtime is important in conducting landfill operations efficiently and in accordance with the ECAs for W12A. To ensure crawler dozer downtime is minimized, a refurbished set of crawler dozer tracks and undercarriage is required.

### **3.0 Financial Impact/Considerations**

The equipment rental with operators contract is set-up as an hourly rate for use of each piece of equipment contract. Annual contract costs can vary from year to year depending on the amount of waste received for disposal and site maintenance activities. The 2024 value of this contract was approximately \$4,000,000.

The budget for the (1) year single source extension and the one-time payment not to exceed \$200,000 for the purchase and installation of refurbished equipment components can be accommodated within the adopted 2024-2027 Multi-Year Budget.

## **Conclusion**

This report recommends proceeding with a one (1) year single source contract extension with JBL for equipment rental with operators, including a one-time payment not to exceed \$200,000 for refurbished equipment components. Proceeding with the one-year extension is in the best interest of the City as it will allow for a future procurement for this service to be inclusive of the requirements to conduct landfill operations in accordance with the amended ECAs for W12A once issued. The costs for the extension including the one-time payment can be accommodated within the 2024-2027 Multi-Year Budget.

**Prepared by:**                    **John Whitworth**  
**Manager, Waste Facilities, Waste Management**

**Mike Losee, B.Sc.**  
**Division Manager, Waste Management**

**Prepared and Submitted by:**            **Jay Stanford, M.A., M.P.A.**  
**Director, Climate Change, Environment & Waste Management**

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

c:        Ian Collins, Director, Financial Services  
          Vakul Arora, Senior Manager, Procurement and Supply

## Report to Community & Protective Services Committee

**To:** Chair and Members  
Community & Protective Services Committee

**From:** Kelly J. Scherr  
Deputy City Manager, Environment and Infrastructure  
Cheryl Smith  
Deputy City Manager, Neighbourhood and Community-Wide Services

**Subject:** Request for Proposal 2025-389 – Consulting Services for the Parks and Recreation Master Plan Update

**Date:** April 7, 2025

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment and Infrastructure and the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken with respect to the Request for Proposals 2025-389 Consulting Services for the Parks and Recreation Master Plan Update:

- (a) The bid submitted by Monteith Brown Planning Consultants, 302-219 Oxford Street West, London, Ontario N6H 1S5 for Consulting Services in accordance with RFP2025-389, at its bid price of \$251,986.00 excluding HST **BE ACCEPTED**; it being noted that the bid submitted by Monteith Brown Planning Consultants meets the City's specifications and requirements in all areas;
- (b) The financing for this project **BE APPROVED** as set out in the Source of Financing Report attached as Appendix "A";
- (c) The Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this project; and,
- (d) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

## Executive Summary

The City completed a competitive Request for Proposal (RFP) process in accordance with Section 12 of the Procurement of Goods and Services Policy, seeking proposals for Consulting Services for the Parks and Recreation Master Plan Update. Proposals were received from two (2) proponents and evaluated based on the four primary criteria included in the RFP. Proposals were evaluated separately by staff in Recreation and Sport, Parks and Forestry, Procurement and Supply Operations, and Strategic Communications. The proposal submitted by Monteith Brown Planning Consultants is within budget and meets all City requirements.

## Linkage to the Corporate Strategic Plan

The Parks and Recreation Master Plan is aligned with the Strategic Areas of Focus and the following outcomes in the City of London's 2023-2027 Strategic Plan:

- Reconciliation, Equity, Accessibility and Inclusion
- Economic Growth, Culture, and Prosperity
- Mobility and Transportation
- Wellbeing and Safety
- Climate Action and Sustainable Growth
- Safe London for Women, Girls, and Gender-Diverse and Trans People
- Well-Run City

Outcomes:

- The City of London is a leader in becoming an equitable and inclusive community.
- A well-planned and growing community.
- London has safe, vibrant, and healthy neighbourhoods and communities.
- London is an affordable and supportive community for individuals and families.
- The City of London demonstrates leadership by taking meaningful actions to address and eliminate all forms of violence against women and girls, gender-based violence, and sexual violence.
- London is a destination of choice.
- Londoners of all identities, abilities and means can move throughout the city safely and efficiently.
- London has a strong and healthy environment.
- London is one of the greenest and most resilient cities in Canada in alignment with the Council-declared climate emergency and the Climate Emergency Action Plan.
- London's infrastructure and systems are built, maintained, and operated to meet the long-term needs of the community.
- Londoners experience good stewardship, exceptional and valued service.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- [Community and Protective Services Committee \(CPSC\) - Parks and Recreation Master Plan Update \(November 11, 2024\)](#)

#### 1.2 Parks and Recreation Master Plan Update

On November 26, 2024, Council resolved the following:

*That, on the recommendation of the Deputy City Manager, Environment and Infrastructure and the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken with respect to the Parks and Recreation Master Plan update:*

*a) the following report **BE RECEIVED** for information and the project milestones and timelines identified in Section 2.4 **BE ENDORSED**;*

*b) the following matters **BE ENDORSED** for review with the update:*

- I. projected city-wide population growth and the geographic distribution of future users of park and recreation services;*
- II. a forecast of parkland needs;*
- III. park types, definitions and servicing areas;*
- IV. equity and inclusion strategies and opportunities;*
- V. strategies and standards to provide mitigation and adaptation to Climate Change;*
- VI. municipal park infrastructure provision best practices (demographics, trends, types of amenities, etc.);*
- VII. quality and quantity standards for parkland and park amenities;*
- VIII. quality and quantity standards for pathways, park system linkages and open space lands;*
- IX. the confirmation of provision targets and service standards for pickleball, cricket, community gardens, dog parks, community gathering spaces, public washrooms, and the provision of potable water;*
- X. infrastructure requirements for parks located near intensified growth areas;*
- XI. opportunities for service provision partnerships, including school boards and businesses;*
- XII. identification of policies, strategies and action plans to guide Master Plan implementation; and,*

- XIII. *a 15-year forecast of park infrastructure needs to inform updates to the capital budget and growth needs for the 2027 Development Charges Background Study.*

*It being noted that operational service delivery standards and detailed lifecycle renewal needs are outside of the scope of the Parks and Recreation Master Plan.*

The consultant retained for this project will work with staff to prepare an update to the Parks and Recreation Master Plan, informed by public feedback. This update is needed now, to align future servicing needs with City Council's approved population growth projections and consistent with the regular 5-year update cycle previously adopted. This information will support the 2028 Development Charges Background Study which informs the funding of growth-related capital infrastructure.

### **1.3 Request for Proposal RFP 2025-389**

In accordance with Section 12 of the Procurement of Goods and Services Policy, a Request for Proposal (RFP) was prepared and advertised via Bids and Tenders. This RFP was seeking professional Consulting Services for the Parks and Recreation Master Plan Update. Each proposal was evaluated separately. The RFP was published on January 23, 2025, and subsequently closed on February 27, 2025. Two (2) proposals were received.

## **2.0 Discussion and Considerations**

### **2.1 RFP Evaluation Process**

The following submissions were received for RFP-2025-389:

- Monteith Brown Planning Consultants
- Arcadis Professional Services (Canada) Inc.

The submissions were reviewed by staff from Recreation and Sport, Parks and Forestry, Strategic Communications and Procurement and Supply Operations to ensure compliance with the City's Procurement of Goods and Services Policy.

Both technical proposals were evaluated via a weighted scoring system by the review team based on the following four criteria. Each criterion had a specific weighting and was rated on a scale from 0 to 5. To determine a proponent's technical score, all evaluators' scores were averaged for each criterion.

- Category 1: Qualifications and Experience
- Category 2: Project Understanding and Approach
- Category 3: Proposed Work Plan
- Category 4: Scheduling

Technical proposal submissions with a score of 49 points or greater move on to have the cost proposal criteria evaluated and factored into the total proposal evaluation. The technical proposal submitted by Monteith Brown Planning Consultants ranked above the minimum score and the cost proposal was factored in. This submission scored the highest based on this scoring system and offered the best overall value to the City.

The evaluation team noted that Monteith Brown Planning Consultants offers a wealth of strategic planning experience and expertise that aligns with the City's needs in terms of recreation planning, municipal parks, communications and municipal finance. Their knowledge of the local context also adds value.

## 2.2 Project Timeline

The project timeline and milestones are identified below in Table 1.

**Table 1: Parks and Recreation Master Plan Update – Timeline and Milestones**

| Item  | Timeline          | Milestone   |
|---|-------------------|---|
| Background research and information gathering         | Q1 2025 – Q2 2025 | Updated inventories, growth allocations, best practice scans and identification of servicing trends |
| Public engagement (education and consultation)        | Q2 2025 – Q4 2025 | Community open houses, social media postings and Get Involved website                               |
| Draft Master Plan update preparation                  | Q2 2025 – Q4 2025 | Draft Master Plan update document   |
| Tabling of draft Master Plan update                   | Q4 2025           | Council receipt of draft Master Plan update document  |
| Public consultation on draft Master Plan update       | Q4 2025 – Q1 2026 | Community open houses, social media postings and Get Involved website                               |
| Finalize Master Plan update                           | Q1 2026           | Revised Master Plan update document   |
| Submission of Master Plan update for Council approval | Q2 2026           | Adopted Parks and Recreation Master Plan update   |

It is anticipated that project components and milestones will have overlapping timelines. Importantly, the Parks and Recreation Master Plan Update is required to be concluded by early 2026 in order to be incorporated into the 2028 Development Charges Background Study.

## 2.3 Public Engagement

The project consultant will be assisting with public engagement activities to inform the servicing needs and recommendations of the Master Plan Update. Public input will be sought at the outset of the project to provide information on current service standards outlined in the 2019 Parks and Recreation Master Plan and to receive preliminary feedback on current levels of parkland provision and availability of community amenities. Additional public engagement will take place through open houses, the City's Get Involved London website, and other available channels. Recommendations pertaining to changes to the Parks and Recreation Master Plan update will be provided to the public in advance of Council's consideration of final approval.

As outlined in the November 2024 project initiation report, public engagement will principally focus on parkland needs and associated amenities. Recreation and sporting needs will be assessed based on updated population and demographic projections, as well as participation trends; however, this assessment will primarily be of a technical nature. As the recreational service delivery standards contained in the 2019 Parks and Recreation Master Plan are generally current and implementation experienced unexpected delays due to the Covid-19 pandemic, only targeted consultation with the public and user groups will be undertaken (e.g., cricket).

## 3.0 Financial Impacts and Considerations

The City's Multi-Year Budget included a capital project for the Master Plan Update and it can accommodate the requested consulting fees of \$251,986, excluding HST. Approval of the recommendations of this report will bring forward the required funding to 2025 from the previously identified timing of 2027, which was established prior to the adjustment to the timing of the upcoming Development Charges By-law. Works

identified in this Master Plan Update will inform the Development Charges Background Study.

Financial and implementation plans identified in the updated Master Plan will be inputs to the next multi-year budget cycle including, 10-year capital plan adjustments, and future operational budgets needs where necessary.

A source of financing is attached in Appendix A.

#### **4.0 Next steps**

Civic Administration will initiate work with the successful proponent and continue with background research and information gathering, as well as confirming the communication strategy for ramping up public engagement sessions.

It is anticipated that a report to Council will follow later this year, to present a Report of Findings and the Draft Parks and Recreation Master Plan update.

### **Conclusion**

The City has completed a fair and competitive Request for Proposal in accordance with Section 12.0 of the Procurement of Goods and Services Policy to procure Consulting Services for the Parks and Recreation Master Plan Update. With Council's approval, awarding the RFP to the successful proponent will allow Civic Administration to initiate work with the consultant on preparing the Master Plan update.

