

# Agenda Including Addeds

## Community and Protective Services Committee

9th Meeting of the Community and Protective Services Committee

August 13, 2019, 4:00 PM

Council Chambers

### Members

Councillors M. Cassidy (Chair), S. Lewis, M. Salih, E. Pelozza, S. Hillier, Mayor E. Holder

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The Committee will recess at approximately 6:30 PM for dinner, as required.

	Pages
<b>1. Disclosures of Pecuniary Interest</b>	
<b>2. Consent</b>	
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2.2 6th Report of the Animal Welfare Advisory Committee	18
2.3 6th Report of the London Housing Advisory Committee	19
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2.13 East Community Centre - Construction Update	88
2.14 Response to LIFE*SPIN's Report "Affordable Housing, a Community Perspective"	90

<b>3.</b>	<b>Scheduled Items</b>	
3.1	Not to be heard before 4:05 PM – F. Cassar, Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC) – 4th Report of the DIAAC and the 2019 City of London Diversity, Race Relations and Inclusivity Award	110
3.2	Not to be heard before 4:15PM - Public Participation Meeting - Adult Live Entertainment Parlour Location - 2190 Dundas Street	114
3.3	Not to be heard before 4:30PM - Public Participation Meeting - Public Nuisance By-law Amendments - Nuisance Party Cost Recovery and Fees	117
	<i>a. (ADDED) J. Hoffer, Cohen Highley</i>	122
<b>4.</b>	<b>Items for Direction</b>	
4.1	London’s Film and Multi-Media Industry Update	123
	a. K. Peckham, Forest City Film Festival - Request for Delegation Status	142
4.2	Councillor M. van Holst - New Models of Housing for Seniors	143
<b>5.</b>	<b>Deferred Matters/Additional Business</b>	
5.1	Deferred Matters List	144
<b>6.</b>	<b>Adjournment</b>	

# Accessibility Advisory Committee

## Report

The 6th Meeting of the Accessibility Advisory Committee  
June 27, 2019  
Committee Room #4

Attendance                   PRESENT: J. Madden (Chair), G. Ashford-Smith, A. Bueschleb, M. Dawthorne, T. Eadinger, N. Judges, G. LaHay, J. Menard, P. Moore, P. Quesnel, D. Ruston and J. Wilson and J. Bunn (Secretary)

ABSENT: K. Steinmann

ALSO PRESENT: D. Baxter, M. Beharrell, J. Devito, D. Diegel, K. Husain, M. Schulthess and M. Stone

The meeting was called to order at 3:01 PM.

### 1. Call to Order

#### 1.1 Orientation

That it BE NOTED that the Accessibility Advisory Committee heard a verbal presentation from M. Schulthess, Deputy City Clerk, with respect to an Advisory Committee orientation.

#### 1.2 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

#### 1.3 Election of Chair and Vice Chair for the term ending November 30, 2019

That it BE NOTED that the Accessibility Advisory Committee elected J. Madden and J. Menard as Chair and Vice Chair, respectively, for the term ending November 30, 2019.

### 2. Scheduled Items

#### 2.1 2019 Facility Accessibility Design Standards

That it BE NOTED that the attached presentation from J. Devito, Manager, Facilities Design & Construction, with respect to Facility Accessibility Design Standards, was received.

### 3. Consent

#### 3.1 4th and 5th Reports of the Accessibility Advisory Committee

That it BE NOTED that the 4th and 5th Reports of the Accessibility Advisory Committee (ACCAC), from the meetings held on April 25, 2019 and May 23, 2019, respectively, were received; it being further noted that the ACCAC took no further action with respect to the Draft Lambeth Area Community Improvement Plan (CIP) from the 4th Report of the ACCAC.

#### 3.2 Municipal Council Resolution - 3rd, 4th and 5th Reports of the Accessibility Advisory Committee

That it BE NOTED that the Municipal Council resolution, from its meeting held on June 11, 2019, with respect to the 3rd, 4th and 5th Reports of the Accessibility Advisory Committee, was received.

3.3 Town of Innisful – Facility Accessibility Design Standards

That it BE NOTED that the communication dated June 6, 2019, from T. Wellhauser, Division Manager, Facilities, with respect to the use of the City of London's 2007 Facility Accessibility Design Standards (FADS) by the Town of Innisful, was received.

**4. Sub-Committees and Working Groups**

4.1 Sub-Committees Report

That it BE NOTED that the Built Environment and Education and Awareness Sub-Committee Report, from its meeting held on May 8, 2019, was received.


**5. Items for Discussion**

None.


**6. Adjournment**

The meeting adjourned at 4:41 PM.




 **TIMELINE**  
FADS 2019

- 2000, November 6: Council adopted “The Corporation of the City of London Accessibility Policy “. As part of this resolution, the Civic Administration was directed to develop an accessibility design standards document which would apply to all newly constructed and/or renovated City of London owned, leased or operated facilities.
- 2001, February: The firm Designable Environments Inc. was hired to act as Prime Consultant for the development of “The City of London 2001 Facility Accessibility Design Standards” (FADS) document.
- 2007, October 1: Release date of the “The City of London 2007 Facility Accessibility Design Standards” (FADS) document.
- 2019: Update done of The City of London Facility Accessibility Design Standards” (FADS) document to reflect changes in the Ontario Building Code and industry design standards.



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## OVERVIEW


FADS 2019

The FADS document reflects the minimum dimensional criteria required for adult persons.


Prior to the design stage of a project, special consideration will be given to the function of the facility and the patrons who will use it.

The Standard is:

- Mandatory for all newly constructed and retrofitted facilities owned, leased or operated by the City of London; and,
- Encouraged for all other facilities whether new or retrofitted.



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## OVERVIEW

FADS 2019

A few of the changes reflected in this update include:

- 360° turning radius – wider radius from 2400mm (96") to 2500mm (98 1/2")
- Parking – larger spaces from 3200mm (126") for accessible spot to 3400mm (133 7/8") for accessible spaces, inclusion of designated van accessible parking spaces
- Service Animal Relief Areas section added
- Layout of document has changed to make items more visual and easy to read – removed the focus on the rationale portion of the FADS and focus more directed to clarify the requirements – User friendly approach
- Addition of photos that reflect examples of FADS being implemented around the city

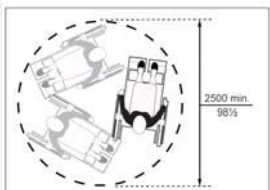


Figure ii: 360° Turning Space / Circle

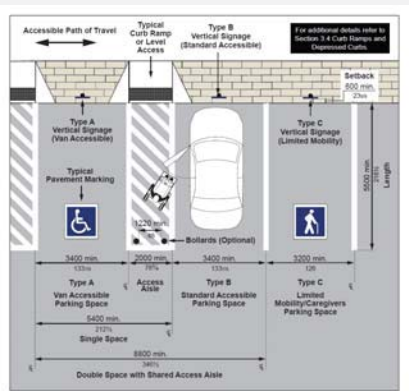



Figure 26a: Perpendicular Accessible Parking Space Dimensions - Plan View

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**OVERVIEW**  
FADS 2019


Roy McKay Clubhouse

**Before**



Narrow Door,  
Stair Entry Only

**After**




Ramp to service door, door size enlarged


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**OVERVIEW**  
FADS 2019

Stoney Creek Community Centre, YMCA and Library




Full Ramp Pool Access



Accessible washroom – large size, grab/transfer bars, adult/child change table

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## FADS Criteria

FADS 2019


Incorporates a belief in the universal design philosophy that recognizes the broad diversity of people who use facilities. The universal design philosophy is structured around seven principles

“The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.”

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## Standards Development Process


FADS 2019

### Principles of Universal Design

<div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">1</div> <div> <p><b>Equitable Use</b></p> <p>The design is useful and marketable to people with diverse abilities.</p> </div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">2</div> <div> <p><b>Flexibility in Use</b></p> <p>The design accommodates a wide range of individual preferences and abilities.</p> </div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">3</div> <div> <p><b>Simple and Intuitive</b></p> <p>Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills or current concentration level.</p> </div> </div> </div> <div> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">4</div> <div> <p><b>Perceptible Information</b></p> <p>The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory ability.</p> </div> </div> </div>	<div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">5</div> <div> <p><b>Tolerance for Error</b></p> <p>The design minimizes hazards and the adverse consequences of accidental or unintended actions.</p> </div> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">6</div> <div> <p><b>Low Physical Effort</b></p> <p>The design can be used efficiently and comfortably and with a minimum of fatigue.</p> </div> </div> </div> <div> <div style="display: flex; align-items: center;"> <div style="background-color: #00AEEF; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">7</div> <div> <p><b>Size and Space for Approach and Use</b></p> <p>Appropriate size and space is provided for approach, reach, manipulation and use regardless of user's body size, posture or mobility.</p> </div> </div> </div> <p style="font-size: small; margin-top: 10px;">Source: North Carolina State University, Centre for Universal Design, 1997.</p>
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## Adopted and Published

FADS 2019

- 2001, November: FADS document presented to Council and received adoption
- 2006, 2007: Updated document due to changes in Ontario Building Code and the Accessibility for Ontarians with Disabilities Act
- 2015-2019: Updating document underway due to changes in regulatory acts

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## Adopted and Used By

FADS 2019

- In the document there is opportunity for other municipalities, private companies to gain permission to adopt the use of FADS for their use. We currently have over 60 permissions granted including:

CITIES

Saskatoon SK  
Vaughan ON  
Burlington ON  
Collingwood ON  
Red Lake, AB

COMPANIES

Helix Courier  
Proable Services  
Canadian Sign Systems  
State Farm

OTHER

Eric Connolly Architect  
Milton Public Library  
Our Lady of Canada Church

FARTHEST REACH....

Saudia Arabia –  
Prince Salman Centre

SCHOOLS

Fanshawe College  
Centennial College  
UWO Occupational Therapy  
Kings University College



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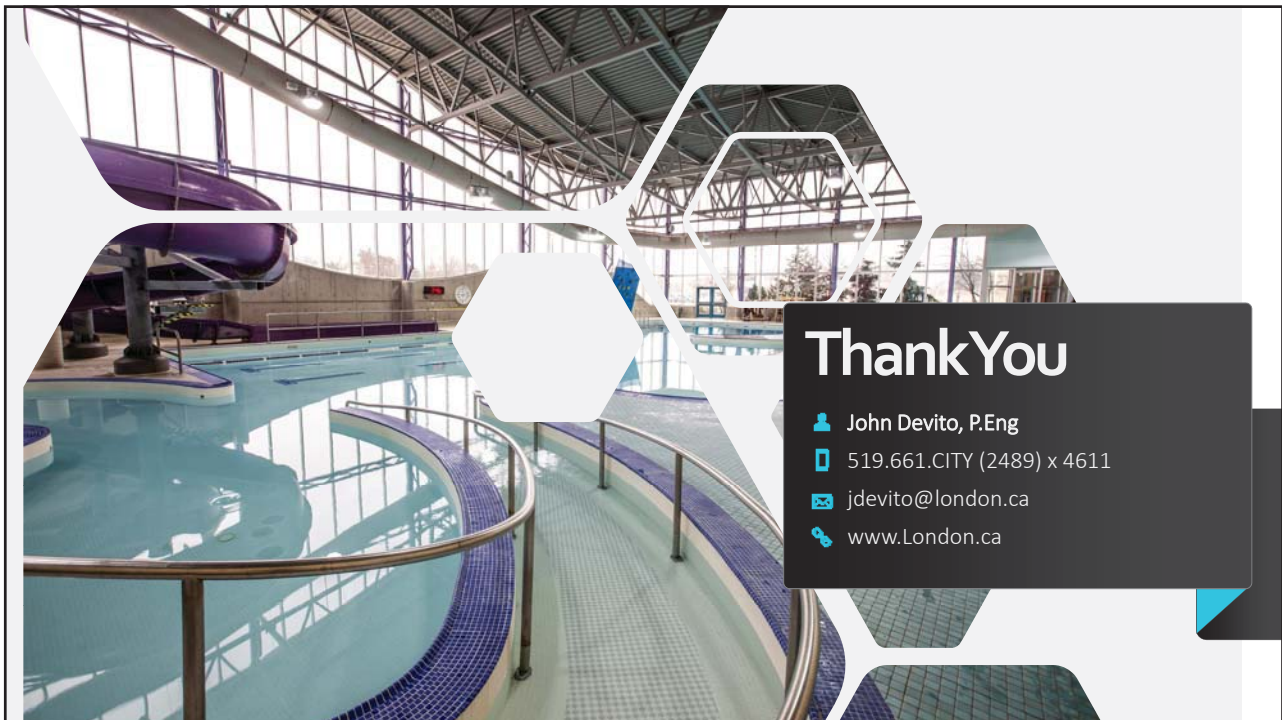


WE ARE A PLACE WHERE PEOPLE ARE WELCOME AND WANT TO BE







TOGETHER WE ARE MAKING A DIFFERENCE

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**Thank You**

-  John Devito, P.Eng
-  519.661.CITY (2489) x 4611
-  [jdevito@london.ca](mailto:jdevito@london.ca)
-  [www.London.ca](http://www.London.ca)

# Accessibility Advisory Committee

## Report

7th Meeting of the Accessibility Advisory Committee  
July 25, 2019  
Committee Room #4

Attendance PRESENT: J. Madden (Chair), G. Ashford-Smith, A. Bueschleb, M. Dawthorne, T. Eadinger, N. Judges, P. Moore, P. Quesnel, D. Ruston and J. Wilson and J. Bunn (Secretary)

ABSENT: G. LaHay, J. Menard and K. Steinmann

ALSO PRESENT: K. Husain, S. Khan, N. Musicco and M. Stone

The meeting was called to order at 3:00 PM.

### 1. Call to Order

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### 2. Scheduled Items

#### 2.1 Accessible Taxi Incentive Program Update

That it BE NOTED that the attached presentation from N. Musicco, Specialist I, Municipal Policy, with respect to an update on the Accessible Taxi Incentive Program, was received.

#### 2.2 Overview and Introduction of Roles

That it BE NOTED that verbal delegations from M. Stone, Specialist, Accessibility and S. Khan, Specialist II, Diversity & Inclusion, with respect to an overview and introduction of their roles with the City of London, were received.

### 3. Consent

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

That it BE NOTED that the 6th Report of the Accessibility Advisory Committee, from the meeting held on June 27, 2019, was received.

#### 3.2 Municipal Council Resolution - Draft Parks and Recreation Master Plan

That it BE NOTED that the Municipal Council resolution, from the meeting held on June 25, 2019, with respect to the Draft Parks and Recreation Master Plan, was received.

#### 3.3 2020 Mayor's New Year's Honour List - Call for Nominations

That it BE NOTED that the communication dated July 2, 2019, from C. Saunders, City Clerk, with respect to the 2020 Mayor's New Years Honour List Call for Nominations, was received.

**4. Sub-Committees and Working Groups**

None.

**5. Items for Discussion**

5.1 City of London Sidewalk Review

That the communication dated July 17, 2019, submitted by G. LaHay, with respect to a City of London Sidewalk Review, BE DEFERRED to the August 22, 2019 meeting of the Accessibility Advisory Committee.

5.2 Accessibility Advisory Committee Orientation

That it BE NOTED that the Accessibility Advisory Committee Orientation presentation, as appended to the agenda, submitted by M. Dawthorne, was received.

**6. Adjournment**

The meeting adjourned at 5:00 PM.



# Accessible Taxi Incentive Update

## Accessibility Advisory Committee



Presenter: Nicole Musicco  
Specialist, Municipal Policy  
Development & Compliance Services  
Date: July 25, 2019



# Exploring Accessible Taxi Incentives

- Accessible
- Safe
- Available
- Affordable
- Sustainable



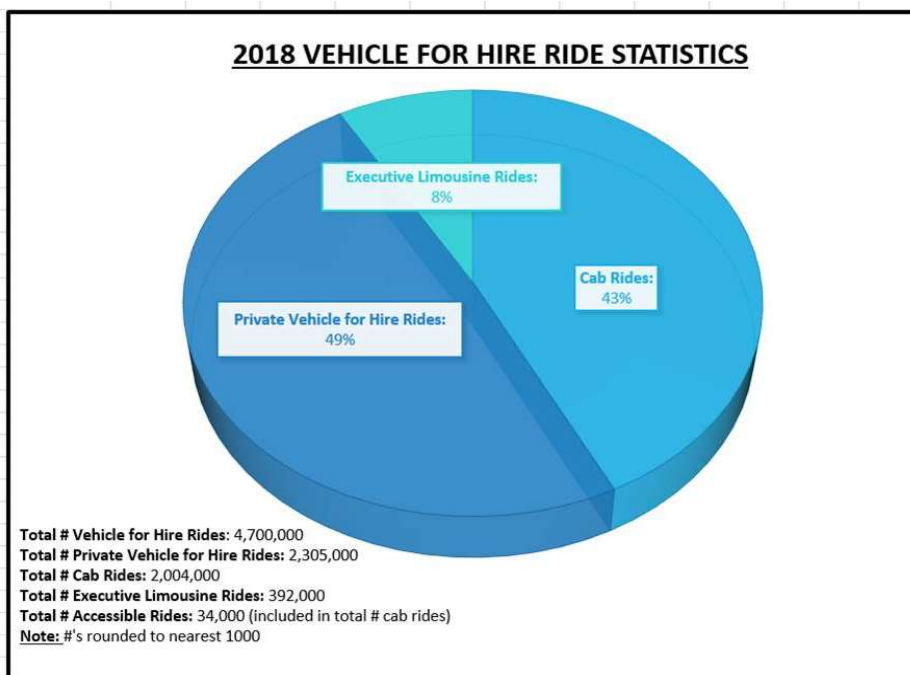


## Current Structure Statistics

- Number of brokers in London:
  - **Taxi (4)**
    - YourTaxi London
    - London Yellow Taxi
    - Green Transportation
    - U-Need-A Cab
  - **Limo (2)**
    - Checker Limousine
    - Green Transportation
  - **Transportation Network Company (1)**
    - UBER
- Statistics:
  - 1 cab plate for every 1100 citizens
  - 1 accessible plate for every 12 taxi plates
  - 353 licensed cabs with 20 accessible cabs (29 available)



## 2018 Vehicle For Hire Ride Statistics





## What are other cities doing?

City	Surcharges to fund Accessible Vehicles	Subsidies	Additional Incentives	Central Dispatch
Calgary	-\$0.30 per trip. -One-time funding request of \$350K in 2019 and \$350K in 2020 to support a two-year Centralized Dispatch pilot project	\$5000/year in grants and incentives (to a maximum of \$40,000) over 8 years.	Incentives provided for days on road, vehicle inspections, minimal complaints on vehicle, cordless debit machines.	Yes
Edmonton	\$50/year per accessible vehicle.	TBD	Accessible Licence fee reduction.	No
Hamilton	None	\$5.00 flat rate to all qualified accessible taxi drivers for each trip/	None	No
Montreal	None	\$15,000 provincial vehicle conversion subsidy.	None	No
Ottawa	\$0.07 per trip	Currently working on potential subsidies.	No annual accessible licence fee	No
Toronto	None	None	Accessible licence fee reduced	No
Chicago	-\$0.10 per TNC trip. -\$22/month licence fees for non-WAV vehicles.	-Up to \$20,000 capital on new vehicle and up to \$5000 annual operating.	Airport fast lane voucher for accessible vehicles. Free medallion to annual "Excellence Award" winner.	Yes
New York	\$0.30 per taxi trip	Up to \$30,000 capital and operating subsidy distributed over 4 years (\$14,000 up front) and \$10-\$30 per trip for trips booked through Accessible dispatch service.	\$0.50 for every trip taken in an accessible vehicle.	Yes



## Intended Outcomes

Mitigate Costs to drivers and customers.  
Improve Service.





## Get Involved Survey

- Next week, an Accessible Taxi Survey will be posted to <https://getinvolved.london.ca>.
- Gain a better understanding of the amount of on-demand accessible taxicabs required in the community.

# Get Involved London



**Questions/ Comments**

**Thank you.**





## Nicole Musicco

Specialist, Municipal Policy  
Development & Compliance Services  
[nmusicco@London.ca](mailto:nmusicco@London.ca)  
519-661-CITY (2489) ex 4992

[london.ca](http://london.ca)

# **Animal Welfare Advisory Committee**

## **Report**

6th Meeting of the Animal Welfare Advisory Committee  
July 4, 2019  
Committee Room #4

Attendance                   PRESENT: P. Lystar(Chair), W. Brown, A. Hames, A. Hayes, S. James, M. Szabo, M. Toplack; and P. Shack (Secretary)

REGRETS: M. Blosch, S. Walters

The meeting was called to order at 5:00 PM.

### **1. Call to Order**

#### 1.1 Orientation

That it BE NOTED that the Animal Welfare Advisory Committee heard a verbal presentation from M. Schulthess, Deputy City Clerk, with respect to an Advisory Committee orientation.

#### 1.2 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

#### 1.3 Election of Chair and Vice Chair for the term ending November 30, 2019

That it BE NOTED that the Animal Welfare Advisory Committee elected P. Lystar and W. Brown as Chair and Vice Chair, respectively, for the term ending November 30, 2019.

### **2. Scheduled Items**

None.

### **3. Consent**

#### 3.1 4th and 5th Reports of the Animal Welfare Advisory Committee

That it BE NOTED that the 4th and 5th Reports of the Animal Welfare Advisory Committee, from its meetings held on April 4, 2019 and May 2, 2019, were received.

### **4. Sub-Committees and Working Groups**

That it BE NOTED that the Animal Welfare Advisory Committee held a general discussion with respect to the role of the sub-committee.

### **5. Items for Discussion**

None.

### **6. Adjournment**

The meeting adjourned at 6:30 PM.

# London Housing Advisory Committee

## Report

The 6th Meeting of the London Housing Advisory Committee  
July 10, 2019  
Committee Room #4

Attendance PRESENT: B. Odegaard (Chair), M. Abdo, M. Courey, B. Harris, M. Joudrey, J. Lane, W. Latuszak, C. O'Brien, J. Peaire, D. Peckham, R. Peaker, M. Richings; and P. Shack (Secretary)

ALSO PRESENT: D. Calderwood-Smith, C. Lovell, G. Matthews, M. Metcalfe, M. Schulthess and B. Westlake-Power

REGRETS: J. Banninga and A. Malik

The meeting was called to order at 12:15 PM

### 1. Call to Order

#### 1.1 Orientation

That it BE NOTED that the London Housing Advisory Committee heard verbal presentations from M. Schulthess, Deputy City Clerk and B. Westlake-Power, Deputy City Clerk, with respect to an orientation.

#### 1.2 Disclosures of Pecuniary Interest

None.

#### 1.3 Election of Chair and Vice Chair for the term ending November 30, 2019

That it BE NOTED that the London Housing Advisory Committee elected B. Odegaard and B. Harris as Chair and Vice Chair, respectively, for the term ending November 30, 2019.

### 2. Scheduled Items

None.

### 3. Consent

#### 3.1 5th Report of the London Housing Advisory Committee

That it BE NOTED that the 5th Report of the London Housing Advisory Committee, from its meeting held on May 6, 2019, was received.

#### 3.2 Municipal Council resolution adopted at its meeting held on June 11, 2019, with respect to the 4th and 5th Reports of the London Housing Advisory Committee

That it BE NOTED that the Municipal Council resolution adopted at its meeting held on June 11, 2019, with respect to the 4th and 5th Reports of the London Housing Advisory Committee, were received.

#### 3.3 Public Meeting Notice - Zoning By-law Amendment - 348 Sunningdale Road East

That it BE NOTED that the Public Meeting Notice, dated May 8, 2019, from B. Debbert, Senior Planner, with respect to the Zoning By-Law Amendment for 348 Sunningdale Road East, was received.

**4. Sub-Committees and Working Groups**

None.

**5. Items for Discussion**

None.

**6. Adjournment**

The meeting adjourned at 1:40 PM.

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS &amp; RECREATION</b>
<b>SUBJECT:</b>	<b>WHITE OAKS PARK – PAVILION DONATION</b>

<b>RECOMMENDATION</b>
-----------------------

That, on the recommendation of the Managing Director of Parks and Recreation, the following actions **BE TAKEN** with respect to the proposed donation of a park amenity for White Oaks Park per Sections 4.1a) and 4.2b) of the Donation Policy:

- a) that the donation of a permanently-roofed pavilion to be constructed at White Oaks Park by a consortium led by York Developments (London) Inc. **BE ACCEPTED**; it being noted that the value of the donation is estimated to be \$300,000;
- b) that the acceptance identified above in part a) **BE CONDITIONAL** upon the Corporation entering into a formal agreement for the work to be done relating to this stage donation; and
- c) that Civic Administration **BE DIRECTED** to report back at a future meeting of the Community and Protective Services Committee with a formal Agreement related to the approval in part a), above.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
--

None

<b>BACKGROUND</b>
-------------------

White Oaks Park hosts multiple community events, including a signature Canada Day event, and each year the Community Council of White Oaks rents a portable stage for this event.

Civic Administration has been approached by the Community Council of White Oaks to indicate that a consortium led by York Developments (London) Inc. wishes to donate a permanently-roofed pavilion that would be used for Canada Day and for other events in White Oaks Park. This amenity will be donated, and while there will be no naming considerations attached to the donation, the contributions of the donating companies will be recognized on the structure by way of a plaque.

Initial discussions have taken place, and the anticipated value of this donation which is proposed to include the detailed design, site placement, and construction of a permanently-roofed pavilion, is anticipated to be approximately \$300,000. The location (see Appendix 'B') is proposed to be near the South London Community Centre where the temporary stage set-up has been located in the past. This location will provide access to the pavilion via the community centre and will mitigate potential noise issues, as the stage front would be directed away from adjacent homes. This location exceeds the City's standard set back requirement to adjacent property lines. This location also ensures AODA accessibility compliance and proximal access to electrical utilities.

The Donation Policy (attached as 'Appendix A') section 4.1a) states that "[t]he City reserves the right in its sole discretion to accept or decline any donation", and that "donations exceeding \$100,000 will be presented to City Council." Section 4.2b) further requires that "final acceptance of an in-kind donation will require a transfer of title or ownership through a written agreement as to the future use and disposition" of the amenity.

Part of this donation may be eligible for an official income tax receipt for the fair market value of the pavilion as assessed by an independent appraiser or supported by documentation satisfactory to the City Treasurer.

If approved, the pavilion will be designed and built to be compliant with all applicable legislation, and designed in consultation with the Facilities and Parks Planning and Operations Divisions. The pavilion design will encompass all considerations associated with risk mitigation, legal compliance, and health and safety. It is anticipated that this work will not require the closing of the park or any of its existing amenities.

Per the Public Notice Policy for recreation facilities and parks, public notice will commence upon Council approval to accept the donation, and will remain in place for a minimum of six weeks prior to any work beginning. In addition, consultation will occur with the public before final design is determined, following the Community Engagement Policy to “obtain public feedback on alternatives and/or decisions in order to inform decision making.”

This contract builds on Council’s strategic priorities:

Building a Sustainable City – This pavilion contributes to beautiful places and spaces in the City of London.

Strengthening Our Community – This pavilion would enhance amazing arts, culture, and recreation experiences for the White Oaks community.

<b>FINANCIAL IMPACT</b>
-------------------------

If approved, there will be an annual operating expense requirement for routine and life-cycle maintenance of the amenity, upon its assumption by the City. These values will be determined upon confirmation of design and will be included in the annual budget update process or potentially put forward as an assessment growth business case.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>L. SCOTT OLDHAM MANAGER, ADMINISTRATION &amp; ATTRACTIONS PARKS AND RECREATION</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>

C     Andrew Macpherson, Division Manager, Parks Planning and Operations  
        Tim Wellhauser, Division Manager, Facilities

## APPENDIX 'A'

### Donations Policy

**Policy Name:** Donations Policy

**Legislative History:** Enacted June 13, 2017 (By-law No. CPOL.-41-237); Amended June 26, 2018 (By-law No. CPOL.-348-339)

**Last Review Date:** May 10, 2019

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

#### 1. Policy Statement

The purpose of this policy is to set out in accordance with the *Income Tax Act* and the Canada Revenue Agency guidelines and standards for:

- acceptance of Donations;
- issuing Official Income Tax Receipts to donors for income tax purposes; and,
- collection, recording and disbursement of Donations.

#### 2. Definitions

- 2.1. **City** – means The Corporation of the City of London;
- 2.2. **City Treasurer** - means the City's Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, or designate;
- 2.3. **CRA** – means the Canada Revenue Agency;
- 2.4. **Donation** – means a gift, bequest, financial contribution, or in-kind contributions of tangible property such as art, furniture, equipment, material of historical interest, which has been given voluntarily and without compensation or non- monetary consideration such as advertising, promotion or services;
- 2.5. **Gifts in-Kind** – means a gift of tangible property, other than cash, that are eligible donations;
- 2.6. **Fair Market Value (or Valuation)** – means the highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid; taxes are costs incurred by the buyer;
- 2.7. **Non-Qualifying Donations** – means donations for which an Official Income Tax Receipt cannot be issued in accordance with CRA guidelines;
- 2.8. **Official Income Tax Receipt** – means a receipt issued by the City as a Qualified Donee under the *Income Tax Act*, for a Donation made to the City, which may be used by the donor to claim a tax credit on their income tax return.
- 2.9. **Qualified Donee** – An organization that under the *Income Tax Act* may issue Official Income Tax Receipts for Donations it receives from individuals and corporations and registered charities.

#### 3. Applicability

This policy applies to all Donations to the City to support projects, programs or services offered by the City. This policy does not apply to Donations of Land and Buildings.

## 4. The Policy

### 4.1. Accepting Donations

- a) The City reserves the right in its sole discretion to accept or decline any Donation. The City Treasurer has the authority to refuse any Donation up to \$100,000 where it is determined that it is not in the City's best interest to accept the Donation. Donations exceeding \$100,000 will be presented to City Council. If a Donation is declined, the City Treasurer shall advise the donor in writing of the reason.
- b) Donations must be for purposes consistent with the City's mandate, programs, services and activities and must be deemed by the City to be in the public interest.
- c) Donations are only to be accepted if the City has, in its sole discretion, the capacity to meet the initial and ongoing costs and obligations associated with the Donation.
- d) The City shall not accept a Donation where any advantage will accrue to the donor or to any person not dealing at arm's length to the donor as a result of the Donation. The City may decline Donations from any donor who in the opinion of Council, represents a reputational risk to the City through involvement in activities that are contrary to the values of the City. Examples include but are not limited to:
  - Proven or suspected criminal organizations; and
  - Organizations that promote hatred against individuals or groups.
- e) The City may not accept Donations from individuals or organizations currently in litigation against the City.
- f) The City will accept Donations from community groups, organizations and individuals subject to general direction. Donations where the purpose is not specified are deemed to be undesignated and become contributions to general revenue of the City.
- g) The City will accept the involvement of charitable organizations and community groups in fundraising activities for projects related to the repair, enhancement or construction of City-owned facilities.
- h) Where the donor requests that conditions be placed on the use of the Donation, Legal Services must be consulted to ensure that the appropriate agreements are prepared prior to accepting the Donation.

### 4.2. Gifts In-Kind

- a) In-kind Donations to the City must be free and clear of all encumbrances, conditions and restrictions and shall provide that use of the property shall be entirely at the discretion of the City.
- b) Final acceptance of an in-kind Donation will require a transfer of title or ownership through a written agreement as to the future use and disposition except with respect to applicable legislation on preservation, copyright and/or resale. An agreement, satisfactory to the City Treasurer, signed by the Donor and the City shall be required prior to the acceptance of the in-kind Donation.
- c) In the event of a significant Donation of land and/or buildings to the City, the Donation of Land and Buildings to the City Policy as amended from time to time shall apply.



