

# London Housing Advisory Committee

## Report

1st Meeting of the London Housing Advisory Committee  
February 10, 2021  
Advisory Committee Virtual Meeting - during the COVID-19 Emergency

Attendance                   PRESENT: C. O'Brien (Acting Chair), M. Joudrey, J. Lane, W. Latuszak, C. O'Brien, B. Odegaard, J. Peaire, D. Peckham and M. Richings and H. Lysynski (Acting Committee Clerk)

ABSENT: J. Banninga, M. Courey, B. Harris and R. Peaker

ALSO PRESENT: G. Barrett, D. Calderwood-Smith, C. Cooper, S. Giustizia, C. Lovell, G. Matthews, T. Macbeth, L. Maitland, A. Pasqual, M. Pease, B. Turcotte and B. Westlake-Power

The meeting was called to order at 12:18 PM

### 1. Call to Order

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

#### 1.2 Election of Chair and Vice Chair for the remainder of the term

That it BE NOTED that the London Housing Advisory Committee elected B. Harris and C. O'Brien as Chair and Vice-Chair, respectively, until the end of the current term.

### 2. Scheduled Items

None.

### 3. Consent

#### 3.1 3rd Report of the London Housing Advisory Committee

That it BE NOTED that the 3rd Report of the London Housing Advisory Committee, from the meeting held on February 12, 2020, was received.

#### 3.2 Notice of Planning Application - Official Plan and Zoning By-law Amendments - 403 Thompson Road

That it BE NOTED that the Notice of Planning Application, dated January 21, 2021, from L. Maitland, Site Development Planner, Development Services, with respect to Official Plan and Zoning By-law Amendments for the property located at 403 Thompson Road, was received.

#### 3.3 Notice of Planning Application - Official Plan and Zoning By-law Amendments - 345 Sylvan Street

That it BE NOTED that the Notice of Planning Application, dated January 21, 2021, from L. Maitland, Site Development Planner, Development Services, with respect to Official Plan and Zoning By-law Amendments for the property located at 345 Sylvan Street, was received.

3.4 Notice of Application - Zoning By-Law Amendment - 1634 – 1656 Hyde Park Road and Other Properties

That it BE NOTED that the Notice of Planning Application, dated January 27, 2021, from B. Debbert, Senior Planner, Development Services, with respect to a Zoning By-law Amendment for the properties located at 1634 - 1656 Hyde Park Road and other properties, was received.

3.5 (ADDED) Notice of Planning Application - Draft Plan of Subdivision Official Plan and Zoning By-law Amendment - 14 Gideon Drive and 2021 Oxford Street West

That it BE NOTED that the Notice of Planning Application, dated February 10, 2021, from S. Meksula, Senior Planner, Development Services, with respect to Official Plan and Zoning By-law Amendments for the properties located at 14 Gideon Drive and 2012 Oxford Street West, was received.

3.6 (ADDED) Public Meeting Notice - Zoning By-law Amendment - 3924 Colonel Talbot Road

That it BE NOTED that the Notice of Planning Application, dated February 10, 2021, from S. Meksula, Senior Planner, Development Services, with respect to a Zoning By-law Amendments for the property located at 3924 Colonel Talbot Road, was received.

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

None.

**5. Items for Discussion**

5.1 Respectful Workplace Policy

That it BE NOTED that the Respectful Workplace Policy document, as appended to the agenda, was received.

5.2 London Housing Advisory Committee Terms of Reference

That it BE NOTED that the London Housing Advisory Committee (LHAC) held a general discussion with respect to the LHAC Terms of Reference document, as appended to the agenda.

5.3 Advisory Committee Review

That it BE NOTED that the London Housing Advisory Committee held a general discussion with respect to the ongoing Advisory Committee Review; it being noted that a verbal update from B. Westlake-Power, Deputy City Clerk, was received with respect to this matter.

5.4 Service Area Work Plan for 2021

That it BE NOTED that the Service Area Work Plan for 2021 verbal presentations from G. Barrett, Director, City Planning and City Planner, S. Giustizia, CEO, Housing Development Corporation, D. Calderwood-Smith, Manager, Strategic Program and Partnerships, and C. Cooper, Manager, Homelessness Prevention, was received.

5.5 Affordable Housing Matters

That it BE NOTED that the London Housing Advisory Committee held a general discussion and received a communication from B. Odegaard, with respect to affordable housing.

**6. Adjournment**

The meeting adjourned at 1:27 PM.

# London Housing Advisory Committee

## Report

The 3rd Meeting of the London Housing Advisory Committee  
February 12, 2020  
Committee Room #4

Attendance                   PRESENT: B. Harris (Chair), J. Banninga, M. Joudrey, J. Lane,  
W. Latuszak, C. O'Brien, B. Odegaard, J. Peaire, D. Peckham,  
M. Richings, and D. Turner (Committee Clerk)

NOT PRESENT: M. Abdo, M. Courey and R. Peaker

ALSO PRESENT: D. Calderwood-Smith, S. Giustizia, T.  
Macbeth, G. Matthews, and D. Purdy

The meeting was called to order at 12:15 PM

### 1. Call to Order

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### 2. Scheduled Items

#### 2.1 Bill 108, 'Bonusing' and 'Uplift'

That it BE NOTED that the attached presentation from T. Macbeth, Planner II, Long Range Planning and Sustainability, with respect to Bill 108 and recent/upcoming changes to the process of 'bonusing', was received.

#### 2.2 Canada Ontario Housing Benefit Program

That it BE NOTED that the attached presentation from D. Purdy, Manager, Housing Services and D. Calderwood-Smith, Manager, Strategic Programs and Partnerships, with respect to the upcoming roll out of the Canada Ontario Housing Benefit program, was received.

### 3. Consent

#### 3.1 2nd Report of the London Housing Advisory Committee

That it BE NOTED that the 2nd report of the London Housing Advisory Committee, from its meeting held on January 9, 2020, was received.

#### 3.2 Municipal Council Resolution - Advisory Committee Work Plans

That it BE NOTED that the Municipal Council resolution from its meeting held on January 28, 2020, with respect to Advisory Committee work plans, was received.

### 4. Sub-Committees and Working Groups

#### 4.1 2020 Work Plan Sub-Committee

That the attached 2020 London Housing Advisory Committee work plan BE FORWARDED to Council for its consideration and approval.

**5. Items for Discussion**

None.

**6. Adjournment**

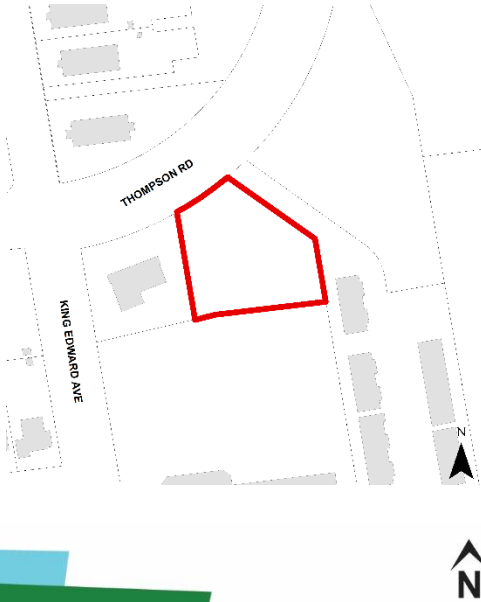
The meeting adjourned at 1:53 PM.



# NOTICE OF PLANNING APPLICATION

## Official Plan and Zoning By-law Amendments

### 403 Thompson Road



**File: OZ-9290**

**Applicant: Housing Development Corporation, London (HDC)**

#### What is Proposed?

Official Plan and Zoning By-Law amendments to allow:

- A 14-metre-high, four-storey apartment building
- 44 apartments
- 14 vehicle parking spaces
- 33 secure bicycle parking spaces

## LEARN MORE & PROVIDE INPUT

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Please provide any comments by **February 18, 2021**

Leif Maitland

[lmaitlan@london.ca](mailto:lmaitlan@london.ca)

519-661-CITY (2489) ext. 1517

Development Services, City of London, 300 Dufferin Avenue, 6<sup>th</sup> Floor,  
London ON PO BOX 5035 N6A 4L9

File: OZ-9290

[london.ca/planapps](https://london.ca/planapps)

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You may also discuss any concerns you have with your Ward Councillor:

Councillor Michael Van Holst

[mvanholst@london.ca](mailto:mvanholst@london.ca)

519-661-CITY (2489) ext. 4001

Date of Notice: January 21, 2021

# Application Details

Commonly Used Planning Terms are available at [london.ca/planapps](https://london.ca/planapps).

## Requested Amendment to The London Plan (New Official Plan)

To add a special policy to the Neighbourhood Place Type would and amend Map 7 of the London Plan to permit a low-rise apartment building at this location.

## Requested Zoning By-law Amendment

To change the zoning from a Neighbourhood Shopping Area (NSA1) Zone to a Residential R9 Special Provision (R9-7( )•H14) Zone. Changes to the currently permitted land uses and development regulations are summarized below. The complete Zoning By-law is available at [london.ca/planapps](https://london.ca/planapps).

### Current Zoning

**Zone:** Neighbourhood Shopping Area (NSA1) Zone

**Permitted Uses:** Bake shops, Catalogue stores, Clinics, Convenience service establishments, Day care centres, Duplicating shops, Financial institutions, Food stores, Libraries, Medical/dental offices, Offices, Personal service establishments, Restaurants, Retail stores, Service and repair establishments, Studios, Video rental establishments, Brewing on Premises Establishment.

**Height:** 8.0m

### Requested Zoning

**Zone:** Residential R9 Special Provision (R9-7( )•H14)

**Permitted Uses:** Apartment buildings, Lodging house class 2, Senior citizens apartment buildings, Handicapped persons apartment buildings, and, Continuum-of-care facilities.

**Special Provision(s):** Potential special provisions for: a lot frontage of 27m where 30m would otherwise be required; 14 vehicular parking spaces where 55 would otherwise be required; a 3.0m front yard depth where 8.0m would otherwise be required; and, a minimum dwelling unit size of 27 sq. m whereas 37 sq. m would otherwise be required.

**Residential Density:** 153 Units per hectare

**Height:** 14.0 meters (4 storeys)

The City may also consider additional special provisions as required.

## Planning Policies

The subject lands are in the Neighbourhoods Place Type in *The London Plan*, permitting a range of residential.

## How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the Official Plan designation and the zoning of land located within 120 metres of a property you own or reside. The City reviews and makes decisions on such planning applications in accordance with the requirements of the Planning Act. The ways you can participate in the City's planning review and decision making process are summarized below.

### See More Information

You can review additional information and material about this application by:

- Contacting the City's Planner listed on the first page of this Notice;
- Viewing the application-specific page at [london.ca/planapps](https://london.ca/planapps); or,
- Please note that this application is being circulated during the State of Emergency issued by the Province of Ontario. Opportunities to view any file materials in-person by appointment can be arranged through the file Planner.

### Reply to this Notice of Application

We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Development Services staff's recommendation to the City's Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

This request represents residential intensification as defined in the policies of the Official Plan. Under these policies, Development Services staff and the Planning and Environment Committee will also consider detailed site plan matters such as fencing, landscaping, lighting, driveway locations, building scale and design, and the location of the proposed building on the site. We would like to hear your comments on these matters.

## **Attend a Community Information Meeting**

A community information meeting may be held in your neighbourhood to present this proposal and obtain input from interested members of the public. The meeting has not yet been scheduled, but will be in advance of the Future Public Meeting described below. You will receive a separate notice inviting you to this meeting. The Community Information Meeting is not the public meeting required by the Planning Act and attendance at this meeting does not create a right to appeal the decision of Council to the Local Planning Appeal Tribunal.

## **Attend a Future Public Participation Meeting**

The Planning and Environment Committee will consider the requested Official Plan and zoning changes on a date that has not yet been scheduled. The City will send you another notice inviting you to attend this meeting, which is required by the Planning Act. You will also be invited to provide your comments at this public participation meeting. A neighbourhood or community association may exist in your area. If it reflects your views on this application, you may wish to select a representative of the association to speak on your behalf at the public participation meeting. Neighbourhood Associations are listed on the [Neighbourgood](#) website. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting.

## **What Are Your Legal Rights?**

### **Notification of Council Decision**

If you wish to be notified of the decision of the City of London on the proposed official plan amendment and zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035, London, ON, N6A 4L9, or at [docservices@london.ca](mailto:docservices@london.ca). You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee.

### **Right to Appeal to the Local Planning Appeal Tribunal**

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

For more information go to <https://olt.gov.on.ca/contact/local-planning-appeal-tribunal/>.