**Prepared by:** Julie Michaud, Landscape Architect, Parks Long Range Planning & Design  
Stephanie Page, Manager, Parks Long Range Planning & Design

**Submitted by:** Paul Yeoman, Director, Parks and Forestry  
Jon-Paul McGonigle, Director, Recreation and Sports

**Recommended by:** Kelly J. Scherr, Deputy City Manager, Environment & Infrastructure  
Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

Appendix A – Sources of Financing report

**Appendix "A"**

**#25046**

April 7, 2025  
(Appoint Consultant)

Chair and Members  
Community and Protective Services Committee

Re: RFP-2025-389 – Consulting Services for the Parks and Recreation Master Plan Update  
(Subledger NT25PK02)  
Capital Project RC2013 - Master Plan Update Parks and Recreation  
Monteith Brown Planning Consultants - \$251,986.00 (excluding HST)

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**Finance Supports Report on the Sources of Financing:**

Finance Supports confirms that the cost of this project cannot be accommodated within the financing available for it in the Capital Budget, but can be accommodated by advancing budget from 2027, and that, subject to the approval of the recommendation of the Deputy City Manager, Environment and Infrastructure, and the detailed source of financing is:

| <b>Estimated Expenditures</b> | <b>Approved<br/>Budget</b> | <b>Funding<br/>Requirement<br/>(Note 2)</b> | <b>This<br/>Submission</b> |
|-------------------------------|----------------------------|---|----------------------------|
| Engineering                   | 0                          | 251,986                                     | 251,986                    |
| <b>Total Expenditures</b>     | <b>\$0</b>                 | <b>\$251,986</b>                            | <b>\$251,986</b>           |

**Sources of Financing**

|  |            |                  |                  |
|--|------------|------------------|------------------|
| Capital Receipts   | 0          | 62,997           | 62,997           |
| Drawdown from City Services Parks and Recreation Reserve Fund (Development Charges) (Note 1) | 0          | 188,990          | 188,990          |
| <b>Total Financing</b>   | <b>\$0</b> | <b>\$251,986</b> | <b>\$251,986</b> |

**Financial Note:**

|                                      |           |
|--------------------------------------|-----------|
| Contract Price                       | \$251,986 |
| Add: HST @13%                        | 32,758    |
| Total Contract Price Including Taxes | 284,744   |
| Less: HST                            | -32,758   |
| Net Contract Price                   | \$251,986 |

**Note 1:** Development charges have been utilized in accordance with the underlying legislation and the approved 2019 Development Charges Background Study and the 2021 Development Charges Background Study Update.

**Note 2:** The additional funding requirement for this project can be accommodated by advancing a portion of the funding from the 2027 capital budget in RC2013.

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Kyle Murray  
Director, Financial Planning and Business Support  
mp

## Report to Community and Protective Services Committee

**To:** Chair and Members,  
Community and Protective Services Committee

**From:** Cheryl Smith, Deputy City Manager, Neighbourhood and  
Community-Wide Services

**Subject:** SS-2025-072: London Fire Department Single Source Procurement  
of Vehicle Tablet Mounts and Accessories

**Date:** April 7, 2025

## Recommendation

That, on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken:

- a) in accordance with Section 14.4(g) of the Procurement of Goods and Services Policy, Fire Administration **BE AUTHORIZED** to enter into negotiations with Commercial Truck Equipment Co., 1005 Pattullo Ave, RR8, Woodstock, ON, N4V 1C8, for pricing for a single source contract for one (1) year with three (3) option years for the provision of vehicle tablet mounts and accessories to the London Fire Department;
- b) the approval a) above, **BE CONDITIONAL** upon The Corporation of the City of London negotiating satisfactory prices, terms, conditions, and entering into a purchasing agreement with Commercial Truck Equipment Co. to provide vehicle tablet mounts and associated accessories to the London Fire Department;
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with the authorization set out in parts a) and b) above;
- d) the funding for this procurement **BE APPROVED** as set out in the Source of Financing Report attached hereto as Appendix 'A'; and,
- e) the Mayor and Clerk **BE AUTHORIZED** to execute any contract or other documents, as required, to give effect to these recommendations.

## Executive Summary

This report requests authorization from Council for the single source purchase of vehicle tablet mounts and associated accessories under Section 14.4(g) of the Procurement of Goods and Services Policy, using the Canoe Procurement Group of Canada.

## Linkage to the Corporate Strategic Plan

The London Fire Department Single Source Procurement of Vehicle Tablet Mounts and Accessories report is aligned with the following strategic areas of focus, outcomes, and expected results from the City of London Strategic Plan 2023-2027:

**Wellbeing and Safety:** London has safe, vibrant, and healthy neighbourhoods and communities.

- Londoners feel safe across the city, in the core, and in their neighbourhoods and communities.
- Improved emergency services response time and reporting.

**Well-Run City:** Londoners experience good stewardship, exceptional and valued service.

- 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

- None

### 1.2 Context

The London Fire Department ('LFD') is currently in the process of equipping all front-line apparatus with tablets to enhance operational efficiency and improve response times. These tablets will provide responders with instant access to critical information, such as detailed mapping of the emergency location, real-time updates on the call, and vital incident data. This technology is essential in ensuring a faster and more accurate response, as it allows crews to navigate directly to the scene with optimized routing, receive live updates on the situation, and access details of location.

By integrating tablets into the vehicles, the LFD will improve the safety and effectiveness of fire operations, leading to better outcomes for both first responders and the community served. These tablets require mounts and associated accessories to safely and appropriately secure the tablets into LFD vehicles.

## 2.0 Discussion and Considerations

### 2.1 Procurement Process

Utilizing the expertise of Procurement and Supply Services, the City has become a member of the Canoe Procurement Group of Canada ('Canoe') group purchasing organization, with whom Commercial Truck Equipment Co. has an active contract for the supply of tablet mounts and associated accessories. All offerings through Canoe have undergone a formal, competitive bid process on behalf of Ontario's municipalities, ensuring full compliance with the Procurement of Goods and Services Policy and relevant trade agreements.

To pursue the advantages of this group buying opportunity for the LFD, the Deputy City Manager, Neighbourhood and Community-Wide Services, seeks authorization to use the clause outlined in Section 14.4(g) of the Procurement of Goods and Services Policy (please see below) for the single source purchase of tablet mounts and associated accessories.

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

##### 14.4 Single Source

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications. The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier, as follows:

- g. It is advantageous to the City to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body or a Group Procurement Organization (GPO).

## 3.0 Financial Impact/Considerations

The mounts and accessories required to outfit the LFD's front-line vehicles will cost approximately \$95,000 (excluding HST). The funds for this purchase are available in the approved Fire capital budget as outlined in the attached Appendix A, Source of Financing.

## **Conclusion**

It is recommended that Council authorize the single source procurement of tablet mounts and associated accessories per Section 14.4(g) of the Procurement of Goods and Services Policy, allowing for a resource-saving cooperative purchasing agreement with Commercial Truck Equipment Co. using the Canoe Procurement Group of Canada.

**Prepared by:** Gary Bridge, Assistant Deputy Fire Chief  
Katerina Barton, Manager, Planning and Finance, Fire Services

**Submitted by:** Lori Hamer, Fire Chief

**Recommended by:** Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

c: Vakul Arora, Senior Manager, Procurement and Supply  
Jason Davies, Manager, Financial Planning and Policy  
Kelly Dawtrey, Senior Legal Counsel, Legal Services  
Jason Wills, Manager, Risk Management

## Appendix A: Source of Financing Report

## Appendix "A"

#25054

April 7, 2025

(Contract Award)

Chair and Members

Community and Protective Services Committee

RE: SS-2025-072 London Fire Department Single Source Procurement of Vehicle Tablet Mount and Accessories

(Subledger GG250005)

Capital Project PP1025 - Interface and Mobile Data

Commercial Truck Equipment Co. - \$95,000.00 (excluding HST)

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### 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, Neighbourhood and Community-Wide Services, the detailed source of financing is:

| <b>Estimated Expenditures</b>   | <b>Approved Budget</b> | <b>Committed to Date</b> | <b>This Submission</b> | <b>Balance for Future Work</b> |
|---|------------------------|--------------------------|------------------------|--------------------------------|
| Engineering   | 200,000                | 0                        | 0                      | 200,000                        |
| City Related Expenses   | 8,548                  | 0                        | 0                      | 8,548                          |
| Computer Equipment  | 830,655                | 487,660                  | 96,672                 | 246,323                        |
| <b>Total Expenditures</b>   | <b>\$1,039,203</b>     | <b>\$487,660</b>         | <b>\$96,672</b>        | <b>\$454,871</b>               |
| <hr/>   |                        |                          |                        |                                |
| <b>Sources of Financing</b>   |                        |                          |                        |                                |
| Capital Levy  | 1,007,203              | 487,660                  | 96,672                 | 422,871                        |
| Drawdown from Fire Facilities, Vehicle and Equipment Renewal Reserve Fund | 32,000                 | 0                        | 0                      | 32,000                         |
| <b>Total Financing</b>  | <b>\$1,039,203</b>     | <b>\$487,660</b>         | <b>\$96,672</b>        | <b>\$454,871</b>               |

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### Financial Note:

|                                      |          |
|--------------------------------------|----------|
| Contract Price                       | \$95,000 |
| Add: HST @13%                        | 12,350   |
| Total Contract Price Including Taxes | 107,350  |
| Less: HST Rebate                     | -10,678  |
| Net Contract Price                   | \$96,672 |

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Jason Davies

Manager of Financial Planning & Policy

mp

## Report to Community and Protective Services Committee

**To:** Chair and Members,  
Community and Protective Services Committee

**From:** Cheryl Smith, Deputy City Manager, Neighbourhood and  
Community-Wide Services

**Subject:** SS-2025-074: London Fire Department Single Source Bunker  
Gear Renewal

**Date:** April 7, 2025

## Recommendation

That, on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken with respect to the single source procurement of bunker gear:

- a) in accordance with Section 14.4(g) of the Procurement of Goods and Services Policy, Fire Administration **BE AUTHORIZED** to enter into negotiations with AJ Stone Company Ltd., 62 Bradwick Dr, Concord, ON L4K 1K8, for pricing for a single source contract for one (1) year with two (2) option years for the provision of bunker gear to the London Fire Department;
- b) the approval a) above, **BE CONDITIONAL** upon The Corporation of the City of London negotiating satisfactory prices, terms, conditions, and entering into a contract with AJ Stone Company Ltd. to provide bunker gear to the London Fire Department;
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with the authorization set out in parts a) and b) above;
- d) the funding for this procurement **BE APPROVED** as set out in the Source of Financing Report attached hereto as Appendix A; and,
- e) the Mayor and Clerk **BE AUTHORIZED** to execute any contract or other documents, as required, to give effect to these recommendations.

## Executive Summary

This report requests authorization from Council for the London Fire Department's continued single source procurement of bunker gear under Section 14.4(d) of the Procurement of Goods and Services Policy.

## Linkage to the Corporate Strategic Plan

The London Fire Department Single Source Bunker Gear Renewal report is aligned with the following strategic areas of focus, outcomes and expected results from the City of London Strategic Plan 2023-2027:

**Wellbeing and Safety:** London has safe, vibrant, and healthy neighbourhoods and communities.

- Londoners feel safe across the city, in the core, and in their neighbourhoods and communities.
- Improved emergency services response time and reporting.

