

# Corporate Services Committee

## Report

5th Meeting of the Corporate Services Committee  
March 28, 2022

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

**ALSO PRESENT:** J. Taylor, B. Westlake-Power  
Remote Attendance: Councillors A. Hopkins, S. Hillier; L. Livingstone, A. Barbon, B. Card, H. Chapman, I. Collins, S. Corman, J. Dann, J. Davison, S. Denomy, M. Goldrup, A. Hagan, D. MacRae, S. Mathers, J. Mc Millan, K. Murray, J. Raycroft, K. Scherr, M. Schulthess, K. Shahata, S. Thompson, M. Tomazincic, B. Warner, P. Yeoman  
The meeting is called to order at 12:00 PM, it being noted that Mayor E. Holder and Councillor M. Cassidy were in remote attendance.

### 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 the Consent Items BE APPROVED.

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

### Motion Passed (6 to 0)

#### 2.1 Corporate Asset Management Plan Development (RFP 2022-049)

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 RFP 2022-049, Corporate Asset Management Plan Development:

- a) the proposal submitted by GM BluePlan Engineering Limited, Royal Centre, 650 Woodlawn Road W., Guelph, Ontario N1K 1B8, for the provision of professional services with respect to the development of the updated Corporate Asset Management Plan at their proposed fees of \$217,195.00 excluding HST, BE ACCEPTED in accordance with section 12.0 of the Procurement of Goods and Services Policy;
- b) the financing for the project BE APPROVED as set out in the Source of Financing Report as appended to the staff report dated March 28, 2022 as Appendix "A";
- c) the Civic Administration BE AUTHORIZED to undertake all the administrative acts that are necessary in connection with the submitted proposal;
- d) the approval hereby given BE CONDITIONAL upon the City of

London entering into a formal agreement or having a purchase order, or contract record relating to the subject matter of this approval; and,

e) the Mayor and the City Clerk BE AUTHORIZED to execute any contract, statement of work or other documents, if required, to give effect to these recommendations.

**Motion Passed**

2.2 2022 Debenture Issuance

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 2022 Debenture Issuance:

a) the Civic Administration BE AUTHORIZED to proceed with the issuance of debentures in the capital markets upon favourable market conditions to provide permanent financing for capital works in an amount not to exceed \$21,000,000; and,

b) the Civic Administration BE INSTRUCTED to schedule and convene an appropriately timed special Corporate Services Committee meeting upon successful placement of the City's debt in the capital markets to ensure adequate time for Council approval while adhering to the necessary financial settlement requirements.

**Motion Passed**

2.3 Year 2022 Tax Policy

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 property taxation for 2022:

a) the proposed by-law as appended to the staff report dated March 28 2022 as Appendix "A", being a by-law to set tax ratios in the various property classes, in accordance with Sub-sections 308(4) and 308.1(4) of the *Municipal Act, 2001* BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022, it being noted that the 2022 Municipal Tax Ratio By-Law has been prepared reflecting no change to tax ratios; and,

b) the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "B", being a by-law to set municipal tax rates for the various property classes, in accordance with Sections 307 and 312 of the *Municipal Act, 2001* BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022.

**Motion Passed**

2.4 Year 2022 Education Tax Rates

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

That, on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022 to levy education tax rates for 2022.

**Motion Passed**

2.5 2021 Compliance Report in Accordance with the Procurement of Goods and Services Policy

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 2021 Compliance Report in accordance with the Procurement of Goods and Services Policy:

- a) as per the Procurement of Goods and Services Policy, Section 8.11 (c), an annual report of total payments where a supplier has invoiced the City a cumulative total value of \$100,000 or more in a calendar year, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix "A";
- b) the administrative contract awards for Professional Consulting Services with an aggregate total greater than \$100,000, as per Section 15.1 (g) of the Procurement of Goods and Services Policy, decentralized from Purchasing and Supply that have been reported to the Manager of Purchasing and Supply and have been reviewed for compliance to the Procurement of Goods and Services Policy, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix "B";
- c) the list of administrative contract awards for Tenders with a value up to \$3,000,000 that do not have an irregular result, as per Section 13.2 (c) of the Procurement of Goods and Services Policy, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix "C";
- d) the City Treasurer, or delegate, BE DELEGATED authority to, at any time, refer questions concerning compliance with the Procurement of Goods and Services Policy to the City's internal auditor; and,
- e) the City Treasurer, or delegate, BE AUTHORIZED to ratify and confirm completed awards or purchases between \$15,000 and \$50,000 where the City Treasurer or delegate is of the opinion that the awards or purchases were in the best interests of the Corporation.

**Motion Passed**

2.6 Elected Officials and Appointed Citizen Members 2022 Remuneration

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

That, on the recommendation of the Deputy City Manager, Finance Supports, the report dated March 28, 2022, entitled "Elected Officials and

Appointed Citizen Members 2022 Remuneration” BE RECEIVED for information.

**Motion Passed**

2.7 Procurement in Emergencies Update 4 - COVID -19

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

That, on the recommendation of the Deputy City Manager, Finance Supports, as per section 14.2 of the Procurement of Goods and Services Policy, a report of Emergency non-competitive individual purchases which exceed \$50,000 (pre-taxes), that the City has made from the date of February 1, 2021 to January 31, 2022 due to COVID-19, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix “A”.

**Motion Passed**

2.8 KPMG Clara File Sharing Tool

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

That, on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting on April 12, 2022, for the Mayor and City Clerk to execute the KPMG Clara Exhibit to member Firm Engagement Letter / Terms.

**Motion Passed**

2.9 Respectful Workplace Policy and Workplace Violence Prevention Procedure Annual Report - January 1, 2021 to December 31, 2021

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

That, on the recommendation of the Director, People Services, and the concurrence of the Deputy City Manager, Enterprise Supports, the Annual Report regarding the Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) and Workplace Violence Prevention Procedure BE RECEIVED for information purposes.

**Motion Passed**

2.10 Association of Municipalities of Ontario (AMO) Board Update

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

That the communication dated February 28, 2022 from Councillor A. Hopkins regarding the Association of Municipalities of Ontario (AMO) Board Update BE RECEIVED for information.

**3. Scheduled Items**

None.

**4. Items for Direction**

- 4.1 Application - Issuance of Proclamation - Guillain-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month

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

That based on the application dated March 1, 2022, from GBS-CIDP Foundation of Canada, the month of May, 2022 BE PROCLAIMED Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month.

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 - Falun Dafa Week 2022

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

That based on the application dated March 15, 2022 from Falun Dafa Association Canada, May 13, 2022 BE PROCLAIMED as Falun Dafa Week 2022.

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

**Motion Passed (6 to 0)**

- 4.3 Appeal of Flags at City Hall Policy - Section 4.3(b)(ii)

Moved by: E. Holder  
Seconded by: M. Hamou

That the correspondence from P. Zhang with respect to a request to raise a flag to celebrate Falun Dafa day, BE RECEIVED and NO ACTION BE TAKEN.

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

Nays: (1): M. Cassidy

**Motion Passed (5 to 1)**

**5. Deferred Matters/Additional Business**

- 5.1 (ADDED) Application - Issuance of Proclamation - World Press Freedom Day

Moved by: M. Cassidy  
Seconded by: J. Morgan

That based on the application dated March 22, 2022 from ink-stainedwretches.org, May 3, 2022 BE PROCLAIMED World Press Freedom Day.

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

**Motion Passed (6 to 0)**

5.2 (ADDED) Court Security and Prisoner Transportation Program Transfer Payment Agreement

Moved by: M. Hamou

Seconded by: J. Fyfe-Millar

That on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting on April 12, 2022 to:

- a) approve the Ontario Transfer Payment Agreement between Her Majesty the Queen in right of Ontario as represented by the Solicitor General and The Corporation of the City of London for the provision of funding for the Court Security and Prisoner Transportation Program ("Agreement") appended as Schedule "1" to the staff report;
- b) authorize the Mayor and the City Clerk to execute the Agreement;
- c) authorize the Deputy City Manager, Finance Supports to approve any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT");
- d) authorize the Mayor and the City Clerk to execute any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT") approved by the Deputy City Manager, Finance Supports; and,
- e) authorize the Deputy City Manager, Finance Supports (or designate) to execute any reports required by the province under the Agreement.

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

**Motion Passed (6 to 0)**

5.3 (ADDED) Election Sign By-law Update

Moved by: M. Cassidy

Seconded by: J. Morgan

That, on the recommendation of the City Clerk, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting to be held on April 12, 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.

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. Hamou

Seconded by: M. Cassidy

That the Corporate Services Committee convene In Closed Session to consider the following:

**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 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 building and assets 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 building and assets 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 Litigation/Potential Litigation / Solicitor-Client Privileged Advice**

A matter pertaining to litigation or potential litigation and advice that is subject to solicitor-client privilege, including communications necessary for that purpose and directions and instructions to officers and employees or agents of the municipality.

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

**Motion Passed (6 to 0)**

The Corporate Services Committee convenes In Closed Session from 12:38 PM to 1:13 PM.

**7. Adjournment**

Moved by: M. Cassidy

Seconded by: J. Fyfe-Millar

That the meeting BE ADJOURNED.

**Motion Passed**

The meeting adjourned at 1:16 PM.

## Report to Corporate Services Committee

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

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

**Subject:** Corporate Asset Management Plan Development (RFP 2022-049)

**Date:** March 28, 2022

## Recommendation

That on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to RFP 2022-049, Corporate Asset Management Plan Development:

- a) The proposal submitted by GM BluePlan Engineering Limited, Royal Centre, 650 Woodlawn Road W., Guelph, Ontario N1K 1B8, for the provision of professional services with respect to the development of the updated Corporate Asset Management Plan at their proposed fees of \$217,195.00 excluding HST, **BE ACCEPTED** in accordance with section 12.0 of the Procurement of Goods and Services Policy;
- b) The financing for the project **BE APPROVED** as set out in the Source of Financing Report attached hereto as Appendix "A";
- c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with the submitted proposal;
- d) the approval hereby given **BE CONDITIONAL** upon the City of London entering into a formal agreement or having a purchase order, or contract record relating to the subject matter of this approval; and,
- e) the Mayor and the City Clerk **BE AUTHORIZED** to execute any contract, statement of work or other documents, if required, to give effect to these recommendations.

## Executive Summary

The City requires an updated Corporate Asset Management (CAM) Plan by July 2023 that aligns with O.Reg. 588/17. The timelines covered in this CAM Plan should align with the City's next Multi-Year Budget which will cover 2024 to 2027 and include a 10-year capital forecast from 2022 to 2031. The City of London issued a Request for Proposal (RFP 2022-049) to seek support from consultant firms who are both interested and capable of undertaking the project. GM BluePlan Engineering Limited was rated as the successful candidate through the City's procurement process. The required project cost as per RFP 2022-49 is \$217,195.00 excluding HST for supporting the City Corporate Asset Management Plan.

## Linkage to the Corporate Strategic Plan

Council's 2019-2023 Strategic Plan for the City of London identifies 'Building a Sustainable City' and 'Leading in Public Service' as strategic areas of focus. Updating the Corporate Asset Management (CAM) Plan in 2023 supports these strategic areas of focus of all City infrastructure via the strategic priority "London's infrastructure is built, maintained, and operated to meet the long-term needs of our community" which include 'Maintain or increase levels of service', 'Manage the infrastructure gap for all assets', and 'Increase access to information to support community decision making' as strategic priorities. Respectively these strategies are ensuring the decisions for City's finances are transparent, comprehensive across all infrastructure owned by the City, and are well

planned to keep costs as low as possible with the intention to limit the burden on current and future rate payers.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- July 26, 2021, Report to Corporate Services Committee – Corporate Asset Management Plan 2021 Review
- May 31, 2021, Report to Corporate Service Committee - Agency, Board, and Commission Asset Management Maturity Assessment Review.
- September 8, 2020, Report to Corporate Services Committee – Corporate Asset Management Plan 2020 Review
- August 26, 2019, Report to Strategic Priorities and Policy Committee - 2019 Corporate Asset Management Plan
- April 8, 2019, Report to Strategic Priorities and Policy Committee – Corporate Asset Management Policy

#### 1.2 Ontario Regulation 588/17

Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act, 2015* (O.Reg. 588/17), came into force on January 1, 2018. It sets out requirements and deadlines for municipal asset management plans and policies. The regulation helps to improve the way municipalities plan for their infrastructure. It builds on the progress municipalities have made while bringing consistency and standardization to asset management plans to help spread best practices throughout the sector and enable the collection of comparable data.

As of March 15, 2021, the Ministry of Infrastructure has amended O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure to extend the timelines under the regulation by one year. The regulation now outlines the following timelines:

- July 1, 2022: an asset management plan in respect of the core municipal infrastructure assets
- July 1, 2024: an asset management plan in respect of all other assets
- July 1, 2025: an asset management plan with proposed level of services

The City of London prepared its Corporate Asset Management Plan (CAM Plan) in 2019 meeting Phase 1 of the Regulation for directly owned City asset well ahead of O.Reg. 588/17 timelines. O.Reg. 588/17 requires the City to update its CAM Plan every 5 years; however, the decision is to continue updating the CAM Plan every four years, in tandem with the multi-year budget process. The City of London requires an updated CAM Plan by July 2023 compliant with and ahead of the O.Reg. 588/17 Phase 3 to inform the next 2024-2027 Multi-Year Budget and include a capital forecast to 2031. The CAM Plan update is also to fulfil the commitment of providing comprehensive CAM Plan updates at regular intervals of four to five years as indicated in the CAM Policy commitments and as required by Ontario asset management regulation O.Reg. 588/17.

