

# Corporate Services Committee

## Report

2nd Meeting of the Corporate Services Committee  
January 10, 2022

**PRESENT:** Councillors S. Lewis (Chair), M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, Mayor E. Holder

**ALSO PRESENT:** S. Corman, K. Van Lammeren, B. Westlake-Power

Remote Attendance: Councillors M. van Holst, E. Peloza and S. Hillier; L. Livingstone, N. Asare-Bediako, A. Barbon, B. Card, J. Dann, H. Chapman, J. Davison, A. Dunbar, S. Maguire, R. Morris, K. Murray, J. Raycroft, K. Scherr, M. Schulthess, B. Warner, R. Wilcox

The meeting is called to order at 12:00 PM; it being noted that the following members attended remotely: Mayor E. Holder, and Councillors Cassidy and Morgan.

### 1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### 2. Consent

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

That Consent Items 2.1 to 2.7 BE APPROVED.

Yeas: (5): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, and J. Fyfe-Millar

Absent: (1): E. Holder

**Motion Passed (5 to 0)**

#### 2.1 Report of the Federation of Canadian Municipalities Board of Directors - Hybrid Meeting - November 24-25, 2021

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

That the communication from Councillor J. Morgan regarding the Federation of Canadian Municipalities (FCM) Board of Directors update on board activities from the virtual meeting held on November 24-25, 2021 BE RECEIVED for information.

**Motion Passed**

#### 2.2 Argyle Business Improvement Area 2022 Proposed Budget – Municipal Special Levy

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

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

- a) the Argyle Business Improvement Area proposed 2022 budget submission in the amount of \$283,000 BE APPROVED as outlined in Schedule “A” of the staff report:
- b) the amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Argyle Business Improvement Area and pursuant to subsection 208(1) of the *Municipal Act, 2001* BE FIXED at \$215,000:
- c) a special charge BE ESTABLISHED for the amount referred to in part b), above, by a levy in accordance with By-law A.-6873-292 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*; and
- d) the proposed by-law as appended to the staff report dated January 10, 2022 as Schedule “C” with respect to Municipal Special Levy for the Argyle Business Improvement Area BE INTRODUCED at the Municipal Council meeting on January 25, 2022.

**Motion Passed**

2.3 Hamilton Road Business Improvement Area 2022 Proposed Budget –  
Municipal Special Levy

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

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

- a) the Hamilton Road Business Improvement Area proposed 2022 budget submission in the amount of \$121,414 BE APPROVED as outlined in Schedule “A” of the staff report;
- b) the amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Hamilton Road Business Improvement Area and pursuant to subsection 208(1) of the *Municipal Act, 2001* BE FIXED at \$70,000:
- c) a special charge BE ESTABLISHED for the amount referred to in part b), above, by a levy in accordance with By-law C.P.-1528-486 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*; and
- d) the proposed by-law as appended to the staff report dated January 10, 2022 as Schedule “C” with respect to Municipal Special Levy for the Hamilton Road Business Improvement Area BE INTRODUCED at the Municipal Council meeting on January 25, 2022.

**Motion Passed**

2.4 Hyde Park Business Improvement Area 2022 Proposed Budget –  
Municipal Special Levy

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

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

- a) the Hyde Park Business Improvement Area proposed 2022 budget submission in the amount of \$553,810 BE APPROVED as outlined in Schedule “A” of the staff report;
- b) the amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Hyde Park Business Improvement Area and pursuant to subsection 208(1) of the *Municipal Act, 2001* BE FIXED at \$484,000;
- c) a special charge BE ESTABLISHED for the amount referred to in part b), above, by a levy in accordance with By-law CP-1519-490 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*; and
- d) the proposed by-law as appended to the staff report dated January 10, 2022 as Schedule “C” with respect to Municipal Special Levy for the Hyde Park Business Improvement Area BE INTRODUCED at the Municipal Council meeting on January 25, 2022.

**Motion Passed**

2.5 London Downtown Business Association 2022 Proposed Budget –  
Municipal Special Levy

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

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

- a) the London Downtown Business Association proposed 2022 budget submission in the amount of \$1,845,838 BE APPROVED as outlined in Schedule “A” of the staff report;
- b) the amount to be raised by the Corporation of the City of London for the 2022 fiscal year for the purposes of the London Downtown Business Association and pursuant to subsection 208(1) of the *Municipal Act, 2001* BE FIXED at \$1,905,238;
- c) a special charge BE ESTABLISHED for the amount referred to in part b), above, by a levy in accordance with By-law CP-2 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*; and
- d) the proposed by-law as appended to the staff report dated January 10, 2022 as Schedule “C” with respect to Municipal Special Levy for the London Downtown Business Association BE INTRODUCED at the Municipal Council meeting on January 25, 2022.

**Motion Passed**

2.6 Old East Village Business Improvement Area 2022 Proposed Budget –  
Municipal Special Levy

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

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

- a) the Old East Village Business Improvement Area proposed 2022 budget submission in the amount of \$240,350 BE APPROVED as outlined in Schedule “A” of the staff report;
- b) the amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Old East Village Business Improvement Area and pursuant to subsection 208(1) of the *Municipal Act, 2001* BE FIXED at \$42,000;
- c) a special charge BE ESTABLISHED for the amount referred to in part b), above, by a levy in accordance with By-law CP-1 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the *Municipal Act, 2001*; and
- d) the proposed by-law as appended to the staff report dated January 10, 2022 as Schedule “C” with respect to Municipal Special Levy for the Old East Village Business Improvement Area BE INTRODUCED at the Municipal Council meeting on January 25, 2022.

**Motion Passed**

2.7 Strategic Plan Variance Report

Moved by: J. Fyfe-Millar  
Seconded by: M. Hamou

That, on the recommendation of the City Manager, the staff report dated January 10, 2022 regarding the Strategic Plan Progress Variance BE RECEIVED for information.

**Motion Passed**

2.8 Election Sign By-law Update

Moved by: S. Lewis  
Seconded by: J. Fyfe-Millar

That the draft by-law BE REFERRED back to the Civic Administration in order to consider the following changes to the draft by-law:

- a) maintaining the setback distance at the current at 3 metres (section 4.5 b);
- b) maintaining the current removal period at 96 hrs (section 3.4);
- c) incorporate clarification around signage of a campaign office, that allows signs on the property without being physically attached to the building;
- d) maintaining the current height restriction of 1.8m in the 5-8m of the roadway regulation (section 4.6 a);

- e) amend the distance between election signs of the same candidate to 100 metres (section 4.5 i);
- f) change the Election Sign permission to be placed no earlier than 1 week prior to nomination day for nominated candidates;

it being noted that there will be a report back to the Corporate Services Committee with respect to the above-noted proposed changes, as well as information related to impacts of any proposed changes.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

**Motion Passed (6 to 0)**

**3. Scheduled Items**

None.

**4. Items for Direction**

4.1 1st Report of the County/City Liaison Committee

Moved by: E. Holder

Seconded by: J. Fyfe-Millar

That the following actions be taken with respect to 1st Report of the County/City Liaison Committee from its meeting held on December 16, 2021:

a) the following actions be taken with respect to Land Ambulance Dispatch:

i) the Council of the County of Middlesex and the Council of the City of London BE REQUESTED to send letters to Minister Christine Elliott in support of the following Land Ambulance Dispatch Project Pilot program as proposed by Middlesex County, substantially in the following form:

“The Council of the [County of Middlesex / City of London] supports Middlesex County’s proposal from 2019 to the Ministry, to assume responsibility for dispatching and managing deployment of ambulance resources within the County of Middlesex, City of London, County of Huron and surrounding area.

We support the notion that Middlesex County would provide the services better, faster and more safely than the status quo. Further benefits from adopting Middlesex’s proposal include:

- upgrade of technology to allow for better communications and tracking of ambulances;
- demonstration of innovation and providing the Province with an opportunity to assess new dispatch models; and
- addressing numerous local concerns regarding the quality of ambulance dispatch.

The [County of Middlesex / City of London] stands to benefit from the innovation and leadership demonstrated through this proposal.”

ii) the verbal update provided by B. Rayburn and attached presentation from N. Roberts with respect to the Middlesex London Paramedic Services dispatch business case, Middlesex London Paramedic Service Communication Centre Pilot, BE RECEIVED; and

b) clauses 1.1 and 4.4 BE RECEIVED.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

**Motion Passed (6 to 0)**

4.2 Application – Issuance of Proclamation - Black History Month

Moved by: M. Cassidy  
Seconded by: M. Hamou

That based on the application dated December 20, 2021 from Community Diversity and Inclusion Strategy (CDIS) Implementation Body, the month of February 2022 BE PROCLAIMED as Black History Month.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

**Motion Passed (6 to 0)**

4.3 Amendments to Members of Council Proof of COVID-19 Vaccination Policy

Moved by: E. Holder  
Seconded by: J. Morgan

That the following actions be taken with respect to the Members of Council Proof of COVID-19 Vaccination Policy:

a) on the recommendation of the City Clerk, the proposed by-law, as appended to the staff report dated January 10, 2022 to amend the “Members of Council Proof of COVID-19 Vaccination Policy”, BE INTRODUCED at the Municipal Council Meeting to be held on January 25, 2022; and,

b) that NO ACTION be taken with respect to the communications dated December 23, 2021 and January 6, 2022 from Councillor M. van Holst.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

**Motion Passed (6 to 0)**

**5. Deferred Matters/Additional Business**

5.1 (ADDED) Application - Issuance of Proclamation - National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia

Moved by: M. Hamou  
Seconded by: J. Fyfe-Millar

That based on the application from Community Diversity and Inclusion Strategy (CDIS) Implementation Body, January 29, 2022 BE PROCLAIMED as National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

**Motion Passed (6 to 0)**

**6. Confidential (Enclosed for Members only.)**

Moved by: M. Cassidy  
Seconded by: J. Fyfe-Millar

That the Corporate Services Committee convene, In Closed Session, with respect to the following matters:

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

A matter pertaining to the proposed or pending acquisition of land by the municipality, including communications necessary for that purpose; advice that is subject to solicitor-client privilege; commercial and financial information, that belongs to the municipality and has monetary value or potential monetary value and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

**6.2 Land Disposition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations**

A matter pertaining to the proposed or pending disposition of land by the municipality, including communications necessary for that purpose; advice that is subject to solicitor-client privilege; commercial and financial information, that belongs to the municipality and has monetary value or potential monetary value and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

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

A matter pertaining to the proposed or pending acquisition of land by the municipality, including communications necessary for that purpose; advice that is subject to solicitor-client privilege; commercial and financial information, that belongs to the municipality and has monetary value or potential monetary value and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

**6.4 Personal Matters/Identifiable Individual / Labour Relations**

A personal matter about an identifiable individual, including municipal or local board employees and labour relations.

Yeas: (5): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, and J. Fyfe-Millar

Absent: (1): E. Holder

**Motion Passed (5 to 0)**

The Corporate Services Committee convenes, In Closed Session, from 1:58 PM to 2:23 PM.

**7. Adjournment**

Moved by: M. Hamou  
Seconded by: J. Fyfe-Millar

That the meeting BE ADJOURNED.

**Motion Passed**

The meeting adjourned at 2:24 PM.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# Report to council

FCM Board of Directors meeting

Hybrid: Ottawa and online

November 24-25, 2021

*This document presents highlights from the most recent meeting of the Board of Directors of the Federation of Canadian Municipalities (FCM), including for the benefit of local and regional councils with representatives on FCM's board and its committees.*





## Message from FCM's president

Dear friends and colleagues,

It was wonderful to see so many of you *in-person* this November. It had been 20 long months since our last on-site board meeting. Even though we've done a great job of adapting to the pandemic's virtual reality, nothing beats being together in the same room.

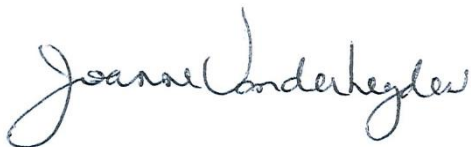
For this Report to Council, we're trying something a little different. Some of you have said you'd appreciate a shorter summary that can go to councils sooner. Let us know what you think. It's all part of our ongoing efforts to evolve how we work together to make the best use of everyone's time and expertise.

Whether you were online or on-site, I hope you found our November meeting energizing. I certainly did. I especially enjoyed hearing directly from some of *you* about local initiatives in reconciliation, mental health and networking infrastructure. And I valued our conversation on how municipal leaders are bridging Canada's political divides to get things done for people—something that matters more than ever in these times.

Of course, our meeting coincided with Parliament's return, and we seized the opportunity to release FCM's call to federal action: *Partners for Canada's Recovery*. Not only that, as a Board, we took our message directly to two key federal ministers and two senior opposition members. It was a solid start to the next phase of FCM's advocacy for our members—and all of you will have an important role to play.

As always, thank you for your commitment to FCM, and to FCM members everywhere.

See you soon,



**Joanne Vanderheyden**  
FCM President  
Mayor, Strathroy-Caradoc



## Political highlights

- FCM’s Board of Directors meeting coincided with the opening of Canada’s new minority Parliament. We seized the opportunity to keep municipal priorities front-and-centre. FCM released a major recommendations document—*Partners for Canada’s Recovery*—and Board members engaged directly with federal ministers and senior opposition representatives. Maintaining strong working relationships with all federal parties continues to be key to FCM’s approach to advocacy.
- FCM released *Partners for Canada’s Recovery* on November 25, after briefing Committee of the Whole a day earlier. The nearly-40-page document calls on the federal government to partner with municipalities to achieve national recovery objectives—from creating jobs to ending homelessness, closing the rural broadband gap, and setting Canada on a path to net-zero emissions.
- Senior federal officials joined us to discuss FCM’s recommendations, with the full group and with Executive Committee. Our guests included Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities—as well as his Official Opposition counterpart Andrew Scheer, Shadow Minister for Infrastructure and Communities. We also met with Rural Economic Development Minister Gudie Hutchings and NDP Leader Jagmeet Singh.
- Discussions with Dominic LeBlanc (Minister of Intergovernmental Affairs, Infrastructure and Communities) focussed on opportunities to scale up the federal-municipal partnership to drive a strong, inclusive recovery that is rooted in our communities. We also emphasized the need for much deeper investment in local climate resilience—and for an urgent federal commitment to tackle pandemic-induced operating budget shortfalls that transit systems continue to face.
- Discussions with Andrew Scheer (Official Opposition Shadow Minister for Infrastructure and Communities) ranged from climate resilience to housing affordability and brought significant emphasis to rural priorities—including expanding flexible infrastructure funding tools, supporting inter-community passenger bus service, expanding broadband infrastructure faster, and protecting municipalities from unexpected new costs associated with RCMP contract police services.
- Discussions with Gudie Hutchings (Minister of Rural Economic Development) picked up on many priorities we had put to Andrew Scheer—including rural infrastructure, broadband, regional bus service, and RCMP policing costs. Our meetings underscored the special value of having access to a standalone Minister of Rural Economic Development, and FCM has been building a productive relationship with Minister Hutchings since her appointment in October.
- Discussions with Jagmeet Singh (Leader, New Democratic Party) doubled down on the urgency of bolder federal investment in climate resilience and disaster mitigation. With Parliament returning, we explored opportunities to collaborate on shared priorities, including housing affordability and homelessness, as well as prioritizing infrastructure tools for communities of all sizes, including rural communities.



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## More highlights

- **State of the union:** President Joanne Vanderheyden and CEO Carole Saab updated the Board on FCM’s recent progress. They outlined FCM’s latest achievements and shared inside looks at FCM’s advocacy strategy with the return of parliament. The CEO’s Report included a staff-led presentation on FCM’s Future of Work initiative—including the upcoming transition to a technologically innovative hybrid work environment that will empower FCM to maintain a diverse, talented and well-served professional team.
- **“Bridging Canada’s Divides”:** Municipal leaders are stepping up as the order of government most capable of reaching across political and regional divides to drive the recovery Canadians deserve. President Vanderheyden moderated a session on doing just that—to help achieve national economic, climate and equity. Special thanks to Councillors Randy Goulden (Yorkton SK), Rowena Santos (Brampton ON) and Director Daniel Arbour (Comox Valley BC) for framing out our major themes for this discussion.
- **BoardTalks:** This new feature gave board members a platform to showcase local innovations. Burlington Councillor Rory Nisan presented on innovations in mental health support in Ontario’s Halton Region. Saskatoon Councillor Mairin Loewen presented on reconciliation efforts in her community. King Township Councillor Steve Pellegrini welcomed a virtual presenter from YorkNet—a York-Region-owned agency that plans, builds, operates and manages a regional dark-fibre broadband network.
- **FCM’s Green Municipal Fund:** Managing Director Chris Boivin showcased the success of two initiatives created with federal funding from Budget 2019. Community Efficiency Financing (CEF) is supporting residential retrofit programs in communities across Canada. Sustainable Affordable Housing (SAH) is helping to retrofit or build tens of thousands of units of deeply efficient housing. Together, CEF and SAH have already moved municipal projects worth more than \$150 million through approvals.
- **Anti-racism and anti-oppression training:** Zahra Ebrahim and Kofi Hope from Monumental led an extensive workshop for Board members. From a foundation of understanding the basics of personal identity and how it relates to social power, we explored how identities can create barriers to engaging in community planning and building—and looked at some initial approaches to removing bias from these important processes.
- **Board committees:** The Executive Committee, the Finance and Audit Committee, and the Governance Working Group discussed pressing issues. Our November board meetings conventionally focus on direct advocacy and do not feature a full slate of standing committee meetings.



## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

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

**Subject:** Argyle Business Improvement Area 2022 Proposed Budget – Municipal Special Levy

**Date:** January 10, 2022

## Recommendation

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

- a. The Argyle Business Improvement Area proposed 2022 budget submission in the amount of \$283,000 **BE APPROVED** as outlined in Schedule “A”.
- b. The amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Argyle Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$215,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law A.-6873-292 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Argyle Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 25, 2022.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 18, 2021, Agenda item 2.1, Argyle Business Improvement Area 2021 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=76692>

### 2.0 Financial Impact/Considerations

On October 14, 2021, the Board of Management of the Argyle Business Improvement Area (ABIA) approved the 2022 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 18, 2021.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part but may not add expenditures. The ABIA has met this requirement in Schedule “A”, noting the 2022 total expenditure budget of \$283,000.

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

- a) The ABIA submitted a 2022 budget of \$283,000, which represents an increase of \$21,000 (8.0%) compared to its 2021 budget of \$262,000. The special levy to the members remains the same as 2021. There is an increase in the Draw from Operating Fund as a result of surplus to carry over to 2022 in addition to a slight increase in non-levy revenue (e.g. sponsorship, Digital Main Street, boardroom rentals).
- b) Significant changes to expenditures in 2022 include:
  - i. Wages and Benefits – an increase of \$5,000 is budgeted for Executive Admin position expansion and potential staff pay increases the Board may approve.
  - ii. Social Improvement - \$10,000 is budgeted for Social Improvement, a new program initiative that would have direct impact on social issues that exist in the area (homelessness, drug use, mental health, etc.).
  - iii. Streetscape - \$4,000 is budgeted for a new program which involves small-scale improvements at the street level (branding, décor/beautification). This would include additional cigarette ashtrays and street pole wraps.
  - iv. Computer Equipment - \$1,000 has been budgeted to acquire a new desktop computer for ABIA's bookkeeper.

ABIA established a reserve fund account at 2020 year-end to set aside funds for anticipated and unanticipated expenditures that may occur due to unforeseen events. \$70,000 was transferred from ABIA's Operating Fund to the reserve fund at 2020 year-end. On October 5, 2021, City Council approved the Argyle Community Improvement Plan (CIP) after a regeneration study was completed in 2020. ABIA intends to use some of the reserve fund for potential future projects in partnership with the City such as pedestrian-scale lighting, sidewalk renewal and islands or boulevards on Dundas Street.

At the time of submitting this report, the audited 2021 financial statements were unavailable. The ABIA projected a year-end surplus of \$20,250. After the transfer to establish the new reserve fund at 2020 year-end, the unaudited projected balance in the Operating Fund at December 31, 2021 is \$67,014 including year-end adjustments. The year-end fund balances are presented in Schedule "B."

