

# Agenda Including Addeds

## Corporate Services Committee

3rd Meeting of the Corporate Services Committee

January 20, 2020, 12:00 PM

Council Chambers

Members

Councillors A. Kayabaga (Chair), M. van Holst, J. Helmer, J. Morgan, A. Hopkins, Mayor E. Holder

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	Pages
<b>1. Disclosures of Pecuniary Interest</b>	
<b>2. Consent</b>	
2.1 Council Policy - City of London Days at Budweiser Gardens Policy	3
2.2 Argyle Business Improvement Area 2020 Proposed Budget – Municipal Special Levy	8
2.3 Hamilton Road Business Improvement Area 2020 Proposed Budget – Municipal Special Levy	13
2.4 Hyde Park Business Improvement Area 2020 Proposed Budget – Municipal Special Levy	18
2.5 Old East Village Business Improvement Area 2020 Proposed Budget – Municipal Special Levy	23
2.6 London Downtown Business Association 2020 Proposed Budget – Municipal Special Levy	28
2.7 Assessment Growth for 2020, Changes in Taxable Phase-In Values, and Shifts in Taxation as a Result of Reassessment	35
2.8 Memorandum of Understanding between the N'Amerind Friendship Centre and The Corporation of the City of London	41
<b>3. Scheduled Items</b>	
<b>4. Items for Direction</b>	
<b>5. Deferred Matters/Additional Business</b>	
5.1 <i>(ADDED) Application - Issuance of Proclamation - London Black History Month 2020</i>	46
<b>6. Confidential (Enclosed for Members only.)</b>	
6.1 Personal Matters/Identifiable Individual	
A matter pertaining to personal matters involving identifiable individuals	

who are municipal employees with respect to employment related matters and advice and recommendations of officers of the Corporation including communications necessary for that purpose.

#### 6.2 Solicitor-Client Privileged Advice

A matter pertaining to advice subject to solicitor-client privilege, including communications necessary for that purpose, and advice with respect to litigation with respect to various personal injury and property damage claims against the City.

#### 6.3 Solicitor-Client Privileged Advice / Land Acquisition/Disposition

A matter pertaining to advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to the decommissioning of City-owned lands known as the South Street Campus currently leased and occupied by London Health Sciences Centre; to instructions and directions to officers and employees of the Corporation pertaining to a proposed or pending acquisition or disposition of land; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; reports or advice or recommendations of officers and employees of the Corporation pertaining to a proposed or pending acquisition or disposition of land; information concerning the proposed or pending acquisition or disposition whose disclosure could reasonably be expected to prejudice the economic interests of the Corporation or its competitive position; information concerning the proposed or pending acquisition or disposition whose disclosure could reasonably be expected to be injurious to the financial interests of the Corporation; and instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the Corporation concerning the proposed or pending acquisition or disposition and for providing directions or instructions to officers, employees or agents of the municipality or persons retained by or under a contract with the municipality.

### 7. Adjournment

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING JANUARY 20, 2020</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT:</b>	<b>COUNCIL POLICY CITY OF LONDON DAYS AT BUDWEISER GARDENS POLICY</b>

**RECOMMENDATION**

That, on the recommendation of the City Clerk, the proposed by-law attached as Appendix “A” to the staff report dated January 20, 2020, to amend the “City of London Days at Budweiser Gardens Policy” to provide clarification with respect to the implementation of the Policy BE INTRODUCED at the Municipal Council meeting to be held January 28, 2020.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Strategic Priorities and Policy Committee – June 13, 2017  
 Strategic Priorities and Policy Committee – July 24, 2018

**BACKGROUND**

That following resolution was adopted at the Municipal Council Meeting held on November 12, 2019:

“That the following actions be taken with respect to the request of the Parkinson Society Southwestern Ontario for an additional City of London Day at Budweiser Gardens:

- b) the City Clerk BE DIRECTED to report back to the Corporate Services Committee with respect to potential policy amendments to allow for flexibility related to requests.”

**DISCUSSION**

In response to the direction given by the Municipal Council, the attached proposed by-law (Appendix “A”) provides for the following recommended changes to the “City of London Days at Budweiser Gardens Policy”:

- Clarifying that not-for-profit events, include civic and sporting events.
- Clarifying that the Policy applies to a calendar year
- Provide the City Clerk with the authority to approve requests with only those requests asking for an exemption from the Policy being forwarded to Municipal Council for consideration.

**PREPARED AND RECOMMENDED BY:**

**CATHY SAUNDERS  
CITY CLERK**

## APPENDIX “A”

Bill No.  
2020

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-27-223, as amended by By-law No. CPOL.-27(a)-397, being “City of London Days at Budweiser Gardens Policy” to provide clarification with respect to the implementation of the Policy.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-27-233, as amended, by By-law No. CPOL.-27(a)-397 being “City of London Days at Budweiser Gardens Policy”, to provide clarification with respect to the implementation of the Policy.

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

1. By-law No. CPOL.-27-223, as amended by By-law 27(a)-397, being “City of London Days at Budweiser Gardens Policy” is hereby amended by deleting Schedule “A” of the By-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on January 28, 2020.

Ed Holder  
Mayor

Catharine Saunders  
City Clerk

First Reading – January 28, 2020  
Second Reading – January 28, 2020  
Third Reading – January 28, 2020

## Schedule “A”



**London**  
CANADA

### City of London Days at the Budweiser Gardens Policy

**Policy Name:** City of London Days at the Budweiser Gardens Policy

**Legislative History:** Adopted June 13, 2017 (By-law No. CPOL.-27-223); Amended July 24, 2018 (By-law No. CPOL.-27(a)-397)

**Last Review Date:** January 20, 2020

**Service Area Lead:** City Clerk

#### 1. Policy Statement

- 1.1 This policy establishes the general guidelines for utilization of up to five (5) City of London Days at the Budweiser Gardens for community-sponsored events on a “rent-free basis” provided the City or event sponsor pay for all direct and out-of-pocket expense incurred by the London Civic Centre Corporation.

#### 2. Definitions

- 2.1 Not applicable.

#### 3. Applicability

- 3.1 This policy applies to event(s) which meet the eligibility criteria set out in this policy.

#### 4. The Policy

##### 4.1 Eligible Events

The following types of events will be eligible:

- a) City of London-sponsored events such as opening ceremonies for sporting events and major community celebrations, which have not previously used the facility in accordance with normal rental or use arrangements.
- b) Major not-for-profit, sporting or civic events which are events of a local, community-wide nature and have a direct benefit to the London community.

##### 4.2 Maximum Event Days

- a) The City is limited to five event days each calendar year.
- b) No group or organization can have more than one event day per calendar year.
- c) No group or organization can have more than two event days over a five-year consecutive period, with the exception of the annual United Way Harvest Lunch and Campaign Kick-Off, unless an exemption is approved by the Municipal Council due to unique circumstances.

#### 4.3 Event Dates

The City of London shall provide sixty (60) days prior notice to Budweiser Gardens for use of the facility for a community-sponsored event, and the date of the event may not conflict or compete with events previously arranged or booked by Budweiser Gardens.

#### 4.4 Requirements of User Groups

- a) The user group will be responsible for all direct and out-of-pocket expenses which are incurred.
- b) The user group organization will be responsible for entering into an agreement with the Budweiser Gardens for use of the facility and all obligations arising from that agreement.
- c) The user group or organization will be responsible for all advertising, sponsorship and ticketing for the event subject to any conditions set out by the Budweiser Gardens.

#### 4.5 Administration of Policy

The City Clerk will administer the City of London Days at the Budweiser Gardens Policy, with the exception of those circumstances outlined in section 4.2 c) of this Policy.

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>ARGYLE BUSINESS IMPROVEMENT AREA 2020 PROPOSED BUDGET – MUNICIPAL SPECIAL LEVY</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions be taken with respect to the Argyle Business Improvement Area:

- a. The Argyle Business Improvement Area proposed 2020 budget submission in the amount of \$284,100 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2020 fiscal year for the purposes of the Argyle Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$215,000;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law A.-6873-292 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “B”) with respect to Municipal Special Levy for the Argyle Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 28, 2020.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Corporate Services Committee, March 19, 2019, Agenda item 2.11, Argyle Business Improvement Area 2019 Proposed Budget – Municipal Special Levy  
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=59977>

<b>LINK TO STRATEGIC PLAN</b>
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Council’s 2019-2023 Strategic Plan for the City of London identifies “Growing Our Economy” and “Leading in Public Service” as strategic areas of focus; these involve working better together for economic growth with Business Improvement Areas and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the Business Improvement Areas of London in regards to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the Business Improvement Area members and thus promote continued growth in London’s economy.

<b>BACKGROUND</b>
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On December 20, 2019, the Board of Management of the Argyle Business Improvement Area (ABIA) approved the 2020 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 21, 2019.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The ABIA has met this requirement in Schedule “A”, noting the 2020 total expenditure budget of \$284,100.

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

- a) The ABIA submitted a 2020 budget of \$284,100, which represents an increase of \$24,598 (9.5%) compared to its 2019 budget of \$259,502. The increase in revenue is a result of an increase in the Draw from Operating Fund which will be used to cover the costs of some of the planned projects in 2020.



b) Significant changes to expenditures in 2020 include:

- i. Special Events - in 2019, separate amounts were budgeted for the annual summer event held for the BIA members and the community and the annual general meeting that is held at the end of each year. These expenses are both budgeted under Special Events for 2020.
- ii. Marketing and Consulting - increased budget as more marketing will be required due to significant construction expected to take place in 2020.
- iii. Long-term Initiatives - a significant amount is budgeted for long-term initiatives to cover the costs of some of the following planned projects:
  - Kiwanis Park Beautification
  - New banners
  - New holiday décor
  - Additional benches and bike ring facilities
  - Clean Streets Program

At the time of submitting this report, the audited 2019 financial statements were unavailable. Estimates received from the ABIA indicated that there was a projected year-end surplus of \$65,031 in 2019. The unaudited projected December 31, 2019 Operating Fund balance is approximately \$100,000.

The owners of business property within the BIA will be responsible for payment of \$215,000 to be raised by the Corporation for the 2020 fiscal year for the purposes of ABIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay ABIA 50% of the budgeted Municipal Special Levy amount, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>
<b>ZEINA NSAIR, CPA, CGA MANAGER, FINANCIAL MODELLING, FORECASTING AND SYSTEMS CONTROL</b>	<b>ALAN DUNBAR, CPA, CGA MANAGER FINANCIAL PLANNING &amp; POLICY</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>KYLE MURRAY, CPA, CA DIRECTOR FINANCIAL PLANNING &amp; BUSINESS SUPPORT</b>	<b>ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

**Argyle Business Improvement Area  
2020 Proposed Budget  
with 2019 Comparators**

**Revenue Overview**

Argyle BIA Revenue Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Rev	Increase / (Decrease) over 2019	% Budget Change over 2019
Municipal Special Levy	186,720	215,000	215,000	-	215,000		-	0.0%
<b>Net Municipal Special Levy</b>	<b>186,720</b>	<b>215,000</b>	<b>215,000</b>	<b>-</b>	<b>215,000</b>		<b>-</b>	<b>0.0%</b>
Interest Revenue	-	100	145	45	100		-	0.0%
Draw from Operating Fund	-	25,402	37,993	12,591	50,000		24,598	96.8%
Government Student Funding	10,004	10,000	12,300	2,300	10,000		-	0.0%
Miscellaneous	22,841	4,000	2,560	(1,440)	4,000		-	0.0%
HST Rebate	-	5,000	5,000	-	5,000		-	0.0%
<b>Total Argyle BIA Revenue</b>	<b>219,565</b>	<b>259,502</b>	<b>272,998</b>	<b>13,496</b>	<b>284,100</b>	<b>100%</b>	<b>24,598</b>	<b>9.5%</b>