#### 1.3 London's Corporate Asset Management Plan

The updated CAM Plan will leverage the 2019 CAM Plan and its annual updates when preparing the analysis of core and non-core assets. The CAM Plan will cover the following elements:

**Introduction:** It provides an overview of the CAM Plan; its purpose and goals, where it fits with other strategic planning initiatives of the City of London, the scope and duration, the development methodology with its limitations and the need for enhancements, and updates and monitoring.

**State of London Infrastructure:** It speaks to the asset inventory, its value, condition, age distribution, how London stores its asset data and lessons learned about current

asset management practices at the City of London. It also defines and projects the infrastructure funding gap between current investment plans and future infrastructure needs.

**Current Levels of Service:** It discusses the current level of service information, existing trends and what the future will look like. In addition, a risk analysis and criticality assessment will be conducted in the context of prioritizing expenditures to address any funding shortfalls for different service areas.

**Proposed Levels of Service:** It discusses the proposed level of service information and if it is affordable by the City. It will identify the proposed performance and cost for each level of service metric, per year, for a 10-year period (as applicable) separated into capital expenditures and significant operating costs.

**Lifecycle Management Strategy:** It defines the detailed measures, data sources, targets, and relevant criteria used to drive decisions; as well as how long-term capital plans are developed, including trigger points where condition, risk, and capacity drive the needs to rehabilitate or replace an asset. It further defines the set of lifecycle activities required to maintain the current level of service over the next 10 years.

**Financing Strategy:** It provides the approach to funding the needs of the asset base to achieve service delivery goals. Moreover, it aims to enhance existing financial practices to effectively fund infrastructure. In addition to sustaining service delivery, funding is needed to address the growing infrastructure gap identified in the State of Infrastructure section.

The consultant will perform duties to ensure the City of London is compliant with O.Reg. 588/17 Phases 1, 2 and 3 for the following five (5) service areas and nineteen (19) sub-services/divisions directly owned and managed by the City of London.

Service Area	Services	Sub-Services / Divisions	Area Type
Environment and Infrastructure	Water, Wastewater, and Stormwater Services	Water	Core Assets
		Wastewater – Sanitary	Core Assets
		Stormwater	Core Assets
	Transportation and Mobility Services	Roads & Structures	Core Assets
		Traffic	Non-Core
	Climate Change, Environment, and waste Management Services	Solid Waste	Non-Core
	Parks and Forestry Services	Parks	Non-Core
Urban Forestry		Non-Core	
Planning and Economic Development	Municipal Compliance	Parking Services	Non-Core
	Municipal Housing Development	Housing Development	Non-Core
Neighbourhood and Community-Wide Services	Recreation and Sport Services	Recreation	Non-Core
	Culture Services	Culture Facilities	Non-Core
	London Fire Department	Fire	Non-Core
Social Health and Development	Long Term Care	Long Term Care	Non-Core
Corporate-Wide Support	Fleet and Facilities Services	Facilities	Non-Core
		Fleet	
	Information Technology Services	Information Technology	Non-Core
	Emergency Management & Security Services	Emergency Management & Security Services	Non-Core
	Land	Land	Non-Core

## 2.0 Discussion and Considerations

### 2.1 Procurement Process and Consultant Selection

Corporate Asset Management in conjunction with Purchasing & Supply Operations advertised for Consulting Services for the Corporate Asset Management Plan through a Request for Proposal (RFP) process, section 12.0 of the Procurement of Goods and Services Policy. The RFP requested that Proponents submit a proposal with pricing to support the development of a CAM Plan supportive of O.Reg. 588/17. This method of procurement was selected to help ensure that staff could fairly evaluate the submissions in all of the key areas including any value-added factors that were to be considered as part of the final selection.

The submissions were reviewed by a panel of City of London representatives from Purchasing & Supply Operations, Finance Support, and Environment and Infrastructure divisions to ensure compliance with the requirements. The evaluation team received two submissions and scored the proponents based on a predetermined list of criteria and also considered the value-added elements that each proponent provided.

The evaluation panel selected the GM BluePlan Engineering Limited proposal at a price of \$217,195.00 excluding HST. The GM BluePlan Engineering Limited proposal scored the highest in the competition and offered the most complete package in the following key areas:

- Project Staff qualifications and expertise
- Previous Experience & Quality of Submission
- Project Understanding
- Approach and Methodology

The following table shows the list of evaluation criteria and their weights

Category	Weighting
Project Staff qualifications and expertise	15%
Previous Experience & Quality of Submission	25%
Project Understanding	10%
Approach and Methodology	25%
Financial Proposal	25%
<b>Total</b>	<b>100%</b>

## 3.0 Financial Impact/Considerations

### 3.1 Consultant Fees

The required project cost as per RFP 2022-49 is \$217,195.00 excluding HST, which is within the approved budget. The capital funds required for supporting the development of the Corporate Asset Management Plan was approved in the 2020 – 2023 Multi Year Budget.

## **Conclusion**

Civic Administration is seeking the support of Council to award the contract for the Corporate Asset Management Plan Development to GM BluePlan Engineering Limited. After careful evaluation by a committee comprised of representation from Purchasing & Supply Operations, Finance Support, and Environment and Infrastructure divisions the CAM Plan proposal submitted by GM BluePlan Engineering Limited is being recommended.

**Prepared by:** Khaled Shahata, PhD, P. Eng.  
Manager III, Corporate Asset Management

**Submitted by:** Paul Yeoman, RPP, PLE  
Director, Capital Assets and Projects

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

Attached - Appendix "A" Source of Financing

## Appendix "A"

#22043

March 28, 2022  
(Award Contract)

Chair and Members  
Corporate Services Committee

RE: RFP 22-049 Corporate Asset Management Plan Development  
(Subledger NT22GG03)  
Capital Project GG1346 - Corporate Asset Management Development  
GM BluePlan Engineering Limited - \$217,195.00 (excluding HST)

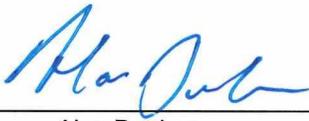
### Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this purchase can be accommodated within the financing available for it in the Capital Budget, and that, subject to the approval of the recommendation of the Deputy City Manager, Finance Supports, the detailed source of financing for this purchase is:

<b>Estimated Expenditures</b>	<b>Approved Budget</b>	<b>Committed To Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
Consulting	300,000	0	221,017	78,983
City Related Expenses	250,000	23,809	0	226,191
<b>Total Expenditures</b>	<b>\$550,000</b>	<b>\$23,809</b>	<b>\$221,017</b>	<b>\$305,174</b>
<b>Sources of Financing</b>				
Capital Levy	550,000	23,809	221,017	305,174
<b>Total Financing</b>	<b>\$550,000</b>	<b>\$23,809</b>	<b>\$221,017</b>	<b>\$305,174</b>

### Financial Note:

Contract Price	\$217,195
Add: HST @13%	<u>28,235</u>
Total Contract Price Including Taxes	245,430
Less: HST Rebate	<u>-24,413</u>
Net Contract Price	\$221,017



Alan Dunbar

Manager of Financial Planning & Policy

HB

## Report to Corporate Services Committee

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

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

**Subject:** 2022 Debenture Issuance

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports:

- a. Civic Administration **BE AUTHORIZED** to proceed with the issuance of debentures in the capital markets upon favourable market conditions to provide permanent financing for capital works in an amount not to exceed \$21,000,000;
- b. Civic Administration **BE INSTRUCTED** to schedule and convene an appropriately timed special Corporate Services Committee meeting upon successful placement of the City's debt in the capital markets to ensure adequate time for Council approval while adhering to the necessary financial settlement requirements.

## Executive Summary

The City typically issues debentures through the capital markets using a fiscal agent for complete projects, substantially complete projects or projects for which a significant milestone has been achieved. Civic Administration is recommending issuing 10-year debentures in the amount of \$21,000,000 representing the 2022 issuance. The purpose of this report is to obtain authorization to proceed with the issuance and a second report will follow to enact the issuance of the debenture and associated by-law upon successful placement in the capital markets.

## Linkage to the Corporate Strategic Plan

Council's 2019 to 2023 Strategic Plan for the City of London identifies "Leading in Public Service" as a strategic area of focus. Continuing to ensure the strength and sustainability of London's finances and adhering to the City of London's limit on authorized debt are strategies to maintain London's finances in a well-planned manner to balance equity and affordability over the long term. The 2022 Debenture Issuance report ensures that the proper mechanisms are in place to fund major capital projects while supporting intergenerational equity.

## Analysis

### 1.0 Background Information

A municipality may issue debt for long-term borrowing to provide financing for capital works. The City typically issues debentures on projects that are complete, substantially complete or projects for which a significant milestone has been achieved. The City reviews capital project status reports regularly and this analysis along with cash flow requirements, budget constraints and market conditions determine the amount and timing of debentures issued each year. Debt issuances of the City of London are denominated in Canadian Dollars.

## 1.1 Previous Reports Related to this Matter

Corporate Services Committee, August 30, 2021, Agenda Item 2.1, City of London's Credit Rating.

<https://pub-london.escribemeetings.com/FileStream.ashx?DocumentId=84577>

## 2.0 Discussion and Considerations

A review of approved capital projects indicates that projects meeting the required criteria for long-term debenture financing total \$21,000,000. The details of these projects are listed in **Appendix A**.

Over the past five years, the City has issued a total of approximately \$204.4 million in long-term debt as follows:

Issuance Date	Amount of Issuance (\$)	Term (years)	All in Rate of Borrowing*	Agency
16-April-2021	23,000,000	10	1.82%	Capital Markets-CDS&CO
5-Jun-2020	36,000,000	10	1.67%	Capital Markets-CDS&CO
2-Apr-2019	49,380,000	10	2.66%	Capital Markets-CDS&CO
13-Mar-2018	55,000,000	10	2.98%	Capital Markets-CDS&CO
7-Mar-2017	41,000,000	10	2.48%	Capital Markets-CDS&CO
<b>Total</b>	<b>204,380,000</b>			

\*All-in rate includes fees

CDS& CO- nominee of CDS Clearing and Depository Services Inc – serial debentures

As part of the debenture issuance process, the City's fiscal agents provide recommendations on the form and timing of the issuance. The three main types of debenture issuances are:

1. Serial debentures - debt instrument that matures in installments over a period of time. In effect, a \$100,000, 5-year serial debenture would mature in approximate equal amounts of \$20,000 annually with unique coupon rates for each year.
2. Amortizing debentures - debt instrument where the principal is paid down over the life of the debenture according to an amortization schedule, typically through equal payments and one coupon rate.
3. Bullet debentures - debt instruments whose entire principal value is paid all at once on the maturity date, as opposed to periodic principal payments over the life of the debenture. These types of debentures are best suited for municipalities issuing greater than \$100 million and are structured so that a sinking fund is established to cover the principal value upon maturity.

RBC Capital Markets will launch and price the City's debenture issuance deal in the capital markets upon favourable market conditions. A report will be brought forward to a special Corporate Service Committee meeting to approve the debenture issuance and the respective by-law, with Council approval to follow. Timing of the City's debenture pricing will be dependent on market conditions. It is anticipated that the City's debenture issuance deal will be brought to Committee in early May 2022.

## 3.0 Financial Impact/Considerations

The financial impact of this debenture issuance has been included in the 2020 to 2023 Multi-Year Budget and will also be incorporated in future Multi-Year Budget

submissions. Furthermore, proceeds from our debt issuance will represent a cash injection to the City to aid in managing cash flows and maintaining its positive liquidity position.

## **4.0 Key Issues and Considerations**

### **4.1. Current Market Conditions**

Despite recent market turbulence caused by recent events in Ukraine, investor demand for municipal debenture issuance remains strong. We have seen several issuances in the municipal space early in 2022, with issuances from City of Ottawa, First Nations Finance Authority (FNFA), Regional Municipality of Peel, and City of Greater Sudbury. All issuances were well received and at attractive levels for the issuers. Civic administration is continually in touch with its fiscal agents to monitor the evolving markets and impacts to the City's upcoming debt issuance.

At its March 2, 2022 Bank of Canada (BOC) policy decision announcement, the BOC increased the overnight rate by 0.25% to 0.5%, representing the first BOC interest rate increase since October 2018. Current market expectations indicate that this rate increase will be the first of multiple increases to the overnight rate over the coming months given current economic conditions. The overnight rate is the rate at which major financial institutions borrow and lend one-day (or "overnight") funds among themselves. While not the only determinant of interest rates on municipal debentures, changes in this rate influences other rates and has a resulting effect on bond yields, including municipal debentures. Market expectations regarding the future path of BOC rate increases will warrant monitoring over the coming months, as this may impact the City's borrowing rates in future years.

## **Conclusion**

The City's 2022 planned debt issuance will provide the required long-term funding for the identified projects within Appendix A and aligns with the City's Debt Management Policy. This approval will provide the authorization to issue debentures through the capital markets.