### **Notice of Collection of Personal Information**

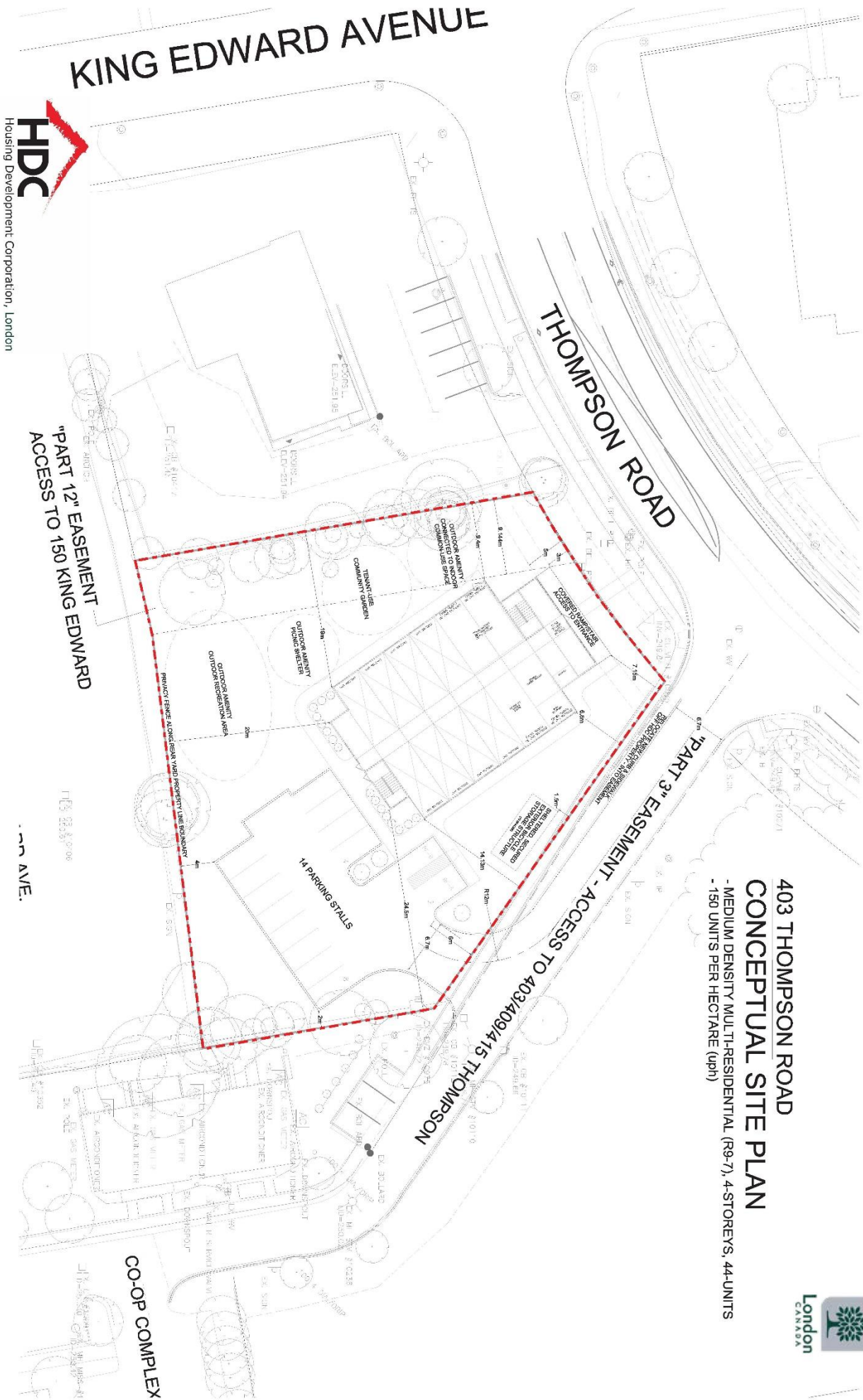
Personal information collected and recorded at the Public Participation Meeting, or through written submissions on this subject, is collected under the authority of the Municipal Act, 2001, as amended, and the Planning Act, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council and City of London staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the Public Participation Meeting may also be posted to the City of London's website. Questions about this collection should be referred to Cathy Saunders, City Clerk, 519-661-CITY(2489) ext. 4937.

### **Accessibility**

Alternative accessible formats or communication supports are available upon request. Please contact [developmentsservices@london.ca](mailto:developmentsservices@london.ca) for more information.

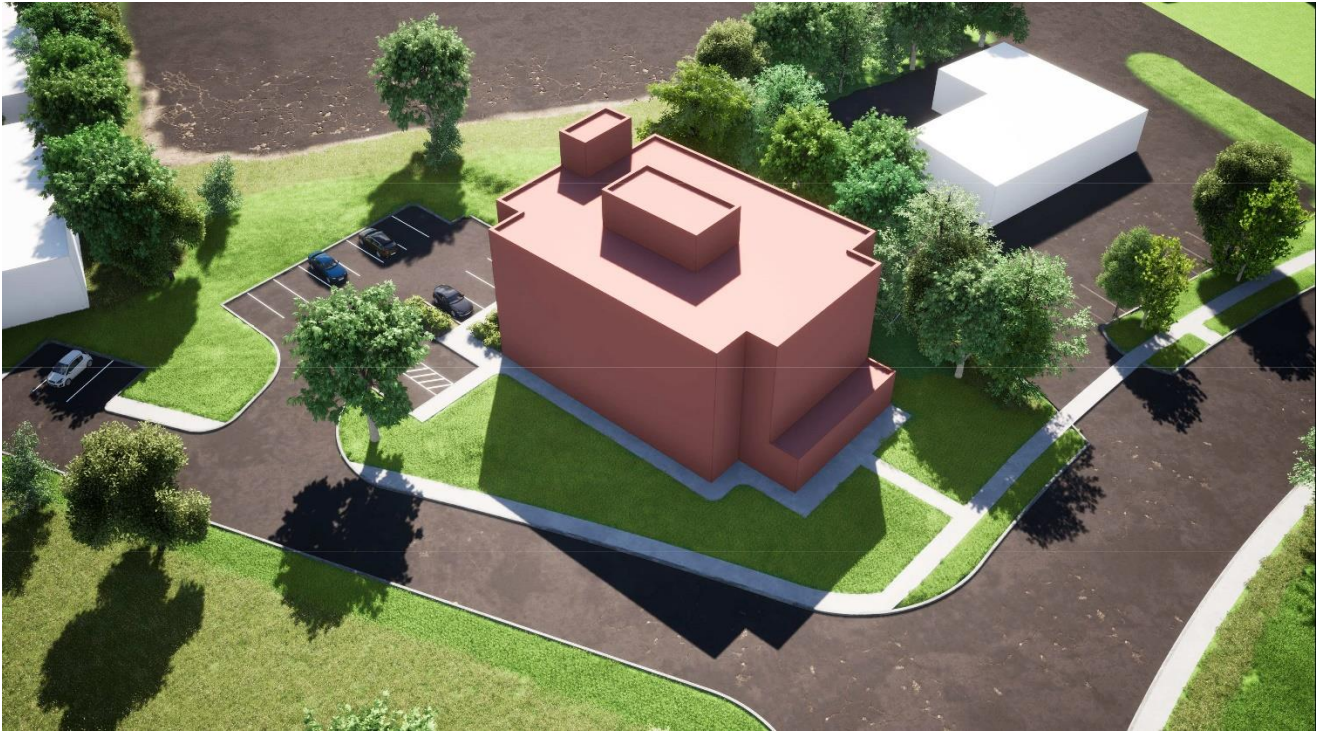


# Site Concept



The above image is the applicant's proposal as submitted and may change.

## Building Renderings



*View of the proposed development from the north looking south at the building from a raised perspective.*



*View of the proposed development from the southeast looking northwest at the building from a ground-level perspective at the entry to 409 Thompson Road.*

The above images are the applicant's proposal as submitted and may change.

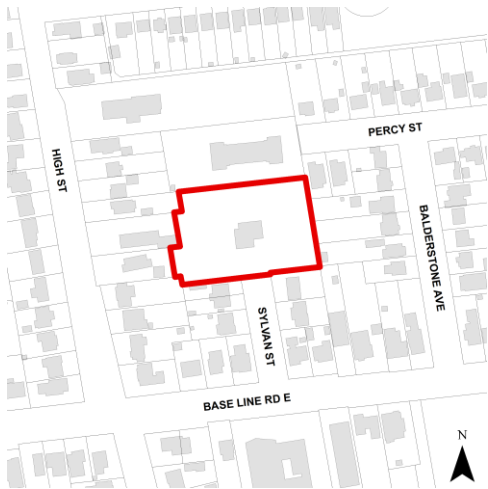




# NOTICE OF PLANNING APPLICATION

## Official Plan and Zoning By-law Amendments

### 345 Sylvan Street



**File: OZ-9297**

**Applicant: Housing Development Corporation, London (HDC)**

#### What is Proposed?

Official Plan and Zoning By-Law amendments to allow:

- A three-storey apartment building
- 42 apartments
- 22 vehicle parking spaces
- 32 secure bicycle parking spaces
- An accessory structure in the front yard

## LEARN MORE & PROVIDE INPUT

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Please provide any comments by **February 18, 2021**

Leif Maitland

[lmaitlan@london.ca](mailto:lmaitlan@london.ca)

519-661-CITY (2489) ext. 1517

Development Services, City of London, 300 Dufferin Avenue, 6<sup>th</sup> Floor,  
London ON PO BOX 5035 N6A 4L9

File: OZ-9297

[london.ca/planapps](https://london.ca/planapps)

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You may also discuss any concerns you have with your Ward Councillor:

Stephen Turner

[sturner@london.ca](mailto:sturner@london.ca)

519-661-CITY (2489) ext. 4011

Date of Notice: January 21, 2021

# Application Details

Commonly Used Planning Terms are available at [london.ca/planapps](https://london.ca/planapps).

## Requested Amendment to The London Plan (New Official Plan)

To add a special policy to the Neighbourhood Place Type would and amend Map 7 of the London Plan to permit a low-rise apartment building at this location.

## Requested Zoning By-law Amendment

To change the zoning from a Community Facility (CF5) Zone TO a Residential R8 Special Provision (R8-4(\_)) Zone. Changes to the currently permitted land uses and development regulations are summarized below. The complete Zoning By-law is available at [london.ca/planapps](https://london.ca/planapps).

### Current Zoning

**Zone:** Community Facility (CF5)

**Permitted Uses:** Group Home Type 2

**Height:** 15.0m

### Requested Zoning

**Zone:** Residential R8 Special Provision (R8-4(\_)) Zone

**Permitted Uses:** a) Apartment buildings; b) Handicapped person's apartment buildings; c) Lodging house class 2; d) Stacked townhousing; e) Senior citizen apartment buildings; f) Emergency care establishments; g) Continuum-of-care facilities

**Special Provision(s):** a lot frontage of 20m where 30m would otherwise be required; 22 vehicular parking spaces where 53 would otherwise be required; an accessory structure in the front yard (for bicycle parking) which would otherwise not be permitted subject to 4.1.4 of the Zoning By-law; and, a minimum unit size of 41 sq. m whereas 47 sq. m would otherwise be required for one-bedroom units subject to 4.6.2 of the Zoning By-law.

**Residential Density:** 75 units per hectare

**Height:** 13.0m (requested development is 3-storeys and 10.0m in height)

The City may also consider additional special provisions as required.

## Planning Policies

The subject lands are in the Neighbourhoods Place Type in *The London Plan*, permitting a range of residential.

## How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the Official Plan designation and the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. The ways you can participate in the City's planning review and decision making process are summarized below. For more detailed information about the public process, go to the [Participating in the Planning Process](https://london.ca/participating-in-the-planning-process) page at [london.ca](https://london.ca).

### See More Information

You can review additional information and material about this application by:

- Contacting the City's Planner listed on the first page of this Notice;
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- Please note that this application is being circulated during the State of Emergency issued by the Province of Ontario. Opportunities to view any file materials in-person by appointment can be arranged through the file Planner.

### Reply to this Notice of Application

We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Development Services staff's recommendation to the City's Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

This request represents residential intensification as defined in the policies of the Official Plan. Under these policies, Development Services staff and the Planning and Environment Committee will also consider detailed site plan matters such as fencing, landscaping, lighting, driveway locations, building scale and design, and the location of the proposed building on the site. We would like to hear your comments on these matters.

## **Attend a Community Information Meeting**

A community information meeting will be held in your neighbourhood to present this proposal and obtain input from interested members of the public. The meeting has not yet been scheduled, but will be in advance of the Future Public Meeting described below. You will receive a separate notice inviting you to this meeting. The Community Information Meeting is not the public meeting required by the Planning Act and attendance at this meeting does not create a right to appeal the decision of Council to the Local Planning Appeal Tribunal.

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## **What Are Your Legal Rights?**

### **Notification of Council Decision**

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### **Right to Appeal to the Local Planning Appeal Tribunal**

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If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information go to <http://elto.gov.on.ca/tribunals/lpat/about-lpat/>.

### **Notice of Collection of Personal Information**

Personal information collected and recorded at the Public Participation Meeting, or through written submissions on this subject, is collected under the authority of the *Municipal Act*, 2001, as amended, and the *Planning Act*, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council and City of London staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the Public Participation Meeting may also be posted to the City of London's website. Questions about this collection should be referred to Cathy Saunders, City Clerk, 519-661-CITY(2489) ext. 4937.

**Accessibility**

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# Site Concept



## Site Plan

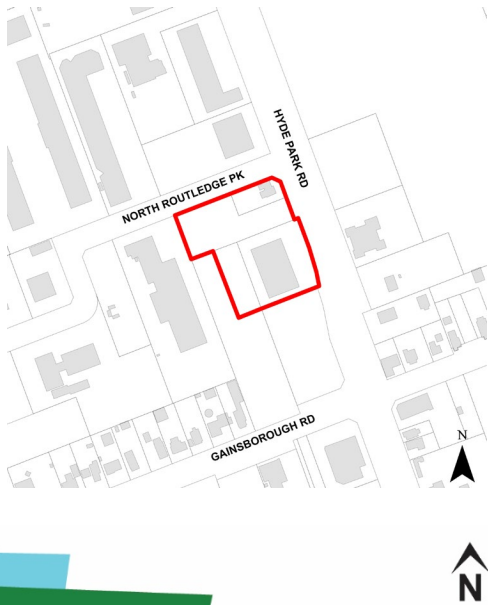
The above image shows the applicant's proposal as submitted and may change.