**Well-Run City:** Londoners experience good stewardship, exceptional and valued service.

- 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

- [SS-2023-151: London Fire Department Single Source Bunker Gear](#) (CPSC: May 24, 2023)

### 1.2 Context

The London Fire Department ('LFD') follows the Occupational Health and Safety Act [O. Reg. 714/94 \(Firefighters – Protective Equipment\)](#) and the [Section 21 Guidance Note 4-1](#) when outfitting its firefighters. As such, each employee of the LFD who has the potential to be involved in fire suppression, training, or investigation activities receives two sets of bunker gear. A set of bunker gear includes a coat, trousers, suspenders, and a balaclava. This gear serves as personal protective equipment and is designed to protect the user from heat, dangerous contaminants, and other hazards that LFD personnel face in the course of their duties. By applicable standards, the life cycle of bunker gear is currently ten (10) years.

The LFD has standardized its bunker gear to the Innotex Energy model and has a single source contract in place with the Canoe Buying Group of Canada ('Canoe') until May 7, 2025. Innotex Inc. will not be renewing its contract on Canoe. However, Innotex Inc. has an authorized vendor, AJ Stone Company Ltd. ('AJ Stone'), and have recently confirmed that all Innotex gear continues to be designed and manufactured in Canada, in addition to being the only Canadian-owned bunker gear company.

## 2.0 Discussion and Considerations

### 2.1 Case for Single Source Procurement

The LFD has approximately eight hundred (800) sets of bunker gear actively in use, and per the Occupational Health and Safety Act, this gear must be replaced every ten (10) years or as it is decommissioned (i.e., if it does not pass bi-annual testing or is severely damaged). It is expected that approximately three hundred (300) sets of gear will be required for lifecycle replacements in the next two years, as well as approximately sixty (60) sets annually for new recruits and unanticipated replacements due to decommissioning.

To ensure continued standardization of personal protective equipment in the LFD, the Deputy City Manager, Neighbourhood and Community-Wide Services, seeks authorization to enter into a contract with AJ Stone Company Ltd. utilizing the single source procurement clause as outlined in section 14.4(d) of the Procurement of Goods and Services Policy below.

#### 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 in particular, as follows:

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

## 2.2 Details of Purchase

Innotex bunker gear is available for purchase from AJ Stone. From 2025 to 2026, the estimated price of the required sets of gear is \$1,747,200 CAD (excluding HST).

In 2027, the estimated price of the required sets of gear is \$274,560 (excluding HST).

The total cost of the requested contract, if both option years are exercised, will be approximately \$2,021,760 (excluding HST).

## 3.0 Next Steps

The LFD will continue to replace bunker gear on a ten- (10-) year lifecycle as legislated, and as required for onboarding personnel and replacement of decommissioned suits. The gear will continue to be maintained as recommended in the National Fire Protection Association 1851 standard.

## 4.0 Financial Impact/Considerations

Per the Source of Financing Report attached as Appendix A, funding for the bunker gear purchases is available in the approved Fire capital budgets in 2025, 2026, and 2027. Future purchases will be incorporated in the next Multi-Year Budget.

## Conclusion

It is recommended that Council authorize the single source procurement of bunker gear per Section 14.4(d) of the Procurement of Goods and Services Policy, allowing for the continued standardization of bunker gear across the London Fire Department and lifecycle replacements as laid out by the Occupational Health and Safety Act.

**Prepared by:** Katerina Barton, Manager, Planning and Finance, Fire Services

**Submitted by:** Lori Hamer, Fire Chief

**Recommended by:** Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

c: Vakul Arora, Senior Manager, Procurement and Supply  
Jason Davies, Manager, Financial Planning and Policy  
Kelly Dawtrey, Senior Legal Counsel, Legal Services  
Jason Wills, Manager, Risk Management



**Appendix "A"**

#25053

April 7, 2025  
(Contract Award)

Chair and Members  
Community and Protective Services Committee

RE: SS-2025-074 London Fire Department Single Source Bunker Gear Renewal  
(Subledger GG250003)

Capital Project FS112324 - Replace Firefighter Equipment

Capital Project FS112325 - Replace Firefighter Equipment

Capital Project FS112327 - Replace Firefighter Equipment

AJ Stone Company Ltd. - \$2,021,760.00 (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, Neighbourhood and Community-Wide Services, the detailed source of financing is:

| <b>Estimated Expenditures</b>                               | <b>Approved Budget</b> | <b>Committed to Date</b> | <b>This Submission</b> | <b>Balance for Future Work</b> |
|---|------------------------|--------------------------|------------------------|--------------------------------|
| <b><u>SUMMARY OF ESTIMATED EXPENDITURES</u></b>             |                        |                          |                        |                                |
| <b><u>FS112324 - Replace Firefighter Equipment -TCA</u></b> |                        |                          |                        |                                |
| Vehicles and Equipment                                      | 1,280,500              | 179,171                  | 888,975                | 212,354                        |
| <b><u>FS112325 - Replace Firefighter Equipment -TCA</u></b> |                        |                          |                        |                                |
| Vehicles and Equipment                                      | 1,240,700              | 37,799                   | 888,975                | 313,926                        |
| <b><u>FS112327 - Replace Firefighter Equipment -TCA</u></b> |                        |                          |                        |                                |
| Vehicles and Equipment                                      | 1,101,600              | 0                        | 279,392                | 822,208                        |
| <b>NET ESTIMATED EXPENDITURES</b>                           | <b>\$3,622,800</b>     | <b>\$216,970</b>         | <b>\$2,057,342</b>     | <b>\$1,348,488</b>             |

**SUMMARY OF FINANCING:**

|   |                    |                  |                    |                    |
|---|--------------------|------------------|--------------------|--------------------|
| <b><u>FS112324 - Replace Firefighter Equipment -TCA</u></b>               |                    |                  |                    |                    |
| Drawdown from Fire Facilities, Vehicle and Equipment Renewal Reserve Fund | 1,280,500          | 179,171          | 888,975            | 212,354            |
| <b><u>FS112325 - Replace Firefighter Equipment -TCA</u></b>               |                    |                  |                    |                    |
| Drawdown from Fire Facilities, Vehicle and Equipment Renewal Reserve Fund | 1,240,700          | 37,799           | 888,975            | 313,926            |
| <b><u>FS112327 - Replace Firefighter Equipment -TCA</u></b>               |                    |                  |                    |                    |
| Drawdown from Fire Facilities, Vehicle and Equipment Renewal Reserve Fund | 1,101,600          | 0                | 279,392            | 822,208            |
| <b>Total Financing</b>  | <b>\$3,622,800</b> | <b>\$216,970</b> | <b>\$2,057,342</b> | <b>\$1,348,488</b> |

**Financial Note:**

|                                      | <b>FS112325</b> | <b>FS112326</b> | <b>FS112327</b> | <b>Total</b> |
|--------------------------------------|-----------------|-----------------|-----------------|--------------|
| Contract Price                       | \$873,600       | \$873,600       | \$274,560       | \$2,021,760  |
| Add: HST @13%                        | 113,568         | 113,568         | 35,693          | 262,829      |
| Total Contract Price Including Taxes | 987,168         | 987,168         | 310,253         | 2,284,589    |
| Less: HST Rebate                     | -98,193         | -98,193         | -30,861         | -227,247     |
| Net Contract Price                   | \$888,975       | \$888,975       | \$279,392       | \$2,057,342  |

Jason Davies  
Manager of Financial Planning & Policy

mp

## Report to Community and Protective Services Committee

**To:** Chair and Members, Community and Protective Services Committee Meeting  
**From:** Kevin Dickins, Deputy City Manager, Social and Health Development  
**Subject:** Emergency Treatment Fund (ETF) Approval of Federal Contribution Agreement (Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons”)  
**Date:** April 7, 2025

## Recommendation

That, on the recommendation of the Deputy City Manager, Social and Health Development, that the following actions **BE TAKEN**; the *attached* proposed by-law (“Appendix A”) **BE INTRODUCED** at the Municipal Council meeting to be held on April 22, 2025 to:

- 1) **Ratify** the Contribution Agreement Arrangement #2526-HQ-000038 between the City and Canada (Minister of Health), executed by the City Manager.
- 2) **Delegate Authority** severally to the City Manager and Deputy City Manager, Social and Health Development, to approve amending agreements with His Majesty the King in Right of Canada, as represented by the Minister of Health (“Canada”) for the Substance Use and Addictions Program – Emergency Treatment Fund Arrangement (ETF) (Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons”) #2526-HQ-000038 (“Contribution Agreement”) attached as Schedule 1; and
- 3) **Delegate Authority** severally to the City Manager and Deputy City Manager, Social and Health Development, to approve service provider agreements (including amending agreements) with third party services providers that relate to the Contribution Agreement (“Purchase of Service Agreement”) attached as Schedule 1.

## Executive Summary

In November 2024, Civic Administration submitted proposals to Health Canada’s Substance Use and Addictions Program – Emergency Treatment Fund (ETF). In March 2025, the proposal *“Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons”* was approved for funding, totaling \$444,250 for 2025-2026.

The project aims to urgently address health care (e.g., overdose events, deaths from overdose) and basic needs among people who use substances and are experiencing homelessness. This project will provide wraparound support to address the effects of the health and homelessness crisis on individuals experiencing homelessness in a supportive environment at The Commons for 12 months in the City of London.

This Agreement outlines the terms for Canada’s funding contribution, which must be used solely for the project in accordance with applicable laws.

The Agreement will be effective on April 1, 2025 and end on March 31, 2026.

To ensure the 2025-2026 funding be secured, we required the City Manager and Deputy City Manager to sign off before March 21, 2025. City Council will then ratify the agreement and provide final approval on April 22, 2025, to align with the required funding deadlines.

## Linkage to the Corporate Strategic Plan

This report aligns with the strategic areas of focus in the 2023-2027 [City of London Strategic Plan](#). The City of London Strategic Plan (2023-2027) identifies housing and homelessness as a key area of focus, and housing and homelessness work is identified throughout the Strategic Plan, impacting all areas of life for Londoners.

## Analysis

### 1.0 Previous Reports Related to this Matter

- London's Health & Homelessness Whole of Community System Response - Proposed Community Encampment Response Plan (SPPC: June 18, 2024)
- Whole of Community System Response – Community Encampment Plan: Implementation Recommendations 2025 and Basic Needs Update (SPPC: October 29, 2024)
- Life Stabilization Purchase of Service Agreements – Single Source Procurements (CPSC December 2, 2024)
- Emergency Treatment Fund (ETF) Approval of Federal Contribution Agreement (CPSC March 17, 2025)

### 2.0 Discussion and Considerations

#### 2.1 Background

In November 2024 Civic Administration, submitted multiple projects to Health Canada's call for proposals to access the Substance Use and Addictions Program - Emergency Treatment Fund focusing on projects that could be mobilized quickly, match the scope of the federal program, and that could effectively make use of the time-limited funding.

This fund, for the 2025 to 2026 fiscal year through Health Canada, will continue to rapidly respond to the high demand for urgent funding needs that municipalities and Indigenous communities have already identified. The ETF provides urgent, targeted funding to municipalities and Indigenous communities to support rapid responses to the overdose crisis. Funding will address urgent and immediate needs, as defined by the communities, to bolster local capacity and provide access to culturally appropriate, trauma-informed and evidence-based programs and services.

In March 2025, Civic Administration received project approval from Health Canada for the second of two submitted proposals. The approved project entitled "*Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens 'The Commons'*" and attached as Schedule 1, received \$444,250 in funding for the 2025-2026 fiscal year.

The funding objective for the City of London's application to urgently alleviating substance-related harms through outreach to encampments are as follows:

- To alleviate substance related harms among people experiencing homelessness in response to an increasingly toxic drug supply.
- To address the immediate basic needs and acute health and safety concerns of individuals living unsheltered to decrease deprivation linked to increasing overdose events and overdoses which are disproportionately experienced by unhoused individuals.
- To decrease the increased desperation of individuals living unsheltered due to lack of access to basic needs through the provision of service, such as water, food, and hygiene.