<b>Prepared by:</b>	<b>Folakemi Ajibola, CTP, Manager, Financial Modelling, Forecasting and Systems Control (Treasury)</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>

Attachment: Appendix A

## Appendix “A”

### Capital Projects for Issuance

Project Number	Project Title	Amount to be Financed (\$)	By-Law #
	Property Tax Supported		
<b>TS1306</b>	Adelaide Street - Land (PTIS ineligible)	2,020,000	W.-5600-57
<b>TS1355-1</b>	Wharnccliffe Rd - Becher St to Springbank	4,000,000	Note A
<b>TS173919</b>	Active Transportation	1,500,000	W.-5654-291
<b>TS1748</b>	Dundas Place - TVP Active Transportation Conn-PTIS	1,013,000	W.-5656-14
<b>TS1749</b>	Dundas Street Old East Village Streetscape- PTIS	955,640	W.-5662-111
<b>RC2756</b>	East Multi-Purpose Rec Centre	2,800,000	W.-5598-54
		12,288,640	
	Non-Rate Supported (City Services Reserve Funds)		
<b>ID1057</b>	Industrial Wastewater Servicing	590,000	W.-5643-22
<b>ES2681</b>	Mud Creek East Br Stormwater Servicing	750,000	W.-5558-198
<b>ID2095A</b>	Huron Industrial Lands SWMF	3,525,000	W.-5667-198
<b>ES5263</b>	Southwest Capacity Improvement	2,846,360	W.-5642-466
<b>ES5264</b>	Wonderland Pumping Station Upgrade	1,000,000	W.-5641-465
		8,711,360	
	<b>Total 2022 Debenture Issuance</b>	<b>21,000,000</b>	

Note A - Current By-Law W-5569(a)-19 approves debenture issuance up to the amount of \$1,324,832. Amount of \$4,000,000 to be financed through 2022 debenture issuance for this project is contingent on a By-Law amendment being approved at Council on March 22, 2022. Should it not be approved, amount will be revised to \$1,300,000 for project TS1355-1 and total 2022 debenture issuance amount will not exceed \$18,300,000.

## Report to Corporate Services Committee

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

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

**Subject:** Year 2022 Tax Policy

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to property taxation for 2022:

- a) the attached proposed by-law (Appendix 'A') being a by-law to set tax ratios in the various property classes, in accordance with Sub-sections 308(4) and 308.1(4) of *the Municipal Act, 2001* BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022, it being noted that the 2022 Municipal Tax Ratio By-Law has been prepared reflecting no change to tax ratios; and
- b) the attached proposed by-law (Appendix 'B') being a by-law to set municipal tax rates for the various property classes, in accordance with Sections 307 and 312 of the *Municipal Act, 2001* BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022

## Executive Summary

The 2022 Tax Policy was shaped by announcements and decisions made in 2021 by the Province, approval of the City of London's 2022 tax levy, and the pause in property reassessment while still remaining competitive in comparison with our peers. The most notable of these announcements being the ongoing impact of the reduction in the business education tax (BET) rates and the continued postponement of the reassessment of properties in Ontario.

## Linkage to the Corporate Strategic Plan

Council's 2019-2023 Strategic Plan for the City of London identifies "Leading in Public Service" as a strategic area of focus. A specific strategy relating to this strategic priority is to develop a tax policy that aligns with Council priorities of the Strategic Plan. The expected result is to maintain London's finances in a transparent and well-planned manner to balance equity and affordability over the long term. The tax policy achieves this result by focusing on equity within and between property tax classes and examining alternatives in a transparent manner.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- Corporate Services Committee, January 31, 2022, Consent Item # 2.4, Assessment Growth for 2022, Changes in Taxable Phase-in Values, and Shifts in Taxation as a Result of Reassessment
- Corporate Services Committee, February 18, 2020, Consent Item # 2.5, Future Tax Policy – Possible Directions

## **1.2 Tax Policy Guiding Principles**

The guiding principles for the City of London's Tax Policy in are equity, economic development, transparency, and administrative efficiency.

## **1.3 Tax Levy versus Tax Policy**

In December 2021, the Municipal Council approved the amount of funding required to be raised by municipal property taxes for the 2022 fiscal year. The 2022 tax levy increase from rates was approved at 2.75% higher than the 2021 tax levy. Tax Policy, using tax ratios, allocates the property taxes to be collected for municipal purposes across the various property classes in the municipality; residential, multi-residential, farm, pipelines, managed forests, commercial, and industrial. To use an analogy, the tax levy identified as part of budget approval determines the size of the pie, and tax policy determines the size of each piece of pie according to class. In most years, assessment changes alter the size of each piece and tax ratios are adjusted to achieve the optimal size for each class. In the absence of reassessment, the pieces for each class are the same as the previous year.

## **1.4 Definition of the Term "Tax Ratio"**

Tax ratios compare the tax rate for municipal purposes in a particular property class to the residential class. The ratio for the residential class is deemed to be 1.00. A tax ratio of 2.00 would therefore indicate a municipal tax rate twice the residential municipal tax rate. Education tax rates are set by the Province and are not dependent on tax ratios approved by municipal Council. Under subsection 308(4) of the *Municipal Act, 2001* all single tier municipalities are required to pass a by-law each year to establish tax ratios for the year.

## **1.5 History of Tax Ratio Setting Restrictions**

Beginning in 2001, the Province established threshold tax ratios for three property classes - commercial, industrial and multi-residential. At the time, the Province indicated that these threshold ratios represented the Provincial average in each class. For 2017 the multi-residential threshold ratio was reduced from 2.74 to 2.00. Under provisions of the *Municipal Act, 2001*, and related Regulations, municipalities were not permitted in 2001, or subsequent years, to impose a general municipal levy increase on a property class which had a ratio exceeding the Provincial threshold. Beginning in 2004, this restriction was modified somewhat to permit levy increases at half the residential rate in property classes with tax ratios above Provincial thresholds. The Province advised on January 18, 2022 that this flexibility will be provided to municipalities again for 2022 taxation, except in the case of the multi-residential class where the tax ratio is greater than 2.00. As all ratios are within the provincial thresholds, no restrictions are in place for any property class at the City of London.

## **1.6 London's Tax Ratios, Provincial Thresholds and Municipal Comparisons**

In reviewing the tax policy for 2022, it should be noted that none of the property classes in the City of London are above the Provincial thresholds. The only property class in London that was ever above the Provincial threshold was the industrial class; however, in 2001, Council moved the industrial ratio down to the threshold. For reassessments in 2006, 2009, 2013, and 2016 Council has consistently maintained the policy of not permitting tax ratios in any property class to exceed Provincial thresholds.

The tax ratios in effect for 2021, and their proximity to the Provincial thresholds or averages established in 2001, as well as the Provincial targets, or allowable ranges, can be summarized as follows:

	City of London 2021 Tax Ratio	Provincial Threshold/Average (O.Reg. 73/03)	Provincial Targets/Allowable Ranges (O.Reg. 386/98)
Commercial	1.910000	1.98	0.6 to 1.1
Industrial	1.910000	2.63	0.6 to 1.1
Multi-Residential	1.711880	2.00	1.0 to 1.1
Pipeline	1.713000	N/A	0.6 to 0.7
Farm	0.102820	N/A	N/A
Residential	1.000000	N/A	N/A

Schedule “D” attached provides comparative information on how different municipalities tax the various different major property classes. The information from Schedule “D” comes from the 2021 BMA Municipal Study and includes all municipalities with populations greater than 110,000. The last column of Schedule “D” is a theoretical calculation that shows the tax increase that would be required in the residential property class in each municipality if all property classes had a tax ratio of 1.00. The Schedule indicates that the theoretical adjustment for the City of London would be near the median and the average for the group.

### 1.7 Revenue Neutral Ratios

Since values for different classes of property rarely change at a uniform rate, the share of assessment shifts between classes during each reassessment. If residential class values increase at a rate greater than the municipality as a whole, a tax shift onto the residential class will result. Provincial legislation prohibits municipalities from increasing non-residential tax ratios which are outside of the allowable ranges. However, since 2009, municipalities have been permitted to mitigate tax shifts due to reassessment by adopting transition tax ratios that achieve a revenue neutral effect. This may result in an increase to non-residential tax ratios provided they do not exceed established thresholds. As there is no reassessment for 2022, revenue neutral ratios are not permitted.

### 1.8 Review of Tax Policy is an Annual Requirement

Subsection 308(4) of the Municipal Act, 2001 requires that all single tier municipalities “shall pass a by-law in each year to establish the tax ratios for that year for the municipality”. Tax ratios determine the distribution of tax levy between the different property classes.

Every 4 years a general reassessment of the Province occurs in accordance with section 19.2 of the Assessment Act with 2021 and 2022 being exceptions. Although reassessments have no effect on the total amount of the tax for any year, reassessments can affect the way the tax burden is distributed between the different property classes.

The setting of tax ratios permits municipal councils to control the way tax burden is distributed between property classes. Tax ratios need to be reviewed every year to determine how the current year’s tax burden is being imposed on the different property classes and how the tax ratios in each year compare to the level of tax ratios in other municipal jurisdictions in the Province. The setting of tax ratios by municipal councils is subject to legislation contained in part VIII of the Municipal Act, 2001 and various regulations filed in accordance with that part of the Act.

Provincial tax policy with respect to education property taxation is also relevant to tax policy determination at the municipal level. Each year the Ministry of Finance for the Province sends a letter to all municipalities in the Province advising them of any changes to municipal tax policy restrictions on municipalities. The Province also normally provides

in the letter information about provincial education property tax rates and education property tax policy decisions. All the information in this annual letter will be relevant to tax ratio setting at the municipal level.

Due to the assessment freeze for 2022, there are no assessment-related tax shifts, and the use of revenue neutral ratios is not permitted. Provincial tax policy with respect to education property taxation has resulted in significant savings in the education portion of property taxes for the commercial and industrial classes.

## **2.0 Discussion and Considerations**

### **2.1 Possible Directions identified in the Future Tax Policy report to the Corporate Services Committee on February 18, 2020**

In the above referenced report four possible directions were identified. They were as follows:

1. Maintain tax ratios in the three main non-residential classes at their current levels.
2. Adjust ratios on an annual basis to mitigate assessment related tax increases in property classes (possibly giving priority to the multi-residential property class).
3. Reduce all the non-residential tax ratios in a gradual way (possibly giving priority to the multi-residential property class), and/or
4. Focus only on lowering the multi-residential tax ratio over a period of time.

Items two (2) and three (3) above are not mutually exclusive, they could overlap in a gradual implementation and will be affected by the reassessment process.

Under normal circumstances, the property tax base of the entire Province is reassessed every four (4) years, and new market values are phased into the property tax system. This phasing in process, without any intervention in the form of tax ratio setting, results in shifts in taxation between property classes. The tax ratio rules, however, established by the Province, permit the setting of tax ratios to offset tax shifts within certain limits. These limits are maximum ratios that the Province sets for certain non-residential property classes. For 2022, the reassessment did not occur and thus, as noted in the Assessment Growth for 2022 report, assessment-based tax shifts have not materialized.

In the most recent phase-in process that took place for the period of 2017 to 2020, equalizing municipal tax increases in the residential and multi-residential property classes has necessitated a reduction in the multi-residential tax ratio in 2017, 2018, 2019 and 2020. Since the assessment in these classes has not changed, no reduction in the multi-residential tax ratio is required to achieve equalization in 2022.

In reference to the possible directions listed above, the first column of schedule B shows the result if no changes are made to tax ratios (Direction # 1). The impact of equalizing the average municipal tax increase in the residential, multi-residential, and commercial classes (Direction # 2) which, in a year with no assessment phase-in, results in no change to ratios and thus is consistent with the first column of Schedule B and not shown as a separate option for consideration. Option A shows the impact of equalizing the average municipal tax increase in residential and multi-residential classes, resulting in a slight reduction to the multi-residential ratio, while reducing the commercial/industrial class tax ratios to 1.90. (Direction # 2) Option B shows the impact of equalizing the average municipal tax increase including education in residential and multi-residential tax classes. (Direction # 2) Option C shows the impact of reducing the commercial and industrial ratios to the median (1.84) for commercial ratios shown on Schedule "A" while equalizing the average total tax increase in residential and multi-residential classes. (Direction # 3) Option D shows the impact of reducing the multi-residential ratio to 1.50. (Direction # 4)

There will be no reassessment of property values until at least 2024. It is unknown what impact the new assessed values will have on the various property tax classes. If, for example, residential values increase significantly more than commercial and industrial values, revenue neutral ratios, if permitted, may be required which would result in an

increase to commercial and industrial ratios which would lead to a larger increase if those ratios were reduced prior to the reassessment. Due to the unknown impact of future assessment values, it is recommended that Direction # 1 is employed for 2022 which is to maintain tax ratios at the current levels.