## Conclusion

The owners of business property within the BIA will be responsible for payment of \$215,000 to be raised by the Corporation for the 2022 fiscal year for the purposes of ABIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay ABIA 50% of the budgeted Municipal Special Levy amount, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Nathan Asare-Bediako, CPA, CGA, Financial Business Administrator

Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### Argyle Business Improvement Area 2022 Proposed Budget with 2021 Comparators

#### Revenue Overview

Revenue Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Municipal Special Levy	215,000	215,000	215,000	0	215,000	76.0%	0	0.0%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	0.0%
<b>Net Municipal Special Levy</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>0</b>	<b>215,000</b>	<b>76.0%</b>	<b>0</b>	<b>0.0%</b>
Draw from Operating Fund	0	30,000	0	-30,000	50,000	17.7%	20,000	66.7%
Government Student Funding	11,115	10,000	4,445	-5,555	10,000	3.5%	0	0.0%
Interest Income	604	250	300	50	300	0.1%	50	20.0%
HST Rebate	0	5,000	5,000	0	5,000	1.8%	0	0.0%
Miscellaneous Income (sponsorship, DMS, etc)	12,853	1,750	6,400	4,650	2,700	1.0%	950	54.3%
<b>Total Revenue</b>	<b>239,572</b>	<b>262,000</b>	<b>231,145</b>	<b>-30,855</b>	<b>283,000</b>	<b>100.0%</b>	<b>21,000</b>	<b>8.0%</b>

## Expenditure Overview

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
<b>Administration</b>								
Wages and Benefits	94,845	77,000	74,000	3,000	82,000	29.0%	5,000	6.5%
Student Wages and Benefits	0	10,000	4,445	5,555	10,000	3.5%	0	0.0%
Seasonal / PT Wages	0	10,000	10,000	0	10,000	3.5%	0	0.0%
EI and CPP	0	6,000	6,000	0	6,000	2.1%	0	0.0%
Telephone and Internet	951	1,200	1,000	200	1,200	0.4%	0	0.0%
Insurance	1,589	1,800	1,750	50	1,900	0.7%	100	5.6%
Bookkeeping, Audit and Professional Fees	5,568	9,000	8,000	1,000	9,000	3.2%	0	0.0%
Purchase and Leasing Equipment	0	0	0	0	1,000	0.4%	1,000	0.0%
Training/ Conferences	2,356	1,000	1,300	-300	1,700	0.6%	700	70.0%
Subscriptions/ Memberships	487	500	600	-100	700	0.2%	200	40.0%
Utilities	1,574	2,000	1,700	300	2,000	0.7%	0	0.0%
Signage/Banners	0	2,500	2,500	0	2,500	0.9%	0	0.0%
Office Supplies	2,151	3,000	1,800	1,200	3,000	1.1%	0	0.0%
Postage and Courier	0	200	50	150	200	0.1%	0	0.0%
Travel and Transportation	0	200	25	175	200	0.1%	0	0.0%
Bank Charges	0	100	0	100	100	0.0%	0	0.0%
Website Maintenance and Domain / IT	0	1,000	25	975	1,000	0.4%	0	0.0%
Miscellaneous Expense (DMS, Amortization)	15,407	0	0	0	0	0.0%	0	0.0%
Office Administration	1,213	0	0	0	0	0.0%	0	0.0%
<b>Total Administration</b>	<b>126,141</b>	<b>125,500</b>	<b>113,195</b>	<b>12,305</b>	<b>132,500</b>	<b>46.8%</b>	<b>7,000</b>	<b>5.6%</b>
<b>Rent</b>								
Rent	19,505	20,000	20,000	0	20,000	7.1%	0	0.0%
<b>Total Rent</b>	<b>19,505</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>7.1%</b>	<b>0</b>	<b>0.0%</b>

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
<b>Member Services</b>								
Communications & Marketing	18,038	25,000	20,000	5,000	25,000	8.8%	0	0.0%
<b>Total Member Services</b>	<b>18,038</b>	<b>25,000</b>	<b>20,000</b>	<b>5,000</b>	<b>25,000</b>	<b>8.8%</b>	<b>0</b>	<b>0.0%</b>
<b>Business Development</b>								
Special Events	3,456	10,000	4,500	5,500	10,000	3.5%	0	0.0%
Other Program Initiatives	12,914	20,000	15,000	5,000	20,000	7.1%	0	0.0%
Planters/Hanging Baskets	23,390	20,000	16,000	4,000	20,000	7.1%	0	0.0%
Clean Streets	0	5,000	2,000	3,000	5,000	1.8%	0	0.0%
Façade Improvement Grant	0	10,000	0	10,000	10,000	3.5%	0	0.0%
Public Safety	0	12,000	7,000	5,000	12,000	4.2%	0	0.0%
Repairs and Maintenance	3,584	2,500	1,200	1,300	2,500	0.9%	0	0.0%
Streetscape	0	0	0	0	4,000	1.4%	4,000	0.0%
Social Improvement	0	0	0	0	10,000	3.5%	10,000	0.0%
<b>Total Business Development</b>	<b>43,344</b>	<b>79,500</b>	<b>45,700</b>	<b>33,800</b>	<b>93,500</b>	<b>33.0%</b>	<b>14,000</b>	<b>17.6%</b>
<b>Other</b>								
Harmonized Sales Tax	0	2,000	2,000	0	2,000	0.7%	0	0.0%
Tax Write Offs	3,140	10,000	10,000	0	10,000	3.5%	0	0.0%
<b>Total Other</b>	<b>3,140</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>4.2%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditure</b>	<b>210,168</b>	<b>262,000</b>	<b>210,895</b>	<b>51,105</b>	<b>283,000</b>	<b>100.0%</b>	<b>21,000</b>	<b>8.0%</b>
<b>Net Surplus/ Deficit</b>	<b>29,404</b>	<b>0</b>	<b>20,250</b>	<b>20,250</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-29,404</b>	<b>0</b>	<b>-20,250</b>	<b>-20,250</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.



## Schedule "B"

### Operating Fund

Operating Fund Balance 2020 Audited	46,764
Draw from Operating Fund in 2021	0
2021 Projected Net Surplus	20,250
Operating Fund Balance 2021 Projected	67,014

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

Reserve Fund Balance 2020 Audited	70,000
Draw from Reserve Fund in 2021	0
2021 Contribution to Reserve Fund	0
Reserve Fund Balance 2021 Projected	70,000

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2022  
By-law Number

A by-law to raise the amount required for the purposes of the Argyle Business Improvement Area Board of Management for the year 2022 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2022 fiscal year submitted by the Argyle Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2022 fiscal year for the purposes of The Argyle Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$215,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law A.-6873-292, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Ed Holder, Mayor

Michael Schulthess, City Clerk

First Reading – January 25, 2022

Second Reading – January 25, 2022

Third Reading – January 25, 2022

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

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

**Subject:** Hamilton Road Business Improvement Area 2022 Proposed Budget – Municipal Special Levy

**Date:** January 10, 2022

## Recommendation

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

- a. The Hamilton Road Business Improvement Area proposed 2022 budget submission in the amount of \$121,414 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Hamilton Road Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$70,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law C.P.-1528-486 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Hamilton Road Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 25, 2022.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 18, 2021, Agenda item 2.2, Hamilton Road Business Improvement Area 2021 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=76693>

### 2.0 Financial Impact/Considerations

On November 17, 2021, the Board of Management of the Hamilton Road Business Improvement Area (HRBIA) approved the 2022 budget (Schedule “A”) which was presented to the members at the Annual General meeting on the same day.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part but may not add expenditures. The HRBIA has met this requirement in Schedule "A", noting the 2022 expenditure budget of \$121,414.

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

- a) HRBIA submitted a 2022 budget of \$121,414 which represents a decrease of \$13,817 (10.2%) compared to its 2021 budget of \$135,231. The decrease results from a reduced draw from the operating fund (\$9,360 compared to \$22,206 in 2021).
- b) A one-time grant of \$30,000 was approved by Municipal Council on November 16, 2021, to help the HRBIA build up contingency funding.
- c) A \$5,000 donation from the Hamilton Road Business Association in 2021 will be contributed to a reserve fund in 2021 and then used towards the maintenance (staining and repair) of the Tree Trunk Tour assets in 2022.
- d) Administration Salaries and Wages - a \$24,896 decrease in budget as a result of reducing part time staff members from three in 2021 to two in 2022.
- e) Marketing – an increase of \$4,500 is budgeted to bring greater focus on promotion and advertisement in the HRBIA.
- f) Tree Trunk Tour Initiative – \$10,000 is budgeted to be received from the "Friends of the Tree Trunk Tour Fund" in 2022. HRBIA will spend \$8,000 in 2022 on a new tree trunk project at the western boundary of the BIA. The remaining \$2,000 will be put to a Reserve Fund and spent at a later time on maintenance work on the tree trunks.
- g) Anticipated Grant Funding – At the time of the budget submission, HRBIA had two pending grant applications, one to Mainstreet for \$20,000 which would be allocated to two murals (\$10,000) and a community celebration (\$10,000), and one to Tourism London for \$10,000 which would be spent on two additional murals. Because of the uncertainty of this funding, it is not shown in the 2022 budget. These projects will not proceed if the funding is not received.

At the time of submitting this report, the audited 2021 financial statements were unavailable. After adjustments to the draw from the operating fund, HRBIA projects a surplus year-end position of \$30,091, including the one-time funding provided by Municipal Council on November 16, 2021. The unaudited projected December 31, 2021 Operating Fund balance is approximately \$37,709 and the projected Reserve Fund balance is \$5,000. The year-end fund balance is presented in Schedule "B".

## Conclusion

The owners of business property within the business improvement area will be responsible for payment of \$70,000 to be raised by the Corporation for the 2022 fiscal year for the purposes of HRBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HRBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Nathan Asare-Bediako, CPA, CGA, Financial Business Administrator

Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### Hamilton Road Business Improvement Area 2022 Proposed Budget with 2021 Comparators

#### Revenue Overview

Revenue Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Municipal Special Levy	68,997	70,000	70,000	0	70,000	57.7%	0	0.0%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	0.0%
<b>Net Municipal Special Levy</b>	<b>68,997</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>	<b>57.7%</b>	<b>0</b>	<b>0.0%</b>
Draw from Operating Fund	0	22,206	0	-22,206	9,360	7.7%	-12,846	-57.8%
Canada Summer Jobs Funding	6,938	28,025	27,054	-971	27,054	22.3%	-971	-3.5%
Digital Main Street	12,453	0	0	0	0	0.0%	0	0.0%
Friends of the Tree Trunk Tour Fund	0	10,000	0	-10,000	10,000	8.2%	0	0.0%
Graffiti Removal Subsidy	0	0	5,000	5,000	0	0.0%	0	0.0%
City Banner Subsidy	0	0	3,461	3,461	0	0.0%	0	0.0%
City of London Patio Grant Program	0	0	12,650	12,650	0	0.0%	0	0.0%
City of London - One Time Funding	0	0	30,000	30,000	0	0.0%	0	0.0%
Donation from Hamilton Road Business Association	2,500	5,000	5,000	0	0	0.0%	-5,000	-100.0%
Draw from Reserve Fund	0	0	0	0	5,000	4.1%	5,000	0.0%
<b>Total Revenue</b>	<b>90,888</b>	<b>135,231</b>	<b>153,165</b>	<b>17,934</b>	<b>121,414</b>	<b>100.0%</b>	<b>-13,817</b>	<b>-10.2%</b>

## Expenditure Overview

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
<b>Administration</b>								
Admin Salaries and Wages	66,077	64,896	46,074	18,822	40,000	33.5%	-24,896	-38.4%
Payroll, Employment Insurance and Canadian Pension Plan	3,478	4,562	3,470	1,092	3,164	2.6%	-1,398	-30.6%
Canada Summer Jobs	6,591	26,577	25,580	997	25,580	21.4%	-997	-3.8%
CSJ Payroll, Employment Insurance and Canadian Pension Plan	347	1,448	1,474	-26	1,474	1.2%	26	1.8%
Telephone and Internet	1,143	1,116	1,302	-186	1,200	1.0%	84	7.5%
Insurance	1,710	1,881	1,845	36	1,881	1.6%	0	0.0%
Bookkeeping, Audit and Professional Fees	3,500	3,500	3,600	-100	3,600	3.0%	100	2.9%
Office Supplies and Equipment	3,290	3,290	1,629	1,661	2,420	2.0%	-870	-26.4%
Training/ Conferences	0	0	2,574	-2,574	2,500	2.1%	2,500	0.0%
<b>Total Administration</b>	<b>86,136</b>	<b>107,270</b>	<b>87,548</b>	<b>19,722</b>	<b>81,819</b>	<b>68.5%</b>	<b>-25,451</b>	<b>-23.7%</b>
<b>Rent</b>								
Office Rent	11,718	10,800	10,800	0	10,800	9.0%	0	0.0%
<b>Total Rent</b>	<b>11,718</b>	<b>10,800</b>	<b>10,800</b>	<b>0</b>	<b>10,800</b>	<b>9.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Member Services</b>								
CRM/Membership Services	446	0	0	0	600	0.5%	600	0.0%
Annual General Meeting	0	200	250	-50	200	0.2%	0	0.0%
Memberships - Provincial Business	0	255	255	0	255	0.2%	0	0.0%
<b>Total Member Services</b>	<b>446</b>	<b>455</b>	<b>505</b>	<b>-50</b>	<b>1,055</b>	<b>0.9%</b>	<b>600</b>	<b>131.9%</b>
<b>Business Development</b>								

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Website Maintenance and Domain	210	20	220	-200	240	0.2%	220	1100.0%
Website and Email Hosting	0	960	840	120	300	0.3%	-660	-68.8%
Signage	2,975	0	0	0	0	0.0%	0	0.0%
Strategic Planning	0	200	0	200	200	0.2%	0	0.0%
Marketing	393	500	412	88	5,000	4.2%	4,500	900.0%
Tree Trunk Tour Initiative	0	10,000	0	10,000	8,000	6.7%	-2,000	-20.0%
Annual Graffiti Removal	0	0	5,000	-5,000	2,000	1.7%	2,000	0.0%
Long and Short Term Initiatives	5,612	5,026	5,099	-73	5,000	4.2%	-26	-0.5%
Tree Trunk Tour Maintenance	0	0	0	0	5,000	4.2%	5,000	0.0%
City of London Patio Grant Program	0	0	12,650	-12,650	0	0.0%	0	0.0%
<b>Total Business Development</b>	<b>9,190</b>	<b>16,706</b>	<b>24,221</b>	<b>-7,515</b>	<b>25,740</b>	<b>21.6%</b>	<b>9,034</b>	<b>54.1%</b>
<b>Other</b>								
Amortization of Capital Assets	253	0	0	0	0	0.0%	0	0.0%
Contribution to Reserve Fund	0	0	5,000	-5,000	2,000	1.6%	2,000	0.0%
<b>Total Other</b>	<b>253</b>	<b>0</b>	<b>5,000</b>	<b>-5,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditure</b>	<b>107,743</b>	<b>135,231</b>	<b>128,074</b>	<b>7,157</b>	<b>121,414</b>	<b>100.0%</b>	<b>-13,817</b>	<b>-10.2%</b>
<b>Net Surplus/ Deficit</b>	<b>-16,855</b>	<b>0</b>	<b>25,091</b>	<b>25,091</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>16,855</b>	<b>0</b>	<b>-25,091</b>	<b>-25,091</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.



## Schedule "B"

### Operating Fund

<b>Operating Fund Balance 2020 Audited</b>	<b>12,618</b>
Draw from Operating Fund in 2021	0
2021 Projected Net Surplus	25,091
<b>Operating Fund Balance 2021 Projected</b>	<b>37,709</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2020 Audited</b>	<b>-</b>
Draw from Reserve Fund in 2021	0
2021 Contribution to Reserve Fund	5,000
<b>Reserve Fund Balance 2021 Projected</b>	<b>5,000</b>

All figures subject to audit

## Schedule “C”

Bill Number  
2022  
By-law Number

A by-law to raise the amount required for the purposes of the Hamilton Road Business Improvement Area Board of Management for the year 2022 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2022 fiscal year submitted by the Hamilton Road Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2022 fiscal year for the purposes of the Hamilton Road Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$70,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1528-486, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Ed Holder, Mayor

Michael Schulthess, City Clerk

First Reading – January 25, 2022

Second Reading – January 25, 2022

Third Reading – January 25, 2022

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

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

**Subject:** Hyde Park Business Improvement Area 2022 Proposed Budget – Municipal Special Levy

**Date:** January 10, 2022

## Recommendation

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

- a. The Hyde Park Business Improvement Area proposed 2022 budget submission in the amount of \$553,810 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Hyde Park Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$484,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1519-490 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Hyde Park Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 25, 2022.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 18, 2021, Agenda item 2.3, Hyde Park Business Association 2021 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=76694>

### 2.0 Financial Impact/Considerations

On October 28, 2021, the Board of Management of the Hyde Park Business Improvement Area (HPBIA) approved the 2022 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 23, 2021.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part,

but may not add expenditures. The HPBIA has met this requirement in Schedule “A”, noting the 2022 expenditure budget of \$553,810.

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

- a) The HPBIA submitted a 2022 budget of \$553,810, which represents an increase of \$111,810 (25.3%) compared to its 2021 budget of \$442,000. The total increase in revenue is a result of the following:
  - i. A \$50,000 (11.5%) increase in Municipal Special Levy to cover overall increased costs. The increase is similar to that experienced in 2020 and 2021 and is generally absorbed by new businesses locating in the Hyde Park BIA area.
  - ii. \$20,810 is budgeted as a Draw from Operating Fund and allocated towards an overall temporary increase to compensate for areas that could not be funded in 2020 and 2021 because of COVID-19.
  - iii. Miscellaneous Income of \$40,000 is budgeted in 2022 for members’ contributions to the CP Rail and CTV Advertisement Programs.
- b) Significant changes to expenditures in 2022 include:
  - i. 1645 Hyde Park Road Lease – an amount of \$22,800 is budgeted for the first year of a five-year lease of this property that will be used to extend the footprint of Hyde Park Village Green. This lease provides an opportunity to assess the community benefit from having access to this property for events occurring at the Hyde Park Village Green.
  - ii. Social Media Marketing Subsidy Program - \$6,000 is budgeted for a new program to support COVID recovery in the HPBIA
  - iii. Breakfast with Santa / Christmas Market - \$19,000 is budgeted to make this an annual event in 2022. This celebration was first held in 2021 at a cost of \$33,000, noting that HPBIA will moderate expenses in 2022 to accommodate the budget for this event.
  - iv. CP Bridge Ad Program - \$60,000 is budgeted for the first time for the CP Rail Bridge Ad program. This is expected to provide space to promote BIA messaging with members purchasing advertising space at reduced rate.

At the time of submitting this report, audited 2021 financial statements were unavailable. Estimates received from HPBIA indicate a projected 2021 year-end surplus of \$28,083. The unaudited projected December 31, 2021 Operating Fund balance is approximately \$182,020. The year-end fund balance is presented in Schedule “B.”