**Expenditure Overview**

Argyle BIA Expenditure Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Exp	Increase / (Decrease) over 2019	% Budget Change over 2019
<b>ADMINISTRATION</b>								
Salaries and Wages	96,672	\$ 80,000	74,000	6,000	\$ 80,000		-	0%
Student Wages and Benefits	-	\$ 10,000	12,267	(2,267)	\$ 10,000		-	0%
El and CPP	-	\$ 4,000	5,800	(1,800)	\$ 6,000		2,000	50%
Bookkeeping, Audit and Professional Fees	6,476	\$ 9,000	7,040	1,960	\$ 9,000		-	0%
Utilities	1,561	\$ 2,000	1,900	100	\$ 2,000		-	0%
Telephone and Fax and Internet	1,129	\$ 2,000	960	1,040	\$ 1,500		(500)	-25%
Insurance	1,657	\$ 2,000	1,400	600	\$ 2,000		-	0%
Repairs and Maintenance	495	\$ 4,000	4,000	-	\$ 4,000		-	0%
Furniture	3,596	-	-	-	-		-	0%
Travel and Transportation	-	\$ 500	120	380	\$ 200		(300)	-60%
Bank Charges	-	\$ 120	-	120	\$ 100		(20)	-17%
Memberships - Provincial BIA	442	\$ 400	-	400	\$ 500		100	25%
Office Supplies	8,926	\$ 8,500	5,000	3,500	\$ 5,000		(3,500)	-41%
Postage and Courier	625	\$ 1,000	50	950	\$ 300		(700)	-70%
Signage/Banner Brackets	-	\$ 2,500	2,500	-	\$ 4,500		2,000	80%
Professional Development (Conference)	1,312	\$ 4,000	3,000	1,000	\$ 4,000		-	0%
Website Maintenance and Domain	-	\$ 1,000	205	795	\$ 1,000		-	0%
<b>Total Administration</b>	<b>122,891</b>	<b>131,020</b>	<b>118,242</b>	<b>12,778</b>	<b>130,100</b>	<b>45.8%</b>	<b>(920)</b>	<b>-1%</b>
<b>RENT</b>								
Office Rent	15,120	22,000	20,000	2,000	22,000		-	0%
<b>Total Rent</b>	<b>15,120</b>	<b>22,000</b>	<b>20,000</b>	<b>2,000</b>	<b>22,000</b>	<b>7.7%</b>	<b>-</b>	<b>0%</b>
<b>MEMBER SERVICES</b>								
Special Events	-	-	305	(305)	10,000		10,000	0%
<b>Total Member Services</b>	<b>-</b>	<b>-</b>	<b>305</b>	<b>(305)</b>	<b>10,000</b>	<b>3.5%</b>	<b>10,000</b>	<b>0%</b>
<b>BUSINESS DEVELOPMENT</b>								
Annual General Meeting	-	5,000	1,820	3,180	-		(5,000)	-100%
Summer Event	-	5,000	-	5,000	-		(5,000)	-100%
Marketing and Consulting	5,273	13,180	10,000	3,180	25,000		11,820	90%
Other Program Initiatives/ Santa Clause Parade	24,740	30,000	30,000	-	30,000		-	0%
Planters/Hanging Basket Program	11,458	20,000	19,600	400	20,000		-	0%
<b>Total Business Development</b>	<b>41,471</b>	<b>73,180</b>	<b>61,420</b>	<b>11,760</b>	<b>75,000</b>	<b>26.4%</b>	<b>1,820</b>	<b>2%</b>
HST	-	2,000	2,000	-	2,000		-	0%
Tax Write Offs/ Business Appeals	-	10,000	-	10,000	10,000		-	0%
Long-term Initiatives	-	21,302	6,000	15,302	35,000		13,698	64%
<b>Total Other</b>	<b>-</b>	<b>33,302</b>	<b>8,000</b>	<b>25,302</b>	<b>47,000</b>	<b>16.5%</b>	<b>13,698</b>	<b>41%</b>
<b>Total Argyle BIA Expenditure</b>	<b>179,482</b>	<b>259,502</b>	<b>207,967</b>	<b>51,535</b>	<b>284,100</b>	<b>100.0%</b>	<b>24,598</b>	<b>9.5%</b>
<b>Net Surplus / (Deficit)</b>	<b>40,083</b>	<b>-</b>	<b>65,031</b>	<b>65,031</b>	<b>-</b>			
<b>Draw from/(Contribution to) Operating Fund</b>	<b>(40,083)</b>	<b>-</b>	<b>(65,031)</b>	<b>(65,031)</b>	<b>-</b>			
<b>Net</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			

All figures subject to audit.

All figures subject to rounding.

**Schedule "B"**

Bill No.  
2020

By-law No.

A by-law to raise the amount required for the purposes of the Argyle Business Improvement Area Board of Management for the year 2020 in accordance with section 208 of the *Municipal Act, 2001*.

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

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

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

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

AND WHEREAS By-law A.-6873-292, as amended, provides for an improvement area to be known as the Argyle Business Improvement Area and establishes a Board of Management for it known as the Argyle Business Improvement Area Board of Management;

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

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

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

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

1. That the budget for the 2020 fiscal year submitted by the Argyle Business Improvement Area Board of Management attached as Schedule "A" is approved.
2. The amount to be raised by the Corporation for the 2020 fiscal year for the purposes of The Argyle Business Improvement Area Board of Management and pursuant to subsection 208(1) of the *Municipal Act, 2001* is \$215,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law A.-6873-292, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.

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

Ed Holder,  
Mayor

Catharine Saunders,  
City Clerk

First Reading – January 28, 2020  
Second Reading – January 28, 2020  
Third Reading – January 28, 2020

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>HAMILTON ROAD BUSINESS IMPROVEMENT AREA 2020 PROPOSED BUDGET – MUNICIPAL SPECIAL LEVY</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions be taken with respect to the Hamilton Road Business Improvement Area:

- a. The Hamilton Road Business Improvement Area proposed 2020 budget submission in the amount of \$123,525 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2020 fiscal year for the purposes of the Hamilton Road Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$70,000;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law C.P.-1528-486 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “B”) with respect to Municipal Special Levy for the Hamilton Road Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 28, 2020.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Corporate Services Committee, March 19, 2019, Agenda item 2.12, Hamilton Road Business Improvement Area 2020 Proposed Budget – Municipal Special Levy  
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=59978>

<b>LINK TO STRATEGIC PLAN</b>
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Council’s 2019-2023 Strategic Plan for the City of London identifies “Growing Our Economy” and “Leading in Public Service” as strategic areas of focus; these involve working better together for economic growth with Business Improvement Areas and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the Business Improvement Areas of London in regards to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the Business Improvement Area members and thus promote continued growth in London’s economy.

<b>BACKGROUND</b>
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On December 23, 2019, the Board of Management of the Hamilton Road Business Improvement Area (HRBIA) approved the 2020 budget (Schedule “A”) which was presented to the members on November 28, 2019.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The HRBIA has met this requirement in Schedule “A”, noting the 2020 expenditure budget of \$123,525.

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

- a) HRBIA submitted a 2020 budget of \$123,525, which represents a decrease of \$17,000 (-12.1%) compared to its 2019 budget of \$140,525.
- b) A \$50,000 Special Allowance granted by Council in February 2019 was not fully expended in 2019. A balance of \$33,000 is remaining. HRBIA was unable to carry out all the 2019

planned initiatives as a significant amount of time was spent on establishing BIA policies and procedures during its first year of operations. Some of the long-term and short-term initiatives that were intended to be completed with the special allowance have been deferred to 2020.

- c) Salaries and Wages - an increase of \$13,115 as a result of wage rate increases and replacement of staff, after netting the decrease in "Administration" salaries and wages with the increase in "Business Development" salaries and wages.
- d) Printing - a decrease in this expenditure as there were no actuals in 2019, and HRBIA is not anticipating to spend a significant amount on printing in 2020.
- e) Training/Conference - no amount budgeted for 2020 as there is not sufficient funding available for staff to attend the Ontario Business Improvement Area Association conference.
- f) Special Events/Projects - no amount budgeted for 2020 as all projects are included in Long-term & Short-term Initiatives.
- g) Long-term and Short-term Initiatives - a decrease in 2020 to reflect the balance remaining from the Special Allowance granted by Council in February 2019; \$32,978 is budgeted for short-term and long-term initiatives to cover the cost of the following planned projects:
  - i. Pole banners and decoration brackets
  - ii. Promotion, festivals and tourist attractions
  - iii. Tree trunk tours
  - iv. Hamlet festival

At the time of submitting this report, the audited 2019 financial statements were unavailable. Estimates received from the HRBIA indicated there is a projected year-end surplus of \$33,000 in 2019.

The owners of business property within the business improvement area will be responsible for payment of \$70,000 to be raised by the Corporation for the 2020 fiscal year for the purposes of HRBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HRBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>
<b>ZEINA NSAIR, CPA, CGA MANAGER, FINANCIAL MODELLING, FORECASTING AND SYSTEMS CONTROL</b>	<b>ALAN DUNBAR, CPA, CGA MANAGER FINANCIAL PLANNING &amp; POLICY</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>KYLE MURRAY, CPA, CA DIRECTOR FINANCIAL PLANNING &amp; BUSINESS SUPPORT</b>	<b>ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

Schedule "A"

Hamilton Road Business Improvement Area Template  
2020 Proposed Budget  
with 2019 Comparators

Revenue Overview

Hamilton Road BIA Revenue Detail:	2018 Unaudited	2019 Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Rev	Increase / (Decrease) over 2019	% Budget Change over 2019
Municipal Special Levy	-	70,000	70,000	-	70,000		-	0.0%
<b>Net Municipal Special Levy</b>	-	70,000	70,000	-	70,000		-	0.0%
Special Allowance Granted by Council	-	50,000	50,000	-	-		(50,000)	(100.0%)
Draw from Operating Fund	-	-	-	-	33,000		33,000	0.0%
Government Student Funding	-	18,025	16,198	(1,827)	18,025		-	0.0%
Administrative Fees	-	2,500	2,500	-	2,500		-	0.0%
Digital MainStreet Grant	-	-	1,200	1,200	-		-	0.0%
<b>Total Hamilton Road BIA Revenue</b>	-	<b>140,525</b>	<b>139,898</b>	<b>(627)</b>	<b>123,525</b>	<b>100%</b>	<b>(17,000)</b>	<b>(12.1%)</b>