## **2.2 Tax Ratios –Commercial and Industrial (Recommendation A)**

Schedule “A” attached, summarizes the tax ratios for municipalities with populations greater than 110,000 included in the 2021 Municipal Study prepared by BMA Management Consulting Inc. The attached Schedule “A” shows the tax ratios for the three main non-residential property classes – Commercial, Industrial, and Multi-residential. In 2015, the City of London achieved a long-term objective identified in September 2011 of lowering and equalizing the tax ratios in the main non-residential property classes. Over a four (4) year period, the City adjusted all the main non-residential tax ratios to a level of 1.95. Both the Region of Waterloo and the City of London had uniform ratios of 1.95 for all the aforementioned property classes in 2015. In 2016, 2017, 2018, 2019, and 2020 the City decreased the multi-residential ratio to equalize the municipal tax increase in the residential and multi-residential property classes. The City also gradually reduced the ratios for the commercial and industrial property classes. As shown in Schedule “A”, the City of London had a lower ratio than the Region of Waterloo in all three main non-residential property tax classes in 2021. The City arguably has a competitive advantage as both the multi-residential and industrial class ratios are below the provincial average and median.

The information in Schedule “A” shows that, in 2021, only four municipalities reduced the multi-residential, commercial, and/or industrial ratios. Thunder Bay and Toronto reduced all business class ratios, Hamilton reduced the multi-residential and industrial ratios, and Windsor reduced the commercial and industrial ratios. The ratios for the City of London are still lower and more competitive than each of the four municipalities that saw decreases in 2021.

For 2022, it is recommended that Commercial and Industrial tax ratios continue to be maintained at a uniform level. It would seem there is no logical justification for taxing industrial properties at higher rates than commercial properties, as was a past practice. The Province has accepted the validity of this position in the setting of education tax rates for commercial and industrial properties. Starting in 2017, the Province established equal education property tax rates for commercial and industrial properties and has continued this practice from 2018 to 2022.

For 2022, the freeze on reassessments means the commercial and industrial tax ratios are already at a level to equalize municipal tax increases in the commercial and residential property classes. This is illustrated in Direction #1 on schedule “B” attached. Normally, to achieve this the commercial and industrial ratios would be set at what is generally described as a revenue neutral level. If no ratio adjustment is made, the average municipal tax increase in all classes would be 2.75% as indicated on Schedule “C”, attached. Schedule “A” indicates that the City of London commercial tax ratio in 2021 was above the average level although close to the median level for the group.

Lowering the commercial/industrial tax ratio could potentially provide greater flexibility at the time of a future reassessment where there may be a shift in taxation towards the residential property class. As identified in the 2021 Provincial Budget and confirmed in a letter sent from the Ministry of Finance on January 18, 2022, property assessment for the 2022 and 2023 tax years will continue to be based on the same valuation date that was used for 2021 (January 1, 2016). An update may be provided in the 2022 Provincial Budget which is scheduled to be released in May 2022. Under current legislation, if the commercial tax ratio is increased beyond 1.98, a portion of the tax levy increase on the commercial property class is restricted and transferred to other property classes including residential. Where the tax ratio is below 1.98, the municipality would have flexibility to prevent tax shifts towards the residential class. The greater the tax ratio is below 1.98, the greater the flexibility for the municipality in future years. The impact of future reassessment is not yet known. If residential property values increase significantly more

than business property values, reducing commercial and industrial ratios in 2022 may result in the need for a larger increase to commercial and industrial ratios once reassessment occurs.

The effect on economic development is an important consideration in the review of tax policy in the commercial and industrial property classes, as well as other property classes. Schedule “E” evaluates and rates various different economic development strategies. The schedule suggests that tax policy may have significant advantages over other economic development strategies.

### **2.3 Tax Ratios – Multi-residential Property Class (Recommendation A)**

Schedule “A” indicates the multi-residential ratio in the City of London is below the average and the median when compared to the other municipalities listed. In December 2016, the Provincial Ministry of Finance issued a letter indicating that the Province had concerns with respect to the taxation of multi-residential properties, and it was their intention to study the issue and consult with various stakeholders beginning early 2017. In the letter, the Province indicated its intention to restrict tax increases in the multi-residential property class in 2017, in any municipality where the 2017 tax ratio was greater than 2.0. London was not subject to this restriction since its tax ratio was below the 2.0 level. The same tax ratio restriction for the multi-residential property has been in place since 2018 and is in place for 2022.

Since the year 2000, the City has decreased its multi-residential tax ratio from 2.3852 to 1.711880 in 2020. This has been the result of adopting a long-term policy to equalize non-residential tax ratios, and also to equalize municipal tax increases in the residential and multi-residential property classes in particular years. In 2015, the City equalized non-residential tax ratios. From 2016 to 2021 the City annually equalized municipal tax increases in the residential and multi-residential property classes and decreased the multi-residential property class tax ratio below the commercial and industrial levels.

Based on the introduction of the new multi-residential property class, there seems to be some political support for tax policy to focus on lowering the multi-residential class ratio in priority to other non-residential classes across the Province. Support for this position appears to be based, at least partially, on the premise that the entirety of any reduction in property taxes will flow through to tenants. The concept of tax incidence identifies who ultimately pays for the tax, either directly or indirectly. A property tax is treated as a cost of doing business which businesses will attempt to recover in higher prices from consumers or tenants. Depending on rates in other jurisdictions and other market factors, the full recovery of property taxes from tenants may not be achieved. Just as market conditions will determine how much of a tax increase is passed on to tenants, the market rate for rental rates will determine how the portion of a property tax reduction will be shared with tenants. The Residential Tenancies Act, 2006 does require that decreases in property taxes be transferred onto the current tenant where the decrease exceeds 2.49%. There are significant limitations and qualifications to this requirement as it does not apply to future tenants nor does it apply to any residential apartments occupied for the first time after November 15, 2018.

The actions by the Province in 2017 to create a new multi-residential property class has created a situation where multi-residential properties are being taxed on a long-term basis at very different levels based on nothing more than the date of construction. This would seem to contradict one of the basic principles of tax policy in reference to property taxation; that basic principle being that all properties within the same property class should pay the same tax rate. In response to legislation implemented by the Province, including the extended term of 35 years, Council may wish to consider adopting a policy to adjust the tax ratio for the multi-residential property class to the new construction level gradually over an extended period of time. The justification for this approach would be to establish equity within the property class so that all properties would be subject to the same tax rate on their market value. The approach would need to be gradual to mitigate the effect on other property classes.

For 2022, due to the delayed reassessment, tax increases in the multi-residential and residential classes are already equalized using the same ratio as 2021. This is reflected in “No change to tax ratios” on Schedule “B”, which maintains a multi-residential tax ratio of 1.711880.

#### **2.4 Tax Ratios – New Multi-residential Property Class (Recommendation A)**

On July 5, 2017, the Minister of Finance signed a regulation requiring all municipalities to establish a new multi-residential property class with a tax ratio range between 1.0 and 1.1. The regulation applied to any multi-residential property in Ontario built or converted from a non-residential use, pursuant to a building permit issued after April 20, 2017. In accordance with this regulation, the City of London established a new multi-residential property class with a ratio of 1.0 in 2017. It is recommended that this ratio be continued for 2022. There has been property in the new multi-residential property class on the assessment roll provided to the City of London beginning with the 2020 taxation year.

#### **2.5 Farm Property Class Tax Ratio (Recommendation A)**

The tax ratio for the farm property is set in accordance with Section 308.1 of the *Municipal Act, 2001*. Under the provisions of that Sec. 308.1, the ratio is automatically reset to 0.25 every year unless the municipality sets it at a lower level by by-law each year. The farm property class is a very small class in the City of London, and changes in the tax ratio for the farm class have no significant impact on any other property classes. In the past, the City has always followed a policy of setting the farm property class tax ratio at a level that would result in the farm class receiving the average municipal tax increase, subject to the 0.25 maximum in the legislation. After a review of farm tax ratios and farm tax rates in the Province and in the vicinity of London this policy was discontinued for 2020. It is recommended that the tax ratio for farmland in 2022 be the same as 2021 which was 0.102820.

In December 2017, the Ministry of Finance issued a letter indicating that beginning in 2018 it would permit the option of a 75% tax rate reduction on the first \$50,000 of assessment related to qualifying non-farm commercial activity at a farm property. At the time of the 2018 property tax billing, MPAC had not provided the City of London with a list of any eligible properties and the City did not utilize this option. The assessment roll provided by MPAC indicates that only one (1) roll number in the City qualifies for this special tax reduction. Participation in the program, however, is not recommended. Only one (1) property qualifies, and tax mitigation is already being provided to farm land property owners through the establishment of tax ratios. The tax reduction on one (1) property would be less than \$1,000.

#### **2.6 Landfill Property Class Tax Ratio (Recommendation A)**

The City of London does not have any taxable property in the Landfill property class. It is recommended that a ratio be established each year, however, at the maximum permitted by legislation. Council would still have the ability to set a ratio at a lower level, at any point in time, in the future at its discretion if and when taxable assessment came into existence in the City. This approach will maximize the flexibility for ratio setting in this property class in the future. The maximum ratio permitted by legislation in 2022 is 3.107426 (Revenue neutral ratio x 1.05 or 2.959453 x 1.05).

#### **2.7 Pipeline Tax Ratio (Recommendation A)**

Unlike the commercial, industrial, and multi-residential classes, the Province has not set any threshold tax ratio level or levy restriction with respect to the pipeline class. However, there are significant restrictions on increases in pipeline tax ratios set out in section 308 of the *Municipal Act, 2001*. It is therefore recommended that the tax ratio for the pipeline class not be changed for the year 2022.

## **2.8 Summary of Tax Ratio Recommendations for 2022 (Recommendation A)**

In summary, for 2022 Civic Administration are recommending Council select no change to ratios as shown on Schedule “B”. Schedule “B” indicates the alternative tax ratios and the average % increases in taxes in the various property classes, both including and excluding the education component of the property tax bill. In most years, there is a reassessment phase-in which results in varying increases to property taxes across all property classes. Adjustments to ratios have occurred in the past to equalize tax increases across classes. In the absence of reassessment for 2022, no adjustments to tax ratios are required to equalize tax increases across property classes. Maintaining the same tax ratios as in 2021 results in all property classes having an identical municipal tax increase of 2.75%. This approach would allow commercial and industrial properties to continue to experience the full benefit of the education tax reduction implemented by the Province starting in 2021. As announced in the 2021 Provincial Budget, assessments will continue to be based on current value as of January 1, 2016 until at least 2024. As there is a potential for significant assessment-based shifts once the next assessment phase-in begins, and no certainty that transition ratios will be permitted, adjusting ratios is not recommended for 2022.

For preparation of the 2022 Municipal Tax Ratio By-Law, Civic Administration has prepared the By-Law (Appendix A) utilizing no change to tax ratios which recognizes the deferred reassessment and potential future assessment impacts.

## **2.9 Property Tax Rate Calculation Adjustment**

In 2022, the Province is permitting an optional technical adjustment in the calculation of levy increases required to be disclosed on tax bills (Ontario Regulation 75/01). The option would be appropriate in situations where the municipality has not adequately included provisions for future losses from assessment appeals, and similar adjustments in tax levies and budgets of previous years. This is not currently the situation in the City of London and we do not recommend the selection of this option.

## **2.10 Ongoing Reductions in Business Education Taxes**

In April 2005, London City Council passed a resolution requesting that the Minister of Finance for the Province of Ontario “review the entire process for setting education property tax rates for business properties and that education tax rates for properties in the City of London be lowered to a level consistent with other municipalities in the Province”.

Over the next fifteen years, London City Council continued to be a strong advocate of business education tax rate equalization across Ontario, culminating with a motion passed May 8, 2019, requesting the Mayor Ed Holder “send a letter to the Minister of Finance, on behalf of City Council, requesting further clarification with respect to the long-term intention of the current government with respect to the business education property tax cuts that were temporarily frozen with the 2012 Provincial budget.” The letter was sent from Mayor Ed Holder to the Minister of Finance on July 6, 2019.

The persistent advocacy of London City Council was rewarded when, as part of the 2020 Provincial Budget, the Province announced that business education tax rates across the Province will be reduced to 0.88% in 2021. This means that cities like London will no longer be at a disadvantage based on provincial education property tax policy. As a result, education tax rates for business properties were reduced in 2021. For business properties where building permits were applied for before March 22, 2007, the business education tax rate for 2021 decreased from 1.25% to 0.88%. For business properties where building permits were applied for after March 22, 2007, the business education tax rate for 2021 decreased from 0.98% to 0.88%. The majority of business properties in the City of London had building permits applied for before the March 22, 2007, date and were eligible to receive the larger decrease. This rate reduction impacts both the commercial and industrial property classes. It is anticipated that, starting in 2021 and continuing in 2022,

the reduction in BET will save commercial and industrial businesses in London \$20.95 million annually.

### **2.11 Phase-In Program for Residential Property Class not recommended**

All residential properties in the City of London were reassessed for 2017 taxation based on January 1, 2016 market values. The January 1, 2016 market values were phased-in over a 4-year period from 2017 to 2020 as required by Provincial legislation. No assessment changes have been made for 2021 or 2022. Assessment related tax changes occurring in the residential class have been analyzed and compared to the 2013, 2009, 2006, 2004, 2003, 2001 and 1998 reassessments. The results of this analysis are shown on Schedule "F" attached.

Assessment related tax changes exclude tax increases that result from levy increases. The levy increase is imposed in addition to assessment related tax changes (increases and decreases).

As can be seen from Schedule "F", the amount of assessment related decreases and increases for 11 years (2009 – 2020) are significantly less than the increases and decreases which have occurred in reassessments in the City prior to 2009. The reason for this is that for the first time in 2009, the Province included a phase-in of all reassessment changes on the 2009 assessment roll. This phase-in process continued over 2017 to 2020 and no assessment changes occurred in 2021. For 2022, residential properties will again be valued on the roll at their January 1, 2016 value, which results in no assessment increase or decrease.