# NOTICE OF PLANNING APPLICATION

## Zoning By-Law Amendment

### 1634 – 1656 Hyde Park Road and Other Properties



**File: Z-9301**

**Applicant: 1630 HP Inc.**

#### What is Proposed?

Zoning amendment to allow:

- An eight storey mixed-use apartment building with 144 residential dwelling units and 1,279.3m<sup>2</sup> of retail space
- Retention, slight relocation and integration of Heritage building at 1656 Hyde Park Road
- Special zoning provisions to establish a maximum building height and a maximum mixed-use density, modify the maximum yard depth adjacent to Hyde Park Road, permit apartment buildings with dwelling units in the front portion of the ground floor along North Routledge Park, establish a standard commercial parking rate and reduce residential parking requirements
- Bonus zoning for additional height

## LEARN MORE & PROVIDE INPUT

Please provide any comments by **February 17, 2021**

Barb Debbert

[bdebbert@london.ca](mailto:bdebbert@london.ca)

519-661-CITY (2489) ext. 5345

Development Services, City of London

300 Dufferin Avenue, 6<sup>th</sup> Floor,

London ON PO Box 5035 N6A 4L9

[london.ca/planapps](https://london.ca/planapps)

You may also discuss any concerns you have with your Ward Councillor:

Josh Morgan

[joshmorgan@london.ca](mailto:joshmorgan@london.ca)

519-661-CITY (2489) ext. 4007

**If you are a landlord, please post a copy of this notice where your tenants can see it.  
We want to make sure they have a chance to take part.**

Date of Notice: January 27, 2021



# Application Details

## Requested Zoning By-law Amendment

To change the zoning from a Business District Commercial (BDC) Zone and Holding Business District Commercial Special Provision (h-18\*BDC(39)) Zone to a Business District Commercial Special Provision Bonus (BDC(\_)\*B-\_) Zone. Changes to the currently permitted land uses and development regulations are summarized below.

The Zoning By-law is available at [london.ca](http://london.ca).

### Current Zoning

**Zone:** Business District Commercial (BDC) Zone and Holding Business District Commercial Special Provision (h-18\*BDC(39)) Zone

**Permitted Uses:** A wide range of compatible office, retail, facility and residential uses which are appropriate in all Business District Commercial Zone variations.

**Special Provision(s):** In the Business District Commercial (BDC(39)) Zone, maximum building height of 29 metres, maximum mixed-use density of 150 units per hectare, permit dwelling units in the front portion of the ground floor along Gainsborough Road, maximum gross floor area of 605 square metres for any restaurant use, parking rate of 1 space per 20 square metres for all commercial uses, including patios, parking rate of 1 space per residential dwelling unit

**Residential Density:** except as in the Business District Commercial (BDC(39)) Zone, to be determined through site-specific zoning

**Height:** except as in the Business District Commercial (BDC(39)) Zone, 12 metres

**Bonus Zone:** n/a

### Requested Zoning

**Zone:** Business District Commercial Special Provision Bonus (BDC(\_)\*B-\_) Zone

**Permitted Uses:** A wide range of compatible office, retail, facility and residential uses which are appropriate in all Business District Commercial Zone variations.

**Special Provision(s):** Maximum building height of 29 metres, maximum mixed-use density of 169 units per hectare, (144 residential units and 1,279.3square metres of commercial floor area); a maximum front yard depth of 10.1m in place of 3.0 metres located within the courtyard abutting the heritage building; dwelling units on the entire first floor along North Routledge Park; a parking rate of 1 space per 20 square metres for all commercial uses, including patios; and a parking rate of 1 space per residential unit.

**Residential Density:** 169 units per hectare

**Height:** 29 metres

**Bonus Zone:** Permit density greater than 150 units per hectare and height greater than 4 storeys. The proposed facilities, services and matters to support Bonus Zoning include building design, affordable housing and the preservation of structures identified as being of cultural heritage value or interest.

## Planning Policies

Any change to the Zoning By-law must conform to the policies of the Official Plan, London's long-range planning document. These lands are currently designated as Main Street Commercial Corridor in the Official Plan, which permits small-scale retail uses; service and repair establishments, food stores; convenience commercial uses; personal and business services; pharmacies; restaurants; financial institutions; small-scale offices; small-scale entertainment uses; galleries; studios; community facilities such as libraries and day care centres, correctional and supervised residences; residential uses (including secondary uses) and units created through the conversion of existing buildings, or through the development of mixed-use buildings as the main uses.

The subject lands are in the Main Street Place Type in The London Plan, permitting a broad range of residential, retail, service and office uses. Mixed-use buildings will be encouraged and retail and service uses will be encouraged at grade, with residential and non-service office uses directed to the rear of buildings and to upper floors.

## How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the Official Plan designation and the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the Planning Act. The ways you can participate in the City's planning review and decision making process are summarized below.

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## Reply to this Notice of Application

We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Development Services staff's recommendation to the City's Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

This request represents residential intensification as defined in the policies of the Official Plan. Under these policies, Development Services staff and the Planning and Environment Committee will also consider detailed site plan matters such as fencing, landscaping, lighting, driveway locations, building scale and design, and the location of the proposed building on the site. We would like to hear your comments on these matters.

## Attend a Future Public Participation Meeting

The Planning and Environment Committee will consider the requested Official Plan and zoning changes on a date that has not yet been scheduled. The City will send you another notice inviting you to attend this meeting, which is required by the Planning Act. You will also be invited to provide your comments at this public participation meeting. A neighbourhood or community association may exist in your area. If it reflects your views on this application, you may wish to select a representative of the association to speak on your behalf at the public participation meeting. Neighbourhood Associations are listed on the [Neighbourgood](https://neighbourgood.ca) website. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting.

## What Are Your Legal Rights?

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For more information go to <https://olt.gov.on.ca/contact/local-planning-appeal-tribunal/>.

### Notice of Collection of Personal Information

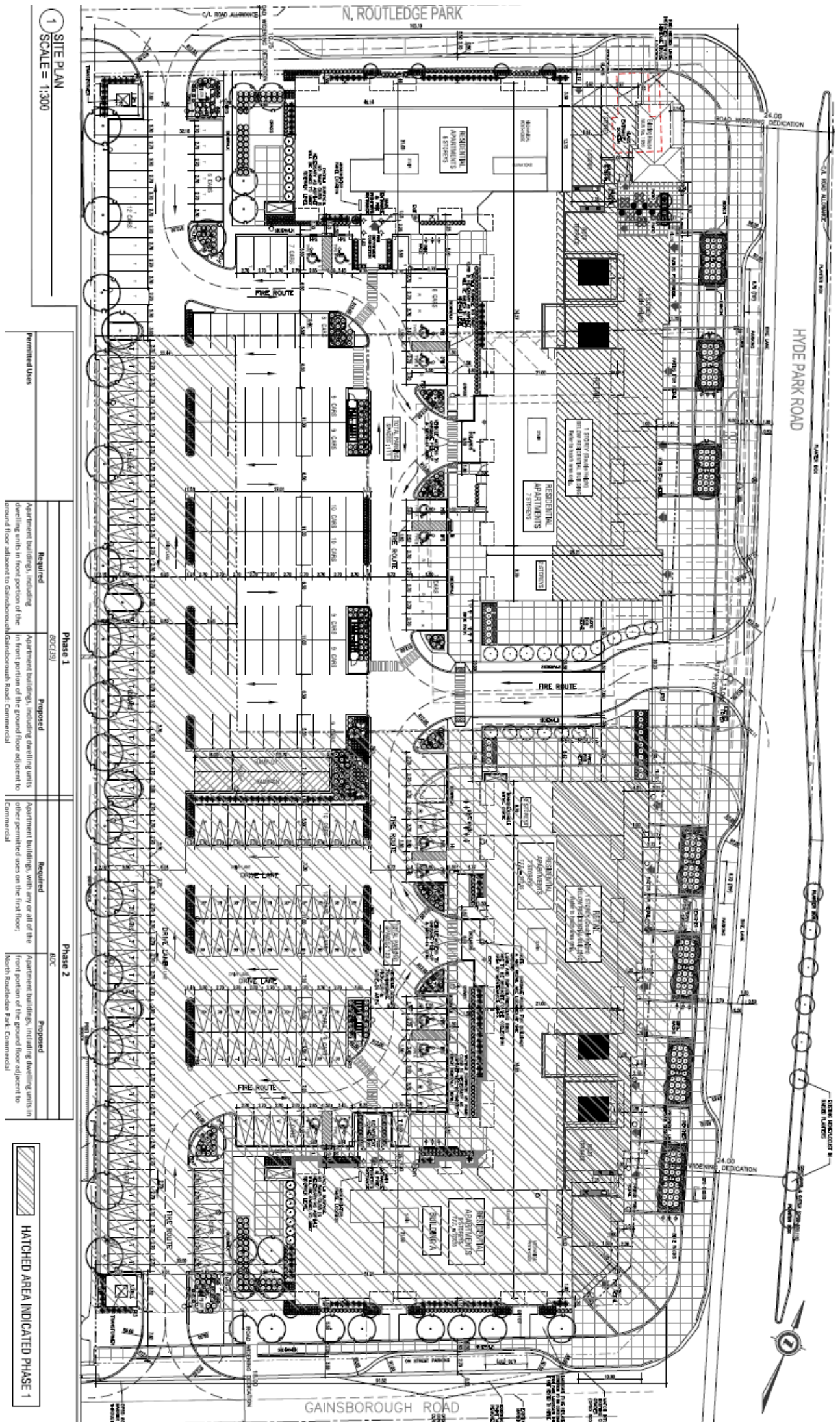
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**Accessibility**

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# Site Concept



The above image represents the applicant's proposal as submitted and may change.

# Building Rendering



View from Intersection of Hyde Park Road and North Routledge Park

**The above image represents the applicant's proposal as submitted and may change.**

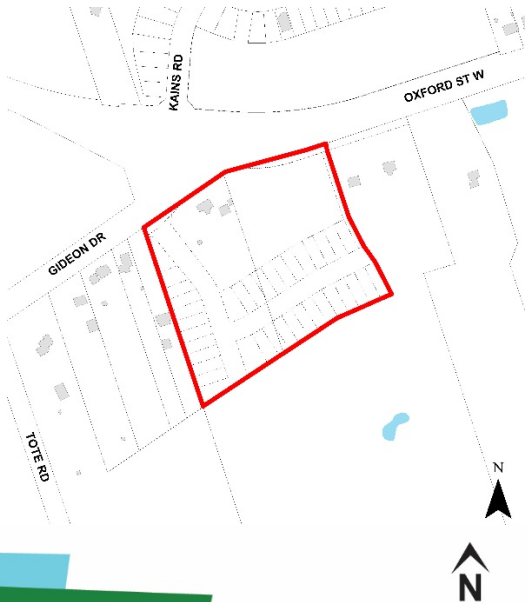




# NOTICE OF PLANNING APPLICATION

## Draft Plan of Subdivision Official Plan and Zoning By-law Amendment

### 14 Gideon Drive and 2012 Oxford Street West



**File: 39T-21501 / OZ-9295**

**Applicant: 2515060 & 2539427 Ontario Inc.**

#### What is Proposed?

Draft Plan of Subdivision and Zoning amendments to allow:

- 36 single detached residential lots
- 1 medium density residential blocks
- 1 open space block
- 2 new streets.

## LEARN MORE & PROVIDE INPUT

Please provide any comments by **February 26, 2021**

Sean Meksula

[smeksula@london.ca](mailto:smeksula@london.ca)

519-661-CITY (2489) ext. 5349

Development Services, City of London, 300 Dufferin Avenue, 6<sup>th</sup> Floor,  
London ON PO BOX 5035 N6A 4L9

File: 39T-21501 / OZ-9295

[london.ca/planapps](https://london.ca/planapps)

You may also discuss any concerns you have with your Ward Councillor:

Councillor Anna Hopkins

[ahopkins@london.ca](mailto:ahopkins@london.ca) 519-661-CITY (2489) ext. 4009

**If you are a landlord, please post a copy of this notice where your tenants can see it.  
We want to make sure they have a chance to take part.**

Date of Notice: February 10, 2021

# Application Details

Commonly Used Planning Terms are available at [london.ca/planapps](http://london.ca/planapps).

## **Requested Draft Plan of Subdivision** (please refer to attached draft plan)

Consideration of a Draft Plan of Subdivision consisting of 36 single detached lots (Lots 1-36); one (1) medium density residential block (Block 37); one (1) walkway block (Block 38); one (1) open space block (Block 39); two (2) road widening blocks (Blocks 40 and 41); and three (3) reserve blocks (Blocks 42, 43 and 44 new local streets (Street A and Street B).

## **Requested Official Plan Amendment** (please refer to attached map)

Possible Amendments to the (1989) Official Plan:

- Schedule 'A' – Land Use Map to change the land use designations from: “Low Density Residential” to “Multi-Family, Medium Density Residential” for Block 37 on the proposed Draft Plan of Subdivision.

## **Requested Zoning By-law Amendment**

Changes to the currently permitted land uses and development regulations are summarized below. The complete Zoning By-law is available at [london.ca/planapps](http://london.ca/planapps).

### **Requested Zoning** (Please refer to attached map)

Possible Amendment to Zoning By-law Z.-1 to change the zoning from an Urban Reserve UR1 Zone to:

- Residential R1 (R1-2) Zone (Lots 1-36) - to permit single detached dwellings on lots with a minimum lot area of 300 square metres and minimum lot frontage of 9 metres;
- Residential R6/Residential R8 (R6-5/R8-4) Zone (Block 37) – to permit various forms of cluster housing including single detached, semi-detached, duplex, triplex, fourplex, townhouse, and stacked townhouse dwellings up to a maximum density of 35 units per hectare and maximum height of 12 metres; and such uses as apartment buildings, senior citizens apartment buildings, and continuum-of-care facilities up to a maximum density of 75 units;
- Open Space OS1 Zone (Block 39) – to permit such uses as conservation lands, conservation works, golf courses, public and private parks, recreational buildings associated with conservation lands and public parks, campgrounds, and managed forests.