- d) Written valuations of in-kind Donations shall be submitted with an external appraisal by an independent arm's length qualified appraiser or other third party supporting documentation, satisfactory to the City Treasurer to substantiate fair market value.

#### 4.3. Official Income Tax Receipts

- a) The City will issue an Official Income Tax Receipt for Donations for City programs or projects that qualify as Charitable Gifts in accordance with the *Income Tax Act*, regulations and CRA guidelines. The Treasurer shall be responsible for the issuance of all Official Income Tax Receipts in accordance with the following:
  - i) Official receipts for income tax purposes shall be authorized by the City Treasurer for eligible gifts and gifts-in-kind made to the City.
  - ii) For gifts in-kind, the fair market value of the Donation must be supported by an independent arm's length appraisal or other third party supporting documentation, satisfactory to the City Treasurer;
  - iii) Receipts shall be made in the name of the donor only;
  - iv) Receipts shall be issued for all Donations having a value of \$20.00 or more, if requested by the donor.
- b) Non-Qualifying Donations, in accordance with the *Income Tax Act*, regulations and CRA guidelines include:
  - i) Intangibles such as services, time, skills and effort;
  - ii) Donations that are given to the City intended as a flow through to a specified recipient who does not have charitable organization status (a Qualified Donee);
  - iii) Donation of business marketing products such as supplies and merchandise;
  - iv) Sponsorship in the form of cash, goods or services toward an event, project program or corporate asset in return for commercial benefit.

#### 4.4 Records

- a) The City shall maintain proper books and records supporting all Official Income Tax Receipts issued.
- b) Copies of Official Income Tax Receipts issued must be retained and filed in accordance with the City's records retention policy.

#### 4.5 Accounting

- a) Where Donations are received by the City, the funds will be recorded in the appropriate account by the City Treasurer.
- b) Donations directed for specific operations or for specific capital projects (such as to a community or recreational centre) shall be deposited to the donation revenue account of the appropriate program.
- c) Donations may be disbursed only for their intended purpose and in accordance with the terms, conditions, restrictions or any agreement governing the use of the Donation.

APPENDIX 'B'



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<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>
<b>SUBJECT:</b>	<b>INFORMATION REPORT PARKS WINTER GARBAGE COLLECTION</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Managing Director, Parks and Recreation, the Parks Winter Garbage Collection program information and options described herein **BE RECEIVED** for information in response to a request to resume year round garbage collection in City parks.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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None

<b>BACKGROUND</b>
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**Purpose**

The purpose of this report is to provide Council with a response to the following Resolution from the June 17, 2019 Community & Protective Services meeting:

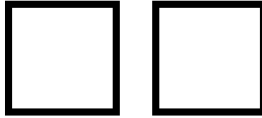
*That Civic Administration BE DIRECTED to report back at the August 13, 2019 meeting of the Community and Protective Services Committee with the costing related to resuming year round garbage collection in City parks; it being noted that a communication dated April 4, 2019 from Councillor E. Pelosa was received with respect to this matter.*

This report provides considerations related to this service and the cost implications for increasing garbage collection in the winter from the current service level to match the summer level.

**Current Garbage Collection Program**

The City of London maintains 470 parks, including an all-season garbage collection program. Cans are placed at convenient locations like park entrances, playgrounds and sports fields and courts, and are emptied by parks staff twice per week in the summer and once per week in the winter.

In the **spring/summer/fall** park season (about May 1 to October 15), approximately 650 cans are placed and emptied at a cost of approximately \$200,000. In the last 3 years, the Parks maintenance program has shifted to include increased service on weekends and evenings for the growing number of events and community activities, like movie nights. This includes additional garbage collection on top of the regular program at a cost of approximately \$42,000. This service does not continue through the winter months, except for servicing community skating rinks, as needed.



The City also services 4 dog parks with a unique underground system of large cans that requires less visits, but specialized equipment to lift the large and heavy bags. There are several of these cans in Springbank Park as well to service the main picnic areas. These sites cost an additional \$4500 per month. At our dog parks, this service continues through the winter months.

In the **winter**, 260 cans are placed in 143 parks where City pick-up trucks can easily access parks - at plowed parking lots or on pathways, without additional snow plowing. The exception to the rule is in Springbank and Victoria Parks, where the tradition has been that all pathways are plowed by Parks staff on a more regular basis, to a higher standard. Winter garbage collection comes with additional time to provide the service and on-going issues due to snow and ice around, on and in cans and due to extreme weather conditions.

While some of the City's larger parks remain busy all-season, there is generally far less use in most parks over the winter. Accordingly, a reduced garbage collection service level has been the standard. It also aligns with the City's ability to provide services in parks, as staffing levels drop from 225 permanent and seasonal staff in the summer to 6 permanent staff in the winter. Most Parks permanent staff switch to providing full services in our arenas by early October. The remaining Parks staff are assigned to: snow clearing in our major parks like Victoria and Springbank and portions of the Thames Valley Parkway; all season washroom servicing in major parks; all other "park" needs and issues that arise city-wide, and; garbage pick-up. City-wide weekly garbage duties take up approximately half of their time.

**INCREASED SERVICE LEVEL AND ASSOCIATED COSTS**

To "resume year round garbage collection" at the same twice weekly service level as summer, an additional 390 cans would have to be placed in parks and be picked up more often. This adds significantly to the staff compliment and budget.

The greater difficulty is placing those cans in the traditional "summer" locations which are generally not accessible from the street for most of the winter, as most park pathways are not plowed. Sixty one parks have various levels of parking lot and pathway plowing - mostly associated with access to schools and key street to street connections at a cost of \$36,000 for each snow event, which varies yearly. Plowing the majority of all park pathways to a standard that would permit safe access for trucks and staff would increase park pathway plowing costs from 5 to 8 times what is currently spent. Additional analysis would be required to refine this estimate based on actual can placement per park and developing pathway plowing plans to minimize costs.

Combining the additional staff costs, vehicle costs and additional plowing costs, the increase to the budget would be substantial. This funding is not currently available in the Parks and Recreation annual operational budget. If Council would like to enhance the waste collection service as described above, staff can carry out additional analyses and prepare a business case for consideration through the multi-year budget process.

**ALTERNATIVE OPTIONS AND POSSIBLE ENHANCEMENTS**

In recent years, the park use "season" has been extending earlier into the spring and later in the fall. And winter use, especially dog walking, has been on the increase. At times, residents have expressed their concerns and desires for an extended summer service level and improved winter garbage pick-up. To address these situations, staff have explored many options to provide services within current budget allocations, such as:

- Adding the large underground cans in Springbank park to better service large picnics;
- Additional smaller dog waste litter containers in busy winter-use parks;

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- A pilot where cans were placed at the curb of parks for pick up as part of the normal residential collection system;
- A pilot where residents take their garbage from their local park back home, where existing waste and recycling collection services are already being provided, and;
- Adjustments to the annual parks / arenas spring and fall staff compliments to continue the “summer” service longer.

In providing normal garbage collection services, the Parks Operations teams deal with many issues outside of “normal” park garbage: the dumping of larger debris; extra bags of household waste deposited in or beside our cans; wildlife interactions at cans; forts and debris in wooded areas; litter pick up; dog waste not picked up or bags left on fences / in trees / on benches, and; cans that are dumped over.

Over the years, the Solid Waste Collection Area has worked with the Parks team to look at alternative methods to pick up waste in City parks and address the issues above. Through the Solid Waste programs, enhanced garbage and recycling activities occur at major events in Victoria and Harris Parks. Staff also continue to refine weekly service levels to suit the variable and expanding nature of events, and park uses that are weather dependant.

On-going discussions with the Solid Waste Collection Division have flagged other possible options worth exploring in the future that may enhance garbage pick-up, introduce recycling in larger parks and/or reduce the cost of this service:

- expand recycling in large, well-used parks where the consumption of beverages is more likely;
- including parks with picnic sites in the future Green Bin system;
- retesting the “take it home” pilot, as people seem more engaged in “environmental” issues and existing collection systems are in place at home;
- testing “smart” cans that signal staff when they’re full;
- alternative larger, wheeled carts that are mechanically tipped into a garbage truck, and;
- dedicated collection of dog waste for the purpose of delivery to an anaerobic digester.

<b>SUMMARY</b>
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Options may exist to improve the service level of garbage pick-up in parks in the winter, and in the summer. At this time, Parks staff will continue to work with the Solid Waste Collection group to examine alternative ways to provide and improve this service.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<b>ANDREW MACPHERSON DIVISION MANAGER, PARKS PLANNING AND OPERATIONS PARKS AND RECREATION</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>

cc J. Stanford, Manager of Environment, Fleet and Solid Waste  
D. Clarke, Manager of Parks Operations

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<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>
<b>SUBJECT:</b>	<b>VIMY RIDGE PARK – PERMANENT PARK SITE DEFERRED MATTER 1</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Parks & Recreation, the following actions **BE TAKEN** with respect to the selection of the permanent location for Vimy Ridge Park:

- a) Based on stakeholder consultations, the temporary Vimy Ridge Park site at the south-east corner of Hale Street and Trafalgar Street **BE CONFIRMED** as the permanent park location;
- b) That the 427 Wing RCAFA and other groups associated with various commemorations of the 100<sup>th</sup> anniversary of the historic battle of Vimy Ridge in April 1917 **BE THANKED** for their vision and efforts, and;
- c) That the City **PREPARE** a concept plan for enhancements to the permanent park site and seek further public input into the detailed design, prior to construction.

It being noted that funding was established by Council in 2017 to complete the basic requirements for enhancements to the permanent park site, once it was determined.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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As a result of requests to name/rename different sites as Vimy Ridge Park in time for the 100<sup>th</sup> anniversary of the Vimy Ridge battle on April 9 2017, on March 3, 2017 Council directed staff to:

- a) Complete appropriate stakeholder consultation and report back with respect to a location that would be adequate for a suitable Vimy Ridge commemorative location, including the necessary budget;
- b) The request to name a parcel of land located adjacent to Charlie Fox Overpass at Hale Street and Trafalgar Street “Vimy Ridge Park” be referred to the process above, and;
- c) The necessary arrangements be made to designate the above site as the temporary Vimy Ridge Park until the permanent site has been established.

On May 29, 2018 a status update was provided to Council regarding the progress towards selecting a permanent location for Vimy Ridge Park. The report outlined the steps that had been taken to date and presented a draft of criteria that should be considered while selecting the best suited location for this important historical commemoration site.

That report noted that part (c) above had been completed. The following information outlines how part (a) above has been undertaken and provides a recommendation on proceeding with part (b).

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**BACKGROUND**

**Site Selection Process**

The Battle of Vimy Ridge was a defining moment for the creation of Canada as a country with its own identity. The Canadian National Vimy Memorial is a war memorial National Historic Site in France dedicated to the memory of Canadian Expeditionary Force members killed during the First World War. It also serves as the place of commemoration for Canadian soldiers of the First World War killed or presumed dead in France who have no known grave. The monument is the centerpiece of a 100-hectare preserved battlefield park that encompasses a portion of the ground over which the Canadian Corps made their assault during the initial Battle of Vimy Ridge offensive of the Battle of Arras. The Battle of Vimy Ridge was the first occasion on which all four divisions of the Canadian Expeditionary Force participated in a battle as a cohesive formation, and it became a Canadian national symbol of achievement and sacrifice.

“Vimy Ridge” would be recognized as a prominent name for a park site selected in London and as such, due diligence must be taken for consideration of this site selection. As directed by Council, three sites were considered as possible sites for the permanent Vimy Ridge Park Site:

- a. A planned “Veterans Park” that was originally linked to the Veterans Memorial Parkway community enhancement program that could be the location for military related memorials. This site is on Oxford Street at Crumlin Road, at the gateway to the City from the airport.
- b. The 427 London Wing grounds. This location is owned by the group and is situated on Airport Authority lands at the north end of Crumlin Road. This site has other military memorials and a formal tree planting associated with the 2017 Vimy celebrations.
- c. The temporary park site at the south-east corner of Hale Street and Trafalgar Street, adjacent to the Charlie Fox Memorial and Trooper Mark Wilson Place. Currently there is a community-created memorial feature and flags. The Argyle Community Association has formally adopted this site.

In keeping with the historical importance of this battle to Canada, a detailed site selection criteria list was created that aligns with the City’s site selection process for public art and monuments. Key criterion are:

- A suitable context for the park and memorial site
- A suitably sized space to place a commemorative feature and support event and park uses
- Availability of parking and site amenities that are required to support annual Vimy Ridge events, general park attendance and other commemorative events that might occur
- Vimy Ridge Park should have high visibility and “accessible” access
- Convenience to Londoners and visitors
- What are the capital costs to create the park and a suitable location for a commemorative feature?
- What are the on-going operational costs?
- Potential for community partnerships to support maintenance and/or capital improvements

Staff involved with the City’s Art and Monument Site Selection Committee carried out an evaluation of the three sites, and as requested by Council took that information in May 2019 to a stakeholder’s meeting for their review. Stakeholders included members of the groups representing the two sites, key Military personnel, and community members interested in assisting the outcome of this process.



The merits of each site and the commitment of each group to their long term vision were presented. A round table discussion on the criteria and the rankings of each of the three sites occurred. Collectively, the group concurred that while all sites had their merits, the temporary site at Hale and Trafalgar Streets scored the highest through the review process.

The Argyle Community Association and the Londoners who placed the memorial features on the site spoke to their vision of the feature being established as a “local” commemoration, not intended to represent nation-wide status. They have also made a commitment to the on-going maintenance of the site and plan to help with further enhancements of the site and memorial.

The group also felt that the vision and efforts of the 427 Wing on their site should be recognized as another location in London to further commemorate military achievements, including Vimy Ridge. It was suggested that London has many commemorative features worthy of attention and that city-wide recognition of these sites would benefit them all. City staff will continue a separate discussion with this group.

### **Park Concept**

City staff have developed a park concept plan for the permanent site that fits within the available budget.

At the stakeholder meeting, a heart-felt discussion occurred around the scale and scope and intent of the current memorial feature at the Hale/Trafalgar site. It was intended to be only a “local” feature, not one of provincial or national scale. Some noted that the physical location of the feature in the rear corner of the site and situated on the mound makes it less visible to the street and less accessible to the public.

Within the available budget, the park plan provides for a small parking lot with 2 accessible spaces and an accessible asphalt pathway to the current memorial site. Upgrades would be done around the memorial to make the benches and feature accessible and more visible. Several trees would be planted along the pathway. See Appendix A for the concept, which will be presented at public open house for further consultation on the design.

Given the good will of the Argyle Community in adopting this space and the potential to fund further enhancements, the plan may evolve through the consultation process.

### **Financial Considerations**

With the completion of the Veterans Memorial Parkway project in July 2017, some of the remaining capital funds (\$105,000 in PD1147) were allocated by Council to assist with the creation of the permanent Vimy Ridge Park site, once it was determined.

With the formalization of this park and its improvements, there will be additional yearly operating costs in the amount of \$7500 to maintain this area as a new park – to be submitted through the 2020 Assessment Growth process.

### **Next Steps**

In keeping with the City’s normal consultation processes for park improvements, the City will plan for a public open house in the fall to showcase the park concept plan and solicit input into the design. Staff have met with the Zone Commander of the Royal Canadian Legion to discuss the consultation process to ensure that specific invitations will go out to the many Military groups in London. We will also post the plan on our web site and seek further input from those who cannot make it out to the open house.



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The Park Plan will be finalized and reposted on our web site and it is anticipated that construction will begin in May 2020, after the April 9 ceremony.

<b>PREPARED BY:</b>	<b>CONCURRED BY:</b>
<b>ANDREW MACPHERSON DIVISION MANAGER. PARKS PLANNING &amp; OPERATIONS PARKS AND RECREATION</b>	<b>JON-PAUL MCGONIGLE DIVISION MANAGER, CULTURE, SPECIAL EVENTS &amp; SPORT SERVICES PARKS AND RECREATION</b>
<b>RECOMMENDED BY:</b>	
<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>	

cc Tara Thomas – Manager, Communications  
Robin Armistead – Manager, Culture

Agenda Item # Page #

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### APPENDIX A



<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS &amp; RECREATION</b>
<b>SUBJECT:</b>	<b>KILALLY FIELDS TENDER 19-67 – IRREGULAR RESULT</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Parks and Recreation, the following actions BE TAKEN with respect to Tender 19-67:

- (a) The bid submitted by Graceview Enterprises Inc., 51200 Yorkie Line, Belmont, Ontario, N0L 1B0, to construct the Kilally Sport Fields as per T19-67, at its tendered price of \$4,175,080.53 excluding HST **BE ACCEPTED**; it being noted that the bid submitted by Graceview Enterprises Inc. was the lowest bid received and meets the City’s specifications and requirements in all areas;
- (b) In addition to the base bid, the provisional items towards a LED scoreboard in the amount of \$67,250.00 (including all electrical and excluding HST) be added to the contract amount, noting that sports users groups may contribute financially to this item in the future;
- (c) In addition to the base bid, a contingency representing 5% of the bid or \$208,754.00 be added to the total contract amount;
- (d) The financing for this project **BE APPROVED** as set out in the Sources of Financing Report attached as Appendix “A”;
- (e) The Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this project;
- (f) The approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the contractor for the work; and
- (g) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- Parks and Recreation Strategic Master Plan Update (CPSC – June 2019)
- RFP18-11 Consulting Services Kilally Fields (CPSC – June 2018)

<b>2019-2023 STRATEGIC PLAN</b>
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This project builds on many of Council’s Strategic Areas of Focus:

1. Strengthening Our Community – as one piece of the parks and recreation system, the Kilally Sport Fields site will contribute to strengthening neighbourhoods by creating new opportunities for a diverse population of residents to lead healthy, and socially active lives.
2. Building a Sustainable City – this project will create a “*beautiful place and space*” within the community and will also preserve strong and healthy environments by creating a naturalized buffer to the adjacent Kilally Meadows ESA.
3. Growing Our Economy - investment in the parks and recreation system attract growth and investment and promote sports tourism.

## BACKGROUND

### **Purpose**

This report is submitted to seek Council approval to enter into a formal contract with Graceview Enterprises Inc. for the construction of Kilally Fields Sport Park at 1400 Adelaide Street North.

### **Context**

The City of London retained the services of Landscape Planning Limited in June 2018 to design a new sports park for the Kilally Fields site. The new sports complex is intended to provide additional baseball diamonds and accommodate growth. It will also accommodate a growing need for cricket by adding a regulation size pitch to our current inventory. The plans for the site include a regulation-size cricket pitch, two (2) Bantam-size baseball diamonds, a small fieldhouse, as well as a playground, pathways, and parking areas. It will serve both the sporting community as well as area residents. A naturalized buffer and a series of bio-retention basins (LID's) will also help protect the adjacent Kilally Meadows Environmentally Significant Area. A community Open House was held in January 2019 to present a proposed concept plan and to gather community feedback on the design. The final design has been adjusted to respond to comments received. Construction is scheduled to begin in the fall of 2019 with project completion in 2020.

## DISCUSSION

### **Purchasing Process**

Given the complexity of this construction project and the commitment to quality, a pre-qualification process was initiated through our Purchasing department whereby experienced general landscape contractors were invited to submit their company profile, qualifications and experience constructing similar types of projects (municipal park with fieldhouse building, civil and electrical servicing). Seven (7) general contractors met the minimum criteria and were prequalified to be able to submit tender pricing for the project.

Tenders for the Construction of the Kilally Fields were received June 27, 2019. The bid submitted by Graceview Enterprises Inc. was the lowest of five (5) bids received and meets the City's specifications and requirements in all areas. A summary of bids received is attached as Appendix "B". While exceeding the City of London's approved capital budget, a review and analysis has shown that these are competitive bids (\$25,850.76 separate the lowest and second lowest bids) that are reflective of the type and complexity of work required for the successful delivery of this project.

The bid submitted by Graceview Enterprises Inc. offers the best value to the City and it is recommended that they be awarded the contract for the work.

### **Costing**

The original construction budget for this project (\$3,700,000 – including the consulting fees) was established using industry standard cost guides and past experience on similar projects for the City of London.

A number of cost estimates were completed during the detailed design phase by the consultant. The final cost estimate for the project was \$3,275,000, but Civic Administration had set aside approximately \$3,400,000 as a construction budget (plus \$300,000 engineering budget). The lowest bid received from Graceview Enterprises Inc. is over the construction budget by approximately \$775,000.

This cost increase is consistent with the recent escalation in construction costs that has been observed across the construction industry. The construction industry is currently busy which has impacted costs from manufacturers, suppliers and sub-contractors. The schedule of this project is also very aggressive, due to the pressing need of adding more sports fields to our inventory, and meeting optimal grass seeding window.

## Options

On receiving the tender summary, Civic Administration reviewed potential options. The following options were considered:

- Retender the project immediately. This would require a reduction in project scope by 15%. To re-design and reduce the scope by 15% would require the loss of significant features that were asked for by the community (i.e. fieldhouse or a number of features such as trees, playground, pathways, etc.). There is no guarantee that we will get a better price as there is a significant risk that construction costs will continue to rise. Additional costs would be incurred to redesign the project. It would also delay construction by six (6) months.
- Find additional sources of funding and award the contract to the lowest bidder. This has the best chance to provide the City with a complete recreational amenity that meets the needs of sporting groups and residents in a timely fashion.

Civic Administration therefore recommends awarding the tender to Graceview Enterprises Inc., at its tendered price of \$4,175,080.53 excluding HST. Resolution of the funding shortfall is outlined in the “Financial Implications” section below.

The provisional items towards a LED scoreboard in the amount of \$67,250.00 (including all electrical and excluding HST) are also recommended to be added to the contract amount, noting that sports users groups may contribute financially to this item in the future.

In addition, a 5% contingency in the amount of \$208,754.00 is requested to be approved, to cover any unforeseen circumstances that may arise during construction. If none arise, this money will be reallocated back to the original projects.

## Financial Implications

Sources of financing for this project are identified in Appendix A.

The total funding shortfall for this project is \$1,013,000 consisting of \$775,000 from the construction tender, \$67,250 for the scoreboard, \$208,754 for the contingency, less \$38,000 from a positive engineering variance.

The \$1,013,000 shortfall will be accommodated as follows:

- \$191,000 will be funded from the open space network account. This funding was intended for Dingman Creek but this project has been deferred to future years.
- \$79,000 has been contributed by Forestry from tree planting and woodland management accounts to support costs associated with planting approximately 340 caliper native trees on this project site.
- \$366,000 will come from an increased draw from the City Services Parks & Recreation Reserve Fund to support the growth portion of the variance. The balance in this reserve fund will be monitored and issues with future balances may require deferral of other parks growth projects.
- \$377,000 will be allocated from a growth project for new sports parks that was designated for a turf field, recognizing the superior field that will be created at Kilally Fields.

## Future Operational Costs

Civic Administration will follow the usual process to prepare a 2021 Assessment Growth case to provide the necessary funding for the net operating costs of the facility. It is estimated that the total operating costs per year for the Kilally Sport Fields and surrounding park amenities will be approximately \$85,000 per year.

<b>CONCLUSION</b>
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Civic Administration has reviewed the tender bids and considered options, and recommends the low bid, Graceview Enterprises Inc., be awarded the construction contract for the Kilally Sport Fields project.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JEFF BRUIN MANAGER, PARKS PLANNING &amp; DESIGN, PARKS AND RECREATION</b>	<b>ANDREW MACPHERSON MANAGER, PARKS PLANNING &amp; OPERATIONS, PARKS AND RECREATION</b>
<b>RECOMMENDED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>	<b>IAN COLLINS DIRECTOR, FINANCIAL SERVICES</b>

Attachment: APPENDIX "A" – Sources of Financing  
 APPENDIX "B" – Summary of Bids

cc: Alan Dunbar, Manager, Financial Planning & Policy  
 Jon-Paul McGonigle, Division Manager, Culture, Special Events and Sport Services  
 Paul D'Hollander, Manager, Neighbourhood Operations  
 John Freeman, Manager, Purchasing & Supply  
 Billy Sevier, Procurement Officer, Purchasing & Supply  
 John Devito, Manager, Facilities Design & Construction

Chair and Members  
Community and Protective Services Committee

August 13, 2019  
(Award Contract)

**RE: Contract Award: Tender No. 19-67  
Kilally Fields  
(Subledger P3131701)  
Capital Project PD218118 New Sportspark  
Capital Project PD218117 New Sportspark  
Capital Project PD218116 New Sportspark  
Capital Project PD223016 New Field Houses  
Graceview Enterprises Inc. - \$4,175,080.53 plus \$67,250.00 (Scoreboard) plus \$208,754.03 (Contingency) (Excluding H.S.T.)**

**FINANCE & CORPORATE SERVICES REPORT ON THE SOURCES OF FINANCING:**

Finance & Corporate Services confirms that the cost of this project cannot be accommodated within the Capital Works Budget, and that subject to the adoption of the recommendation of the Managing Director, Parks & Recreation, the detailed source of financing is:

	Approved Budget	Additional Funding	Revised Budget	Committed to Date	This Submission
<b>ESTIMATED EXPENDITURES</b>					
<b>PD218118 - New Sportspark (Kilally Only)</b>					
Construction	\$2,600,000	\$568,933	\$3,168,933		\$3,168,933
Construction - Scoreboard 2)		67,250	67,250		67,250
	2,600,000	636,183	3,236,183	0	3,236,183
<b>PD218116 - New Sportspark (Kilally Only)</b>					
Engineering	260,729		\$260,729	\$260,729	\$0
Construction	239,271		239,271		239,271
	500,000	0	500,000	260,729	239,271
<b>PD223016 - New Field Houses</b>					
Engineering	750		\$750	\$750	\$0
Construction	599,250		599,250	259	598,991
	600,000	0	600,000	1,009	598,991
<b>PD218117 - New Sportspark (Kilally Only)</b>					
Engineering		0	\$0		
Construction		376,640	376,640		376,640
	0	376,640	376,640	0	376,640
<b>NET ESTIMATED EXPENDITURES</b>	<b>\$3,700,000</b>	<b>\$1,012,823</b>	<b>\$4,712,823</b>	<b>\$261,738</b>	<b>\$4,451,085 1)</b>
<b>SOURCE OF FINANCING</b>					
<b>PD218118 - New Sportspark (Kilally Only)</b>					
Debenture Quota 6a)	1,101,200		1,101,200		1,101,200
Debenture - tsfr from PD204318 Open Space Network (Dingman Creek) 3a) & 6a)		190,600	190,600		190,600
Capital Levy - tsfr from PD112918 Downtown Street Tree Planting 3a)		29,437	29,437		29,437
Capital Levy - tsfr from PD275418 Woodland Management 3a)		50,000	50,000		50,000
Drawdown from City Services - Parks & Recreation R.F. (Development Charges) 4)	1,498,800		1,498,800		1,498,800
Additional drawdown from City Services - Parks & Recreation R.F. (Development Charges) 3b) & 4)		366,146	366,146		366,146
	\$2,600,000	\$636,183	\$3,236,183	\$0	\$3,236,183
<b>PD218116 - New Sportspark (Kilally Only)</b>					
Debenture By-law W.-5630-332	223,148		\$223,148	\$110,445	\$112,703
Drawdown from City Services - Parks & Recreation R.F. (Development Charges) 4)	276,852		276,852	150,284	126,568
	500,000	0	500,000	260,729	239,271
<b>PD223016 - New Field Houses</b>					
Debenture Quota 6b)	\$195,000		\$195,000	\$328	\$194,672
Drawdown from City Services - Parks & Recreation (Development Charges) 4)	405,000		405,000	681	404,319
	600,000	0	600,000	1,009	598,991
<b>PD218117 - New Sportspark (Kilally Only)</b>					
Debenture Quota 3c) & 6c)		174,000	174,000		174,000
Drawdown from City Services - Parks & Recreation R.F. (Development Charges) 4)		202,640	202,640		202,640
	0	376,640	376,640	0	376,640
<b>TOTAL FINANCING</b>	<b>\$3,700,000</b>	<b>\$1,012,823</b>	<b>\$4,712,823</b>	<b>\$261,738</b>	<b>\$4,451,085</b>

**NOTES:**

- 1) **Financial Note**

	PD218118	PD218116	PD223016	PD218117	Total
Contract Price	\$3,236,183	\$239,271	\$598,991	\$376,640	\$4,451,085
Add: HST @13%	420,704	31,105	77,869	48,963	578,641
Total Contract Price Including Taxes	3,656,887	270,376	676,860	425,603	5,029,726
Less: HST 13% Rebate	420,704	31,105	77,869	48,963	578,641
Net Contract Price	\$3,236,183	\$239,271	\$598,991	\$376,640	\$4,451,085
  - 2) It is anticipated that sports user groups would contribute financing to the LED scoreboard. Any contributions received will reduce the City's cost towards this project.
  - 3a) The additional tax supported funding requirement is available as transfers from PD204318 Open Space Network (\$190,600) (surplus funding no longer required), and PD112918 Downtown Street Tree Planting (\$29,437) and PD275418 Woodland Management (\$50,000) (a contribution from Forestry to support tree planting costs).
  - 3b) The additional growth funding requirement of \$366,146 is available as a drawdown from City Services-Parks & Rec Reserve Fund.
  - 3c) \$376,640 that was designated for a turf field in PD218117 New Sportspark will be allocated to this project recognizing the superior field that will be created at Kilally Fields.
  - 4) Development Charges have been utilized in accordance with the underlying legislation and the Development Charges Background Studies completed in 2014.
  - 5) It is estimated that the total operating costs for the Kilally Sport Fields will be approximately \$85,000 per year.
- Note to City Clerk:**
- 6) Administration hereby certifies that the estimated amounts payable in respect of this project does not exceed the annual financial debt and obligation limit for the Municipality of Municipal Affairs in accordance with the provisions of Ontario Regulation 403/02 made under the Municipal Act, and accordingly the City Clerk is hereby requested to prepare and introduce the necessary authorizing by-laws.
  - 6a) An authorizing by-law should be drafted to secure debenture financing of \$1,101,200 for project PD218118 New Sportspark.
  - 6b) An authorizing by-law should be drafted to secure debenture financing of \$195,000 for project PD223016 New Field Houses.
  - 6c) An authorizing by-law should be drafted to secure debenture financing of \$361,900 for project PD218117 New Sportspark.

# RFT19-67

## Kilally Fields

Closing Date: Thursday, June 27, 2019

### Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
Graceview Enterprises Inc.	Belmont, Ontario	Submission 1	\$4,175,080.53
Frank Van Bussel & Sons Ltd.	Ilderton, Ontario	Submission 1	\$4,200,931.29
Gateman-Milloy Inc.	Kitchener, Ontario	Submission 1	\$4,444,113.55
L82 Construction Ltd	London , Ontario	Submission 1	\$4,710,871.95
ORIN CONTRACTORS CORP	Concord, ON	Submission 1	\$4,998,285.89



<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS &amp; RECREATION</b>
<b>SUBJECT:</b>	<b>EAST LIONS PARK TENDER 19-68 – IRREGULAR RESULT</b>

<b>RECOMMENDATION</b>
-----------------------

That, on the recommendation of the Managing Director, Parks and Recreation, the following actions BE TAKEN with respect to Tender 19-68:

- (a) The bid submitted by Frank Van Bussel & Sons Ltd., 3 Ilderbrook Circle, Ilderton, Ontario, NOM 2A0, to construct East Lions Park in accordance with T19-68, at its tendered price of \$1,399,999.96 excluding HST **BE ACCEPTED**; it being noted that the bid submitted by Frank Van Bussel & Sons Ltd was the only bid received and meets the City’s specifications and requirements in all areas;
- (b) The financing for this project **BE APPROVED** as set out in the Sources 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;
- (d) The approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the contractor for the work; and
- (e) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- Parks and Recreation Strategic Master Plan Update (CPSC – June 2019)
- East Community Centre Tender 17-67 (CPSC – October 2017)
- Update on East Community Center Build Project (CPSC – June 2017)

<b>2019-2023 STRATEGIC PLAN</b>
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This project builds on all five of Council’s Strategic Areas of Focus:

1. Strengthening Our Community – as one piece of the parks and recreation system adjacent to the new East Community Centre, the East Lions Park site will contribute to strengthening neighbourhoods by creating new opportunities for a diverse population of residents to lead healthy, and socially active lives.
2. Building a Sustainable City – this project will create a “*beautiful place and space*” within the community and will also include a naturalized dry pond to collect storm water and promote infiltration.
3. Growing Our Economy - investment in the parks and recreation system attract growth and investment, and revitalize existing park infrastructure.
4. Creating a Safe London for Women and Girls – this site will also provide a safe access route to the East Community Center.