The project proposal includes supports for individuals experiencing concurrent mental disorders (schizophrenia, bipolar, substance use disorder, etc.) with complex multimorbidity, including chronic health challenges (diabetes, HIV, HEP C, etc.) combined with long-term homelessness (precariously housed/sheltered) and poverty, often experiencing multiple unmet basic needs (Social Determinants of Health; social isolation,

food insecurity, etc.). Although each individual experience of deprivation is unique, this description reflects a broad array of challenges. The application submitted by Civic Administration does not contemplate or suggest any funding for the distribution or affiliation with the Safer Opioid Supply program or directly fund any Supervised Consumption Site services.

#### 602 Queens – The Commons:

“The Commons” is a bricks and mortar location for delivering basic needs, safety, hygiene and health services for people experiencing homelessness. Having developed trusting relationships, this low-barrier, place will be a fundamental anchor for supporting people living unsheltered through pathways to hubs, highly supportive housing, and other forms of housing and recovery support. Through this project, The Commons will continue to provide a model of care which closely integrates primary healthcare and social services. Providing responsive services which can support physical health, mental health, social wellness and navigating the relationship between these factors is critical due to the high rates at which these complexities present in those who may access care.

The services at The Commons ensure that every effort is made to leverage Ontario Health dollars already in place which ensures people not only can have a meal, access showers and laundry, and connect with a variety of services, such as income support, applying for identification, housing support, but also direct medical care from the Thames Valley Family Health Team.

Many who visit The Commons experience challenges attending appointments in the community for a variety of reasons, such as transportation barriers, anxiety attending without support, or being in poor health.

Bringing service providers to where people are, means service providers are better able to connect with the individuals they support and individuals will access more services more often, thereby creating stronger connections and support networks, all inside and out of the elements. Through the ongoing provision of services at The Commons, individuals are more likely to come indoors and as such access primary care and income supports.

Those who are most marginalized and disconnected from care are at greatest risk and experience disproportionate health impacts. This primary healthcare + basic needs model is low-barrier, creating pathways to care for individuals with complex social and medical needs. These interventions assist an individual on the pathways to stable housing and help break the cycle of chronic homelessness.

#### Health Service Partnerships:

Multiple partnerships with health agencies who operate out of and within the Commons will be leveraged with the EFT funding supports. This includes the Thames Valley Family Health team which is breaking down barriers faced by those experiencing homelessness to offer primary health care services including health care planning, primary care, health and wellness services, harm reduction, addiction and treatment services through existing community service pathways. Regional HIV/AIDS Connection will be offering monthly HIV and Hep-C testing, the H.O.M.E. program will be offering access weekly for system navigation, ID support and additional on-site health care. The Middlesex London Ontario Health Team is offering care through the Lower Limb Preservation Project, Ontario Aboriginal HIV/AIDS Strategy will be providing weekly drop-in connection for Indigenous participants where access to medicines, cultural support and activities will be available; and Ontario Health at Home program will be offering on-site PSW care where applicable and when approved as well as access to supports through care coordination.

## **2.2 Procurement Process**

Civic Administration is recommending that a contract amendment for London Cares in support of the recommendations of this report be made under Section 20.3 e). of The

Corporation of the City of London Procurement of Goods and Services Policy, stating Committee and City Council must approve the following awards: Contract Amendments exceeding \$50,000 or 3% of original contract value, whichever is greater.

### 3.0 Financial Impact/Considerations

As part of finalizing the Contribution Agreement, the following costs were identified.

|  |
|--|
| <b>Contractual Services</b>  |
| <b>2025-2026</b>   |
| \$216,662  |
| <b>Description:</b><br>Total wages and benefit including 3 FTE Harm Reduction Workers / Drop In Staff, 3 FTE Crisis response staff/security (inclusive of benefits).   |
| <b>Justification:</b><br>Key positions to meet program objectives of direct service provision, direct pathways, and basic needs provision.   |
| <b>Travel and accommodations</b>   |
| <b>2025-2026</b>   |
| \$25,000   |
| <b>Description:</b><br>Participant travel includes vehicle lease costs, insurance, gas, maintenance and alternative transportation such as taxis.  |
| <b>Justification:</b><br>Participant travel costs to support participants to access services and supports.   |
| <b>Materials and Supplies</b>  |
| <b>2025-2026</b>   |
| \$23,800   |
| <b>Description:</b><br>Materials and supplies for participants.  |
| <b>Justification:</b><br>Individuals will require supplies related to support and care through the services they access at The Commons.  |
| <b>Equipment</b>   |
| <b>2025-2026</b>   |
| \$92,000   |
| <b>Description:</b><br>Program technology such as phones, iPads, computers, et. and program van  |
| <b>Justification:</b><br>Staff will need to be mobile and will need access to technology as they provide service in community. Van required to transport recovery coach to clients in remote areas, and to bring clients to monthly program events |
| <b>Rent and Utilities</b>  |
| <b>2025-2026</b>   |
| \$54,000   |
| <b>Description:</b><br>Rental space for staff offices  |
| <b>Justification:</b><br>Staff will require office space for meetings, planning and administrative tasks   |
| <b>Performance Measurement &amp; Evaluation</b>  |
| <b>2025-2026</b>   |
| \$7,200  |
| <b>Description:</b><br>Engagement of an evaluation team to provide tool development, data collection, analysis, reporting and evaluation support.  |
| <b>Justification:</b><br>Commitment to the evaluation of this initiative.  |
| <b>Other Costs</b>   |

|   |
|---|
| <b>2025-2026</b>  |
| \$25,588  |
| <b>Description:</b><br>Elder Honoraria, Cleaning and maintenance of office, staff wellness, professional development and health and safety, leadership and admin support, insurance, accounting, bookkeeping and auditing, office supplies and legal costs. |
| <b>Justification:</b><br>Ensuring staff and operations are supported during this initiative   |

#### 4.0 Conclusion

The next steps once the agreement is executed will be to engage and negotiate with London Cares who are already providing these services and finalize the budget and services to be provided as per the requirements of the Contribution Agreement. This project helps leverage previous Council approved contributions from the Life Stabilization budget, provincial health funding, and ensures there's dignified indoor services being offered to the most marginalized in the community. Leveraging provincial and now federal funding will assist individuals in their pathway to housing.

**Recommended by:** Kevin Dickins, Deputy City  
Manager Social Health Development

**Cc:**  
Sandra Datars Bere, City Manager  
Scott Mathers, Deputy City Manager, Planning & Economic Development  
Kelly Scherr, Deputy City Manager, Environment, and Infrastructure  
Anna Lisa Barbon, Deputy City Manager, Finance Supports  
Tara Pollitt, Deputy City Manager, Legal Services  
Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide  
Services  
John Paradis, Deputy City Manager, Enterprise Supports

## APPENDIX “A”

Bill No.  
2025

By-law No.

A by-law to delegate certain powers regarding the administration of the Contribution Agreement with Canada Substance use and Addictions Program – Emergency Treatment Fund (Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons”) and to ratify the Agreement.

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

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

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

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting, among other things: (i) economic, social, and environmental well-being of the municipality; and (ii) health, safety and well-being of persons;

AND WHEREAS section 23.1 of the *Municipal Act, 2001* authorizes a municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in the *Municipal Act, 2001*;

AND WHEREAS the Municipal Council has deemed the delegations herein to be delegations of administrative power, and of a minor nature, having regard to the number of people, the size of the geographic area, and the time period affected by the delegation;

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

### **Amending Agreements and Other Agreements – Approve**

1. (a) The City Manager and the Deputy City Manager, Social and Health Development

are severally delegated the authority to approve:

- (i) amending agreements with Canada (Minister of Health) for the Substance Use and Addictions Program - Emergency Treatment Fund (“SUAP-ETF”) (Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons”) Arrangement #2526-HQ-000038 (“Contribution Agreement”); and
- (ii) further agreements with Canada that relate to the Contribution Agreement; and
- (iii) agreements (including amending agreements) with third party services providers that relate to the Contribution Agreement (“Service Provider Agreement”);

on the condition that they are consistent with the requirements contained in the Contribution Agreement or Service Provider Agreement, as the case may be, and that do not require additional funding or are provided for in the City’s current budget, and that do not increase the indebtedness or contingent liabilities of The Corporation of the City of London, subject to prior review and approval by the City Treasurer or a written designate of the City Treasurer.

#### **Mayor and Clerk – Power to Execute**

(b) The Mayor and Clerk are authorized to execute agreements (including amending agreements) approved under subsection 1(a) of this by-law.

#### **Other Documents (not Agreements)**

2. (a) The City Manager, the Deputy City Manager, Social and Health Development, or their written designates, are severally delegated the authority to approve such further and other documents (not Agreements) that do not fall under section 1 above, that may be required in furtherance of The Corporation of the City of London’s obligations under its Contribution Agreement with Canada, and Service Provider Agreements, on the condition that they are consistent with the requirements contained in the Contribution Agreement or Service Provider Agreement, as the case may be, and that do not require additional funding or are provided for in the City’s current budget, and that do not increase the indebtedness or contingent liabilities of The Corporation of the City of London, subject to prior review and approval by the City Treasurer.

(b) The City Manager and Deputy City Manager, Social and Health Development, or their written designates, are severally authorized to execute the documents approved under subsection 2 (a) of this by-law.

#### **Oversee Design, Planning and Delivery of SUAP-ETF**

3. The Deputy City Manager, Social and Health Development, or their written designates, are severally delegated the authority to undertake all the administrative, financial and reporting acts, including signing authority regarding application forms for funding,

budgets, cash flows, other financial reporting including financial claims, and directions, consents and other authorizations as may be required, provided that the monetary amounts do not exceed the maximum amount of Canada's contribution specified in the Contribution Agreement (and any amendments) that are necessary in connection with the Contribution Agreement or Purchase of Service Agreement, as approved in section 1, above.

**4. Contribution Agreement – SUAP-ETF – Ratfied**

The Contribution Agreement, Arrangement #2526-HQ-000038, Substance Use and Addictions Program - Emergency Treatment Fund, (Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens "The Commons") executed by the City Manager, is ratified.

This by-law comes into force and effect on the day it is passed.

PASSED in Open Council on April 22, 2025.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk





Protected A  
Arrangement # 2526-HQ-000038

**Substance Use and Addictions Program – Emergency Treatment Fund**

**CONTRIBUTION AGREEMENT**

**Made in duplicate**

**BETWEEN:** **HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Health, and acting through Health Canada (hereinafter referred to as "Canada")

**AND:** **The City of London**, a corporation incorporated under the laws of **Ontario** (hereinafter referred to as the "Recipient")

Canada and the Recipient are also referred to individually as a "Party", or collectively as the "Parties".