Expenditure Overview

Hamilton Road BIA Expenditure Detail:	2018 Unaudited*	2019 Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Exp	Increase / (Decrease) over 2019	% Budget Change over 2019
<b>ADMINISTRATION</b>								
Admin Salaries and Wages	9,337	40,800	31,050	9,750	39,278		(1,522)	(3.7%)
Payroll, EI and CPP	-	2,805	3,086	(281)	2,022		(783)	(27.9%)
Summer Jobs	-	17,000	14,663	2,337	17,000		-	0.0%
Payroll, EI and CPP (Summer Jobs)	-	1,025	963	62	1,025		-	0.0%
Telephone and Fax and Internet	-	1,500	1,675	(175)	1,600		100	6.7%
Office Supplies + Equipment	-	1,200	5,559	(4,359)	500		(700)	(58.3%)
Printing	-	1,800	-	1,800	300		(1,500)	(83.3%)
Insurance	-	1,000	1,537	(537)	1,600		600	60.0%
Training/Conference	-	3,000	1,656	1,344	-		(3,000)	(100.0%)
Mileage Expenses	-	550	155	395	250		(300)	(54.5%)
Postage and Courier	-	600	144	456	200		(400)	(66.7%)
Bank Charges	-	300	72	228	150		(150)	(50.0%)
<b>Total Administration</b>	<b>9,337</b>	<b>71,580</b>	<b>60,560</b>	<b>11,020</b>	<b>63,925</b>	<b>52%</b>	<b>(7,655)</b>	<b>(10.7%)</b>
<b>RENT</b>								
Rent	1,800	7,200	7,200	-	7,200		-	0.0%
<b>Total Rent</b>	<b>1,800</b>	<b>7,200</b>	<b>7,200</b>	<b>-</b>	<b>7,200</b>	<b>6%</b>	<b>-</b>	<b>0.0%</b>
<b>BUSINESS DEVELOPMENT</b>								
Website Maintenance and Domain	-	850	2,266	(1,416)	1,000		150	17.6%
Signage and Permits	-	645	971	(326)	1,000		355	55.0%
Marketing	-	1,200	1,106	94	560		(640)	(53.3%)
Public Art Maintenance	-	1,100	3,405	(2,305)	1,500		400	36.4%
Special Events/Projects	-	6,300	1,271	5,029	-		(6,300)	(100.0%)
Long-term & Short-term Initiatives	-	50,000	5,587	44,413	32,978		(17,022)	(34.0%)
Salaries and Wages - Long-term & Short-Term Initiatives	-	-	11,940	(11,940)	14,637		14,637	0.0%
<b>Total Business Development</b>	<b>-</b>	<b>60,095</b>	<b>26,546</b>	<b>33,549</b>	<b>51,675</b>	<b>42%</b>	<b>(8,420)</b>	<b>(14.0%)</b>
<b>MEMBER SERVICES</b>								
CRM/Membership Services	173	800	716	84	-		(800)	(100.0%)
AGM	-	500	201	299	500		-	0.0%
Memberships - Provincial BIA	-	350	365	(15)	225		(125)	(35.7%)
<b>Total Member Services</b>	<b>173</b>	<b>1,650</b>	<b>1,282</b>	<b>368</b>	<b>725</b>	<b>1%</b>	<b>(925)</b>	<b>(56.1%)</b>
<b>Total Hamilton Road BIA Expenditure</b>	<b>11,310</b>	<b>140,525</b>	<b>95,588</b>	<b>44,937</b>	<b>123,525</b>	<b>100%</b>	<b>(17,000)</b>	<b>(12.1%)</b>
Net Surplus / (Deficit)	(11,310)	-	44,310	44,310	-			
Prior Year Net Surplus/ (Deficit)	-	-	(11,310)	(11,310)				
Net 2019 Surplus	-	-	33,000	33,000				
Draw from/ (Contribution to) Operating Fund	11,310	-	(33,000)	(33,000)	-			
<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

All figures subject to audit.

All figures subject to rounding.

\* 2018 figures will be audited as part of 2019 year-end audit.

Bill No.  
2020

By-law No.

A by-law to raise the amount required for the purposes of the Hamilton Road Business Improvement Area Board of Management for the year 2020 in accordance with section 208 of the *Municipal Act, 2001*.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2020 fiscal year submitted by the Hamilton Road Business Improvement Area Board of Management attached as Schedule "A" is approved.
2. The amount to be raised by the Corporation for the 2020 fiscal year for the purposes of the Hamilton Road Business Improvement Area Board of Management and pursuant to subsection 208(1) of the *Municipal Act, 2001* is \$70,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1528-486, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*.



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

Ed Holder,  
Mayor

Catharine Saunders,  
City Clerk

First Reading – January 28, 2020  
Second Reading – January 28, 2020  
Third Reading – January 28, 2020

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>HYDE PARK BUSINESS IMPROVEMENT AREA 2020 PROPOSED BUDGET – MUNICIPAL SPECIAL LEVY</b>

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

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions be taken with respect to the Hyde Park Business Improvement Area:

- a. The Hyde Park Business Improvement Area proposed 2020 budget submission in the amount of \$396,981 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2020 fiscal year for the purposes of the Hyde Park Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$386,401;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1519-490 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “B”) with respect to Municipal Special Levy for the Hyde Park Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 28, 2020.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Corporate Services Committee, March 19, 2019, Agenda item 2.13, Hyde Park Business Association 2019 Proposed Budget – Municipal Special Levy  
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=59979>

<b>LINK TO STRATEGIC PLAN</b>
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Council’s 2019-2023 Strategic Plan for the City of London identifies “Growing Our Economy” and “Leading in Public Service” as strategic areas of focus; these involve working better together for economic growth with Business Improvement Areas and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the Business Improvement Areas of London in regards to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the Business Improvement Area members and thus promote continued growth in London’s economy.

<b>BACKGROUND</b>
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On October 17, 2019, the Board of Management of the Hyde Park Business Improvement Area (HPBIA) approved the 2020 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 28, 2019.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The HPBIA has met this requirement in Schedule “A”, noting the 2020 expenditure budget of \$396,981.

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

- a) The HPBIA submitted a 2020 budget of \$396,981, which represents an increase of \$35,781 (9.9%) compared to its 2019 budget of \$361,200.
- b) Revenue is higher in 2020 after a \$43,901 (12.8%) levy increase for a total levy of \$386,401, less a net decrease of \$8,120 (-43.4%) in other revenues. The levy increase is a result of new businesses establishing within HPBIA's boundaries.
- c) Significant changes to expenditures in 2020 include:
  - i. Salary and Wages - increased due to the addition of one new part-time staff position and annual salary and wage rate increases.
  - ii. Office Equipment Upgrades - increased due to required technology upgrades.
  - iii. Traffic Calming Program - a decrease in the 2020 budget because the 2019 budget included a one-time cost to purchase a second speed radar, (note that the Board decided not to purchase this second unit, creating a surplus in the 2019 budget).
  - iv. Bus Shelter Advertising Program - this is a new member advertising program only available to BIA members.
  - v. Community Beautification Projects - expense has increased to extend the scope of beautification within the BIA's boundaries.

At the time of submitting this report, audited 2019 financial statements were unavailable. Estimates received from HPBIA indicate a projected 2019 year-end surplus of \$13,404. The unaudited projected December 31, 2019 Operating Fund balance is approximately \$54,953.

The owners of business property within the BIA will be responsible for payment of \$386,401 to be raised by the Corporation for the 2020 fiscal year for the purposes of HPBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HPBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>
<b>ZEINA NSAIR, CPA, CGA MANAGER, FINANCIAL MODELLING, FORECASTING AND SYSTEMS CONTROL</b>	<b>ALAN DUNBAR, CPA, CGA MANAGER FINANCIAL PLANNING &amp; POLICY</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>KYLE MURRAY, CPA, CA DIRECTOR FINANCIAL PLANNING &amp; BUSINESS SUPPORT</b>	<b>ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

Schedule "A"

Hyde Park Business Improvement Area  
2020 Proposed Budget  
with 2019 Comparators

Revenue Overview

Revenue Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Rev	Increase / (Decrease) over 2019	% Budget Change Over 2019
Municipal Special Levy	325,900	342,500	342,500	-	386,401		43,901	12.8%
<b>Net Municipal Special Levy</b>	<b>325,900</b>	<b>342,500</b>	<b>342,500</b>	<b>-</b>	<b>386,401</b>	<b>100.0%</b>	<b>43,901</b>	<b>12.8%</b>
Draw from Accumulated Surplus	-	10,000	10,000	-	-		(10,000)	-100.0%
Government Student Funding	3,788	3,700	5,040	1,340	7,080		3,380	91.4%
Miscellaneous	359	5,000	120	(4,880)	3,500		(1,500)	-30.0%
<b>Total Revenue</b>	<b>330,047</b>	<b>361,200</b>	<b>357,660</b>	<b>(3,540)</b>	<b>396,981</b>	<b>100.0%</b>	<b>35,781</b>	<b>9.9%</b>

Expenditure Overview

Expenditure Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Exp	Increase / (Decrease) over 2019	Increase / (Decrease) over 2019
<b>ADMINISTRATION</b>								
Salary & Wages	92,755	115,265	115,265	-	133,941		18,676	16.2%
Summer Student	3,718	3,700	5,820	(2,120)	7,080		3,380	91.4%
Insurance	2,814	2,700	2,825	(125)	2,825		125	4.6%
Bookkeeping, Audit, Professional Fees	6,344	9,500	5,000	4,500	6,500		(3,000)	-31.6%
<b>Total Administration</b>	<b>105,631</b>	<b>131,165</b>	<b>128,910</b>	<b>2,255</b>	<b>150,346</b>	<b>37.9%</b>	<b>19,181</b>	<b>14.6%</b>
<b>OFFICE</b>								
Office Signage	613	-	-	-	-		-	0.0%
Office Equipment Upgrades	-	-	-	-	11,000		11,000	0.0%
Office Furniture	1,708	2,500	5,000	(2,500)	1,000		(1,500)	-60.0%
Leasehold Improvements	-	3,500	4,430	(930)	5,000		1,500	42.9%
<b>Total Office</b>	<b>2,321</b>	<b>6,000</b>	<b>9,430</b>	<b>(3,430)</b>	<b>17,000</b>	<b>4.3%</b>	<b>11,000</b>	<b>183.3%</b>
<b>RENT</b>								
Office Rent	20,820	24,232	24,232	-	22,799		(1,433)	-5.9%
<b>Total Rent</b>	<b>20,820</b>	<b>24,232</b>	<b>24,232</b>	<b>-</b>	<b>22,799</b>	<b>5.7%</b>	<b>(1,433)</b>	<b>-5.9%</b>
<b>GENERAL EXPENSES</b>								
Phone, Internet, Office 365	1,908	2,186	2,186	-	2,626		440	20.1%
Stationary / Supplies	3,459	4,000	4,000	-	4,000		-	0.0%
Training / Conferences	3,093	4,000	4,197	(197)	6,000		2,000	50.0%
Subscriptions / Memberships	707	800	559	241	800		-	0.0%
Bank Charges	366	250	398	(148)	350		100	40.0%
Operating	-	1,500	1,500	-	1,500		-	0.0%
Miscellaneous Expense	2,457	-	-	-	-		-	0.0%
<b>Total General Expenses</b>	<b>11,990</b>	<b>12,736</b>	<b>12,840</b>	<b>(104)</b>	<b>15,276</b>	<b>3.8%</b>	<b>2,540</b>	<b>19.9%</b>
<b>MEMBER SERVICES</b>								
AGM including Postage	3,503	8,000	6,000	2,000	8,000		-	0.0%
Member365	2,788	1,800	-	1,800	-		(1,800)	-100.0%
<b>Total Member Services</b>	<b>6,291</b>	<b>9,800</b>	<b>6,000</b>	<b>3,800</b>	<b>8,000</b>	<b>2.0%</b>	<b>(1,800)</b>	<b>-18.4%</b>
<b>BUSINESS DEVELOPMENT</b>								
Communications & Marketing	9,183	6,000	6,000	-	6,000		-	0.0%
Promotional Marketing Materials	3,046	3,000	3,000	-	3,000		-	0.0%
Website Dev, Hosting & Maintenance	1,248	1,500	2,500	(1,000)	1,500		-	0.0%
Brd Meetings / Monthly Business Networking Meetings	633	2,500	250	2,250	2,500		-	0.0%
Special Events / Sponsorships	6,699	10,000	10,000	-	10,000		-	0.0%
Other Program Initiatives	5,000	4,800	5,993	(1,193)	5,660		860	17.9%
Pondfest /Outdoor Piano Program	7,401	15,000	16,177	(1,177)	18,000		3,000	20.0%
Traffic Calming Program	5,484	8,500	400	8,100	400		(8,100)	-95.3%
Hyde Park Dollars Incentive Program	459	10,000	592	9,408	8,079		(1,921)	-19.2%
CTV Ad Package	11,647	28,000	32,543	(4,543)	31,000		3,000	10.7%
Bus Shelter Advertising Program	-	-	3,000	(3,000)	9,000		9,000	0.0%
Community Beautification Projects	46,974	74,467	74,467	-	80,000		5,533	7.4%
<b>Total Business Development</b>	<b>97,774</b>	<b>163,767</b>	<b>154,923</b>	<b>8,845</b>	<b>175,139</b>	<b>44.1%</b>	<b>11,372</b>	<b>6.9%</b>
HST	-	7,500	2,421	5,079	2,421	0.6%	(5,079)	-67.7%
Contingency	511	6,000	5,500	500	6,000	1.5%	-	0.0%
Loss on transfer of net Liabilities	14,259	-	-	-	-	0.0%	-	0.0%
<b>Total Hyde Park Expenditure</b>	<b>259,597</b>	<b>361,200</b>	<b>344,256</b>	<b>16,945</b>	<b>396,981</b>	<b>100.0%</b>	<b>35,781</b>	<b>9.9%</b>
<b>Net Surplus / (Deficit)</b>	<b>70,450</b>	<b>-</b>	<b>13,404</b>	<b>13,404</b>	<b>-</b>			
<b>Draw from/(Contribution to) Operating Fund</b>	<b>(70,450)</b>	<b>-</b>	<b>(13,404)</b>	<b>(13,404)</b>	<b>-</b>			
<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

All figures subject to audit.