The City may also consider applying holding provisions in the zoning to ensure adequate provision of municipal services, that a subdivision agreement or development agreement is entered into, and to ensure completion of noise assessment reports and implementation of mitigation measures for development in proximity to arterial roads.

## **Planning Policies**

Any change to the Zoning By-law must conform to the policies of the Official Plan, London's long-range planning document. These lands are currently designated as "Low Density Residential".

The subject lands are in the “Neighbourhoods” Place Type in The London Plan (Council adopted, approved by the Ministry with modifications, and the majority of which is in force and effect) permitting a range of housing including single detached, townhouses and low rise apartments, and “Green Space”, permitting a range of public and private open space, parks, recreation, floodplain and conservation uses.

## **How Can You Participate in the Planning Process?**

You have received this Notice because someone has applied for a Draft Plan of Subdivision and to change the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. The ways you can participate in the City's planning review and decision making process are summarized below.

### **See More Information**

You can review additional information and material about this application by:

- contacting the City's Planner listed on the first page of this Notice;

- viewing the application-specific page at [london.ca/planapps](https://london.ca/planapps); or,
- Please note that this application is being circulated during the State of Emergency issued by the Province of Ontario. Opportunities to view any file materials in-person by appointment can be arranged through the file Planner.

## Reply to this Notice of Application

We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Development Services staff's recommendation to the City's Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

## Attend a Future Public Participation Meeting

The Planning and Environment Committee will consider the requested Draft Plan of Subdivision and zoning changes on a date that has not yet been scheduled. The City will send you another notice inviting you to attend this meeting, which is required by the *Planning Act*. You will also be invited to provide your comments at this public participation meeting. A neighbourhood or community association may exist in your area. If it reflects your views on this application, you may wish to select a representative of the association to speak on your behalf at the public participation meeting. Neighbourhood Associations are listed on the [Neighbourgood](https://neighbourgood.ca) website. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting. The Council Decision will inform the decision of the Director, Development Services, who is the Approval Authority for Draft Plans of Subdivision.

## What Are Your Legal Rights?

### Notification of Council and Approval Authority's Decision

If you wish to be notified of the Approval Authority's decision in respect of the proposed draft plan of subdivision, you must make a written request to the Director, Development Services, City of London, 300 Dufferin Ave., P.O. Box 5035, London ON N6A 4L9, or at [developmentsservices@london.ca](mailto:developmentsservices@london.ca). You will also be notified if you provide written comments, or make a written request to the City of London for conditions of draft approval to be included in the Decision.

If you wish to be notified of the decision of the City of London on the proposed zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035, London, ON, N6A 4L9, or at [docservices@london.ca](mailto:docservices@london.ca). You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee

### Right to Appeal to the Local Planning Appeal Tribunal

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the City of London in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Director, Development Services to the Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the City of London in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information go to <https://olt.gov.on.ca/contact/local-planning-appeal-tribunal/>.



## **Notice of Collection of Personal Information**

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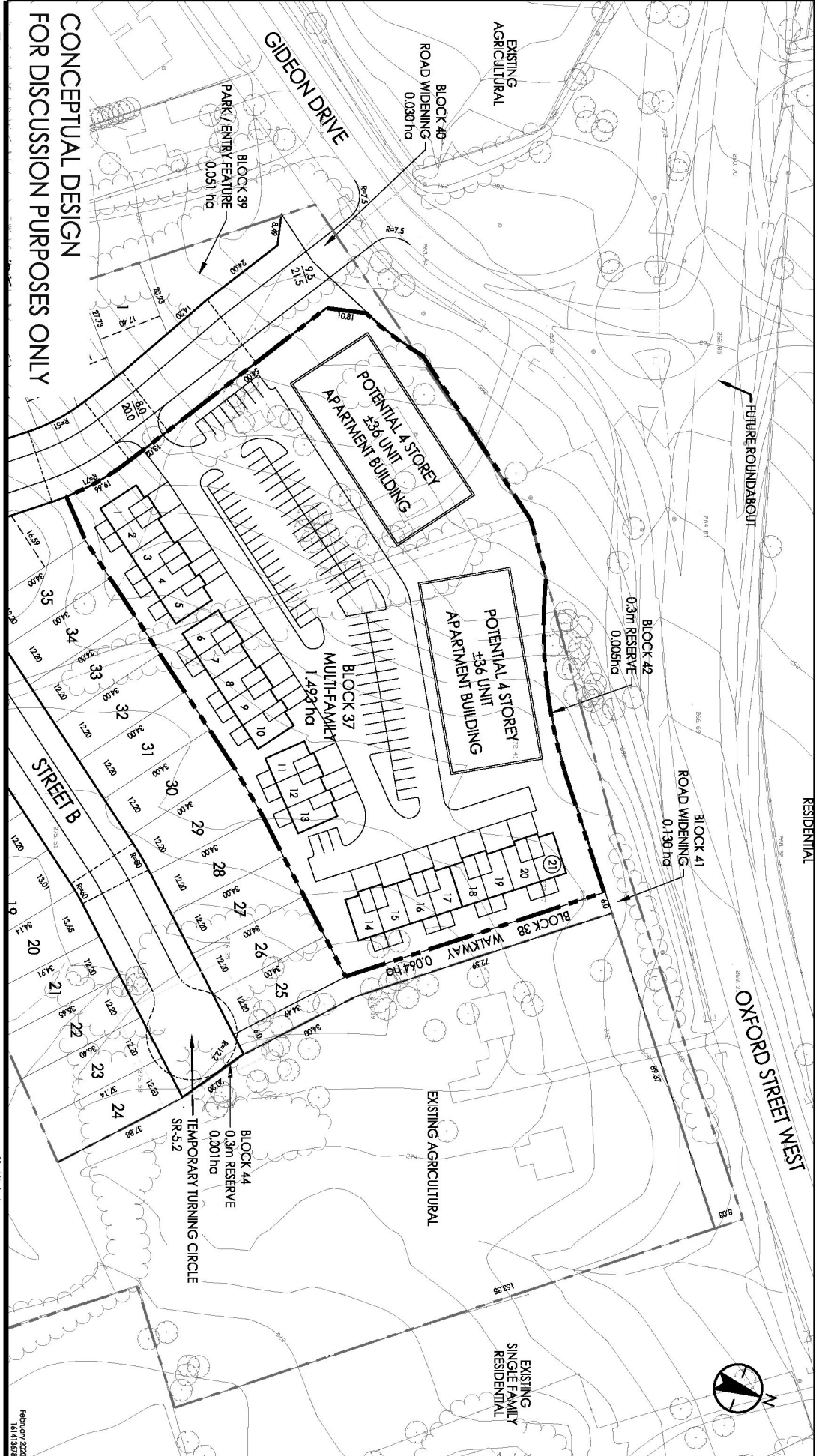




# Requested Official Plan Designations

W:\161413678\design\drawing\planning\model\_files\Figures\161413678\_rsp.dwg  
 2020-2-18 10:40 AM by: Turner, Rich

600-171 Queens Avenue  
 London ON N6A 5J7  
 Tel: 519-645-2007  
 www.stantec.com



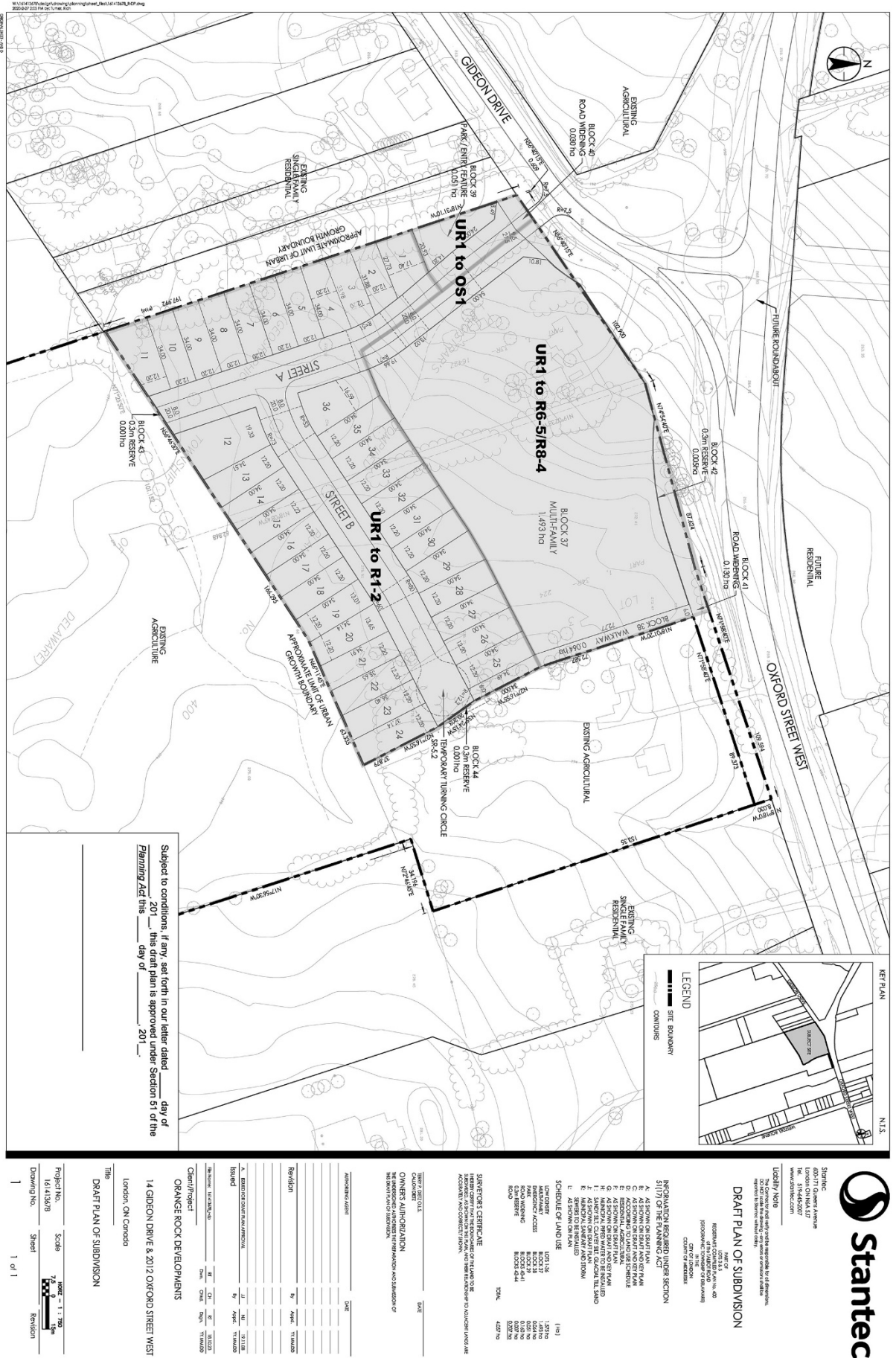
CONCEPTUAL DESIGN  
 FOR DISCUSSION PURPOSES ONLY

Client/Project  
 ORANGE ROCK DEVELOPMENTS  
 14 GIDEON DRIVE & 2012 OXFORD STREET WEST  
 London, ON Canada  
 Figure No. 1.0  
 Title  
 BLOCK 37  
 CONCEPTUAL SITE PLAN

February 2020  
 161413678

The above image represents the applicant's proposal as submitted and may change.

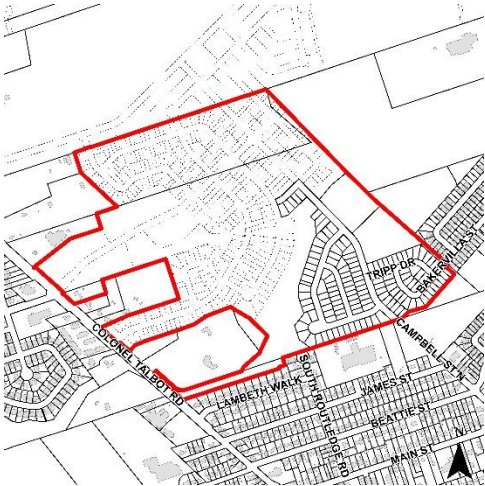
# Requested Zoning



The above image represents the applicant's proposal as submitted and may change.