**CONTRIBUTION AGREEMENT**  
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**PREAMBLE:**

**WHEREAS** Canada has established a Program called **Substance Use and Addictions Program – Emergency Treatment Fund**;

**WHEREAS** the Recipient has submitted to Canada a proposal for the funding of an Initiative called **Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons”**, which qualifies for support under the Program;

**WHEREAS** the Recipient is responsible for receiving and managing the funding provided under this Agreement, for further distributing these funds to any Ultimate Recipient for projects that qualify for funding under the Initiative and for overseeing/monitoring the progress of the projects undertaken by any Ultimate Recipient; and

**WHEREAS** Canada wishes to provide financial assistance to support the Initiative;

**THEREFORE**, the Parties agree as follows:

**1. DEFINITIONS**

In this Agreement,

- 1.1 "Agreement" means this contribution agreement and includes all appendices, and any amendments made to this Agreement in accordance with section 26;
- 1.2 "Appropriation" means any authority of Parliament to pay money out of the Consolidated Revenue Fund;
- 1.3 "Asset" means any item that has an acquisition cost of \$1000 or greater, and may, where applicable, include any electronic device the cost of which is under \$1000 (e.g. communication device, computer equipment, audio visual equipment), acquired by the Recipient with contribution funds provided under this Agreement or under a previous agreement funded by the same Program;
- 1.4 "Budget" means the total forecasted expenditures for the Initiative, as well as the total amount of cash and/or in-kind contributions to be received from all sources for the Initiative, as set out in Appendix B. For the purposes of this Agreement, in-kind contributions mean non-monetary contributions which the Recipient provides or receives from others to undertake the Initiative;
- 1.5 "Eligible Expenditures" means the costs described in Appendix B to this Agreement that Canada has agreed to contribute to and that are incurred by the Recipient in carrying out the Initiative;
- 1.6 "Evaluation" means the systematic collection and analysis of evidence on the outcomes of initiatives and programs used to make judgments about their relevance, performance and alternative ways to deliver them or to achieve the same results;
- 1.7 "Fiscal Year" means the twelve-month period beginning April 1 of any year and ending March 31 of the following year, and including parts thereof in the event that this Agreement commences after April 1 or expires or terminates before March 31;
- 1.8 "Initiative" means what is described in Appendix A to this Agreement;
- 1.9 "Material" means anything that is created or developed by the Recipient with funding under this Agreement including designs, reports, photographs, drawings, plans, specifications, documents, tools, resources, computer software, surveys, databases and Web sites;
- 1.10 "Performance Measurement" means the process and system of selection, development and ongoing use of performance measures to guide decision-making; and
- 1.11 "Program" means **Substance Use and Addictions Program – Emergency Treatment Fund**.
- 1.12 "Ultimate Recipient" means an individual or entity (incorporated or not) who is provided with funding by the Recipient to carry out a project under the Initiative pursuant to the terms of an agreement entered into between the Recipient and that Ultimate Recipient in accordance with section 4.14 of this Agreement.

**2. PURPOSE**

The purpose of this Agreement is to set out the terms and conditions pursuant to which Canada will make a contribution to the Recipient who shall use the funding provided under this Agreement solely to carry out the Initiative in a diligent and professional manner, in accordance with the terms of this Agreement and applicable laws.

### 3. TERM OF AGREEMENT

This Agreement will come into effect **April 1, 2025** and will end on **March 31, 2026**, unless terminated earlier in accordance with the terms of this Agreement.

### 4. FINANCIAL CONTRIBUTION AND OBLIGATIONS

4.1 Subject to the terms of this Agreement, Canada will make a contribution to the Recipient of up to **FOUR HUNDRED FORTY-FOUR THOUSAND TWO HUNDRED FIFTY** dollars (\$444,250) towards Eligible Expenditures. Canada's contribution will be paid as follows:

In Fiscal Year **2025-2026** up to **\$444,250**

#### 4.2 Reimbursement

Payments shall be made in the form of reimbursement to the Recipient for Eligible Expenditures upon receipt and acceptance by Canada of the Cashflow Forecast and Record of Expenditures Form (Appendix D), hereinafter called the "Cashflow", submitted by the Recipient in accordance with the Reporting Plan (Appendix C).

#### 4.3 Cashflow Forecast and Record of Expenditures

4.3.1 The Cashflow (Appendix D) for each Fiscal Year shall be signed by the Recipient's authorized representative(s) and contain the following information:

- a) a projection of expenditures to be incurred during the agreed upon upcoming reporting period and for the remainder of the Fiscal Year, by category of Eligible Expenditures;
- b) the actual Eligible Expenditures incurred during the last reporting period.

#### 4.4 Proceeds or Income

In accordance with the Reporting Plan (Appendix C), the Recipient shall report to Canada all proceeds or other income derived from contribution funding under this Agreement (e.g., interest). Such proceeds or income may be applied to reduce amounts otherwise payable under this Agreement. Where Canada determines that no such reduction is possible, or that any such reduction would only cover part of the proceeds or income derived from the use of the contribution funds, the remainder of the proceeds or income shall constitute an overpayment and be repayable in accordance with section 4.8 or, with the prior written approval from Canada, may be used by the Recipient to enhance the Initiative.

#### 4.5 Adjustment

Notwithstanding any other provisions of this Agreement, Canada may withhold or reduce any payments to be made to the Recipient pursuant to this Agreement in the event that:

- 4.5.1 any report has not been submitted by the Recipient in accordance with the requirements of Appendix C; or
- 4.5.2 any such report or any audit conducted under this Agreement indicates that the Recipient's actual Eligible Expenditures for the Initiative have been lower than the amount disbursed to the Recipient up to the time of such report or audit.

#### 4.6 Holdback

Canada shall be entitled to withhold up to **15%** of the amount of funding payable in the final Fiscal Year of funding of this Agreement. This holdback will be released upon submission by the Recipient and acceptance by Canada of the following items:

- 4.6.1 the Recipient's final Cashflow;
- 4.6.2 all reports that the Recipient is required to submit pursuant to the Reporting Plan (Appendix C); and

4.6.3 such other documentation and information relating directly or indirectly to the Initiative that Canada may, at its sole discretion, request from the Recipient.

Canada will be entitled to make any necessary adjustments to the holdback before releasing the final amount.

#### 4.7 Claiming Eligible Expenditures Upon Termination or Expiration

The Recipient must submit its final claim for Eligible Expenditures within ninety (90) calendar days following the termination or expiration of this Agreement. Canada shall not be obliged to reimburse a claim submitted beyond that period.

#### 4.8 Overpayments

Any overpayment, unspent advance, or disallowed expenditure shall be repayable to Canada, and until repaid, constitutes a debt due to Canada. Canada may deduct the said amount from any subsequent payments under this Agreement, or if no further payments remain to be made, or the said amount is determined after the termination or expiration of this Agreement, the Recipient shall, unless otherwise agreed, repay the amount within thirty (30) calendar days of written notification from Canada. The repayment shall be by cheque(s), or other agreed upon method, payable to the Receiver General for Canada and shall be sent to Canada's representative identified in section 29. Interest shall be charged on any overdue amounts in accordance with the *Interest and Administrative Charges Regulations*.

#### 4.9 Underspending

The Recipient shall inform Canada in writing of any potential underspending for any given Fiscal Year on **MARCH 1** and earlier if requested.

#### 4.10 Deduction or Set-off of debts owed to Canada

The Recipient has provided and shall continue to provide Canada with a list of all amounts owing to the federal government under legislation or agreement, which are past due and in arrears as at the time of the Recipient's application for funding, or at any time during the term of this Agreement. The Recipient acknowledges that Canada may set-off or deduct these amounts from any amounts payable to the Recipient under this Agreement.

#### 4.11 Funding subject to Appropriation and Program funding authorities

4.11.1 Notwithstanding any other provision of this Agreement, the amount of funding to be provided to the Recipient pursuant to this Agreement is subject to there being an Appropriation of funds by the Parliament of Canada for the Fiscal Year in which any commitment would come due for payment.

4.11.2 In the event that authorities for the Program are amended or terminated, or if funding levels are reduced or cancelled by the Parliament of Canada for any Fiscal Year in which a payment is to be made under this Agreement, Canada may reduce or terminate any further payments to be made under this Agreement.

4.11.3 Where funding under this Agreement is to be reduced or terminated under section 4.11.2 Canada shall provide the Recipient with at least ninety (90) calendar days written notice of the reduction or termination and shall reimburse the Recipient for any Eligible Expenditures incurred up to the date upon which the reduction/termination is to take effect.

#### 4.12 Other sources of funds

4.12.1 The Recipient acknowledges having disclosed to Canada, as part of its application for funding under the Program, all actual and/or anticipated sources of assistance for carrying out the Initiative, including cash and in-kind contributions from all levels of government and/or private sources. The Recipient further acknowledges that Canada's approval of the funding for this Initiative was based on the approved Budget (Appendix B).

4.12.2 If requested, the Recipient shall provide to Canada in each year of this Agreement a declaration signed by its authorized representative(s) confirming the total contributions (both cash and in-kind contributions) that it has received from all sources for the Initiative, as well as the total expenditures made in relation to the Initiative. Such declaration shall reflect total contributions and total expenditures for the preceding Fiscal Year and be submitted in accordance with the Reporting Plan (Appendix C).

- 4.12.3 Where Canada's contribution under this Agreement exceeds \$100,000, the Recipient shall provide to Canada, upon expiration or termination of the Initiative, a final declaration signed by its authorized representative(s) confirming the total contributions (both cash and in-kind contributions) that it has received from all sources for the Initiative, as well as the total expenditures made in relation to the Initiative. Such declaration shall be submitted in accordance with the Reporting Plan (Appendix C).
- 4.12.4 If the total amount of assistance from all sources for carrying out the Initiative (including federal, provincial/territorial and municipal governments, private sector, etc.) exceeds one hundred per cent (100%) of the total cost of carrying out the Initiative, Canada may, in its discretion and having regard to Canada's proportionate share of the total cost of the Initiative as set out in the Budget (Appendix B):
- 4.12.4.1 reduce Canada's contribution by such amount as Canada considers appropriate, up to the amount of the additional assistance received; or
  - 4.12.4.2 if the full amount of Canada's contribution has already been paid, require the Recipient to repay such amount as Canada considers appropriate, up to the amount of the additional assistance received. Until repaid, the excess amount constitutes an overpayment within the meaning of section 4.8.

#### 4.13 Budget adjustments

The Recipient may, within a given Fiscal Year's budget and upon notice to Canada, make minor adjustments to budget amounts among the approved broad budget expenditure categories. For the purposes of this section, a minor adjustment is an adjustment that does not exceed 15% of the approved amount for an expenditure category (calculated cumulatively). Where the proposed adjustment exceeds 15% of the approved budget amount for an expenditure category, the Recipient must seek Canada's prior written consent before implementing the adjustment. The adjustments under this section may not increase the total amount of Canada's contribution in any given Fiscal Year of the Agreement.