All figures subject to rounding.

**Schedule “B”**

Bill No.  
2020

By-law No.

A by-law to raise the amount required for the purposes of the Hyde Park Business Improvement Area Board of Management for the year 2020 in accordance with section 208 of the *Municipal Act, 2001*.

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

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

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

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

AND WHEREAS By-law CP-1519-490, as amended, provides for an improvement area to be known as the Hyde Park Business Improvement Area and establishes a Board of Management for it known as the Hyde Park Business Improvement Area Board of Management;

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

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

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

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

1. That the budget for the 2020 fiscal year submitted by the Hyde Park Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2020 fiscal year for the purposes of The Hyde Park Business Improvement Area Board of Management and pursuant to subsection 208(1) of the *Municipal Act, 2001* is \$386,401.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1519-490, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.

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

Ed Holder,  
Mayor

Catharine Saunders,  
City Clerk

First Reading – January 28, 2020  
Second Reading – January 28, 2020  
Third Reading – January 28, 2020

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>OLD EAST VILLAGE BUSINESS IMPROVEMENT AREA 2020 PROPOSED BUDGET – MUNICIPAL SPECIAL LEVY</b>

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

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions be taken with respect to the Old East Village Business Improvement Area:

- a. The Old East Village Business Improvement Area proposed 2020 budget submission in the amount of \$213,700 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2020 fiscal year for the purposes of the Old East Village Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$42,000;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “B”) with respect to Municipal Special Levy for the Old East Village Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 28, 2020.

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

Corporate Services Committee, March 19, 2019, Agenda item 2.14, Old East Village Business Improvement Area 2019 Proposed Budget – Municipal Special Levy  
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=59980>

<b>LINK TO STRATEGIC PLAN</b>
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Council’s 2019-2023 Strategic Plan for the City of London identifies “Growing Our Economy” and “Leading in Public Service” as strategic areas of focus; these involve working better together for economic growth with Business Improvement Areas and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the Business Improvement Areas of London in regards to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the Business Improvement Area members and thus promote continued growth in London’s economy.

<b>BACKGROUND</b>
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On December 18, 2019, the Board of Management of the Old East Village Business Improvement Area (OEV BIA) approved the 2020 budget (Schedule “A”), which was also presented to the members on October 30, 2019.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The OEV BIA has met this requirement in Schedule “A”, noting the 2020 total expenditure budget of \$213,700.

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

- a) The OEV BIA submitted a 2020 budget of \$213,700 which represents an increase of \$8,509 (4.1%) compared to its 2019 budget of \$205,191.

- b) Revenue includes the Municipal Special Levy of \$42,000 less a \$2,000 allowance for levy rebates, plus City of London Funding of \$141,102. Total revenue increased by \$8,509 (4.1%) due to an increase in the Draw from Operating Fund which will be used to cover the costs of planned projects in 2020.
- c) Significant changes to expenditures in 2020 include:
  - i. Purchased Services – an increase to cover the costs of contracting out bookkeeping services;
  - ii. Salaries and Benefits – an overall increase of \$5,239 (3.9%) as a result of organizational restructuring, after netting the decrease in “Administration” salaries with the increase in “Business Development” salaries.

At the time of submitting this report, audited 2019 financial statements were unavailable. Estimates received from the OEV BIA indicated that there is a projected 2019 year-end surplus of \$33,498. The unaudited December 31, 2019 reserve fund balance is \$8,300 and the unaudited projected balance in the Operating Fund is \$125,000.

The owners of business property within the business improvement area will be responsible for payment of \$42,000 to be raised by the Corporation for the 2020 fiscal year for the purposes of OEV BIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the OEV BIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>
<b>ZEINA NSAIR, CPA, CGA MANAGER, FINANCIAL MODELLING, FORECASTING AND SYSTEMS CONTROL</b>	<b>ALAN DUNBAR, CPA, CGA MANAGER FINANCIAL PLANNING &amp; POLICY</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>KYLE MURRAY, CPA, CA DIRECTOR FINANCIAL PLANNING &amp; BUSINESS SUPPORT</b>	<b>ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>



Schedule "A"

Old East Village Business Improvement Area  
2020 Proposed Budget  
with 2019 Comparators

Revenue Overview

OEVBIA Revenue Detail:	2018 Audited	2019 Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Rev	Increase / (Decrease) over 2019	% Budget Change over 2019
Municipal Special Levy	15,781	42,000	42,000	-	42,000		-	0.0%
Less: Allowance for Levy Rebates	(1,000)	(2,000)	(1,600)	400	(2,000)		-	0.0%
<b>Net Municipal Special Levy</b>	<b>14,781</b>	<b>40,000</b>	<b>40,400</b>	<b>400</b>	<b>40,000</b>		-	<b>0.0%</b>
Interest Revenue	-	66	61	(5)	65		(1)	(1.5%)
City of London Funding	141,102	141,102	141,102	-	141,102		-	0.0%
Draw from Operating Fund		24,023		(24,023)	32,533		8,510	35.4%
Reserve Fund Drawdown	-			-			-	0.0%
Miscellaneous	417			-			-	0.0%
<b>Total OEVBIA Revenue</b>	<b>156,300</b>	<b>205,191</b>	<b>181,563</b>	<b>(23,628)</b>	<b>213,700</b>	<b>100%</b>	<b>8,509</b>	<b>4.1%</b>

Expenditure Overview

OEVBIA Expenditure Detail:	2018 Audited	2019 Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Exp	Increase / (Decrease) over 2019	% Budget Change over 2019
<b>ADMINISTRATION</b>								
Telephone	1,169	1,500	1,200	300	1,500		-	0.0%
Travel	550	700	675	25	700		-	0.0%
Operating Supplies and Costs	561	1,000	350	650	1,000		-	0.0%
Printing and Communications	781	1,500	420	1,080	1,500		-	0.0%
Equipment / Building Allowance for Upgrades, Maintenance and Repairs	50	5,500	2,200	3,300	4,500		(1,000)	(18.2%)
Salary & Benefits	19,230	23,420	3,500	19,920	2,000		(21,420)	(91.5%)
Financial Audits	1,300	1,469	1,420	49	1,600		131	8.9%
Training, Education and Development	161	500	500	-	500		-	0.0%
Misc Administration	6,874	7,000	4,450	2,550	5,500		(1,500)	(21.4%)
<b>Total Administration</b>	<b>30,676</b>	<b>42,589</b>	<b>14,715</b>	<b>27,874</b>	<b>18,800</b>	<b>8.8%</b>	<b>(23,789)</b>	<b>(55.9%)</b>
<b>RENT</b>								
Office Rental	12,661	14,461	12,660	1,801	14,400		(61)	(0.4%)
<b>Total Rent</b>	<b>12,661</b>	<b>14,461</b>	<b>12,660</b>	<b>1,801</b>	<b>14,400</b>	<b>6.7%</b>	<b>(61)</b>	<b>(0.4%)</b>
<b>BUSINESS DEVELOPMENT / MEMBER SERVICES</b>								
Advertising, Marketing and Promotion	3,925	6,500	5,500	1,000	6,500		-	0.0%
Purchased Services	2,688	13,300	10,800	2,500	19,000		5,700	42.9%
Salary & Benefits	96,543	111,341	95,430	15,911	138,000		26,659	23.9%
Special Projects	1,820	6,500	3,300	3,200	6,500		-	0.0%
Beautification	1,697	5,000	3,450	1,550	5,000		-	0.0%
Community Initiatives	3,804	5,500	5,300	200	5,500		-	0.0%
<b>Total Business Development / Member Services</b>	<b>110,477</b>	<b>148,141</b>	<b>123,780</b>	<b>24,361</b>	<b>180,500</b>	<b>84.5%</b>	<b>32,359</b>	<b>21.8%</b>
HST Expense	508		550	(550)	-		-	0.0%
<b>Total Other</b>	<b>508</b>	<b>-</b>	<b>550</b>	<b>(550)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>Total OEVBIA Expenditures</b>	<b>154,322</b>	<b>205,191</b>	<b>151,705</b>	<b>53,486</b>	<b>213,700</b>	<b>100.0%</b>	<b>8,509</b>	<b>4.1%</b>
<b>Net Surplus / (Deficit)</b>	<b>1,978</b>	<b>-</b>	<b>29,858</b>	<b>29,858</b>	<b>-</b>			
<b>Draw from/(Contribution to) Operating Fund</b>	<b>(1,978)</b>	<b>-</b>	<b>(29,858)</b>	<b>(29,858)</b>	<b>-</b>			
<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

All figures subject to audit.

All figures subject to rounding.

**Schedule “B”**

Bill No.  
2020

By-law No.

A by-law to raise the amount required for the purposes of the Old East Village Business Improvement Area Board of Management for the year 2020 in accordance with section 208 of the *Municipal Act, 2001*.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2020 fiscal year submitted by the Old East Village Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2020 fiscal year for the purposes of The Old East Village Business Improvement Area Board of Management and pursuant to subsection 208(1) of the *Municipal Act, 2001* is \$42,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*.

5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.

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

Ed Holder,  
Mayor

Catharine Saunders,  
City Clerk

First Reading – January 28, 2020  
Second Reading – January 28, 2020  
Third Reading – January 28, 2020

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>LONDON DOWNTOWN BUSINESS ASSOCIATION 2020 PROPOSED BUDGET – MUNICIPAL SPECIAL LEVY</b>

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

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions be taken with respect to the London Downtown Business Association:

- a. The London Downtown Business Association proposed 2020 budget submission in the amount of \$1,826,490 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by the Corporation of the City of London for the 2020 fiscal year for the purposes of the London Downtown Business Association and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$1,915,390;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-2 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the London Downtown Business Association **BE INTRODUCED** at the Municipal Council meeting on January 28, 2020.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Corporate Services Committee, March 19, 2019, Agenda item 4.1, London Downtown Business Association 2019 Proposed Budget – Municipal Special Levy  
<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=59981>

<b>LINK TO STRATEGIC PLAN</b>
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Council’s 2019-2023 Strategic Plan for the City of London identifies “Growing Our Economy” and “Leading in Public Service” as strategic areas of focus; these involve working better together for economic growth with Business Improvement Areas and continuing to build strong working relationships with such community partners. In line with these areas of focus, the City provides guidance to the Business Improvement Areas of London in regards to establishment and ongoing business and financial operations. The City also acts as the intermediary with respect to collecting the approved levy amounts which fund services provided to the Business Improvement Area members and thus promote continued growth in London’s economy.

## BACKGROUND

On October 10, 2019, the Board of Management of the London Downtown Business Association (LDBA) approved the 2020 budget (Schedule "A") which was presented to the members at the Annual General Meeting on November 14, 2019.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The LDBA has met this requirement in Schedule "A", noting the 2020 total expenditure budget of \$1,826,490.