## Conclusion

The owners of business property within the BIA will be responsible for payment of \$484,000 to be raised by the Corporation for the 2022 fiscal year for the purposes of HPBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HPBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

<b>Prepared by:</b>	<b>Nathan Asare-Bediako, CPA, CGA, Financial Business Administrator</b>
	<b>Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy</b>
<b>Submitted by:</b>	<b>Kyle Murray, CPA, CA, Director, Financial Planning and Business Support</b>
<b>Recommended by:</b>	<b>Anna Lisa Barbon, CPA, CGA, Deputy City Manager, Finance Supports</b>

## Schedule "A"

### Hyde Park Improvement Area 2022 Proposed Budget with 2021 Comparators

#### Revenue Overview

Revenue Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Municipal Special Levy	389,779	434,000	434,000	0	484,000	87.4%	50,000	11.5%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	0.0%
<b>Net Municipal Special Levy</b>	<b>389,779</b>	<b>434,000</b>	<b>434,000</b>	<b>0</b>	<b>484,000</b>	<b>87.4%</b>	<b>50,000</b>	<b>11.5%</b>
Draw from Operating Fund	0	0	0	0	20,810	3.8%	20,810	0.0%
Government Student Funding	22,510	8,000	19,746	11,746	9,000	1.6%	1,000	12.5%
Interest Income	0	0	0	0	0	0.0%	0	0.0%
HST Rebate	0	0	21,287	21,287	0	0.0%	0	0.0%
City of London Patio grant	0	0	12,641	12,641	0	0.0%	0	0.0%
Miscellaneous Income	12,453	0	3,020	3,020	40,000	7.2%	40,000	0.0%
<b>Total Revenue</b>	<b>424,742</b>	<b>442,000</b>	<b>490,694</b>	<b>48,694</b>	<b>553,810</b>	<b>100.0%</b>	<b>111,810</b>	<b>25.3%</b>

#### Expenditure Overview

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
<b>Administration &amp; Office</b>								
Wages, Benefits, MERCS	113,258	154,985	127,443	27,542	160,410	29.0%	5,425	3.5%
Student Wages and Benefits	19,800	8,000	19,746	-11,746	9,000	1.6%	1,000	12.5%

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2021	Percentage Budget Change over 2021
Insurance	2,279	3,000	2,903	97	3,200	0.6%	200	6.7%
Bookkeeping, Audit and Professional Fees	4,833	6,500	8,829	-2,329	6,000	1.1%	-500	-7.7%
Office Equipment Upgrades	1,486	2,500	2,500	0	2,500	0.5%	0	0.0%
Office Furniture	0	1,000	1,000	0	0	0.0%	-1,000	-100.0%
Leasehold Improvements	0	5,000	5,000	0	0	0.0%	-5,000	-100.0%
Phone, Internet, Office 365	2,167	2,500	2,076	424	2,500	0.5%	0	0.0%
Office Supplies	3,092	4,000	4,000	0	4,000	0.7%	0	0.0%
Training & Conferences	8	7,000	3,351	3,649	7,000	1.3%	0	0.0%
Subscriptions & Memberships	1,336	1,500	1,801	-301	1,500	0.3%	0	0.0%
Bank Charges	740	450	880	-430	650	0.1%	200	44.4%
Operating	-2,319	1,500	2,509	-1,009	2,000	0.4%	500	33.3%
Digital Mainstreet Program	12,453	0	0	0	0	0.0%	0	0.0%
<b>Total Administration</b>	<b>159,133</b>	<b>197,935</b>	<b>182,038</b>	<b>15,897</b>	<b>198,760</b>	<b>35.9%</b>	<b>825</b>	<b>0.4%</b>
<b>Rent</b>								
Rent and Hydro	22,589	22,554	22,864	-310	23,550	4.3%	996	4.4%
<b>Total Rent</b>	<b>22,589</b>	<b>22,554</b>	<b>22,864</b>	<b>-310</b>	<b>23,550</b>	<b>4.3%</b>	<b>996</b>	<b>4.4%</b>
<b>Member Services</b>								
Annual General Meeting	851	8,000	0	8,000	7,000	1.3%	-1,000	-12.5%
1645 Hyde Park Road Lease	0	0	0	0	22,800	4.1%	22,800	0.0%
<b>Total Member Services</b>	<b>851</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>29,800</b>	<b>5.4%</b>	<b>21,800</b>	<b>272.5%</b>
<b>Business Development</b>								
Communications, Marketing	2,419	6,500	6,771	-271	6,500	1.2%	0	0.0%
Promotional Marketing Materials	1,532	3,000	3,000	0	3,000	0.5%	0	0.0%
Website Dev. Hosting & Maintenance	2,087	1,500	1,000	500	1,500	0.3%	0	0.0%

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Board Meeting & Monthly Bus. Networking Mtgs	810	2,000	1,526	474	2,000	0.4%	0	0.0%
Special Events & Sponsorships	2,485	9,000	8,565	435	10,000	1.8%	1,000	11.1%
Other Program Initiatives	2,019	5,500	5,500	0	5,500	1.0%	0	0.0%
Other Program Initiatives; Patio Program	0	0	12,641	-12,641	0	0.0%	0	0.0%
Social Media Marketing Subsidy Program	0	0	2,880	-2,880	6,000	1.1%	6,000	0.0%
Pond Fest / Outdoor Piano Program	929	19,000	0	19,000	20,000	3.6%	1,000	5.3%
Breakfast with Santa /Christmas Market	213	0	33,000	-33,000	19,000	3.4%	19,000	0.0%
Traffic Calming Program	407	1,200	765	435	1,200	0.2%	0	0.0%
Hyde Park Dollars Incentive Program	10,721	10,000	14,000	-4,000	12,000	2.2%	2,000	20.0%
CTV Ad Program	43,068	60,000	59,751	249	60,000	10.8%	0	0.0%
CP Bridge Ad Program	0	0	0	0	60,000	10.8%	60,000	0.0%
Bus Shelter Advertising Program	6,939	9,000	8,529	471	9,000	1.6%	0	0.0%
Community Beautification Projects	57,342	80,811	80,811	0	80,000	14.4%	-811	-1.0%
Here comes Santa	4,862	0	0	0	0	0.0%	0	0.0%
<b>Total Business Development</b>	<b>135,832</b>	<b>207,511</b>	<b>238,739</b>	<b>-31,228</b>	<b>295,700</b>	<b>53.4%</b>	<b>88,189</b>	<b>42.5%</b>
<b>Other</b>								
Harmonized Sales Tax	0	0	3,333	-3,333	0	0.0%	0	0.0%
Contingency	970	6,000	5,000	1,000	6,000	1.1%	0	0.0%
Depreciation	8,674	0	0	0	0	0.0%	0	0.0%
Miscellaneous	12,989	0	10,636	-10,636	0	0.0%	0	0.0%
<b>Total Other</b>	<b>22,633</b>	<b>6,000</b>	<b>18,969</b>	<b>-12,969</b>	<b>6,000</b>	<b>1.1%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditure</b>	<b>341,038</b>	<b>442,000</b>	<b>462,611</b>	<b>-20,610</b>	<b>553,810</b>	<b>100.0%</b>	<b>111,810</b>	<b>25.3%</b>



Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
<b>Net Surplus/ Deficit</b>	<b>83,704</b>	<b>0</b>	<b>28,083</b>	<b>28,084</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-83,704</b>	<b>0</b>	<b>-28,083</b>	<b>-28,084</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.

## Schedule "B"

### Operating Fund

<b>Operating Fund Balance 2020 Audited</b>	<b>153,937</b>
Draw from Operating Fund in 2021	0
2021 Projected Net Surplus	28,083
<b>Operating Fund Balance 2021 Projected</b>	<b>182,020</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2020 Audited</b>	<b>-</b>
Draw from Reserve Fund in 2021	0
2021 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2021 Projected</b>	<b>-</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2022  
By-law Number

A by-law to raise the amount required for the purposes of the Hyde Park Business Improvement Area Board of Management for the year 2022 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2022 fiscal year submitted by the Hyde Park Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2022 fiscal year for the purposes of The Hyde Park Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$484,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1519-490, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Ed Holder, Mayor

Michael Schulthess, City Clerk

First Reading – January 25, 2022

Second Reading – January 25, 2022

Third Reading – January 25, 2022

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

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

**Subject:** London Downtown Business Association 2022 Proposed Budget - Municipal Special Levy

**Date:** January 10, 2022

## Recommendation

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

- a. The London Downtown Business Association proposed 2022 budget submission in the amount of \$1,845,838 **BE APPROVED** as outlined in Schedule “A”.
- b. The amount to be raised by the Corporation of the City of London for the 2022 fiscal year for the purposes of the London Downtown Business Association and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$1,905,238.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-2 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the London Downtown Business Association **BE INTRODUCED** at the Municipal Council meeting on January 25, 2022.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 18, 2021, Agenda item 2.6, London Downtown Business Association 2021 Proposed Budget – Municipal Special Levy. This report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=76695>

### 2.0 Financial Impact/Considerations

On October 21, 2021, the Board of Management of the London Downtown Business Association (LDBA) approved the 2021 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 12, 2021.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The LDBA has met this requirement in Schedule "A", noting the 2022 total expenditure budget of \$1,845,838.

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

- a) The LDBA submitted a 2022 budget of \$1,845,838 which represents a decrease of \$126,444 (6.4%) compared to its 2021 budget of \$1,972,282. The total decrease in revenue is a result of the following:
  - i. The Municipal Special Levy increased by \$28,156 to \$1,905,238. This 1.5% increase is a board decision to re-align the budget for 2022 following a budget reduction of 2% in 2021.
  - ii. The Tax Write Offs/Allowance budget has been reduced by \$40,000 to \$90,000 in 2022 to better align with 2021 experience.
  - iii. The budget for Draw from Operating Fund has reduced by \$195,000 to \$29,000 in 2022. The draw in 2021 was higher than usual to use up the operating surplus from 2020 and stimulate economic recovery.
- b) Significant changes to expenditures in 2022 include:
  - i. Wages and Benefits - A decrease of \$71,200 from 2021 budget due to staff changes in 2022 (two less full-time employees partially offset by wage increases for two other positions).
  - ii. Business to Business – An increase of \$16,500 in 2022 as a new program is introduced to encourage business drop-ins, allowing merchants to drop in and visit with their neighbours while sharing ideas and best practices.
  - iii. Member Services and Retention –The recruitment portion of this expenditure decreased by \$65,000 in 2022, which was transferred to a new expenditure line, Recruitment through Mainstreet.
  - iv. Public Safety Member Liaison – This expenditure line was reduced to \$0 but this function will still be provided under Member Services and Retention. This initiative was part of LDBA's strategic plan to realign staffing requirements to achieve cost effectiveness.
  - v. Recruitment through Mainstreet – This new expenditure line was created to enhance the effectiveness of the Mainstreet operation. The budget of \$120,000 came from the \$65,000 transferred from Member Services and Retention (as described in iii. above) plus \$55,000 of the reduction to the line for Public Safety Member Liaison (as described in iv. above).
  - vi. Communication and Marketing – An increase of \$20,500 from the 2021 budget to build a value proposition and establish a new business recruitment marketing campaign and tools.
  - vii. Data Management and Research - \$65,000 has been budgeted in 2022 to initiate a new program which will involve data collection, white papers, grant applications and best practices.
  - viii. Campaigns and Street Activation – This expenditure budget has doubled to \$104,000 in 2022 to provide a new focus on more small activations and a signature event each year. The 2021 budget was insufficient. LDBA received extra one-time funding from the City for a holiday market in 2021, along with extra funds from the LDBA budget to create a successful signature event that they plan to continue in 2022.
  - ix. Mainstreet Grant Programs – The budget from 2021 declined by half to \$100,000 in 2022 as there are no COVID-19 grant plans for 2022.
  - x. Public Art - \$21,000 is budgeted to undertake two projects with Tourism London in 2022.
  - xi. Cleaning and Maintenance – A decrease of \$33,000 from the 2021 budget reflecting new costs from a recently completed RFP for this service.

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

At the time of submitting this report, audited 2021 financial statements were unavailable. Estimates received by LDBA indicated that there is a projected year-end surplus of \$44,271 for 2021. The unaudited projected December 31, 2021, reserve fund balance is \$218,782 and the unaudited projected balance in the Operating Fund is \$613,668 including year-end adjustments.

## **Conclusion**

The owners of business property within the BIA will be responsible for payment of \$1,905,238 to be raised by the Corporation for the 2022 fiscal year for the purposes of LDBA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the LDBA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Nathan Asare-Bediako, CPA, CGA, Financial Business Administrator

Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### London Downtown Business Association 2021 Proposed Budget with 2020 Comparators

#### Revenue Overview

Revenue Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Municipal Special Levy	1,915,390	1,877,082	1,877,082	0	1,905,238	103.2%	28,156	1.5%
Tax Write Offs/Allowance	-68,207	-130,000	-100,000	30,000	-90,000	-4.9%	40,000	-30.8%
Net Municipal Special Levy	1,847,183	1,747,082	1,777,082	30,000	1,815,238	98.3%	68,156	3.9%
Draw from Operating Fund	0	224,000	224,000	0	29,000	1.6%	-195,000	-87.1%
Interest Income	2,745	1,200	2,015	815	1,600	0.1%	400	33.3%
Funding from City for Holiday Market	0	0	90,061	90,061	0	0.0%	0	0.0%
Miscellaneous Income	6,254	0	0	0	0	0.0%	0	0.0%
<b>Total Revenue</b>	<b>1,856,182</b>	<b>1,972,282</b>	<b>2,093,158</b>	<b>120,876</b>	<b>1,845,838</b>	<b>100.0%</b>	<b>-126,444</b>	<b>-6.4%</b>

#### Expenditure Overview

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
Administration	0	0	0	0	0	0	0	0
Wages and Benefits	490,548	641,200	649,616	-8,416	570,000	30.9%	-71,200	-11.1%
Telephone	10,331	12,000	8,925	3,075	10,000	0.5%	-2,000	-16.7%
Stationery and Supplies	3,376	4,000	6,512	-2,512	4,000	0.2%	0	0.0%
Insurance	7,637	7,600	7,600	0	7,700	0.4%	100	1.3%



Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2021	Percentage Budget Change over 2021
Professional Services	14,963	3,500	1,889	1,611	4,000	0.2%	500	14.3%
Purchase and Leasing Equipment	14,858	15,000	15,557	-557	15,000	0.8%	0	0.0%
Training/ Conferences	4,800	18,000	13,500	4,500	18,000	1.0%	0	0.0%
Meetings and Meals	369	4,000	600	3,400	4,000	0.2%	0	0.0%
Subscriptions/ Memberships	3,975	3,600	3,763	-163	3,800	0.2%	200	5.6%
Legal & Audit	5,607	5,000	19,992	-14,992	8,000	0.4%	3,000	60.0%
Cleaning	5,482	7,700	4,200	3,500	7,700	0.4%	0	0.0%
Board Development & Expenses	384	3,000	640	2,360	3,000	0.2%	0	0.0%
Miscellaneous Expenses	332	1,000	840	160	1,000	0.1%	0	0.0%
<b>Total Administration</b>	<b>562,659</b>	<b>725,600</b>	<b>733,634</b>	<b>-8,034</b>	<b>656,200</b>	<b>35.6%</b>	<b>-69,400</b>	<b>-9.6%</b>
<b>Rent</b>								
Rent and Hydro	79,538	83,000	81,000	2,000	83,000	4.5%	0	0.0%
<b>Total Rent</b>	<b>79,538</b>	<b>83,000</b>	<b>81,000</b>	<b>2,000</b>	<b>83,000</b>	<b>4.5%</b>	<b>0</b>	<b>0.0%</b>
<b>Member Services</b>								
Graffiti Removal	52,200	53,000	52,200	800	53,000	2.9%	0	0.0%
Business to Business	15,000	5,000	500	4,500	21,500	1.2%	16,500	330.0%
Member Services and Retention	0	140,000	82,668	57,332	75,000	4.1%	-65,000	-46.4%
Communications & Marketing	194,963	218,000	246,713	-28,713	238,500	12.9%	20,500	9.4%
Annual General Meeting	7,500	3,900	6,625	-2,725	8,000	0.4%	4,100	105.1%
Data Management and Research	0	0	0	0	65,000	3.5%	65,000	0.0%
<b>Total Member Services</b>	<b>269,663</b>	<b>419,900</b>	<b>388,706</b>	<b>31,194</b>	<b>461,000</b>	<b>25.0%</b>	<b>41,100</b>	<b>9.8%</b>
<b>Business Development</b>								
Downtown Dollars	62,091	60,000	60,000	0	60,000	3.3%	0	0.0%
Campaigns and Street Activations	22,514	52,000	245,400	-193,400	104,000	5.6%	52,000	100.0%

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2021	Percentage Budget Change over 2021
Event Sponsorships	13,850	33,850	36,000	-2,150	30,000	1.6%	-3,850	-11.4%
Recruitment through MainStreet	0	0	0	0	120,000	6.5%	120,000	0.0%
MainStreet Grant Programs	141,924	200,000	200,000	0	100,000	5.4%	-100,000	-50.0%
Planters	14,124	28,000	28,200	-200	33,000	1.8%	5,000	17.9%
Public Art		0	0	0	21,000	1.1%	21,000	0.0%
Public Safety Member Liaison		75,000	23,032	51,968	0	0.0%	-75,000	-100.0%
Cleaning and Maintenance	144,250	195,000	150,500	44,500	162,000	8.8%	-33,000	-16.9%
Miscellaneous	175	1,932	500	1,432	1,838	0.1%	-94	-4.9%
COVID-19 Response	201,580	80,000	83,915	-3,915	0	0.0%	-80,000	-100.0%
<b>Total Business Development</b>	<b>600,508</b>	<b>725,782</b>	<b>827,547</b>	<b>-101,765</b>	<b>631,838</b>	<b>34.2%</b>	<b>-93,944</b>	<b>-12.9%</b>
<b>Other</b>								
Harmonized Sales Tax	12,186	18,000	18,000	0	13,800	0.7%	-4,200	-23.3%
Miscellaneous	16,264	0	0	0	0	0.0%	0	0.0%
<b>Total Other</b>	<b>28,450</b>	<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>13,800</b>	<b>0.7%</b>	<b>-4,200</b>	<b>-23.3%</b>
<b>Total Expenditure</b>	<b>1,540,819</b>	<b>1,972,282</b>	<b>2,048,887</b>	<b>-76,605</b>	<b>1,845,838</b>	<b>100.0%</b>	<b>-126,444</b>	<b>-6.4%</b>
<b>Net Surplus/ Deficit</b>	<b>315,364</b>	<b>0</b>	<b>44,271</b>	<b>44,271</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-315,364</b>	<b>0</b>	<b>-44,271</b>	<b>-44,271</b>	<b>0</b>			
<b>Net</b>								

All figures subject to audit.

All figures subject to rounding.

## Schedule "B"

### Operating Fund

<b>Operating Fund Balance 2020 Audited</b>	<b>793,397</b>
Draw from Operating Fund in 2021	-224,000
2021 Projected Net Surplus	44,271
<b>Operating Fund Balance 2021 Projected</b>	<b>613,668</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2020 Audited</b>	<b>218,782</b>
Draw from Reserve Fund in 2021	0
2021 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2021 Projected</b>	<b>218,782</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2022  
By-law Number

A by-law to raise the amount required for the purposes of the London Downtown Business Improvement Area Board of Management for the year 2022 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2022 fiscal year submitted by the London Downtown Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2022 fiscal year for the purposes of the London Downtown Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$1,905,238.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-2, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Ed Holder, Mayor

Michael Schulthess, City Clerk

First Reading – January 25, 2022  
Second Reading – January 25, 2022  
Third Reading – January 25, 2022

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

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

**Subject:** Old East Village Business Improvement Area 2022 Proposed Budget – Municipal Special Levy

**Date:** January 10, 2022

## Recommendation

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

- a. The Old East Village Business Improvement Area proposed 2022 budget submission in the amount of \$240,350 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2022 fiscal year for the purposes of the Old East Village Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$42,000;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Old East Village Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 25, 2022.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 18, 2021, Agenda item 2.5, Old East Village Business Improvement Area 2021 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=76696>

## 2.0 Financial Impact/Considerations

On October 7, 2021, the Board of Management of the Old East Village Business Improvement Area (OEVBIA) approved the 2022 budget (Schedule "A"), which was presented to the members at the Annual General Meeting on the same day.

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The OEVBIA has met this requirement in Schedule "A", noting the 2022 total expenditure budget of \$240,350.

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

- a) The OEVBIA submitted a 2022 budget of \$240,350 which represents an increase of \$6,000 (2.6%) compared to its 2021 budget of \$234,350. The special levy to the members remains the same as 2021. The \$6,000 increase will be funded from an increased Draw from the Operating Fund which is required for increased spending on operational costs. Revenue includes the special levy plus City of London Funding of \$141,102, the same amount as previous years.
- b) Significant changes to expenditures in 2022 include:
  - i. Operational Supplies and Costs - an increase of \$1,000 over 2021 is budgeted for updating computer software and maintenance.
  - ii. Purchased Services – an increase of \$1,800 over 2021 is budgeted to hire a new bookkeeping firm.

At the time of submitting this report, audited 2021 financial statements were unavailable. After adjustments to the draw from the operating fund, OEVBIA projects a balanced year-end position. The unaudited projected December 31, 2021 Operating Fund balance is approximately \$109,016 including year-end adjustments. The year-end fund balances are presented in Schedule "B."