For 1998 and subsequent reassessments up to and including 2013, Council decided that, under section 318 of the *Municipal Act, 2001*, a phase-in of assessment related tax changes was not necessary. Based on the above data and the fact that the Province has already instituted a four (4) year phase-in of assessment values on the roll, it appears clear that no further tax mitigation in the residential class is necessary.

In summary, based on our analysis of the reassessment data and the existence of a four-year phase-in of values on the assessment roll, we believe any additional phase-in of the residential class, under section 318 of the *Municipal Act, 2001*, is not warranted.

### **2.12 Future Tax Policies**

While assessment has been frozen for 2022, reassessments will occur in the future. The nature and timing of the reassessment remains unknown. In setting 2022 tax policy, it is important to recognize the potential tax shifts which may occur during the next assessment.

Moving forward, based on what is known to date, Civic Administration will continue to bring forward Tax Policy options for Municipal Council consideration in keeping with the four (4) directions that have been set out in this report, being mindful of the impact of reassessment and competitiveness of tax ratios in comparison with other Ontario municipalities.

## **3.0 Financial Impact/Considerations**

### **3.1 Tax Policy Has No Impact on Budget or Levy**

Estimated revenues and expenditures are established during the budget process. The tax levy for 2022 has been set at \$701,849,363. The role of the tax policy is to determine how that levy is distributed between the various property tax classes.

## **4.0 Key Issues and Considerations**

### **4.1. Tax Policy 2022 Schedules**

Schedule “A”, attached, is a very important schedule. It shows how London’s tax ratios compare to other municipalities in the Province. This schedule indicates that the City of London currently has tax ratios in place which are competitive with other major cities in Ontario.

Schedule “B” attached shows the various options recommended for Council’s consideration with respect to setting 2022 tax ratios. The schedule shows the average % increase in each property class, both including and excluding the education component of the property tax. Schedule “B” also shows the ratios required to implement each identified alternative. The result of the delayed reassessment is that municipal tax increases for all property classes, using current ratios, are equalized at 2.75%. Civic Administration has prepared the 2022 Municipal Tax Ratio By-Law using the option to maintain the same ratios as 2021 for all classes.

### **4.2 An End to Capping**

Starting in the year 2020, no properties in the commercial industrial or multi-residential property classes are subject to capping or clawing-back. This means that in all property classes all properties will be subject to one uniform tax rate applicable to all properties within the property class and capping and clawing back tax changes in the City of London will be completely ended in current and future years.

### **4.3 Re-assessment Delayed**

Beginning with the 2008 current value assessment base, assessment increases were phased in over a four-year cycle. The phase-in process was implemented to provide an additional level of property tax stability and predictability. Any value decreases take effect immediately rather than being phased-in.

The province-wide reassessment by MPAC and subsequent four (4) year phase-in, scheduled to begin in 2021, has been deferred. Consultation will be performed by the province to help determine the details and timing of the next assessment update. The new reassessment, anticipated for 2024, may result in tax shifts between property classes in a pattern that is different from the previous four (4) year cycle. It is not yet known what valuation date will be used for the next reassessment.

### **4.4 Reduced Business Education Tax Rates**

The reduction in business education tax rates introduced in 2021 provided a benefit to commercial and industrial businesses in 2021 which will continue in 2022 and annually thereafter which equates to approximate annual savings of \$20.95 million. As the scheduled reassessment for 2020 was delayed, there is no phase-in to impact tax ratios. Assuming no changes in tax ratios, the estimated property tax rate (municipal and education) for commercial and industrial properties where the building permit for construction was applied before March 22, 2007, the 2021 reduction was 8.279%. For building permits applied for after March 22, 2007, the 2021 decrease was 0.689%. The education rates are unchanged in 2022 which means business properties will continue to realize the benefit of these reduced rates.

## **Conclusion**

The decision by the Province to reduce Business Education Tax rates for the Commercial and Industrial classes in 2021 has resulted in significant property tax reductions for most properties in these classes which will continue for 2022 as education rates have not changed. A delayed reassessment of property values has resulted in no assessment-based shifts and a municipal increase of 2.75% for all property classes. As no details are

yet established for the next assessment, future impacts including tax shifts are unknown. For these reasons, it is recommended that the City of London follow Direction # 1 established in the Future Tax Policy Report which is to maintain tax ratios in the three main non-residential classes at their current levels in 2022.

**Prepared by:** Joseph McMillan, CPA, CGA, Division Manager,  
Taxation and Revenue

**Submitted by:** Ian Collins, CPA, CMA, Director, Financial Services

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

## APPENDIX "A"

Bill No.  
2022

By-law No.

A by-law setting tax ratios for property classes  
in 2022.

WHEREAS section 308 of the *Municipal Act, 2001*, as amended, provides that the council of every single tier municipality in each year shall pass a by-law in each year to establish the tax ratios for that year for the municipality;

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

### 2022 MUNICIPAL TAX RATIO BY-LAW

1. The tax ratios as set out in column 3 of Schedule "A" of this by-law are hereby established for 2022 taxation.

#### Definitions - Realty Tax Classes and Realty Tax Qualifiers

2. For purposes of this by-law, Realty Tax Classes and Realty Tax Qualifiers (Taxable/PIL) under the Ontario Fair Assessment System (OFAS) are defined in Schedule "B" of this by-law and are indicated in the first two characters of the codes in column 2 of Schedule "A" of this by-law. Where there is more than one code in column 2 of Schedule "A" the codes are separated by a comma.

#### Administration of By-law

3. The administration of this by-law is assigned 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.

#### Commencement

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

PASSED in Open Council on April 12, 2022.

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

First Reading – April 12, 2022  
Second Reading – April 12, 2022  
Third Reading – April 12, 2022

**SCHEDULE "A"**  
**By-law No.**

**MUNICIPAL TAX RATIOS**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>
<b>ABBREVIATED RATEABLE PROPERTY DESCRIPTION</b>	<b>CODE</b>	<b>YEAR 2022 TAX RATIOS</b>
com taxable farmland 1	c1n	0.750000
com taxable farmland 2	c4n	1.910000
Commercial small scale on farm	C7n	1.910000
commercial taxable – hydro	chn, xhn	1.910000
commercial taxable vacant - hydro	cjn, xjn	1.910000
commercial taxable - excess - hydro	ckn, xkn	1.910000
commercial taxable tenant of Province	cpn, xpn	1.910000
com taxable	ctn, xtn	1.910000
com taxable excess land	cun, xun	1.910000
com taxable vacant land	cxn, xxn	1.910000
office bldg taxable – hydro	dhn	1.910000
office bldg taxable	dtn, ytn	1.910000
office bldg taxable excess land	dun, yun	1.910000
farmland taxable fp	ffp	0.102820
farmland taxable fs	ffs	0.102820
farmland taxable no support	Ftn	0.102820
farmland taxable ep	ftep	0.102820
farmland taxable es	ftes	0.102820
parking lot taxable	Gtn	1.910000
industrial taxable farmland 1	i1n	0.750000
industrial taxable farmland 2	i4n	1.910000
industrial taxable – hydro	ihn, Jhn, isn	1.910000
industrial taxable-hydro- excess land	ikn, Jkn	1.910000
industrial taxable	itn, Jtn	1.910000
industrial taxable excess land	iun, Jun	1.910000
industrial taxable vacant land	ixn, Jxn	1.910000
large industrial taxable	Ltn, ktn	1.910000
large industrial excess land	Lun, kun	1.910000
multi-res taxable farmland 1 ns	m1n	0.750000
multi-res taxable farmland 1 ep	m1ep	0.750000
multi-res taxable farmland 1 es	m1es	0.750000
multi-res taxable farmland 1 fp	m1fp	0.750000
multi-res taxable farmland 1 fs	m1fs	0.750000
multi-res taxable farmland 2 ep	m4ep	1.711880
multi-res taxable fp	mtfp	1.711880
multi-res taxable fs	mtfs	1.711880
multi-res taxable ep	mtep	1.711880
multi-res taxable es	mtes	1.711880
multi-res taxable n	mtn	1.711880
pipeline taxable	ptn	1.713000
res/farm taxable 1 fp	r1fp	0.750000
res/farm taxable 1 fs	r1fs	0.750000
res/farm taxable farmland 1 ep	r1ep	0.750000
res/farm taxable farmland 1 es	r1es	0.750000
res/farm taxable farmland 2 ep	r4ep	1.000000
res/farm taxable -hydro fp	rhfp	1.000000
res/farm taxable-hydro fs	rhfs	1.000000
res/farm taxable-hydro ep	rhep	1.000000
res/farm taxable-hydro es	rhes	1.000000
res/farm taxable fp	rtp	1.000000

**SCHEDULE "A" CONTINUED**  
**By-law No.**  
**MUNICIPAL TAX RATIOS**

COLUMN 1	COLUMN 2	COLUMN 3
ABBREVIATED RATEABLE PROPERTY DESCRIPTION	CODE	YEAR 2022 TAX RATIOS
res/farm taxable fs	rfs	1.000000
res/farm taxable ns	rtn	1.000000
res/farm taxable ep	rtep	1.000000
res/farm taxable es	rtes	1.000000
shopping centre taxable	stn, ztn	1.910000
shopping centre excess land	sun, zun	1.910000
managed forest taxable fp	Tfp	0.250000
managed forest taxable fs	tfs	0.250000
managed forest taxable ep	tep	0.250000
managed forest taxable es	tes	0.250000
Landfill taxable	ht	2.959453
New multi-residential taxable	nt	1.000000

**SCHEDULE “B”  
By-law No.**

**Definitions of  
Realty Tax Classes and Realty Tax Qualifiers (Taxable/PIL) Under OFAS**

Realty Tax Class (RTC)	Description	Realty Tax Qualifier (RTQ)	Description
A	Theatre	A	Taxable: General Vacant Land
C, X	Commercial	B	Taxable: General Excess Land
D, Y	Office Building	D	Taxable: Education Only
E	Exempt	F	Payment-In-Lieu: Full
F	Farm	G	Payment-In-Lieu: General
G	Parking Lot	H	Taxable: Shared Payment-in-Lieu
I, J	Industrial	J	Taxable: Vacant Land, Shared Payment-in-Lieu
L, K	Large Industrial	K	Taxable: Excess Land, Shared Payment-in-Lieu
M	Multi-Residential	M	Taxable: General
N	New Multi-Residential	P	Taxable Tenant of Province
O	Other	Q	Payment-in-Lieu: Full Excess Land, Taxable Tenant of Province
P	Pipeline	T	Taxable: Full
Q	Professional Sports Facility	U	Taxable: Excess Land
R	Residential	V	Payment-in-Lieu: Full Excess Land
S, Z	Shopping Centre	W	Payment-In-Lieu: General Excess Land
T	Managed Forest	X	Taxable: Vacant Land
U	Utility Transmission / Distribution	Y	Payment-In-Lieu: Full Vacant Land
W	Railway Right-of-Way	Z	Payment-In-Lieu: General Vacant Land
H	Landfill	1	Taxable: Farmland 1
		2	Payment-In-Lieu: Full, Farmland 1
		3	Payment-In-Lieu: General, Farmland 1
		4	Taxable: Farmland II
		5	Payment-In-Lieu: Full, Farmland II
		6	Payment-In-Lieu: General, Farmland II
		7	Taxable commercial small scale on farm

Note that each RTC will be applied in combination with an appropriate RTQ.

All Realty Tax Classes and Realty Tax Qualifiers are letters or numbers.

Where there is more than one Realty Tax Class or Realty Tax Qualifier in a column they are separated by a comma.

## APPENDIX “B”

Bill No.  
2022

By-law No.

A by-law levying tax rates for property classes in 2022.

WHEREAS in accordance with section 290 of the *Municipal Act, 2001*, as amended, Council has adopted estimates of all sums required during 2022 for the purposes of the municipality, including among other things a sum sufficient to pay all debts of the Corporation falling due within the year, any amount required to be raised for sinking funds, the cost of collection, abatement of and discount on taxes, uncollectible taxes and taxes that it is estimated will not be collected during the year, and reserves;

AND WHEREAS section 312 of the *Municipal Act, 2001*, as amended, provides that the council of every local municipality in each year shall levy in the manner set out in sections 307, 308 and 312 of the *Municipal Act, 2001*, as amended, on the whole of the assessment for real property according to the last revised assessment roll, a sum equal to the aggregate of the sums adopted under section 290 of the *Municipal Act, 2001*, as amended;

AND WHEREAS section 307 of the *Municipal Act, 2001*, as amended, provides that all municipal, local or direct taxes or rates shall, where no other express provision is made, be levied upon the whole of the assessment for real property or other assessments made under the *Assessment Act*, according to the amount assessed in respect thereof, and not upon any one or more kinds of property or assessment or in different proportions;

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

### **2022 MUNICIPAL RATE BY-LAW 2022 Levies**

1. The tax rates set out in column 4 of Schedule “A” of this by-law are hereby levied in 2022 for the 2022 general local municipality levy on all of the assessment.