## Zoning By-Law Amendment

### 3924 Colonel Talbot Road



**File: Z-9240**

**Applicant: Auburn Developments**

#### What is Proposed?

Zoning amendment to allow:

- Provide alternative forms of housing and potential within portions of the draft approved subdivision.
- Red-line revisions to draft plan 39T-12503

## YOU ARE INVITED!

Further to the Notice of Application you received on July 29, 2020, you are invited to a public meeting of the Planning and Environment Committee to be held:

**Meeting Date and Time:** Monday, March 1, 2021, no earlier than 5:00 p.m.

**Meeting Location:** City Hall, 300 Dufferin Avenue, 3rd Floor (See insert)

For more information contact:

Sean Meksula  
smeksula@london.ca  
519-661-CITY (2489) ext5349  
Development Services, City of London  
300 Dufferin Avenue, 6<sup>th</sup> Floor,  
London ON PO Box 5035 N6A 4L9  
File: File Number(s)

[london.ca/planapps](https://london.ca/planapps)

To speak to your Ward Councillor:

Anna Hopkins  
ahopkins@london.ca  
519-661-CITY (2489) ext. 4009

**If you are a landlord, please post a copy of this notice where your tenants can see it.  
We want to make sure they have a chance to take part.**

# Application Details

## Requested Zoning By-law Amendment

Special Provision (h\*OS5(9)) Zone **TO** an Open Space Special Provision (OS5(\_)) Zone; **FROM** a Holding Residential R1 (h\*R1-3) Zone **TO** a Holding Open Space (h\*OS1) Zone; **FROM** a Holding Residential R1 (R1-3) Zone **TO** an Open Space (OS1/OS3) Zone; **FROM** a Holding Residential R1 (R1-13) Zone **TO** a Holding Residential R1(R1-3) Zone; **FROM** a Holding Residential R5/R6/R7 (h\*R5-3/R6-5/R7\*H15\*D30) Zone **TO** a Holding Residential R4/R5/R6/R7 Special Provision (h\*R4-6(\_)/R5-3(\_)/R6-5(\_)/R7\*H15\*D30) Zone; **FROM** a Holding Residential R5/R6/R7 (h\*R5-3/R6-5/R7\*H15\*D30) Zone **TO** a Holding Residential R4/R5/R6/R7 Special Provision (h\*R4-6(\_)/R5-3/R6-5/R7\*H18\*D30) Zone; **FROM** a Residential R1/R6 Special Provision (R1-3(7)/R6-5) Zone **TO** a Residential R1 Special Provision (R1-3(7) Zone; **FROM** a Holding Residential R5/R6/R7 (h\*R5-3/R6-5/R7\*H15\*D30) Zone **TO** a Holding Residential R4/R5/R6 Special Provision (h\*R4-6(\_)/R5-3/R6-5) Zone; **FROM** a Holding Residential R1 (h\*R1-3) Zone **TO** a Holding Residential R1/R4 Special Provision (h\*R1-1/R4-6(\_)) Zone; **FROM** a Holding Residential R1/R6 (h\*R1-3/R6-5) Zone **TO** a Holding Residential R1/R4/R6 Special Provision (h\*R1-3/R4-6(\_)/R6-5) Zone; **FROM** a Holding Residential R1/R6 (h\*R1-3/R6-5) Zone **TO** a Holding Residential R1/R4 Special Provision (h\*R1-1/R4-6(\_)) Zone; **FROM** a Holding Residential R5/R6/R7 (h\*R5-3/R6-5/R7\*H15\*D30) Zone **TO** Holding Residential R1/R4 Special Provision (h\*R1-1/R4-6(\_)) Zone; **FROM** a Holding Residential R1/R4 (h\*R1-13/R4-6) Zone **TO** a Holding Residential R1/R4 Special Provision (h\*R1-1/R4-6(\_)) Zone; **FROM** a Holding Residential R5/R6/R7/Office (h\*h-54\*R5-3/R6-5/7\*H15\*D30\*OF) Zone **TO** a Holding Residential R4/R5/R6 Special Provision (R4-6(\_)/R5-3/R6-5) Zone; **FROM** a Holding Residential R5/R6/R7/Office (h\*h-54\*R5-3/R6-5/R7\*H15\*D30\*OF) Zone **TO** a Holding Residential R4/R5/R6/R7 Special Provision/Office (h\*h-54\*R4-6(\_)/R5-3/R6-5/7\*H24\*D100\*OF8(\_)) Zone; **FROM** a Holding Residential R5/R6/R7/Office (h\*h-54\*R5-3/R6-5/R7\*H15\*D30\*OF) Zone **TO** a Holding Open Space (OS1) Zone; **FROM** a Residential R1 (R1-16) Zone **TO** a Holding Residential R4/R5/R6/R7 Special Provision/Office (h\*h-54\*R4-6(\_)/R5-3/R6-5/7\*H24\*D100\*OF8(\_)) Zone; **FROM** a Holding Residential R1/R6 (h\*h-54\*R1-3/R6-5) Zone **TO** a Holding Residential R1/R4/R6 Special Provision (h\*h-54\*R1-3/R4-6(\_)/R6-5) Zone; **FROM** a Holding Residential R1 (h\*R1-3) Zone **TO** a Holding Residential R1/R4 Special Provision (h\*R1-3/R4-6(\_)) Zone; **FROM** a Residential R1 (R1-5) Zone **TO** a Residential R1 (R1-4) Zone; Special provisions for the proposed R4-6(\_) zone would include an exterior side yard setback to a collector of 4.5m where rear lots abut and 3.5m front and exterior side yard adjacent to a roundabout. The Zoning By-law is available at [london.ca](http://london.ca).

## Planning Policies

Any change to the Zoning By-law must conform to the policies of the Official Plan, London's long-range planning document. These lands are currently designated as Low Density Residential and Multi-Family, Medium Density Residential in the Official Plan. The Low Density Residential permits single detached, semi-detached, duplex dwellings and multiple-attached dwellings, such as row houses or cluster houses as the main uses. The Multi-Family, Medium Density Residential permits multiple-attached dwellings, such as row houses or cluster houses, low-rise apartment buildings, rooming and boarding houses, emergency care facilities, converted dwellings, and small-scale nursing homes, rest homes and homes for the aged. These areas may also be developed for single-detached, semi-detached and duplex dwellings as the main uses.

The subject lands are in the Neighbourhood Place Type Place Type in The London Plan, permitting a range of uses which includes single detached dwellings up to stacked townhouses, apartments, mixed-used buildings and potential retail and office uses

## How Can You Participate in the Planning Process?

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additional ways you can participate in the City's planning review and decision making process are summarized below.

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**Please refer to the enclosed Public Participation Meeting Process insert.**

## **What Are Your Legal Rights?**

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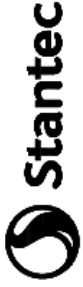
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# Redline Revisions



SCOTTIC  
650-711 Queens Avenue  
London, ON N6H 2M9  
Tel: (519) 844-2007  
www.stantec.com

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This Certificate and with all the conditions of all approvals  
issued by the City of London and the County of Middlesex.

## DRAFT PLAN OF SUBDIVISION THE HEATHWOODS

LAND OF THE NORTH BRANCH  
OF THE RIVER  
GEORGIAN TOWNSHIP OF WESTMIDLAND  
COUNTY OF MIDDLESEX

### INFORMATION REQUIRED UNDER SECTION 51(7) OF THE PLANNING ACT

- A: AS SHOWN ON DRAFT PLAN
- B: AS SHOWN ON DRAFT PLAN
- C: AS SHOWN ON DRAFT AND DFP PLAN
- D: AS SHOWN ON DRAFT AND DFP PLAN
- E: AS SHOWN ON DRAFT AND DFP PLAN
- F: AS SHOWN ON DRAFT AND DFP PLAN
- G: AS SHOWN ON DRAFT AND DFP PLAN
- H: AS SHOWN ON DRAFT AND DFP PLAN
- I: AS SHOWN ON DRAFT AND DFP PLAN
- J: AS SHOWN ON DRAFT AND DFP PLAN
- K: AS SHOWN ON DRAFT AND DFP PLAN
- L: AS SHOWN ON DRAFT AND DFP PLAN

### SCHEDULE OF LAND USE

PHASE 1 - 33M-762	AREA (SQ. FT.)	AREA (ACRES)
RESIDENTIAL	1,051,120	23.96
COMMERCIAL	1,051,120	23.96
PARK	1,051,120	23.96
ROADS	1,051,120	23.96
RESERVE	1,051,120	23.96
TOTAL	1,051,120	23.96

OWNER'S AUTHORITY  
THE HEATHWOODS SUBDIVISION

CLIENT  
COLONEL TALBOT DEVELOPMENTS INC.

DEVELOPER'S CERTIFICATE  
THE HEATHWOODS SUBDIVISION

DATE  
2023

SCALE  
1:1000

PROJECT  
THE HEATHWOODS SUBDIVISION

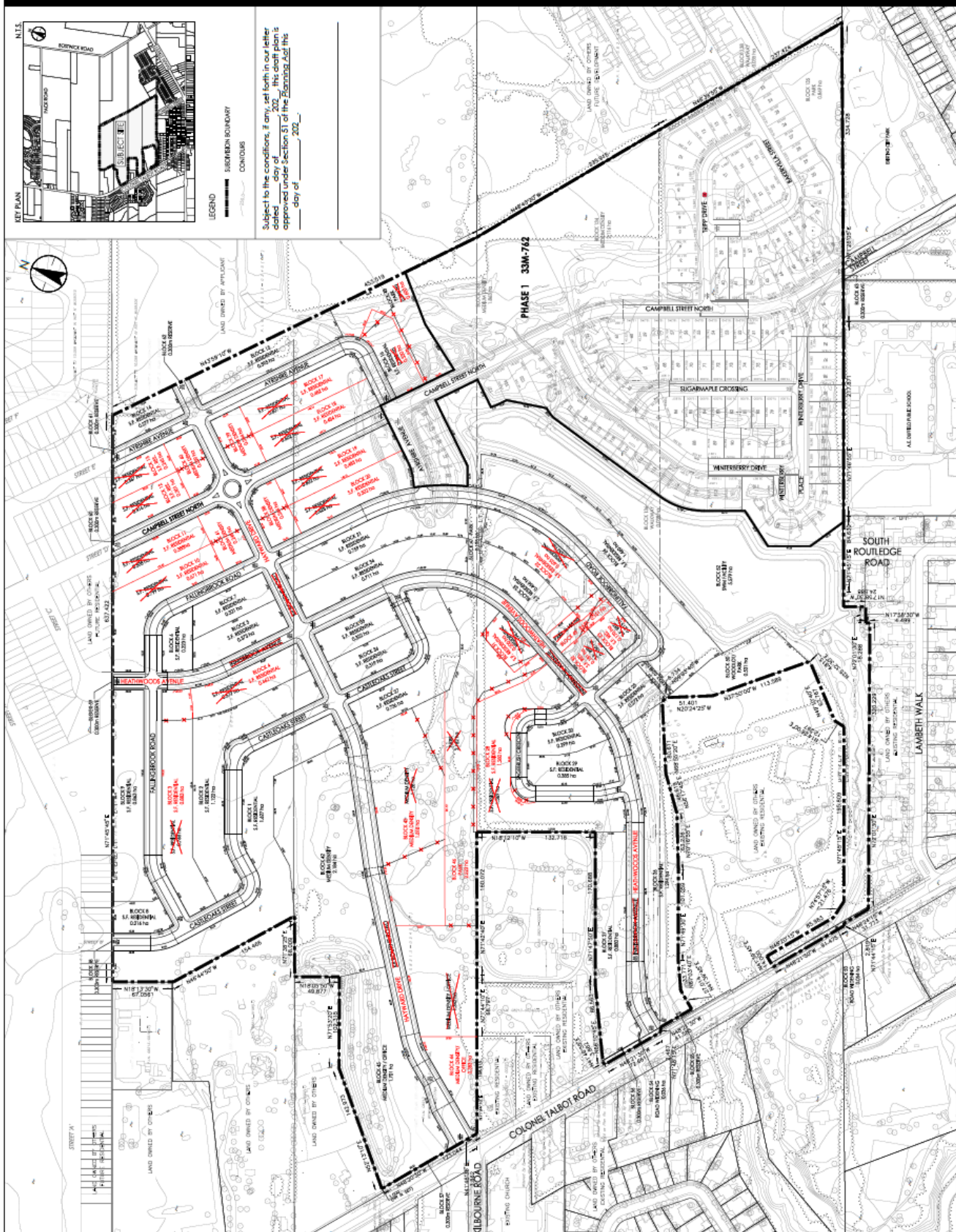
CLIENT  
COLONEL TALBOT DEVELOPMENTS INC.

THE HEATHWOODS SUBDIVISION  
London, ON Canada

DRAFT PLAN OF SUBDIVISION  
REDLINE PLAN  
391-1-25/03

Project No. 161403481  
Scale 1:1000  
Drawing No. Street Revision

1 of 1



The above images represent the applicant's proposal as submitted and may change.



London  
CANADA

## Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination)

**Policy Name:** Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination)

**Legislative History:** Replaces Workplace Harassment and Discrimination Prevention Policy Enacted September 19, 2017 (By-law No. CPOL.-155-407) and amended July 24, 2019 (By-law No. CPOL.-155(a)-384); Adopted December 10, 2019, in force and effect March 1, 2020 (CPOL.-396-7)

**Last Review Date:** December 3, 2019

**Service Area Lead:** Director of People Services

### 1. Policy Statement

The Corporation of the City of London (“Corporation”) is committed to providing a safe and supportive workplace in which the diversity, dignity, and perspectives of all individuals are valued and respected.

Harassment and discrimination in the workplace are prohibited by law. Under Ontario’s [Human Rights Code](#), every person has a right to equal treatment in employment without discrimination and the right to be free from harassment in the workplace. Workplace measures to prevent and address workplace harassment are also required by the [Occupational Health and Safety Act](#).

The Corporation will not tolerate, ignore, or condone harassment, discrimination, or reprisal of any of its employees in the workplace by anyone, including other employees, elected officials, members of the public, customers/clients, volunteers, contractors, and consultants. Workplace harassment, discrimination, and reprisal are serious forms of misconduct that may result in corrective and and/or disciplinary actions, up to and including termination of employment.

### 2. Definitions

The following definitions are intended to assist employees in understanding terms referenced in this policy. To the extent definitions may not be identical to legal definitions, they shall be interpreted and applied in accordance with applicable legislation, including the [Human Rights Code](#) and [Occupational Health and Safety Act](#).

- 2.1 **Discrimination** – Actions or behaviours that result in unfavourable treatment or which have a negative impact on an individual or group because of one or more of the prohibited grounds listed in the [Human Rights Code](#). Discrimination may be intentional or unintentional. It may involve direct actions that are outright discriminatory, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.
- 2.2 **Disrespectful Behaviour** – Failing or refusing, through words or actions, to treat others in a professional, courteous, civil, dignified, fair, and equitable manner.
- 2.3 **Harassment** – Engaging in offensive, hurtful, upsetting or embarrassing comment or conduct that a person knows or ought reasonably to know is unwelcome. The fact that a person does not explicitly object to harassing behaviour, or appears to be going along with it, does not mean the behaviour is welcomed, consented to, or is not harassing. Harassment usually involves more than one incident or a pattern of behaviour, but a single incident may be sufficiently serious, offensive, or harmful to constitute harassment.