## BACKGROUND

### **Purpose**

This report is submitted to seek Council approval to enter into a formal contract with Frank Van Bussel & Sons Ltd. for the construction of East Lions Park at 1731 Churchill Avenue, in accordance with T19-68.

### **Context**

The City of London retained the services of MacLennan Jaunkalns Miller Architects Ltd. (MJMA) in December 2015 to design a new community center and create a Park Master Plan for the whole site at East Lions Park. Ron Koudys Landscape Architects was later retained in 2018 to proceed with a detailed design for the park portion based on the Master Plan. The new park is intended to provide an irrigated soccer field, a tennis court, two (2) pickleball courts, a basketball court (that can be also used as a flooded ice rink in winter), a ping pong table, pathways, seating, trees, a naturalized dry pond, and lighting. The new park will serve both the sports groups & community center clients, as well as area residents. Many community Open Houses and Information Sharing Sessions were held in the past few years (March 2016, June 2016, February 2017 and April 2018) to present the proposed park plans along with the community center plans, and to gather community feedback on the design. The detailed design has been adjusted to respond to comments received. Construction is scheduled to begin in the fall of 2019 with project completion in 2020.

## DISCUSSION

### **Purchasing Process**

Given the complexity of this construction project and the commitment to quality, a pre-qualification process was initiated through our Purchasing department whereby experienced general landscape contractors were invited to submit their company profile, qualifications and experience constructing similar types of projects (municipal parks with sports fields, civil engineering and electrical servicing). Seven (7) general contractors met the minimum criteria and were prequalified to be able to submit tender pricing for the project.

Tenders for the Construction of East Lions Park were received on July 10, 2019. The bid submitted by Frank Van Bussel & Sons Ltd. was the only bid received which constituted an Irregular Result, as per section 8.10 of the Procurement of Goods and Services Policy. Reasons for declining to bid from others included lack of available time or resources due to current workload or vacation absences. The bid does however meet the City's specification and requirements in all areas. A summary of bid received is attached as Appendix "B". While exceeding the City of London's approved capital budget, this contractor has provided competitive bids in the past. We have also been satisfied with the quality and timeliness of the work done by this contractor on other park projects in recent years.

At this time, the bid submitted by Frank Van Bussel & Sons Ltd. still offers a good value to the City and has the best chance to get this project completed as per our schedule and public expectations, so it is recommended that they be awarded the contract for the work.

### **Costing**

The original budget for this project (\$750,000 – including the consulting fees) was established using industry standard cost guides and past experience on similar projects for the City of London. \$93,000 has already been committed to this project for engineering work to date.

A number of cost estimates were completed during the detailed design phase by the consultant. The final cost estimate for the project was valued at \$1,227,000 and at the time, Civic Administration had \$1,000,000 set aside for construction, (after allocating funding from other related projects) for construction of East Lions Park in anticipation of a larger cost estimate. The additional \$227,000 in the pre-tender cost estimate was associated with lighting along walkways to ensure safe travel to and from the community center and the need to install a higher end soccer field which included tile drainage and irrigation. Parks & Recreation allotted additional funding within the approved capital budget for these amenities as they were/are a high priority for the neighbourhood and sport groups. The bid received from Frank Van Bussel & Sons Ltd. exceeded

the pre-tender estimate by approximately \$172,500.

The closing tender value (including contingency) is approximately 15% higher than the pre-tender estimate. Park & Recreation staff feel that this is acceptable, noting that the construction industry is currently very busy which has impacted costs from manufacturers, suppliers and sub-contractors.

### **Options**

On receiving the tender summary, Civic Administration reviewed potential options. The following options were considered:

- Retender the project immediately. This would require a reduction in project scope by 15%. To re-design and reduce the scope by 15% would require the loss of significant features that were promised to the community (i.e. a number of features such as tennis courts, pickleball courts, basketball courts, trees, pathways, lighting, etc.). This will certainly create disappointment in the sporting and resident community and there is no guarantee that the City will get a better price, as there is a significant risk that construction costs will continue to rise. There was also concerns associated with a less experienced contractor potentially undertaking this high priority project.
- Find additional sources of funding within the Parks & Recreation approved budget and award the contract to the one bidder. This has the best chance to provide the City with a complete recreational amenity that meets the needs of sporting groups and residents in a timely fashion.

Civic Administration therefore recommends awarding the tender to Frank Van Bussel & Sons Ltd., at its tendered price of \$1,399,999.96 excluding HST with the funding shortfall in the project sourced from Parks & Recreation approved capital budgets as well as \$40,000 from Forestry to assist with tree planting. Further details are outlined in the “Financial Implications” section below.

### **Financial Implications**

Sources of financing for this project are identified in Appendix A. The funding shortfall from the original budget is \$743,000. This shortfall will be accommodated as follows:

- \$250,000 will be deferred from urban park improvements at Carfrae Park. This project was included in the One River EA, so detailed design has not begun. The project has been re-budgeted in the draft 2020 budget so that design can occur in 2020, followed by construction in 2021.
- \$100,000 will be eliminated from funding set aside for North East Park. There had been consideration to install a soccer field at this park to serve local sport groups, but it has been confirmed that this is no longer required.
- \$150,000 has been allocated from funding to maintain sports parks, to support lighting upgrades at East Lions Park.
- \$40,000 has been contributed from Forestry tree planting accounts to support tree planting on this project (approximately 55 trees).
- \$203,000 has been allocated from the life cycle renewal accounts for the City’s multi-use park pathway system. This impact has been offset by recent Federal and Provincial infrastructure grants which allowed the City to re-develop large sections of the pathway system over the past three years on a 1/3 cost sharing basis.

<b>CONCLUSION</b>
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Civic Administration has reviewed the one tender bid submitted for T19-68 and recommends Frank Van Bussel & Sons Ltd. be awarded the construction contract for the East Lions Park project.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JEFF BRUIN MANAGER, PARKS PLANNING &amp; DESIGN, PARKS AND RECREATION</b>	<b>ANDREW MACPHERSON DIVISION MANAGER, PARKS PLANNING &amp; OPERATIONS, PARKS AND RECREATION</b>
<b>RECOMMENDED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>	<b>IAN COLLINS DIRECTOR, FINANCIAL SERVICES</b>

Attachment: APPENDIX "A" – Sources of Financing  
APPENDIX "B" – Summary of Bids

cc: Donna Baxter, Manager, Policy & Planning  
Alan Dunbar, Manager, Financial Planning & Policy  
Jon-Paul McGonigle, Division Manager, Culture, Special Events and Sport Services  
Paul D'Hollander, Manager, Neighbourhood Operations  
John Freeman, Manager, Purchasing & Supply  
Billy Sevier, Procurement Officer, Purchasing & Supply  
John Devito, Manager, Facilities Design & Construction

APPENDIX 'A'

#19115  
August 13, 2019  
(Award Contract)

Chair and Members  
Community and Protective Services Committee

RE: **Contract Award: Tender No. 19-68**  
**East Lions Park**  
**(Subledger P0151801)**  
**Capital Project PD302019 Maintain Urban Park**  
**Capital Project PD102319 Maintain District Park**  
**Capital Project PD102318 Maintain District Park**  
**Frank Van Bussel & Sons Ltd. - \$1,399,999.96 (excluding H.S.T.)**

**FINANCE & CORPORATE SERVICES REPORT ON THE SOURCES OF FINANCING:**

Finance & Corporate Services confirms that the cost of this project cannot be accommodated within the Capital Works Budget, and that subject to the adoption of the recommendation of the Managing Director, Parks & Recreation, the detailed source of financing is:

	<u>Approved Budget</u>	<u>Additional Funding</u>	<u>Revised Budget</u>	<u>Committed to Date</u>	<u>This Submission</u>
<b>ESTIMATED EXPENDITURES</b>					
<b>PD302019 - Maintain Urban Parks (East Lions Only)</b>					
Construction	\$250,000	\$743,027	\$993,027		\$993,027
<b>PD102319 - Maintain District Parks (East Lions Only)</b>					
Construction	400,000		\$400,000		\$400,000
<b>PD102318 - Maintain District Parks (East Lions Only)</b>					
Engineering	93,027		\$93,027	\$93,027	\$0
Construction	6,973		6,973		6,973
	100,000	0	100,000	93,027	6,973
<b>NET ESTIMATED EXPENDITURES</b>	<b>\$750,000</b>	<b>\$743,027</b>	<b>\$1,493,027</b>	<b>\$93,027</b>	<b>\$1,400,000 1)</b>
<b>SOURCE OF FINANCING</b>					
<b>PD302019 - Maintain Urban Parks (East Lions Only)</b>					
Capital Levy	250,000		250,000		250,000
Capital Levy - Transfers from:					
PD302019 - Maintain Urban Parks (Carfrae Park)		250,000	250,000		250,000
PD128219 - Maintain Neighbourhood Parks		100,000	100,000		100,000
PD217319 - Maintain Sportspark		150,000	150,000		150,000
PD112916 - Downtown Street Tree Planting		40,000	40,000		40,000
RC246419 - Multi Use Park Pathway		203,027	203,027		203,027
	250,000	743,027	993,027	0	993,027
<b>PD102319 - Maintain District Parks (East Lions Only)</b>					
Capital Levy	400,000		400,000		400,000
<b>PD102318 - Maintain District Parks (East Lions Only)</b>					
Capital Levy	100,000		\$100,000	\$93,027	\$6,973
<b>TOTAL FINANCING</b>	<b>\$750,000</b>	<b>\$743,027</b>	<b>\$1,493,027</b>	<b>\$93,027</b>	<b>\$1,400,000</b>

**NOTES:**

- |                                      | <u>PD302019</u> | <u>PD102319</u> | <u>PD102318</u> | <u>Total</u> |
|--------------------------------------|-----------------|-----------------|-----------------|--------------|
| 1) <b>Financial Note</b>             |                 |                 |                 |              |
| Contract Price                       | \$993,027       | \$400,000       | \$6,973         | \$1,400,000  |
| Add: HST @13%                        | 129,094         | 52,000          | 906             | 182,000      |
| Total Contract Price Including Taxes | 1,122,121       | 452,000         | 7,879           | 1,582,000    |
| Less: HST 13% Rebate                 | 129,094         | 52,000          | 906             | 182,000      |
| Net Contract Price                   | \$993,027       | \$400,000       | \$6,973         | \$1,400,000  |
- 2) The additional funding requirement of \$743,027 is available as transfers from various Parks & Recreation projects. Upgrades to Carfrae Park (\$250,000) will be deferred and incorporated into future capital budgets. A soccer field for North East Park (\$100,000) is no longer required. \$150,000 will be allocated from funding to maintain sports parks to support lighting for East Lions Park. Forestry Operations will contribute \$40,000 to support tree planting and \$203,027 has been allocated from life cycle renewal funding for the City's park pathway system because large sections of the pathway have been redeveloped over the past three years with cost sharing from the Federal and Provincial governments.
- 3) It is estimated that the total operating costs for the East Lions Park will be approximately \$30,000 per year.

ms

Kyle Murray  
Director of Financial Planning & Business Support

# RFT19-68

## East Lions Park

Closing Date: Wednesday, July 10, 2019

### Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
Frank Van Bussel & Sons Ltd.	Ilderton, Ontario	Submission 1	\$1,477,735.46

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<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR OF PARKS AND RECREATION</b>
<b>SUBJECT:</b>	<b>DEFERRED MATTERS LIST ITEM #5 - CPSC</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director of Parks and Recreation, this report **BE RECEIVED**.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- 7<sup>TH</sup> Report of the Accessibility Advisory Committee – July 2018

<b>BACKGROUND</b>
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In 2017, the Accessibility Advisory Committee requested that Civic Administration consider updates to the City of London’s Special Events Administrative Procedures Manual, and more specifically to the guide, “How to Plan Accessible Outdoor Events”. As part of this request, the Accessibility Advisory Committee provided valuable input and recommendations.

In April 2018, Civic Administration reviewed all input and recommendations provided by the Accessibility Advisory Committee and integrated them into the guide, “How to Plan Accessible Outdoor Events”. Topics that were modified in the guide relate to the following:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Parking</li> <li>• Public Entrances</li> <li>• Emergencies</li> <li>• Washrooms</li> </ul> | <ul style="list-style-type: none"> <li>• Way Finding</li> <li>• Entertainment Seating</li> <li>• Cables &amp; Cords</li> <li>• Ticketing</li> </ul> |
|---|---|

In June 2018, Civic Administration presented to the Accessibility Advisory Committee to showcase that all requested changes had been made and posted at [www.london.ca](http://www.london.ca).

The Accessibility Advisory Committee report to the Community and Protective Services Committee in July 2018 included the following recommendation:

“Municipal Council be requested to fully endorse the Outdoor Event Guide, in its entirety, and require that all events held on city-owned land be required to implement all points.”

The above recommendation was referred back to Civic Administration for review and report back to CPSC in enough time for possible implementation prior to the next event season.

Civic Administration met with the Accessibility Advisory Committee to further discuss this item on March 28, 2019. Further clarification was provided to the Committee regarding the administrative nature of this guide, history of guide and implementation plans for the upcoming 2019 event season. This further clarification and discussion resolved the outstanding deferred matter.

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It should be noted that all recommendations from the Accessibility Advisory Committee were integrated into the manual and that all points are already being implemented throughout the 2019 event season. Parks and Recreation would like to thank all members of the Committee for their valuable input.

<b>FINANCIAL IMPACT</b>
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There are no financial implications associated with this matter.

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>
<b>KRISTA BRODERICK                  MANAGER, SPECIAL EVENTS                  PARKS AND RECREATION</b>	<b>JON-PAUL MCGONIGLE                  DIVISION MANAGER, CULTURE, SPECIAL                  EVENTS AND SPORT SERVICES                  PARKS AND RECREATION</b>
<b>RECOMMENDED BY:</b>	
<b>SCOTT STAFFORD                  MANAGING DIRECTOR,                  PARKS AND RECREATION</b>	



<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>
<b>SUBJECT:</b>	<b>RFP 19-14 ANIMAL SERVICES</b>

<b>RECOMMENDATION</b>
-----------------------

That, on the Recommendation of the Managing Director, Development & Compliance Services & Chief Building Official, the following actions **BE TAKEN**, with respect to the Animal Services contract, RFP 19-14, recognizing the vision for animal services where all pets have a caring, respectful and responsible home:

- a) The Submission from Urban Animal Management Inc. operating as London Animal Care Centre (LACC) implementing animal welfare services for the City of London and their submitted total annual cost for services of \$2,250,580 adjusted by the Consumer Price Index of Ontario each November commencing as of November 1, 2019 **BE ACCEPTED** in accordance with the Procurement of Goods and Services Policy section 12.2 (b);
- b) The Submission from Urban Animal Management Inc. operating as London Animal Care Centre (LACC) implementing animal welfare services for the City of London and their submitted total annual cost for the continued added services of a Registered Veterinary Technician, and an Animal Care Assistant who provide service at London Animal Shelter Service, the City of London Companion Animal Hospital in the amount of \$60,000 adjusted by the Consumer Price Index of Ontario each November commencing as of November 1, 2019 **BE APPROVED** in accordance with the Procurement of Goods and Services Policy section 12.2 (b);
- c) The Submission from Urban Animal Management Inc. operating as London Animal Care Centre (LACC) implementing animal welfare services for the City of London and their submitted total annual cost for the operation of the City of London Cat Adoption Centre (Catty Shack) in the amount of \$108,042 **BE APPROVED** in accordance with the Procurement of Goods and Services Policy section 12.2 (b);
- d) That, Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in connection with this contract;

<b>COUNCIL RESOLUTION BACKGROUND</b>
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For the purpose of background history of animal welfare services, respective sections of previous resolutions are highlighted:

On December 18, 2013 Municipal Council resolved:

*That on the recommendation of the Managing Director, Development & Compliance Services and the Chief Building Official, the following actions be taken with respect to the Animal Welfare Services contract, recognizing the vision for animal services where all pets have a caring, respectful and responsible home:*

a) the submission from Urban Animal Management Inc. operating as London Animal Care Centre (LACC) for implementing animal welfare services for the City of London and their submitted total annual cost for services of \$2,103,993 excluding taxes BE ACCEPTED;

d) the following enhanced animal care strategies BE ENDORSED;

i) an enhanced service for additional park patrols to encourage responsible pet ownership and the licencing of dogs at the off leash dog parks;

ii) an enhanced veterinarian services model with a focus on feral cat spay/neuter, microchipping, and medical triage;

iii) an enhanced model of animal care focusing on implementing a City Cat Adoption Centre;

e) the following annual operating and one-time capital costs for the enhanced animal care strategies BE SUPPORTED and BE REFERRED to the 2014 Budget approval process:

i) \$375,776 operating and \$700,000 one-time capital for:

A) \$50,776 in annual operating for enhanced services related to additional park patrols;

B) \$125,000 for annual operating costs for a veterinarian; and \$300,000 one-time capital cost for the purchase of a mobile building, product and equipment;

C) \$200,000 for annual operating costs for the cat adoption centre; \$400,000 one-time capital cost for the purchase of a mobile building and equipment;

ii) \$50,000 annual contribution to a reserve fund to be created to fund additional off-leash dog parks;

m) the first principle of “no kill” and an open shelter policy, with continuous improvement to obtain a live release of 90% by no later than year 4 of the contract BE ADOPTED as the City’s goal for moving towards an animal welfare model focusing on animal care; it being noted that shelter statistics will be released monthly on the City’s web site and that the Civic Administration will report annually to Council on the statistics and any recommended program changes and/or funding requests;

On June 10, 2014 Municipal Council resolved:

6. That on the recommendation of the Managing Director, Development & Compliance Services and the Chief Building Official, the following actions be taken with respect to expanded animal welfare initiatives in the City of London:

a) with respect to the Cat Adoption Centre Services contract, recognizing the vision for animal services where all pets have a caring, respectful and responsible home:

i) the submission from Cats R Us Cat Rescue, implementing and operating the City of London Cat Adoption Centre, an expanded scope of animal welfare initiatives for the City of London and their submitted total annual cost for services of \$165,728 BE ACCEPTED;

## **BACKGROUND**

In March of 2019, together with City of London Purchasing and Supply, Civic Administration in accordance with section 12 of the Procurement Policy, made a Request for Proposal (RFP 19-14) for the provision of sheltering, adoption, pet identification, licensing and registration, by-law enforcement, animal control, community and parks patrol.

Within RFP 19-14, Civic Administration included the option of bundling this service contract with the City of London Cat Adoption Centre (Catty Shack) service contract which was due to expire August 1, 2019. The current annual contract service fee for the operation of Catty Shack is \$179,971. Civic Administration felt that the bundling of these two animal service contracts might be more cost effective and operationally seamless. In late May of 2019 upon closing of the bid process, RFP 19-14 produced two bid submissions. The bid submission process was designed in a manner that set out a two stage proposal. Stage one was the qualification stage consisting of minimum requirement in the area of corporate experience, infrastructure, and finances. Stage two was to include detailed information of shelter services, shelter team, community patrol, caging, community partnerships, data reporting, and operating costs.

An evaluation team comprising of Civic Administration and the City of London contracted Veterinarian independently evaluated stage one. The conclusion was that there was only one qualified bidder. Subsequently, stage two of the evaluation was completed only for Urban Animal Management Inc. operating as London Animal Care Centre (LACC).

Urban Animal Management Inc. operating as London Animal Care Centre (LACC) who has been the City of London's animal service provider for more than 30 years scored very well in all stage two categories.

Within the proposal Urban Animal Management Inc. operating as London Animal Care Centre (LACC) submitted there was provision for the bundling of services to include the cat adoption operations at Catty Shack. This resulted in savings of \$71,929.

Further, Urban Animal Management Inc. operating as London Animal Care Centre (LACC) was able to provide savings to the City of London by including parks patrol at no additional cost. In the previous contract, this service was provided at a cost of \$37,304, which is now savings to the City.

The service provider also offered a revenue stream that had not previously been included in either their animal service contract, or the Catty Shack contract. This revenue stream will be generated through a percentage share of adoption fees and is anticipated to result in projected revenue of \$15,000 - \$20,000 annually.

The anticipated total annual savings from this proposal is in the area of \$125,000.

## **CONCLUSION**

Since 2016, with the support of Council, and all animal service community partners, Urban Animal Management Inc. operating as London Animal Care Centre (LACC) has successfully maintained a 90% or better live release rate. This classifies London as a "no kill" city fulfilling the vision for animal services where all pets have a caring, respectful and responsible home. This accomplishes the Council direction where the first principle of "no kill" and an open shelter policy, with continuous improvement to obtain a live release of 90% be achieved by no later than year 4 of the contract (2017) as the City's goal for moving towards an animal welfare model focusing on animal care. The achievement of

this vision was a key factor in the City receiving a grant of \$150,000 from Petsmart Canada for the operation of a high volume spay/neuter Veterinary Clinic.

Civic Administration reports that Urban Animal Management Inc. operating as London Animal Care Centre (LACC) has consistently ranked number 1 in pet licensing, and program cost recovery through pet licensing with the lowest per capita cost in comparison to all other Ontario municipalities reporting via Municipal Benchmarking Network Canada (MNBC).

In addition to the successes above the London Animal Care Centre facility (the municipal shelter) has passed every Ontario Ministry of Agriculture Food & Rural Affairs (OMAFRA) inspection in the past 37 years of operation.

Upon direction of Council, Civic Administration looks forward to the implementation of a new multi service contract where continuous improvements and cost savings will benefit both citizens and community companion animals.

<b>PREPARED BY:</b>	<b>CONCURRED BY:</b>
<b>H. CHAPMAN, MLEO (C), CMM III MANAGER, MUNICIPAL LAW ENFORCEMENT SERVICES</b>	<b>O. KATOLYK, MLEO (C) CHIEF MUNICIPAL LAW ENFORCEMENT OFFICER</b>
<b>CONCURRED BY:</b>	<b>RECOMMENDED BY:</b>
<b>I. COLLINS, CPA, CMA DIRECTOR, FINANCIAL SERVICES FINANCE &amp; CORPORATE SERVICES</b>	<b>G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>

cc: S. Denomy, Procurement, Finance & Corporate Services  
D. Mounteer, City Solicitor's Office

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE AUGUST 13, 2019</b>
<b>FROM:</b>	<b>LYNNE LIVINGSTONE DEPUTY CITY MANAGER AND ACTING MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES</b>
<b>SUBJECT:</b>	<b>AGE FRIENDLY LONDON PROGRESS REPORT 2019</b>

**RECOMMENDATION**

That, on the recommendation of the Deputy City Manager and Acting Managing Director of Neighbourhood, Children and Fire Services, this report **BE RECEIVED** for information.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- Presentation to the Community and Protective Services Committee, The Age Friendly London Network (February 18, 2015)
- Report to the Community and Protective Services Committee, Age Friendly London Year Two Progress Report (October 20, 2015)
- Report to the Community and Protective Services Committee, Age Friendly London Year Three Progress Report and Impact Assessment (November 15, 2016)
- Report to the Community and Protective Services Committee, Age Friendly London Action Plan 2017-2020 (June 20, 2017)
- Report to the Community and Protective Services Committee, Age Friendly London Progress Report 2018 (August 14, 2018)

**LINK TO STRATEGIC PLAN FOR THE CITY OF LONDON**

The Age Friendly London (AFL) initiative contributes to the strategic area of focus “Strengthening our Community”. The implementation of the AFL Action Plan supports the outcome that Londoners have access to the supports they need to be successful, as identified in the Strategic Plan for the City of London 2019-2023. Specifically, AFL Action Plan contributes to the strategy to work collectively with community partners to improve outcomes and integrated responses for children, youth, families, and older adults.

**BACKGROUND**

The purpose of this report is to provide an overview of the Age Friendly London Progress Report 2019. In June 2019, the AFL Network celebrated the completion of Year Two implementation of the AFL Action Plan. The Progress Report outlines the accomplishments of the AFL Network working groups over the past year.

**The Age Friendly London Network**

The AFL Network is a community-based group of volunteers responsible for implementing the Age Friendly London Three Year Action Plan. The AFL Network is comprised of eight working groups:

1. Outdoor Spaces & Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect & Social Inclusion
6. Employment & Volunteerism
7. Communication & Information
8. Community Supports & Health Services

The City of London provides support to the AFL Network, which includes day-to-day management and administrative support. The AFL Network has 130 working group members including older adults, organizations, agencies, businesses, and other interested Londoners.

## **The AFL Action Plan 2017 – 2020**

The current AFL Action Plan was endorsed by City Council on June 20, 2017 and implementation began in June 2017. AFL Action Plan Implementation Years run from June to June.

Year 1: June 2017 – June 2018

Year 2: June 2018 – June 2019

Year 3: June 2019 – June 2020

## **Network Strategy Accomplishments**

The AFL Action Plan 2017 – 2020 contains five overarching Network strategies. These strategies reflect the principles that strengthen the Network, engage older adults from diverse backgrounds, and encourage collaborations among organizations. Highlights include:

### **1. Strengthen The Age Friendly London Network**

- Shared information with 400 older adults and 50 organizations at the annual Age Friendly London Conference and over 350 individuals and organizations through the AFL Network email list.
- Provided leadership and facilitation training to working group members and Co-Chairs.

### **2. Engage And Empower ALL Older Adults**

- Connected with approximately 1,000 older adults and service providers through over 20 presentations and seniors' events in the community.
- Established new connections with the Chinese Canadian National Council and the London Middlesex Local Immigration Partnership to improve outreach to older adult newcomers.

### **3. Work Together To Improve Age Friendliness**

- Identified key partner organizations for each Action Plan strategy in AFL working group Implementation Plans.
- Shared information with neighbourhood associations to improve awareness of programs and supports for older adults.

### **4. Use Research To Create Impact**

- Completed five research projects related to Action Plan strategies in partnership with Western University and Fanshawe College including:
  - Winter Walking and Pedestrian Safety for Older Adults (Western University, Environmental Health Promotion);
  - Cycling Without Age (Western University, Gerontology in Practice);
  - Oasis Seniors Supportive Living: A Model for Active Aging-In-Place (Western University);
  - Ease Into Leisure: Lending Library of Assistive Devices (Fanshawe College, Gerontology InterProfessional Practice Program); and,
  - Intergenerational Programs and Best Practices (Fanshawe College, Gerontology InterProfessional Practice Program).

### **5. Capture Emergent Opportunities**

- Leveraged community partnerships and secured grant funding through the Ontario Sport and Recreation Community Fund and the New Horizons for Seniors Grant Program to support the implementation of two Action Plan strategies including the Age Friendly Leisure Buddy Program and connecting low income seniors to community programs and services.

## **Working Group Accomplishments**

The eight working groups of the AFL Network are responsible for implementing the strategies in each corresponding section of the Action Plan. Below are Year Two highlights from each of the eight groups.

Highlights include:

- 20 new benches installed within London's parks system, based on working group recommendations.
- Developed and promoted winter walking resources, a pedestrian safety awareness campaign, and information on indoor and outdoor walking programs.
- Educated older adults on transportation options through workshops, conferences, and presentations in seniors' apartment buildings.
- Held workshop on home modifications and accessibility, in partnership with March of Dimes.
- Shared and promoted information with older adults about grassroots home-sharing groups.
- Created "Ease into Leisure" kits of assistive devices for recreation, in partnership with London Public Library. Equipment for gardening, arts and crafts, and games are available to borrow for free through the Library.
- Implemented "Every Day Hero" campaign to acknowledge and celebrate the daily contributions that older adults make in the community. Recognized 48 Every Day Heroes in 2019.
- Created intergenerational programs in Family Centres in partnership with the Child and Youth Network. 26 children and 23 older adults participated in intergenerational program at Family Centre

Fanshawe between January 1 - May 31 2019.

- Held a Lunch and Learn on supporting mature workers with 15 members of the Employment Sector Council.
- Organized and hosted the second annual Older Adult Volunteer Fair at Cherryhill Mall, with 30 organizations participating.
- Shared age friendly resources through Healthline.ca Information Network, seniors resources webpage, 211, social media, and community events.
- Connected with isolated and at-risk individuals using the Community Connector Bags that contain information about community support services and other services for older adults. Distributed 500 Community Connector Bags to Londoners in January 2019. To date, over 1,000 bags have been distributed through 11 different organizations.

Please see [Appendix A](#) for the complete Age Friendly London Progress Report 2019. For more information about the AFL Network and to view the Implementation Plans for all working groups, please visit [www.london.ca/agefriendly](http://www.london.ca/agefriendly).

<b>NEXT STEPS</b>
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The AFL Network will continue to implement the AFL Action Plan 2017 – 2020 with Year Three of implementation being June 2019 – June 2020. Civic Administration will continue to support the AFL Network and the Action Plan implementation for each of the eight working groups as well as provide the backbone support for the Network. The AFL Network and its eight working groups will continue to meet regularly and provide updates to the community on progress.

<b>FINANCIAL IMPACT</b>
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The strategies in the AFL Action Plan are implemented within existing resources and rely on the in-kind contributions of time, resources, and expertise from Network members. The City of London provides backbone support to the Network through existing staff resources. The Network also seeks funding for specific projects through grants and leverages funding and in-kind contributions from Network members, community partners, and other sources.

<b>CONCLUSION</b>
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The Age Friendly London Action Plan 2017 - 2020 continues to support the community vision of an Age Friendly London: a diverse, vibrant, caring, and healthy community, which empowers all individuals to age well and have opportunities to achieve their full potential.

This report acknowledges and thanks the members of the AFL Network for their hard work and dedication in making London a great city for all.

<b>PREPARED BY</b>	<b>SUBMITTED BY:</b>
<b>MICHELLE DELLAMORA SPECIALIST, MUNICIPAL POLICY AGE FRIENDLY LONDON</b>	<b>KRISTEN PAWELEC MANAGER NEIGHBOURHOOD AND COMMUNITY INITIATIVES</b>
<b>RECOMMENDED BY:</b>	<b>RECOMMENDED BY:</b>
<b>CHERYL SMITH MANAGER NEIGHBOURHOOD STRATEGIC INITIATIVES AND FUNDING</b>	<b>LYNNE LIVINGSTONE DEPUTY CITY MANGER AND ACTING MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES</b>

**APPENDIX A – AGE FRIENDLY LONDON PROGRESS REPORT 2019**



The logo for Age Friendly LONDON features the words "Age Friendly" in a large, purple, serif font, with "LONDON" in a smaller, teal, sans-serif font below it. The text is enclosed within a stylized teal circular graphic consisting of two overlapping arcs.

# Age Friendly LONDON

June 2019

## Progress Report

A diverse, vibrant, caring and healthy community which empowers all individuals to age well and have opportunities to achieve their full potential.