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

- a) The LDBA submitted a 2020 budget of \$1,826,490 which is the same as the prior year's approved budget.
- b) Revenue includes the Municipal Special Levy of \$1,915,390 less a \$90,000 tax write off, plus interest income of \$1,100. Total revenue is the same as the prior year's approved budget.
- c) Significant changes to expenditures in 2020 include:
  - i. Wages and Benefits - an increase to cover the cost of additional staff and contract requirements.
  - ii. Possible Move/Office Furniture - lease has been renewed on existing location, so moving costs and new furniture are no longer required.
  - iii. Communications and Marketing, Campaigns & Street Activations and Event Sponsorships - Campaigns & Street Activations and Event Sponsorships were previously included in Communications and Marketing but have now been listed as separate items in the 2020 budget. A net increase \$71,500 across the three expenditure lines is budgeted to support additional street activations and a new website.
  - iv. MainStreet Sponsorship and About Face Sponsorship - sponsorships have decreased as Mainstreet programs and work plans have been reduced, as determined by LDBA's Board of Management.

On October 10, 2019, the Board of Management of the LDBA approved the 2020 MainStreet London (MSL) budget (Schedule "B") and presented the budget to the membership for discussion at the Annual General Meeting.

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

- a) LDBA submitted MSL's 2020 budget of \$385,500, which represents a decrease of \$203,200 (34.5%) compared to its 2019 budget of \$588,700. The total decrease in revenue is a result of the following:
  - i. A significant decrease to the LDBA Sponsorship and About Face Sponsorship as Mainstreet programs and work plans (including wi-fi and recruitment) have been reduced.
  - ii. In 2019, Mainstreet received funding directly from the City of London to pay the contract for the Dundas Place manager. That contract ends in March 2020, generating a significant year over year decrease on this revenue line. A request for funding beyond March 2020 is included in City of London's additional investment business case #7A (Core Area Action Plan) in the 2020-2023 Multi-Year Budget.

Significant changes to MSL's expenditures in 2020 include:

- i. About Face - a decrease in 2020 to reflect reduced programs and work plans.
- ii. Dundas Place - a significant decrease as the contract for the Dundas Place manager ends in March 2020 (subject to 2020-2023 Multi-Year Budget decisions).
- iii. Wi-Fi - London Area Wireless Network (LAWN) - LDBA's Board of Management decided to cancel this program, saving \$37,000.
- iv. Recruitment - the budget has been reduced from \$65,000 to \$35,000.

At the time of submitting this report, audited 2019 financial statements were unavailable. Estimates received by the LDBA and MSL indicated that there is an estimated combined year-end surplus of \$294,348 for 2019 (LDBA surplus of \$294,294 and MSL surplus of \$54). The unaudited projected December 31, 2019 reserve fund balance is \$260,000 and the unaudited projected balance in the Operating Fund is \$400,000 including year-end adjustments.

The owners of business property within the BIA will be responsible for payment of \$1,915,390 to be raised by the Corporation for the 2020 fiscal year for the purposes of LDBA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the LDBA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

<b>PREPARED BY:</b>	<b>REVIEWED BY:</b>
<b>ZEINA NSAIR, CPA, CGA MANAGER, FINANCIAL MODELLING, FORECASTING AND SYSTEMS CONTROL</b>	<b>ALAN DUNBAR, CPA, CGA MANAGER FINANCIAL PLANNING &amp; POLICY</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>KYLE MURRAY, CPA, CA DIRECTOR FINANCIAL PLANNING &amp; BUSINESS SUPPORT</b>	<b>ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

Schedule "A"

London Downtown Business Association Improvement Area  
2020 Proposed Budget  
with 2019 Comparators

Revenue Overview

LDBA Improvement Area Revenue Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Rev	Increase / (Decrease) over 2019	% Budget Change over 2019
Municipal Special Levy	1,915,390	1,915,390	1,915,390	-	1,915,390		-	0.0%
Tax Write offs	(55,808)	(90,000)	(90,000)	-	(90,000)		-	0.0%
<b>Net Municipal Special Levy</b>	<b>1,859,582</b>	<b>1,825,390</b>	<b>1,825,390</b>	<b>-</b>	<b>1,825,390</b>		<b>-</b>	<b>0.0%</b>
Interest Income	2,950	1,100	2,800	1,700	1,100		-	0.0%
<b>Total LDBA Improvement Area Revenue</b>	<b>1,862,532</b>	<b>1,826,490</b>	<b>1,828,190</b>	<b>1,700</b>	<b>1,826,490</b>	<b>100.0%</b>	<b>-</b>	<b>0.0%</b>

Expenditure Overview

LDBA Improvement Area Expenditure Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Exp	Increase / (Decrease) over 2019	% Budget Change over 2019
<b>ADMINISTRATION</b>								
Wages and Benefits	435,910	486,000	484,684	1,316	570,000		84,000	17.3%
Telephone	13,463	15,000	13,682	1,318	14,000		(1,000)	(6.7%)
Stationery and Supplies	3,418	4,000	3,883	117	4,000		-	0.0%
Insurance	7,113	7,200	7,388	(188)	7,400		200	2.8%
Professional Services	3,529	3,600	26,258	(22,658)	3,600		-	0.0%
Purchase and Leasing Equipment	16,777	16,500	15,500	1,000	16,500		-	0.0%
Training / Conferences	19,607	18,000	6,106	11,894	18,000		-	0.0%
Meals and Entertainment	-	-	-	-	5,000		5,000	0.0%
Subscriptions / Memberships	3,618	3,100	3,482	(382)	3,100		-	0.0%
Legal & Audit	3,233	10,000	27,918	(17,918)	20,000		10,000	100.0%
Cleaning	8,146	8,000	7,991	9	8,000		-	0.0%
Board Development & Expenses	5,132	5,000	3,165	1,835	5,000		-	0.0%
Office Furniture	7,979	11,000	-	11,000	-		(11,000)	(100.0%)
Possible Move	-	60,000	-	60,000	-		(60,000)	(100.0%)
Miscellaneous Expense	3,513	3,290	1,517	1,773	3,390		100	3.0%
<b>Total Administration</b>	<b>531,438</b>	<b>650,690</b>	<b>601,574</b>	<b>49,116</b>	<b>677,990</b>	<b>37.1%</b>	<b>27,300</b>	<b>4.2%</b>
<b>RENT</b>								
Rent and Hydro	69,194	80,000	78,820	1,180	83,000		3,000	3.8%
<b>Total Rent</b>	<b>69,194</b>	<b>80,000</b>	<b>78,820</b>	<b>1,180</b>	<b>83,000</b>	<b>4.5%</b>	<b>3,000</b>	<b>3.8%</b>
<b>MEMBER SERVICES</b>								
Graffiti Removal	52,200	53,000	52,200	800	53,000		-	0.0%
Business to Business	-	-	-	-	6,000		6,000	0.0%
Annual General Meeting	24,190	20,000	7,290	12,710	8,000		(12,000)	(60.0%)
<b>Total Member Services</b>	<b>76,390</b>	<b>73,000</b>	<b>59,490</b>	<b>13,510</b>	<b>67,000</b>	<b>3.7%</b>	<b>(6,000)</b>	<b>(8.2%)</b>
<b>BUSINESS DEVELOPMENT</b>								
Communications & Marketing	409,014	284,000	228,741	55,259	258,000		(26,000)	(9.2%)
Campaigns & Street Activations	-	-	-	-	51,500		51,500	0.0%
Event Sponsorships	-	-	-	-	46,000		46,000	0.0%
Promo Downtown Dollars	65,000	65,000	60,000	5,000	60,000		(5,000)	(7.7%)
MainStreet Sponsorship	266,065	219,700	128,100	91,600	149,500		(70,200)	(32.0%)
MainStreet About Face Sponsorship	174,435	225,000	183,700	41,300	200,000		(25,000)	(11.1%)
Planters	24,376	30,000	28,847	1,153	30,000		-	0.0%
Public Art	6,518	10,000	2,250	7,750	10,000		-	0.0%
Clean Team	142,078	146,100	149,443	(3,343)	152,500		6,400	4.4%
Volunteer Recognition	-	2,500	101	2,399	4,000		1,500	60.0%
Miscellaneous	1,898	5,000	1,830	3,170	3,000		(2,000)	(40.0%)
<b>Total Business Development</b>	<b>1,089,385</b>	<b>987,300</b>	<b>783,012</b>	<b>204,288</b>	<b>964,500</b>	<b>52.8%</b>	<b>(22,800)</b>	<b>(2.3%)</b>
HST	11,887	35,500	11,000	24,500	34,000		(1,500)	(4.2%)
<b>Total LDBA Improvement Area</b>	<b>1,778,292</b>	<b>1,826,490</b>	<b>1,533,896</b>	<b>292,594</b>	<b>1,826,490</b>	<b>100.0%</b>	<b>-</b>	<b>0.0%</b>
Net Surplus / (Deficit)	<b>84,240</b>	-	<b>294,294</b>	<b>294,294</b>	-		-	-
Draw from / (Contribution to) Operating	<b>(84,240)</b>	-	<b>(294,294)</b>	<b>(294,294)</b>	-		-	-
<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

All figures subject to audit.

All figures subject to rounding.

Schedule "B"

MainStreet London  
2020 Proposed Budget  
with 2019 Comparators

Revenue Overview

MainStreet London Revenue Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Rev	Increase / (Decrease) over 2019	% Budget Change over 2019
London Downtown Business Association Sponsorship	266,065	219,700	128,071	(91,629)	149,500		(70,200)	(32.0%)
LDBA Sponsorship for About Face	174,435	225,000	183,700	(41,300)	200,000		(25,000)	(11.1%)
City of London Funding - Dundas Place Manager	37,812	144,000	144,000	-	36,000		(108,000)	(75.0%)
Interest Income	2,023	-	-	-	-		-	0.0%
<b>Total MainStreet London Revenue</b>	<b>480,335</b>	<b>588,700</b>	<b>455,771</b>	<b>(132,929)</b>	<b>385,500</b>	<b>100.0%</b>	<b>(203,200)</b>	<b>(34.5%)</b>

Expenditure Overview

MainStreet London Expenditure Detail:	2018 Audited	2019 Approved Budget	2019 Projected Actuals	2019 Projected Surplus (Deficit)	2020 Proposed Budget	% of Total Exp	Increase / (Decrease) over 2019	% Budget Change over 2019
<b>ADMINISTRATION</b>								
Personnel Costs	92,651	93,800	93,380	420	95,000		1,200	1.3%
<b>Total Administration</b>	<b>92,651</b>	<b>93,800</b>	<b>93,380</b>	<b>420</b>	<b>95,000</b>	<b>24.6%</b>	<b>1,200</b>	<b>1.3%</b>
<b>ORGANIZATION / DESIGN / PROMOTION</b>								
About Face	174,435	225,000	183,700	41,300	200,000		(25,000)	(11.1%)
Dundas Place	37,812	144,000	144,000	-	36,000		(108,000)	(75.0%)
TIL Bad Debt	13,784	-	-	-	-		-	0.0%
Wi-Fi - LAWN	48,164	37,000	10,282	26,718	-		(37,000)	(100.0%)
Business Retention	13,349	14,700	10,952	3,748	15,000		300	2.0%
Recruitment	77,230	65,000	10,403	54,597	35,000		(30,000)	(46.2%)
<b>Total Organization / Design / Promotion</b>	<b>364,774</b>	<b>485,700</b>	<b>359,337</b>	<b>126,363</b>	<b>286,000</b>	<b>74.2%</b>	<b>(199,700)</b>	<b>(41.1%)</b>
HST Write off of 50% at year end	4,956	9,200	3,000	6,200	4,500		(4,700)	(51.1%)
<b>Total Other</b>	<b>4,956</b>	<b>9,200</b>	<b>3,000</b>	<b>6,200</b>	<b>4,500</b>	<b>1.2%</b>	<b>(4,700)</b>	<b>(51.1%)</b>
<b>Total MainStreet London Expenditure</b>	<b>462,381</b>	<b>588,700</b>	<b>455,717</b>	<b>132,983</b>	<b>385,500</b>	<b>100.0%</b>	<b>(203,200)</b>	<b>(34.5%)</b>
Net Surplus / (Deficit)	17,954	-	54	54	-		-	-
Draw from (Contribution to) Operating Fund	(17,954)	-	(54)	(54)	-		-	-
<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

All figures subject to audit.