#### 4.14 Further distribution of funding

The Recipient shall

- 4.14.1 Have in place operational procedures relating to the management of the further distribution of contribution funds to any Ultimate Recipient and provide a copy of those procedures to Canada upon request;
- 4.14.2 Provide Canada with a description of the Recipient's responsibilities in ensuring that a clear, transparent, open and fair decision-making process is used in the selection of Ultimate Recipients and projects to be funded;
- 4.14.3 Provide Canada with a description of redress provisions to handle grievances or other matters regarding the Recipient's decision-making process;
- 4.14.4 Ensure that materials submitted to Canada pursuant to this Agreement do not infringe any Ultimate Recipient intellectual property rights and bear the appropriate copyright notice and attribution to the author(s);
- 4.14.5 Provide Canada with access to all signed agreements with Ultimate Recipients;
- 4.14.6 Ensure that the terms of the written agreement between the Recipient and each Ultimate Recipient that will receive funding mirrors the basic elements of the Agreement between Canada and the Recipient, and include the following:
  - 4.14.6.1 A description of the responsibilities of the parties, financial and otherwise, including clear expectations as to the results expected through carrying out the activities of the project;
  - 4.14.6.2 The right of the Recipient to monitor and review the Ultimate Recipient projects through site visits or other means, as well as conduct inspections of financial records or an audit to confirm compliance with the agreement and the appropriate use of funds;
  - 4.14.6.3 The right of the Recipient to share with Canada copies of reviews, evaluations and audit reports of the Ultimate Recipient with respect to the funding;
  - 4.14.6.4 Canada's right of access, through the Recipient, to the Ultimate Recipient's documents for the purposes of monitoring compliance with this Agreement;

- 4.14.6.5 The right of the Auditor General of Canada, at his/her own cost, under the authority of subsection 7.1 of the *Auditor General Act*, to conduct an inquiry into the use of funds. The Ultimate Recipient shall cooperate with the Auditor General and his/her representatives or agents in connection with such inquiry, and shall grant access to its documents, records and premises as required by the Auditor General or his/her representatives or agents for purposes of any such inquiry. The Auditor General may, at his/her discretion, discuss any concerns raised in such inquiry with the Parties and the Ultimate Recipient. The results may be reported to Parliament in a report of the Auditor General.
  - 4.14.6.6 A requirement for the Ultimate Recipient to keep all records, information, databases, reports and all other documentation related to the project and associated expenditures and costs, for a period of six (6) years from the expiration or termination of the agreement;
  - 4.14.6.7 Appropriate measures for elements of non-compliance or default, including termination of the agreement and possible legal recourse;
  - 4.14.6.8 A provision for the Recipient to make known Canada's role in the funding provided to the Ultimate Recipient;
  - 4.14.6.9 A provision stipulating that payments are subject to there being an Appropriation of funds by the Parliament of Canada and are also subject to being amended or terminated in the event that federal program levels are amended or terminated for any Fiscal Year in which a payment is to be made under the agreement;
  - 4.14.6.10 A requirement for the Ultimate Recipient to repay to the Recipient any funds to which the Ultimate Recipient is not entitled, including payments made in error, overpayments and costs that were not eligible for reimbursement;
  - 4.14.6.11 A requirement for the Ultimate Recipient to ensure that any research project involving humans includes a research protocol that is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and that appropriate records are kept and a copy provided to the Recipient, if requested to do so;
  - 4.14.6.12 A requirement for the Ultimate Recipient to comply with all applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the project; and
  - 4.14.6.13 A provision stipulating that the Ultimate Recipient should, where appropriate, deliver its services, programs, projects or activities in both official languages.
- 4.14.7 Be permitted to further distribute funding in accordance with the terms of written agreements established between the Recipient and the Ultimate Recipients prior to the coming into force date of this Agreement and shall endeavour to align the terms of those existing written agreements with the requirements under section 4.14.6 at the earliest opportunity.

## 5. RECORDS AND AUDIT

- 5.1 Canada reserves the right to audit or cause to have audited the accounts and records of the Recipient to ensure compliance with the terms of this Agreement. The scope, coverage and timing of such an audit shall be determined by Canada and may be carried out by employees or agents of Canada at Canada's expense.
- 5.2 The Recipient:
  - 5.2.1 acknowledges that Canada may audit any or all records, including financial records of the Recipient or its agents, whether directly or indirectly related to this Agreement as is necessary to satisfy Canada that the objectives and activities of the Initiative have been carried out and that the funds have been spent in accordance with the terms of this Agreement;
  - 5.2.2 shall keep proper and accurate Initiative-related accounts and records (including activity, progress and evaluation reports, reports on audits carried out by, or on behalf of the Recipient, all contracts, agreements, invoices receipts and vouchers relating to Eligible Expenditures and revenues, including contributions from other sources (both cash and in-kind contributions)) in accordance with this Agreement, generally accepted accounting principles and good financial management practices;

- 5.2.3 shall make such accounts and records available for audit by Canada upon reasonable notice, and permit Canada to inspect the records and make extracts from and/or make copies of the records; and
- 5.2.4 shall provide reasonable facilities to Canada for such audits and inspections and provide Canada with all information necessary to understand the records.

## 6. AUDITOR GENERAL OF CANADA

The Recipient acknowledges that the Auditor General of Canada may, at his/her own cost, under the authority of subsection 7.1 of the *Auditor General Act*, conduct an inquiry into matters relating to this Agreement. The Recipient shall cooperate with the Auditor General and his/her representatives, employees, or contractors relative to any such inquiry and grant them access to the Recipient's documents, records, and premises for purposes of any such inquiry. The Auditor General may discuss any concerns raised in such an inquiry with the Recipient and with Canada. The results may be reported to Parliament in a report of the Auditor General.

## 7. INFORMATION MANAGEMENT

### 7.1 Access to records

Upon request, the Recipient shall allow representatives of Canada to have access to its staff, premises, Initiative site and records (including files, information, databases, reports and invoices for costs for which reimbursements have been claimed) for purposes related to the monitoring of the Recipient's compliance with this Agreement.

### 7.2 Retention of records

Unless otherwise agreed to by the Parties, the Recipient shall keep all records, information, databases, reports and all other documentation related to the Initiative and associated expenditures and costs, for a period of six (6) years from the expiration or termination of this Agreement.

### 7.3 Consent to disclosure

The Recipient consents to the disclosure by Canada, for purposes related to the administration of the Program or this Agreement or for purposes related to the Recipient's eligibility for federal funding under any other program or initiative, of any information, other than personal information, relating to the Recipient or the Initiative including, but not limited to: information about amounts advanced or paid as reimbursement of Eligible Expenditures; the criteria used for calculating payments; data showing the activities supporting such payments; and analysis, assessment, audit and evaluation reports relating to the Recipient or the Initiative.

- 7.4 The Recipient authorizes Canada, without any further formality, to consult such individuals or organizations, including financial institutions, accounting firms, credit bureaus and other government organizations, that it deems necessary for the purpose of obtaining any information, (including information relating to the Recipient's financial situation), useful to the administration and monitoring of this Agreement; and these contacted individuals and organizations to disclose the information requested.

### 7.5 Personal and confidential information

The Parties shall comply with applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the Initiative.

## 8. PERFORMANCE MEASUREMENT AND EVALUATION

The Recipient shall:

- 8.1 measure progress and performance on an ongoing basis to ensure that data is available to support the management of the Initiative. This includes: performance measurement planning; regularly collecting data on output and outcome indicators; analyzing and/or synthesizing the data; using the data to inform decision-making and to continuously improve implementation; and reporting to Canada in accordance with the Reporting Plan (Appendix C);
- 8.2 participate in any Program-level Performance Measurement and/or Evaluation activities led by or on behalf of Canada; and
- 8.3 if requested to do so, carry out an independent Evaluation of the Initiative in a form satisfactory to Canada, and provide Canada with a copy of the resulting report(s) in accordance with the Reporting Plan (Appendix C).

## 9. OTHER REPORTING

The Recipient shall:

- 9.1 provide Canada with a copy of its annual financial statements within thirty (30) calendar days of the completion of such statements; and
- 9.2 provide Canada with a copy of any audit report (financial or otherwise) prepared by its auditors within thirty (30) calendar days of the release of such report.

## 10. DEFAULT

10.1 The following constitute events of default:

- 10.1.1 the Recipient fails to take all the necessary actions to maintain itself in good standing, to preserve its legal capacity, and to inform Canada without delay of any failure to do so;
- 10.1.2 in the opinion of Canada, the Recipient fails to perform or comply with any term, condition or obligation contained in this Agreement;
- 10.1.3 the Recipient has made materially false or misleading representations or statements, or provided materially false or misleading information to Canada on any matter related to this Agreement (the Recipient shall demonstrate good faith);
- 10.1.4 in the opinion of Canada, the Recipient fails to proceed in a diligent and professional manner with the implementation of the Initiative so as to jeopardize the success or outcome of the Initiative;
- 10.1.5 in the opinion of Canada, there is a material adverse change in the Recipient's ability to implement the Initiative as set out in Appendix A; or
- 10.1.6 the Recipient becomes insolvent or commits an act of bankruptcy, makes an assignment for the benefit of creditors or takes the benefit of any statute relating to bankrupt or insolvent debtors, goes into receivership or bankruptcy, ceases to carry on business, or is wound up or dissolved.

## 11. REMEDIES ON DEFAULT

- 11.1 If, in the opinion of Canada, an event of default occurs, Canada may, with prior notice to the Recipient and in addition to any other remedy provided by law or under this Agreement, exercise one or more of the following remedies:
  - 11.1.1 require that the Recipient take such reasonable action as may be necessary to remedy the event of default;
  - 11.1.2 alter the frequency and/or content of reporting to be provided by the Recipient under the terms of this Agreement and/or impose additional reporting requirements;
  - 11.1.3 suspend or reduce the payment of any amount payable under this Agreement, regardless of whether the amount is owing prior to, or after the date of such suspension or reduction;
  - 11.1.4 direct the Recipient to repay to Canada all or part of the funds paid under this Agreement, with interest calculated in accordance with the *Interest and Administrative Charges Regulations*, from the date of demand for repayment; or
  - 11.1.5 terminate this Agreement.

## 12. ASSETS

- 12.1 The Recipient shall report to Canada on Assets in accordance with the requirements of the Reporting Plan (Appendix C).
- 12.2 During the term of this Agreement, the Recipient shall use the Assets for the purpose of the Initiative and shall not, except with the prior written consent from Canada and in accordance with such terms and conditions as may be imposed by Canada,
  - 12.2.1 purchase any Assets valued over \$10,000;

- 12.2.2 change the use of any Assets or permit them to be used for activities that are not directly related to the Initiative;
  - 12.2.3 sell, exchange, transfer or dispose of any Assets. Any proceeds from any sales, exchanges, transfers or disposals made with the prior written consent of Canada must be used to further support the Initiative; or
  - 12.2.4 pledge, mortgage, or permit the creation of any security interest, claim or lien against the Assets.
- 12.3 Upon the expiration or termination of this Agreement, the Recipient shall provide an inventory of the Assets it has preserved and, if so directed by Canada, the Recipient shall:
- 12.3.1 sell the Assets, or any part of them, at fair market value;
  - 12.3.2 transfer the Assets or any part of them to another person or organization designated or approved by Canada; or
  - 12.3.3 dispose of the Assets or any part of them in such other manner as may be determined by Canada.
- 12.4 Canada may direct the Recipient to repay any proceeds realized from the sale, exchange, transfer, or disposal of Assets to offset Canada's contribution to Eligible Expenditures under this Agreement.

### 13. LIABILITY

- 13.1 Canada and its employees and agents shall not be held liable for any injury, including death, to any person, or for any loss or damage to property belonging to the Recipient or anyone else, or for any obligation of the Recipient incurred by the Recipient or its agents, employees, contractors or voluntary workers or any Ultimate Recipient in carrying out the Initiative, including where the Recipient has entered into loans, capital leases or other long-term obligations in relation to this Agreement.
- 13.2 The Recipient agrees to protect itself, through an appropriate policy of insurance, against any liability resulting from anything done or omitted to be done by the Recipient in carrying out the Initiative under this Agreement, for such coverage limits as a reasonably prudent party carrying out the same or similar activities might obtain.
- 13.3 The Recipient agrees to be solely responsible for any and all deductions and payments required to be made from or to employees and anyone else, including those for the Canada or Quebec Pension Plans, Employment Insurance, the Worker's Compensation Board, or the Canada Revenue Agency.

### 14. INDEMNIFICATION

During and following the expiration of this Agreement, the Recipient shall indemnify and save harmless Canada and its employees and agents from and against all claims, losses, damages, costs, expenditures, including solicitor/client fees, administrative fees and disbursements, actions, and any other proceedings made, sustained, brought, prosecuted, threatened to be brought, or prosecuted in any manner based on, occasioned by, or attributable to any environmental effect, injury to or death of a person, or damage to or loss of property, arising directly or indirectly from any act, omission or delay on the part of the Recipient or its employees, servants, agents, or voluntary workers or any Ultimate Recipient in carrying out the Initiative, except that Canada shall not claim indemnification under this section to the extent that the injury, loss, or damage has been caused by Canada or its employees or agents.