## Conclusion

The owners of business property within the business improvement area will be responsible for payment of \$42,000 to be raised by the Corporation for the 2022 fiscal year for the purposes of OEVBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the OEVBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Nathan Asare-Bediako, CPA, CGA, Financial Business Administrator

Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### Old East Village Business Improvement Area 2022 Proposed Budget with 2021 Comparators

#### Revenue Overview

Revenue Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2021	Percentage Budget Change over 2021
Municipal Special Levy	45,190	42,000	42,000	0	42,000	17.5%	0	0.0%
Tax Write Offs/Allowance	0	-2,000	-2,000	0	-2,000	-0.8%	0	0.0%
<b>Net Municipal Special Levy</b>	<b>45,190</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>16.6%</b>	<b>0</b>	<b>0.0%</b>
Interest Income	0	120	175	55	120	0.0%	0	0.0%
City of London Funding	141,102	141,102	141,102	0	141,102	58.7%	0	0.0%
Draw from Operating Fund	0	53,128	21,271	-31,857	59,128	24.6%	6,000	11.3%
HST Rebate	0	0	0	0	0	0.0%	0	0.0%
Digital Main Street grant	12,453	0	0	0	0	0.0%	0	0.0%
Miscellaneous Income	191	0	0	0	0	0.0%	0	0.0%
<b>Total Revenue</b>	<b>198,936</b>	<b>234,350</b>	<b>202,548</b>	<b>-31,802</b>	<b>240,350</b>	<b>100.0%</b>	<b>6,000</b>	<b>2.6%</b>

#### Expenditure Overview

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2021	Percentage Budget Change over 2021
<b>Administration</b>								
Telephone and Internet	1,240	1,500	1,250	250	1,500	0.6%	0	0.0%
Travel	136	700	0	700	700	0.3%	0	0.0%
Operating Supplies and Costs	1,176	1,000	578	422	2,000	0.8%	1,000	100.0%
Printing and Communications	150	1,500	550	950	1,500	0.6%	0	0.0%



Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/Decrease over 2021	Percentage Budget Change over 2021
Equipment/Building Allowance for Upgrades, Maintenance and Repairs	755	4,500	2,000	2,500	4,500	1.9%	0	0.0%
Salary & Benefits	0	2,000	0	2,000	2,000	0.8%	0	0.0%
Financial Audits	1,450	1,600	2,500	-900	2,500	1.0%	900	56.3%
Training, Education and Development	0	500	0	500	1,000	0.4%	500	100.0%
Miscellaneous Administration	4,794	5,500	3,720	1,780	6,000	2.5%	500	9.1%
<b>Total Administration</b>	<b>9,701</b>	<b>18,800</b>	<b>10,598</b>	<b>8,202</b>	<b>21,700</b>	<b>9.0%</b>	<b>2,900</b>	<b>15.4%</b>
<b>Rent</b>								
Office Rental	12,661	14,400	12,660	1,740	14,400	6.0%	0	0.0%
<b>Total Rent</b>	<b>12,661</b>	<b>14,400</b>	<b>12,660</b>	<b>1,740</b>	<b>14,400</b>	<b>6.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Member Services</b>								
Advertising, Marketing & Promotion	6,313	6,500	6,500	0	6,950	2.9%	450	6.9%
Purchased Services	7,200	16,500	15,800	700	18,300	7.6%	1,800	10.9%
Salary & Benefits	133,874	149,150	134,140	15,010	150,000	62.4%	850	0.6%
<b>Total Member Services</b>	<b>147,387</b>	<b>172,150</b>	<b>156,440</b>	<b>15,710</b>	<b>175,250</b>	<b>72.9%</b>	<b>3,100</b>	<b>1.8%</b>
<b>Business Development</b>								
Special Projects	12,723	6,500	3,250	3,250	6,500	2.7%	0	0.0%
Beautification	200	5,000	4,500	500	5,000	2.1%	0	0.0%
Community Initiatives	2,683	5,500	2,500	3,000	5,500	2.3%	0	0.0%
<b>Total Business Development</b>	<b>15,606</b>	<b>17,000</b>	<b>10,250</b>	<b>6,750</b>	<b>17,000</b>	<b>7.1%</b>	<b>0</b>	<b>0.0%</b>
<b>Other</b>								
Covid-19 Budget	3,998	12,000	12,000	0	12,000	5.0%	0	0.0%
Harmonized Sales Tax	608	0	600	-600	0	0.0%	0	0.0%
<b>Total Other</b>	<b>4,606</b>	<b>12,000</b>	<b>12,600</b>	<b>-600</b>	<b>12,000</b>	<b>5.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditure</b>	<b>189,961</b>	<b>234,350</b>	<b>202,548</b>	<b>31,802</b>	<b>240,350</b>	<b>100.0%</b>	<b>6,000</b>	<b>2.6%</b>

Expenditure Detail:	2020 Audited Actuals	2021 Approved Budget	2021 Projected Actuals	2021 Projected Variance	2022 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2021	Percentage Budget Change over 2021
<b>Net Surplus/ Deficit</b>	<b>8,975</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-8,975</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Net	0	0	0	0	0			

All figures subject to audit.

All figures subject to rounding.

## Schedule "B"

### Operating Fund

<b>Operating Fund Balance 2020 Audited</b>	<b>130,287</b>
Draw from Operating Fund in 2021	-21,271
2021 Projected Net Surplus	0
<b>Operating Fund Balance 2021 Projected</b>	<b>109,016</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2020 Audited</b>	<b>-</b>
Draw from Reserve Fund in 2021	0
2021 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2021 Projected</b>	<b>-</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill No.  
2022  
By-law No.

A by-law to raise the amount required for the purposes of the Old East Village Business Improvement Area Board of Management for the year 2022 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2022 fiscal year submitted by the Old East Village Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2022 fiscal year for the purposes of The Old East Village Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$42,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Ed Holder, Mayor

Michael Schulthess, City Clerk

First Reading – January 25, 2022

Second Reading – January 25, 2022

Third Reading – January 25, 2022

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Lynne Livingstone, City Manager  
**Subject:** Strategic Plan Variance Report  
**Date:** January 10, 2022

## Recommendation

That, on the recommendation of the City Manager, the following report on the Strategic Plan Progress Variance **BE RECEIVED** for information.

## Executive Summary

As part of the Strategic Plan reporting cycle, variance reports are completed for any actions identified as 'caution' or 'below' plan in the Semi-Annual Progress Report. These reports are submitted to the appropriate Standing Committee following the tabling of the May and November Progress Reports. This report provides an overview of the actions relating to the Corporate Services Committee.

## Linkage to the Corporate Strategic Plan

Council's 2019-2023 Strategic Plan includes the Strategic Area of Focus 'Leading in Public Service.' This includes the Expected Result 'The City of London is trusted, open, and accountable in service of our community' and the Strategy 'Improve public accountability and transparency in decision making.'

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Strategic Priorities and Policy Committee (SPPC): November 25, 2019, June 23, 2020, November 17, 2020, July 28, 2021, November 30, 2021.

### 2.0 Discussion and Considerations

#### 2.1 Background

On April 23, 2019, Council set the 2019-2023 Strategic Plan for the City of London. This is a critical document that identifies Council's vision, mission, and the strategic areas of focus for 2019-2023. It identifies the specific outcomes, expected results and strategies that Council and Civic Administration will deliver on together over the next four years.

The Strategic Plan also includes a commitment to report regularly to Londoners on the implementation of the Strategic Plan, demonstrating progress being made and how this work is having an impact in the community.

As part of the Strategic Plan reporting cycle, variance reports are completed for any actions identified as 'caution' or 'below' plan in the Semi-Annual Progress Report. These reports are submitted to the appropriate Standing Committee following the tabling of the May and November Progress Reports.

## 2.2 Discussion

This report outlines the actions corresponding to the Corporate Services Committee that, as of November 2021 that were identified as 'caution' or 'below plan'. This report covers one milestone that was flagged as 'caution'.

### Overall Strategic Plan Progress

As of November 2021, 542 (92.1%) of all actions are complete or on target. 17 (2.9%) actions were marked as 'caution' (actions behind by one quarter or three months or actions that are in progress or not yet started that are flagged as possibly not being completed by the target end date). There were no actions that were noted as 'below plan'.

### Variance Explanations

#### 1. Strategic Area of Focus: Leading in Public Service

Outcome: The City of London is a leader in public service as an employer, a steward of public funds, and an innovator of service.

Expected Result: Increase the diversity of the City's workforce.

Strategy: Update and implement an Equity and Inclusion Plan.

Action: Develop and finalize updated 2021-2026 Equity and Inclusion Plan.

- Current End Date: 9/30/21
- Revised End Date: 6/30/22
- Rationale and Implications: Recruitment for the Equity and Inclusion Advisor was completed in December 2021. This role is instrumental in supporting the review of the Workforce Equity and Inclusion Plan including updating census data for new employees, as well as contributing to the development of the new Anti-Racism and Anti-Oppression Framework.

## Conclusion

The Semi-Annual Progress Report is an important tool that allows the community, Council and Administration to track progress and monitor the implementation of Council's Strategic Plan. In some cases, actions have been delayed due to shifting priorities, emerging circumstances, or the ongoing impacts of the COVID-19 pandemic. The Strategic Plan Variance Reports are intended to provide Council with a more in-depth analysis of these delays. Information included in this report can support Council in strategic decision making and inform the work of Civic Administration.

**Recommended by:** Lynne Livingstone, City Manager

cc. Senior Leadership Team  
Strategic Thinkers Table

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** Election Sign By-law Update  
**Date:** January 10, 2022

## Recommendation

That, on the recommendation of the City Clerk, the attached proposed by-law (Appendix 'C') BE INTRODUCED at the Municipal Council meeting to be held on January 25, 2022 to repeal By-law No. E-185-537, being the "Election Sign By-law" and to replace it with a new Election Sign By-law.

## Analysis

### 1.0 Background Information

#### 1.1 Background Reports

Corporate Services Committee – January 10, 2017 – Proposed Election Sign By-law  
Corporate Services Committee – September 12, 2017 – Proposed Election Sign By-law  
Corporate Services Committee – October 24, 2017 – Proposed Election Sign By-law  
Corporate Services Committee – November 7, 2017 – Proposed Election Sign By-law for a municipal election.

### 2.0 Discussion and Considerations

#### 2.1 Current By-law and Regulation

In 2017, a substantial review of the election sign by-law was carried out by the Civic Administration, considering the feedback that had been provided by candidates, as well as the feedback received by both the Elections Office (2017 to current) and Service London (prior to 2017). The most common complaints related to the length of time election signs are posted, proximity to intersections, and sight line concerns. The new Election sign by-law came into force and effect November 2017, with the following significant changes:

- Restricts the placement of election signs for the municipal election to no earlier than Nomination Day in the year of a regular election, excluding campaign office signs.
- Restricts the placement of election signs for federal and provincial election campaigns to no earlier than the Issuance of the Writ in the year of a regular election.
- Election signs are not permitted within 3 metres of a roadway, regardless of proximity to intersections.
- Requires election signs of the same candidate to be at least 10 metres apart.
- Restricts election signs from being placed outside the ward(s) where a candidate is running for office, excepting election signs placed within 50 meters of an adjacent ward.
- Requires election signs to be removed ninety-six (96) hours after Voting Day.

#### 2.2 By-law Review

In 2018, amendments to the *Municipal Elections Act, 1996* created a regulatory framework that requires third parties to register with a municipality if they intend to advertise in that municipality. Given the addition of third party advertising to the *Municipal Elections Act, 1996*, it is necessary for the Civic Administration to review and update the by-law to clarify and limit the placement of third party election signs in the same manner the City regulates candidate election signs.



The Civic Administration has also undertaken a review of the City’s election sign by-law with an analysis of service requests and enforcement data from the past four years. The proposed amendments to the by-law discussed later in this report are derived from updates to legislation, enforcement data, as well as public feedback obtained from an online survey available for the month of October 2021.

### 2.3 Public Feedback

Consultation with members of the public took place in an online survey on the Get Involved website. The survey was available from October 6 until October 31, 2021. During this time, members of the public could also provide feedback on the current election sign by-law by contacting the Elections Office in person or by phone. The survey was advertised through the City’s social media accounts, paid advertising on Twitter and Facebook, as well as an ad in the local newspaper.

The purpose of the survey was to better appreciate residents’ awareness and understanding of the current by-law and regulations for election signs, as well as capture any concerns and comments regarding election signs in London. Over 1,000 (1,007) responses were submitted to the Get Involved survey. The survey questions and results are summarized below. A detailed analysis of the survey question responses is attached to this Report as Appendix “A”.

#### Question 1: Do you support the use of roadside election signs in London?

Yes	32.2%
No	62.5%
Don't Know	5.3%

#### Question 2: Which of the statements about Election Signs do you agree with? (check all that apply)

Are distracting with I’m driving	592
Are a good way for candidates to promote their campaign	272
Are visual clutter	815
Encourage Londoners to get Involved in the election	254
Are a necessary part of a democratic election	259
Turn people off from voting	230

**Question 3: During an Election, I support:**

Less signs being allowed roadside	84.7%
More signs being allowed roadside	1.4%
No change to the current by-law	11.2%
I'm not sure	2.7%

**Question 4: Currently, Election Signs must be removed 96 hours after Voting Day. How do you rate this time period?**

Too long	50.5%
Not long enough	2.9%
Just right	42.7%
Don't know	3.9%

**Question 5: Election signs are currently permitted on private property and the Road Allowance in the City of London. Do you support continuing to allow this?**

Yes	42.8%
No	50.2%
Don't know	7.0%

**Question 6: Election signs must be placed a minimum of 3M from the Roadway. How do you rate the current setback from the Roadway?**

Just right	29.9%
Should be further back	57.1%
I'm not sure	13.0%

**Question 7: Election signs of the same Candidate must currently be 10M apart from each other. How do you rate this distance??**

Just right	18.2%
Should be further apart	75.0%
Don't Know	6.8%

**Question 8: If you have previously submitted a concern about Election Signs to the Elections office, how did you report the concern? (check all that apply)**

In person	6
Phone	18
Email	46
I have not submitted a concern	926

The survey also provided the opportunity to include general comments about election signs in the City of London. The Elections Office received over 500 text responses. In general, the most common responses indicated:

- they do not support the use of election signs for environmental reasons
- that election signs are too close to one another
- they do not support the use of election signs on public property
- they do support the use of election signs on private property
- they think the time period for removing signs is too long
- they do not support the use of election signs at intersections and street corners
- they do not support the use of election signs at all
- that election signs cause sightline issues

- that election signs are too large
- that election signs are too close to the roadway

Analysis of the survey results indicates that a majority of respondents submitted their complaint to the Elections Office via email or had not submitted a complaint previously. The Elections Office has explored options to streamline the complaints reporting process for 2022 and will work to implement them in time for the 2022 Provincial election.

## 2.4 Service Requests and Enforcement Data

The Elections Office has compiled service request and enforcement data regarding election signs to determine the type and number of requests received for elections conducted in 2018 (Provincial and Municipal), 2019 (Federal), and 2021 (Federal) in the City of London.

Figures 1 and 2 provides an analysis of the complaints received to the Elections Office over the past four years. The complaints are organized by the section of the by-law the complaint relates to and by ward. Periodically, a complaint was submitted to the Elections Office that does not relate to a specific section of the by-law, but the complaint still necessitated a response from Enforcement or the Elections Office. These complaints are categorized as “other” in Figures 1 and 2. Most of the “other” complaints relate to concerns regarding election signs placed on private property without the owner’s permission.

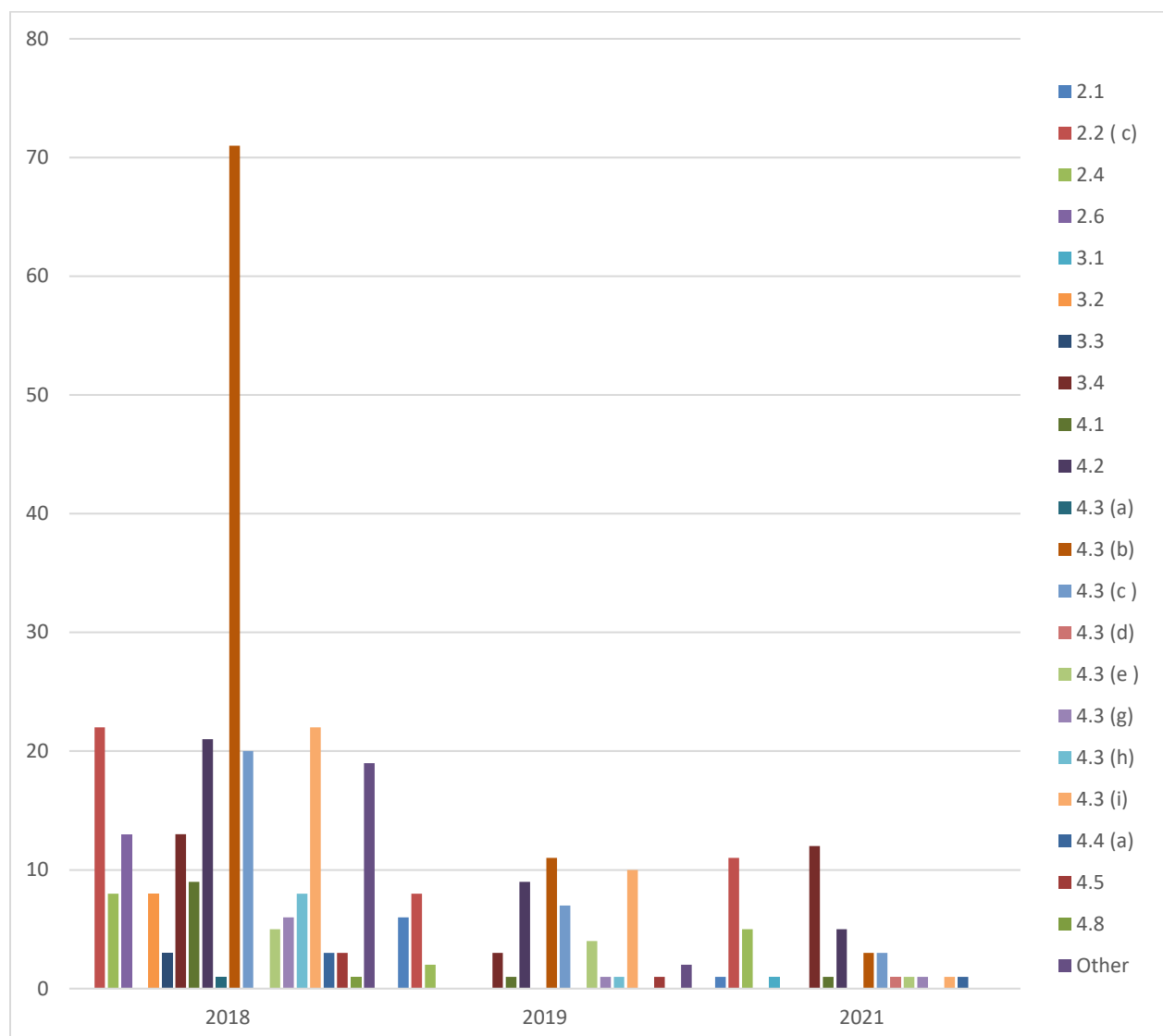


Figure 1 Election sign complaints organized by year 2018-2021

Section of By-law

Ward	2.1	2.2 (c)	2.4	2.6	3.1	3.2	3.3	3.4	4.1	4.2	4.3 (a)	4.3 (b)	4.3 (c)	4.3 (d)	4.3 (e)	4.3 (g)	4.3 (h)	4.3 (i)	4.4 (a)	4.5	4.8	Other	Total Complaints
1	1							1		2		5	5				1			1		3	19
10		8	1	2	1					4			1			2		1				1	21
11		7	1					3		5			1		1								18
12	1	1	2	3				2				6	4						1			1	21
13		1	1					1	2	4		7	1		2	2		5	1			4	31
14						3		3	1	6		5	2		3		3			2		1	29
2		2	1			2	3	2				4	1							1	1		17
3	1	4	1	1					1			11			2			3	2			4	30
4	1	4	2	3		1		4	2	2	1	18	1		1	2		9					51
5		8	2	3		1		1	1	4		13	7	1		2	2	6				4	55
6	1		2			1		1	2	2		1	3		1		1	4				1	20
7		2						3		1		5	1					3				1	16
8	1	3	1	1				5		4		8	2				2	2					29
9	1	1	1					2	2	1		2	1									1	12
<b>Total Complaints</b>	<b>7</b>	<b>41</b>	<b>15</b>	<b>13</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>28</b>	<b>11</b>	<b>35</b>	<b>1</b>	<b>85</b>	<b>30</b>	<b>1</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>33</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>21</b>	<b>369</b>

Figure 2 Election Sign complaints organized by ward and section 2018-2021

The Elections Office provided complaint and query data in a previous report to Corporate Services Committee dated February 20, 2019, which included Service Requests for election sign complaints as well as election sign questions received. Service Request data above and below includes election sign complaints only.