[london.ca/agefriendly](http://london.ca/agefriendly)





## **Our Vision of an Age Friendly London**

*A diverse, vibrant, caring and healthy community, which empowers all individuals to age well and have opportunities to achieve their full potential.*

### **Get Involved!**

- ✓ Learn more about the Age Friendly London Network
- ✓ Join one of our eight working groups
- ✓ Become a member of the Network

Contact Us:

[www.london.ca/agefriendly](http://www.london.ca/agefriendly)

email: [agefriendlylondon@london.ca](mailto:agefriendlylondon@london.ca)

Phone (519) 661—CITY (2489), ext. 7208 or 311

## The Age Friendly London Network

The Age Friendly London (AFL) Network is a community-based network responsible for implementing the *Age Friendly London Action Plan 2017—2020*. The AFL Network is comprised of eight working groups; one for each of the eight focus areas of age-friendliness:

- ◆ Outdoor Spaces & Buildings
- ◆ Transportation
- ◆ Housing
- ◆ Social Participation
- ◆ Respect & Social Inclusion
- ◆ Employment & Volunteerism
- ◆ Communication & Information
- ◆ Community Support & Health Services

These areas represent the aspects of the physical and social environment that impact the ability to age actively and maintain independence. By implementing strategies in the Action Plan across these domains, the AFL Network creates the conditions for widespread community impact and improved quality of life.

The diverse membership of the AFL Network includes older adults, caregivers, City of London staff, and representatives from over 80 organizations, agencies, and businesses. Membership is open and anyone can join at any time.

### How to Read This Report

In this report, you will find a summary of the accomplishments of the eight working groups over the past year (June 2018—June 2019). Each working group is responsible for implementing specific actions.

### AFL Action Plan Implementation Years run from June to June.

**Year 1: June 2017 – June 2018**

**Year 2: June 2018 – June 2019**

**Year 3: June 2019 – June 2020**

**For more information about the AFL Action Plan, including detailed information about what each Group is working on, please visit [www.london.ca/agefriendly](http://www.london.ca/agefriendly).**

# Advancing Network Strategies

In addition to the strategies specific to each focus area, the AFL Action Plan includes five network strategies. These strategies reflect the principles that strengthen and guide work through the life of the Plan.

## 1. Strengthen The Age Friendly London Network

- Over the past year, the eight Working Groups held over 120 meetings and volunteered over 12,000 hours (including attending meetings, conducting research, holding events, giving presentations, and other activities).
- Shared information with 400 older adults and 50 organizations at the annual Age Friendly London Conference and over 350 individuals and organizations through the AFL Network email list.
- Provided leadership and facilitation training to working group members and Co-Chairs.

## 2. Engage And Empower ALL Older Adults

- Connected with approximately 1,000 older adults and service providers through over 20 presentations and seniors' events in the community.
- Established new connections with the Chinese Canadian National Council and the London Middlesex Local Immigration Partnership to improve outreach to older adult newcomers.

## 3. Work Together To Improve Age Friendliness

- Identified key partner organizations for each Action Plan strategy in implementation plans.
- Encouraged member organizations to incorporate an age friendly lens through training, education, and partnering with Working Groups.
- Reported annually on Action Plan accomplishments.
- New organizations have joined the Network including All Seniors Care, Carrefour Communautaire Francophone de London, CNIB, Villager Publications, MS Society.

# Advancing Network Strategies (Continued)

## 4. Use Research To Create Impact

- Completed five research projects related to Action Plan strategies in partnership with Western University and Fanshawe College:
  - 1) Winter Walking and Pedestrian Safety for Older Adults (Western University, Environmental Health Promotion)
  - 2) Cycling Without Age (Western University, Gerontology in Practice)
  - 3) Oasis Seniors Supportive Living: A Model for Active Aging-In-Place (Western University)
  - 4) Ease Into Leisure: Lending Library of Assistive Devices (Fanshawe College, Gerontology InterProfessional Practice Program)
  - 5) Intergenerational Programs and Best Practices (Fanshawe College, Gerontology InterProfessional Practice Program)

## 5. Capture Emergent Opportunities

- Pursued new partnerships with community organizations and secured grant funding to support our work.
- Utilized funding from the Ontario Sport and Recreation Community Fund and the New Horizons for Seniors Grant Program to support the implementation of two Action Plan strategies including the Age Friendly Leisure Buddy Program and connecting low income seniors to community programs and services.

# Older Adults (55+) in London

## QUICK FACTS

### Most Popular City of London Recreation Programs

In 2018...

OVER **10,000** registered for



**800**   
Went on  
Bus Trips

**916**



OVER  
**1,400**   
signed up for  
Cardio/Strength classes

CLOSE TO  
**1,500**  
participated  
in Yoga / Pilates



**1,255**  
registered for  
Dance classes



### Senior Centres and Memberships

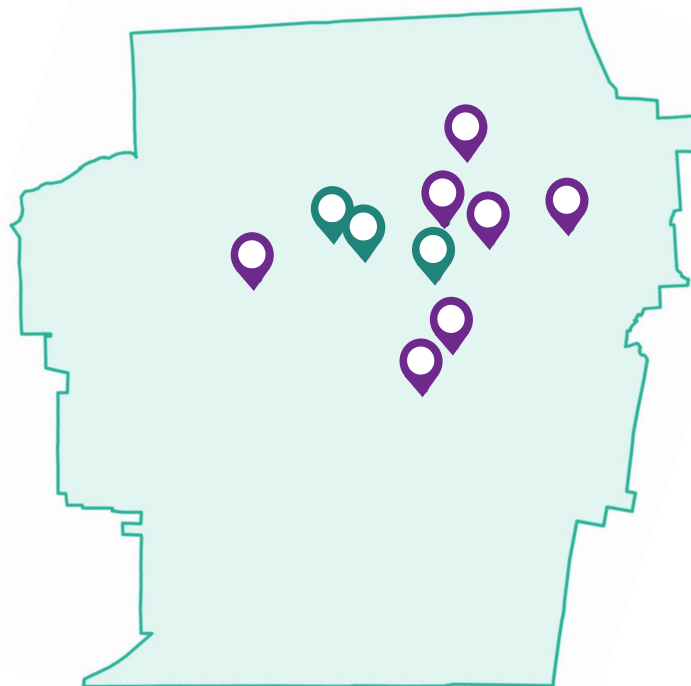
**3** Senior  
Centres



Kiwanis  
Hamilton Road  
Horton Street



**2,774**  
Members



**7** Senior  
Satellite  
Locations



**509**  
Members

London's population of  
older adults age 65+

over the next  
**20 years** 

**65,250**  
  
2016

**76,700**  
  
2021

**89,200**  
  
2026

**107,800**  
  
2036

Source: Watson & Associates Economists Ltd., 2018

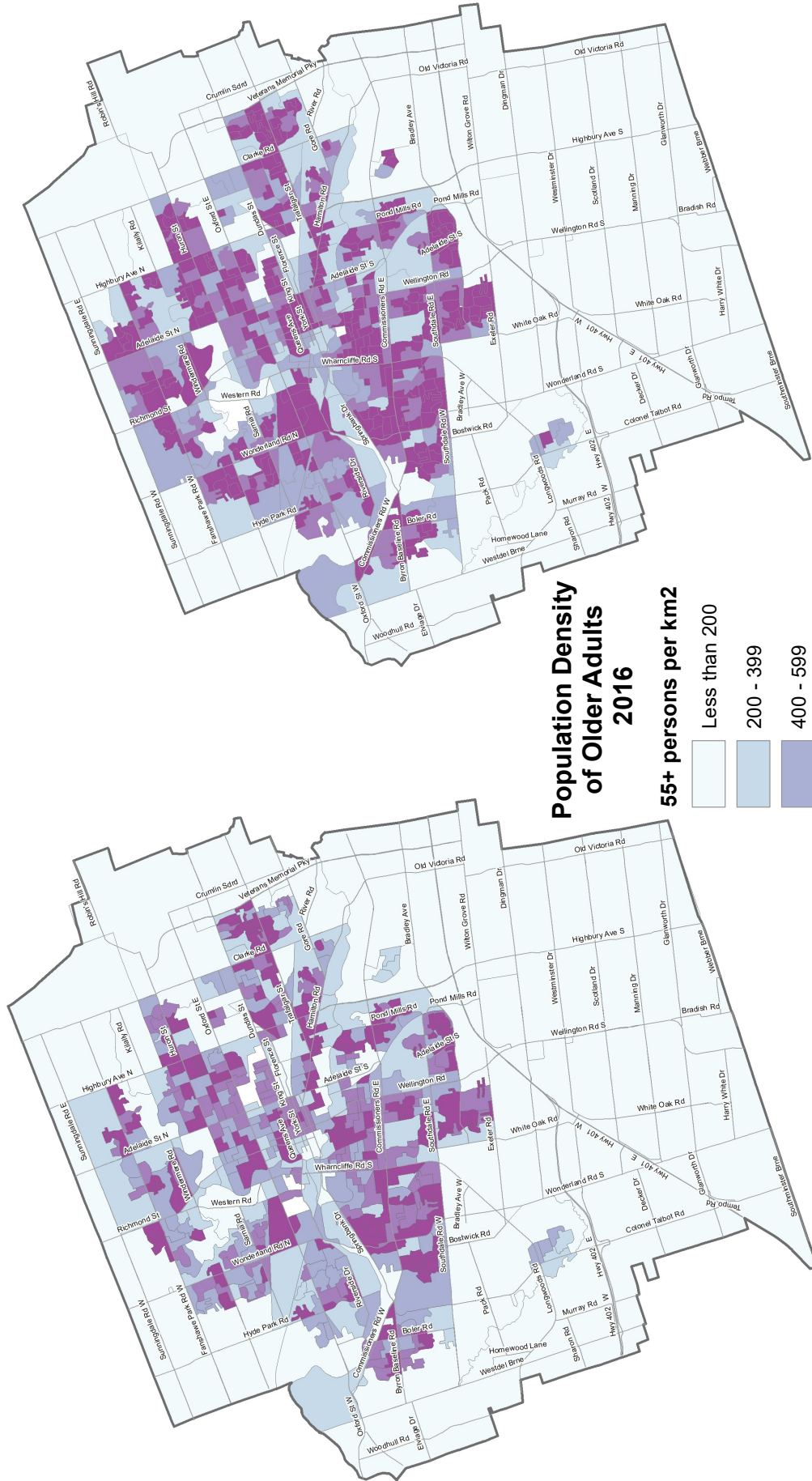
\* Special Events include lunches, musical events, and holiday celebrations at the Seniors' Community Centres.

# Population Density of Older Adults (55 plus)

These maps show that the older adult (55+) population in London has grown in almost all areas of London between 2006 and 2016.

2016

2006



## Working Group Accomplishments

The following section details the Year Two accomplishments of the eight working groups, as well as highlights for work that is planned for Year Three.

The AFL Network Working Groups:

- ◆ Outdoor Spaces & Buildings
- ◆ Transportation
- ◆ Housing
- ◆ Social Participation
- ◆ Respect & Social Inclusion
- ◆ Employment & Volunteerism
- ◆ Communication & Information
- ◆ Community Support & Health Services

Want to find any of the resources mentioned in this document?

Find seniors' resources and information at:

<http://Seniors.InformationLondon.ca>



# Outdoor Spaces & Buildings

Strategy	Accomplishments
<p>1. Influence neighbourhood design to support aging in place.</p>	<ul style="list-style-type: none"> <li>Completed research on aging-in-place and age friendly neighbourhood design.</li> <li>Established process for Working Group members to participate in neighbourhood safety audits. Members are informed of any audit opportunities and provide feedback from an age friendly perspective.</li> <li>Member have participated in four audits since October 2018.</li> </ul>
<p>2. Increase the age friendliness of parks, pathways, and trails.</p>	<ul style="list-style-type: none"> <li>Provided input on way-finding signage for parks system.</li> <li>20 new benches being installed within parks system, based on Working Group's recommendations.</li> </ul>
<p>3. Promote existing age friendly programs and amenities.</p>	<ul style="list-style-type: none"> <li>Piloted accessibility audit of community centres.</li> <li>Shared and promoted community gardens, TreeME Fund, Adopt-a-Park programs.</li> <li>Completed an inventory of indoor walking programs, available at <a href="http://Seniors.InformationLondon.ca">Seniors.InformationLondon.ca</a></li> <li>Worked with Transportation Working Group and students from Western Environmental Health Promotion on pedestrian safety awareness campaign and encouraging older adult walking.</li> </ul>

# Outdoor Spaces & Buildings

## What are we working on in Year 3?

### Winter Walking Safety

- Planning campaign for fall/winter 2019 using videos, social media, and print resources to encourage walking (indoor and outdoor) and educating older adults on winter walking safety.

### Promoting Age Friendly Parks

- Creating list of parks with “Top Five” age friendly features.
- Continuing to consult with City of London staff on accessibility and usability of park amenities.

### Creating Resources for Age Friendly Neighbourhoods

- Working with Middlesex London Health Unit and City of London to educate developers and the public on design and planning that support aging in place.

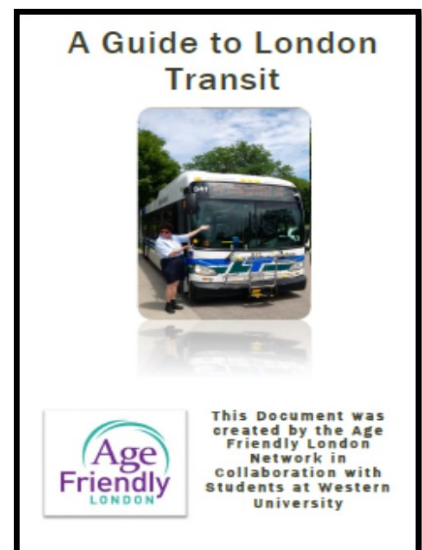


# Transportation

Strategy	Accomplishments
1. Engage older adults in the planning and development of transportation initiatives.	<ul style="list-style-type: none"> <li>Participated in design consultation for Masonville Transit Village Secondary Plan.</li> </ul>
2. Improve the accessibility of city roads and sidewalks.	<ul style="list-style-type: none"> <li>Improved awareness of snow clearing policies and how to report dangerous/slippery conditions on sidewalks.</li> </ul>
	<ul style="list-style-type: none"> <li>Worked with Outdoor Spaces &amp; Buildings Working Group and students from Western Environmental Health Promotion on pedestrian safety awareness campaign and encouraging older adult walking.</li> </ul>
3. Increase engagement of older adults within neighbourhoods to develop and promote active transportation initiatives.	<ul style="list-style-type: none"> <li>Planned three cycling workshops for older adults in July 2019. 100% of attendees somewhat or strongly agreed that sessions were informative and were more likely to ride a bike after attending.</li> </ul>
	<ul style="list-style-type: none"> <li>Promoted and shared safe walking resources and walking programs.</li> </ul>
	<ul style="list-style-type: none"> <li>Partnered with Vision Zero to pilot pedestrian safety initiatives, such as older adult traffic silhouettes and targeted “Respect the Limit” signs.</li> </ul>
	<ul style="list-style-type: none"> <li>Worked with Western students in Gerontology in Practice to develop “Cycling Without Age” London chapter. Cycling Without Age allows older adults and those with mobility challenges to enjoy cycling in accessible trishaws.</li> </ul>

# Transportation

Strategy	Accomplishments
4. Improve accessibility of public transit.	<ul style="list-style-type: none"> <li>• Advocated to London Transit Commission for improved lighting at bus stops and improved routes.</li> <li>• Collaborated with Accessibility Advisory Committee to identify common needs for accessible transit, such as improved booking system, reduced wait times for reservations, and higher service levels.</li> </ul>
5. Enhance access to transportation information	<ul style="list-style-type: none"> <li>• Updated <i>Guide to London Transit</i> and <i>London and Area Transportation Information</i> booklets and translated into French, Spanish, Arabic, and Braille.</li> <li>• Educated older adults on transportation options through workshops, conferences, and presentations in seniors' apartment buildings.</li> </ul>



# Transportation

## What are we working on in Year 3?

### Advocate for increased transit accessibility

- Working with London Transit Commission, Accessibility Advisory Committee, and community transportation providers to advocate for older adult needs.
- Working with London Transit Commission to identify improvements to bus shelter system.

### Encourage Walking and Active Transportation

- Implementing “Walk Your City” signage.
- Educating older adults on winter walking safety and promoting safe walking resources.

### Improve Transportation Options

- Investigating innovative transportation options that benefit older adults.
- Working with volunteer transportation providers to explore opportunities to increase service.



# Housing

Strategy	Accomplishments
<p>1. Raise awareness of housing options available for older adults.</p>	<ul style="list-style-type: none"> <li>• Distributed the Seniors Housing Directory and Housing Options Guide to the community.</li> </ul>
	<ul style="list-style-type: none"> <li>• Held workshop on home modifications and accessibility, in partnership with March of Dimes.</li> </ul>
<p>2. Support and empower older adults to age in place with dignity.</p>	<ul style="list-style-type: none"> <li>• Worked with Cheshire Community Support Services to develop grant proposal on “Neighbourhoods of Care”, combining older adult housing needs with community support services.</li> </ul>
	<ul style="list-style-type: none"> <li>• Supported implementation of community development project in seniors’ apartment buildings, in partnership with Western University and London Middlesex Community Housing. E.g. Oasis Seniors Supportive Living: A Model for Active Aging-In-Place.</li> </ul>
	<ul style="list-style-type: none"> <li>• Shared and promoted information with older adults about grassroots home-sharing groups.</li> </ul>
<p>3. Educate housing providers about the need for increased appropriate housing stock for older adults.</p>	<ul style="list-style-type: none"> <li>• Reviewed and assessed statistics and information on older adults on waitlist for social and affordable housing.</li> </ul>
	<ul style="list-style-type: none"> <li>• Planned and hosted a community conversation on older adult affordable housing needs. Contributed feedback to the City of London Homeless Prevention and Housing Plan update.</li> </ul>

# Housing

## What are we working on in Year 3?

### Advocate for Affordable Housing

- Advocating to all levels of government for increased and greater variety of housing stock for older adults.
- Educating housing providers on need for increased levels and types of housing stock for older adults.

### Support Aging In Place Initiatives

- Pursuing grant funding and partnerships to improve access to community services that support aging in place.

### Promote Housing Options

- Continuing to promote housing options such as home sharing, intergenerational housing, and housing with social supports.



# Social Participation

Strategy	Accomplishments
<p>1. Build strong partnerships among organizations to enhance social opportunities.</p>	<ul style="list-style-type: none"> <li>Presented to nine neighbourhood associations to share information about AFL Network and programs for seniors in their neighbourhoods.</li> <li>Expanded access to seniors' events information through the AFL Network newsletter, seniors resources website, and social media.</li> </ul>
<p>2. Reduce barriers to participation in recreation and social opportunities for older adults.</p>	<ul style="list-style-type: none"> <li>Created "Ease into Leisure" kits of assistive devices for recreation, in partnership with London Public Library. Equipment for gardening, arts and crafts, and games are available to borrow for free through the London Public Library.</li> <li>Secured grant funding to implement the Age Friendly Leisure Buddy Program, which will pair vulnerable or isolated older adults with volunteer "Buddies", who will support them to transition into social and recreational programs.</li> </ul>
<p>3. Promote the benefits of older adults participating in meaningful activities.</p>	<ul style="list-style-type: none"> <li>Planned and hosted the annual Age Friendly London Conference in June 2019, attended by 400 older adults and 50 exhibitors.</li> </ul>



# Social Participation

## What are we working on in Year 3?

### Promote Meaningful Activities

- Creating a video series to promote recreation and leisure to older adults and virtual tour of facilities.
- Promoting accessible “social space” where older adults can gather.

### Build Strong Partnerships

- Continuing to reach out to neighbourhood associations to share information about older adult programs.

### Plan and Support Community Events for Seniors

- Continuing to support community events that promote social participation for older adults, such as the Age Friendly London Conference, REXPO, Stepping Out Safely, etc.

### Reduce Barriers to Participation

- Implementing and evaluating Age Friendly Leisure Buddy Program pilot.



# Respect & Social Inclusion

Strategy	Accomplishments
<p>1. Reframe how older adults are portrayed and celebrate their contributions in our community.</p>	<ul style="list-style-type: none"> <li>• Implemented “Every Day Hero” campaign to acknowledge and celebrate the daily contributions that older adults make to our community. 48 Every Day Heroes were recognized in 2019.</li> <li>• Presented Anti-Ageism education to high school students.</li> <li>• Nominated the first person (Ernie Maiorana) to the Mayor’s New Year’s Honour List in the newly added Age Friendly category.</li> </ul>
<p>2. Increase and promote quality intergenerational opportunities that are mutually beneficial.</p>	<ul style="list-style-type: none"> <li>• Completed an inventory of intergenerational programs in London.</li> <li>• Created intergenerational programs in Family Centres in partnership with the Child and Youth Network.</li> <li>• 26 children and 23 older adults participated in intergenerational program at Family Centre Fanshawe between January 1 - May 31, 2019 .</li> <li>• Partnered with a student from Fanshawe College to complete research on best practices for intergenerational programming.</li> </ul>
<p>3. Empower older adults to have a voice in their own advocacy.</p>	<ul style="list-style-type: none"> <li>• Established partnerships with Canadian Association of Retired Persons (CARP) and Elder Abuse London Middlesex to plan and coordinate advocacy efforts.</li> </ul>

# Respect & Social Inclusion

## What are we working on in Year 3?

### Empower Older Adults to Have a Voice in Their Advocacy

- Planning an advocacy event November 13, 2019 with Elder Abuse London Middlesex and Canadian Association of Retired Persons.
- The Advocacy Event will focus on educating older adults on elder abuse, advance care planning, navigating the healthcare system, caregiver supports, elder law, and other advocacy topics.

### Promote Intergenerational Opportunities

- Creating best practices guide and toolkit to support family centres and community organizations to create quality intergenerational programs.

### Continue to Celebrate the Contributions of Older Adults

- Continuing successful recognition programs including Every Day Heroes and Mayor's Honour List—Age Friendly category.



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# Employment & Volunteerism

Strategy	Accomplishments
<p>1. Improve access to information about employment opportunities for older job seekers.</p>	<ul style="list-style-type: none"> <li>• Held Lunch and Learn on supporting mature workers with 15 members of the Employment Sector Council.</li> </ul>
	<ul style="list-style-type: none"> <li>• Shared <i>Experience Works 2</i> fact sheets on supporting older job seekers at Human Resources Professionals meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Worked with Local Employment Planning Council, Over 55 London, and employment service providers to share information on the needs of older workers.</li> </ul>
<p>2. Increase meaningful volunteer opportunities for older adults.</p>	<ul style="list-style-type: none"> <li>• Organized and hosted second annual Older Adult Volunteer Fair at Cherryhill Mall, with 30 participating no-profit organizations .</li> </ul>
	<ul style="list-style-type: none"> <li>• Created list of age friendly volunteer organizations and shared this information at seniors' events and online at <a href="http://Seniors.InformationLondon.ca">Seniors.InformationLondon.ca</a>.</li> </ul>
<p>3. Increase skill-building opportunities for older adults.</p>	<ul style="list-style-type: none"> <li>• Promoted the <i>Learning for Life Tool</i> (<a href="http://LearningForLifeTool.ca">LearningForLifeTool.ca</a>), an online platform that matches users with skill-building and training opportunities in their area.</li> </ul>
	<ul style="list-style-type: none"> <li>• Identified and promoted technology and computer training classes for older adults.</li> </ul>

# Employment & Volunteerism

## What are we working on in Year 3?

### Improve Access to Information About Employment

- Promoting new local jobs hub (WorkforceDevelopment.ca) to older job seekers.
- Connecting older adults with information on entrepreneurship and self-employment.

### Increase Meaningful Volunteerism

- Continuing to plan and host events that match older adults with volunteer opportunities, such as the Volunteer Fair and volunteer “speed dating”.
- Identifying and promoting age friendly volunteer opportunities available through Network members.

### Promote Skill-Building Opportunities

- Promoting employment and technology training that is tailored to older adults.

Want to find any of the resources  
mentioned in this document?

Find seniors’ resources and information at:

<http://Seniors.InformationLondon.ca>

# Communication & Information

Strategy	Accomplishments
<p>1. Communicate and promote the work and accomplishments of the Network.</p>	<ul style="list-style-type: none"> <li>Developed a new landing page, <a href="#">AgeFriendly London.ca</a>, in partnership with the Healthline.ca Information Network.</li> </ul>
	<ul style="list-style-type: none"> <li>Created templates for AFL Network promotional materials for professional, consistent branding to share messages.</li> </ul>
	<ul style="list-style-type: none"> <li>Created AFL Network Facebook page to reach new audiences and promote age friendly programs and events.</li> </ul>
<p>2. Promote resources and tools that support our community to better serve older adults.</p>	<ul style="list-style-type: none"> <li>Built inventory of community and seniors centres, seniors' apartment buildings, neighbourhood associations, older adult publications/magazines as a network to effectively distribute information.</li> </ul>
	<ul style="list-style-type: none"> <li>Shared age friendly resources through Healthline.ca Information Network, seniors resources webpage, 211, social media, and community events.</li> </ul>

# Communication & Information

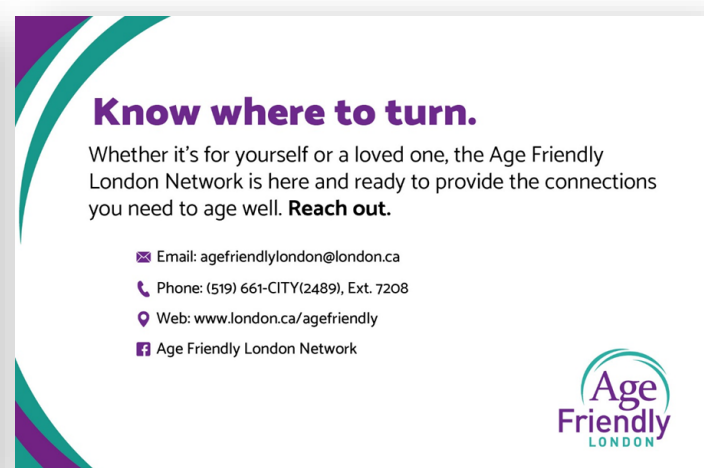
## What are we working on in Year 3?

### Support the AFL Network to Reach Target Audiences

- Developing training for working group members on how to use templates, reach target audiences, and effectively promote events/resources.

### Connect Older Adults with Information and Services

- Researching the implementation of an "age friendly connector" program.
- Utilizing Age Friendly Ambassadors to effectively share and distribute information in the community.
- Developing and expanding the AFL branding and social media strategy.



# Community Support & Health Services

Strategy	Accomplishments
<p>1. Reduce barriers that older adults experience with finding and using healthcare services and community supports.</p>	<ul style="list-style-type: none"> <li>• Established connections with community support agencies and health services to improve information-sharing and reduce gaps in service, including:               <ul style="list-style-type: none"> <li>• The London Middlesex Healthcare Provider Alliance;</li> <li>• London Middlesex Local Immigration Partnership;</li> <li>• Geriatric Ambulatory Assessment Team;</li> <li>• South West LHIN Centralized Intake for community support services; and,</li> <li>• Frail Seniors Strategy.</li> </ul> </li> </ul>
<p>2. Improve awareness of existing programs and services that support healthy aging.</p>	<ul style="list-style-type: none"> <li>• Educated future healthcare professionals on how to recommend healthy aging programs to their clients.</li> <li>• Provided a guest lecture on healthy aging programs to class of 30 Fanshawe students in the Gerontology InterProfessional Practice program.</li> <li>• 100% of students strongly agreed that information was useful and 90% strongly agreed that they felt more confident recommending programs to their clients.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Connected with isolated and at-risk individuals using the Community Connector Bags, which were distributed to 500 Londoners in January.</li> <li>• Over 1,000 bags have been distributed to date through 11 different organizations.</li> </ul>
<p>3. Improve awareness and availability of services and supports for caregivers.</p>	<ul style="list-style-type: none"> <li>• Promoted South West Self Management Program free workshops for caregivers. This free six-week workshop series is designed to provide caregivers with the tools needed to look after themselves.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Consulted with St. Joseph’s Health Care on the Changing CARE (Communication, Assessment, Recognition, Education) project.</li> </ul>



# Community Support & Health Services

## What are we working on in Year 3?

### Promote Multi-Lingual and Multi-Cultural Services

- Gathering statistics on non-official languages spoken by older adults in London and identify gaps in access to health information.

### Advocate for Improvements to Health Information Resources

- Recommending further age friendly improvements to sources for health and community supports information.

### Promote Programs and Services That Support Healthy Aging

- Exploring partnerships with retirement residences and private home care to create mobile health promotion units.
- Supporting older adult volunteers to mentor peers in healthy aging.

### Improve Awareness of Caregiver Supports

- Planning an advocacy event November 13, 2019 with Elder Abuse London Middlesex and Canadian Association of Retired Persons.
- The Advocacy Event will include information of caregiver supports and advocacy.





an age friendly city  
is a **people friendly** city

[www.london.ca/agefriendly](http://www.london.ca/agefriendly)  
[agefriendlylondon@london.ca](mailto:agefriendlylondon@london.ca)  
(519) 661-CITY (2489) Ext. 7208  
or 311

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>LYNNE LIVINGSTONE DEPUTY CITY MANAGER ACTING MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES</b>
<b>SUBJECT:</b>	<b>LONDON STRENGTHENING NEIGHBOURHOODS STRATEGY NEIGHBOURHOOD EVENT EQUIPMENT LENDING PROGRAM</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Deputy City Manager/Acting Managing Director, Neighbourhood, Children and Fire Services, this report **BE RECEIVED** for information.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- London Strengthening Neighbourhoods Strategy 2017-2020 (April 26, 2016, May 24, 2017, June 20, 2017)
- London Strengthening Neighbourhoods Strategy 2017-2020: Neighbourhood Event Equipment Lending Program (November 13, 2018)

<b>LINK TO THE STRATEGIC PLAN FOR THE CITY OF LONDON</b>
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London Strengthening Neighbourhoods Strategy's Neighbourhood Event Equipment Lending Program is aligned to the Strategic Plan for the City of London 2019 – 2023 under the Strategic Area of Focus - *Strengthening our Community*; Outcome *Londoners are engaged and have a sense of belonging in their neighbourhoods and communities*; Expected Result – *increase the number of meaningful opportunities for residents to be connected in their neighbourhood and community*; and Strategy - *Strengthen engagement opportunities for all Londoners to participate in their neighbourhoods*.

<b>BACKGROUND</b>
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At its meeting held on June 11, 2019, Municipal Council REQUESTED that Civic Administration consider and report back, before the beginning of the 2019-2020 school year, with respect to the viability of extending the definition of eligible groups in the current equipment lending policy (defined as groups of neighbours working to build community in their neighbourhood, this could be a neighbourhood association or an informal group of neighbours) to include home and school associations, to allow for those bodies to be eligible for equipment lending during the school calendar year (2019-S12) (5.2/6/CPSC).

The purpose of this report is to:

- Provide a brief overview of the current program;
- Outline the current guidelines of the program;
- Highlight program results to date; and,
- Provide resource implications with respect to the above proposed change to the current Neighbourhood Event Equipment Lending Program for Council to consider.

### **The Neighbourhood Event Equipment Lending Program (NEEL)**

London Strengthening Neighbourhoods Strategy's focus is to support neighbourhood driven activities and decision making. One of the strategies identified by residents, under the theme of "*Tools and Resources to Support Neighbourhoods*" is to support residents to build capacity through a variety of tools and resources to improve neighbourhoods through neighbourhood driven activities and decision making. One of the specific action steps to implement this strategy identifies that the **City of London continue to share physical assets such as tents, movie kits, chairs, tables, etc., to support neighbourhood events and activities.**

The purpose of the Neighbourhood Event Equipment Lending Program is to support residents and neighbourhood groups to hold small events, festivals and gatherings in their local neighbourhood supporting neighbourhood driven activities. Buying, borrowing or renting event equipment can be difficult for new or smaller resident groups. Therefore, Civic Administration offers neighbourhood groups some of the equipment needed in organizing events free of charge.

Over the past nine years, Civic Administration has purchased items such as tents, chairs, tables, and games to slowly increase the number of physical assets available for residents to borrow in order to hold their events. Funds to support these one-time purchases were identified through small year-end surpluses in Neighbourhood, Children and Fire Services (NCFS) if and when available.