### 15. LOBBYING

- 15.1 The Recipient warrants that the Recipient and any person lobbying on its behalf to obtain the funding that is the subject of this Agreement were, are, and shall continue to remain in compliance with the *Lobbying Act*.
- 15.2 The Recipient warrants that it has not and shall not, directly or indirectly, make any payment to any individual that is in whole or in part contingent upon the solicitation of funds, negotiating or signing of this Agreement.
- 15.3 The Recipient understands and acknowledges that lobbying activities, as described in subsection 5(1) of the *Lobbying Act*, are not Eligible Expenditures, and therefore, funding provided under this Agreement cannot be used to support any of the Recipient's lobbying activities.

### 16. INTELLECTUAL PROPERTY RIGHTS

16.1 Any Material created or developed by the Recipient, Ultimate Recipient, or other entity with whom the Recipient has collaborated with in carrying out its obligations under this Agreement shall vest in and remain the property of the Recipient, Ultimate Recipient, or other entity, unless otherwise agreed to by the Parties. The Recipient shall report to Canada what Materials, if any, have been created or developed under this Agreement and provide copies of such Materials to Canada if requested to do so.

16.2 Canada will review the list of Materials provided by the Recipient pursuant to section 16.1 for the purpose of determining if Canada wishes to seek permission to use any such Materials.

#### 17. SEVERABILITY

If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms or provisions of this Agreement.

#### 18. OTHER INTERESTS

While this Agreement is in effect, the Recipient shall not pursue other activities or interests that are in conflict with those funded under this Agreement.

#### 19. CONFLICT OF INTEREST

The Recipient acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act* (S.C. 2006, c. 9, s. 2), the *Conflict of Interest Code for Members of the House of Commons*, the *Conflict of Interest Code for Senators*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, the *Values and Ethics Code for Health Canada*, the *Values and Ethics Code for the Public Sector*, or any other values and ethics codes applicable within provincial or territorial governments or specific organizations, cannot derive any direct benefit resulting from this Agreement unless the provision or receipt of such benefit is in compliance with such legislation and codes.

#### 20. ASSIGNMENT

The Recipient shall not assign this Agreement or any payment, right or obligation thereunder without the prior written consent of Canada. Any assignment made without that prior written consent is void and of no effect.

#### 21. RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement creates or shall be construed to create a relationship of principal-agent, employer-employee, partnership, or joint venture between the Parties. The Recipient shall not represent itself (including in any agreement with a third-party) as the agent, employee or partner of Canada or in a manner that could lead a member of the public to believe that the Recipient is an agent, employee or partner of Canada.

#### 22. SUCCESSORS

This Agreement binds the Parties and their respective successors and assigns.

#### 23. GOVERNING LAWS

This Agreement shall be governed by, interpreted and enforced in accordance with the laws in force in **Ontario** and the laws of Canada applicable therein. The Parties further agree to attorn to the jurisdiction of the Courts of **Ontario**.

#### 24. DISPUTE RESOLUTION

24.1 In the event of a dispute under this Agreement, the Parties, or their representatives, agree to meet promptly for the purposes of attempting, in good faith, to negotiate a settlement.

24.2 If the Parties are unable to settle the dispute by negotiation within ten (10) business days of such meeting or any other period agreed to, the Parties may agree to refer the dispute to mediation, based on terms agreed to by the Parties and reflected in a written agreement entered into on behalf of the Parties by their duly authorized representatives.

24.3 The ability of Canada to take action to terminate under this Agreement shall not be prejudiced by this section or any procedure flowing from it.

#### 25. COMMUNICATIONS

#### 25.1 Acknowledgment

The Recipient shall acknowledge Canada's support in all public communications Materials and products (including, but not limited to, information and advertising campaigns, invitations to participate in activities, printed/audio/visual electronic Materials, Web sites and exhibits) under this Agreement. Such acknowledgment shall be in a form satisfactory to Canada. The Recipient shall withdraw the acknowledgment upon the written request of Canada.

#### 25.2 Disclaimer

The Recipient shall, unless otherwise directed by Canada, ensure that the following disclaimer appears on any Materials developed for public distribution under this Agreement: "The views expressed herein do not necessarily represent the views of Health Canada."

#### 25.3 Prior notice and participation

The Recipient shall, where possible, give ten (10) business days' notice to Canada of a proposed public announcement or ceremony relating to the Initiative. Where Canada wishes to participate in such an announcement or ceremony, the Recipient shall, where possible, co-operate with Canada during such announcement or ceremony.

#### 25.4 Language of communication

The Recipient shall carry out the Initiative and provide to the public oral and written communications related to the Initiative in both of Canada's official languages (English and French) unless otherwise stated in Appendix A. The Recipient shall ensure that these obligations are fulfilled by any Ultimate Recipient.

#### 25.5 Language of Agreement

The Parties agree that this Agreement is drafted in English only.

### 26. AMENDING OR TERMINATING THE AGREEMENT

26.1 All amendments to this Agreement are to be made in writing and signed by both Parties except where minor budget adjustments are made in accordance with section 4.13.

26.2 This Agreement may be terminated, in writing, by mutual consent of the Parties.

26.3 Nothing in section 26.2 limits Canada's ability to terminate this Agreement pursuant to sections 4.11 or 11.

### 27. ENTIRE AGREEMENT

This Agreement, including its preamble and all appendices attached hereto sets forth the entire agreement between the Parties with respect to its subject-matter and supersedes and cancels all prior agreements, understandings, negotiations and discussions, both oral and written, between the Parties with respect to the Initiative.

### 28. OBLIGATIONS SURVIVING TERMINATION

All obligations of the Recipient shall expressly, or by their nature, survive termination or expiration of this Agreement until, and unless, they are fulfilled, or by their nature expire.

### 29. REPRESENTATIVES OF THE PARTIES AND NOTICE

Communications, including reporting and any notice, demand, request or other communication, shall be in writing and sent to the coordinates below. Communications that are delivered in person shall be deemed to have been received upon delivery; communications transmitted by facsimile or by e-mail shall be deemed to have been received one (1) business day after having been sent; and communications that are sent by mail shall be deemed to have been received five (5) business days after being mailed.

**Any Notice to Canada shall be addressed to:**

**Tanya Laponsee  
Senior Advisor, Program Delivery**

**Substance Use and Addictions Program - Emergency Treatment Fund**  
**150 Tunney's Pasture Driveway, Tunney's Pasture, Ottawa, Ontario, Mail Stop A/L 0302I**  
**K1A 0K9**  
Email: [tanya.laponsee@hc-sc.gc.ca](mailto:tanya.laponsee@hc-sc.gc.ca)  
Telephone: 613-327-2741

**Any notice to the Recipient shall be addressed to:**

**Craig Cooper**  
**Director, Housing Stability Services**  
**The City of London**  
**300 Dufferin Avenue,**  
**PO Box 5035**  
**London, ON**  
**N6A 4L9**  
Email: [ccooper@london.ca](mailto:ccooper@london.ca)  
Telephone: 519-661-2489 x 5032

### **30. COUNTERPARTS**

This Agreement may be signed in counterparts and each counterpart shall constitute an original document; these counterparts taken together shall constitute one and the same Agreement.

### **31. WAIVER**

The fact that Canada refrains from exercising a remedy or right that it is entitled to exercise under this Agreement will not be considered to be a waiver of such remedy or right and, furthermore, partial or limited exercise of a right conferred on Canada will not prevent it in any way from later exercising any other right or remedy under this Agreement or other applicable law, unless Canada waives such right in writing.

### **32. RESEARCH INVOLVING HUMANS**

- 32.1 Prior to commencing any research project involving humans, the Recipient shall ensure that the research protocol is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (hereinafter referred to as "TCPS") and is reviewed and approved by a research ethics board that complies with the TCPS or other similar entity that is established to approve research based on ethical standards (hereinafter collectively referred to as "Research Ethics Board").
- 32.2 The Recipient shall carry out the research project in accordance with the project research protocol reviewed and approved by the Research Ethics Board and comply with any conditions imposed by the Research Ethics Board.
- 32.3 The Recipient shall at minimum obtain annual review and approval by the Research Ethics Board until the research is complete and seek review and approval by the Research Ethics Board prior to making any amendment or modification to the approved research protocol.
- 32.4 The Recipient shall retain a record of each approval or approval of amendments given by the Research Ethics Board and provide a copy of those records to Canada upon request.

IN WITNESS WHEREOF, this Agreement is duly executed by authorized representatives of the Parties.

**For the Recipient:**

  
\_\_\_\_\_  
Signature of Authorized Representative

March 21, 2025  
\_\_\_\_\_  
Date

**Sandra Datars Bere**  
\_\_\_\_\_  
Print Name

**City Manager**  
\_\_\_\_\_  
Print Title

The Corporation of the City of London  
\_\_\_\_\_  
Print Organization's Name

  
\_\_\_\_\_  
Signature of Authorized Representative

March 21, 2025  
\_\_\_\_\_  
Date

**Kevin Dickins**  
\_\_\_\_\_  
Print Name

**Deputy City Manager Social and Health Development**  
\_\_\_\_\_  
Print Title

The Corporation of the City of London  
\_\_\_\_\_  
Print Organization's Name

**For Canada:**

**Nisbet, Kari**  
\_\_\_\_\_  
Signature of Authorized Representative

3/21/25  
\_\_\_\_\_  
Date

**Kari Nisbet**   
\_\_\_\_\_  
Print Name

**Director, SUAP**   
\_\_\_\_\_  
Print Title

Digitally signed by Nisbet, Kari  
DN: c=CA, ou=CC, ou=HC-SC, CN=Nisbet, Kari  
Reason: I am the author of this document  
Location:  
Date: 2025.03.21 17:27:25-0400'  
Foxit PDF Editor Version: 12.1.7

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## APPENDIX A

### OVERVIEW

#### INITIATIVE DESCRIPTION

The City of London project entitled “Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens “The Commons” will address health care related to overdose events, and basic needs among people who use substances and are experiencing homelessness. It will provide wraparound support to address the effects of the health and homelessness crisis on individuals experiencing homelessness in a supportive environment. Specifically, it will provide integrated health care planning, such as harm reduction education, overdose prevention support, access to harm reduction supplies, and access to overdose reversal medications such as naloxone. In addition, individuals will be provided with access to connections to wrap around substance use services and health and wellness services.

#### KEY ACTIVITIES AND DELIVERABLES/OUTPUTS

##### Fiscal Year 2025-26

| Key Activities                                  | Key Deliverables/Outputs   |
|---|--|
| Provide Health care core functions for homeless | <ul style="list-style-type: none"> <li>• Access to acute and primary care</li> <li>• Intentional connections to health and wellness services</li> <li>• Integrated health care planning including:               <ul style="list-style-type: none"> <li>• Harm reduction education</li> <li>• Overdose prevention support</li> <li>• Access to harm reduction supplies</li> <li>• Access to overdose reversal medications such as naloxone</li> <li>• Overdose response</li> <li>• Access to harm reduction supplies and equipment</li> </ul> </li> <li>•</li> </ul> |
| Basic Needs support for homeless                | <ul style="list-style-type: none"> <li>• Food and community</li> <li>• Showers</li> <li>• Laundry</li> <li>• Washrooms</li> </ul>  |

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**OUTCOMES**

The Initiative will contribute to and report on the Substance Use and Addictions Program - Emergency Treatment Fund outcomes and performance indicators that are relevant to the Initiative.

The short-term outcomes for projects funded through the SUAP-Emergency Treatment Fund are:

1. To enable municipalities and Indigenous communities to increase access to and availability of substance use services; and,
2. To improve community capacity to address urgent needs associated with the overdose crisis.