Analysis of Figures 1 and 2 indicates that the majority of Service Requests received by the Elections Office relate to signs on public property (section 4.3). Another common concern relates to violations of section 2.2 (c), which states no person shall place or permit to be placed an election sign that interferes with the safe operation of vehicular traffic or the safety of pedestrians. Figure 3 provides election sign complaint data organized by election. Analysis of Figure 3 indicates that the majority of Service Requests received during 2018 municipal elections indicate a violation of section 4.3 (b) which states that no person shall place or permit to be placed an election sign within three (3) metres of a roadway.

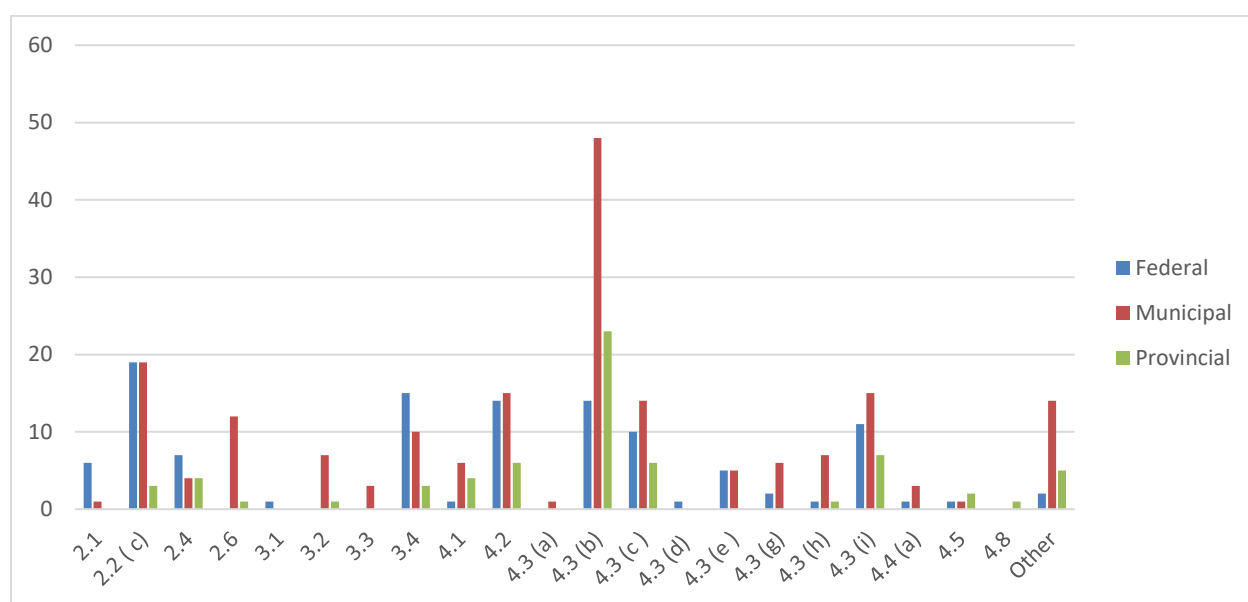


Figure 2 Election sign complaints organized by election 2018-2021

## 2.5 Proposed Changes

The attached proposed by-law (Appendix “B”) recommends the following changes:

- requires election signs to be placed a minimum of 5 metres from the roadway;
- restricts election signs to a maximum height of 0.9 metres measured from the ground when placed within 5 to 8 metres of the roadway;
- requires election signs to be removed 72 hours after Voting Day;
- requires election signs for the same candidate to be a minimum of 20 metres apart;
- includes definitions for third party advertisement and registered third party;
- provides necessary clarification for the definitions of election sign, campaign office, billboard election sign, public property, and owner;
- clearly defines election sign restrictions on public properties; and
- expands the City Clerk’s authority to make regulations with respect to the removal and retrieval of election signs under the by-law.

It should be noted that other related matters not addressed in the proposed by-law, such as the campaign period and the access and display of signs at residential premises are addressed in the *Municipal Elections Act, 1996* or the applicable provincial and federal legislation. The information contained in the proposed by-law adopted by the Municipal Council will be made available to the public by means of an information pamphlet, a posting on the City’s website, and will be included in an information package provided to candidates and registered third parties at time of nomination/registration. The Elections Office will attempt to contact Federal and Provincial candidates and third party advertisers with election sign information as contact information becomes available.

### **3.0 Financial Impact**

Currently, there is no fee to place election signs in the City of London, nor is there a specific non-compliance fee for signs that contravene the by-law, however, every person who contravenes any provision of the Election Sign By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

### **Conclusion**

One of the goals in the City of London Strategic Plan is to increase efficiency and effectiveness of service delivery by promoting and strengthening continuous improvement practices. The proposed refinements to the Election Sign By-law will help to address resident concerns, provide necessary clarity to important information and enable civic administration to administer the by-law provisions in a fair and consistent manner.

<b>Prepared by:</b>	<b>Jeannie Raycroft, Manager, Licensing and Elections</b>
<b>Submitted by:</b>	<b>Sarah Corman, Manager II, Licensing and Elections</b>
<b>Recommended by:</b>	<b>Michael Schulthess, City Clerk</b>

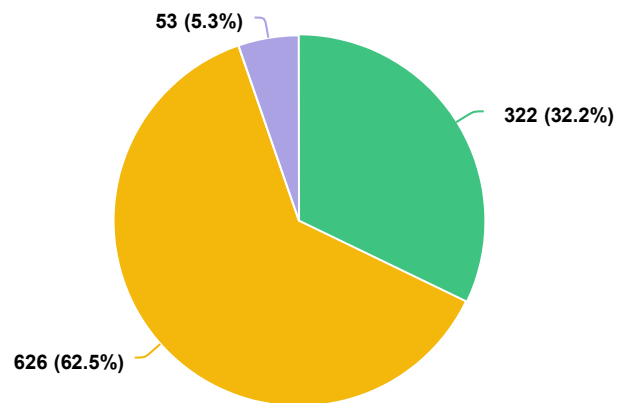
# Election Signs Survey

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## SURVEY RESPONSE REPORT

PROJECT NAME:  
Election Signs

**Q1** Do you support the use of roadside Election signs in London?



**Question options**

- Yes
- No
- Don't know

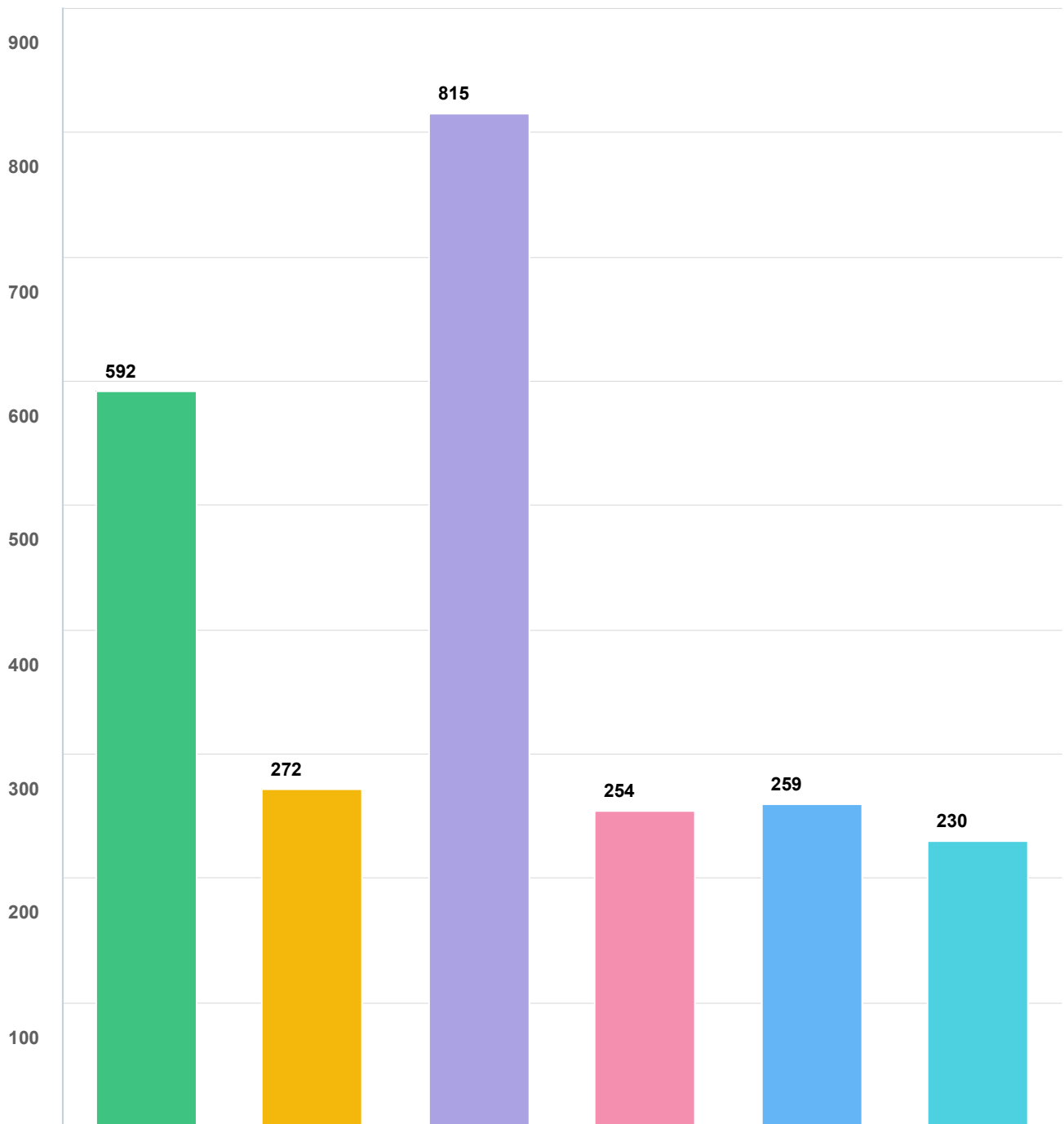
*Optional question (1001 response(s), 6 skipped)*

*Question type: Radio Button Question*

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**Q2** Which of the following statements about Elections signs do you agree with? (Check all that apply)



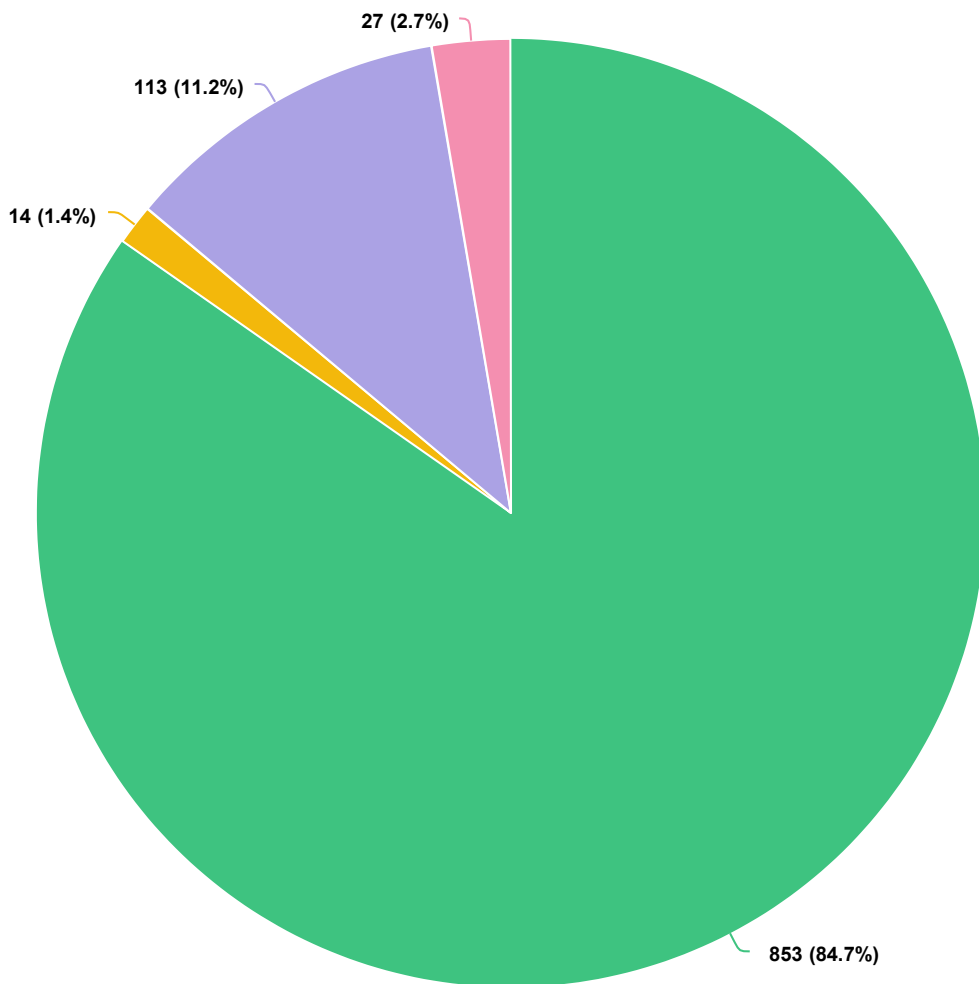
**Question options**

- Are distracting when I'm driving
- Are a good way for candidates to promote their campaign
- Are visual clutter
- Encourage Londoners to get involved in the election
- Are a necessary part of a democratic election
- Turn people off from voting

*Optional question (1005 response(s), 2 skipped)*

*Question type: Checkbox Question*

Q3 During an election, I support:

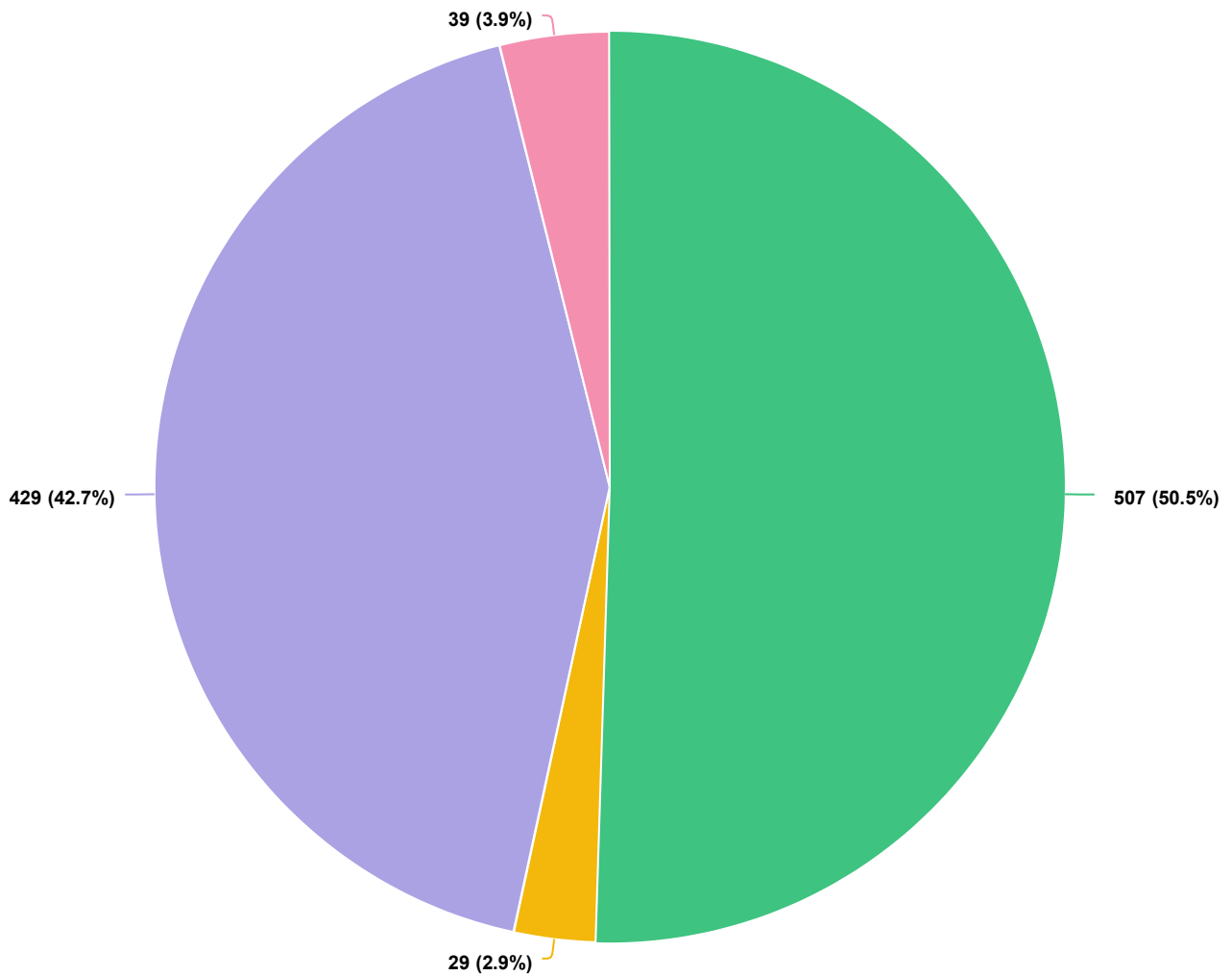


Question options

- Less signs being allowed roadside
- More signs being allowed roadside
- No change to current by-law
- I'm not sure

Optional question (1007 response(s), 0 skipped)  
Question type: Radio Button Question

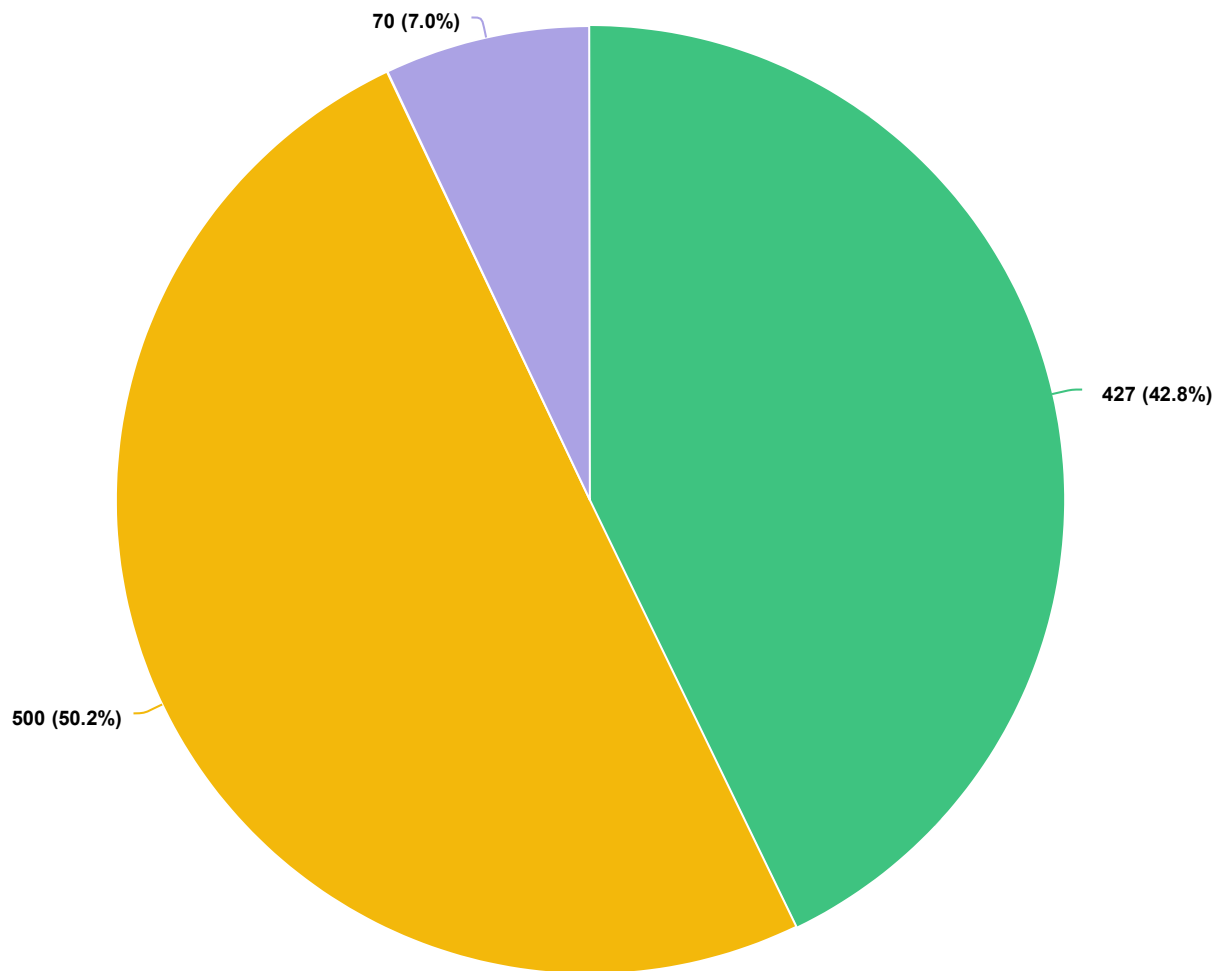
**Q4** | Currently, Election signs must be removed a maximum of 96 hours after Voting Day. How do you rate this time period?