Harassment may be:

- a) **Personal** – directed at an individual(s) but not based on any prohibited ground listed in the [Human Rights Code](#); or
- b) **Code-based** – based on one or more of the prohibited grounds listed in the [Human Rights Code](#). Code-based harassment is also a form of discrimination.

Harassment of a worker in the workplace, including sexual harassment of a worker in a workplace, is collectively referred to as “workplace harassment” for the purposes of the [Occupational Health and Safety Act](#).

**2.4 Poisoned Work Environment** – A hostile, humiliating, or uncomfortable workplace that is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that intimidate, demean or ridicule a person or group. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned work environment. Pornography, pin-ups, offensive cartoons, insulting slurs or jokes, and malicious gossip are examples of comments and conduct that can “poison the workplace” for employees.

**2.5 Prohibited Grounds** – The [Human Rights Code](#) prohibits harassment and discrimination in employment based on one or more of the following grounds:

- race
- ancestry
- place of origin
- colour
- ethnic origin
- citizenship
- creed (religion, including atheism)
- sex (includes pregnancy and breast feeding)
- sexual orientation
- gender identity
- gender expression
- age
- record of offences (criminal conviction for a provincial offence or for an offence for which a pardon has been received)
- marital status (includes married, single, widowed, divorced, separated, living together in a conjugal relationship outside of marriage, whether in a same-sex or opposite sex relationship)
- family status (such as being in a parent-child relationship)
- disability (includes mental, physical, developmental or learning disabilities)
- association or relationship with a person identified by one of the listed grounds
- perception that one of the listed grounds applies, whether or not it actually does

**2.6 Reprisal** – Any act of retaliation or revenge against a person for:

- a) Raising a concern or making a complaint under this policy (whether on their own behalf or on behalf of another);
- b) Participating or cooperating in an investigation or other complaint resolution process under this policy; or
- c) Associating with or assisting a person identified in paragraphs a) and/or b) above.

**2.7 Sexual Harassment** – Harassment based on sex, sexual orientation, gender identity, or gender expression and includes:

- a) Engaging in offensive, hurtful, upsetting or embarrassing comment or conduct because of sex, sexual orientation, gender identity or gender expression that a person knows or ought reasonably to know is unwelcome;
- b) Making a sexual solicitation (i.e. request) or advance where the person making the solicitation or advance is in a position to confer, grant or deny



- a benefit or advancement and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; and
- c) Retaliating against or threatening to retaliate against an individual for the rejection of a sexual solicitation or advance where the retaliation or threat of retaliation is by a person in a position to confer, grant or deny a benefit or advancement to the individual.

Sexual harassment of a worker in the workplace is referred to as “workplace sexual harassment” for the purposes of the [Occupational Health and Safety Act](#).

2.8 **Supervisor** – When referenced in this policy means a management supervisor.

2.9 **Workplace** – Includes all sites, facilities, and other locations where the business, work, or social activities of the Corporation take place (see also the Applicability section below).

### 3. **Applicability**

3.1 This policy applies to:

- All Corporation employees, including full-time, part-time, temporary, probationary and casual employees;
- Elected officials;
- Volunteers (including members of Advisory Committees, Special Committees and Task Forces);
- Interns and students on placements; and
- Contractors and consultants acting on behalf of the Corporation.

Members of the public, including visitors to Corporation facilities and individuals accessing services or conducting business with the Corporation, are expected to adhere to the standards of conduct set out in this policy, including refraining from workplace harassment and discrimination of employees, elected officials, and persons acting on behalf of the Corporation.

3.2 This policy applies at all Corporation workplaces, whether during or outside of normal working hours and whether at or away from the worksite. This includes:

- a) All Corporation facilities and worksites;
- b) All Corporation vehicles;
- c) Any other location where Corporation employees are performing work-related duties or carrying out responsibilities on behalf of the Corporation, including work-related travel and off-site meetings, conferences, seminars, and training;
- d) Locations at which work-related social functions take place, including formal events officially sanctioned by the Corporation and informal after-work social gatherings where behaviours could have an impact on the workplace; and
- e) Social media sites (e.g. Facebook, Twitter, Instagram etc.) and internet sites, where posts may be connected to the workplace or could have an impact on the workplace or working relationships.

3.3 This policy also applies to communications by telephone, cell phone, email, text message, or other electronic instant messaging platforms where the communication may be connected to the workplace or have an impact on the workplace or working relationships, whether the computer, phone, or other electronic device used to make the communication is a personal or Corporation-issued device.

### 4. **The Policy**

4.1 Purpose

The purpose of this policy is to:

- a) Set expectations and standards of behaviour for a respectful, safe and supportive workplace;
- b) Define behaviours that may be offensive and prohibited by law and/or this policy;
- c) Clarify roles and responsibilities with respect to interpersonal behaviour in the workplace;
- d) Outline measures to prevent and address prohibited behaviour, including harassment, discrimination, and reprisal; and
- e) Address the Corporation's obligations under applicable employment laws, including the [Human Rights Code](#) and [Occupational Health and Safety Act](#).

#### 4.2 Expected Behaviour

Employees will interact with one another, members of the public, and all others in the workplace in a professional, courteous, civil, dignified, fair, and equitable manner.

#### 4.3 Prohibited Behaviour

The following behaviours are prohibited in the workplace:

- Disrespectful Behaviour
- Discrimination
- Harassment (Personal and Code-based), including Sexual Harassment
- Reprisal

See [Appendix A](#) for examples of the prohibited behaviours listed above.

#### 4.4 Roles and Responsibilities

Creating and maintaining a respectful workplace is a shared responsibility. Every individual to whom this policy applies, as well as individuals who attend at Corporation workplaces, or who access services or conduct business with the Corporation, are expected and required to abide by the standards of behaviour set out in this policy.

Employees who are subjected to or witness prohibited behaviour in the workplace should consult the Respectful Workplace Dispute Resolution and Complaint Procedures ("[Resolution/Complaint Procedures](#)" – [Appendix B](#)) which outline various options available to address and resolve such behaviour.

##### 4.4.1 All Employees

Every employee has a responsibility to create and maintain a respectful workplace. This includes to:

- a) Ensure words and actions are consistent with this policy;
- b) Raise concerns as soon as possible of prohibited behaviour;
- c) Accept responsibility for their workplace behaviours and their impact on others;
- d) Cooperate in investigations and handling of alleged prohibited behaviour upon request;
- e) Maintain confidentiality related to investigations of alleged prohibited behaviour; and
- f) Participate in training associated with this policy.

##### 4.4.2 Managers/Supervisors

Managers and supervisors have additional responsibilities to create and maintain respectful workplaces and must act immediately on observations or allegations of

prohibited behaviour.

A manager or supervisor may be held responsible if they are aware of an incident of prohibited behaviour but do not take steps to resolve or address it.

Managers and Supervisors must:

- a) Ensure work-related practices/procedures in their areas are free from barriers and do not discriminate against groups or individuals;
- b) Set a good example by ensuring their own words and conduct adhere to this policy;
- c) Be aware of what constitutes prohibited behaviour and the procedures in place for addressing and resolving such behaviour;
- d) Act promptly to address observations or allegations of prohibited behaviour;
- e) Consult and work cooperatively with the Human Rights and Human Resources Divisions as needed;
- f) Keep a detailed record of any violations of this policy and corrective actions taken and report this information to the Human Rights Division as required;
- g) Support training and awareness activities related to this policy;
- h) Ensure this policy is distributed and posted in a location that is easily accessible by all employees and any other individuals who enter the workplace and ensure contractors and consultants who enter the workplace are aware of this policy;
- i) Implement disciplinary/corrective actions and workplace restoration measures as required;
- j) Monitor the workplace where prohibited behaviour has occurred to ensure it has stopped; and
- k) Provide appropriate support to all those in their work area affected by prohibited behaviour, including witnesses.

#### 4.4.3 Non-management Supervisors

Non-management supervisors must likewise set a good example by ensuring their behaviour complies with this policy and must report all observations, concerns, and/or complaints of prohibited behaviour to their supervisor/manager or the Human Rights Division immediately to be addressed in accordance with the [Resolution/Complaint Procedures \(Appendix B\)](#).

#### 4.4.4 Human Rights Division

The focus of the Human Rights Division is to assist in preventing, correcting, and remedying prohibited behaviours. The Human Rights Division does not advocate for, act on behalf of, or represent any party in a dispute (complainant, respondent, or management). All complaints to the Human Rights Division will be dealt with in an unbiased manner.

The Human Rights Division is responsible for:

- a) Reviewing and recommending updates to this policy;
- b) Providing information to employees, including to managers and supervisors, regarding this policy and the various options available for raising, addressing, and resolving concerns and complaints of prohibited behaviour;
- c) Making referrals to agencies for counselling and assistance when required;
- d) Receiving complaints, including conducting intakes;
- e) Recommending appropriate interim measures, and complaint resolution and investigation options;
- f) Conducting independent investigations;
- g) Assisting in implementing resolutions of complaints; and
- h) All tracking of concerns and complaints under this policy.

#### 4.4.5 Human Resources Division

The Human Resources Division is responsible for:

- a) Removing barriers in hiring and employment policies, practices, and procedures that may have the effect of discriminating against groups or individuals;
- b) Providing training on this policy and related practices and procedures;
- c) Providing support to managers and supervisors in responding to and addressing matters under this policy;
- d) Making referrals to agencies for counselling and assistance where required;
- e) Consulting with the Human Rights Division as required with respect to alleged prohibited behaviour; and
- f) Reporting all complaints of prohibited behaviour to the Human Rights Division, including grievances alleging harassment, discrimination and/or reprisal filed under a collective agreement.

#### 4.4.6 Corporate Security and Emergency Management Division

The focus of Corporate Security Services is to protect and promote the safety and security of Corporation workplaces, employees, and the public by assisting in preventing and addressing prohibited behaviours where safety may be at risk. Corporate Security Services is responsible for:

- a) Providing advice and assistance to address concerns and complaints of prohibited behaviour against a member of the public or where the physical safety of employees or others may be at risk;
- b) Making referrals to agencies for counselling and assistance when required;
- c) Receiving complaints alleging a member of the public has engaged in prohibited behaviour, including conducting intakes and determining appropriate interim measures;
- d) Determining informal actions, and conducting independent investigations of complaints of prohibited behaviour against a member of the public;
- e) Consulting and working cooperatively with Human Rights and Human Resources Divisions as required;
- f) Recommending and implementing appropriate corrective action involving members of the public when required; and
- g) Reporting prohibited behaviour by members of the public and corrective actions taken to the Human Rights Division as required.

#### 4.4.7 Respectful Workplace Ombudsperson (“RWO”)

The RWO is available as a neutral and confidential resource for employees to obtain information regarding their rights and obligations under this policy. The RWO advocates for fair and transparent processes under this policy and related practices and procedures, but does not act as an advocate for or provide legal advice to individuals.

The RWO will:

- a) Receive and respond on a confidential basis to questions from employees regarding this policy;
- b) Provide assistance to employees as they proceed through the [Resolution/Complaint Procedures](#);
- c) Review complaints from employees related to processes and procedures undertaken by the Corporation under this policy and make recommendations to the City Manager for improvements; and
- d) Report annually to the City Manager about their interactions with employees related to this policy and identify themes and potential options for action and improvement.

#### 4.4.8 Joint Health and Safety Committees

The Corporation's Joint Health and Safety Committees will be consulted and may provide input and feedback with respect to the implementation and maintenance of this policy and related processes and procedures in accordance with the [Occupational Health and Safety Act](#).

#### 4.4.9 Unions/Associations

Union/Association officials are available for confidential consultation and to provide representation to both complainants and respondents, if they are Union/Association members. Union/Association officials can also make a referral to agencies for counselling and assistance where required.

#### 4.4.10 Community Agencies

Community agencies are available to provide confidential advice to individuals affected by complaints.

#### 4.5 Communication

This policy shall be posted on the Corporation's intranet, on the Corporation's website, and in the Corporation's workplaces.

#### 4.6 Respectful Workplace Training

Employees, elected officials, interns and students on placement, will receive mandatory training on this policy upon assuming their respective roles in the workplace. Thereafter, as appropriate, they will receive refresher or in-service training with respect to specific rights and/or obligations arising from the [Human Rights Code](#) and/or the [Occupational Health and Safety Act](#) and will be reminded of the complaint mechanisms to enforce those rights and any substantial changes.

#### 4.7 Policy Review Process

The Corporation is committed to continuing to enhance its respectful workplace policies, practices, and procedures. This policy will be reviewed as often as necessary, but at least annually, to ensure it remains current and is appropriately implemented. Employees and their representatives are encouraged to provide input and feedback to the Human Rights Division, the Human Resources Division, or the RWO.

#### 4.8 Policy Implementation

Implementation of this policy will be in accordance with applicable Council and/or Corporation by-laws, policies and procedures, legislation, and collective agreement provisions.

#### 4.9 Related Policies and Procedures

- [Accommodation of Employees with Disabilities Procedure](#)
- [Code of Conduct for Members of Council](#)
- [Formal Investigation Process](#)
- [General Policy for Advisory Committees](#)
- Public Conduct Administrative Practice
- [Rzone Policy](#)
- [Time Off for Religious Observances Guideline](#)
- [Use of Technology Administrative Procedure](#)
- [Workplace Violence Prevention Policy](#)



## Appendix A: Examples of Prohibited Behaviours

The following are some examples of the prohibited behaviours listed in Section 4.3 above.

### Disrespectful Behaviour

Examples could include:

- Teasing or joking that intimidates, embarrasses, or humiliates;
- Belittling and use of profanity;
- Using sarcasm or a harsh tone;
- Deliberately expressing or exhibiting disinterest when an employee is speaking;
- Spreading gossip or rumours that damage one's reputation;
- Condescending or patronizing behaviour;
- Actions that invade privacy or one's personal work space; and
- Deliberately excluding an employee from basic civilities (e.g. saying "good morning"), relevant work activities, or decision making.