### **Current Guidelines of the NEEL Program**

This Program is available for resident groups, which are defined as groups of neighbours working to build community in their neighbourhood. This could be a neighbourhood association or an informal group of neighbours. This does not include faith based organizations, not-for-profit organizations, or other groups affiliated with formal institutions such as schools because often these groups have access to other resources or the ability to raise funds. Civic Administration recognizes the great community building work of schools, places of worship, and not-for-profits in London neighbourhoods.

The NEEL program is open to residents and neighbourhood associations who are supporting small grassroots neighbourhood events that bring local neighbours together to have fun and celebrate in their neighbourhoods. By lending equipment, it allows neighbourhood volunteers to devote their time and efforts to organizing events and in turn, reduces the barriers while making sure safety and security measures are effectively practiced. Additional information about the NEEL program is attached as [Appendix A](#).

A neighbourhood event is defined as one being held in a public space utilizing volunteers, has a low budget, has low cost/no cost activities, is labelled grassroots (led by local leaders and volunteers), has attendance up to 300 people, and is a non-profit and non-fundraising event. Event examples include street parties, community BBQs, movie nights, plant swaps, and small neighbourhood festivals. Events this program does not support include private functions (birthday parties), school-based events, yard sales, events organized by places of worship, business related events, and events that charge an entry fee.

The original decision to focus the Neighbourhood Event Equipment Lending Program on resident groups was based on the following factors:

- resident groups are unable to access most funding opportunities due to their informal nature;
- resident groups do not own buildings so storing equipment can be difficult;
- the number of resident groups is relatively small so the program is manageable;
- the program operates on a first-come first-serve basis, so organizations with paid staff would have an advantage over resident groups; and,
- places of worship, schools, and not-for profit organizations have an ability to raise funds or access other resources to rent or buy equipment.

### **Highlights of the 2018 and 2019 NEEL Program**

In 2018, Civic Administration supported a total of 72 local neighbourhood events with equipment including chairs, tables, tents, and large outdoor games. Just under 41% were informal resident groups and 59% were local neighbourhood associations.

To date in 2019, Civic Administration is supporting 42 local neighbourhood events with equipment. From October, 2018 to April 2019, six local neighbourhood events were supported (low season). It is important to note that the NEEL program is not advertised during the low season nor are there any casual staff to currently support the program during this time.

### **Considerations Regarding the Inclusion of Home and School Associations in the Definition of Eligible Groups for the NEEL Program**

#### Eligibility

The group currently eligible for the NEEL program are resident groups, which are defined as groups of neighbours working to build community in their neighbourhood. This could be a neighbourhood association or an informal group of neighbours who organize one event a year.

A Home and School Association is an independent parent group that fosters ideals of cooperation and partnership within schools as well as within communities. The role of an Association is to foster communication between the school and the parent community and to organize events and activities to enrich the school community and provide additional funds for the school.

It is also important to note that the current NEEL program only supports events that are held in a public space utilizing volunteers, has a low budget, has low cost/no cost activities, is labelled grassroots (led by local leaders and volunteers), and has attendance up to 300 people. The event must be a non-profit and non-fundraising event.

In London, there are 139 elementary and secondary schools including private institutions. According to the Home and School Association of Ontario’s website, there are 42 Home and School Associations in London within the Thames Valley District School Board (TVDSB). The London District Catholic School Board (LDCSB) has 31 Catholic School Councils which are considered the equivalent to the TVDSB’s Home and School Associations, according to information provided by the administration of the LDCSB.

Based on the 73 parent groups identified above by the TVDSB and the LDCSB and the understanding that both French School Boards and private schools in London may have similar parent groups, Civic Administration is recommending that for the purpose of expanding eligibility, the estimated impact to be considered for the NEEL program would be up to 140 additional groups. This also allows for future growth of Home and school Associations/parent groups.

Resource Impact

It is important to note that there is no dedicated budget or staff resources for the current NEEL program. Summer casual staff who are hired to support summer programs such as the outdoor movie nights, support resident groups by overseeing the pick-up and return of equipment at the City of London storage facility. Summer staff are also involved in completing an inventory, cleaning, and maintenance of the equipment throughout the summer. City staff in NCFS manage the requests for equipment, oversee the scheduling and approval process, and manage pick-up and drop off outside of the summer months as the number have been very low. This all occurs in addition to the other responsibilities of these staff.

Funding to support a dedicated budget for the expanded NEEL program to allow for approximately 140 additional Home and School Associations/Catholic School Councils/School Parent Groups to borrow equipment would need to be found in order to maintain the current level of service, particularly during the busy months of September, October, May, and June. This includes additional resources to support replacing worn equipment on a regular basis, increasing inventory of physical assets that are popular with children and families, increased staff resources for the program, and increased storage space requirements for physical assets as the current storage facility is at full capacity. The estimate cost for expanding the eligibility group is outlined below:

<b>Additional Resource Requirements</b>	<b>Sept to Dec 2019 (4 month costs)</b>	<b>2020-2023 Annual Costs</b>
Replacement of equipment due to wear and tear	\$2,000	\$3,000
Increase inventory of equipment	\$1,000	\$2,000
Additional storage space	N/A	\$5,000
Increased staff resources	\$ 4,200	\$ 28,500 <sup>1</sup>
Technology support to enhance and maintain the web-based lending and tracking program	\$2,000	\$2,000
<b>TOTAL COST</b>	<b>\$9,200</b>	<b>\$40,500</b>

If Council wishes to expand the eligibility of the NEEL program to include home and school associations and similar parent groups across all school boards and private institutions effective September 1, 2019, NCFS would need to find an additional \$9,200 to support the additional staffing and equipment costs in an effort to maintain the current level of service in 2019.

Moving forward with the NEEL program in 2020, a dedicated budget to support the year round resource requirements to maintain the current level of service as outlined in the chart above would be developed as part of the 2020-2023 Multi-Year Budget process.

**FINANCIAL IMPACT**

As noted above, if Council chooses to proceed with extending the the definition of eligible groups in the current equipment lending policy to allow for those bodies to be eligible for equipment lending during the

<sup>1</sup> Staffing costs support one part time casual staff (15 hours/week) for November to April and one full time casual staff for May, June, September and October (plus phone, steel toed boots, mileage, and uniform).

school calendar year, additional one time funding in the amount up to \$9,200 will need to be identified in 2019. Civic Administration will also need to bring forward a Strategic Investment Business Case as part of the 2020-2023 Multi-Year Budget process.

<b>CONCLUSION</b>
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The heart and essence of every city are its neighbourhoods. London Strengthening Neighbourhoods Strategy is fundamentally a resident driven strategy that encourages resident participation and engagement to help make all of London’s neighbourhoods stronger.

London Strengthening Neighbourhoods Strategy and its related strategies and actions such as The Neighbourhood Event Equipment Lending Program, builds on Council’s commitment to “*Strengthening Our Community* so that *Londoners are engaged and have a sense of belonging in their neighbourhoods and communities.*

<b>PREPARED BY:</b>	<b>SUBMITTED BY:</b>
<b>KAREN OLDHAM  MANAGER, NEIGHBOURHOOD DEVELOPMENT  &amp; SUPPORT  NEIGHBOURHOOD, CHILDREN &amp; FIRE  SERVICES</b>	<b>CHERYL SMITH  MANAGER, NEIGHBOURHOOD STRATEGIC  INITIATIVES &amp; FUNDING  NEIGHBOURHOOD, CHILDREN &amp; FIRE  SERVICES</b>
<b>RECOMMENDED BY:</b>	
<b>LYNNE LIVINGSTONE  DEPUTY CITY MANAGER/  ACTING MANAGING DIRECTOR  NEIGHBOURHOOD, CHILDREN &amp; FIRE  SERVICES</b>	

## APPENDIX A

### Information About The City of London's Neighbourhood Event Equipment Lending Program

#### Purpose

The City of London supports Neighbourhood Events that serve to build community and promote health and wellbeing in a variety of ways. The City values and appreciates the efforts that neighbourhood volunteers devote to organizing events and City staff strive to reduce the barriers while making sure safety and security measures are effectively practiced.

Buying, borrowing or renting event equipment can be difficult for new or smaller resident groups. Therefore the City of London offers neighbourhood groups some of the equipment needed in organizing events free of charge.

Please Note: this program is only for resident groups, which are defined as groups of neighbours working to build community in their neighbourhood. This could be a neighbourhood association or an informal group of neighbours who organize one event a year. This does not include faith-based organizations, schools, or other groups affiliated with formal institutions.

#### Neighbourhood Event Definition

The type of event is held in a public space utilizing volunteers, has a low budget, has low cost/no cost activities, is labelled grassroots (led by local leaders and volunteers), and has attendance up to 300 people. This event is a non-profit and non-fundraising event.

#### Promotion

The Neighbourhood Event Equipment Lending Program is regularly promoted through the City's social media accounts, the NeighbourGood monthly email newsletter, community events, and workshops.

#### Booking

Residents request equipment through an online form accessible on the City's website. After reviewing the details of the request, staff reach out to the resident to confirm details for the booking.

#### Pick-up & Drop-off

Residents are told when and where they can pick up the equipment for their event. The equipment is kept at a storage facility at the Carling Heights Optimist Community Centre. A Neighbourhood Children & Fire Services staff arranges to meet the resident for pick-up and drop-off.

#### Current Inventory (total of 133 pieces of equipment)

The available equipment includes:

- Pop-up tents (8x8 and 10x10) (5 maximum)
- Folding Tables (5 maximum)
- Folding Chairs (10 maximum)
- Sandwich Sign (2 maximum)
- Giant Outdoor Games (5 maximum)
- Garbage holders

Equipment is regularly inspected and cleaned by staff to ensure everything is in good working condition. Repairs and replacements take place as required and as resources are available throughout the year.

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019.</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS &amp; RECREATION and LYNNE LIVINGSTONE DEPUTY CITY MANAGER ACTING MANAGING DIRECTOR, NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>
<b>SUBJECT:</b>	<b>EAST COMMUNITY CENTRE CONSTRUCTION UPDATE</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Parks and Recreation and the Deputy City Manager/Acting Managing Director, Neighbourhood, Children and Fire Services, the following report **BE RECEIVED** for information.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- Parks and Recreation Master Plan Update (Jun. 2019)
- East Community Centre Tender 17-67 Project #P015-RC2756 (CPSC - Oct 11, 2017)
- Update on East Community Centre Build Project (CPSC – Jun. 2017)
- Parks and Recreation Strategic Master Plan – Interim Update (CPSC - Jan. 2017)
- Architect to Act as Prime Consultant for the East Community Centre (CPSC - Dec. 2015)
- Update on East Community Centre Build Project (CPSC - Dec. 2015)
- Parks and Recreation Strategic Master Plan Update (CPSC - Nov. 2009)

<b>STRATEGIC PLAN LINKAGES 2019-2023</b>
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**Strengthening our Community:** The new community centre will play a significant role in strengthening the local neighbourhood of Argyle and the larger district including Huron Heights, East London, Hamilton Road, Glen Cairn, Westminster, and Jackson that it will serves by creating opportunities for residents to lead healthy, socially active lives.

**Building a Sustainable City:** Creating and preserving strong and healthy environments and creating beautiful places for all Londoners will be accomplished at the new East Community Centre.

**Growing Our Economy:** Investment in this new community centre contributes to urban regeneration of a key community space.

**Creating a Safe London for Women and Girls:** The new community centre will provide the opportunity for women and girls to participate safely in social and recreation opportunities.

**Leading in Public Service:** A range of city services will now be available and allow the city to provide services within a previously underserved area of the city.

<b>BACKGROUND</b>
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The purpose of this report is to update Council on the construction of the East Community Centre at 1731 Churchill Avenue and provide a new expected completion date and reasons for the delay.



The East Community Centre will feature an indoor pool, gymnasium, activity room, multi-purpose community space, community kitchen, and artisan space and will serve the broad community in the East and Southeast areas of the city.

Since the last update to Council earlier this year, which indicated an opening date of September 2019, there have been some further delays and the new anticipated opening is in early 2020. Several issues are contributing to this revised opening including delays in enclosing the building (due to structural steel issues outlined previously), a significant number of bad weather days, and some industry-wide labour issues that have now been resolved. The combination of not being able to work on the building and not having the labour to do the work has resulted in significant delays throughout the construction process.

A comprehensive communications strategy has been developed and currently includes monthly construction updates, program updates, and is generally building excitement about the upcoming opening within the community. Posters, postcards, and other digital media resources have been developed. The Fall/Winter Recreation Guide was released on August 5<sup>th</sup> and includes registered community centre and gymnasium programs at the East Community Centre starting on February 3<sup>rd</sup> and aquatics programs starting on February 25<sup>th</sup>. Once fit-out and staff training is complete, the community centre can open for drop in programs ahead of the registered program offerings in February. City staff will continue to update the community and build media interest with opportunities for tours, videos, drop-in programs, and the grand opening of the building in early 2020.

An update on the adjacent park construction project in East Lions park is contained in the tender closing report to Community and Protective Services Committee August 13, 2019. It is anticipated that work in the park will begin in September 2019.

<b>CONCLUSION</b>
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The East Community Centre is expected to open in early 2020, with registered programming to start in February. The building will open to the public as soon as construction, fit out and staff training is complete with drop-in programs. Staff will continue to update the community on progress of the building and communicate opportunities for tours, drop in programming and the grand opening.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>TIM WELLHAUSER DIVISION MANAGER, FACILITIES</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>
<b>RECOMMENDED BY:</b>	<b>CONCURRED BY:</b>
<b>LYNNE LIVINGSTONE DEPUTY CITY MANAGER ACTING MANAGING DIRECTOR, NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

- cc: Donna Baxter, Manager, Policy & Planning  
 Lynn Loubert, Division Manager, Aquatics and Arenas  
 Paul D'Hollander, Manager, Neighbourhood Operations  
 John Devito, Manager, Facilities Design & Construction

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON, AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SANDRA DATARS BERE MANAGING DIRECTOR HOUSING, SOCIAL SERVICES AND DEARNESS HOME</b>
<b>SUBJECT:</b>	<b>RESPONSE TO LIFE*SPIN'S REPORT "AFFORDABLE HOUSING, A COMMUNITY PERSPECTIVE"</b>

**RECOMMENDATION**

That, on the recommendation of the Managing Director, Housing, Social Services and Dearness Home, Civic Administration's Response to Life Spin's Report 'Affordable Housing, A Community Perspective' **BE RECEIVED** for information.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- Housing Services Act (CSC: December 19, 2011)
- Homeless Prevention and Housing Plan – Council Approval (CPSC: November 25, 2013)
- Housing Services Act Requirements Related to a Local Housing and Homelessness Plan (CPSC: June 17, 2013)
- London Housing Advisory Committee Meeting 4<sup>th</sup> and 5<sup>th</sup> Reports (CPSC: May 28 2019)
- Homelessness Crisis - M. Wills - Request For Delegation Status (CPSC: May 28, 2019)
- Delegation - M. Wills - Homelessness Crisis in London (CPSC: June 17, 2019)

**BACKGROUND**

On June 11, 2019, Municipal Council received the April 10, 2019 (4th) Report of the London Housing Advisory Committee (LHAC) and directed Civic Administration to review the concerns set out in Life\*Spin's presentation 'Affordable Housing, A Community Perspective' as presented to LHAC and report back to the Community and Protective Services Committee, attached as Appendix A.

LIFE\*SPIN is a London-based organization providing programs geared to enhancing the lives of low-income families through education, advocacy, and community building. Civic Administration appreciates LIFE\*SPIN's presentation and the organization's role in providing supports to those most vulnerable in our community. City staff met recently with representatives of housing advocacy service providers, including LIFE\*SPIN to discuss concerns more fully.

**Civic Administration's Response**

Civic Administration acknowledges the issues facing our community and the impact being experienced not only by individuals and families but also by the support and service agencies like LIFE\*SPIN that assist them. LIFE\*SPIN's presentation was informed by the first-hand experience of community agencies dealing with the impacts of housing needs in London and provides recommendations and potential solutions to respond to these needs. It is also of note that LIFE\*SPIN has provided feedback on policies and programs that are managed by various municipal services, including London Middlesex Community Housing and the Housing Development Corporation, London.

The timing of LIFE\*SPIN's presentation is critical as the City has been consulting the communities of London and Middlesex County to develop a new strategic plan to address these challenges. It is important that the challenges faced by individuals and families and

support agencies like LIFE\*SPIN are reflected in the City's new Homeless Prevention and Housing Plan (HP&H Plan).

In response to LIFE\*SPIN's presentation, this report will focus on three broad housing related themes discussed:

- Monitoring and Accountability;
- Affordable Housing Development and Planning Tools; and,
- By-law and Residential Licencing Programs.

### **Monitoring and Accountability**

**Issued Identified:** LIFE\*SPIN indicated that there has been an oversaturation of planning and re-envisioning exercises conducted by the City of London within the community.

**Response:** Civic Administration recognizes that there have been multiple and, in some cases, concurrent strategic planning and community engagement sessions that have included housing.

For many of the documents and related public engagements identified in the presentation (e.g., the London Plan, and the City's Strategic Plan, 2015-19), some are required to be in place under provincial regulation and/ or by direction of City Council. Civic administration also recognizes the importance of consistently engaging with the community on an on-going basis, particularly when the issues facing the community, such as housing, continue to evolve and change. It is valuable to be connected to front-line, grassroots organizations, such as LIFE\*SPIN on the challenges they are seeing with the individuals and family's using their services.

The need for ongoing consultation is important, especially as circumstances continue to change. Over the last five years, the vulnerability of the individuals in search of housing supports and the need for housing stability has increased significantly, as evidenced as follows:

- The need for community housing (also known as social housing) has increased 70% in the last two years alone;
- An increase of applications from individuals fleeing sex trafficking and domestic violence;
- An increase in the number of individuals applying who are currently experiencing homelessness;
- Individuals and families staying in community housing longer; and,
- Private rental market that continues to become more unaffordable to individuals on social assistance or who are low wage earners

The implementation of the five year HP&H Plan consultation process also represents an effort to engage the community not only under the requirements of the *Housing Services Act*, but also with an intent of obtaining important community advice on housing needs. Existing government-supported housing programs are not able to keep up to the challenges being experienced within the local housing market and the demand from our community for permanent housing solutions.

The implementation of various engagement sessions also reflects how housing is an overarching community need that is directly associated with a number of sectors, service areas, and a wide range of strategic planning activities. The most important function of these engagement and planning activities is to ensure policies and programs are well informed and are as impactful as possible in actions and responses.

In addition to consultation activities, Civic Administration also engages regularly with community service providers in the homeless and housing serving sectors through membership on several community discussion groups: London Homeless Coalition, London Housing Advisory Committee, Social Housing Operational Advisory Committee, London Coordinating Committee to End Women Abuse, Age Friendly Network, and the Ontario Works/Ontario Disability Community Advocates Network to name a few.

**Proposed Action:** Civic administration recognizes LIFE\*SPIN's desire to promote increase communication efforts as it pertains to housing. The HP&H Plan will recommend a heightened role for community communication and engagement related to Homeless Prevention and Housing and to implement a regular reporting back function.

This action is intended to:

- Better co-ordinate and engage the community in mandated and non-mandated public participation in housing plans;
- Increase information sharing on the housing sector in London (by City as well as other sector leads);
- Focus on individual and family needs and actions and not programs and funding sources; and,
- Ensure open feedback for housing related matters.

### **Affordable Housing Development and Planning Tools**

**Issued Identified:** Focus on developing more mechanisms for accountability as it relates to affordable housing development. LIFE\*SPIN has identified a number of existing reports and plans pertaining to affordable housing development with associated questions and issues.

**Response:** Affordable housing related tools, policies and actions have evolved in recent years as all levels of government explore new programs, permissions, and regulations. These initiatives include Secondary Dwelling Units, new regulations to support Inclusionary Zoning, the recent City policy for the municipal evaluation and acquisition of closed school sites, approval of the new Official Plan (The London Plan), and changes to the Federal Government's National Housing Strategy (NHS) programs and requirements. These changes directly impact both the municipality and community stakeholders collective ability to develop affordable housing.

The focus of the Affordable Housing program and regulatory framework is generally to increase available housing stock by reducing barriers and incentivizing development. The need in London is not specific to stock in general, but rather the matching of stock to the needs of our local communities.

London has very low vacancy rates in rental housing. Combined with a new market for both ownership and rental from the greater Toronto and Hamilton area has resulted in rapid changes to monthly rental rates, especially within the portion of the market that included lower cost units. An approximate estimate of the current gap in affordable housing in London is approximately 3,000 units across the city.

In response to the increasing need for affordable housing and changes to planning legislation, the City is preparing an "Affordable Housing Development Toolkit" of planning tools that can be used to encourage the development of affordable housing units. The Toolkit identifies a number of existing City policies, practices, and programs, as well as new initiatives, including a Community Improvement Plan (CIP) for Affordable Housing. Through a CIP, the City may offer financial incentives, which may include grant or loan programs that could decrease costs associated with the development of affordable housing, such as Development Charges, increases in property taxes arising from redevelopment, or municipal permit and fees. Such new programs would be introduced to encourage affordable unit construction within identified CIP program areas. Subject to the programs' guidelines, the incentives could be available to non-profits, public agencies, private developers or landowners who are constructing the affordable unit(s).

The CIP is targeted for finalization by the end of 2019, while certain other initiatives of the Toolkit are targeted for finalization in 2020. A report that further identifies the planning Toolkit was presented to the Planning and Environment Committee on June 17, 2019. Each of the above strategies have already been approved as part of the City's Strategic Plan 2019-2023 and will be expanded in greater detail within the HP&H Plan.

The above strategies will be further supported through other National Housing Strategy programs including a recently announced homeownership program and a National Housing Benefit, which will be launched in April 2020.

## **By-Law and Residential Licencing Program**

**Issued Identified:** Concerns with individuals and families living in sub-standard dwellings which could result in a property standard violations.

**Response:** The following provides an overview of the programs in place to manage vulnerable tenancies:

### **Property Standards**

Property standards complaints are addressed on both a proactive and reactive basis. City Council or management can determine that a particular area would benefit from proactive enforcement, however in most cases the Municipal Law Enforcement Officers will respond reactively to community complaints. The process involves providing the property owner a reasonable time to address the issue prior to any enforcement actions being taken. If tenants are concerned with the safety of their building, they are asked to inform the city immediately.

### **Informal Residential Care Facilities**

The City of London regulates Informal Residential Care Facilities (IRCF) for the purpose of protecting the health, safety and wellbeing of residents, care providers, and neighborhoods where such facilities exist.

IRCF are homes that are licensed by the City of London to provide care services for three or more persons. This care revolves around the provision of a variety of support necessary to the daily lives of the occupants. This can include housing, meal preparation, administration of medication, provision of transportation, and other care services. They are considered "informal" because they are not funded or licensed by the federal or provincial governments, nor regulated under either level of government.

### **Vulnerable Occupancy Protocol (VOP)**

The Vulnerable Occupancy Protocol establishes a closer direct working relationship between services providers most closely engaged in responsive approaches to vulnerable occupancy. It is intended to address the safety of individual tenants or occupants or a group together in one residence where the physical state of the residence or the behaviours within it are putting existing vulnerable people at risk. A core group of agencies and service providers' work together to address occupancy and health/safety issues.

### **Residential Rental Unit License**

The Residential Rental Unit License (RRUL) By-law was adopted in 2011 and has since been amended to effectively address sub-standard housing conditions in rental units and to protect the amenity, character, and stability of residential areas.

At the time an application is submitted, a self-certification checklist is completed for each unit. Municipal Law Enforcement Officers proactively confirm the check list and identify any Property Standards matters which need to be addressed.

## **CONCLUSION**

Housing is a vital community resource that provides long-term stability to individuals and families. Civic Administration wishes to recognize the efforts of LIFE\*SPIN's in developing this presentation and providing first-hand experience of community agencies dealing with the impacts of housing needs in London. Civic Administration will continue to work with LIFE\*SPIN, and others, to develop solutions to meet the needs of the most vulnerable in the community.

<b>FINANCIAL IMPACT</b>
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This report and attachments have no related financial impacts.

<b>PREPARED BY:</b>	<b>SUBMITTED BY:</b>
<b>DOUG CALDERWOOD-SMITH MANAGER, STRATEGIC PROGRAMS AND PARTNERSHIPS</b>	<b>DAVE PURDY MANAGER, HOUSING SERVICES</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>CRAIG COOPER MANAGER, HOMELESS PREVENTION</b>	<b>SANDRA DATARS BERE MANAGING DIRECTOR, HOUSING, SOCIAL SERVICES AND DEARNESS HOME</b>

**Cc:**

- J. Thompson, Executive Director, LIFE\*SPIN
- Stephen Giustizia, CEO, Housing Development Corporation, London
- John Fleming, Managing Director, Planning and City Planner, City Planning
- George Kotsifas Managing Director, Development and Compliance Services and Chief Building Official
- Gregg Barrett, Manager - Long Range Planning and Research Chair, London Housing Advisory Committee



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London, ON  
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London  
CANADA

June 12, 2019

S. Datars Bere  
Managing Director, Housing, Social Services and Dearness Home

I hereby certify that the Municipal Council, at its meeting held on June 11, 2019 resolved:

That the following actions be taken with respect to the 4th and 5th Reports of the London Housing Advisory Committee (LHAC), from the meetings held on April 10, 2019 and May 8, 2019, respectively:

- a) the following actions be taken with respect to the 4th Report of the LHAC:
  - i) clause 2.1 of the above-noted Report and the attached presentation BE REFERRED to the Civic Administration to review the concerns set out in the presentation and report back to the Community and Protective Services Committee with responses; and,
  - ii) clauses 1.1, 2.2, 3.1 to 3.4 and 5.1, BE RECEIVED; and,
- b) the 5th Report of the LHAC BE RECEIVED. (2.2/6/CPSC)

A handwritten signature in black ink, appearing to read "C. Saunders", is written above the typed name.

C. Saunders  
City Clerk  
/dt

cc: D. Purdy, Manager, Housing Services  
D. Calderwood-Smith, Manager, Strategic Program and Partnerships  
E. Soares, Executive Assistant to the Managing Director, Housing, Social Services and Dearness Home  
Chair and Members, London Housing Advisory Committee



# LIFE SPIN

## AFFORDABLE HOUSING

A COMMUNITY PERSPECTIVE

### LEGISLATIVE TOOLS

Housing Policy for Affordable Housing

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### DEFINITION OF AFFORDABLE HOUSING

• “For **affordable rental housing projects**, the maximum rent levels for affordable rental units will be set annually at **70% or below** of the CMHC average market rent for rental housing within the City of London. The CMHC core need income thresholds are adjusted to include utilities.”

(By-law No. CPOL-75-307);  
Amended June 26, 2018 (By-law No. CPOL-356-347)



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### HOW MUCH SHOULD WE BE BUILDING?

Affordable New Residential Development

- London has a target of 25% of housing to be **affordable to Low- and Moderate-income households** as defined in this Plan and the Provincial Policy Statement may be met through **new residential development and residential intensification through the conversion of non-residential structures, infill and redevelopment.**

**25%**

(Clause iv) deleted and replaced by OPA 438 Dec. 17/09



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### WHAT SHOULD WE SEE?



#### BONUSING

Provide density bonuses, where suitable, to proposals which have an affordable housing component **above** the 30% minimum in larger residential developments (generally greater than 5 hectares)



#### INCLUSIONARY ZONING

25% minimum of all additional units added when developers request additional units per hectare

To be counted as affordable, they must be 70% of market rents or lower.



#### APPROVAL PROCESS



#### STAFF ASSISTANCE



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## NEW AFFORDABLE HOUSING

**SURPLUS MUNICIPAL LANDS**





**SURPLUS PROVINCIAL AND FEDERAL LANDS**



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## AFFORDABLE HOUSING RESERVE FUND

**50% FOR TRANSITIONAL HOUSING WITH SUPPORTS**

Must be a not-for-profit that can demonstrate the housing and the support services are sustainable





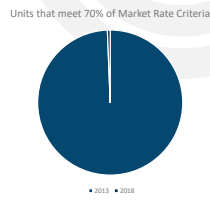
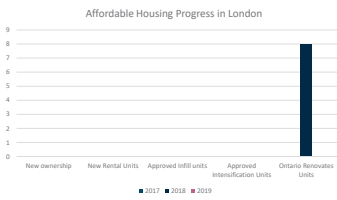
50% of the Affordable Housing Reserve funds to build affordable permanent housing targeted to low income individuals or families

**50% FOR NEW AFFORDABLE HOUSING**

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## ANNUAL HOUSING MONITORING REPORT



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## WHAT ELSE CAN LONDON DO?



**COMMUNITY LAND TRUSTS**

A land trust works by buying property and removing it from the speculative market, then building or rehabilitating and maintaining the building as affordable housing.



**HOME OWNERSHIP**

Between 2008 and 2013, 254 low-income households received down-payment assistance to purchase a home. The Affordable Homeownership Reserve Fund already exists



**ONTARIO RENOVATES**

In 2013, 36 households received grants for accessibility repairs. The funding for these grants was not used again until 2018. It was depleted in two weeks and may have only helped 8 families.



**REPAIR VACANT SOCIAL HOUSING**

There are many vacant units of social housing, with a wait list of more than 4,400 families in desperate need.

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## PROPERTY STANDARDS BYLAW ENFORCEMENT



YES, PEOPLE LIVE HERE









WITHOUT NEW AFFORDABLE HOUSING, POOR FAMILIES ARE DISPLACED







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## Absentee Landlord - Speculators

**Leaking roof causes mould**

Rain shingles on to Neighbouring properties



**Vent for gas stove sealed**

Sewer pipe burst & was not repaired




Only one tenant remains, living in unsafe conditions. The CMHC-supported tenant was also relocated. Property Standards By-law not enforced.

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PROPERTY STANDARDS BYLAW ENFORCEMENT FOR LAND SPECULATORS IS NEEDED TOO.



BUSINESSES, LAND AND HOMES



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LONDON NEEDS  
RIGHT'S- BASED  
AFFORDABLE HOUSING  
ACTION



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THANK YOU

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ORIGINAL ART BY: MYRNA PRONCHUK

**LIFE\*SPIN Submission  
to the London Housing Advisory Committee  
April 10, 2019**

LIFE\*SPIN welcomes the opportunity to place its concerns about affordable housing before the London Housing Advisory Committee.

**INTRODUCING LIFE\*SPIN**

LIFE\*SPIN is an independent agency with a wide range of programs for low-income individuals and families. These include advocacy, income-tax help, a free summer day camp, a free store, the organization of Christmas sponsorships that match donors with families in need, a free recreational program for girls, and more.

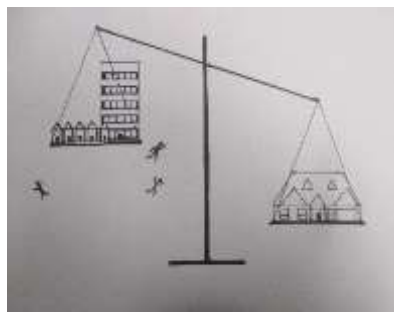
Most significantly in this context, we have 10 affordable apartments for long-term tenants in our well-maintained and lovingly restored heritage building in the Old East Village.

Working with more than 5,000 low-income families every year, including both tenants and home-owners, we witness too many low- and moderate-income Londoners forced to live in substandard housing, often having to choose between feeding their families and paying rent. Results of a survey of more than 200 LIFE\*SPIN clients on housing issues will be found later in this submission.

Change is needed, and it is disheartening that despite clear visions, plans, objectives, and monitoring criteria, London is losing ground.