**Question options**

- Too long
  - Not long enough
  - Just right
  - Don't know
-

**Q5** Election signs are currently permitted on private property and on the Road Allowance in the City of London. Do you support continuing to allow this?



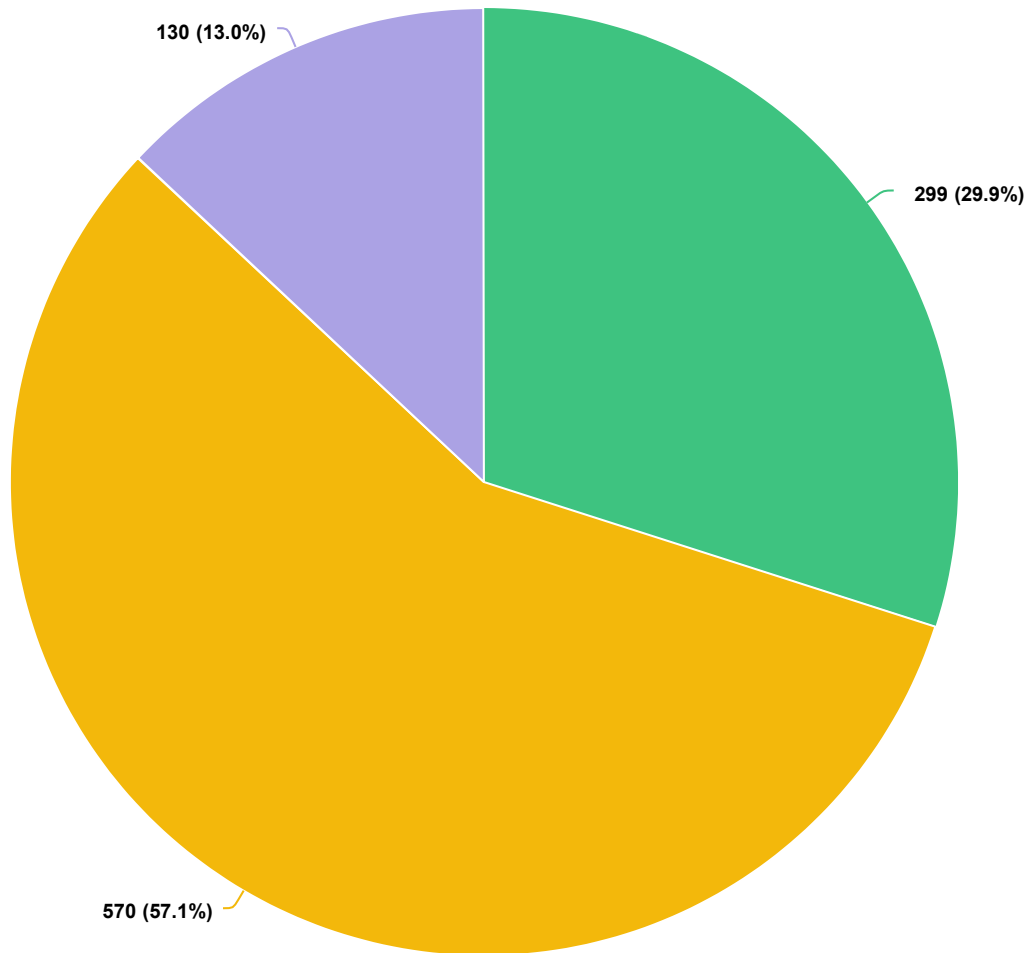
**Question options**

Yes  No  I don't know

*Optional question (997 response(s), 10 skipped)  
Question type: Radio Button Question*

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**Q6** Election signs must be placed a minimum distance of 3M from the Roadway. How do you rate the current set back from the Roadway?



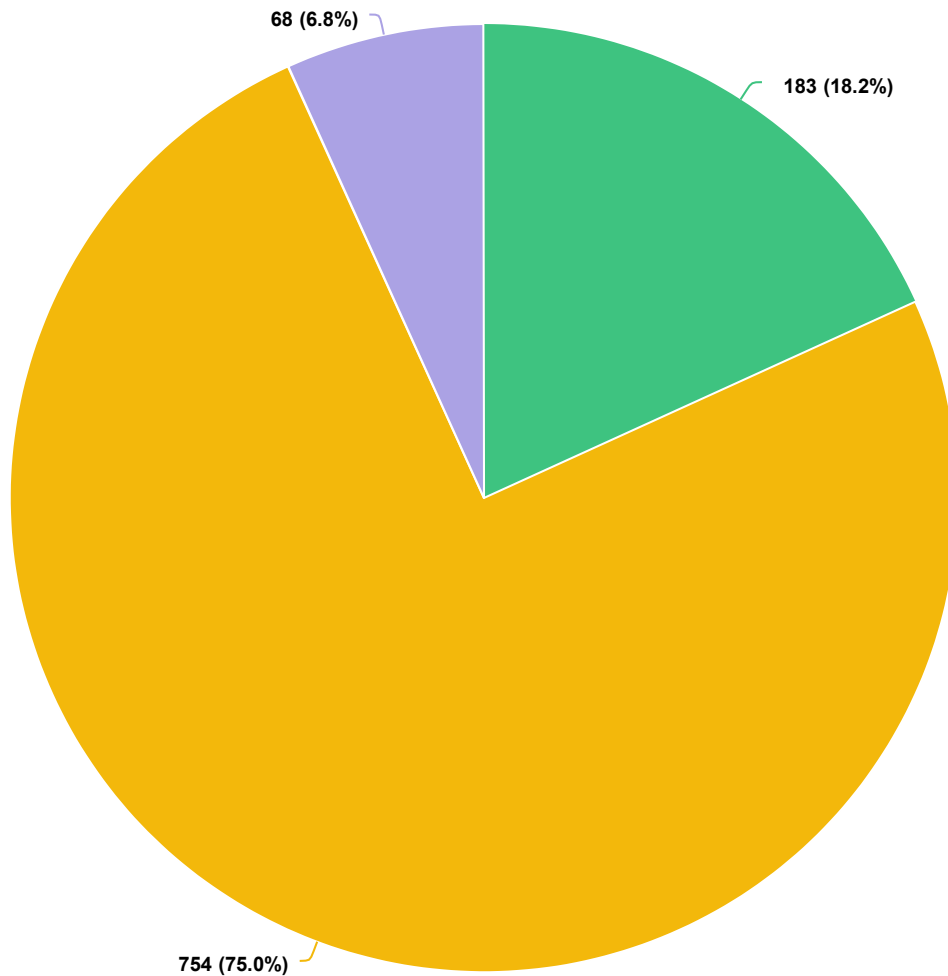
**Question options**

- Just right
- Should be further back off the road
- I'm not sure

*Optional question (999 response(s), 8 skipped)*  
*Question type: Radio Button Question*

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**Q7** | Election signs of the same Candidate must currently be 10M apart from each other. How do you rate this distance?



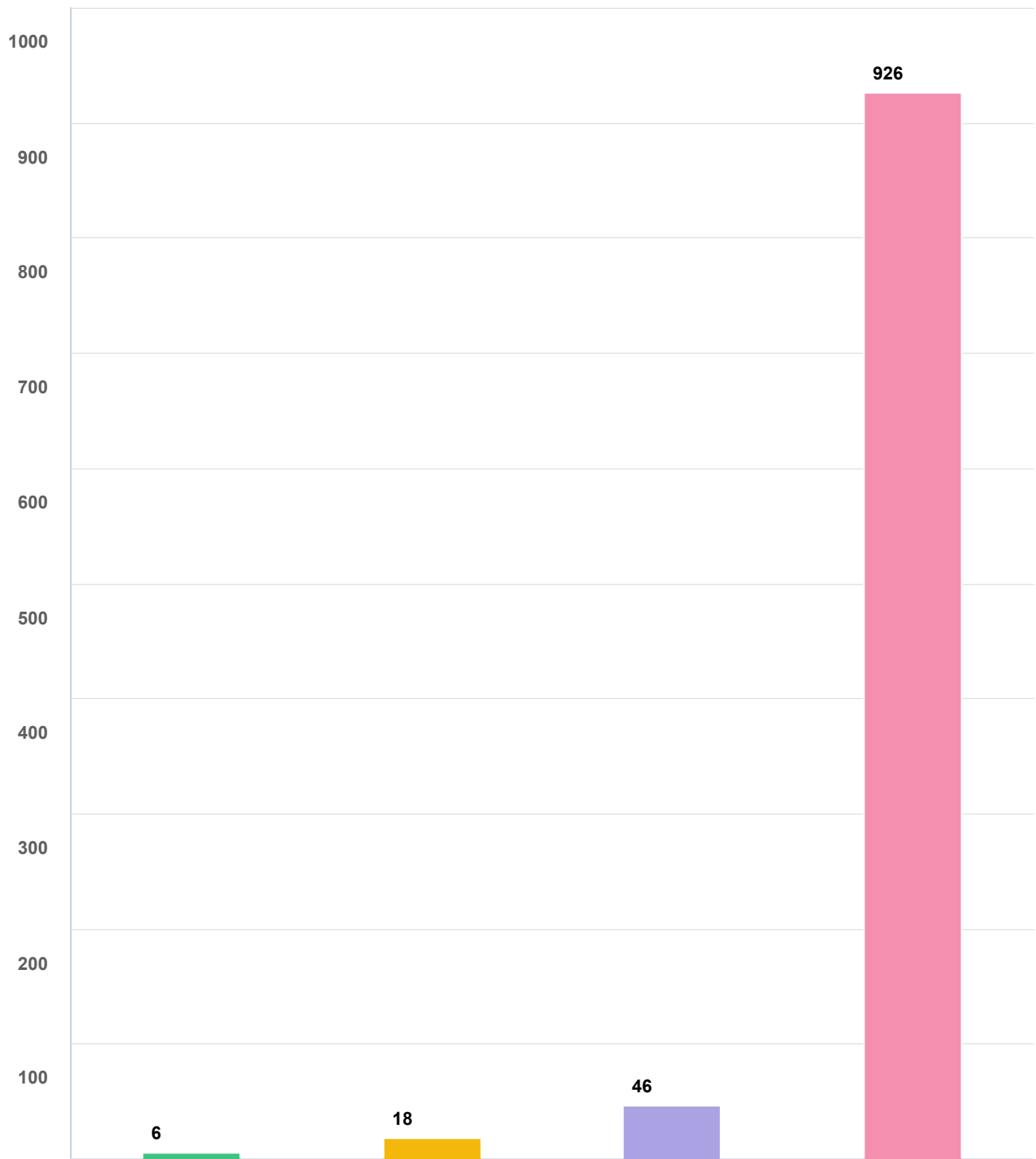
**Question options**

- Just right
- Should be further apart
- Don't know

*Optional question (1005 response(s), 2 skipped)*  
*Question type: Radio Button Question*

---

**Q8** | If you have previously submitted a concern about Election Signs to the Elections Office, how did you report the concern?



**Question options**

- In person
- Phone
- Email
- I have not submitted a concern

*Optional question (984 response(s), 23 skipped)*  
*Question type: Checkbox Question*

## Appendix 'B'

Bill No.

By-law No. E.-

A by-law to repeal By-law No. E.- 185-537 being the "Election Sign By-law", and to enact a new "Election Sign By-law".

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

AND WHEREAS subsection 8(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS subsection 8(3) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a by-law may regulate or prohibit respecting the matter, require persons to do things respecting the matter, and provide for a system of licences respecting the matter;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may pass by-laws respecting: 5. Economic, social and environmental well-being of the municipality; 6. Health, safety and well-being of persons; 7. Services and things that the municipality is authorized to provide under subsection (1); 8. Protection of persons and property, including consumer protection; 10. Structures, including fences and signs;

AND WHEREAS section 23.2 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS Council for The Corporation of the City of London is of the opinion that the delegation of legislative powers under this by-law to the City Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended;



AND WHEREAS section 63 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS section 425 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, establishes that any person who contravenes any by-law of The Corporation of the City of London is guilty of an offence;

AND WHEREAS section 445 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS section 446 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

## 1. DEFINITIONS

1.1 In this By-law:

**“Billboard”** means an outdoor sign erected and maintained by a person responsible for a business, firm, or corporation, or business engaged in the sale or rental of the space on the billboard to a Candidate or Registered Third Party for the purposes of advertising, promoting, opposing, or taking a position with respect to

- (i) any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;
- (ii) an issue associated with a person or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*; or
- (iii) a question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;

~~to a clientele, upon which space is displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced;~~

**“Boulevard”** means that portion of every Street which is not used as a Sidewalk, driveway access, travelled Roadway or shoulder;

**“Campaign Office”** means onea building or structure, or part of onea building or structure, used by a Candidate to conduct an election campaign;

**“Candidate”** means

(i) a Candidate within the meaning of the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996* as amended; and

(ii) shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the *Municipal Elections Act, 1996 as amended*;

**“City”** means The Corporation of the City of London;

**“City Clerk”** means the City Clerk of the City or a person delegated by them for the purpose of this By-law;

**“Crosswalk”** means

(i) that part of a Street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Street measured from the curbs, or in the absence of curbs from the edges of the Roadway; or

(ii) any portion of a Roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and

(iii) shall include pedestrian crossovers;

**“Election Sign”** means any sign, including posters, promoting, opposing or taking a position with respect to:

(i) any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*;

(ii) an issue associated with a person or political party in an election under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*; or

(iii) a question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;

For the purposes of clarification, “Election Sign” includes “Billboard Election Sign”

**“Electoral District”** means a geographic area represented by a Member of Municipal Council, Member of School Board, Member of Provincial Parliament in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

**“Enforcement Officer”** means a Municipal Law Enforcement Officer appointed by the Municipal Council of the City;

**“Median Strip”** means the portion of a Street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout;

**“Nomination Day”** means the deadline to file a nomination with the City Clerk under the *Municipal Elections Act, 1996* as amended;

**“Owner”** means any person who is in control of the Election Sign; any person who benefits from the message on the Election Sign; or any person who has Placed or permitted to be Placed the Election Sign. For the purposes of this By-law there may be more than one Owner of an Election Sign;~~means the registered Owner of the property on which an Election Sign is Placed; any person described on or whose name, image, address or telephone number appears on the Election Sign; any person who is in control of the Election Sign; any person who benefits from the message on the Election Sign; or any person who has Placed or permitted to be Placed the Election Sign; and for the purposes of this By-law there may be more than one Owner of an Election Sign;~~

**“Park”** means land and land covered by water and all portions thereof under the control or management or joint management of the City, that is or hereafter may be established, dedicated, set apart, or made available for use as public open space, including a natural park area and an environmentally significant area as defined in this by-law, including any buildings, structures, facilities, erections and improvements located in or on such land;

**“Place”** means attach, install, erect, build, construct, reconstruct, move, display or affix;

**“Public Property”** means property owned by or under the control of the City, including a Park, or any of its agencies, local boards, commissions or corporations but, for the purposes of this by-law, does not include a Street. Public Property shall be deemed to include public utilities facilities, and shall also be deemed to include, benches, municipal garbage containers or other structures located on a Street.~~means real property owned by or under the control of the City, including a Park, or any of its agencies, local boards,~~

~~commissions or corporations but, for the purposes of this by-law, does not include a Street;~~

“Registered Third Party” means any individual, corporation or trade union registered in accordance with Section 88.6 of the Municipal Elections Act, 1996

“**Roadway**” means the part of a Street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder;

“**Sidewalk**” means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians;

“**Sign Area**” means the area of one side of a sign where copy can be placed;

“**Sign Height**” means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign;

“**Street**” means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the City of London and this term includes all road works and appurtenant to municipal land;

“**Utility**” means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services;

“**Voting Place**” means a place where electors cast their ballots and:

(i) when a Voting Place is located on Public Property, includes any Street abutting; or

(ii) when a Voting Place is located on private property, includes any Street abutting.

“**Writ of Election**” means the date as defined in the Canada Elections Act and the Elections Act (Ontario).

## 2. GENERAL PROHIBITIONS

2.1 No person shall Place or permit to be Placed an Election Sign except in accordance with this by-law.

2.2 No person shall Place or permit to be Placed an Election Sign that:

(a) is illuminated;

(b) has a Sign Area of more than 6 square metres;

(c) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or

(d) impedes or obstructs the City's maintenance operations; or

(e) does not identify who is responsible for the messaging.-

2.3 Subsections 2.2 (a) and (b) do not apply to an Election Sign promoting a Candidate on a Campaign Office or a Billboard.

~~2.4 No person shall Place or permit to be Placed an Election Sign on or in a Voting Place on any Advance Vote Day or Voting Day. No person shall Place or permit to be placed an Election Sign outside of the Electoral District where the Candidate is running for office.-~~

~~2.5 Section 2.4 does not apply to an Election Sign within 50 metres of any Electoral District that is adjacent to the Electoral District where the Candidate is running for office.-~~

~~2.6 No person shall Place or permit to be Placed an Election Sign on or in a Voting Place.-~~

2.5 No person shall display on any Election Sign a logo, trademark or official mark, in whole or in part, owned or licensed by the City.

### 3. TIMING

3.1 No person shall Place or permit to be Placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by- election is issued.

3.2 No person shall Place or permit to be Placed an Election Sign for a municipal election, except an Election Sign which is Placed on a Campaign Office:

(a) earlier than Nomination Day in the year of a regular election; or

(b) earlier than Nomination Day for a by-election.

3.3 No person shall Place or permit to be Placed an Election Sign for a municipal election on a Campaign Office earlier than the day that Candidate has filed their nomination with the City Clerk.

3.4 No Owner shall fail to remove their Election Sign after the expiry of ~~72~~96 hours immediately following 11:59 p.m. of the day of the election.

#### 4. ELECTION SIGNS ON PUBLIC PROPERTY

4.1 No person shall Place or permit to be Placed an Election Sign on Public Property.

4.2 No person shall Place or permit to be Placed an Election Sign in a Park.

4.3 No person shall Place or permit to be Placed an Election Sign on a Street outside of the Electoral District where the Candidate is running for office.

4.4 Section 4.3 does not apply to an Election Sign within 50 metres of any Electoral District that is adjacent to the Electoral District where the Candidate is running for office.