The following performance indicators will be used to measure these outcomes.

| SHORT-TERM QUANTITATIVE INDICATORS   |
|--|
| # of clients participating in SUAP-ETF-funded activities, including relevant demographic data. (by gender, language, age, location or priority population: Indigenous, 2SLGBTQIA+, Racialized people/ communities) |
| Additional quantitative indicators (if applicable)   |
| <ul style="list-style-type: none"> <li>• Number of individuals supported</li> <li>• Number of basic needs interventions</li> </ul>   |

| SHORT-TERM QUALITATIVE INDICATORS  |
|--|
| Recipient Satisfaction: were you satisfied with SUAP-ETF program administration?     |
| Program Benefit: was the SUAP-ETF helpful in addressing targeted issues?             |
| Impact: what was the impact of the SUAP-ETF-funded project on the target population? |
| Additional qualitative indicators (if applicable)                                    |
|  |

**PARTNERSHIPS**

| Name of Partner                     | Partner's Role                                       |
|-------------------------------------|--|
| Regional HIV/AIDS Connection        | Offering monthly HIV and Hep-C testing.              |
| London InterCommunity Health Centre | Offering monthly HIV and Hep-C testing.              |
| ACT Teams                           | Supporting individuals to access needed medications. |

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| Name of Partner                              | Partner's Role   |
|--|--|
| H.O.M.E Program                              | Parked weekly to offer system navigation, ID support, and on-site health care.   |
| Middlesex-London Health Unit                 | Facilitating connections to the My Care team for ongoing health care.  |
| Middlesex London Ontario Health Team         | Providing care through the Lower Limb Preservation Project.  |
| Ontario Aboriginal HIV/AIDS Strategy (OAHAS) | Weekly drop-in connection for Indigenous participants where access to medicines, cultural support, and activities are available. |
| London Cares                                 | Completing paperwork, crisis support, and system navigation in a safe space away from the elements.                              |
| Ontario Works                                | Helping with access to financial support and Ontario Works applications.   |
| Ontario Health at Home                       | On-site PSW care when approved and access to additional supports through care coordination.                                      |

## TARGET GROUP

The project will serve individuals who are sleeping unsheltered in London, Ontario experiencing concurrent mental disorders (schizophrenia, bipolar, substance use disorder, etc.) with complex multimorbidity, including chronic health challenges (diabetes, HIV, HEP C, etc.) combined with long-term homelessness (precariously housed/sheltered) and poverty, often experiencing multiple unmet basic needs (Social Determinants of Health; social isolation, food insecurity, etc.).

## OFFICIAL LANGUAGES

The initiative target population is composed of individuals mainly using English as their official language. Individuals who require French-language services will be provided with translation support and will be referred to French-language service providers to meet their health and housing needs.

## DIVERSE POPULATIONS (SEX- AND GENDER-BASED ANALYSIS PLUS<sup>1</sup>)

Health Canada is committed to funding initiatives that promote diversity and inclusion.

The City of London acknowledges the importance of integrating the GBA+ framework into the development, implementation, and evaluation of this program

<sup>1</sup> **Sex- and Gender-Based Analysis Plus (SGBA Plus)** is an intersectional approach to assess how factors such as sex, gender, age, race, ethnicity, socioeconomic status, disability, sexual orientation, cultural background, migration status, and geographic location interact and intersect with each other and broader systems of power.

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and will take a gender-specific as well as transformative approach to better understand and meet the unique sex-related, gender-related, race-related and experiential needs of the program's target populations. The City of London recognizes that women and individuals who use drugs experience intersecting barriers, including poverty, homelessness, pregnancy or parenting, racialized, or impacts of colonialism and encounter unique risks and harms associated with unsheltered homelessness.

1. The Health & Homelessness Whole of Community Response, in which this project is rooted, will consult a diverse group of people with lived experience, including women, people who use drugs, people experiencing homelessness and those impacted by colonialism to inform project activities. This is done through the establishment of a lived experience advisory council.

2. In response to the unique needs related to sex and gender, race, and lived experience, there are increasing numbers of women-specific, financial empowerment, cultural and harm reduction programs. The City of London has a Trans Health program and many women's groups. There are also community organizations that provide population-specific programs and services. Community agencies offer tax clinics to provide income support and harm reduction equipment to community members. During this project, stakeholders will assess the target populations' access to services and how this may differ according to sex, gender, race and lived experience. This will inform how the program evolves and prioritizes opportunities for improvement.

## **DECLARATION AND ACKNOWLEDGEMENT**

During the term of this Agreement, The City of London:

1. Agrees to ensure that the Initiative is delivered in a safe, secure and respectful environment, and that their staff, management and board members have the tools and training to ensure that this occurs;
2. Agrees to not restrict access to programs or services, or employment, or otherwise discriminate without justification on the basis of personal characteristics including race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered;
3. Agrees to not advocate intolerance, discrimination, or prejudice;
4. Agrees to have in place, or will have in place within six (6) months of the Agreement start date, and maintain in place for the entire term of the Agreement, policies and procedures to prevent, investigate and respond, as required, to misconduct and wrongdoing, including harassment, abuse, and discrimination;
5. Agrees to investigate and respond to incidents of misconduct and wrongdoing, including harassment, abuse and discrimination, in accordance with its policies and procedures;
6. Agrees to refer to the appropriate authorities and specialists if the Recipient determines it does not have the capacity or training to

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- adequately address an incident of misconduct and wrongdoing, including harassment, abuse or discrimination;
7. Acknowledges that they have not, do not, and will not engage in activities that contravene relevant federal legislation, including the *Controlled Drugs and Substances Act*, or that contravene applicable provincial or territorial legislation or municipal bylaws, whether in the context of the proposed initiative for which Substance Use and Addictions Program - Emergency Treatment Fund funding is sought, or in the context of any other organizational activities; and
  8. Agrees that Canada reserves the right to monitor adherence to this *Declaration and Acknowledgment*, in the context of this Initiative, or in the context of any other The City of London activities. Not adhering to this *Declaration and Acknowledgment* constitutes an act of default under section 10 of this Agreement.



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**Budget by Fiscal Year (April 1 to March 31)**

**Arrangement Number: 2526-HQ-000038**

**Recipient Name: The City of London**

| BUDGET EXPENDITURE CATEGORIES              | 2025-2026        |                      |                         | TOTAL BUDGET     |
|--|------------------|----------------------|-------------------------|------------------|
|  | HC               | Other Sources - Cash | Other Sources - In-kind |                  |
| Personnel Salaries & Benefits              |                  |                      |                         | \$0              |
| Contractual Services                       | \$216,662        |                      |                         | \$216,662        |
| Travel & Accommodations                    | \$25,000         |                      |                         | \$25,000         |
| Materials & Supplies                       | \$23,800         |                      |                         | \$23,800         |
| Equipment                                  | \$92,000         |                      |                         | \$92,000         |
| Rent & Utilities                           | \$54,000         |                      |                         | \$54,000         |
| Performance Measurement & Evaluation (PME) | \$7,200          |                      |                         | \$7,200          |
| Additional Costs: Elder Honoraria          | \$5,000          |                      |                         | \$5,000          |
| Additional Costs: Audit/Bookkeeping        | \$3,000          |                      |                         | \$3,000          |
| Additional Costs: Insurance                | \$4,500          |                      |                         | \$4,500          |
| Additional Costs: Cleaning                 | \$3,000          |                      |                         | \$3,000          |
| Additional Costs: Admin                    | \$5,288          |                      |                         | \$5,288          |
| Additional Costs: Self care                | \$1,500          |                      |                         | \$1,500          |
| Additional Costs: Health & Safety          | \$2,100          |                      |                         | \$2,100          |
| Additional Costs: Professional Development | \$1,200          |                      |                         | \$1,200          |
| <b>TOTAL</b>                               | <b>\$444,250</b> | <b>\$0</b>           | <b>\$0</b>              | <b>\$444,250</b> |
| <b>COMMENTS:</b>                           |                  |                      |                         |                  |



### APPENDIX C – ANNUAL REPORTING PLAN

The tables below provide a detailed list of all reports required for the duration of your agreement, and their due dates.

A Fiscal Year (FY) is a twelve-month period, beginning April 1 and ending March 31 of the following calendar year.

The maximum reporting frequency is 4 times per Fiscal Year and it can be enforced at any time during the course of the Agreement when communicated in writing by your Health Canada Representative prior to March 31 of a particular Fiscal Year.

Please use the report templates provided by Health Canada unless otherwise indicated.

**TABLE 1. Reports due at Agreement set-up**

| Due Date                          | Report Required  |
|-----------------------------------|--|
| Upon signing of the Agreement     | <ul style="list-style-type: none"> <li>Recipient Signing Authorities Form</li> </ul>   |
| 30 days after Agreement signature | <ul style="list-style-type: none"> <li>Annual Plan (for full duration of initial fiscal year)</li> <li>Appendix D (Cashflow Forecast for initial fiscal year)</li> </ul> |
| 30 days after Agreement signature | <ul style="list-style-type: none"> <li>Performance Measurement and Evaluation Plan</li> </ul>  |

**TABLE 2. Reports due each fiscal year of the Agreement**

| Due Date   | Report Required  |
|--|--|
| If changes occur anytime during the year         | <ul style="list-style-type: none"> <li>Recipient Signing Authorities Form</li> </ul>   |
| April 30   | <p>To reflect reporting period from April to March of previous fiscal year:</p> <ul style="list-style-type: none"> <li>Appendix D (Record of Expenditures)</li> </ul> <p>To reflect full duration of previous fiscal year:</p> <ul style="list-style-type: none"> <li>Declaration of Revenues and Expenditures (includes Proceeds or Income and/or Other Sources of Funds)</li> </ul> <p>To reflect full duration of current fiscal year – starting in the 2<sup>nd</sup> fiscal year:</p> <ul style="list-style-type: none"> <li>Annual Plan</li> <li>Appendix D (Cashflow Forecast)</li> </ul> |
| September 30                                     | <ul style="list-style-type: none"> <li>Declaration of Progress</li> </ul>  |
| March 1  | <ul style="list-style-type: none"> <li>Declaration of Underspending</li> </ul>   |
| Within 30 calendar days of completion or release | <ul style="list-style-type: none"> <li>Annual Financial Statements (recipient's template)</li> <li>Audit Reports (financial or otherwise, recipient's template)</li> </ul>   |

**TABLE 3. Reports due at Agreement expiration or termination**

| Due Date   | Report Required   |
|--|---|
| Within 60 days for standard agreement (or 90 days for agreements that further distribute funds) following expiration or termination of Agreement | <p>To reflect reporting period from April to March of previous fiscal year:</p> <ul style="list-style-type: none"> <li>Appendix D (Record of Expenditures)</li> </ul> <p>To reflect full duration of agreement:</p> <ul style="list-style-type: none"> <li>Declaration of Revenues and Expenditures (includes Proceeds or Income and/or Other Sources of Funds)</li> <li>Declaration of Assets Acquired</li> <li>Final Evaluation Report</li> </ul> |



I'd like to request delegation status for the next Community & Protective Services Committee on April 7th.

Mike McMahon, Executive Director of Thames Valley Family Health Team and Margo Ritchie, Congregational Leader, Sisters of St. Joseph in Canada would like to jointly speak on item 2.7 on the Agenda: "Emergency Treatment Fund (ETF) Approval of Federal Contribution Agreement (Reducing Substance Use Harms Through Basic Needs and Healthcare at 602 Queens "The Commons")"

The two of them will share the 5 minute time cap.

Thank you,  
Chris

**Chris Moss**  
**Executive Director**  
C: (519)494-0723  
[LondonCares.ca](http://LondonCares.ca)



*Building a Bridge from Street to Home*