**Low Income Family Empowerment \* Sole-support Parents Information Network**

***“Building Community Foundations for Self-Reliance”***



*Myrna Pronchuk*

*“Housing rights are human rights and everyone deserves a safe and affordable place to call home” – Prime Minister Justin Trudeau, November 2017.*

By introducing a National Housing Strategy (NHS) and making a commitment to a rights-based approach to housing, the federal government is taking a significant step towards tackling Canada’s housing crisis. LIFE\*SPIN is one of the many organizations, citizen groups, and concerned Londoners who welcome a national plan. Yet, we recognize that there is a long way to go to overcome the systemic issues that have led to so many homeless and under-housed Canadians. In our own community, we have not seen a substantial report on affordable housing since 2013. A staggering 1.7 million Canadian families are without housing that meets their basic needs. Over 24 percent of Canadian households spend more than a third of their income on shelter costs.

In London, the waiting list for subsidized housing is over 4,400. London’s plan for affordable housing development should be producing 25% of new developments as affordable, yet no department is seeing this through. The result is that nearly all the new housing being developed is for upper income earners. Those with moderate incomes have had to buy the less costly housing available in the east end, displacing low-income families there. The Old East is already far along the road to complete gentrification and SoHo is next in line. Meanwhile, social housing locations increasingly target those who need high levels of clinical and social supports, which are not suitable for vulnerable seniors, families, or those with disabilities. Diverse neighbourhoods are disappearing and low-income families are forgotten by this City.

We are pleased that the federal government is taking leadership to address the critical issue of housing. We are looking at ways our community can find opportunities to provide feedback that will inform the federal strategy and its implementation through our municipality. In this submission, LIFE\*SPIN will present key suggestions for a rights-based approach, from the perspective of our low and moderate-income families.

## **RIGHT-BASED APPROACH**

A rights-based approach to housing must include the following key elements.

### **1. Legislation**

We support London’s commitment to embedding the creation of new affordable housing in our bylaws to ensure that it is an ongoing priority. This an important step, but more is needed to protect the right to housing by ensuring the monitoring is enforced or find an accountable mechanism to deliver action.

## Definition of Affordable Housing

a) London City Council's policies underwent a complete review in 2018<sup>1</sup>

The Affordable Housing Reserve Fund has very specific criteria for it to be used, including this a clear definition of affordable housing: "For affordable rental housing projects, the maximum rent levels for affordable rental units will be set annually at 70% or below of the CMHC average market rent for rental housing within the City of London. The CMHC core need income thresholds are adjusted to include utilities."<sup>2</sup>

- Policy Name: Affordable Housing Reserve Fund Implementation
- There are currently no reports since 2013 available whether any projects have met these criteria. It may be that some churches and/or community groups have met this criteria, but no reports are available of actual built/occupied projects.

b) "The City will, within its legislative powers and policies, pursue opportunities for no less than half of the affordable housing units created through new residential development, as required in policy 12.2.1. (iv), to be affordable to the lowest 30<sup>th</sup> percentile of household incomes in the City of London".<sup>3</sup>

- Policy Name: Housing Policies
- This requires 50% of affordable housing projects to be available to residents in receipt of social assistance. Currently, they are being told they do not qualify for any housing that is not designated as a social housing, with a waiting list greater than 4,400.

## Measures to Increase the Supply of Affordable Housing

- 25% of new residential developments is supposed to be affordable.
- "A target of 25% of housing to be affordable to Low- and Moderate-income households as defined in this Plan and the Provincial Policy Statement may be met through new residential development and residential intensification through the conversion of non-residential structures, infill and redevelopment."
- Policy Name: 25% Requirement<sup>4</sup>

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<sup>1</sup> <https://www.london.ca/city-hall/city-council/AZ%20Documents/Affordable%20Housing%20Reserve%20Fund%20Implementation%20Policy.pdf>

<sup>2</sup> Policy Legislative History: Enacted August 22, 2017 (By-law No. CPOL.-75-307); Amended June 26, 2018 (By-law No. CPOL.-356-347)

<sup>3</sup> [www.london.ca/city-hall/by-laws/Documents/Chapter-12.pdf](http://www.london.ca/city-hall/by-laws/Documents/Chapter-12.pdf)  
Clause xi added by Ministry Mod #26 Dec. 17/09

<sup>4</sup> [www.london.ca/city-hall/by-laws/Documents/Chapter-12.pdf](http://www.london.ca/city-hall/by-laws/Documents/Chapter-12.pdf)  
Clause iv deleted and replaced by OPA 438 Dec. 17/09

The tools to achieve these targets are also clearly defined and achievable.<sup>5</sup>

The problem, again, is no monitoring, reporting, and accountability. Does the Housing Advisory Committee have to make a submission on every zoning request, or is staff required to report the tools used to meet the targets on each zoning amendment and development application? London is not meeting its obligations, so we ask that the City enforce its clear obligations in the area of affordable housing, and delineate who is responsible to report our implementation successes or failures.

- a) Existing tools available to the City to increase the supply of affordable housing
  - 1. New Areas for Intensification (Clause ii) amended by OPA 438 Dec. 17/09)
  - 2. Bonusing (Clause iii) amended by OPA No. 88 - OMB Order No. 2314 - approved 99/12/23)
  - 3. Approval Processes
  - 4. Assistance
  - 5. Innovative Design and Servicing Standards (Clause vi) added by OPA No. 88 - OMB Order No. 2314 - approved 99/12/23
  - 6. Surplus Municipal Lands (Clause vii) added by OPA 438 Dec. 17/09)
  - 7. Surplus Provincial and Federal (Clause viii) added by OPA 438 Dec. 17/09

This toolbox is not being utilized and we are, therefore, losing ground and the resources to meet the housing needs in our community are being depleted without consideration of the actual plans in place to ensure we can meet changing housing needs. The external forces of outside investors buying property for speculation, rising property costs, and the growth needs for housing are getting the upper hand because the official plan is being picked apart, piecemeal, without consideration for the long-term impacts on our community.

## **2. Monitoring**

Enough visions and plans! For years we have gathered, spent hours and lots of money on deep engagement with staff to identify systemic barriers, make formal recommendations for remediation, and devise plans and legislative tools to implement the various plans, including the *Affordable Housing Task Force Report*, *Exploring Sustainable Housing Development*, *the Strategic Plan for the City of London 2015-2019*, *Homeless Prevention and Housing Plan*, *Rethink London*, *The London Plan*, and the *Official Plan* (1989).

It is not fair or reasonable to ask London to do another round of consultations that suggest staff will come up with another revised and improved plan; not until we receive

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<sup>5</sup> (Subsection 12.2.2 amended by OPA No. 88 - OMB Order No. 2314 - approved 99/12/23) (Section 12.2.2. amended by OPA 438 Dec. 17/09).

the required progress and monitoring reports. There is no updated or relevant information in any written reports.

The **Community Engagement Policy**, amended on June 26, 2018 (By-law no. CPOL-279-270) states:

- 4.3 “Information and communications are easy to find, access and understand.”
- 4.5 “All processes will be open, understandable, transparent and inclusive.”
- 4.9 The City’s responsibility is to “keep the public informed by providing timely, accurate and accessible information”

## **Housing Monitoring Report**

The City is not meeting the requirements of monitoring and reporting to the community. Every two years, “the City, through a biennial Housing Monitoring Report, shall update and assess its residential land supply; evaluate housing conditions, the supply of affordable housing, development trends and densities; analyze other housing supply and demand factors; review the recommendations of the Affordable Housing Strategy (2005); and assess the demand for Affordable Housing.”<sup>6</sup>

## **Affordable Housing Monitoring**

The City will undertake **annually**, an assessment of the following:

- a) Proportion of new ownership and rental houses, by housing form, which satisfies the definition of Affordable Ownership Housing and Affordable Rental Housing of this Plan. (Clause (a) amended by OPA 438 Dec. 17/09)
- b) Proportion of resale housing forms which satisfies the definition of Affordable Ownership Housing of this Plan. (Clause (b) amended by OPA 438 Dec. 17/09)
- c) Rental vacancy rates, and the anticipated trend in vacancy rates.
- d) Vacant lands capable of providing affordable housing by housing form.
- e) Infill and Intensification projects approved and refused by Council.
- f) A review of neighbourhoods and current zoning to identify potential areas which can be pre-zoned to allow increased intensification.
- g) Supply of available rooming and boarding units.
- h) An analysis of land and building costs for new residential construction.
- i) Potential surplus municipal lands to be evaluated for the suitability for the development of affordable housing as per the requirements of policy 12.2.2. vii) of this Plan.
- j) Potential surplus Provincial and Federal government lands to be evaluated for the suitability for the development of affordable housing as per the requirements of policy 12.2.2. vii) of this Plan.

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<sup>6</sup> (Subsection 12.2.4 amended by OPA No. 88 -OMB Order No. 2314 -approved 99/12/23) (Section 12.2.4. amended by OPA 438 Dec. 17/09).

- k) Wait list for subsidized housing.
- l) Homelessness data.
- m) Demolition and conversion statistics. (Clauses (i) to (m) added by OPA 438 Dec. 17/09)

While law should not be seen as the only way to ensure housing rights, it is unique in its ability to both establish and define clear municipal obligations in the area of affordable housing. Moreover, it offers advocates at all levels an important tool that can be used as part of a larger movement aimed at positive and progressive change. This will also better enable our municipality to carry out the programs and directives of the National Housing Strategy. Without these details, there will simply be more wealth accumulation by dispossession of land, resources, and neighbourhoods.

## **POLICY FAILURES**

With no clear delineation of responsibility, mistakes are being made.

### **1. Secondary Suites**

A single detached dwelling, semi-detached dwelling or a street townhouse dwelling may be permitted to contain a secondary dwelling unit as an ancillary and subordinate use in accordance with policy 3.2.3.9 Secondary Dwelling Units of this Plan.<sup>7</sup>

However, The Official Plan Amendment and Zoning By-law Amendment of July 25, 2017 permits secondary dwelling units, but “affordability” of these units were not stipulated. How did this happen? How can we rectify this omission?

### **2. Inclusionary Zoning**

We know how this mistake is being made. Council directed staff in July 2018 to implement affordable housing in an Inclusionary zoning agreement. Staff and Council deferred to a recommendation from the Housing Development Council that met none of the criteria of affordable housing. Council was given the report late at night and not one member referred to the council manual before accepting a watered down concession that provides no units of affordable housing. This makes all reports from the Housing Development Corporation suspect, except there are no actual reports.

### **3. ACTION**

Action requires leadership. Without a dedicated Housing Leadership Team on City Council, London has made little progress on developing affordable housing.

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<sup>7</sup> (Section 12.2.2.1. added by OPA 438 Dec. 17/09) (section amended by OPA 645).



## **Housing Advisory Committee**

The London Housing Advisory Committee must be equipped with the necessary tools to conduct deep interaction with the community, identify systemic barriers which are thwarting the progress promised in our bylaws. Council once had a Council Housing Leadership Committee, made up of City Council members, that stayed informed about residential development, affordable housing targets and the implementation of affordable housing. The last significant report on accomplishments in this regard was in 2013, six years ago, when there were fewer staff implementing the programs, but with outcomes we have not seen since.

The London Housing Advisory Committee has an opportunity to ensure the right to housing is again truly participatory and that concerns are responded to by City staff/corporations/Council promptly and with transparency. We believe that the community needs to be kept informed in order for the Committee to have real power to hold Council to account and make recommendations that address the systemic barriers to creating new affordable housing in our community. We hope to begin a process to identify community members who are well-resourced with understanding of social justice, to provide research and support the Committee, to ensure that you can use our experiences as a powerful tool to inform Council on the delivery and monitoring of progress to ensure accountability.

## **People's Forum on Housing**

Community members have begun to assemble and research the policies and progress concerning affordable housing action in our community. We are setting a vision and goals to gather our resources and voices in a coalition for neighbourhood sustainability that maintains and builds affordable housing and diversity. Transparent and effective mechanisms of accountability are needed now.

Through the National Housing Strategy, the federal government is promising billions of dollars for affordable housing and social housing repairs. We welcome this much-needed investment, but we want more than simply maintaining the status quo. We want to see local decisions that benefit our local neighbourhoods. We want to see the toolbox being used and more tools added.

What is getting lost in the staff-directed "visioning" is action to deal with the fact that affordable housing already in place is being lost at a very fast rate. We see social housing being utilized for transitional housing without replacement of the affordable units being taken. We see our neighbourhoods being gentrified as rental properties are purchased by families that cannot find new-built housing within their budgets. We see intensification with no affordable housing. We see infill, sometimes even on protected areas, for single-detached housing. We see farmlands being replaced with single

detached homes; 3-car-garages with living quarters attached. We see entire communities being constructed with no diversity or affordable housing.

We are tired of consultation with no action and no accountability.

## **WHAT CAN LONDON DO NOW?**

### **1. Build Supportive Housing Units**

- Housing 1<sup>st</sup> has three cornerstones. The Affordable Housing Reserve Fund can help meet one, but the other two must be in place and be sustainable.
- 50% of the Affordable Housing Reserve funds to build transitional housing that will facilitate the movement of individuals and families from homelessness or the risk of homelessness to longer-term, independent housing.
- Must be a not-for-profit that can demonstrate that the housing and the support services are sustainable.

### **2. Home Ownership Program**

- Between 2008 and 2013, 254 low-income households received down-payment assistance to purchase a home.
- The Affordable Homeownership Reserve Fund already exists.
- We can find no reports of the delivery of this program from 2014 to 2019, nor evidence of Council's decision to dismantle this affordable housing mechanism.

### **3. Ontario Renovates**

In 2013, 36 London households received grants for accessibility repairs. The funding for these grants was not used again until 2018. There is no report on how many people applied for the grants, whether they were for seniors or disabled, and how many were granted. The program was not advertised, but the money was gone in two weeks. Clearly we are not meeting the need.

### **4. Community Land Trusts**

A land trust works by buying property and removing it from the speculative market, then building or rehabilitating and maintaining the building as affordable housing. The largest land trust project is in Vermont (see <https://www.youtube.com/watch?v=KFZFCxdry9g>). This is not a new concept and we have "visioned" this in London before. Some Canadian cities are doing this in a big way, Vancouver, for example, (see <https://www.theglobeandmail.com/real-estate/vancouver/how-community-land-trusts-could-help-build-affordable-vancouverhousing/article34026679/>).

### **5. Limited Equity Co-operatives**

Co-op members first obtain a "blanket" or collective mortgage. Each household purchases a share by paying a relatively small up-front fee, similar to (but much lower

than) a down payment on a conventional mortgage. They then make modest monthly payments toward the building's maintenance, mortgage, and taxes. (Research shows these payments average roughly half of market-rate rents.) When a member moves, a new member purchases their share, and the original member receives their initial down payment plus a modest appreciation. The City could utilize the Affordable Housing Reserve Fund to help build new Co-op Housing.

## **6. Property Standards Bylaw Enforcement**

Because 25% of residential development has not provided new affordable homes for families with moderate incomes, they have moved into the housing market by purchasing homes that once provided reasonable rents for low-income families. Low-income families have no access to social housing unless they can enter the "Urgent Need" category by going into a shelter.

A survey of 205 families conducted by LIFE\*SPIN in November 2018 found that:

- 33% live with a disability
- 100% have at least one child living with them
- 9% also have a senior dependent
- 37% live in subsidized housing
- 15% are on the waiting list for subsidized housing
- 5% are home-owners
- 95% pay their own water/hydro costs
- 50% pay for gas

As to property standards:

- 21% have issues with their electrical service
- 47% have issues with their plumbing services/fixtures
- 53% need flooring or walls repaired
- 56% need windows or doors replaced or repaired
- 20% live in a house that needs a new roof
- 30% share their home with bugs, pests or rodents
- 11% have missing or broken fire/carbon-monoxide detectors
- 90% notified their landlord about the repair needs

Low-income families are the hidden poor. They do not want officials to see them living in unsafe dwellings or in over-crowded conditions, because they fear having their children taken away. They are thus systemically silenced and have no voice to demand change. It is easy to spot some of the property standard violations with a quick drive around our city.

The City recently approved a \$1.25 million bylaw enforcement project to move those "living-rough" off the streets and out of parks. These people are not being moved anywhere specific (except on the Juno weekend), but chances are the safety of isolation in units available to them is less than the safety of being visible on the street. Without supportive housing options, there is no safety or security for people who make up the

high-risk population. We have seen no evidence that 50% of the affordable housing reserve fund has been utilized to build them new affordable housing with supports.

Regardless of who has to accept derelict housing, simply because it is all they can afford, these conditions should not be acceptable by our community standards. Indeed, just as the policies and bylaws for affordable housing exist, so do the property standards bylaws. Again, who is charged with the responsibility for implementing, enforcing and monitoring these in our neighbourhoods.

There is great power within our municipal government to make housing decisions that benefit our local communities. How do we get action instead of another consultation?

## **CONCLUSION**

We urge the London Housing Advisory Committee to take an active role in holding government officials accountable for implementation of the official plan and bylaws, which include affordable housing development. We are seeking accountability to the community for the investment of our housing dollars, into building affordable housing.

In particular, we urge that the Committee and Council:

- review planning/zoning requests to ensure they meet the 25% affordability criterion, or request that Council direct planning staff to make this part of every planning application report;
- Limit development on “environmental easements” to multi-residential affordable housing or community farming initiatives (fee-simple land trusts).;
- review the structure, budgets, responsibilities, monitoring and accountability for housing in London, including, but not limited to: Housing, Social Services and Dearness Home (Social and Family Services), City of London Housing Division (Social Housing), Housing Development Corporation & London Middlesex Housing Corporation
- bearing in mind the definition of an “affordable rental housing project”, request a report from the City of London regarding the actual number of units built that fit the definition, from September 2014 to March 2019, also setting out the actual number of units in planning and under construction, with the estimated occupancy date. This report should also clearly delineate the units that apply to London and those which apply to Middlesex County.
- review the bylaws to ensure that mechanisms are in place to implement those that relate to affordable housing construction and maintenance.

Submitted by Jacqueline Thompson  
Executive Director

April 10, 2019

# Exercise in Accountability

*(draw a line connecting the program to the management level responsible for the program)*

***City of London Housing Division***

New Build Affordable Housing

Ontario Renovates

Housing Services

Housing Administration & Support

***Middlesex London Housing Corporation***

New Build Transitional Housing

Capital for Social Housing Maintenance

Rent Supplement & Tenant Selection

***Housing Development Corporation***

Emergency Shelter Funding

Social Housing Operations

Development & Sustainability of Social Housing

***Housing, Social Services & Dearness Home***

Strategic Programs & Partnerships

Home Ownership Program

# **Diversity, Inclusion and Anti-Oppression Advisory Committee**

## **Report**

4th Meeting of the Diversity, Inclusion and Anti-Oppression Advisory Committee  
July 18, 2019

Attendance                      PRESENT: R. Hussain (Chair), M. Buzzelli, F. Cassar, C. DuHasky, B. Hill, D. Jama, M. Mlotha; and P. Shack (Secretary)

REGRETS: J. Braithwaite, Z. Hashmi and C. Szturm

ALSO PRESENT: S. Khan, T. Mooney, M. Schulthess, M. Stone and B. Westlake-Power

The meeting was called to order at 12:12 PM.

### **1. Call to Order**

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

#### 1.2 Orientation

That it BE NOTED that the Diversity, Inclusion, and Anti-Oppression Advisory Committee heard verbal presentations from M. Schulthess, Deputy City Clerk and B. Westlake-Power, Deputy City Clerk, with respect to an Advisory Committee orientation.

#### 1.3 Election of Chair and Vice Chair for the term ending November 30, 2019

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee elected R. Hussain and F. Cassar as Chair and Vice Chair, respectively, for the term ending November 30, 2019.

### **2. Opening Ceremonies**

#### 2.1 Acknowledgement of Indigenous Lands

That it BE NOTED that the meeting was opened with an Acknowledgement of Indigenous Lands by R. Hussain.

#### 2.2 Traditional Opening

That it BE NOTED that no Traditional Opening was received.

### **3. Scheduled Items**

#### 3.1 Introductions

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee heard introductions from S. Khan, Specialist II, Diversity and Inclusion and M. Stone, Accessibility Specialist.

#### **4. Consent**

- 4.1 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on March 21, 2019, was received.

- 4.2 Municipal Council resolution adopted at its meeting held on March 26, 2019 with respect to the 2019 appointments to the City of London Advisory Committees (ACs)

That it BE NOTED that the Municipal Council resolution adopted at its meeting held on March 26, 2019, with respect to the 2019 appointments to the City of London Advisory Committees (ACs), was received.

- 4.3 Municipal Council resolution adopted at its meeting held on April 9, 2019 with respect to the 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee

That it BE NOTED that the Municipal Council resolution adopted at its meeting held on April 9, 2019, with respect to the 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, was received.

#### **5. Sub-Committees and Working Groups**

- 5.1 Policy and Planning Sub-Committee

That it BE NOTED that no report was given, with respect to the Policy and Planning Sub-Committee.

- 5.2 Awards and Recognition Sub-Committee

That it BE NOTED that the Diversity, Inclusion and Anti-Oppression Advisory Committee received the Awards and Recognition Sub-Committee Meeting minutes from its meetings held on May 9, 2019 and June 5, 2019.

#### **6. Items for Discussion**

- 6.1 2020 Mayor's New Year's Honour List - Call for Nominations

That it BE NOTED that a communication from the City Clerk, dated July 2, 2019, with respect to the 2020 Mayor's New Year's Honour List, was received; it being noted that the members of the Diversity, Inclusion and Anti-Oppression Advisory Committee are encouraged to submit nominations to its Committee Secretary by September 6, 2019.

#### **7. Adjournment**

The meeting adjourned at 1:45 PM.

## 2019 City of London Diversity, Race Relations and Inclusivity Award – Fact Sheet –

### Quick facts:

- Recognizes initiatives which promote public awareness of diversity, race relations, inclusivity and human rights, which help advance London as a welcoming city
- Nominations are received in the following categories:
  - Small business/small labour (49 or fewer employees/members)
  - Corporations/large business/large labour (50 or more employees/members)
  - Social/Community services Not-For-Profits (49 or fewer/members)
  - Social/Community Services Not-for-Profits, (50 or more employees/members)
  - Youth/young adults groups or organizations
- Nominations are reviewed by DIAAC, who provides recommendations of nominees to Council for consideration
- Awards are received from the Mayor on behalf of Municipal Council at the closest possible meeting date to December 10 – International Human Rights Day
- DIAAC hosts a celebratory reception for recipients just prior to the Council presentation

### Key dates:

- September 30: Nominations due
- November 5: Community and Protective Services Committee (CPSC) receive DIAAC recommendations of nominees
- November 12: Municipal Council considers the recommendation from CPSC
- December 10: Presentation of Awards and preliminary celebratory reception

### You can help:

- Promote and encourage nominations for the Award verbally and through your social media outlets (posts on the City's Facebook account and tweets from the City's Twitter account are scheduled)
- Create awareness of the Award in the community and share information on initiatives that are in keeping with the Award purpose

### More info:

- For additional detail on the Award, including the eligibility criteria, nomination form and previous recipients, visit the [LDRRI Award page on London.ca](#).
- For questions, contact:
  - DIAAC Committee Secretary: Pat Shack (Pshack@london.ca)
  - DIAAC Chairperson: Rifat Hussain: (rhussain@lccl.org)
  - Awards & Recognition Sub-Committee Chair: Flo Cassar ([Florence.Cassar@lhsc.on.ca](mailto:Florence.Cassar@lhsc.on.ca))

**Attachment:** 2016 - 2018 DRIA Award Recipients.



# Diversity, Race Relations & Inclusivity Award Past Recipients

## 2018

### **Emancipation Day**

Social/Community Services Not-For Profits (< 49 members):

### **M.I. Understanding**

Small Business/Labour (under 49)

### **My Sisters Place**

Social/Community Services Not-for-Profits, (50 or more)

### **N'Amerind Friendship Centre**

Youth/Young Adult (< 26 years of age) Groups or Organizations

### **Police Ethnic and Cultural Exchange (PEACE Team)**

Corporations, Large Business and Labour

## 2017

### **PH Spa and Salon**

Small Business/Labour (under 49)

### **LUSO Social Community Services**

Not for Profit (over 50)

### **Sanctuary London**

Social Community Services Not for Profit (under 49)

### **Hoops for Hope**

Youth/Young Adult Groups

## 2016

### **King's University College**

Youth/Young Adult Groups

### **Northeast Community Conversations Group**

Social/Community Services (Small)

### **Pride London**

Social/Community Services (Large)

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE PUBLIC PARTICIPATION MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>
<b>SUBJECT:</b>	<b>ADULT LIVE ENTERTAINMENT PARLOUR LOCATION 2190 DUNDAS STREET</b>

**RECOMMENDATION**

That, on the recommendation of the Managing Director, Development & Compliance Services & Chief Building Official, the **attached** proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting to be held on August 27, 2019, to amend the Business Licensing By-law to remove a permitted location for an Adult Live Entertainment Parlour and reduce the number of permitted licences.

**BACKGROUND**

The adult live entertainment parlour located at 2190 Dundas Street East, has been operating for a number of years under the name of Famous Flesh Gordons.

In early 2015, the adult live entertainment parlour closed. At approximately the same time period, the establishment's liquor licence was suspended. A City of London business licence was active in 2015.

In 2016, a business licence application was submitted by 751809 Ontario Inc. Inspections were undertaken, however, a fire inspection was outstanding. Throughout the year, discussions were held with the applicant's solicitor with respect to business licence issuance. There was some uncertainty with the status of a new liquor licence application at that time. In the end, no business licence was issued for 2016.

In December 2016, a new application for an adult live entertainment parlour was submitted by Paris Clubs Corporation. In January 2017, staff contacted the new applicant to schedule inspections. Staff were advised that some minor renovations would be forthcoming and that contact will be made when the renovations were complete.

After numerous attempts and extensions related to booking the required partner agency inspections, a joint inspection was conducted in August 2017. Upon inspection, it was determined that the premises failed to meet the requirements of the *Building Code Act*, the *Fire Protection & Prevention Act*, and the *Health Protection & Promotion Act*. As a result of noncompliance, the Licence Manager refused the application.

The applicant subsequently appealed the decision of the Licence Manager. Scheduled hearings were adjourned at the request of the applicant. A status hearing was held on March 17, 2019. A new hearing was scheduled for May 16, 2019. At this hearing, evidence was provided that the property had recently sold and the new property owner was marketing the vacant space for alternate commercial purposes. The new property owner confirmed that there were no leases in place for any adult live entertainment parlor and that there was no intention of operating or leasing the property out to anyone else to operate an adult live entertainment parlour.

An applicant for any business licence must have a contractual (lease) or proprietary interest in the land and premises upon which the business is proposed to be operated. Without a lease or property interest in the lands and premises, a business licence cannot be issued.

The decision of the Hearings Officer was to dismiss the appeal and uphold the decision of the License Manager to refuse the application.

Given the change in property ownership, the longstanding vacant live entertainment parlour and the decision of the Hearings Officer, Civic Administration recommends that the Business Licensing By-law be amended to delete Sch. 3A-4 (2190 Dundas Street) from the By-law and reduce the number of Adult Live Entertainment Parlour Owner Licences from four to three.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<b>O. KATOLYK, MLEO ( c )          CHIEF MUNICIPAL LAW ENFORCEMENT          OFFICER</b>	<b>GEORGE KOTSIFAS, P. ENG.          MANAGING DIRECTOR, DEVELOPMENT &amp;          COMPLIANCE SERVICES &amp; CHIEF BUILDING          OFFICIAL</b>

## APPENDIX "A"

Bill No.  
2019

By-law No. L.-131(\_)-

A by-law to amend By-law No. L.-131-16, as amended, entitled "A by-law to provide for the Licensing and Regulation of Various Businesses".

WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. L-131-16 entitled "A by-law to provide for the Licensing and Regulation of Various Businesses";

AND 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;

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

1. Schedule 3, Section 4.1 of the Business Licensing By-law No. L.-131-16 is hereby amended by deleting it in its entirety and by replacing it with the following new section 4.1:

"4.1 The total number of Adult Live Entertainment Parlour Owner licences authorized under this By-law is limited at any time to three (3) licences, and not more than one (1) licence shall be issued with respect to each defined area or location shown on Schedule 3A of this By-law."

2. Schedule 3A, Map 4, Municipal Address: 2190 Dundas Street of the Business Licensing By-law No. L.-131-16 is hereby amended by deleting it in its entirety.

3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on August 27, 2019.

Ed Holder  
Mayor

Catharine Saunders  
City Clerk

First Reading –  
Second reading –  
Third reading –

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE PUBLIC PARTICIPTION MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>
<b>SUBJECT:</b>	<b>PUBLIC NUISANCE BY-LAW AMENDMENTS – NUISANCE PARTY COST RECOVERY AND FEES</b>

<b>RECOMMENDATION</b>
-----------------------

That, on the recommendation of the Managing Director, Development & Compliance & Chief Building Official, the attached proposed by-law (Appendix “A”) **BE INTRODUCED** at the Municipal Council meeting to be held on August 27<sup>th</sup>, 2019, to amend the Public Nuisance By-law regarding Nuisance Party cost recovery and fees.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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April 1, 2019 – Community and Protective Services Committee – Managing Director, Development & Compliance Services & Chief Building Official – [“Unsanctioned and Unsafe Street Parties Policy Amendments; Public Nuisance By-law: Cost Recovery Public Participation Meeting”](#)

May 28, 2019 – Community and Protective Services Committee – Report from the Managing Director, Development & Compliance Services & Chief Building Official – [“Unsanctioned and Unsafe Street Parties Policy Amendments; Public Nuisance By-law: Cost Recovery”](#)

<b>SUMMARY</b>
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Remedial costs and fees could be imposed on persons who “sponsor, conduct, continue, host, create, allow, or cause” a Nuisance Party. Civic Administration is not proposing to invoice landlords for the behavior of their tenants, but rather focus the cost recovery on those persons who are creating or contributing to a Nuisance Party.

For unsanctioned street parties, it is not realistically expected that the proposed by-law amendment would recover a substantial percentage of the City of London (City’s) costs. Generally, such large costs could not be fully recovered. The proposed by-law amendment would be effective for recovering some costs of Nuisance Parties occurring on private property.

A potential benefit of this amendment is that the costs and fees may act as a deterrent for those considering hosting or creating a potential Nuisance Party.

<b>BACKGROUND</b>
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Municipal Council resolved at its June 11, 2019 meeting:

That the Civic Administration **BE DIRECTED** to prepare a further revised draft amending by-law to the Public Nuisance By-law regarding Nuisance Party cost recovery and fees and report back to the Community and Protective Services Committee meeting to be held on August 13, 2019.

### **What cost recovery measures are proposed for Nuisance Parties?**

Civic Administration reviewed all public submissions relating to the previous draft by-law amendments, and is recommending a revised by-law amendment to provide for cost recovery.

- **Remedial Costs:** Remedial costs (under s. 446 of the Municipal Act, 2001) would require persons who “sponsor, conduct, continue, host, create or cause” a Nuisance Party to pay for some of the City’s costs of ending the Nuisance Party. Examples of costs to end a Nuisance Party could include the costs of crowd dispersement, including special equipment (e.g. for removing persons off roofs).
- **Fees:** Fees (under section 391 of the Municipal Act, 2001) could also be imposed on persons who “sponsor, conduct, continue, host, create or cause” a Nuisance Party. The draft by-law proposes fees for the attendance costs of officers from London Police (\$60 per hour or partial hour), Fire Prevention (\$70 per hour or partial hour), and/or Municipal Law Enforcement (\$50 per hour or partial hour).

### **How will Remedial Costs and Fees be collected?**

The City’s ability to place remedial costs on the tax roll would be limited to instances where the Nuisance Party occurred at a private property and the owner of the property “sponsored, conducted, continued, hosted, created or caused” the Nuisance Party. Thus, the ability to place these costs on the tax roll is likely inapplicable for most Nuisance Parties.