All figures subject to rounding.



**Schedule “C”**

Bill No.  
2020

By-law No.  
A by-law to raise the amount required for the purposes of the London Downtown Business Improvement Area Board of Management for the year 2020 in accordance with section 208 of the *Municipal Act, 2001*.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2020 fiscal year submitted by the London Downtown Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2020 fiscal year for the purposes of the London Downtown Business Improvement Area Board of Management and pursuant to subsection 208(1) of the *Municipal Act, 2001* is \$1,915,390.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-2, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*.
5. The administration of this by-law is delegated to the City Treasurer who is hereby authorized and directed to do such things as may be necessary or advisable to carry out fully the provisions of this by-law.

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

Ed Holder,  
Mayor

Catharine Saunders,  
City Clerk

First Reading – January 28, 2020  
Second Reading – January 28, 2020  
Third Reading – January 28, 2020

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>ASSESSMENT GROWTH FOR 2020, CHANGES IN TAXABLE PHASE-IN VALUES, AND SHIFTS IN TAXATION AS A RESULT OF REASSESSMENT</b>

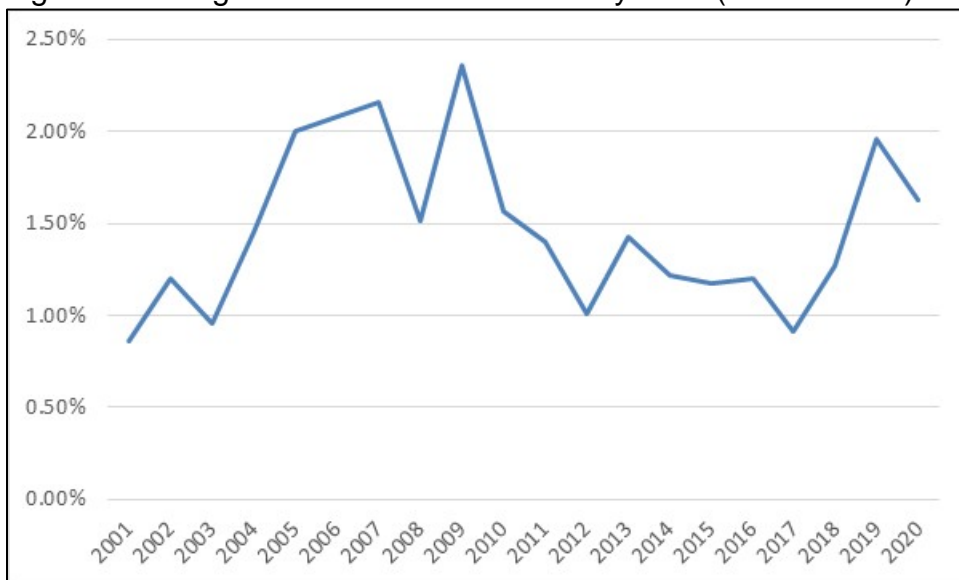
**RECOMMENDATION**

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, this report **BE RECEIVED** for information purposes.

**BACKGROUND**

Each year, coinciding with the budget process, weighted assessment growth is calculated as it generates incremental tax revenue. The allocation of this incremental tax revenue is reported to Council in March, in accordance with Council’s Assessment Growth Policy (By-law No. CPOL.-353-344). This report indicates that the weighted assessment growth is calculated to be 1.63% for 2020 taxation. The historical trend in weighted assessment growth is presented in the below graph as Figure 1.

Figure 1 – Weighted Assessment Growth by Year (2001 – 2020)



**Assessment Growth**

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

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

Schedule “A”, attached, details the growth which has occurred in weighted assessment for the 2020 taxation year. Assessment has been weighted using tax ratios which were applicable in the 2019 year. The uniform base year which has been used for the determination of property valuations is 2019 phase-in values. Schedule “A” indicates that the total weighted assessment growth for 2020 for the City is 1.63%.

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

<b>Year</b>	<b>Assessment Growth</b>	<b>Year</b>	<b>Assessment Growth</b>
2001	0.86%	2011	1.40%
2002	1.20%	2012	1.01%
2003	0.96%	2013	1.43%
2004	1.45%	2014	1.22%
2005	2.00%	2015	1.17%
2006	2.08%	2016	1.20%
2007	2.16%	2017	0.91%
2008	1.51%	2018	1.27%
2009	2.36%	2019	1.96%
2010	1.57%	2020	1.63%

**Change in Property Valuations from Reassessment to 2016 Base Year**

As referred to above, change in property valuations is a separate and distinct topic from assessment growth. For year 2013 taxation, all properties in Ontario were valued using a 2012 base year for market value determination. The 2012 values were phased in over a four (4) year period beginning in 2013 and ending in 2016. For the years 2017, 2018, 2019 and 2020, taxation is based on phasing in 2016 market values for the four (4) year period.

Schedule “B”, attached, indicates the changes that will occur in the taxable phase-in values between 2019 and 2020 based on information provided by the Municipal Property Assessment Corporation (MPAC). Schedule “B” indicates that the increase in total phase-in values of all taxable properties in London from 2019 to 2020 will be 2.62%. The phase-in value change for each class is also shown separately in Schedule “B”.

**Potential Shifts in Municipal Taxation between Property Classes as a result of the 2020 Phase-in Values**

Schedule “C”, attached, indicates the shifts in municipal taxation that will occur in 2020 between property classes as a result of the 2020 phase-in values if no changes are made to 2019 tax ratios. Tax ratios determine how heavily a property class is taxed relative to the residential class. If no changes were made in tax ratios in 2020, the effect of the 2020 phase-in values on the average tax change in the various classes is shown in the final column of Schedule “C”. The tax change in the various classes will be analysed and reviewed in greater detail later in the year after the 2020-2023 Multi-Year Budget is approved by Council and all of the regulations related to 2020 Tax Policy and education tax rates have been finalized by the Province.

**Conclusion**

Weighted assessment growth is an important part of municipal taxation as it generates additional incremental revenue. This growth represents new construction in the municipality, less adjustments, resulting from assessment appeals and property classification changes, which is not to be confused with changes in the value of existing properties. Total weighted assessment growth in 2020 is 1.63% (1.96% for 2019).

Looking ahead, Civic Administration will be bringing forward a “Future Tax Policy Report” which will discuss possible directions related to tax ratios. In the spring, consistent with past practice and finalization of education tax rates, Civic Administration will bring forward the annual Tax Policy report which will establish tax ratios for 2020 property taxation.

<b>PREPARED BY:</b>	<b>CONCURRED BY:</b>
<b>JIM LOGAN, CPA, CA DIVISION MANAGER - TAXATION AND REVENUE</b>	<b>IAN COLLINS, CPA, CMA DIRECTOR, FINANCIAL SERVICES</b>
<b>RECOMMENDED BY:</b>	
<b>ANNA LISA BARBON, CPA, CA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>	

Attached.     Schedule A  
                  Schedule B  
                  Schedule C

cc. Kyle Murray, Director, Financial Planning & Business Support

**SCHEDULE "A"**  
**ANALYSIS OF 2020 WEIGHTED ASSESSMENT GROWTH USING 2019 PHASE-IN VALUES**

<b>Property Class</b>	<b>Weighted 2019 Assessment Roll (using 2019 Phase-in Values Per MPAC)</b>	<b>Weighted 2020 Assessment Roll (using 2019 Phase-in Values Per MPAC)</b>	<b>% Change</b>	<b>% of Total Assessment Growth</b>
Commercial	\$7,080,914,955	\$7,134,415,889	0.76%	0.10%
Office Building	\$722,153,309	\$714,406,142	-1.07%	-0.02%
Farmland	\$45,187,985	\$43,748,763	-3.18%	0.00%
Industrial	\$672,747,443	\$677,474,135	0.70%	0.01%
Large Industrial	\$376,180,975	\$383,572,479	1.96%	0.01%
Multi-residential	\$2,896,601,587	\$2,932,805,725	1.25%	0.07%
New Multi-residential	\$0	\$12,469,420	#DIV/0!	0.02%
Pipeline	\$180,159,119	\$182,877,730	1.51%	0.01%
Residential	\$36,347,272,982	\$37,155,307,862	2.22%	1.57%
Shopping Centre	\$3,113,690,348	\$3,034,710,043	-2.54%	-0.15%
Managed Forest	\$275,528	\$240,672	-12.65%	0.00%
	<b>\$51,435,184,230</b>	<b>\$52,272,028,858</b>	<b>1.63%</b>	<b>1.63%</b>
Commercial Including Optional Classes (1)	\$10,916,758,612	\$10,883,532,073	-0.30%	-0.06%
Farmland	\$45,187,985	\$43,748,763	-3.18%	0.00%
Industrial Including Optional Classes (2)	\$1,048,928,418	\$1,061,046,613	1.16%	0.02%
Multi-residential	\$2,896,601,587	\$2,932,805,725	1.25%	0.07%
New Multi-residential	\$0	\$12,469,420	#DIV/0!	0.02%
Pipeline	\$180,159,119	\$182,877,730	1.51%	0.01%
Residential	\$36,347,272,982	\$37,155,307,862	2.22%	1.57%
Managed Forest	\$275,528	\$240,672	-12.65%	0.00%
	<b>\$51,435,184,230</b>	<b>\$52,272,028,858</b>	<b>1.63%</b>	<b>1.63%</b>

Note:

1) Commercial Including Optional Classes comprises: Commercial, Office Building and Shopping Centre property classes.

2) Industrial Including Optional Classes comprises: Industrial and Large Industrial property classes.

**SCHEDULE "B"**  
**CHANGES IN TAXABLE VALUE OF PROPERTIES FOR 2020 TAXATION**

Property Class	Assessments for 2020 Taxation at 2019 Phase-in Values	Assessments for 2020 Taxation at 2020 Phase-in Values	% Change
Commercial	\$3,761,432,896	\$3,967,737,118	5.48%
Office Building	\$373,104,448	\$385,734,477	3.39%
Farmland	\$425,488,846	\$486,941,500	14.44%
Industrial	\$371,092,817	\$383,406,288	3.32%
Large Industrial	\$202,285,382	\$206,981,632	2.32%
Multi-residential	\$1,679,125,488	\$1,748,596,165	4.14%
New Multi-residential	\$12,469,420	\$12,981,100	4.10%
Pipeline	\$106,758,745	\$109,021,500	2.12%
Residential	\$37,156,918,791	\$37,866,398,777	1.91%
Shopping Centre	\$1,581,087,972	\$1,698,612,908	7.43%
Managed Forest	\$962,686	\$1,059,000	10.00%
	<b>\$45,670,727,491</b>	<b>\$46,867,470,465</b>	<b>2.62%</b>

Commercial Including Optional Classes (1)	\$5,715,625,316	\$6,052,084,503	5.89%
Farmland	\$425,488,846	\$486,941,500	14.44%
Industrial Including Optional Classes (2)	\$573,378,199	\$590,387,920	2.97%
Multi-residential	\$1,679,125,488	\$1,748,596,165	4.14%
New Multi-residential	\$12,469,420	\$12,981,100	4.10%
Pipeline	\$106,758,745	\$109,021,500	2.12%
Residential	\$37,156,918,791	\$37,866,398,777	1.91%
Managed Forest	\$962,686	\$1,059,000	10.00%
	<b>\$45,670,727,491</b>	<b>\$46,867,470,465</b>	<b>2.62%</b>

Note:

1) Commercial Including Optional Classes comprises: Commercial, Office Building and Shopping Centre property classes

2) Industrial Including Optional Classes comprises: Industrial and Large Industrial property classes

**SCHEDULE "C"**  
**ESTIMATED SHIFTS IN MUNICIPAL TAXATION BETWEEN PROPERTY CLASSES WITH NO CHANGE IN TAX LEVY OR RATIOS FOR**  
**2020**

Property Class	Allocation of General Levy Using 2019 Phase-in Values	Allocation of General Levy Using 2020 Phase-in Values	% Change
Commercial	\$84,130,815	\$86,238,242	2.50%
Office Building	\$8,424,456	\$8,464,620	0.48%
Farmland	\$515,897	\$573,822	11.23%
Industrial	\$7,988,944	\$8,007,024	0.23%
Large Industrial	\$4,523,183	\$4,497,255	-0.57%
Multi-residential	\$34,584,371	\$34,998,738	1.20%
New Multi-residential	\$147,043	\$148,776	1.18%
Pipeline	\$2,156,539	\$2,140,387	-0.75%
Residential	\$438,144,679	\$433,966,638	-0.95%
Shopping Centre	\$35,786,059	\$37,366,288	4.42%
Managed Forest	\$2,838	\$3,034	6.91%

<b>\$616,404,824</b>	<b>\$616,404,824</b>	<b>0.00%</b>
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Commercial Including Optional Classes (1)	\$128,341,330	\$132,069,149	2.90%
Farmland	\$515,897	\$573,822	11.23%
Industrial Including Optional Classes (2)	\$12,512,127	\$12,504,279	-0.06%
Multi-residential	\$34,584,371	\$34,998,738	1.20%
New Multi-residential	\$147,043	\$148,776	1.18%
Pipeline	\$2,156,539	\$2,140,387	-0.75%
Residential	\$438,144,679	\$433,966,638	-0.95%
Managed Forest	\$2,838	\$3,034	6.91%

<b>\$616,404,824</b>	<b>\$616,404,824</b>	<b>0.00%</b>
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Note:

1) Commercial Including Optional Classes comprises: Commercial, Office Building and Shopping Centre property classes.