#### **Definitions - Realty Tax Classes and Realty Tax Qualifiers**

2. For purposes of this by-law, Realty Tax Classes and Realty Tax Qualifiers (Taxable/PIL) under the Ontario Fair Assessment System (OFAS) are defined in Schedule “B” of this by-law and are indicated in the first two characters of the codes in column 2 of Schedule “A” of this by-law. Where there is more than one code in column 2 of Schedule “A” the codes are separated by a comma.

#### **Tax on Certain Institutions**

3. A tax or other amount payable on the 1<sup>st</sup> day of July, 2022, is hereby levied upon every university, college, institution, school, hospital or other facility described in section 323 of the *Municipal Act, 2001*, as amended, at the maximum rate for each student, place or bed, as the case may be, under that section.

#### **Administration of By-law**

4. The administration of this by-law is assigned 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.

#### **Commencement**

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

PASSED in Open Council on April 12, 2022.

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

First Reading – April 12, 2022  
Second Reading – April 12, 2022  
Third Reading – April 12, 2022

**SCHEDULE "A"**  
**By-law No.**

**Municipal Tax Rates**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>
<b>ABBREVIATED RATEABLE PROPERTY DESCRIPTION</b>	<b>CODE</b>	<b>YEAR 2022 TAX RATIOS</b>	<b>YEAR 2022 GENERAL TAX RATE</b>
com taxable farmland 1	c1n	0.750000	0.951981%
com taxable farmland 2	c4n	1.910000	2.424378%
commercial small scale on farm business	c7n	1.910000	2.424378%
commercial taxable - hydro	chn, xhn	1.910000	2.424378%
commercial taxable vacant -hydro	cjn, xjn	1.910000	2.424378%
commercial taxable - excess - hydro	ckn, xkn	1.910000	2.424378%
commercial taxable tenant of Province	cpn, xpn	1.910000	2.424378%
commmercial taxable	ctn, xtn	1.910000	2.424378%
commercial taxable excess land	cun, xun	1.910000	2.424378%
commercial taxable vacant land	cxn, xxn	1.910000	2.424378%
office bldg taxable - hydro	dhn, yhn	1.910000	2.424378%
office bldg taxable	dtn, ytn	1.910000	2.424378%
office bldg taxable excess land	dun, yun	1.910000	2.424378%
farmland taxable fp	fffp	0.102820	0.130510%
farmland taxable fs	fffs	0.102820	0.130510%
farmland taxable no support	ftn	0.102820	0.130510%
farmland taxable ep	ftep	0.102820	0.130510%
farmland taxable es	ftes	0.102820	0.130510%
parking lot taxable	gtn	1.910000	2.424378%
industrial taxable farmland 1	i1n	0.750000	0.951981%
industrial taxable farmland 2	i4n	1.910000	2.424378%
industrial taxable - hydro	ihn, jhn	1.910000	2.424378%
industrial generating station	isn	1.910000	2.424378%
industrial taxable - hydro- el	ikn, jkn	1.910000	2.424378%
industrial taxable	itn, jtn	1.910000	2.424378%
industrial taxable excess land	iun, jun	1.910000	2.424378%
industrial taxable vacant land	ixn, jxn	1.910000	2.424378%
large industrial taxable	Ltn, ktn	1.910000	2.424378%
large industrial excess land	Lun, kun	1.910000	2.424378%
multi-res taxable farmland 1 ns	m1n	0.750000	0.951981%
multi-res taxable farmland 1 ep	m1ep	0.750000	0.951981%
multi-res taxable farmland 1 es	m1es	0.750000	0.951981%
multi-res taxable farmland 1 fp	m1fp	0.750000	0.951981%
multi-res taxable farmland 1 fs	m1fs	0.750000	0.951981%
multi-res taxable farmland 2 ep	m4ep	1.711880	2.172903%
multi-res taxable fp	mtfp	1.711880	2.172903%
muti-res taxable fs	mtfs	1.711880	2.172903%
multi-res taxable ep	mtep	1.711880	2.172903%
multi-res taxable es	mtes	1.711880	2.172903%
multi-res taxable n	mtn	1.711880	2.172903%
new multi-res taxable ntfp	ntfp	1.000000	1.269308%
new multi-res taxable ntfs	ntfs	1.000000	1.269308%
new multi-res taxable ntep	ntep	1.000000	1.269308%
new multi-res taxable ntes	ntes	1.000000	1.269308%
new multi-res taxable ntn	ntn	1.000000	1.269308%
pipeline taxable	ptn	1.713000	2.174325%
res/farm taxable 1 fp	r1fp	0.750000	0.951981%
res/farm taxable 1 fs	r1fs	0.750000	0.951981%
res/farm taxable farmland 1 ep	r1ep	0.750000	0.951981%
res/farm taxable farmland 1 es	r1es	0.750000	0.951981%
res/farm taxable farmland 2 ep	r4ep	1.000000	1.269308%
res/farm taxable -hydro fp	rhfp	1.000000	1.269308%
res/farm taxable-hydro fs	rhfs	1.000000	1.269308%

**SCHEDULE "A" Cont'd  
By-law No.**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>
<b>ABBREVIATED RATEABLE PROPERTY DESCRIPTION</b>	<b>CODE</b>	<b>YEAR 2022 TAX RATIOS</b>	<b>YEAR 2022 GENERAL TAX RATE</b>
res/farm taxable-hydro ep	rhep	1.000000	1.269308%
res/farm taxable-hydro es	rhes	1.000000	1.269308%
res/farm taxable fp	rftp	1.000000	1.269308%
res/farm taxable fs	rdfs	1.000000	1.269308%
res/farm taxable ns	rtn	1.000000	1.269308%
res/farm taxable ep	rtep	1.000000	1.269308%
res/farm taxable es	rtes	1.000000	1.269308%
shopping centre taxable	stn, ztn	1.910000	2.424378%
shopping centre excess land	sun, zun	1.910000	2.424378%
managed forest taxable fp	tftp	0.250000	0.317327%
managed forest taxable fs	tdfs	0.250000	0.317327%
managed forest taxable ep	ttep	0.250000	0.317327%
managed forest taxable es	ttes	0.250000	0.317327%
landfill taxable	ht	3.107426	3.944281%

**SCHEDULE “B”  
By-law No.**

**Definitions of  
Realty Tax Classes and Realty Tax Qualifiers (Taxable/PIL) Under OFAS**

<b>Realty Tax Class (RTC)</b>	<b>Description</b>	<b>Realty Tax Qualifier (RTQ)</b>	<b>Description</b>
A	Theatre	A	Taxable: General Vacant Land
C	Commercial	B	Taxable: General Excess Land
D	Office Building	D	Taxable: Education Only
E	Exempt	F	Payment-In-Lieu: Full
F	Farm	G	Payment-In-Lieu: General
G	Parking Lot	H	Taxable: Shared Payment-in-Lieu
I	Industrial	J	Taxable: Vacant Land, Shared Payment-in-Lieu
L	Large Industrial	K	Taxable: Excess Land, Shared Payment-in-Lieu
M	Multi-Residential	M	Taxable: General
N	New Multi-Residential	P	Taxable Tenant of Province
O	Other	Q	Payment-in-Lieu: Full Excess Land, Taxable Tenant of Province
P	Pipeline	T	Taxable: Full
Q	Professional Sports Facility	U	Taxable: Excess Land
R	Residential	V	Payment-in-Lieu: Full Excess Land
S	Shopping Centre	W	Payment-In-Lieu: General Excess Land
T	Managed Forest	X	Taxable: Vacant Land
U	Utility Transmission / Distribution	Y	Payment-In-Lieu: Full Vacant Land
W	Railway Right-of-Way	Z	Payment-In-Lieu: General Vacant Land
X	Commercial (New construction)	1	Taxable: Farmland 1
Y	Office Building (New Construction)	2	Payment-In-Lieu: Full, Farmland 1
Z	Shopping Centre (New Construction)	3	Payment-In-Lieu: General, Farmland 1
J	Industrial (new construction)	4	Taxable: Farmland II
K	Large Industrial (New Construction)	5	Payment-In-Lieu: Full, Farmland II
H	Landfill	6	Payment-In-Lieu: General, Farmland II

Note that each RTC will be applied in combination with an appropriate RTQ.

**SCHEDULE "A"**  
**TAX RATIOS FOR MUNICIPALITIES IN BMA STUDY WITH POPULATIONS**  
**OVER 110,000**

Municipality with > 110,000 Population in 2021 BMA Study	Multi- Residential Tax Ratio	Commercial Tax Ratio (Residual)	Industrial Tax Ratio (Residual)	Industrial Tax Ratio (Large)	Average of Large and Residual Industrial Tax
Barrie	1.0000	1.4331	1.5163	1.5163	1.5163
Brampton	1.7050	1.2971	1.4700	1.4700	1.4700
Durham	1.8665	1.4500	2.0235	2.0235	2.0235
Greater Sudbury	1.9650	1.9120	3.7263	4.3254	4.0259
Guelph	1.7863	1.8400	2.2048	2.2048	2.2048
Halton	2.0000	1.4565	2.0907	2.0907	2.0907
Hamilton	2.4407	1.9800	3.2493	3.8102	3.5298
Kingston	1.7000	1.9800	2.6300	2.6300	2.6300
London	1.7119	1.9100	1.9100	1.9100	1.9100
Mississauga	1.2656	1.5170	1.6150	1.6150	1.6150
Niagara	1.9700	1.7349	2.6300	2.6300	2.6300
Ottawa	1.3867	1.8353	2.5203	2.1643	2.3423
Thunder Bay	2.0000	2.0764	2.3708	2.8820	2.6264
Toronto	2.0984	2.6400	2.6233	2.6233	2.6233
Waterloo	1.9500	1.9500	1.9500	1.9500	1.9500
Windsor	2.0000	2.0140	2.3158	2.9329	2.6244
York	1.0000	1.3321	1.6432	1.6432	1.6432
Average	1.7557	1.7858			2.3209
Median	1.8665	1.8400			2.2048
Minimum	1.0000	1.2971			1.4700
Maximum	2.4407	2.6400			4.0259
Provincial Threshold	2.0000	1.9800	2.6300	2.6300	2.6300

London Compared to Median	-8.3%	3.8%			-13.4%
London Compared to Average	-2.5%	7.0%			-17.7%

change in group averages since 2006	-22.06%	-5.82%			-9.60%
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decreases in ratios   
increases in ratios 

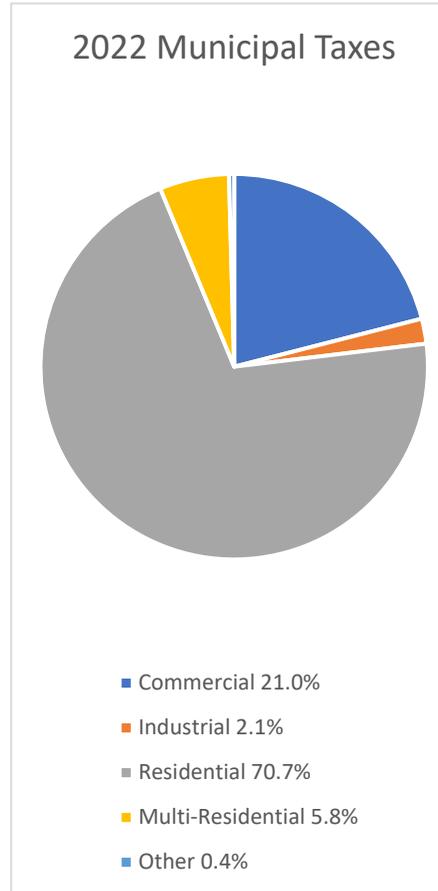
SCHEDULE "B"  
2022 TAX POLICY ALTERNATIVE TAX RATIO OPTIONS FOR CONSIDERATION

	No change to tax ratios alternative - keep tax ratios in 2022 same as 2021	Option A - equalize average municipal tax increase in residential, and multi-residential classes and commercial/industrial tax ratios at 1.900000	Option B - equalize average municipal tax increase in residential, and multi-residential classes - no change in other tax ratios	Option C - reduce commercial and industrial property class tax ratios to median commercial rate of 1.84; equalize average increase in residential and multi-res	Option D - reduce only the multi-residential tax ratio to 1.5 and equalize municipal increase in residential and all other classes
future tax policy direction	Direction #1	Direction #2	Direction #2	Direction #3	Direction #4
average tax increases in property classes including education	residential = 2.45% farm = 2.12% multi-residential = 2.57% commercial = 2.01% industrial = 2.01% new multi-res = 2.45%	residential = 2.57% farm = 2.22% multi-residential = 2.57% commercial = 1.71% industrial = 1.71% new multi-res = 2.57%	residential = 2.46% farm = 2.12% multi-residential = 2.46% commercial = 2.01 industrial = 2.01 new multi-res = 2.46%	residential = 3.24% farm = 2.80% multi-residential = 3.24% commercial = (0.12%) industrial = (0.12%) new multi-res = 3.24%	residential = 3.07% farm = 2.65% multi-residential = (8.73%) commercial = 2.51% industrial = 2.51% new multi-res = 3.07%
average tax increases in property classes excluding education	residential = 2.75% farm = 2.75% multi-residential = 2.75% commercial = 2.75% industrial = 2.75% new multi-res = 2.75%	residential = 2.89% farm = 2.89% multi-residential = 2.76% commercial = 2.35% industrial = 2.35% new multi-res = 2.89%	residential = 2.76% farm = 2.76% multi-residential = 2.64% commercial = 2.76% industrial = 2.76% new multi-res = 2.76%	residential = 3.64% farm = 3.64% multi-residential = 3.47% commercial = (0.16%) industrial = (0.16%) new multi-res = 4.9%	residential = 3.44% farm = 3.44% multi-residential = (9.35%) commercial = 3.44% industrial = 3.44% new multi-res = 3.44%
tax ratios used	residential = 1.000000 farm = 0.102820 multi-residential = 1.711880 commercial = 1.910000 industrial = 1.910000 pipelines = 1.713000 managed forests =0.250000	residential = 1.000000 farm = 0.102820 multi-residential = 1.709700 commercial = 1.900000 industrial = 1.900000 pipelines = 1.713000 managed forests = 0.250000	residential = 1.000000 farm = 0.102820 multi-residential =1.709800 commercial = 1.910000 industrial = 1.910000 pipelines = 1.713000 managed forests =0.250000	residential = 1.000000 farm = 0.102820 multi-residential = 1.709100 commercial = 1.840000 industrial = 1.840000 pipelines = 1.713000 managed forests = 0.250000	residential = 1.000000 farm = 0.102820 multi-residential = 1.500000 commercial = 1.9100000 industrial = 1.9100000 pipelines = 1.713000 managed forests =0.250000