The City’s ability to place fees on the tax roll would be limited to instances where the Nuisance Party occurred at a private property. While such amounts could be placed on the tax roll where the owner was not involved in the Nuisance Party, from a public policy perspective, Civic Administration is not proposing to take this approach. Civic Administration recommends that fees for the costs of attendance by officers not be added to the tax roll unless the owner was directly involved in the Nuisance Party. Tenants/occupants directly involved in the Nuisance Party could be invoiced and attempts made to collect the amount may involve civil court action on a case by case basis.

### **Will the proposed cost recovery measures be effective?**

The proposed by-law amendment would be effective for recovering some costs of addressing Nuisance Parties occurring on private property.

However, for unsanctioned street parties, it is not realistically expected that the proposed by-law amendment would recover a substantial percentage of City costs. Firstly, it may not be easy to determine which persons are responsible for “sponsoring, conducting, continuing, hosting, creating or causing” an unsanctioned street event, given that the events largely occur on public streets rather than private property. The events are predominantly advertised on social media, which may or may not provide some indication of who organized the event. Another issue is that the volume of attendees is in the tens of thousands, who trespass onto private property; thus even though a private property may be used during the party, it is not necessarily with the involvement of the owner or occupants. Further, there are some persons who host small social events by invitation only, which become a Nuisance Party due to spill-over of persons either from adjoining properties or public streets. In many cases, property occupants request police assistance to clear the property of uninvited guests. There are also some persons who host parties on their premises, (with little or no control on attendees), which turn into Nuisance Parties.

A potential benefit of this amendment is that the costs and fees may act as a deterrent for those considering hosting or creating a Nuisance Party.

### **Other Efforts to Handle Unsanctioned Street Parties**

Civic Administration recognizes that there is no “silver bullet” for the problems arising from Nuisance Parties and in particular unsanctioned street parties. In addition to the proposed by-law amendments, Civic Administration recommends focusing on communicating to tenants/occupants the financial and regulatory consequences of hosting or creating a Nuisance Party. Civic Administration recognizes that such preventative educational messaging targeted towards tenants is a multi-party effort, and should include the involvement of landlords.

All applicable fines associated with the Public Nuisance By-law remain as an enforcement

option irrespective of the specific location of a Nuisance Party (public or private property).

This report was prepared in consultation with the City Solicitors Office.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<b>OREST KATOLYK, MLEO (C) CHIEF MUNICIPAL LAW ENFORCEMENT OFFICER</b>	<b>GEORGE KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>

## Appendix “A”

Bill No.  
2019

By-law No.

A By-law to amend By-law PH-18 entitled, “A by-law to prohibit and regulate public nuisances within the City of London.”

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

AND WHEREAS subsection 8(1) of the *Municipal Act, 2001* provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS subsection 8(3) of the *Municipal Act, 2001* provides that a by-law under section 10 respecting a matter may (b) require persons to do things respecting the matter;

AND WHEREAS subsection 10 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 may pass by-laws respecting the following matters: 6. Health, safety and well-being of persons; 7. services and things that the municipality is authorized to provide; 8. Protection of persons and property; 10. Structures;

AND WHEREAS section 446 of the *Municipal Act, 2001* provides that, if a municipality has the authority under this or any other Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense, and that the municipality may enter upon land at any reasonable time, and that the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS sections 391 through 398 of the *Municipal Act, 2001* authorize a municipality to impose fees and charges on a person (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and (c) for the use of its property including property under its control; and such amount may be added by the treasurer to the tax roll to the property to which the service or thing was supplied for the supply of a service or thing to a property;

AND WHEREAS the City’s Inspections By-law provides for rights of entry to determine whether the following are being complied with: by-laws passed under the *Municipal Act, 2001*; a direction or order of the City made under the *Municipal Act, 2001*; a condition of a licence issued under a by-law of the City passed under the *Municipal Act, 2001*; and an order made under section 431 of the *Municipal Act, 2001*;

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

1. By-law PH-18 is amended by adding a new definition for “Chief Municipal Law Enforcement Officer” in section 1, as follows:

“**Chief Municipal Law Enforcement Officer**” means the City of London’s Chief Municipal Law Enforcement Officer, or designate;

2. By-law PH-18 is amended in subsection 5(1) by deleting the phrase “City’s Manager of Licensing and Municipal Law Enforcement Services” and replacing it with the phrase “Chief Municipal Law Enforcement Officer”.



3. By-law PH-18 is amended by inserting a new section 4A after section 4, as follows:

**“4A. NUISANCE PARTY – REMEDIAL COSTS – FEES**

**4A Take Actions to End Nuisance Party**

4A.1(a) Every person who sponsors, conducts, continues, hosts, creates, or causes a Nuisance Party shall take all reasonable and lawful actions to end a Nuisance Party.

**Remedial Costs - Failure to Comply – done by City – at expense of person required to do it**

4A.1(b) Where any thing required to be done in accordance with subsection 4A.1(a) is not done, the municipality may do such thing at the expense of the person required to do it, and such expense may be recovered by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes. For the purposes of this subsection, the municipality may enter upon land at any reasonable time.

**Fees and Charges**

4A.2 In addition to any remedial costs or other fees or charges, the following fees or charges relating to Nuisance Parties may be imposed on a person who sponsors, conducts, continues, hosts, creates, or causes a Nuisance Party:

- (a) fee for the attendance of a London Fire Prevention Officer at the scene of a Nuisance Party: \$70.00 per officer, per hour (or part thereof);
- (b) fee for the attendance of a London Police Services Officer at the scene of a Nuisance Party: \$60.00 per officer, per hour (or part thereof);
- (c) fee for the attendance of a Municipal Law Enforcement Officer at the scene of a Nuisance Party: \$50.00 per officer, per hour (or part thereof).

4. By-law PH-18 is amended in section 8 by deleting the amount “\$10,000” and replacing it with the amount “\$25,000”.

5. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on \_\_\_\_\_, 2019.

Ed Holder  
Mayor

Catharine Saunders  
City Clerk

First Reading –  
Second Reading –  
Third Reading –



**Cohen Highley**<sup>LLP</sup>  
LAWYERS

[www.cohenhighley.com](http://www.cohenhighley.com)

**REPLY TO:**

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F 519 576-2830

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T 226 494-1034  
F 519 672-5960

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August 9, 2019

**VIA EMAIL: [cpsc@london.ca](mailto:cpsc@london.ca)**

Chair and Members  
Community and Protective Services Committee  
City of London  
300 Dufferin Avenue, PO Box 5035  
London, Ontario N6A 4L9

Dear Chair and Members:

**Re: Draft Public Nuisance By-law**

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We are the lawyers for the London Property Management Association (“LPMA”). The LPMA is committed to promoting education and professionalism among its more than 500 members. The vast majority of LPMA members are owners and operators of multi-residential rental properties, including apartment buildings and converted residential dwellings providing student housing in areas of the City where post-secondary education facilities are situated.

We have reviewed the draft Public Nuisance By-Law included in the Agenda for the Committee meeting scheduled for August 13, 2019. LPMA has no objections to the proposed by-law as written and will not be attending the committee meeting. LPMA’s position is predicated on the understanding that the by-law will not be subject at Committee to substantive amendment which could adversely affect its Members. The by-law will provide landlords with a mechanism for securing termination of the tenancies of tenants who are in breach of the by-law. LPMA is determined to ensure its members and tenants are aware of the serious consequences to tenants should they breach same.

LPMA extends its appreciation to the Committee for allowing stakeholder input in the draft by-law and for listening to same.

Yours very truly,



signature electronically affixed

**COHEN HIGHLEY** LLP  
Joseph Hoffer  
JH:rmh  
email: [hoffer@cohenhighley.com](mailto:hoffer@cohenhighley.com)

Cc: LPMA

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON AUGUST 13, 2019</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>
<b>SUBJECT:</b>	<b>LONDON'S FILM AND MULTI-MEDIA INDUSTRY UPDATE</b>

**RECOMMENDATION**

That, on the recommendation of the Managing Director, Parks and Recreation, the following actions **BE TAKEN**:

- a) This report **BE RECEIVED** for information; and
- b) That Civic Administration **BE DIRECTED** to submit a business case as part of the Multi-Year Budget process to support the completion of a Film and Multi-Media Strategy as outlined in Phase 2 of this report

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- London's Cultural Prosperity Plan, March, 2013
- City of London Strategic Plan 2015- 2019, March, 2015
- London's Community Economic Road Map, November, 2015
- The City of London Special Events Manual Annual Review, March, 2017
- Growing London's Film and Multi-Media Industry, May, 2017
- Strategic Plan for the City of London 2019 – 2023, April, 2019

**BACKGROUND**

**STRATEGIC PLAN FOR THE CITY OF LONDON 2019 - 2023**

The Vision in the Strategic Plan 2019 – 2023 is for London to be a leader in commerce, culture and innovation – our region's connection to the World.

The Strategic Area of Focus "Growing our Economy" has an outcome of "London is a leader in Ontario for attracting new jobs and investments", which includes the strategy, "Work with multi-sector stakeholders to develop a Screen-Based Industry Strategy".

**BACKGROUND**

In May 2017, City Council resolved the following with respect to "Growing London's Film and Multi-Media Industry":

*That the Civic Administration BE DIRECTED to:*

- i. Work with the City's service partners including, but not limited to: the London Economic Development Corporation (LEDC), the London Arts Council, Tourism London, and the London Public Library to build stronger relationships with the film and multi-media industry locally and regionally by engaging in a series of consultations, which would result in the development of a Film and Multi-media Industry Strategy for London;*
- ii. Work with the Ontario Media Development Corporation<sup>1</sup> (OMDC) to better understand the economic impact and benefits of the film and multi-media landscape in London and Ontario;*

<sup>1</sup> OMDC: The Ontario Media Development Corporation (now referred to as Ontario Creates) is an agency



- iii. *Enhance the showcasing of the City of London film and multi-media locations and by telling the community story through photos of the Ontario Media Development Corporation film and multi-media location database;*
- iv. *Leverage existing resources within Community and Economic Innovation (Culture and Economic Partnerships) and Parks and Community Sports (Special Events) Divisions to complete this work; and,*
- v. *Report back to Committee and Council in 2018 with findings and recommendations as to next steps.*

Ontario Creates (formerly OMDC) works with several streams of focus including: Film and Television, Interactive Digital Media, Magazine Media and Music. The City of London Screen Industry Service Partner Committee was created to learn more about the future state of the “Screen Industry of Ontario” including the distinct streams of which there is current activity and expertise in London; Film and Television, Interactive Digital Media (IDM) and Gaming.

During the consultation process, members of the Interactive Digital Media (IDM) and Gaming industries were consulted. These streams of the Screen Industry will continue to be supported through the London Economic Development Corporation in the aspects of talent and attraction of skilled labour.

The purpose of this report is to provide an update of the activities completed to date by Civic Administration to address the 2017 Council direction and to provide insight into potential next steps.

Prior to providing this detailed listing, and recognizing the time that has elapsed since this previous Council direction, it is important to re-introduce the topic and to provide some updated data points where new information has become available.

**CURRENT FILM AND MULTI-MEDIA LANDSCAPE**

Film and multi-media is recognized as an economic driver for the cultural sector, bringing direct employment opportunities to communities through industry specific jobs in the cultural sector. Film and multi-media also creates compound spending through spinoff industries in the hospitality and service sectors (restaurants, hotels, retail, caterers, transportation, and stylists) and contribute to a community’s brand, vibrancy and quality of life.

Ontario is home to Canada’s largest film, multi-media and television sector. These industries include many components at all stages of audiovisual content production and the delivery value chain. Film, multi-media and TV production in Ontario is mainly made up of small to medium sized companies, and has shown considerable growth in recent years.

The following statistical information has been provided by Ontario Creates [www.ontariocreates.ca](http://www.ontariocreates.ca):

- 2017 was a stable year for the film and television production industry in Ontario, contributing \$1.6 billion to the economy;
- The film and television production industry accounted for approximately 32,800 full-time direct and spin-off jobs in 2017; and
- Ontario’s domestic production was consistent and domestic feature films continued to show a pattern of steady growth in both number and budget of productions. The 16% increase saw expenditures rise to \$80.6 million from \$69.7 million.

**Production statistics for the Ontario Film and Television Production (2015-2017)**

<b>Ontario Film and Television Production 2015-2017</b>
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of the Ministry of Tourism, Culture and Sport, and is the central catalyst for the province’s cultural media cluster. OMDC promotes, enhances and leverages investment, jobs and original content.



By Format	2017		2016		2015	
	Number of Projects	Production \$ left in Ontario	Number of Projects	Production \$ left in Ontario	Number of Projects	Production \$ left in Ontario
<b>Production in Millions of Dollars</b>						
<b>Domestic</b>						
Feature Film	38	80.6	27	69.7	27	57.1
Television Series	120	622.7	120	684.5	113	641.4
Television Movies, Mini-series, Specials, Pilots	76	69.6	77	88.4	64	63.4
<b>Total Domestic</b>	<b>234</b>	<b>772.9</b>	<b>224</b>	<b>842.6</b>	<b>204</b>	<b>761.9</b>
<b>Foreign</b>						
Feature Film	23	121.9	23	242.4	28	209.1
Television Series	53	653.3	31	514	44	465.7
Television Movies, Mini-series, Specials, Pilots	13	46.3	25	91	26	88.2
<b>Total Foreign</b>	<b>89</b>	<b>821.6</b>	<b>79</b>	<b>847.3</b>	<b>98</b>	<b>763</b>
<b>Total</b>	<b>323</b>	<b>1594.5</b>	<b>303</b>	<b>1689.9</b>	<b>302</b>	<b>1524.9</b>

**SCAN OF FILM OFFICES IN CANADIAN MUNICIPALITIES**

‘Appendix A’ of this report provides a summary of twenty (20) Canadian municipalities with and without film resources. This was first introduced in the staff report dated May 29, 2017 and has been updated to reflect current information.

Of the municipalities examined, 45% have an internal film office (Toronto, Mississauga, Hamilton, Halifax, Quebec City, Winnipeg, Vancouver, Sudbury, Surrey, Brampton), 20% have an external film office (Montreal, Calgary, Ottawa, Saskatoon) and 35% have no film office (Kitchener, Regina, London, Markham, Vaughn, Edmonton, Windsor).

Notably, film offices are most common in Canada’s largest cities such as Toronto, Montreal, Vancouver, Calgary and Ottawa. Some cities of London’s population size have dedicated resources to supporting film, while others have not.

**CITY OF LONDON MANDATE FOR FILM AND MULTI-MEDIA**

The City of London, and more specifically, Parks and Recreation has a mandate to permit filming on public property (owned by City of London). The process of permitting is governed and directed by both Special Event Council Policies and Filming Production Guidelines, which is part of the Special Event Administrative Procedures Manual. These established policies and procedures are in place to protect film producers, City employees and assets from accidental injury, loss or damage.

These policies and procedures provide information for those seeking to produce a film in London about street closures, filming on city property, resident notification, parking permits, the use of helicopters, and more.

The City of London also annually funds community film and multi-media organizations through the Community Arts Investment Program (CAIP) which is administered by the Culture Office through a purchase of service multi-year Agreement with the London Arts Council.

**ACTIVITIES COMPLETED BY THE SCREEN INDUSTRY PARTNER COMMITTEE**



The following is an update of the activities completed to date by the Screen Industry Partner Committee to address the 2017 Council direction.

<b>COUNCIL DIRECTION</b>	<b>ACTIVITIES COMPLETED</b>
<p>Work with the City's service partners including, but not limited to: the London Economic Development Corporation (LEDC), the London Arts Council, Tourism London, and the London Public Library to build stronger relationships with the film and multi-media industry locally and regionally by engaging in a series of consultations, which would result in the development of a Film and Multi-media Industry Strategy for London</p>	<p>The Screen Industry Partner Committee includes: the London Public Library, London Economic Development Corporation (LEDC), London Arts Council, Tourism London, Fanshawe College and City Staff from Economic Partnerships, Culture and Special Events to discuss activities, roles and responsibilities, engagement and future direction.</p> <p>Cobalt Connects (Consultant) was awarded an engagement contract to undertake a series of consultations with the industry (further summary of findings located in the Findings Section of this report).</p> <p>The Partner Committee toured other jurisdictions and held meetings with Ontario Creates and the Film Commissioner of the Province of Ontario.</p> <p>Held meetings with peer municipalities who have experience in film/multi-media strategies (Hamilton, Kingston, Sudbury and Mississauga).</p> <p>Scan and review of other jurisdictions where specific film strategies have been created, discussed and/or implemented was completed by the Partner Committee (See 'Appendix A' of this report)</p>
<p>Work with the Ontario Media Development Corporation (OMDC) to better understand the economic impact and benefits of the film and multi-media landscape in London and Ontario</p>	<p>Ontario Creates does not have localized data for London related to the film and multi-media landscape, and localized data is often the responsibility of the jurisdiction. For example, the City of Hamilton works with interested production companies to track local spending throughout the life of a production and play a role in both private and public property.</p> <p>The Culture Office participated in Regional Film Forum of Ontario Creates in January of 2019. This Forum assisted in identifying barriers to industry growth for Southern Ontario:</p> <ul style="list-style-type: none"> <li>i. The Union Travel Zone is only within the GTA;</li> <li>ii. Geographical tax advantages exist for Northern Ontario;</li> <li>iii. There is a lack of experience and credit of the production workforce;</li> <li>vi. The Union requires mandatory 1-year of apprenticeship in film industry, that must occur in GTHA; and</li> <li>vii. Ontario Creates has a production guide for services that must have 3 production credits in film, it is difficult to obtain the 3 credits (florists, caterers, hotels, post-production).</li> </ul> <p>Ontario Creates assisted with identifying trends and Ontario statistics, potential actions related to workforce supply, and their production guide for film related businesses.</p>
<p>Enhance the showcasing of the City of London film and multi-media locations and by telling the community story through photos of</p>	<p>Collaboratively, all Partner Committee members provided ideas and potential locations for consideration by Ontario Creates for their location database.</p>



<p>the Ontario Media Development Corporation film and multi-media location database</p>	<p>The Partner Committee worked with potential property owners to ensure that they could complete the criteria required by Ontario Creates to be an approved filming location.</p> <p>'Appendix B' of this report represents the April 2019 'In The Loop' newsletter, issued by Ontario Creates that highlights London's updated photo library for potential film locations.</p>
<p>Leverage existing resources within Community and Economic Innovation (Culture and Economic Partnerships) and Parks and Community Sports (Special Events) Divisions to complete this work</p>	<p>Restructuring has positioned Culture Office within Parks and Recreation. Both Economic Partnerships Office and Culture Office meet on a regular basis to advance the work of the Screen Industry Service Partner Committee.</p> <p>Adam Caplan, of web.isod.es, and a member of the Board of Ontario Creates served as the volunteer Chair of this Committee. Adam Caplan has given his expertise to help identify the current terminology and future landscape of the Screen Industry.</p>

**SUMMARY OF FINDINGS**

Through all of the above activities, the Partner Committee members, learned a lot from Industry representatives, other municipalities, and each other. Below is a summary of these key findings.

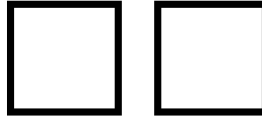
**COBALT CONNECTS**

Cobalt Connects (Consultant) was awarded an engagement contract to undertake a series of consultations with the Industry. An online survey was selected as the first wave of engagement as it was an easily sharable, accessible format for those working in this Industry, and would ideally give the process some bulk data to respond to and share at the large *London Screen Shots* launch event held on May 16, 2018. Cobalt Connects also engaged in individual interviews to give the Consultant a chance to fill in some missing participant information from the large event through a longer format dialogue. The following key highlights are noted below from this engagement:

- Top priorities for developing the local sector from the Cobalt Report were (not in priority order):
  - Accessible pro equipment rentals; City film office/political support; Educational opportunities/mentorship; Film locations database; Keeping talent in London/work opportunities; Networking, collaboration and connecting; Outward promotion/communication; Permits; Screenings; Tax incentives
- London's current strengths from the Cobalt Report include:
  - Affordable/accessible; Brand new scene; Community; Digital innovation; Diverse local talent; Excited and eager; Potential; Small city with big city feel; Standard of living; Support for emerging creators and content;
- Collaboration and Facilitation – *“the need for the industry to come together more often with a purpose. Training, mentorship, collaboration, online portals, and information sharing are all calls to spend more time together and share resources.”*
- Locations for Film – *“London and the surrounding community have significant treasures with its range of locations, which are relatively undiscovered.”*

**PRIORITY THEMES EMERGING FROM INDUSTRY CONSULTATION**

Specifically the following preliminary themes have emerged from the consultation to make London and Region a desirable location for domestic and international Film and Television Production:



PRIORITY THEMES	POTENTIAL FUTURE ACTIVITIES FOR LONDON
Concierge Service	Develop a concierge service exclusively designed to support the needs of large-scale film & TV productions. Determine how to service demand and be competitive with other film and television communities.
Locations Database	Monitor the Ontario Creates Locations Database and train a local photographer to add to this Database.
Marketing and Promotion	Market London and Region to global film and television producers (e.g. via TIFF and other international marketplaces).
Specialized Services	Build and maintain a public listing of regional specialized human resources (e.g. grips, makeup artists, ACTRA actors, caterers, etc.) available to productions. Determine how many London services are listed on the Ontario Creates Services Database with 3 film credit experiences.
Talent, Networking and Mentorship	<p>Determine local talent that is union registered with a minimum one year apprenticeship and attract talent to come back to London for jobs.</p> <p>Encourage networking and mentorship opportunities for local talent.</p> <p>Approach industry trade unions to develop apprenticeship opportunities for local post-secondary institutions.</p>
Education	Work with post-secondary educational institutions to develop specialty services education and training with film and television productions (e.g. internships).
Jobs and Business Development	Encourage film and television job opportunities for local talent. Encourage business development for local film and television businesses.
Pro Equipment	Work with trusted vendor(s) to create a regional pro-equipment rental and service depot for filmmaking equipment.
Distribution	Explore opportunities to link London producers with global distribution.
Infrastructure	Evaluate the need for large scale film outdoor streetscape and indoor studio/production space available for a period of time. Consider affordable insurance requirements for municipal spaces. Develop more green room spaces and small studio locations for start-ups.
Investment Funding and Advocacy	Advocate for a Provincial Southern Ontario Tax Credit and/or Incentive Program. Advocate for the modification of the union boundary to be bigger than the GTA.

**LEARNINGS FROM OTHER MUNICIPALITIES**

Below is a summary of learnings about the film and television stream from our consultation with other municipalities (Hamilton, Mississauga, Kingston, and Sudbury):





- Film and Television stream is distinctly different from the IDM and Gaming streams of the Screen Industry and has its own unique challenges of attracting and retaining talent;
- There are federal and provincial location tax credits and incentives, and union GTA travel boundaries that provide greater financial advantage to specific geographic regions of Ontario such as the GTHA and Northern Ontario.
- It is very important to ensure that a municipality is ready before inviting the Film and Television Industry to their city. This Industry is particular to service levels, as usually deadlines and budgets of production are extreme. It is imperative that a municipality and other local stakeholders have all their standard operating processes and procedures optimized prior to marketing itself as a premier location for Film and Television production;
- Data driven decision making is key to developing an understanding of the Film and Television industry in a municipality. Currently the City of London only tracks film permits on public property. To show demand municipalities also have to be able to show how many productions contacted them and were turned away;
- The Film and Television Industry is not the same as the Music Industry, as film is a process driven production with a short timeframe;
- It is very important to continue to consult with the local representatives of the Film and Television Industry to be able to understand both the assets and needs of the community; and
- The role of a municipality is to nurture a supportive environment for the Industry, not to assume this business line itself.

**TWO PHASE APPROACH TO FURTHER DEVELOP A FILM AND MULTI-MEDIA STRATEGY**

<b>Phase 1 – 2019: Review and Optimize Film Permitting Processes, Procedures and Fees</b>
<ul style="list-style-type: none"> <li>➤ Undertake a review of the City of London’s Special Event Council Policies and Film and Television Production Guidelines. This would include: <ul style="list-style-type: none"> <li>- Developing a new/modified process for film permitting with the goal of improving customer experience;</li> <li>- Setting fees for film permits that commensurate with other municipalities and based on a value-driven cost recovery model;</li> <li>- Consult with the local Film and Multi-media Industry about the design and implementation of proposed new processes and fees;</li> <li>- Improving data collection to better understand demand of the industry; and</li> <li>- Working with an internal City staff working group to better understand municipal barriers and opportunities for the Film and Multi-Media Industry.</li> </ul> </li> <li>➤ Report back to Committee and Council in 2020 with findings and recommendations</li> </ul>
<b>Phase 2 - 2020: Development of a Film and Multi-Media Industry Strategy</b>

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**Upon approval of multi-year budget business case:**

- Continue to work with Service Partner Committee to develop a Film and Multi-Media Industry Strategy and nurture a supportive environment.
- Continue to work with the local Film and Multi-media Industry to create and refine strategies under the 'Priority Themes' captured above in this report.
- Measure Film and Television Industry demand.
- Work with post-secondary educational partners to develop the workforce infrastructure that will increase attraction and retention of local talent to London.
- Continue to participate in Ontario Creates professional development and learning opportunities.
- Report back to Committee and Council

**Financial Implications**

All the activities to address this 2017 Council Direction noted above, have been completed by the Civic Administration within existing financial resources.

Phase 1 as outlined above will be completed within existing resources but Phase 2 completion will require additional resources (\$60k-\$75k estimate) that will be outlined in a business case should recommendation b) be approved.

<b>CONCLUSION</b>
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The City of London and the Screen Industry Partner Committee will continue to work together and share between partners to support the Screen Industry.

We believe that following this two phase approach is the most reasonable in ensuring an excellent experience for the Film and Multi-Media Industry. Noting experience is critical as the reputation of a host community must be established from the start.

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<b>PREPARED BY:</b>	<b>PREPARED BY:</b>
<b>ROBIN ARMISTEAD MANAGER, CUTLURE PARKS AND RECREATION</b>	<b>CHRIS GREEN MANAGER, ECONOMIC PARTNERSHIPS</b>
<b>REVIEWED AND CONCURRED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JON-PAUL MCGONIGLE DIVISION MANAGER, CULTURE, SPECIAL EVENTS AND SPORT SERVICES PARKS AND RECREATION</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>

**CC:** Screen Industry Partner Committee  
 Rosanna Willcox, Director, Service, Innovation and Performance

**APPENDICIES**

Appendix "A" – Summary of 20 Canadian Municipalities with and without Film Resources  
 Appendix "B" – "In the Loop" Newsletter issued by Ontario Creates

Municipality	Film Office	Org. Division	Overview	Human Resources & Structure
Montreal, QC	Yes (External)	Montréal Film and Television Commission, Ville de Montréal	Provides permits to film in public areas, public buildings or on the road network are required throughout the province. The regional film office is in charge of permits and licenses, as well as assisting in public safety issues. The film sector has grown 3 times faster than growth of Quebec's overall economy within the past 15 years. Montreal gets strong support from both the federal and provincial government, as well as from the City	<ul style="list-style-type: none"> <li>• 9 FTEs               <ul style="list-style-type: none"> <li>○ Director</li> <li>○ Secretary (Assistant to Director)</li> <li>○ 3 Liaison Officers for Logistics/Permits</li> <li>○ 2 Liaison Officers for Location/Resources</li> <li>○ Controller</li> <li>○ Support Employee</li> </ul> </li> </ul>
Toronto, ON	Yes (Internal)	Toronto Film, Television & Digital Media Office – Economic Development, Culture & Tourism, City of Toronto	<p>As a one-stop shop for the film, television and commercial production companies, it coordinates all commercial filming activity on city Streets, parks and property through location filming permits. It also promotes Toronto as a location filming destination of choice, with its exceptional technicians, crews, talent, suppliers and locations, acts as a liaison on behalf of client companies with municipal, provincial and federal government offices/agencies, residents and businesses</p> <ul style="list-style-type: none"> <li>• Since its inception, the TFTDMO has assisted thousands of productions including: feature films, movies for television, mini-series, television specials, television series, television productions, commercials, non-broadcasts, documentaries, <b>music videos</b>, interactive video and student productions.</li> </ul>	<ul style="list-style-type: none"> <li>• 7 FTEs               <ul style="list-style-type: none"> <li>○ 1 Manager</li> <li>○ 5 Film Permit Officers</li> <li>○ 1 Film Support</li> </ul> </li> <li>• Toronto also has a Film Board, led by the Film Commissioner, represented by the City Council and industry representatives</li> </ul>
Calgary, AB	Yes (External)	Calgary Film Commission, Calgary Economic Development	Provides comprehensive information about filming in the Calgary region, script breakdowns, photo packages, scouting, permits as well as liaison with agencies, unions and support services. Being part of the Association of Film Commissioners International (AFCI), it leverages the resources and expertise offered by the educational institution.	<ul style="list-style-type: none"> <li>• 3 FTEs               <ul style="list-style-type: none"> <li>○ Television and creative industry commissioner</li> <li>○ Team assistant</li> <li>○ Logistics coordinator</li> </ul> </li> </ul>
Ottawa, ON	Yes (External)	Film, Television & Digital Media Office, Invest Ottawa	As a division of Invest Ottawa, the Film, TV, and Digital Media Office focuses on the continued development, retention, competitiveness and enhancement of the city's film, television and digital media industry. It also facilitates the issuance of various filming permits and other municipal requirements as well as promotes the region as a preferred destination for film, television and digital media production.	<ul style="list-style-type: none"> <li>• 2 FTEs               <ul style="list-style-type: none"> <li>○ Permit Coordinator</li> <li>○ Business Development Manager</li> </ul> </li> <li>• 1 Commissioner</li> </ul>
Mississauga, ON	Yes (Internal)	Mississauga Film Office, City of Mississauga	The Mississauga Film Office coordinates location filming in Mississauga and promotes the City and its many diverse attractions as a choice location destination, while offering superior customer service. It is part of part of the Association of Film Commissioners International (AFCI).	<ul style="list-style-type: none"> <li>• 2 FTEs               <ul style="list-style-type: none"> <li>○ Manager of Film Office (Project Manager)</li> <li>○ Film Liaison</li> </ul> </li> </ul>