Any of the behaviours listed above could also constitute discrimination (if based on one or more of the prohibited grounds) or harassment (if the behaviour is repeated, occurs in combination with other prohibited behaviours, or is severe).

### Discrimination

If based on one or more of the prohibited grounds, examples could include:

- Excluding an employee from workplace activities;
- Refusing to work with another employee;
- Denial of hiring, promotion, work assignment, career development or training;
- Failing or refusing to accommodate short of undue hardship; and
- Denial of services to any individual or group of individuals.

### Harassment

Examples of **Personal Harassment** could include:

- Angry shouting/yelling;
- Abusive or violent language;
- Physical, verbal, or e-mail threats or intimidation;
- Aggressive behaviours (e.g. slamming doors, throwing objects);
- Targeting individual(s) in humiliating practical jokes;
- Excluding, shunning, or impeding work performance;
- Negative blogging or cyberbullying;
- Retaliation, bullying, or sabotaging;
- Unreasonable criticism or demands;
- Insults or name calling;
- Public humiliation; and
- Communication via any means (e.g. verbal, electronic mail, voice mail, print, social media posts, or radio) that is demeaning, insulting, humiliating, or mocking.

Examples of **Code-based Harassment** could include (if based on one or more of the prohibited grounds):

- Insulting, offensive, humiliating or mocking remarks, gestures, jokes, slurs, or innuendos;
- Name calling, including using derogatory or offensive terms or language;
- Refusing to work or interact with an employee;

- Attaining, viewing, retaining or distributing insulting, derogatory or offensive information from the internet or other sources;
- Vandalism of an individual's property;
- Interference with a person's ability to perform their work responsibilities;
- Offensive, derogatory, insulting or demeaning communication via any means (e.g. verbal, electronic mail, voice mail, print, social media posts, or radio); and
- Displaying pictures, graffiti or other materials that are derogatory or offensive.

### **Harassment Does Not Include:**

- Reasonable performance of management or supervisory functions, including:
  - performance/probation reviews/appraisals,
  - performance management (including coaching, counselling, discipline),
  - organizational changes/restructuring,
  - shift/vacation scheduling,
  - work direction, and
  - work assignments/work location;
- Occasional disagreements or personality conflicts between co-workers;
- Stressful events encountered in the performance of legitimate duties; or
- A single comment or action unless it is serious and has a lasting harmful effect.

### **Sexual Harassment**

Examples could include:

- Comments, jokes, slurs, innuendos or taunting about a person's body, attire, sex, sexual orientation, gender identity, or gender expression;
- Comments or conduct of a sexual nature (verbal, written, physical);
- Jokes of a sexual nature which cause awkwardness or embarrassment;
- Negative stereotypical comments based on gender, sex or sexual orientation;
- Gender related comments about an individual's physical characteristics or mannerisms;
- Displaying or distributing pornographic pictures or other offensive material;
- Inappropriate touching, gestures, leering, staring or sexual flirtations;
- Sexual assault (also an offence under the [Criminal Code](#));
- Persistent unaccepted solicitations for dates (including unwelcome contact subsequent to the end of an intimate relationship);
- Unwelcome solicitation(s) made by a person in a position to confer or deny a workplace benefit or advancement on the recipient; and
- Unwelcome comments or questions about a person's sex life.

### **Reprisal**

Examples could include:

- Issuing discipline, changing work location or hours, demoting, denying of advancement or promotional opportunities, or threatening to carry out such actions if done as an act of retaliation or revenge;
- Bullying, threats, or other intimidating behaviour;
- Making false allegations of workplace misconduct; and
- Pressuring an individual to withdraw or change a complaint or witness statement.

## Appendix B: Respectful Workplace Dispute Resolution and Complaint Procedures

### 1. Purpose

These procedures are intended to:

- a) Outline internal options available for employees to raise concerns of prohibited behaviour for resolution and/or investigation;
- b) Inform managers and supervisors of actions required to address concerns and complaints of prohibited behaviour;
- c) Inform employees of what they can expect to occur in the event they raise a concern of prohibited behaviour, or are a witness to, or accused of such behaviour;
- d) Inform employees of available supports to assist them in raising concerns of prohibited behaviour or in the event they are accused of, or witness such behaviour; and
- e) Outline actions that will be taken to prevent, correct, and remedy incidents of prohibited behaviour.

### 2. Definitions

For the purposes of these procedures,

- 2.1 **Complainant** – A person(s) alleging they have been subjected to prohibited behaviour under this policy.

*Note:* Complaints of prohibited behaviour will be accepted from any source that provides reasonable grounds for concern (e.g. witnesses, unions/associations, or other third parties). These individuals will not be considered “complainants” for the purpose of these Resolution/Complaint Procedures or the Corporation’s [Formal Investigation Process](#).

- 2.2 **Prohibited Behaviour** – Behaviour in the workplace that is prohibited by this policy (see Policy, Section 4.3 above).

- 2.3 **Respondent** – The person(s) who is alleged to have engaged in prohibited behaviour.

- 2.4 **Respectful Workplace Response Team** – Shall be comprised of the City Manager, relevant Managing Director, Director of People Services, or their designate(s), and a member of the City Solicitor’s Office.

### 3. Complaints Involving the City Manager/Deputy City Manager/Managing Directors/Director of People Services/Human Rights Intake Administrator

- a) Complaints received through these Resolution/Complaint Procedures alleging the City Manager has engaged in prohibited conduct (alone or in conjunction with another respondent(s)) shall be forwarded to the Director of People Services or the City Solicitor as soon as possible. Upon receipt of a complaint, the Director of People Services or the City Solicitor will immediately refer the complaint to an external third party.
- b) Complaints received through these Resolution/Complaint Procedures alleging the Deputy City Manager, a Managing Director, the Director of People Services, or the Human Rights Intake Administrator (alone or in conjunction with another respondent(s) other than the City Manager) has engaged in prohibited behaviour shall be forwarded to the City Manager as soon as possible. Upon receipt of a complaint, the City Manager will immediately refer the complaint to an external third party.
- c) The external third party will perform all the functions assigned to the Human Resources Division and/or the Human Rights Division as described in this procedure and the Formal Investigation Process.
- d) In the case of the City Manager, if the external third party determines that a formal investigation is required, they will provide the investigation report

and their recommendations, if any, to the Committee designated by the Municipal Council to deal with such matters. The Committee, after consultation with the external third party and such other external and/or internal resources as appropriate and required (e.g. external legal counsel, member of the City Solicitor's Office, Director of People Services), shall make recommendations to the Municipal Council relating to corrective and/or disciplinary actions, and the Municipal Council shall consider, adopt or otherwise deal with the recommendations from the Committee.

- e) In the case of the Deputy City Manager, Managing Directors, Director of People Services, and the Human Rights Intake Administrator, if the external third party determines that a formal investigation is required, they will provide the investigation report and their recommendations, if any, to the City Manager. The City Manager, after consultation with such other external and/or internal resources as appropriate and required (e.g. external legal counsel, member of the City Solicitor's Office, Director of People Services) will determine or, where required, will recommend to the Committee designated by the Municipal Council to deal with such matters, appropriate corrective and/or disciplinary action.

In all other respects, the Resolution/Complaint Procedures below will apply to the processing of the complaint.

#### **4. Complaints Involving a Member of Council (Including the Mayor)**

- a) Complaints received through these Resolution/Complaint Procedures alleging a Member of Council has engaged in prohibited conduct shall be forwarded to the Director of People Services as soon as possible. In the event the Director of People Services, determines that a formal investigation of the complaint is required, they will immediately refer the complaint to the Integrity Commissioner to conduct an investigation in accordance with the Integrity Commissioner's procedures. Where such a request is made to the Integrity Commissioner, the Director of People Services shall be the complainant for the purposes of the Integrity Commissioner's procedures.
- b) Where the Integrity Commissioner conducts an investigation, the Integrity Commissioner will provide results to the Director of People Services in accordance with the Integrity Commissioner's procedures. Based on the Integrity Commissioner's reporting, the Director of People Services will provide the complainant with a written summary of the findings.
- c) Where there are findings of a violation of this policy, the Director of People Services will refer the findings to the Respectful Workplace Response Team to implement appropriate corrective action to ensure the behaviour stops in accordance with section 7.4 below.
- d) As noted in Section 7.10 below, other complaint avenues for raising concerns of prohibited behaviour by a Member of Council may be available, including directly to the Integrity Commissioner as provided for in the [Code of Conduct for Members of Council](#).

In all other respects, the Resolution/Complaint Procedures below will apply to the processing of the complaint.

#### **5. Complaints Involving Members of the Public Attending at Corporation Workplaces and/or Accessing Corporation Services**

- a) The Division Manager of Corporate Security and Emergency Management, or designate, in addition to the individuals listed in sections 6.1 and 6.2 below, is available to provide advice, guidance and assistance to employees and supervisors/managers regarding available options to raise and resolve concerns of prohibited behaviour by a member of the public.
- b) The Division Manager, Corporate Security and Emergency Management, or designate, in consultation with the Human Rights Division as needed,

may also determine an appropriate informal course of action that may effectively resolve a complaint against a member of the public in a timely and fair manner as outlined in section 6.3 below. All findings of harassment, discrimination, and/or reprisal determined through informal action, as well as any corrective actions taken, shall be reported to the Human Rights Division.

- c) In addition to the Director of People Services and in accordance with section 6.5 below, the Division Manager, Corporate Security and Emergency Management or designate, in consultation with the Human Rights Division as needed, may determine that further inquiry into a complaint of prohibited conduct against a member of the public is necessary and, if so, a formal investigation of the matter will be conducted in accordance with the Corporation's [Formal Investigation Process](#).
- d) Where there are findings of a violation of this policy, corrective action shall be determined in accordance with section 7.4 below.
- e) The Division Manager, Corporate Security and Emergency Management or designate, shall report all findings of harassment, discrimination, and/or reprisal determined through formal investigation, as well as any corrective actions taken, to the Human Rights Division.

In all other respects, the Resolution/Complaint Procedures set out below will apply to the processing of a complaint against a member of the public.

## **6. Resolution/Complaint Procedures**

There are a number of internal options available to raise and resolve concerns of prohibited behaviour under this policy, including:

- 1) Consultation – Obtaining Advice and Assistance
- 2) Individual Action – Talking to the Respondent
- 3) Informal Action – Dispute Resolution without Formal Investigation
- 4) Mediation
- 5) Formal Investigation

Whether all options are available or appropriate in a particular case will depend on the nature of the concerning behaviour and/or the parties involved. In all cases, concerns should be raised and addressed as soon as possible. Where appropriate, and especially when raised right away, individual or informal actions can bring about a quick resolution and prevent escalation of workplace disputes.

### **6.1 Consultation – Obtaining Advice and Assistance**

Employees who believe they have witnessed or been subjected to prohibited behaviour may benefit from having access to information and advice before deciding how to proceed with a concern. Employees may consult any member of management or Human Resources or Human Rights Division staff. These individuals have responsibility to take action to resolve and stop prohibited behaviour (see Roles and Responsibilities – Policy, Section 4.4). They can provide advice, assistance, coaching, and referrals to assist employees in addressing the dispute themselves where appropriate to do so. Depending on the nature and circumstances of the concern raised, these individuals may be obligated to initiate an investigation even if the complainant does not wish to pursue that option.

The RWO is also available to provide neutral, confidential advice and information regarding available resolution and complaint options (see Policy, Section 4.4.7).

Employees who are members of a bargaining unit may also consult their Union/Association representative.

### **6.2 Individual Action – Talking to the Respondent**

If an employee believes they are being subjected to prohibited behaviour and



there are no immediate health or safety concerns, it is recommended the respondent be told as soon as possible that their behaviour is unwelcome and must stop.

It is not necessary for the employee to advise the respondent directly. The communication may be done verbally, via e-mail, transcribed, or other suitable means. It is recommended that if the communication is done verbally, what was said, as well as the date, time and place, be documented. Human Rights and Human Resources Division staff, a Union/Association representative, any member of management, or a trusted friend may assist.

It is recommended that the complainant maintain a detailed record of incidents of prohibited behaviour, including the number of occurrences, date(s), time(s), place(s), nature of the offensive behaviour(s), names of individuals who may have observed the incidents and all actions taken.

If addressing the respondent directly could raise health or safety risks, escalate the dispute, or is not appropriate, complainants may take other resolution options outlined in these procedures.

### 6.3 Informal Action – Dispute Resolution without Formal Investigation

If individual action is not appropriate or if the prohibited behaviour continues after asking the person to stop, the employee shall advise their supervisor/manager or the Human Rights Division of their complaint, preferably in writing. Where the employee's supervisor/manager is involved in the complaint, the employee may advise a more senior member of management. Supervisors and managers will report all complaints of behaviour that may constitute harassment, discrimination, or reprisal to the Human Rights Division as soon as possible. When uncertain, supervisors/managers should consult the Human Rights Division for guidance.

Where the prohibited behaviour alleged is not harassment, discrimination, or reprisal, the supervisor or manager in consultation with the Human Rights Division, as needed, and with the parties to the dispute, if appropriate, may determine an appropriate informal course of action that will effectively resolve the complaint in a timely and fair manner without the need for formal investigation. If the prohibited behaviour warrants disciplinary action, the supervisor or manager must consult with Human Resources or Human Rights Division staff before issuing discipline. The supervisor or manager shall document and report to the Human Rights Division any informal action taken, including any corrective/disciplinary action(s) implemented, to resolve the complaint.