- recommended ratio for Landfill property class under all options is 3.107426
- recommended ratio for New Multi-residential property class under all options is 1.000000

**SCHEDULE "C"**  
**MUNICIPAL TAX IMPACT BY PROPERTY CLASS FOR 2022**  
**LEVY CHANGE AND NO CHANGE IN TAX RATIOS**

	2021 Tax Rates on 2021 Year End Assessments	2022 Taxes (2022 Approved Budget)	Tax Change from Reassessment Phase-in and Budget	Tax Ratios Used
<b>Summary by Class</b>				
Commercial	\$95,270,864	\$97,894,984	2.75%	1.910000
Office Building	\$9,021,261	\$9,269,740	2.75%	1.910000
Farmland	\$597,561	\$614,019	2.75%	0.102820
Industrial	\$9,358,573	\$9,616,343	2.75%	1.910000
Large Industrial	\$4,943,052	\$5,079,203	2.75%	1.910000
Multi-residential	\$36,841,217	\$37,855,975	2.75%	1.711880
New Multi-residential	\$2,783,373	\$2,860,038	2.75%	1.000000
Pipeline	\$2,356,613	\$2,421,523	2.75%	1.713000
Residential	\$482,767,090	\$496,064,418	2.75%	1.000000
Shopping Centre	\$39,093,003	\$40,169,772	2.75%	1.910000
Managed Forest	\$3,257	\$3,347	2.75%	0.250000
	<b>\$683,035,864</b>	<b>\$701,849,363</b>	<b>2.75%</b>	
<b>Summary by Class</b>				
Commercial Including	\$143,385,128	\$147,334,496	2.75%	1.910000
Farmland	\$597,561	\$614,019	2.75%	0.102820
Industrial Including O	\$14,301,625	\$14,695,546	2.75%	1.910000
Multi-residential	\$36,841,217	\$37,855,975	2.75%	1.711880
New Multi-residential	\$2,783,373	\$2,860,038	2.75%	1.000000
Pipeline	\$2,356,613	\$2,421,523	2.75%	1.713000
Residential	\$482,767,090	\$496,064,418	2.75%	1.000000
Managed Forest	\$3,257	\$3,347	2.75%	0.250000
	<b>\$683,035,864</b>	<b>\$701,849,363</b>	<b>2.75%</b>	



## SCHEDULE "D"

### SHIFT IN TAX BURDEN - UNWEIGHTED TO WEIGHTED RESIDENTIAL ASSESSMENT FOR MUNICIPALITIES IN BMA STUDY WITH POPULATIONS OVER 110,000

Municipality with > 110,000 Population in 2021 BMA Study	Residential Unweighted Assessment	Residential Weighted Assessment	% Change	Implied Adjustment to Residential Taxes
Toronto	74.2%	54.2%	-20.0%	36.9%
Windsor	75.1%	59.5%	-15.6%	26.2%
Greater Sudbury	79.1%	64.0%	-15.1%	23.6%
Thunder Bay	79.4%	64.8%	-14.6%	22.5%
Cambridge	75.3%	61.9%	-13.4%	21.6%
Kingston	73.8%	61.6%	-12.2%	19.8%
Waterloo	74.5%	62.6%	-11.9%	19.0%
Guelph	78.8%	66.6%	-12.2%	18.3%
Kitchener	79.0%	67.0%	-12.0%	17.9%
Hamilton	82.4%	70.3%	-12.1%	17.2%
Ottawa	75.1%	64.4%	-10.7%	16.6%
St. Catherines	79.3%	68.7%	-10.6%	15.4%
London	80.6%	70.1%	-10.5%	15.0%
Mississauga	73.3%	65.0%	-8.3%	12.8%
Burlington	80.0%	71.4%	-8.6%	12.0%
Oshawa	80.8%	72.7%	-8.1%	11.1%
Oakville	86.0%	79.4%	-6.6%	8.3%
Barrie	76.9%	71.6%	-5.3%	7.4%
Milton	82.9%	77.2%	-5.7%	7.4%
Vaughan	80.1%	74.7%	-5.4%	7.2%
Whitby	86.7%	80.9%	-5.8%	7.2%
Brampton	81.9%	77.0%	-4.9%	6.4%
Markham	86.4%	83.0%	-3.4%	4.1%
Average				15.4%
Median				15.4%
Maximum				36.9%
Minimum				4.1%
London Compared to Median				-2.9%
London Compared to Average				-2.7%

If all non-residential classes had a ratio of 1, residential taxes would increase by 15%

Residential unweighted assessment does not reflect any weighting of various classes with tax ratios.

Residential weighted assessment reflects the weighting of non-residential assessment with tax ratios

**SCHEDULE "E"**  
**Rating/Evaluation of Economic Development Strategies - Municipalities**

<b>Economic Development Issue</b>	<b>Development Charge Grant</b>	<b>Water Pricing Rate Structure</b>	<b>Community Improvement Plans</b>	<b>Property Tax Ratios</b>
Broad focus - all industry types in London -old and new, large and small	Low	Low	Low	High
Long term time frame in business planning	Low	High or Low depending on water consumption of industry type	Low	High for all industry types
Significance in business planning and workforce expansion	High or Low dependent on new building construction	High or Low depending on water consumption of industry type	High or Low depending on location	High for all industry types
Effect on on ongoing competitiveness	Low	High or Low depending on water consumption of industry type	Low	High for all industry types
Effect on Municipal Capital Financing	Negative	Negative (consumption effect)	negative	Neutral
Impact on Industry retention	Low	High or Low depending on water consumption of industry type	Low	High
Promotion of diversification in economic development	Medium to Low	Low	Medium to Low	High (ends bias against industrial development vs. commercial)
Potential for reduction in existing business vacancies in buildings	Low to None	Low to Medium	Medium to Low	High

Strategies described in this table are not alternative strategies.

Each strategy and/or policy stands on its own and should be designed and implemented on logical, equitable principles that are consistent with Council's objectives.

Principles relevant to tax ratio policy are that City should have a competitive property tax system and the system should be equitable and logical.

Only the tax ratio strategy/policy has a broad and long term focus that would apply to all industrial properties in the City and all key sector clusters in the industrial class.

<b>Additional Information</b>				
Basis of charge	Square metre of gross floor area	Per cubic metre of water usage	Location	Current dollar value of land and building
2021 charge per unit	\$289.34/sq.m commercial \$206.26/sq.m. industrial	\$2.36 to \$0.99/cu. m in declining blocks for water charge - \$2.1016 to \$0.8767/cu. m in declining blocks for wastewater charge	Various	2.359391%

**SCHEDULE "F"**  
**ASSESSMENT RELATED TAX CHANGES IN THE RESIDENTIAL PROPERTY CLASS**

	2022 Deferred	2021 Deferred	2020 Phase-in	2019 Phase-in	2018 Phase-in	2017 Reassess ment	2016 Phase-in	2015 Phase-in	2014 Phase-in	2013 Reassess ment	2012 Phase-in	2011 Phase-in	2010 Phase-in	2009 Reassess ment
# of Assessment Related Tax Decreases	0	0	137,370	136,385	133,416	118,456	97,618	97,796	95,998	69,923	76,549	69,240	61,079	54,704
Average Assessment Related Tax Decrease 	0	0	\$51.00	\$56.00	\$58.00	\$72.00	\$28.00	\$31.00	\$34.00	\$43.00	\$26.00	\$29.00	\$31.00	\$41.00
# of Assessment Related Tax Increases	0	0	15,610	14,298	14,997	27,942	42,552	40,462	39,673	64,536	56,027	61,940	65,042	70,186
Average Assessment Related Tax Increase 	0	0	\$63.00	\$69.00	\$75.00	\$68.00	\$47.00	\$49.00	\$51.00	\$53.00	\$24.00	\$28.00	\$29.00	\$32.00

## Report to Corporate Services Committee

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

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

**Subject:** Year 2022 Education Tax Rates

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the attached proposed by-law (Appendix 'A') BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022 to levy education tax rates for 2022.

## Executive Summary

In summary, it is recommended that a by-law be introduced prior to the final billing for 2022 to levy education tax rates as required and set out by Provincial regulation.

## Linkage to the Corporate Strategic Plan

Council's 2019 to 2023 Strategic Plan for the City of London identifies "Leading in Public Services" as a strategic area of focus. The information contained in this report would assist in developing tax policy to align with Council priorities of the Strategic Plan.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, April 19<sup>th</sup>, 2021, Item # 2.3, Year 2021 Education Tax Rates

Corporate Services Committee, April 14<sup>th</sup>, 2020, Item # 2.4, Year 2020 Education Tax Rates

### 2.0 Discussion and Considerations

On November 5, 2020, the Ontario Minister of Finance announced the *2020 Ontario Budget* which included decisions regarding education property tax rates for 2021. During a review of Ontario's property tax and assessment system, municipalities and business stakeholders, including the City of London, expressed concerns regarding the variation of Business Education Tax (BET) rates and the resulting impact on business competitiveness. The provincial government also heard that, as the province recovers from the COVID-19 pandemic, addressing this variation in BET rates would reduce regional tax inequities and improve business competitiveness.

In response to these concerns, the Province announced that it will reduce all high BET rates to a rate of 0.88 per cent in 2021. It is estimated that this will result in annual savings of 20.95 million dollars for London business property owners.

### 3.0 Key Issues and Considerations

On January 18, 2022, Assistant Deputy Minister of Finance, Allan Doheny, sent a letter, attached as Appendix “B”, to municipalities with details of the 2022 property tax and assessment decisions. Education property tax rates for 2022 will remain unchanged from the previous year as assessments continue to be based on a valuation date of January 1, 2016. BET rates, reduced to 0.88 for 95 per cent of Ontario municipalities in 2021, will also remain unchanged.

To ensure municipalities are not negatively impacted by BET reductions, the Province will maintain BET rates at the 2021 BET rate for properties where municipalities are permitted to retain the education portion of Payment-in-Lieu of Taxation (PILT).

The Province acknowledges municipal concerns that the federal government may no longer make PILT payments at the BET rates prescribed in the regulation and continues to support municipalities as they work together to emphasize the negative financial impact on Ontario municipalities if the federal government fails to pay at the regulated Payment-in-Lieu of Taxation rates. The potential impact to the City of London if the federal government pays PILT at the lower BET rate is a reduction of approximately \$254,000 in PILT revenue.

On August 23, 2021, the Ontario Municipal Tax and Revenue Association (OMTRA), on behalf of affected Ontario municipalities, sent a letter to the minister of Public Services and Procurement Canada, illustrating the approximately \$20 million revenue loss to municipalities that would occur if the federal government paid PILT based on the reduced rates rather than the prescribed rates for PILT properties. On February 11, 2022, the Association of Municipalities of Ontario (AMO) also sent a letter to the Honourable Filomena Tassi, Minister of Public Services and Procurement Canada urging that federal agencies and crown corporations make payments at the prescribed rates. OMTRA and AMO urge the Minister to direct federal agencies and crown corporations to PILT payments to municipalities based on the prescribed rates established by the provincial regulation or, alternatively, find other means to keep municipal finances whole for 2021 and beyond. As part of the strategy to convince the federal government to pay PILT at the prescribed rate, both OMTRA and AMO encouraged municipalities to contact the federal government directly and, on March 4, 2022, Mayor Ed Holder sent a letter, to the Honourable Filomena Tassi, Minister of Public Services and Procurement Canada echoing the concerns expressed.

Education tax rates for 2022 for property classes for the City of London that have been set out by the Ministry of Finance letter are as follows:

Residential	0.153000%
Multi-Residential	0.153000%
Farm/Managed Forests	0.038250%
Commercial	0.880000%
Industrial	0.880000%
Pipeline	0.880000%
Landfill	0.880000%
Small Scale on Farm (Commercial and Industrial)	0.220000%

### Conclusion

Due to property values remaining frozen at a valuation date of January 1, 2016, education property tax rates for 2022 will remain unchanged from the previous year. Changes to the Ontario Education Property Tax system in 2021 which resulted in lower BET tax levies for London business property owners and a more equitable treatment of business properties province-wide will continue in 2022. Municipal administration will continue to monitor the federal PILT issue and will report any updates on a future report.