4.53 No person shall Place or permit to be Placed an Election Sign:

- (a) in a Roadway;
- (b) within ~~53~~ metres of a Roadway;
- (c) between a Roadway and a Sidewalk;
- (d) that impedes or obstructs the passage of pedestrians on a Sidewalk;
- (e) in a Median Strip;
- (f) less than ~~53~~ metres from a Crosswalk;
- (g) on a tree, or a fence, or a wall, or a gate, or a utility pole located on Public Property or a Street;
- (h) in a Boulevard that abuts a Park;
- (i) on a Street within ~~2040~~ metres of another Election Sign of the same Candidate.

4.64 No person shall Place or permit to be Placed an Election Sign that has a Sign Height:

- (a) of more than ~~0.91-8~~ metres when Placed within ~~53~~ to 8 metres of the Roadway;
- (b) of more than 4 metres when Placed beyond 8 metres of the Roadway.

4.75 Notwithstanding subsection 4.6 (b), on Highbury Avenue from Hamilton Road to Wilton Grove Road and Veteran's Memorial Parkway from Clarke Road to Wilton Grove Road, no person shall Place or permit to be Placed an Election Sign within 10 metres from the Roadway. ~~Notwithstanding subsection 4.4 (b), on Highbury Avenue from~~

~~Hamilton Road to Wilton Grove Road and Veteran's Memorial Parkway from Huron Street to Wilton Grove Road, no person shall Place or permit to be Placed an Election Sign within 10 metres from the Roadway.~~

4.~~86~~ No person shall injure or foul a Street or permit the injuring or fouling of a Street when Placing an Election Sign.

4.~~97~~ No person shall injure or foul public structures or permit the injuring or fouling of public structures on a Street when Placing an Election Sign.

4.~~108~~ No person shall injure or foul a Utility or permit the injuring or fouling of a Utility when Placing an Election Sign.

## **5. REMOVAL AND RETURN OF ELECTION SIGNS – POWERS OF THE CITY CLERK AND/OR ENFORCEMENT OFFICER**

5.1 The City Clerk and/or an Enforcement Officer may remove any Election Sign erected in contravention of this by-law without notice.

5.2 The City Clerk and/or an Enforcement Officer may destroy any Election Signs which have been removed and not claimed and retrieved by the Candidate, persons, or Owner within the time period as prescribed by the City Clerk.

5.3 The City Clerk may make regulations under this by-law prescribing the rules and procedures for the removal, retrieval and destruction of Election Signs ~~removed under sections 5.1 and 5.2~~ including, without limitation, the form of and any information required to be provided to the City Clerk and/or an Enforcement Officer to authorize the release of an Election Sign, dates on or by which an Election Sign may be retrieved or destroyed, and the manner in which notice may be given to an Owner relating to the retrieval and destruction of an Election Sign.

## **6. ADMINISTRATION**

6.1 The administration of this by-law is delegated to the City Clerk.

## **7. ENFORCEMENT**

7.1 This by-law may be enforced by the City Clerk or an Enforcement Officer.

## **8. OFFENCE AND PENALTY**

8.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

## **9. SHORT TITLE OF BY-LAW**

9.1 This by-law may be referred to as the “Election Sign By-law”.

## 10. FORCE AND EFFECT

10.1 By-law No. ~~E.-185-537~~~~E.-180-305~~, being the “Election ~~Campaign~~-Sign By-law” and all amendments to such by-law are hereby repealed.

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

PASSED in Open Council on

Mayor

Michael  
Schulthess  
City Clerk

First Reading –  
Second Reading –  
Third Reading –



## Appendix 'C'

Bill No.

By-law No. E.-

A by-law to repeal By-law No. E.- 185-537 being the "Election Sign By-law", and to enact a new "Election Sign By-law".

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

AND WHEREAS subsection 8(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS subsection 8(3) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a by-law may regulate or prohibit respecting the matter, require persons to do things respecting the matter, and provide for a system of licences respecting the matter;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may pass by-laws respecting: 5. Economic, social and environmental well-being of the municipality; 6. Health, safety and well-being of persons; 7. Services and things that the municipality is authorized to provide under subsection (1); 8. Protection of persons and property, including consumer protection; 10. Structures, including fences and signs;

AND WHEREAS section 23.2 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS Council for The Corporation of the City of London is of the opinion that the delegation of legislative powers under this by-law to the City Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended;

AND WHEREAS section 63 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS section 425 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, establishes that any person who contravenes any by-law of The Corporation of the City of London is guilty of an offence;

AND WHEREAS section 445 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS section 446 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

## 1. DEFINITIONS

1.1 In this By-law:

**“Billboard”** means an outdoor sign erected and maintained by a person responsible for a business, or corporation engaged in the sale or rental of the space on the billboard to a Candidate or Registered Third Party for the purposes of advertising, promoting, opposing, or taking a position with respect to

- (i) any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;
- (ii) an issue associated with a person or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*; or
- (iii) a question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;

**“Boulevard”** means that portion of every Street which is not used as a Sidewalk, driveway access, travelled Roadway or shoulder;

**“Campaign Office”** means one building or structure, or part of one building or structure, used by a Candidate to conduct an election campaign;

**“Candidate”** means

(i) a Candidate within the meaning of the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996* as amended; and

(ii) shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the *Municipal Elections Act, 1996 as amended*;

**“City”** means The Corporation of the City of London;

**“City Clerk”** means the City Clerk of the City or a person delegated by them for the purpose of this By-law;

**“Crosswalk”** means

(i) that part of a Street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Street measured from the curbs, or in the absence of curbs from the edges of the Roadway; or

(ii) any portion of a Roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and

(iii) shall include pedestrian crossovers;

**“Election Sign”** means any sign, including posters, promoting, opposing or taking a position with respect to:

(i) any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*;

(ii) an issue associated with a person or political party in an election under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*; or

(iii) a question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*;

For the purposes of clarification, “Election Sign” includes “Billboard Election Sign”

**“Electoral District”** means a geographic area represented by a Member of Municipal Council, Member of School Board, Member of Provincial Parliament in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

**“Enforcement Officer”** means a Municipal Law Enforcement Officer appointed by the Municipal Council of the City;

**“Median Strip”** means the portion of a Street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout;

**“Nomination Day”** means the deadline to file a nomination with the City Clerk under the *Municipal Elections Act, 1996* as amended;

**“Owner”** means any person who is in control of the Election Sign; any person who benefits from the message on the Election Sign; or any person who has Placed or permitted to be Placed the Election Sign. For the purposes of this By-law there may be more than one Owner of an Election Sign;

**“Park”** means land and land covered by water and all portions thereof under the control or management or joint management of the City, that is or hereafter may be established, dedicated, set apart, or made available for use as public open space, including a natural park area and an environmentally significant area as defined in this by-law, including any buildings, structures, facilities, erections and improvements located in or on such land;

**“Place”** means attach, install, erect, build, construct, reconstruct, move, display or affix;

**“Public Property”** means property owned by or under the control of the City, including a Park, or any of its agencies, local boards, commissions or corporations but, for the purposes of this by-law, does not include a Street. Public Property shall be deemed to include public utilities facilities, and shall also be deemed to include, benches, municipal garbage containers or other structures located on a Street.

**“Registered Third Party”** means any individual, corporation or trade union registered in accordance with Section 88.6 of the *Municipal Elections Act, 1996*.

**“Roadway”** means the part of a Street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder;

**“Sidewalk”** means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians;

**“Sign Area”** means the area of one side of a sign where copy can be placed;

**“Sign Height”** means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign;

**“Street”** means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the City of London and this term includes all road works and appurtenant to municipal land;

**“Utility”** means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services;

**“Voting Place”** means a place where electors cast their ballots and:

(i) when a Voting Place is located on Public Property, includes any Street abutting; or

(ii) when a Voting Place is located on private property, includes any Street abutting.

**“Writ of Election”** means the date as defined in the Canada Elections Act and the Elections Act (Ontario).

## **2. GENERAL PROHIBITIONS**

2.1 No person shall Place or permit to be Placed an Election Sign except in accordance with this by-law.

2.2 No person shall Place or permit to be Placed an Election Sign that:

(a) is illuminated;

(b) has a Sign Area of more than 6 square metres;

(c) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or

(d) impedes or obstructs the City’s maintenance operations; or

(e) does not identify who is responsible for the messaging.

2.3 Subsections 2.2 (a) and (b) do not apply to an Election Sign promoting a Candidate on a Campaign Office or a Billboard.

2.4 No person shall Place or permit to be Placed an Election Sign on or in a Voting Place on any Advance Vote Day or Voting Day.

2.5 No person shall display on any Election Sign a logo, trademark or official mark, in whole or in part, owned or licensed by the City.

### **3. TIMING**

3.1 No person shall Place or permit to be Placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by- election is issued.

3.2 No person shall Place or permit to be Placed an Election Sign for a municipal election, except an Election Sign which is Placed on a Campaign Office:

(a) earlier than Nomination Day in the year of a regular election; or

(b) earlier than Nomination Day for a by-election.

3.3 No person shall Place or permit to be Placed an Election Sign for a municipal election on a Campaign Office earlier than the day that Candidate has filed their nomination with the City Clerk.

3.4 No Owner shall fail to remove their Election Sign after the expiry of 72 hours immediately following 11:59 p.m. of the day of the election.

### **4. ELECTION SIGNS ON PUBLIC PROPERTY**

4.1 No person shall Place or permit to be Placed an Election Sign on Public Property.

4.2 No person shall Place or permit to be Placed an Election Sign in a Park.

4.3 No person shall Place or permit to be Placed an Election Sign on a Street outside of the Electoral District where the Candidate is running for office.

4.4 Section 4.3 does not apply to an Election Sign within 50 metres of any Electoral District that is adjacent to the Electoral District where the Candidate is running for office.

4.5 No person shall Place or permit to be Placed an Election Sign:

(a) in a Roadway;

(b) within 5 metres of a Roadway;

(c) between a Roadway and a Sidewalk;

(d) that impedes or obstructs the passage of pedestrians on a Sidewalk;

(e) in a Median Strip;

- (f) less than 5 metres from a Crosswalk;
- (g) on a tree, or a fence, or a wall, or a gate, or a utility pole located on Public Property or a Street;
- (h) in a Boulevard that abuts a Park;
- (i) on a Street within 20 metres of another Election Sign of the same Candidate.

4.6 No person shall Place or permit to be Placed an Election Sign that has a Sign Height:

- (a) of more than 0.9 metres when Placed within 5 to 8 metres of the Roadway;
- (b) of more than 4 metres when Placed beyond 8 metres of the Roadway.

4.7 Notwithstanding subsection 4.6 (b), on Highbury Avenue from Hamilton Road to Wilton Grove Road and Veteran's Memorial Parkway from Clarke Road to Wilton Grove Road, no person shall Place or permit to be Placed an Election Sign within 10 metres from the Roadway.

4.8 No person shall injure or foul a Street or permit the injuring or fouling of a Street when Placing an Election Sign.

4.9 No person shall injure or foul public structures or permit the injuring or fouling of public structures on a Street when Placing an Election Sign.

4.10 No person shall injure or foul a Utility or permit the injuring or fouling of a Utility when Placing an Election Sign.

## **5. REMOVAL AND RETURN OF ELECTION SIGNS – POWERS OF THE CITY CLERK AND/OR ENFORCEMENT OFFICER**

5.1 The City Clerk and/or an Enforcement Officer may remove any Election Sign erected in contravention of this by-law without notice.

5.2 The City Clerk and/or an Enforcement Officer may destroy any Election Signs which have been removed and not claimed and retrieved by the Candidate, persons, or Owner within the time period as prescribed by the City Clerk.

5.3 The City Clerk may make regulations under this by-law prescribing the rules and procedures for the removal, retrieval and destruction of Election Signs including, without limitation, the form of and any information required to be provided to the City Clerk and/or an Enforcement Officer to authorize the release of an Election Sign, dates on or by which an Election Sign may be retrieved or destroyed, and the manner in which

notice may be given to an Owner relating to the retrieval and destruction of an Election Sign.

## **6. ADMINISTRATION**

6.1 The administration of this by-law is delegated to the City Clerk.

## **7. ENFORCEMENT**

7.1 This by-law may be enforced by the City Clerk or an Enforcement Officer.

## **8. OFFENCE AND PENALTY**

8.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

## **9. SHORT TITLE OF BY-LAW**

9.1 This by-law may be referred to as the "Election Sign By-law".

## **10. FORCE AND EFFECT**

10.1 By-law No. E.-185-537, being the "Election Sign By-law" and all amendments to such by-law are hereby repealed.

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

PASSED in Open Council on

Mayor

Michael  
Schulthess  
City Clerk

First Reading –  
Second Reading –  
Third Reading –



# County/City Liaison Committee Report

1st Meeting of the County/City Liaison Committee  
December 16, 2021

**PRESENT:** Warden A. Warwick (Chair), Mayor E. Holder (Vice-Chair),  
Councillors J. Morgan, C. Burghardt-Jesson, and  
J. Vanderheyden.

**ALSO PRESENT:** Remote attendance: A. L. Barbon, C. Howard, M. Ivanic,  
L. Livingstone, B. Rayburn, N. Roberts, M. Schulthess and  
C. Traini.

The meeting is called to order at 1:03 PM; it being noted that all  
Members were in remote attendance.

## **1. Call to Order**

1.1 That it BE NOTED that no pecuniary interests were disclosed.

## **2. Consent**

None.

## **3. Scheduled Items**

None.

## **4. Items for Direction**

4.1 Paramedic Services/Land Ambulance Dispatch

That the following actions be taken with respect to Land Ambulance Dispatch:

a) the Council of the County of Middlesex and the Council of the City of London  
BE REQUESTED to send letters to Minister Christine Elliott in support of the  
following Land Ambulance Dispatch Project Pilot program as proposed by  
Middlesex County, substantially in the following form:

“The Council of the [County of Middlesex / City of London] supports  
Middlesex County’s proposal from 2019 to the Ministry, to assume  
responsibility for dispatching and managing deployment of ambulance  
resources within the County of Middlesex, City of London, County of  
Huron and surrounding area.

We support the notion that Middlesex County would provide the services  
better, faster and more safely than the status quo. Further benefits from  
adopting Middlesex’s proposal include:

- upgrade of technology to allow for better communications and tracking  
of ambulances;
- demonstration of innovation and providing the Province with an  
opportunity to assess new dispatch models; and
- addressing numerous local concerns regarding the quality of  
ambulance dispatch.

The [County of Middlesex / City of London] stands to benefit from the  
innovation and leadership demonstrated through this proposal.”

- b) the verbal update provided by B. Rayburn and attached presentation from N. Roberts with respect to the Middlesex London Paramedic Services dispatch business case, Middlesex London Paramedic Service Communication Centre Pilot, BE RECEIVED.

Motion moved by: J. Venderheyden  
Seconded by: E. Holder

**Motion Carried**

4.2 Housing

None.

4.3 Children's Services

None.

4.4 Regional and Community Transportation

That the verbal update provided by Mayor Holder with respect to Regional and Community Transportation and a proposed communication in this regard, BE RECEIVED.

Motion moved by: C. Burghardt-Jesson  
Seconded by: J. Vanderheyden

**Motion Carried**

**5. Deferred Matters/Additional Business**

None.

**6. Adjournment**

That the meeting BE ADJOURNED.

Motion moved by: J. Vanderheyden  
Seconded by: C. Burghardt-Jesson

**Motion Carried**

The Meeting adjourned at 1:48 PM.



# Middlesex-London Medical Emergency Services

## Land Ambulance Dispatch

## Background

- Ontario's Land Ambulance System is directed through 22 Ambulance Dispatch Centres throughout the province.
- The Ministry of Health owns all 22 Centres (through the Minister), but only directly operates 11 centres (including London).
- The Ministry system has lagged on technology and processes for in excess of 20+ years.
- Middlesex London Paramedic Service has and continues to experience operational issues with the current system in London.
- Since 2011, Middlesex County has requested that the Province transfer responsibility over to the County (while the Province maintains ownership)

## Background

- Middlesex County submitted a Business Case to the Honourable Christine Elliott, Deputy Premier and Minister of Health (January 2019).
- Since that time, support has been sought from:
  - London Health Sciences Centre
  - Huron County
  - Oneida Nation of the Thames

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## Benefits Identified In Business Case

- The dispatch system will be tied to the Middlesex London Paramedic system (as a unified system), allowing them to work in concert and with the same priorities.
- Patients will receive the quickest/closest, most appropriate paramedic response.
- Technology will be upgraded to allow for better communications and tracking of ambulances, creating a more efficient, effective emergency response system with a goal of creating savings within the system.
- Local partnerships will be explored that will help to quantify savings and benefits of shared services/integration.

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## Benefits Identified In Business Case

- Higher standards will be introduced, including defined dispatch process times and total incident response times.
- Will demonstrate innovation and provide the Province with an opportunity to assess a different type of dispatch operation and consider outcomes from this pilot to address changes on a provincial level.
- Will address numerous local concerns regarding the quality of ambulance dispatch.

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## OVERVIEW OF PROPOSAL

- This proposal commits to examining opportunities to improve areas of service including:
  - Reducing call processing and overall incident response times,
  - Enhancing the roles of communications personnel,
  - Utilizing experienced managers,
  - Developing integrated continuous quality improvement mechanisms,
  - Improving accountability.
- The County's proposed dispatch centre will work towards becoming accredited by the National Academies of Emergency Dispatch during the term of the project.
- Rapidly upgrading and integrating technology to encourage operational efficiencies are also key features of the proposal. This includes using and augmenting the technology framework established by the

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## *Benefits of the Middlesex London Paramedic Service Communication Centre Pilot:*

- Introduces higher standards and levels of accountability while increasing system performance and response times at the dispatch and paramedic service level.

## *Benefits of the Middlesex London Paramedic Service Communication Centre Pilot:*

- Implementation of industry best practices not currently used in the current London Ambulance Communication Centre.
- Upgraded technology to increase efficiency of operations and enhance emergency responses.
- Provides disaster and critical overload redundancy, which are currently not available at the London Ambulance Communication Centre. Given the numerous past incidents, this would be an asset.
- Performance based, arms-length agreement based on MOHLTC specifications with defined time frames and financial incentives/disincentives. This ensures greater accountability.


## *Benefits of the Middlesex London Paramedic Service Communication Centre Pilot:*

- Explores local partnerships to identify savings and benefits of shared services/integration.
- Will demonstrate innovation to pursue and develop new processes and technology to address long outstanding issues that have long plagued Ministry Ambulance Communication Centres.
- Develops a rapidly implementable, results oriented solution to an important and longstanding issue.

## Proclamation Request Form

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

### Request details

Name of Organization
Community Diversity and Inclusion Strategy (CDIS) Implementation Body
<b>Date Proclamation Required</b>
All of the month of February 2022 (February 1 <sup>st</sup> , 2022)
<b>Proclamation Name</b>
Black History month
<b>Proclamation Type (day, week or month)</b>
Month
<b>Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)</b>
Date of National Significance
<b>Requester Name</b>
Melanie Amadasun, Chair CDIS Anti-Black Racism Steering Committee
<b>Requester Telephone Number</b>
<b>Requester Email Address</b>
<b>Requester Address</b>
London, ON N5W 5A7
<b>Provide details of your Organization's Connection to London</b>
Created by the community through extensive engagement, London's <a href="#">Community Diversity and Inclusion Strategy</a> (CDIS) represents a collective plan for building a more inclusive city united around the vision: London is a diverse and inclusive community that honours, welcomes and accepts all people; where people have the power to eliminate systemic oppressions.
The CDIS is premised on community-driven change; volunteers in the community provide critical leadership in the development and implementation of CDIS initiatives.
<b>Required Supporting Documents</b>
<ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws
Signature  Date December 20 <sup>th</sup> 2021
<b>NOTICE OF COLLECTION OF PERSONAL INFORMATION</b>
Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>



RE: Councillor Proof of Vaccination Policy

Dec 23, 2001

Dear Chair and members of the CSC,

There are many strong opinions about how governments should deal with a novel respiratory virus. Substantial evidence for significant reductions in transmission must be the case before one group of people is treated differently than another. As a council that takes strong stances against discrimination, we will be expected by Londoners and our staff to respect the rights of individuals to privacy and informed consent for medical treatments.