Where the alleged prohibited behaviour may constitute harassment, discrimination, or reprisal, the Director of People Services, or designate, in consultation with the Human Rights Division, and with the complainant if appropriate, will determine whether an informal course of action may be appropriate.

Circumstances in which an informal course of action may be appropriate include the following:

- i) Where the alleged misconduct is minor in nature;
- ii) Where all the facts necessary for resolution are known without the need for further inquiry;
- iii) Where no other resources or special expertise are required for an impartial and timely resolution;
- iv) Where the alleged misconduct is acknowledged by the respondent, the parties to the complaint are in agreement as to how to effectively resolve the issues, and the agreed upon resolution is acceptable to the appropriate manager(s) and the Director of People Services or designate.

Informal action may include, among other actions:

- i) Consulting, advising, meeting with and/or interviewing those involved in the complaint (i.e. an informal review/investigation);
- ii) Reviewing documentary evidence (e.g. emails);
- iii) Communication of findings to the parties to the complaint and making recommendations to remedy concerns; or
- iv) A facilitated discussion to resolve the issues.

The [Occupational Health and Safety Act](#) requires employers to conduct an investigation that is appropriate in the circumstances of all incidents and complaints of workplace harassment. Therefore options for informal action that do not include investigation will not be available for complaints of workplace harassment until after an appropriate investigation has been completed.

Where there are findings of prohibited behaviour determined through informal action, communication of those findings will be in accordance with the Communication of Findings section of the Corporation's [Formal Investigation Process](#).

#### 6.4 Mediation

Mediation is a form of informal action. It is a voluntary process whereby the complainant and respondent meet with a trained mediator to determine whether the complaint can be resolved in a mutually satisfactory manner.

Mediation is not appropriate in all circumstances. For example, when there are allegations of severe discrimination or harassment which, if substantiated, would result in disciplinary action, or where there are potential health or safety concerns. If the Director of People Services or designate, in consultation with the Human Rights Division, deems mediation appropriate, it will be offered to the parties but will only be conducted with the consent of both the complainant and the respondent.

It is preferable that mediation be attempted prior to a formal investigation but will remain available to the parties throughout the investigation process. Where workplace harassment is alleged, mediation will only be available, if deemed appropriate, after an investigation is completed as required by the [Occupational Health and Safety Act](#).

During the mediation process, the complainant and the respondent may, if desired, be accompanied by a Union/Association representative or a trusted friend.

If a mediated settlement is reached, the terms of the settlement shall be reduced to writing and signed by the complainant, respondent and the mediator. If the settlement requires any action on the part of the Corporation, the agreement of the Director of People Services or designate will be required.

Discussions at the mediation will be treated as carried out with a view to coming to a settlement. Discussions will be treated as privileged and confidential to the full extent permitted by law.

#### 6.5 Formal Investigation

If mediation or other informal options to resolve the complaint are not appropriate or are unsuccessful or where the Director of People Services or designate, in consultation with the Human Rights Division, determines that further inquiry is necessary, a formal investigation into the matter will be conducted.

**Corporate-initiated Investigations:** In circumstances where a complaint is made by someone other than the alleged victim, the Corporation may conduct a formal investigation where the Director of People Services or designate, in

consultation with the Human Rights Division, deems it appropriate, including where allegations of harassment or discrimination warrant further action/investigation or where the alleged victim does not wish to submit a complaint. The Corporation may also conduct a formal investigation where there is information to suggest the existence of an outstanding specific or systemic problem in the workplace.

Formal investigations and communication of the findings from such investigations will be conducted in accordance with the Corporation's [Formal Investigation Process](#).

## **7. General Provisions**

### **7.1 Refusal to Act or Investigate**

The Corporation may refuse to act or investigate or may discontinue an informal action or investigation where:

- i) The behaviour alleged, if true, would not be a breach of this policy;
- ii) The complaint is anonymous and there is insufficient information to warrant any or further steps;
- iii) The complaint is vexatious or made in bad faith (see Section 7.5 below);
- iv) Another complaint avenue has been pursued or engaged regarding the same or a related concern/complaint; or
- v) Having regard to all of the circumstances, further investigation of the matter is unnecessary.

### **7.2 Interim Measures**

In certain circumstances such as where health or safety is at issue, it may be necessary to take immediate measures. In such a case, interim measures shall be determined by the Director of People Services, or designate, in consultation, where appropriate, with the Human Rights Division, other members of the Respectful Workplace Response Team, Corporate Security, and/or the London Police Service. Interim measures may include relocating a party, or placing a party on a non-disciplinary suspension with pay pending the resolution of the complaint or outcome of the investigation. The Division Manager, Corporate Security and Emergency Management Division, or designate, in consultation, where appropriate, with the Human Rights Division, other members of the Respectful Workplace Response Team, and/or the London Police Service, shall determine interim measures with respect to members of the public. The implementation of interim measures does not mean that conclusions have been reached relating to the allegations.

### **7.3 Support for Parties**

The Corporation recognizes that involvement in a workplace investigation may be stressful and emotionally upsetting. Complainants, respondents, witnesses, and other affected employees may access the counselling services and support provided by the Corporation's employee assistance provider. Additionally, complainants may wish to access counselling and support through outside agencies.

Parties to a complaint also have the right to be accompanied by a support person of their choice during meetings relating to a complaint made pursuant to these procedures, including their Union/Association representative, if applicable, or a trusted friend (e.g. another manager if they are a management employee). Where the Human Rights Intake Administrator/investigator is of the opinion that the presence of the support person is inappropriate (e.g. they have a conflict) or is hindering the process, the relevant party may select another support person provided that doing so does not hinder or unduly delay the meeting/process. As these procedures are intended as an internal means of addressing prohibited

behaviour outside of more formal legal proceedings, parties are not entitled to select legal counsel as their support person.

#### 7.4 Corrective Action and/or Disciplinary Action

Where a finding of a violation of this policy that does not constitute harassment, discrimination, or reprisal has been made, the applicable division manager, in consultation with the Director of People Services, or delegate, will determine appropriate corrective and/or disciplinary actions.

Where a finding of harassment, discrimination, or reprisal in violation of this policy has been made, the Respectful Workplace Response Team will determine appropriate corrective and/or disciplinary actions.

Where it is determined that corrective or disciplinary action is to be taken against an employee of the Corporation, such action may include the following:

- An apology
- Coaching or counselling
- Education or training
- Warning
- Suspension or leave without pay
- Demotion
- Transfer
- Termination of employment

The appropriate supervisor or manager will implement corrective or disciplinary actions to be taken against an employee.

Where it is determined that corrective action is to be taken against members of Council, volunteers (including members of Advisory Committees, Special Committees, and Task Forces), students on placements, contractors, consultants, members of the public, including clients or customers, the Corporation will take such corrective action as is reasonable in the circumstances and permitted by law to ensure the prohibited behaviour stops. This may include barring the person from Corporation facilities or discontinuing business with contractors or consultants. The Division Manager, Corporate Security and Emergency Management Division or designate will be consulted with respect to determining any corrective action to be taken against members of the public.

The Corporation may also implement any systemic remedies it deems appropriate.

#### 7.5 Vexatious/Bad Faith Complaints

Where it is determined that the complainant has made a vexatious or bad faith complaint or an individual makes allegations knowing them to be false, the Respectful Workplace Response Team will take appropriate corrective and/or disciplinary action which may include the same corrective and/or disciplinary actions noted above.

A complaint is vexatious or made in bad faith if it is made for the purpose of annoying, embarrassing or harassing the respondent, out of spite or vindictiveness, or the complainant is engaging in improper behaviour such as fraud, deception, or intentional misrepresentation.

A complaint that is made in good faith but is not substantiated does not constitute a vexatious or bad faith complaint.

#### 7.6 Timing of Complaint

A complaint under these procedures should be made as soon as possible after the prohibited behaviour occurred and no later than one year after the last

incident occurred unless there are reasons why it was not possible to bring it forward sooner. Where failure to make a complaint in a timely fashion affects the ability of the Corporation to conduct a full and complete investigation, the Corporation may decline to deal with the complaint.

#### 7.7 Timing of Completion of Actions/Investigation

The Corporation will complete any informal actions or formal investigations pursuant to these procedures in a timely manner and within three (3) months from the date of receiving a complaint/initiating an investigation, unless there are extenuating circumstances (e.g. illness, complex investigation) warranting a longer period. The Human Rights Intake Administrator/investigator, supervisor, or manager responsible for handling a complaint under these procedures will update the parties to the complaint on a regular basis (approximately every two to three weeks) as to the status of their complaint and anticipated next steps.

#### 7.8 Confidentiality

The administration of these procedures will be in accordance with the [Municipal Freedom of Information and Protection of Privacy Act](#) (“MFIPPA”). All complaints received under these procedures will be considered strictly confidential subject to the Corporation’s obligation to safeguard employees, to conduct a thorough investigation, take appropriate corrective and/or disciplinary action, or to otherwise disclose information as required by law. The parties to the complaint and any witnesses are also expected to maintain confidentiality. Unwarranted breaches of confidentiality will result in corrective and/or disciplinary action.

#### 7.9 Complaint Records

Where an investigation results in corrective and/or disciplinary action against an employee, a record of such action will be placed in the employee’s Human Resources file. Where there is insufficient evidence to prove that prohibited conduct occurred, no record of the complaint shall be placed in the respondent’s Human Resources file.

All records pertaining to enquiries and complaints under this policy will be kept in confidential storage separate from employees’ Human Resources files. All records will be subject to the provisions of [MFIPPA](#) as noted above.

#### 7.10 Other Avenues of Complaint

In addition to these internal resolution and complaint procedures, there may be other avenues available to pursue complaints of prohibited behaviour. Depending on the nature of the behaviour at issue and the parties involved, other complaint avenues may include an Application to the Human Rights Tribunal of Ontario, a complaint to the Ministry of Labour, an application to the Ontario Labour Relations Board, a civil action, a criminal complaint, a complaint to the Integrity Commissioner, and a grievance pursuant to the terms of an applicable collective agreement.

These resolution/complaint procedures are not intended to interfere with or restrict employees’ rights to pursue any other available avenue(s) of complaint, including pursuant to the Ontario [Human Rights Code](#) and the [Occupational Health and Safety Act](#). Where appropriate and/or required by law, the Corporation will conduct its own independent investigation into the allegations and make its own determination in accordance with this policy even when another avenue of complaint is pursued. This includes circumstances where there may be a related criminal proceeding.



**TERMS OF REFERENCE**  
**LONDON HOUSING ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The London Housing Advisory Committee reports to the Municipal Council, through the Community Services Committee. The London Housing Advisory Committee serves as a resource, information gathering and advisory body to the Municipal Council on matters pertaining to housing in the City of London.

**The London Housing Advisory Committee:**

- provides a forum for the exchange of information on housing issues and initiatives and recommend potential responses and directions;
- monitors and obtains information on the local housing market and identify trends and emerging housing needs in the community and recommend action where appropriate;
- reports on and makes recommendations where appropriate on the need for housing for all sectors of the community including students, seniors, low income families, singles, emergency situations and for persons with special needs (including ex-psychiatric patients, developmentally and physically challenged individuals, victims of family violence, ex-offenders);
- reports on legislation, programs and funding that affect housing from senior governments, CMHC and other government agencies or departments and makes representations and recommendations as appropriate;
- reports on and makes recommendations where appropriate on all social housing policies or changes to the social housing delivery system;
- provide advice and make recommendations where appropriate concerning affordable housing initiatives;
- provides advice and makes recommendations where appropriate with respect to a comprehensive plan to address affordable housing initiatives, including recommendations for consideration during capital budget deliberations in accordance with Council's direction eg. recommendations of the Affordable Housing Task Force;

- under the auspices of the Housing Mediation Officer, conducts educational programs, including the production of printed materials, directed at students, community groups, individual residents and landlords that will deal with issues related to student housing;
- on behalf of the City of London, Fanshawe College and the University of Western Ontario, acts as the City Council's contact point for the Housing Mediation Officer (an employee of U.W.O.) and assists the Officer with advice, appropriate action and/or report information or makes recommendations to the Community and Protective Services Committee;
- considers, approves and recommends to each of the funding partners the annual budget for the Housing Mediation Office; and
- reports on the ongoing activities of the Housing Mediation Office.

## **Composition**

### **Voting Members**

Thirteen members consisting of:

- Nine members-at-large
- Two alternate members-at-large
- One representative of each of the following sectors:
- Non-profit
- Tenants
- Private
- Emergency Housing

### **Non-Voting Resource Group**

One representative of each of the following will be available to attend advisory committee meetings when necessary:

- London Police
- Planning Division
- City's Fire Prevention Office
- Housing Mediation Office
- Canada Mortgage and Housing Corporation (London Office)
- London and Middlesex Housing Corporation
- London & St. Thomas Real Estate Board
- London Homeless Coalition
- City's Housing Division
- One Post-Secondary Student

### **Sub-committees and Working Groups**

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. These sub-committees

and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Appointment Policies**

Appointments shall be in keeping with Council Policy. Non-voting Post-Secondary Student Members shall be cooperatively nominated by the Fanshawe Student Union and the University Student's Council, Western University.

### **Qualifications**

Any person who has a general interest in housing may be appointed as a member-at-large.

Only members of the various housing related associations, sectors and organizations cited in the composition of the Advisory Committee may represent their respective body or sector. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

### **Conduct**

The conduct of Advisory Committee members shall be in keeping with Council Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

### **Remuneration**

Advisory committee members shall serve without remuneration.

Hi Heather:

I would like to learn more about bonusing as a tool for increasing the supply of affordable housing specifically, the proportion of units in a building that are typically made available, at what percent of average market rent, lasting for how long, effect of CMHC involvement on rent and duration of subsidy. How high a priority are long term affordable units when it comes to negotiating bonusing with landlords?

Does that work as an agenda item?

Betsy

(by email)