2) Industrial Including Optional Classes comprises: Industrial and Large Industrial property classes.



<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 20, 2020</b>
<b>FROM:</b>	<b>LYNNE LIVINGSTONE DEPUTY CITY MANAGER</b>
<b>SUBJECT:</b>	<b>MEMORANDUM OF UNDERSTANDING BETWEEN THE N'AMERIND FRIENDSHIP CENTRE AND THE CORPORATION OF THE CITY OF LONDON</b>

**RECOMMENDATION**

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

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- None.

**BACKGROUND**

Oral history and archeological records show that the London region has been inhabited for over 10,000 years. The Indigenous peoples who have called this region home for millennia include the Anishinaabeg, Haudenosaunee, and Lenni-Lenape Nations.

The N'Amerind Friendship Centre plays a significant role in the urban Indigenous community in London. In addition to hosting a variety of culturally appropriate programming for urban Indigenous residents of London, it serves as a centre for education, culture and overall community development. The City of London recognizes the importance of the role that the N'Amerind Friendship Centre plays.

**DISCUSSION**

In 2019, representatives from the N'Amerind Friendship Centre (N'Amerind), the City of London and the Ontario Federation of Indigenous Friendship Centres (OFIFC) worked to develop the attached Memorandum of Understanding (MOU).

The purpose of the MOU is to formally strengthen the relationship between the administrations of N'Amerind and the City of London and to achieve greater impact in the lives of urban Indigenous people in the City of London through strategically partnering resources and sharing expertise when possible.

The MOU includes the following principles which outline how this work will be undertaken:

- a) Respect for Indigenous Cultures and Spiritualities: Indigenous expertise in Indigenous cultures is recognized, and community-based approaches are understood as essentially linked to positive outcomes.
- b) Respect for Indigenous Diversity: The distinction and diversity of Indigenous people across Ontario is recognized and respected.
- c) Driven by Community: Community-identified needs and priorities provide the basis for policy and program development.

- d) Collaboration and Co-Development: Recognition of the value of Indigenous expertise to design, plan, implement and evaluate policy and programs that impact the wellbeing of Indigenous peoples. Recognition of the mutual benefit from community partnership and the best utilization of resources to reach the common goal of improving the lives of Indigenous people in London.

The implementation of the MOU includes the following areas of focus:

- a) Relationship Building and Maintenance;
- b) Collaboration; and,
- c) Communication and Information Exchange.

Through these areas of focus, N’Amerind and the City of London commit to: engaging one another on shared interests and objectives (both current and emerging); developing a mutual understanding of the structures, roles and responsibilities of each organization; collaborating across relevant policy and program areas in the interests of urban Indigenous people in London; and, creating increased opportunities for knowledge exchange and ongoing communication.

In addition to establishing an open line of communication and dialogue between the organizations, on a bi-annual basis, the Executive Director of N’Amerind and the City Manager and/or Deputy City Manager of the City of London will meet to discuss the above-noted items. An annual review of the MOU will take place as part of these meetings in order to assess the impact of the MOU and identify any potential changes or updates that may be required.

**FINANCIAL IMPACT**

There are no financial impacts as a result of this MOU.

**LINK TO STRATEGIC PLAN**

Council’s Strategic Plan for the City of London, 2019-2023, identifies ‘Leading in Public Service’ as a Strategic Area of Focus. This Strategic Area of Focus includes the outcome ‘The City of London is trusted, open, and accountable in service of our community’ and the expected result ‘Building relationships with Indigenous peoples that are respectful, transparent, responsive and accountable.’

**CONCLUSION**

The City of London is committed to being a responsive and modern service partner, fostering change to build a better London for all. The establishment of a MOU between the administrations of N’Amerind and the City of London will strengthen the relationship between the organizations and achieve greater impact in improving the lives of urban Indigenous people in the City of London.

Acknowledgements: Thanks and appreciation is extended to Louloua Habli from the Ontario Federation of Indigenous Friendship Centres for her guidance and support in the development of this MOU.

<b>PREPARED BY:</b>	<b>SUBMITTED BY:</b>
<b>NICK STEINBURG SPECIALIST, GOVERNMENT AND EXTERNAL RELATIONS</b>	<b>ROSANNA WILCOX DIRECTOR, SERVICE, INNOVATION AND PERFORMANCE</b>
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>PATTI MCKAGUE DIRECTOR, STRATEGIC COMMUNICATIONS, GOVERNMENT RELATIONS AND COMMUNITY ENGAGEMENT</b>	<b>LYNNE LIVINGSTONE DEPUTY CITY MANAGER</b>

- c. Al Day, Executive Director, N'Amerind Friendship Centre  
Louloua Habli, Policy Analyst – Urban Indigenous Issues, Ontario Federation of  
Indigenous Friendship Centres

## APPENDIX A

### Memorandum of Understanding

#### N'Amerind Friendship Centre and City of London Corporation

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**Purpose:** to formally strengthen the relationship existing between the N'Amerind Friendship Centre and The Corporation of the City of London and to achieve greater impact in improving the lives of urban Indigenous people in the City of London through strategically partnering resources and sharing expertise when possible.

#### **Roles and Responsibilities:**

##### N'Amerind Friendship Centre

The N'Amerind Friendship Centre plays a significant role in the urban Indigenous community as a centre for education, culture and site of community development. N'Amerind hosts a variety of culturally-appropriate programming for urban Indigenous residents of London, spanning all stages of the lifecycle. Through its work with community members and as part of the broader Friendship Centre Movement, N'Amerind is uniquely positioned to understand what the needs of London's Indigenous community are and meet those needs through partnerships with mainstream service providers and municipalities such as the City of London.

##### Corporation of the City of London

Oral history and archeological records show that the London region has been inhabited for over 10,000 years. The Indigenous peoples who have called this region home for millennia include the Anishinaabeg, Haudenosaunee, and Lenni-Lenape Nations. The City of London was founded in 1826, and was quickly established as an administrative and military centre in the region. London's geographic position and strong manufacturing sector ensured continued growth through the 20<sup>th</sup> century, with major annexation of local communities occurring in 1961. London continues to play a key role as a regional hub for Southwest Ontario, a region of 2.5 million people. The City of London is committed to being a responsive and modern service partner, fostering change to build a better London for all.

#### **Principles:**

- a) **Respect for Indigenous Cultures and Spiritualities:** Indigenous expertise in Indigenous cultures is recognized, and community-based approaches are understood as essentially linked to positive outcomes.
- b) **Respect for Indigenous Diversity:** The distinction and diversity of Indigenous people across Ontario is recognized and respected.
- c) **Driven by Community:** Community-identified needs and priorities provide the basis for policy and program development.
- d) **Collaboration and Co-Development:** Recognition of the value of Indigenous expertise to design, plan, implement and evaluate policy and programs that impact the wellbeing of Indigenous peoples. Recognition of the mutual benefit from community partnership and the best utilization of resources to reach the common goal of improving the lives of Indigenous people in London.

## **Implementation:**

### 1) Relationship-Building and Maintenance

N'Amerind and the City of London commit to engage with one another in legislative, policy and programmatic areas where we share interests or objectives. N'Amerind and the City of London commit to facilitate a mutual understanding of their organizational structure, their roles and responsibilities in the community, and any emerging opportunities to collaborate and increase the scope and impact of our programming. Engagement will include:

- a) Bi-Annual meetings between the Executive Director of N'Amerind and the City of London's City Manager and/or Deputy City Manager. The City Manager and/or Deputy City Manager and N'Amerind's Executive Director will work together to set the agendas.
- b) Annual reviews of the Memorandum of Understanding as part of the biannual meetings between N'Amerind and City of London. These reviews will include an evaluative element that assesses our progress in implementing the principles and action items of this MOU and discuss any necessary changes that need to be made to the agreement to reflect our relationship as it develops.

### 2) Collaboration

N'Amerind and the City of London agree to collaborate across relevant policy and program areas in the interests of urban Indigenous people in London. Such activities may include identifying future opportunities for mutual support and partnership in areas of mutual concern, such as but not limited to:

- a. Addressing the housing and homelessness challenges faced particularly by Indigenous residents in London, through initiatives such as the Urban Indigenous Homeward Bound Program;
- b. Facilitating greater access to culturally-appropriate children and youth services and programming for urban Indigenous communities in London;
- c. Addressing the lack of culturally-safe employment and social assistance services for urban Indigenous communities in London;
- d. Increasing awareness, education and cultural competency in the City of London;
- e. Identifying emerging opportunities and issues.

### 3) Communication and Information Exchange:

N'Amerind and the City of London will work together towards creating increased opportunities for knowledge exchange and ongoing communication. This involves sharing relevant program and policy information, and consistent communication between City of London and N'Amerind staff as required.

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING JANUARY 20, 2020</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT:</b>	<b>APPLICATION – ISSUANCE OF PROCLAMATION LONDON BLACK HISTORY MONTH 2020</b>

**RECOMMENDATION**

That, the Civic Administration BE ADVISED as to how Municipal Council wishes to proceed with the attached (Appendix “A”) request to proclaim February as “London Black History Month 2020”.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Corporate Services Committee – December 3, 2019  
Corporate Services Committee – January 6, 2020

**BACKGROUND**

That following resolution was adopted at the Municipal Council Meeting held on January 14, 2020:

“That the proposed by-law, as appended to the staff report dated January 6, 2020 BE INTRODUCED at the Municipal Council meeting to be held on January 14, 2020 to repeal Council Policy By-law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418, being “Issuance of Proclamations Policy” and replace it with a new Council Policy entitled “Issuance of Proclamations Policy”; it being noted that this Policy will be enacted as a pilot project.”

In response to the enactment of the above-noted Policy, the Civic Administration received the attached “Proclamation Request Form” and supporting documentation (Appendix “A”) requesting that the month of February be proclaimed “London Black History Month 2020”. Additional information regarding the organization can be found at the following link: <http://www.lcclc.org/index.php/black-history-month>

A copy of the “Issuance of Proclamations Policy” is attached as Appendix “B” to this report.

The Policy sets out the following provisions:

- The request must clearly identify the significance and connection of the proclamation to the mandate and goals as set out in the City of London’s Strategic Plan.
- The Application must provide sufficient background information about the organization, cause or event being proclaimed and the proposed text for inclusion in the proclamation. The Proposed text is subject to approval by the City of London to ensure compliance with the City of London’s policies and by-laws.