The mRNA vaccines have been touted as the best defence against COVID; however, “best” does not necessarily mean “good”. These vaccines don’t prevent the transmission or contraction of COVID and its variants, nor has it prevented fully vaccinated Londoners from becoming ill or dying of COVID. The protection wanes quickly, which is why there has been the call for (perhaps an endless series of) booster shots.

Fortunately, staff have taken numerous effective non-vaccine-centric actions to protect employees from COVID. The city manager reported that there had been very few cases among city staff under the current policy which has equal treatment for those with and without attestations for medical and human rights exemptions.

Any time a new variant of COVID emerges, there seems to be a panic and a fearful call for deeper restrictions, even if the variant appears less threatening. These restrictions have diminishing returns and unintended consequences. I assert that any gain our hospitals may have made by mandating vaccines for all their employees has been neutralized by the loss of experienced staff. If we impose more harsh restrictions on councillors and employees with attestations differently, we should also expect diminishing returns and unintended consequences.

I want our council policy to remain non-discriminatory. So, to ensure alignment, I suggest that staff revise their approach to treat those with attestations equally.

I intend to provide more robust support for the following motion on the added agenda. In the meantime, I hope that the committee will consider implementing the following motion:

That staff BE DIRECTED to ensure city COVID-related policies treat those with and without attestations no differently.

Sincerely,

Michael van Holst  
Councillor, Ward 1

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** Amendments to Members of Council Proof of COVID-19  
Vaccination Policy  
**Meeting on:** January 10, 2022

## Recommendation

That on the recommendation of the City Clerk, the attached proposed by-law to amend the “Members of Council Proof of COVID-19 Vaccination Policy”, BE INTRODUCED at the Municipal Council Meeting to be held on January 25, 2022.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

At the meeting held on December 21, 2021, the Municipal Council resolved:

“That the Civic Administration BE DIRECTED to bring forward an updated Members of Council Proof of COVID-19 Vaccination Policy that incorporates any changes to bring the Council Policy in line with the updated Mandatory Proof of COVID -19 Vaccination Administrative Policy, as verbally noted by the City Manager, to the next Corporate Services Committee.”

At the meeting held on October 5, 2021, the Municipal Council resolved:

“That on the recommendation of the City Clerk, the proposed by-law as appended to the staff report dated September 20, 2021 as Appendix “A” being “A by-law to adopt “Members of Council Proof of COVID-19 Vaccination Policy”, BE INTRODUCED at the Municipal Council Meeting to be held on October 5, 2021;

it being noted that the Corporate Services Committee received a communication dated September 16, 2021 from B. Gauld with respect to this matter.”

At the meeting held on September 14, 2021, the Municipal Council resolved:

“That the following actions be taken with respect to the “Proof of COVID-19 Vaccination Administrative Policy”:

- a) the staff report, dated August 30, 2021, with respect to this matter BE RECEIVED; and,
- b) the Civic Administration BE DIRECTED to bring forward to the next meeting of the Corporate Services Committee a similar COVID-19 Vaccination Council Policy, specifically applicable to the Members of Council, for consideration.”

### 2.0 Discussion and Considerations

The purpose of this report is to bring forward, in response to the above-noted direction from Municipal Council, a draft policy that incorporates changes required to align the “Members of Council Proof of COVID-19 Vaccination Policy” [“Council Policy”] with the recently updated “Mandatory Proof of COVID-19 Vaccination Administrative Policy” [“Administrative Policy”], for Municipal Council’s consideration. The proposed draft Council Policy is attached as Schedule “A” to the by-law appended to this report.

In accordance with Municipal Council's direction, the attached draft Council Policy brings the current Council Policy "in line" with the updated Administrative Policy.

The significant change is found at s.4.2(d) of Schedule "A" and applies to Members that have submitted an Attestation. Such Members would be required to develop a COVID-19 Plan, which includes but is not limited to COVID-19 Rapid Antigen Testing. This amendment brings the Council Policy "in line" with the Administrative Policy, as directed by Municipal Council on December 21, 2021.

A definition for "Rapid Antigen Testing" was added in accordance with the Administrative Policy and the requirement to obtain a COVID-19 test prior to re-entering the workplace was removed.

The proposed revised Council Policy retains the implementation protocol in which the Integrity Commissioner would be called upon to undertake an investigation of any potential non-compliance of the Council Policy.

## **5.0 Conclusion**

The proposed attached by-law, being a by-law to amend the "Members of Council Proof of COVID-19 Vaccination Policy", is being recommended for introduction at the Municipal Council Meeting to be held on January 25, 2022.

**Prepared by:** Michael Schulthess, City Clerk  
**Submitted by:** Michael Schulthess, City Clerk  
**Recommended by:** Michael Schulthess, City Clerk

Bill No.  
2022

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-407-321, being “Members of Council Proof of COVID-19 Vaccination Policy” by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-407-321, being “Members of Council Proof of COVID-19 Vaccination Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-407-321, being “Members of Council Proof of COVID-19 Vaccination Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on January 25, 2022

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

First Reading – January 25, 2022  
Second Reading – January 25, 2022  
Third Reading – January 25, 2022

## Schedule “A”



London  
CANADA

### Members of Council Proof of COVID-19 Vaccination Policy

**Policy Name:** Members of Council Proof of COVID-19 Vaccination Policy

**Legislative History:** Enacted October 5, 2021 (By-law No. CPOL.-407-321); Amended January 25, 2022 (CPOL.-\_\_\_\_\_)

**Last Review Date:** January 25, 2022

**Service Area Lead:** City Clerk or their written designate

#### 1. Policy Statement

The purpose of the Members of Council Proof of COVID-19 Vaccination Policy (“Policy”) is to reduce the risk of COVID-19 in The Corporation of the City of London workplace and to provide a safe environment for Members of Council, Corporate employees, volunteers and the public to access and use City facilities and services. COVID-19 is a highly contagious virus that spreads through respiratory droplets and aerosols. The City of London, as an employer, has an obligation under the *Occupational Health and Safety Act* to take every precaution reasonable in the circumstances to create a safe workplace.

In addition to the current health and safety precautions (personal protective equipment, physical distancing, frequent hand washing and hand sanitizing, frequent cleaning of high touch areas, COVID-19 screening, etc.), which will be maintained and revised in accordance with public health guidance, the City of London requires all Members of Council to:

- a) Provide proof of full vaccination against COVID-19; or
- b) Provide a written attestation of a medical reason(s) or Ontario Human Rights Code reason(s) for not being fully vaccinated against COVID-19.

The Policy which is indefinite in nature, is to address the risks and impacts of the COVID-19 Pandemic, noting the duration of the Pandemic is unknown. The Policy will be reviewed upon Council direction and/or at the initiative of the Civic Administration, as new information, data, and public health guidance regarding the COVID-19 pandemic evolves.

#### 2. Definitions

“**Active Screening**” means the Province of Ontario COVID-19 self-assessment for COVID-19 symptoms.

“**Attestation of a medical reason(s) or Ontario Human Rights Code reason(s)**” means a written statement that sets out that the Member cannot be vaccinated against COVID-19 submitted to the City Clerk or their written designate on the “Proof of a Medical Reason(s) or an Ontario Human Rights Code Reason(s) for not being Vaccinated Against COVID-19” form attached to this Policy as Appendix “A”.

“**Council**” shall mean the Council of The Corporation of the City of London.

“**Fully vaccinated**” means having received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada or the World Health

Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

**“Member”** shall mean a Member of Council and includes the Mayor.

**“Proof of full vaccination against COVID-19”** means the COVID-19 vaccination receipt issued by the Ontario Ministry of Health confirming the Member is fully vaccinated.

**“Rapid Antigen Testing”** means the test that detects protein fragments specific to the Coronavirus that can be done at home and has a quick turnaround time for results. Rapid Antigen Testing should be used for screening and should not be used to diagnose COVID-19 infection.

**“Vaccinated”** means to be “fully vaccinated”.

**“Vaccination Receipt”** means paper or e-receipt that individuals receive after vaccination. This receipt is also available for download on the provincial website.

### **3. Applicability**

This Policy applies to all Members of Council of The Corporation of the City of London and includes the Mayor.

### **4. The Policy**

#### **4.1 Legislative Framework**

This Policy operates together with, and as a supplement to the following legislation that governs the conduct of Members:

- a) *Human Rights Code*, R.S.O. 1990 c. H. 19 (“Ontario Human Rights Code”)
- b) *Municipal Act, 2001*, S.O. c. 25 (“Municipal Act”)
- c) *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56 (“MFIPPA”)
- d) *Occupational Health and Safety Act*, R.S.O. 1990, c.0.1
- e) Code of Conduct for Members of Council (“Code of Conduct”)
- f) Integrity Commissioner Terms of Reference
- g) Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination)
- h) Applicable by-laws and policies of Council as adopted and amended from time to time

#### **4.2 Application of the Policy**

- a) All Members to whom the Policy applies shall comply with one of the following:
  - i) provide proof of full vaccination against COVID-19 by October 20, 2021 to the City Clerk or written designate; or
  - ii) provide a written attestation of a medical reason(s) or Ontario Human Rights Code reason(s) for not being vaccinated against COVID-19 by October 20, 2021 submitted to the City Clerk or their written designate on the “Proof of a Medical Reason(s) or an Ontario Human Rights Code Reason(s) for not being Vaccinated Against COVID-19” form attached to this Policy as Appendix “A”; or
  - iii) where a Member has not received any dose of the COVID-19 vaccine or has received one dose and has not yet received their second dose, the Member shall receive their first dose of the COVID-19 vaccination series by October 20, 2021, submitting proof to the City Clerk or written

designate, and provide proof of full vaccination against COVID-19 by November 19, 2021 to the City Clerk or written designate.

- b) Regardless of vaccination status, all Members shall:
  - i) complete daily Active Screening for COVID-19 symptoms; and
  - ii) where the Member fails Active Screening, advise the City Clerk or written designate and not enter City facilities/buildings until they have provided written verification to the City Clerk or written designate that enables the City Clerk or written designate to confirm their ability to return to in-person attendance at City facilities/buildings, prior to attending City facilities/buildings. Verification includes, but is not limited to, a negative COVID-19 test result.
- c) Members who have submitted an Attestation are required to develop a COVID-19 Plan that will include adherence to additional health and safety measures including, but not limited to, on-going COVID-19 Rapid Antigen Testing.
- d) Members who are on a leave of absence are not required to comply with sections 4.1 a) and b) so long as they remain on a leave of absence. Members must comply with this Policy prior to returning to their duties.
- e) Members are required to comply with this Policy. The Code of Conduct requires that Members “shall adhere to such by-laws, policies and procedures adopted by Council that are applicable to them”. The City of London’s Integrity Commissioner may consider complaints of non-compliance of this Policy by Members and review such complaints in accordance with “The Corporation of the City of London Code of Conduct for Members of Council Complaint Protocol” as set out in the Code of Conduct. The Integrity Commissioner may make recommendations regarding sanctions to Council in accordance with s.223.4(5) of the *Municipal Act, 2001* and the Code of Conduct.
- f) All Members must continue to adhere to all policies, procedures and directions related to COVID-19. These include, but are not limited to, personal protective equipment, physical distancing of at least two (2) metres where possible, frequent hand washing and hand sanitizing, frequent cleaning of high touch areas, and active COVID-19 screening.

#### **4.3 Collection of Information and Privacy Considerations**

All information gathered as part of the Policy, including personal health information, will be collected by The Corporation of the City of London and be retained and treated in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.

#### **4.4 Ontario Human Rights Code Accommodations**

Members requiring accommodations under the Ontario Human Rights Code within the context of the Policy may make such requests by advising the City Clerk or written designate. The City of London is committed to fulfilling its obligations under the Ontario Human Rights Code.

#### **4.5 Policy Implementation**

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

All Members to whom the procedure applies shall provide proof of full vaccination or attestation of an Ontario Human Rights Code reason(s) or medical reason(s) in

accordance with this Policy to the City Clerk or their written designate, by email, or in person.

Proof of full vaccination, written attestation of a medical reason(s) or an Ontario Human Rights Code reason(s) will be recorded in a secure City of London database and retained for one year, at a minimum. The person's communication and copy of the vaccination receipt will be destroyed once entered into the secure City of London database. All information, including personal health information, will be treated in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.

Regardless of vaccination status, all Members attending in person at City facilities/buildings shall:

- a) complete daily, the Active Screening by means of the Province of Ontario COVID-19 self-assessment for COVID-19 symptoms; and
- b) where the Member fails Active Screening, advise the City Clerk or written designate and not enter City facilities/buildings until they have provided written verification to the City Clerk or written designate that enables the City Clerk or written designate to confirm the Member's ability to return to in-person attendance at City facilities/buildings, prior to attending City facilities/buildings. Verification includes, but is not limited to, a negative COVID-19 test result.

Members requiring any Ontario Human Rights Code accommodations under this Policy may request accommodations by advising the City Clerk or written designate. The City of London is committed to fulfilling its obligations under the Ontario Human Rights Code.

Should the City Clerk or their written designate believe that a Member may be in non-compliance with this Policy, the City Clerk or their written designate shall forward the concern to the Integrity Commissioner for determination.



APPENDIX "A"



**Proof of a Medical Reason(s) or an Ontario Human Rights Code Reason(s) for not being Vaccinated Against COVID-19 – Members of Council**

Last Name:	
First Name:	

- I, \_\_\_\_\_ make oath or solemnly affirm and say that I have an Ontario Human Rights Code reason(s) for not being fully vaccinated against COVID-19 based on the following ground(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I, \_\_\_\_\_ make oath or solemnly affirm and say that I have a medical reason(s) for not being fully vaccinated against COVID-19.

I am requesting that I be exempted from the vaccination requirements under the City of London "Members of Council Proof of COVID-19 Vaccination Policy".

\_\_\_\_\_

Signature of Member

\_\_\_\_\_

Date

As a reminder, your declaration is subject to expectations as set out in the Code of Conduct for Members of Council.

Thank you for your assistance.

City of London

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The personal information collected on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25, and the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and will only be used to administer and implement the City of London's Members of Council Proof of COVID-19 Vaccination Policy. Questions about this collection should be addressed to the Manager, Records and Information Services at 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489 x5590, email: eskalski@london.ca.

RE: Councillor Proof of Vaccination Policy

January 6, 2022

Dear Chair and members of the CSC,

As promised, I am following up with additional reasoned arguments to avoid what I consider unfruitful discrimination between vaccinated and unvaccinated personnel.

### **Due diligence**

Staff are at liberty to make administrative policies without council involvement. Once a duplicate policy is considered for council, then I believe we are obligated to do our due diligence on both. This is the purpose of my communication for those that read on.

### **Vaccine disappointments**

I wish mRNA vaccines had been the “hard hat and safety boots” that we hoped for. What we metaphorically received instead was a toque that doesn’t prevent contraction and sandals that don’t prevent transmission. The lack of success was not a surprise to many experts in the field, but at least the vaccinated have personal protection from the most extreme outcomes of COVID.

### **mRNA vaccines can be harmful**

I am seeing harmful side effects from the vaccines in my circles. These include ghastly short-term reactions, debilitating long-term injuries at the site of the injection, teens with myocarditis and one likely death. Nurses have contacted me with stories of tragic heart and blood clot problems they believe were adverse results of the vaccination. We need to honour the right to informed consent, especially for those people who already have myocarditis and blood clot issues. It is surprising that this is not talked more about in the press.

### **Devastating loss of respect**

I believe the greatest damage caused by COVID is the loss of respect that has happened between family members, between friends, and between people who work together. It should be a priority to stop this before the damage escalates.

### **No moral high ground**

Because of adverse reactions and the failure to prevent contraction and transmission, there is no group of people who actually did the right thing in their vaccine choices versus a group who actually did the wrong thing. There is only a single group, the people who thought they did the right thing, which is everyone. If we can accept this, then we can return to a respectful workplace, which some employees say has been a lost ideal within the corporation.

### **Tests have questionable value**

Small to Medium size businesses can acquire rapid antigen test kits by signing an agreement with “HER MAJESTY THE QUEEN IN RIGHT OF CANADA”. The document requires the applicant to “acknowledge and agree” that:

1. The Kits have not been authorized by Health Canada for asymptomatic screening.
2. The Kits do not diagnose whether an individual has COVID-19, and the Kits may yield a false negative or false-positive result.
3. Workplace Screening does not replace public health measures such as symptom screening, physical distancing, masking and hand hygiene.

I see no value in having healthy people take these costly tests, especially when there is a need for them elsewhere.

### **No informed consent possible**

The agreement also states that a company receiving the kits “represents and warrants to Canada” that they will “secure the prior informed consent of the individuals participating.” I

would like to know if the city has a similar restriction because I understand that consent cannot be given under duress, such as the threat of job loss.

### **Case counts**

Testing people without symptoms prevents us from abandoning a dysfunctional redefinition of “cases”. Three years ago, if you said that grandma had a case of pneumonia, it meant that she was sick with a serious infection. Today we consider a case of COVID to be a perfectly healthy person with a tiny amount of suspicious DNA fragments in their nose. My son-in-law was such a case and had to quarantine for 10 days after a positive PCR test.

### **Blinders**

Today I came across a fascinating lecture by Jordan Peterson, who observed that “Every stable society is threatened by willful blindness and malevolence.” In the present case of Ontario, we seem to be blinded by an obsession to minimize respiratory virus case counts in the broader public rather than focus on the vulnerable. Condemning the unvaccinated is the second myopia that prevents us from focusing on other crucial priorities such as:

- Job losses
- Business Closures
- Huge deficits
- Inflation
- Family disruption because of school closures
- Loss of civil liberties
- Breakdown of personal support structures
- Mental health issues
- Addiction
- Suicide
- Vaccine injuries
- Etc.

### **Proper risk assessment**

COVID was only ever a significant threat to people at risk of death from comorbidities. Primarily it replaced the flu and pneumonia as the cause of death for people who would have succumbed to those diseases under similar circumstances. Much of the fear would disappear if people understood how little they are personally at risk (even from the unvaccinated).

### **Chain reactions**

Many had the concern that if healthy people were allowed to interact normally then the virus would be transmitted and eventually make its way to an at-risk grandma in the nursing home. After two years, we have had the chance to create some pretty good protocols to protect grandma that don't require closing schools for instance.

### **Non-discrimination**

For all these reasons, I believe that our best approach is avoid contributing to the sense of division in society and to return to an equal treatment policy where we mostly encourage people to stay home if they feel sick.

### **Medical advice**

Though I believe it to be damaging and unnecessary, I do not entirely rule out the need to have different protocols for unvaccinated people. However, if there is some medical advice that justifies such a change in policy, I must insist that it be in writing, I insist that I see the document, and I insist on being shown the scientific evidence that supports it. I also believe that it should be public for transparency and proper scrutiny.

Sincerely,  
Michael van Holst

## Proclamation Request Form

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

### Request details

<b>Name of Organization</b> Community Diversity and Inclusion Strategy (CDIS) Implementation Body
<b>Date Proclamation Required</b> January 29, 2022
<b>Proclamation Name</b> National Day of Remembrance of the Québec City Mosque Attack and Action Against Islamophobia
<b>Proclamation Type (day, week or month)</b> Day
<b>Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)</b> Date of National Significance
<b>Requester Name</b> Ashfaq Husain, Chair CDIS Priority 4 (Remove accessibility barriers to services, information and spaces)
<b>Requester Telephone Number</b>
<b>Requester Email Address</b>
<b>Requester Address</b> London, ON N6K 1P8
<b>Provide details of your Organization's Connection to London</b> Created by the community through extensive engagement, London's <a href="#">Community Diversity and Inclusion Strategy</a> (CDIS) represents a collective plan for building a more inclusive city united around the vision: London is a diverse and inclusive community that honours, welcomes and accepts all people; where people have the power to eliminate systemic oppressions.  The CDIS is premised on community-driven change; volunteers in the community provide critical leadership in the development and implementation of CDIS initiatives.
<b>Required Supporting Documents</b> <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws  Signature _____ Date _____ NOTICE OF COLLECTION OF PERSONAL INFORMATION  Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937,