Municipality	Film Office	Org. Division	Overview	Human Resources & Structure
Hamilton, ON	Yes (Internal)	Music & Film Office, City of Hamilton	Hamilton Music & Film Office is committed to assisting in all aspects of film projects and music production. It can assist from the initial to the final stage of the project in Hamilton. It recently adopted a <b>Music Strategy</b> aimed at strengthening the local music industry, increasing audiences and music appreciation, facilitating greater access to music experiences, and cultivating music creation and talent	<ul style="list-style-type: none"> <li>• 2 FTEs                             <ul style="list-style-type: none"> <li>○ Manager</li> <li>○ Film Liaison Assistant</li> </ul> </li> </ul>
Halifax, NS	Yes (Internal)	Film Office, Culture & Events, Halifax Regional Municipality	The Film Office's mandate is to ensure the comfort and safety of the local residents while encouraging the film industry to grow. It coordinates all film services and communication to pertinent business units	<ul style="list-style-type: none"> <li>• 2 FTEs                             <ul style="list-style-type: none"> <li>○ Event Coordinator</li> <li>○ Film Liaison</li> </ul> </li> </ul>
Quebec City, QC	Yes (Internal)	Major Events Office, City of Quebec	Film and television office for local and foreign producers. Its mission is to facilitate film and television production in Québec City, acting as the one-stop facilitator that reviews filming requests, collaborates with producers to identify locations and qualified personnel, issues permits and coordinates municipal services in an effort to increase the number of productions in the region.	<ul style="list-style-type: none"> <li>• 2 FTEs                             <ul style="list-style-type: none"> <li>○ Counsellor in cinema and television</li> <li>○ Technician</li> </ul> </li> </ul>
Winnipeg, MB	Yes (Internal)	Film and Special Events Office, City of Winnipeg	Serves the needs of the expanding film industry by processing film requests, assisting businesses with location selection and funding opportunities. It also promotes diverse cultural initiatives in dance, festivals, <b>music</b> , galleries, theatre, public art, and more.	<ul style="list-style-type: none"> <li>• 2 FTEs for film (3 in total for Film &amp; Special Events)                             <ul style="list-style-type: none"> <li>○ <b>Film and Special Events Manager</b></li> <li>○ <b>Film Liaison</b></li> <li>○ Special Events Liaison</li> </ul> </li> </ul>
Vancouver, BC	Yes (Internal)	Film & Special Events Office, City of Vancouver	The office helps you access civic services, get film activity permits and other related permits suited to your production's specific needs, approve location requests to film on streets, parks, or other City properties in ways that respect our residents and businesses. One can work with the Park Board Film Office (for in/around parks) or the City Film office (for other public locations).	<ul style="list-style-type: none"> <li>• 2 FTEs for film (6 in total at Film &amp; Special Events)                             <ul style="list-style-type: none"> <li>○ <b>2 Film Liaisons</b></li> <li>○ Special Events Liaison</li> <li>○ 2 Managers</li> <li>○ Assistant</li> </ul> </li> </ul>
Surrey, BC	Yes (Internal)	Filming & Special Events, City of Surrey	The Film Office reviews all film permit requests in consultation with the department(s) responsible for the operation and safety of public properties. By cooperating with other departments responsible for the operation of the property, the Film office will work with business to identify any special requirements or terms to provide the terms and conditions.	<ul style="list-style-type: none"> <li>• 1 FTE for film (6 in total for Filming &amp; Special Events)                             <ul style="list-style-type: none"> <li>○ <b>1 Film Liaison</b></li> <li>○ Manager</li> <li>○ Assistant to the Manager (focus on sponsorships)</li> <li>○ Communications Coordinator</li> <li>○ Vendor Coordinator</li> <li>○ Project Coordinator</li> </ul> </li> </ul>

Municipality	Film Office	Org. Division	Overview	Human Resources & Structure
Brampton, ON	Yes (Internal)	Brampton Film Liaison Office, Economic Development Office, City of Brampton	The Brampton Film Liaison Office is dedicated to providing a film-friendly environment through partnerships with government, business and residents. Brampton is proud of its varied locations and one-stop centre for film permits.	<ul style="list-style-type: none"> <li>• 1 FTE                             <ul style="list-style-type: none"> <li>○ Specialist, Tourism and Film Services</li> </ul> </li> </ul>
Saskatoon, SK	Yes/No (External)	Creative Saskatchewan	<p>Creative Saskatchewan is a provincial crown agency serving the people of Saskatchewan through work with the creative industries (6) of the province.</p> <ul style="list-style-type: none"> <li>• Music</li> <li>• Screen based media (Creative Saskatchewan provides financial support to all phases of project – development, production, and marketing)</li> <li>• Visual arts and fine craft</li> <li>• Book publishing</li> <li>• Live performing arts</li> <li>• Digital media</li> </ul>	<ul style="list-style-type: none"> <li>• 10 FTEs at Creative Saskatchewan, servicing all 6 creative industries                             <ul style="list-style-type: none"> <li>○ CEO</li> <li>○ Assistant to the CEO &amp; Board</li> <li>○ Program Manager</li> <li>○ 2 Program Coordinators</li> <li>○ Program &amp; Finance Assistant</li> <li>○ Communications &amp; Social Media Manager</li> <li>○ Creative Industries Researcher &amp; Market Analyst</li> <li>○ Finance &amp; Accountability Manager</li> <li>○ Office Administrator</li> </ul> </li> </ul>
Kitchener, ON	No	Special Events, Economic Development, City of Kitchener	The economic development team works to attract new businesses to our city and encourage the expansion and retention of existing businesses within our community. The Kitchen Film liaison services processes permits, establishing contacts locally, and helping your projects work.	<ul style="list-style-type: none"> <li>• 2 FTEs in Economic Development manages filming requests, as well as other special events                             <ul style="list-style-type: none"> <li>○ Manager of special events</li> <li>○ Event Development staff</li> </ul> </li> </ul>
Regina, SK	No	Community Services Department, City of Regina	There is not an official film office, but film-related business is managed by the Community Services Department. They assist those who want to film in Regina and use civic property, facility and services, and to provide them with an attractive, accessible, convenient and competitive place for film production. Guidelines include procedures, standards, forms, and permits.	<ul style="list-style-type: none"> <li>• 2 FTEs (2 community consultants) associated with handling special events and film permits/requests</li> </ul>
London, ON	No	Parks & Community Sports, City of London	City of London currently does not have a film office, but does have production guidelines and special events policies & procedures in place. Parks and Community Sports division currently handles film permits. The London Arts Council (London Culture) has been involved with providing grants to individual film makers and also supporting local film festivals.	<ul style="list-style-type: none"> <li>• 1 FTE is currently the key contact for film permits and inquiries (24 staffs in the Parks and Community Sports division)</li> <li>• 1 FTE at Tourism London as key OMDC contact</li> </ul>
Markham, ON	No	Clerk's Department, City of Markham	There isn't a film office, but the Clerk's Department processes filming application and requests within the special events applications	<ul style="list-style-type: none"> <li>• 1 communication clerk processes and handles all filming applications</li> </ul>

Municipality	Film Office	Org. Division	Overview	Human Resources & Structure
Vaughan, ON	No	Clerk's Office, Licensing & Permits, City of Vaughan	There isn't a film office, but the Clerk's Department processes filming application and requests within the special events applications	<ul style="list-style-type: none"> <li>1 clerk processes and handles all filming applications</li> </ul>
Edmonton, AB	No	Enterprise Edmonton, EEDC	The fate of Edmonton's Film Commissioner is being determined by city administration and various stakeholders. Council's executive committee reviewed a proposal to set up an independent, non-profit Film Commission office. The executive committee passed a motion directing the administration to work with the Edmonton Arts Council, Edmonton Economic Development and industry stakeholders, to work out the terms of reference for a new Film Commission.	<ul style="list-style-type: none"> <li>n/a</li> </ul>
Windsor, ON	No	Economic Development, City of Windsor	Windsor currently does not have a film office, and no formal regulations around shooting in the city. The Windsor International Film Festival once applied to the City for funding, and only received \$2,000 to support arts and culture.	<ul style="list-style-type: none"> <li>n/a</li> </ul>

# IN THE LOOP

FILM COMMISSION LOCATION NEWS

ISSUE 134—April 2019



ONTARIO  
CREATES



# ONTARIO CREATES

Welcome to the April issue of In the Loop. With studio space expansion well underway and recent long term commitments from major production clients such as Netflix taking shape, we're expecting another busy summer of on-location filming throughout the province.

This edition of In the Loop boast an array of locations from across the province. We've found a unique block of 50 vacant townhouses in Ottawa, taken new photos of Hamilton's port lands and captured residential and industrial locations in Mississauga. We've also updated photos of the iconic Toronto Club.

Our feature section highlights the City of London. We have recently photographed fifteen London locations, capturing streetscapes, sports facilities, government buildings, prisons and many others, discovering incredible location assets. We are excited to show you the contrast of London, from grand historical buildings to futuristic and modern designs—there will be plenty for you to explore!

We photograph approximately 150 locations per year and our goal is to make these locations as relevant as possible to the scouts, location managers and producers working in Ontario. We are in the process of collecting feedback and suggestions for locations you would like to see in the Library. If you have feedback, please send your recommendations to [locations@ontariocreates.ca](mailto:locations@ontariocreates.ca).

Kind regards,  
Justin Cutler, Ontario Film Commissioner

# FEATURED City of London LOCATIONS

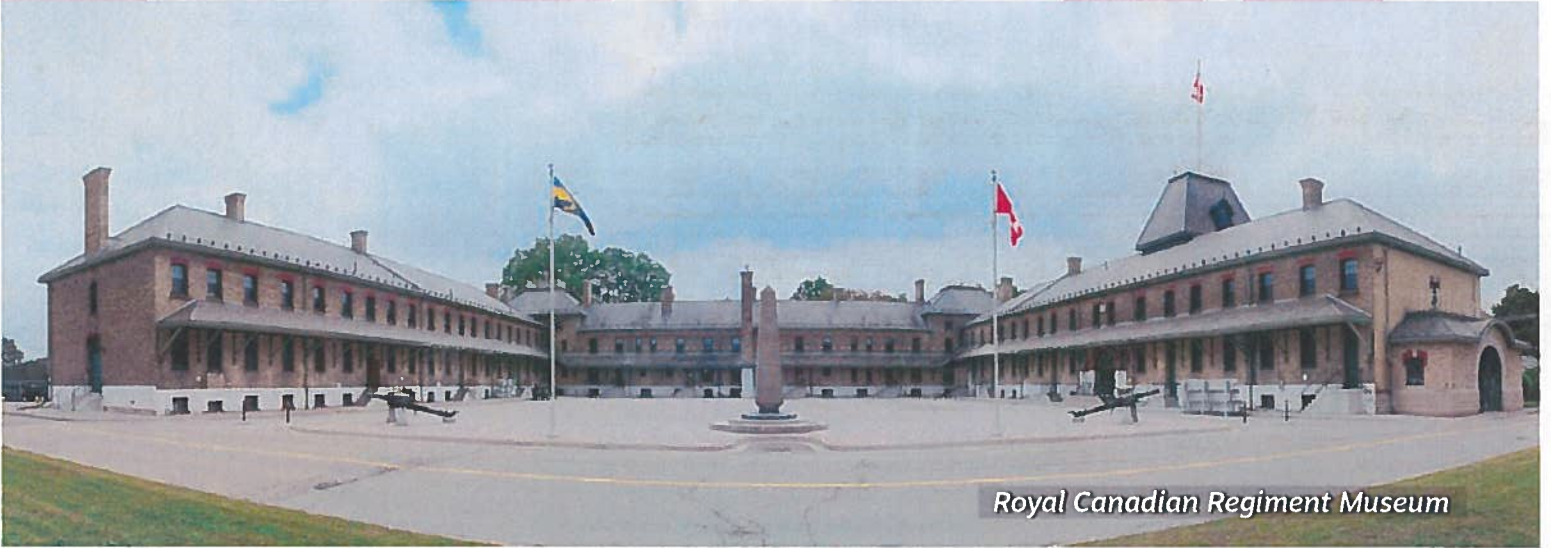


**London**  
CANADA

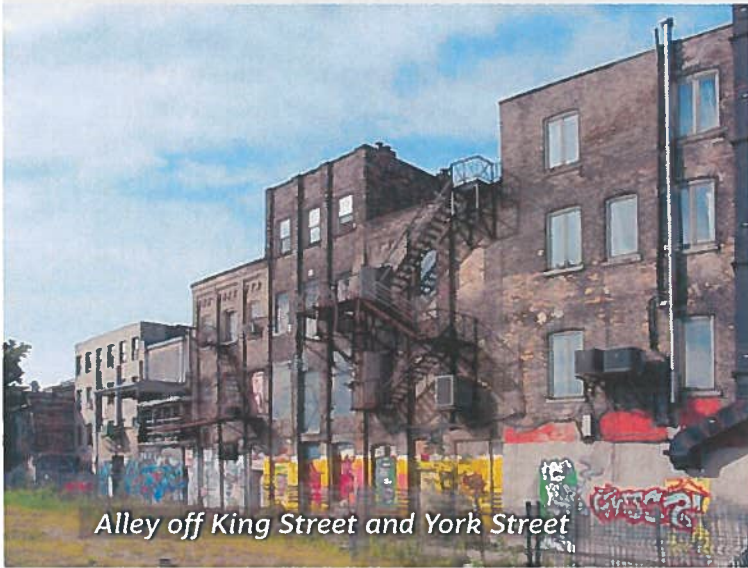
Two hours west from the heart of Toronto you will find the City of London, filled with exceptional and unique locations. From visually distinct and remarkable historic landmarks in the heart of the city to sweeping rural landscapes and natural settings a few minutes from urban amenities and cuisine, this region is versatile and diverse. A hub for growing talent, London is alive with culture, technology, entertainment and live music. With close proximity to two Great Lakes and endless farm and small town options, it's no wonder recent filming in the area includes Guillermo del Toro's 'Scary Stories to Tell in the Dark' and the adaptation of Stephen King's 'In the Tall Grass'.

Recently the Film Commission sent a photographer to reshoot and capture new locations in the city. We have now included new photography of London's museums, parks, stunning architecture and natural backdrops. You can find all the updated photography [here](#). These images only begin to show what London can look like for any production. We invite you to explore what the city has to offer.

For more information or any questions in regards to filming in the City of London, please contact Robin Armistead at 519-661-2489 extention 5475 or [rarmiste@london.ca](mailto:rarmiste@london.ca).



*Royal Canadian Regiment Museum*



*Alley off King Street and York Street*

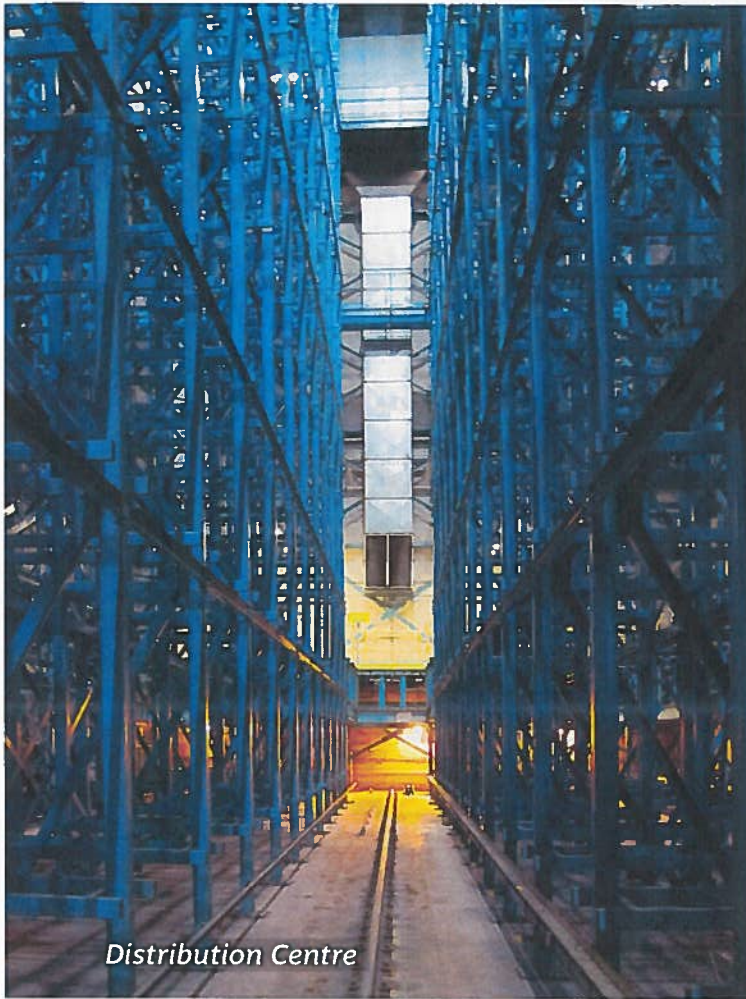


*Richmond Street Underpass*

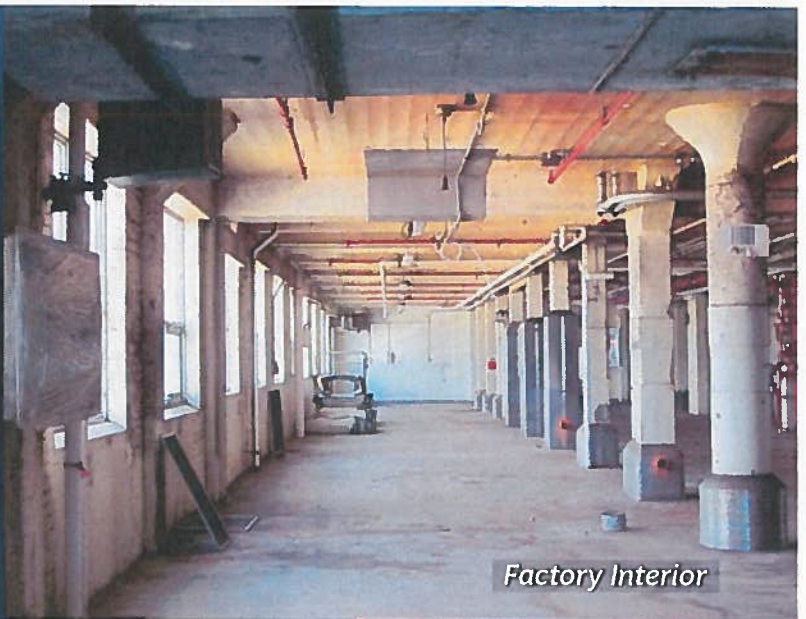
**London (L4250)**

**Contact:**

Robin Armistead | 519-661-2489 ext. 5475 | [rarmiste@london.ca](mailto:rarmiste@london.ca)



Distribution Centre



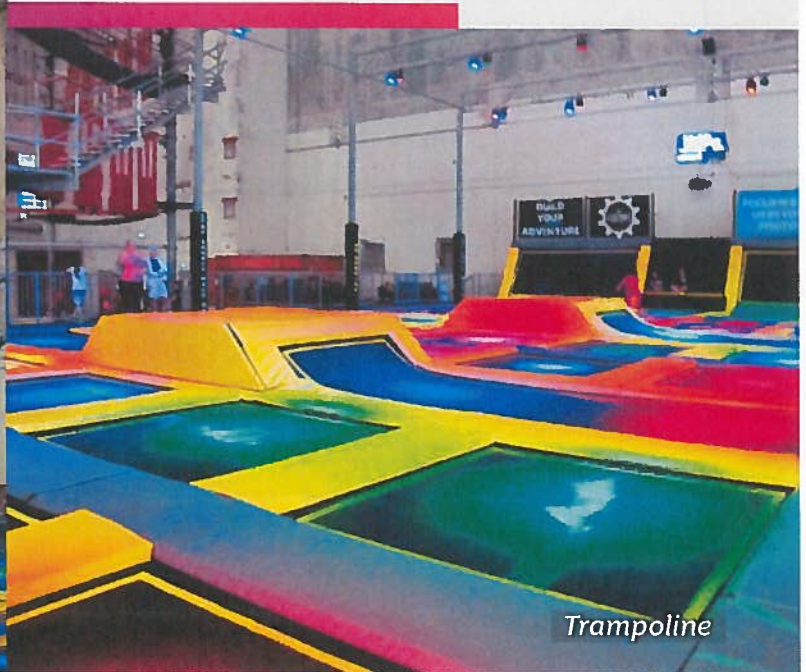
Factory Interior

**100 Kellogg Lane (L17385) and  
The Factory (L17387)**

**Contact:**  
Robin Armistead | 519-661-2489 ext. 5475  
[rarmiste@london.ca](mailto:rarmiste@london.ca)



High Ropes



Trampoline



The Drawing Room Lounge

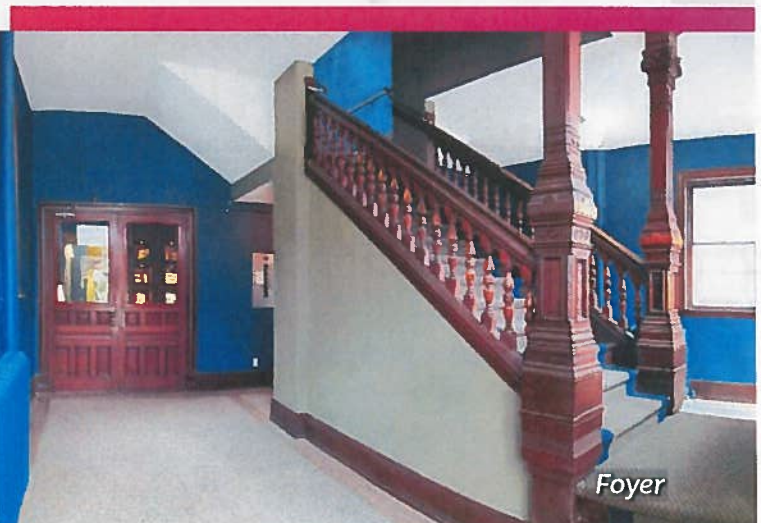
**Idlewyld Inn and Spa (L17350) and Info-Tech Research Group (L 17420)**

**Contact:**

Robin Armistead | 519-661-2489 ext. 5475 | [rarmiste@london.ca](mailto:rarmiste@london.ca)



Main Floor Atrium



Foyer

**From:** Debono, Norman  
**Sent:** Monday, July 15, 2019 12:23 PM  
**To:** CPSC <[cpsc@london.ca](mailto:cpsc@london.ca)>  
**Cc:** Cassidy, Maureen <[mcassidy@london.ca](mailto:mcassidy@london.ca)>; Kelly Peckham; Dorothy Downs  
**Subject:** [EXTERNAL] Request for delegation status

To Whom,

I am writing to request delegation status for an upcoming Community and Protective Services Committee meeting, Aug. 13.

The Forest City Film Festival wishes to speak to a report from Robin Armistead, manager of culture for the city, on the matter of the city creating a film development office, and hiring an officer, for that position.

Kelly Peckham, an experienced film industry professional and FCFF board member, will be making the presentation.

Thank you for this consideration.

Norman De Bono  
Board Chairperson  
Forest City Film Festival

Norman De Bono  
Journalist  
London Free Press

## NEW MODELS OF HOUSING FOR SENIORS

Dear Chair and members of the CPSC,

One dilemma we face as a council responding to the need for housing is that we can't use our restrictive powers of zoning to force developers to build something. Fortunately, our Housing Development Corporation (HDC) is the answer to this dilemma because it allows the city to become the developer.

While the HDC opens up many opportunities, the one that excites me most is the chance to use the same cash injection consecutively to develop multiple residences for seniors. Imagine us creating a building with innovative community spaces and a set of accessible units designed for seniors planning to downsize. If we sell the units as condos to cover the cost of development we can then use the money again to build another project like it.

I have had heartbreaking conversations with widows who live alone, can no longer drive, and find themselves to be very lonely. We can do something about this. There are housing models, like the Baba-Yaga house, which would allow them to live on their own while also being part of a community. As a city, we can investigate these models and with an HDC we can build them.

The HDC is already delivering affordable housing in innovative ways with projections of 150 units this year and 300 units from 2020 on. It is time that we look at not only the number of units but the kind of housing that can be delivered. Our HDC provides us with unparalleled opportunities and I would like to see us take advantage of that.

With our population ageing as it is, my request is that;

Staff be directed to seek public input into models of housing that will best serve our seniors in their late retirement years.

Sincere thanks,

Michael van Holst  
Councillor, Ward 1

**DEFERRED MATTERS**

**COMMUNITY AND PROTECTIVE SERVICES COMMITTEE**

as of August 2, 2019

File No.	Subject	Request Date	Requested/Expected Reply Date	Person Responsible	Status
1.	<p><b><u>Request for Naming of Vimy Ridge Park</u></b>                      That the following actions be taken with respect to the request for naming of Vimy Ridge Park:</p> <p>a) the Civic Administration BE REQUESTED to complete appropriate stakeholder consultation and report back to the Community and Protective Services Committee (CPSC), as soon as possible, with respect to a location that would be adequate and a suitable Vimy Ridge commemorative location, including the necessary budget;</p> <p>b) the request to name a parcel of land located adjacent to the Charlie Fox Overpass at Hale Street and Trafalgar Street, "Vimy Ridge Park" BE REFERRED to a future meeting of the CPSC when the above-noted information is available related to this matter; and,</p> <p>c) the Civic Administration BE DIRECTED to make the necessary arrangements for the land located adjacent to the Charlie Fox Overpass at Hale Street and Trafalgar Street to be designated as the temporary "Vimy Ridge Park" until such time as the actions outlined in a) and b) have been completed and a permanent "Vimy Ridge Park" has been established.</p>	February 22, 2017	TBD	S. Stafford	Community and Stakeholder Engagement in Spring of 2019 Report back in Summer of 2019
2.	<p><b><u>2nd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee</u></b>                      That the following actions be taken with respect to the 2nd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee (DIAAC), from its meeting held on January 18, 2018:</p> <p>a) the City Clerk BE REQUESTED to review and consider new, additional resources for the Advisory Committee, Board and Commission membership recruitment in order to augment the diversity of applications for vacant positions, specifically focusing on diverse, young women and report back to the Community and Protective Services Committee with respect to this matter; it being</p>	February 21, 2018	TBD	C. Saunders	



File No.	Subject	Request Date	Requested/Expected Reply Date	Person Responsible	Status
	noted that the DIAAC received the attached presentation from K. Koltun, Government and External Relations Office, with respect to the Diverse Voices for Change Initiative and the related committee census information; and,				
3.	<p><b><u>Salvation Army Commissioning</u></b>  That the communication dated February 26, 2018, from B. Miller, with respect to a request to install a bronze plaque in Victoria Park to acknowledge and thank the Salvation Army for over 130 years of service in the City of London, BE REFERRED to the Civic Administration for consideration and a report back to the Community and Protective Services Committee as to what options are currently in place to facilitate the recognition or a new type of recognition.</p>	March 20, 2018	TBD	S. Stafford	
4.	<p><b><u>4th Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee</u></b>  c) the City Clerk BE REQUESTED to undertake a review of the potential provision of child minding for Advisory Committees and to report back to the appropriate standing committee</p>	April 4, 2018	2018	B. Coxhead C. Saunders	
5.	<p><b><u>7th Report of the Accessibility Advisory Committee</u></b>  That the following actions be taken with respect to the 7th Report of the Accessibility Advisory Committee from its meeting held on July 26, 2018:  a) the motion from the Policy Sub-Committee report, from the meeting held on July 10, 2018, with respect to Municipal Council being requested to fully endorse the Outdoor Event Guide, in its entirety, and require that all events held on city-owned land be required to implement all points BE REFERRED to the Civic Administration for review and a report back to the Community and Protective Services Committee in enough time for possible implementation prior to the next events season;</p>	August 14, 2018	TBD	J.P. McGonigle	

File No.	Subject	Request Date	Requested/Expected Reply Date	Person Responsible	Status
6.	<p><b><u>Mayor's Meeting With the Accessibility Advisory Committee – Update</u></b></p> <p>That the following actions be taken with respect to the correspondence from Mayor M. Brown regarding his meeting on June 28, 2018 with members of the Accessibility Advisory Committee:</p> <p>b) the remainder of the above-noted correspondence BE REFERRED to the Civic Administration in order to report back to the Community and Protective Services Committee as soon as possible related to the request(s), including, but not limited to, potential timelines and resource implications.</p>	August 14, 2018	TBD	S. Datars Bere C. Saunders G. Kotsifas J. Fleming S. Stafford M. Hayward B. Card M. Daley K. Scherr B. Coxhead A.L. Barbon	
7.	<p><b><u>Municipal Implementation of Legalized Cannabis - Cannabis Licence Act, 2018</u></b></p> <p>That, on the recommendation of the Director of Community and Economic Innovation, with the concurrence of the City Manager, the following actions be taken with respect to the municipal implementation of legalized cannabis:</p> <p>d) the Civic Administration BE DIRECTED to continue monitor impacts associated with recreational cannabis and report back to the Community and Protective Services Committee no later than April 2020</p>	December 10, 2018	TBD	R. Wilcox M. Hayward	
8.	<p><b><u>Administrative Monetary Penalty By-law</u></b></p> <p>That, on the recommendation of the Managing Director, Development and Compliance Services and Chief Building Official, the following actions be taken with respect to an Administrative Monetary By-law:</p> <p>d) the Civic Administration BE DIRECTED to report back to the Community and Protective Services Committee with information following the initial 12 month implementation period;</p> <p>e) the Civic Administration BE REQUESTED to report back after the 12 month period with respect to proposals for implementing the Administrative Monetary Penalty System for other by-laws and what the financial implications would be;</p> <p>f) the Civic Administration BE REQUESTED to investigate and report back to the Community and</p>	December 10, 2018	TBD	G. Kotsifas A. Drost	

File No.	Subject	Request Date	Requested/Expected Reply Date	Person Responsible	Status
	Protective Services Committee, as soon as possible, with available technology options to limit barriers to people living with disabilities;				
9.	<p><b><u>Towing Services Review</u></b>  That the communication, as appended to the agenda, from Councillor S. Lewis, with respect to a request for a draft by-law related to the towing industry, BE REFERRED to the Civic Administration for a review and consultation with the industry as well as with law enforcement agencies, including the London Police Service and Ontario Provincial Police, along with a report back to the Community and Protective Services Committee as to whether or not a by-law is required; it being noted that the delegation requests from T. Whitworth and F. Ibrahim, as included on the Added Agenda, will be referred to the above-noted consultation.</p>	January 22, 2019	TBD	G. Kotsifas O. Katolyk	
10.	<p><b><u>3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee</u></b>  That the following actions be taken with respect to the 3rd Report of the Diversity, Inclusion and Anti-Oppression Advisory Committee, from its meeting held on March 21, 2019:</p> <p>a) the following actions be taken with respect to menstrual products distribution free of charge:</p> <p>i) the Civic Administration BE DIRECTED to provide free menstrual products (pads and tampons) in all public-facing City of London facilities and report back at a future meeting of the Community and Protective Services Committee (CPSC) with respect to the cost associated with this;</p> <p>ii) the Civic Administration BE REQUESTED to explore the option of providing free menstrual products in all remaining City of London facilities, as a pilot project, and report back at a future meeting of the CPSC with respect to the cost associated with this;</p>	April 1, 2019	TBD	L. Livingstone – part i) S. Stafford – part i)  A.L. Barbon – part ii) T. Wellhauser – part ii)	
11.	<p><b><u>4th Report of the London Housing Advisory Committee</u></b>  That the following actions be taken with respect to the 4th and 5th Reports of the London Housing Advisory Committee (LHAC), from the meetings held on April 10, 2019 and May 8, 2019, respectively:</p>	May 28, 2019	TBD	S. Datars Bere	

File No.	Subject	Request Date	Requested/Expected Reply Date	Person Responsible	Status
	a) the following actions be taken with respect to the 4th Report of the LHAC: i) clause 2.1 of the above-noted Report and the <del>attached</del> presentation BE REFERRED to the Civic Administration to review the concerns set out in the presentation and report back to the Community and Protective Services Committee with responses; and,				
12.	<b><u>Garbage Collection in City of London Parks</u></b> That the Civic Administration BE DIRECTED to report back at the August 13, 2019 meeting of the Community and Protective Services Committee with the costing related to resuming year round garbage collection in city parks; it being noted that a communication, dated April 4, 2019, from Councillor E. Pelozza was received with respect to this matter.	May 28, 2019	August 13, 2019	S. Stafford	
13.	<b><u>Unsanctioned and Unsafe Street Parties Policy Amendments – Public Nuisance By-law: Cost Recovery</u></b> That the Civic Administration BE DIRECTED to prepare a further revised draft amending by-law to the Public Nuisance By-law regarding Nuisance Party cost recovery and fees and report back to the Community and Protective Services Committee meeting to be held on August 13, 2019.	May 28, 2019	August 13, 2019	G. Kotsifas	
14.	<b><u>Neighbourhood Event Equipment Lending Policy</u></b> That the Civic Administration BE REQUESTED to consider and report back, before the beginning of the 2019-2020 school year, with respect to the viability of extending the definition of eligible groups in the current equipment lending policy (defined as groups of neighbours working to build community in their neighbourhood, this could be a neighbourhood association or an informal group of neighbours) to include home and school associations, to allow for those bodies to be eligible for equipment lending during the school calendar year. (2019-S12)	May 28, 2019	TBD	L. Livingstone	