The information submitted by the Applicant in support of their Application can be found on the attached Appendix “A” and the link noted above.

At the time of the preparation of this Report, the wording of the proposed Proclamation was not available.

<b>CONCLUSION</b>
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The Civic Administration is seeking direction from the Municipal Council as to how they wish to proceed with proceed with the attached (Appendix "A") request to proclaim February as "London Black History Month 2020.

<b>SUBMITTED BY:</b>

<b>CATHY SAUNDERS CITY CLERK</b>
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## Proclamation Request Form

Requests for the issuance of proclamations are governed by Council Policy (excerpted below). Requests must be received at least six (6) weeks in advance of the requested issuance date and may be emailed to the City Clerk at [ClerksApprovalRequests@london.ca](mailto:ClerksApprovalRequests@london.ca) or mailed to City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9.

### Request details

Name of Organization <b>London Black History Coordinating Committee</b>
Date Proclamation Required Monday January 28, 2020 or anytime that week – before Saturday February 1, 2020
Proclamation Name London Black History Month 2020
Proclamation Type (day), (week), (month) Monday January 28, 2020
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) Public Awareness and Recognition of the contributions of people of African descent who have called London Home since 1865
Requester Name Carl Cadogan, Chair
Requester Telephone Number
Requester Email Address
Requester Address C/O London Cross Cultural Centre 505 Dundas Street London, Ontario N6B 1W4
Required Supporting Documents <ul style="list-style-type: none"> <li>• Detail information on the Organization</li> <li>• Detail information on the Event</li> <li>• Confirmation of authorization from the Organization to submit the request</li> </ul>



The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.



14.01.2022

Signature

Date

#### NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected on this form is collected under the authority of the *Municipal Act, 2001, S.O. 2001, c. 25* and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: [csaunder@london.ca](mailto:csaunder@london.ca)

## **2020 Theme – Our Community is our Strength**

The London Black History Coordinating Committee, since its inception, has been supported by the London Cross Cultural Learner Centre. From its mission statement: *LCCLC is a community organization that exists to provide settlement services and support to newcomers and to promote intercultural awareness and understanding.* The centre provides outreach support to the committee and an employee of the LCCLC is a member of our committee.

Since 2001, the London Black History Coordinating Committee has held events to celebrate Black History Month. The Committee also acts as a coordinating body to ensure that the community knows about all events not only those developed and planned by the Committee. In 2019, the committee organized six events and continued to promote other similar events in the London area on our Facebook page and on our website. The events in 2019 included: The Opening Ceremony, which featured performances as well as booths displaying information about various cultural groups; The African Food Festival, a food experience featuring food from three East African and three West African countries. The Children’s Festival, held at the downtown branch of LPL, with a turnout of over 350 people including over three hundred children; the Closing Gala, which featured the Black Community Achievement Award ceremony as well as a number of musical and artistic performances.

Through entertainment and education, Black History Month assists with increasing the knowledge in London about the contributions of Canadians of African descent. The social nature of the activities organized and supported, provides time for the community to present their successes and achievements to the city, highlighting their contributions and encouraging more interactions among and between Londoners of different cultures and races. Reducing negative stereotypes and increasing opportunities for community engagement is a proven method for helping to reduce prejudice and discrimination.

Volunteer Committee (Representing almost 20 different organizations and institutions)

Carl Cadogan

leroy@lusocentre.org;

Mercy Nleya

Rita Giroux-Patience

Christina Lord

Speciose.Mukakamanzi

Jean Pierre Cantin

Silence Genti

Lana.Winchester-Tucker

Scholastica Ashchop

Saleha Khan

Alisha Moser

Fanny Newport

Gabrielle Laurin

Katherine Dann

Sara Sale

Vilma Francois



January 15, 2020

Councillor Arielle Kayabaga  
London City Hall  
300 Dufferin Avenue  
London, Ontario

Arielle, I looked at the City of London's strategic plan and I believe the two points below best describe how LBHCC fits in. It is also more than those from the Black community fitting in, and feeling a sense of belonging, but it also means that others, who are not as familiar and know nothing of how far back our community goes in this city, will also learn more through the programming in February.

Strategic Priorities:

- Increase the number of residents who feel welcomed and included
- Create inclusive engagement opportunities for Londoners

We look forward to seeing this proclamation in place after such a long time and your valiant work.

Sincerely,

Carl Cadogan, Chair

London Black History Coordinating Committee



November 19, 2019

Councillor Arielle Kayabaga  
London City Hall  
300 Dufferin Avenue  
London, Ontario

**Endorsing Motion to proclaim Black History Month**

The London Black History Coordinating Committee is delighted that London City Council will vote on a motion to proclaim February as Black History Month effective 2020.

This is a long overdue acknowledgement for many Londoners of black origin. Proclaiming BHM will demonstrate the deep appreciation of the connection, history and contributions of the Black Community to London.

The proclamation will also allow every Londoner to gain a greater understanding of London's heritage.

We hope the City will favourably consider this motion. History will look upon this motion as a momentous occasion for a progressive city that embraces its diverse histories and

Sincerely,

Carl Cadogan, Chair

London Black History Coordinating Committee



# BLACK HISTORY MONTH

## EVENTS 2020

OUR COMMUNITY IS OUR STRENGTH

### OPENING CELEBRATION

Saturday February 1  
12:45 – 4 pm  
Museum London  
421 Ridout Street North

**FEB 1**  
FREE

“Cultural groups and services present their art, crafts, entertainment, music and delicious food. Special Guest Speaker: Christopher Taylor Professor at the University of Waterloo. He currently teaches in the Department of History and the Arts First program and is an accomplished author of *Flying Fish in the Great White North: The Autonomous Migration of Black Barbadians*.

Contact: Museum London 519-661-0333  
Leroy: leroy@lusocentre.org

### MOVIE NIGHT

Wednesday February 19  
6-9pm  
Central Library Wolf Performance Hall  
251 Dundas St

**FEB 19**  
FREE

Lee Daniels' film tells the story of Cecil Gaines, a White House butler who served eight American presidents over three decades. The film traces the dramatic changes that swept American society during this time, from the civil rights movement to Vietnam and beyond, and how those changes affected this man's life and family. This program was prepared in partnership with Congress of Black Women of Canada, London Chapter. Contact: info@lpl.ca

### 2020 BLACK COMMUNITY ACHIEVEMENT AWARD - Call for Nominees

The London Black History Coordinating Committee will recognize two deserving members of our community (one male and one female) based on their past and or present service and contribution to the community, both in the Black community and the community at large.

Forms available online -lbhcc.ca/awards  
Contact: info@lbhcc.ca

### BLACK HISTORY MONTH FILMS AT THE LIBRARY

Beacock - 2 pm, February 1  
East London, - 6:30 pm, Feb 6  
Landon - 2 pm, Feb. 12  
Bostwick - 2 pm, Feb. 15  
Cherryhill - 6:30 pm, Feb. 20  
Stoney Creek - 12 pm, Feb. 22  
Contact: info@lpl.ca

**FEB 1-22**  
FREE

### AFRICAN FOOD FESTIVAL

Friday February 21  
5:30 - 9 pm  
Trinity United Church  
76 Doulton St.

**FEB 21**  
\$5/person  
\$10/family  
RSVP FEB 18

We will serve food from different African countries and culture  
Contact: fanny.newport@ccflondon.ca  
RSVP by Feb. 18th at 4 pm

### CLOSING CELEBRATION

Saturday February 29  
2-5pm  
Central Library  
Wolf Performance Hall  
251 Dundas St.

**FEB 29**  
Purchase Tickets

Join us for an entertaining line-up of dance, song, spoken word, history and more. Reception, including food and drinks, to follow. Presented by the London Black History Coordinating Committee in partnership with London Public Library. Tickets can be purchased online at Eventbrite Music, in person, or by phone at Wolf Performance Hall and Meeting Services, Central Library, 519-661-5120 (Monday-Friday, 9am-5pm).  
Contact: info@lpl.ca

### FAMILY DAY CELEBRATION

Saturday February 15  
10 am - 2 pm  
Central Library,  
251 Dundas St.

**FEB 15**  
FREE

Join us as we celebrate Black History Month with activities for the whole family! Enjoy performances, Limbo dancing, music, crafts, games and more. Presented by the London Black History Coordinating Committee in partnership with London Public Library and the London Children's Museum. Refreshments and snacks for sale.

### LEWIS CORAY TRAILBLAZER AWARD FOR YOUTH

Friday February 27  
6:00 pm  
London Police Service, 601 Dundas St.

**FEB 27**  
FREE

In honour of Retired Sgt. Lewis Coray, this award recognizes high school applicants from African, Caribbean & Black Canadian Communities. Limited seating.

The goal of the **London Black History Coordinating Committee** is to engage the community in celebrating Black History Month through organizing, supporting, and collaborating with community organizations on programs and activities that are available in the region to educate, inform and uplift.  
Website: www.lbhcc.ca

### THERE'S SO MUCH MORE!

Would you like to promote your Black History month event?

To include your events on our website, email: info@lbhcc.ca

Visit our website [www.lbhcc.ca](http://www.lbhcc.ca) or check us out on Facebook or twitter for more information.



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54





## Issuance of Proclamations Policy

**Policy Name:** Issuance of Proclamations Policy

**Legislative History:** Adopted September 19, 2017 (By-law No. CPOL.-115-367); Amended July 24, 2018 (By-law No. CPOL.-115(a)-418)

**Last Review Date:** January 6, 2020

**Service Area Lead:** City Clerk

### 1. Policy Statement

1.1 This policy sets out the requirements for the issuance of proclamations.

### 2. Definitions

2.1 Not applicable.

### 3. Applicability

3.1 This policy shall apply to any request for the issuance of proclamations on behalf of the City of London.

### 4. The Policy

4.1. Proclamations are ceremonial documents issued and signed by the Mayor on behalf of City of London Council that officially recognizes public awareness campaigns; charitable fundraising campaigns; and arts and cultural celebrations of organizations that reside/operate within the City of London. The requester must clearly identify the significance and connection of the proclamation to the mandate and goals as set out in the City of London's Strategic Plan. A proclamation does not constitute a personal or civic endorsement.

#### Application Process

- a) Proclamations requests are to be submitted on the City of London Application form to the City Clerk's Office at least six (6) weeks in advance of the requested issuance date.
- b) The Application must provide sufficient background information about the organization, cause or event being proclaimed and the proposed text for inclusion in the proclamation. The proposed text is subject to approval by the City of London to ensure compliance with City of London's policies and by-laws.
- c) Upon receipt of the Application, the City Clerk's Office will review the Application in accordance with this Policy and if the Application appears to be in compliance with the Policy, the Application will be placed on the next available Corporate Services Committee meeting for consideration.
- d) The Corporate Services Committee will review the Application and provide a recommendation to the Municipal Council for consideration with respect to the disposition of the Applications.

## Administration of Policy:

- e) The cause or event must contribute to the economic, social and cultural fabric of the City of London.
- f) Repeat requests must be submitted on an annual basis.
- g) An organization may request one proclamation per calendar year.
- h) Organization do not have exclusive rights to the day, week, or month being proclaimed.
- i) Proclamations of a similar topic will be issued on a first come first served basis.
- j) The City of London will not incur any expenses relating to the advertising or promotion of a proclamation. Recipients are responsible for the promotion of the proclamation, organization of related activities and for all associated costs.
- k) Proclamations will not be issued for:
  - Matters of political controversy, ideological or religious beliefs or individual conviction.
  - Events or organizations with no direct connection to the City of London.
  - Campaigns or events contrary to City of London policies or by-laws.
  - National, Independence or Republic Days.
  - Campaign or events intended for profit-making purposes.
  - Recognition of individuals.
  - Recognition of events or organizations that espouse discrimination, hatred, violence or racism.
  - Matters attempting to influence government policy.
  - Matters designed to incite hatred or disorder.
- l) The City of London reserves the right to refuse to issue a proclamation.