**Prepared by:** Joseph McMillan, Division Manager Revenue (Taxation)

**Submitted by:** Ian Collins, Director, Financial Services

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

## APPENDIX "A"

Bill No.  
2022

By-law No.

A by-law levying rates for 2022 for school purposes in the City of London.

WHEREAS by section 257.7 of the *Education Act*, the Municipal Council is required to levy and collect upon all the residential property and business property in the City of London the tax rates prescribed under section 257.12 of the said *Act* for school purposes;

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

### 2022 SCHOOL RATE BY-LAW

#### School Rates

1. The rates set out in column 3 of Schedule "A" of this by-law are hereby levied for 2022 upon all the property rateable for school purposes in the City of London.

#### Definitions - Realty Tax Classes and Realty Tax Qualifiers

2. For purposes of this by-law, Realty Tax Classes and Realty Tax Qualifiers (Taxable/PIL) under the Ontario Fair Assessment System (OFAS) are defined in Schedule "B" of this by-law and are indicated in the first two characters of column 2 of Schedule "A" of this by-law. Where there is more than one code in column 2 of Schedule "A" the codes are separated by a comma.

#### Administration of By-law

3. The administration of this by-law is assigned 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.

#### Commencement

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

PASSED in Open Council on April 12, 2022.

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

**SCHEDULE "A"**  
**By-law No.**

COLUMN 1	COLUMN 2	COLUMN 3
ABBREVIATED RATEABLE PROPERTY DESCRIPTION	CODE	YEAR 2022 EDUCATION TAX RATE
com taxable farmland 1	c1n	0.114750%
com taxable farmland 2	c4n	0.880000%
commercial small scale on farm business	c7n	0.220000%
commercial taxable - hydro	chn, xhn	1.250000%
commercial taxable vacant - hydro	cjn, xjn	1.250000%
commercial taxable - excess - hydro	ckn, xkn	1.250000%
commercial taxable tenant of Province	cpn, xpn	0.880000%
commmercial taxable	ctn, xtn	0.880000%
commercial taxable excess land	cun, xun	0.880000%
commercial taxable vacant land	cxn, xxn	0.880000%
office bldg taxable - hydro	dhn, yhn	1.250000%
office bldg taxable	dtn, ytn	0.880000%
office bldg taxable excess land	dun, yun	0.880000%
farmland taxable fp	ffp	0.038250%
farmland taxable fs	ffs	0.038250%
farmland taxable no support	ftn	0.038250%
farmland taxable ep	ftep	0.038250%
farmland taxable es	ftes	0.038250%
parking lot taxable	gtn	0.880000%
industrial taxable farmland 1	i1n	0.114750%
industrial taxable farmland 2	i4n	0.880000%
industrial taxable - hydro	ihn, jhn	1.250000%
industrial generating station	isn	1.250000%
industrial taxable - hydro- el	ikn, jkn	1.250000%
industrial taxable	itn, jtn	0.880000%
industrial taxable excess land	iun, jun	0.880000%
industrial taxable vacant land	ixn, jxn	0.880000%
large industrial taxable	Ltn, ktn	0.880000%
large industrial excess land	Lun, kun	0.880000%
multi-res taxable farmland 1 ns	m1n	0.114750%
multi-res taxable farmland 1 ep	m1ep	0.114750%
multi-res taxable farmland 1 es	m1es	0.114750%
multi-res taxable farmland 1 fp	m1fp	0.114750%
multi-res taxable farmland 1 fs	m1fs	0.114750%
multi-res taxable farmland 2 ep	m4ep	0.153000%
multi-res taxable fp	mtfp	0.153000%
muti-res taxable fs	mtfs	0.153000%
multi-res taxable ep	mtep	0.153000%
multi-res taxable es	mtes	0.153000%
multi-res taxable n	mtn	0.153000%
new multi-res taxable ntfp	ntfp	0.153000%
new multi-res taxable ntfs	ntfs	0.153000%
new multi-res taxable ntep	ntep	0.153000%
new multi-res taxable ntes	ntes	0.153000%
new multi-res taxable ntn	ntn	0.153000%
pipeline taxable	ptn	0.880000%
res/farm taxable 1 fp	r1fp	0.114750%
res/farm taxable 1 fs	r1fs	0.114750%
res/farm taxable farmland 1 ep	r1ep	0.114750%
res/farm taxable farmland 1 es	r1es	0.114750%
res/farm taxable farmland 2 ep	r4ep	0.153000%
res/farm taxable -hydro fp	rhfp	0.153000%
res/farm taxable-hydro fs	rhfs	0.153000%
res/farm taxable-hydro ep	rhep	0.153000%
res/farm taxable-hydro es	rhes	0.153000%

**SCHEDULE "A" cont'd**  
**By-law No.**

COLUMN 1	COLUMN 2	COLUMN 3
ABBREVIATED RATEABLE PROPERTY DESCRIPTION	CODE	YEAR 2022 EDUCATION TAX RATE
res/farm taxable fp	rtp	0.153000%
res/farm taxable fs	rfs	0.153000%
res/farm taxable ns	rtn	0.153000%
res/farm taxable ep	rtep	0.153000%
res/farm taxable es	rtes	0.153000%
shopping centre taxable	stn, ztn	0.880000%
shopping centre excess land	sun, zun	0.880000%
managed forest taxable fp	tftp	0.038250%
managed forest taxable fs	tfs	0.038250%
managed forest taxable ep	ttep	0.038250%
managed forest taxable es	ttes	0.038250%
landfill taxable	ht	0.880000%

**SCHEDULE “B”  
By-law No.**

**Definitions of  
Realty Tax Classes and Realty Tax Qualifiers (Taxable/PIL) Under OFAS**

<b>Realty Tax Class (RTC)</b>	<b>Description</b>	<b>Realty Tax Qualifier (RTQ)</b>	<b>Description</b>
A	Theatre	A	Taxable: General Vacant Land
C	Commercial	B	Taxable
D	Office Building	D	Taxable: Education Only
E	Exempt	F	Payment-In-Lieu: Full
F	Farm	G	Payment-In-Lieu: General
G	Parking Lot	H	Taxable: Full, Shared Payment-in-Lieu
I	Industrial	J	Taxable: Vacant Land, Shared Payment-in-Lieu
L	Large Industrial	K	Taxable: Excess Land, Shared Payment-in-Lieu
M	Multi-Residential	M	Taxable: General
N	New Multi-Residential	P	Taxable Tenant of Province
O	Other	Q	Payment-in-Lieu: Full Excess Land, Taxable Tenant of Province
P	Pipeline	T	Taxable: Full
Q	Professional Sports Facility	U	Taxable: Excess Land
R	Residential	V	Payment-in-Lieu: Full Excess Land
S	Shopping Centre	W	Payment-In-Lieu: General Excess Land
T	Managed Forest	X	Taxable: Vacant Land
U	Utility Transmission / Distribution	Y	Payment-In-Lieu: Full Vacant Land
W	Railway Right-of-Way	Z	Payment-In-Lieu: General Vacant Land
X	Commercial (new construction)	1	Taxable: Farmland Awaiting Development Phase I
Y	Office Building (new construction)	2	Payment-In-Lieu: Full, Farmland 1
Z	Shopping Centre (new construction)	3	Payment-In-Lieu: General, Farmland 1
J	Industrial (new construction)	4	Taxable: Farmland Awaiting Development Phase II
K	Large Industrial (new construction)	5	Payment-In-Lieu: Full, Farmland II
H	Landfill	6	Payment-In-Lieu: General, Farmland II

Note that each RTC will be applied in combination with an appropriate RTQ.

**Ministry of Finance**

Provincial-Local Finance Division

Frost Building North  
95 Grosvenor Street  
Toronto ON M7A 1Y7

Fax: 1 888 333-2138

**Ministère des Finances**Division des relations provinciales  
municipales en matière de financesÉdifice Frost nord  
95 rue Grosvenor  
Toronto ON M7A 1Y7

Télec. : 1 888 333-2138



January 18, 2022

Dear Municipal Treasurer / Clerk-Treasurer:

I am writing to advise you of a number of important property tax decisions for the 2022 taxation year.

Regulations implementing the property tax policy decisions have been enacted and will be available on the e-laws website at [www.ontario.ca/laws](http://www.ontario.ca/laws).

**Reassessment**

As announced in the *2021 Ontario Economic Outlook and Fiscal Review*, property assessments for the 2022 and 2023 tax years will continue to be based on the same valuation date that was used for 2021. This will maintain stability for municipalities and taxpayers.

The input that has been received during the Property Assessment and Taxation Review will help to inform decisions regarding future reassessments. The government remains open to receiving further advice related to property assessment accuracy and stability.

**Education Property Tax Rates**

Education property tax rates for 2022 will remain unchanged from the previous year as assessments continue to be based on the same valuation date used for 2021. This means that the residential education tax rate will remain at 0.153 per cent and the business education tax (BET) rate reductions implemented in 2021 will be maintained. BET rates have been reduced to 0.88 for 95 per cent of Ontario municipalities. The 2022 BET rates for your municipality are attached.

BET rates for certain properties where municipalities are permitted to retain the education portion of payment in lieu of taxes (PILs) will also remain at the rates set for 2021. The government is aware of municipal concerns that the federal government may no longer make PIL payments at the BET rates prescribed in provincial regulation. The

Province continues to encourage the federal government to make its payments at the prescribed rates, and has issued a [technical bulletin](#) and corresponding amendment to the *Education Act* that provides the legislative clarity for the federal government to pay at the regulated rates. The Province also continues to support municipalities as they work together to ensure the federal government is fully aware that failure to make payments at the regulated PIL rate would have a very negative financial impact on local Ontario communities.

### **Small Business Property Subclass**

Municipalities currently have the flexibility to target tax relief for small businesses through the adoption of the small business property subclass. As announced in the *2020 Budget*, the government will also consider matching municipal property tax reductions with education property tax reductions to provide further support for small businesses.

Municipalities may submit a request to the Minister for matching municipal reductions for 2022, with a copy to [info.propertytax@ontario.ca](mailto:info.propertytax@ontario.ca), by **March 31, 2022**. The submission may include the by-law outlining the program requirements; the estimated municipal tax relief to small businesses; a summary of the consultations held with business stakeholders; and the registry of eligible properties, if available.

### **Measures announced in the 2021 Ontario Economic Outlook and Fiscal Review**

#### **Small-Scale On-Farm Business Subclass**

To enhance property tax programs that support farm businesses and to encourage their growth, the Province is increasing the assessment threshold for the small-scale on-farm business subclass. Currently, municipalities have the option of adopting this subclass which provides a reduced tax rate on the first \$50,000 of eligible assessment.

Starting in 2022, municipalities that adopt the small-scale on-farm business subclass will have the option to maintain the current assessment threshold of \$50,000 for municipal tax purposes, and they may also adopt a second subclass that would increase the amount of eligible assessment to \$100,000. The Province will apply a reduced business education tax rate to this increased \$100,000 threshold for all eligible properties, regardless of whether municipalities adopt the subclass.

It is anticipated that the Municipal Property Assessment Corporation will be identifying eligible properties and notifying affected property owners and municipalities by March 2022.

#### **Brownfields Financial Tax Incentive Program**

The Brownfields Financial Tax Incentive Program (BFTIP) incents the redevelopment of unproductive contaminated lands by providing for the reduction of municipal and education property taxes on brownfield sites that undergo rehabilitation.

To increase the incentive provided under this program, the Province will extend the period for offering matching education property tax assistance from the current three-year period to up to six years for business developments and up to ten years for residential developments.

These enhancements also support the objectives of *More Homes, More Choice: Ontario's Housing Supply Action Plan*.

## **OPTA's Education Property Tax Reports and Financial Information Returns**

In 2020, the Ministry of Municipal Affairs and Housing (MMAH) updated the municipal Financial Information Return (FIR). The *Education Property Tax Reports (EPT Reports)* in the Online Property Tax Analysis (OPTA) system was updated accordingly with a new report reflecting the changes in the FIR.

Information from OPTA's new report is uploaded each spring, when it is complete, to MMAH to automatically update the FIR template for those municipalities that enter their EPT information, including payments and rebates and write-offs, in OPTA. This simplifies and streamlines the task of reporting in-year changes in the FIR.

For the 2021 FIR, eligible municipalities that enter the required information by April 4, 2022, will have their 2021 FIR template updated and available for download from MMAH, by May 2022. Municipalities can benefit from this option as this simplifies the completion of the FIR for municipalities and helps reduce the reporting burden.

## **Other Property Tax Decisions**

### *Municipal Property Tax Flexibility – Levy Restriction*

Municipalities with property classes subject to the levy restriction will continue to have the flexibility to apply a municipal tax increase to those classes of up to 50 per cent of any increase applied to the residential class. For instance, a municipality levying a 2 per cent increase in residential taxes could raise taxes on any restricted class by up to 1 per cent. A full levy restriction applies to multi-residential properties with a tax ratio greater than 2.0 in 2021.

### *New Construction Classes for Education Property Tax Purposes*

As a result of the 2021 BET rate reduction, which lowered rates below the previous new construction BET rates, the new construction property classes implemented for education tax purposes (properties with RTC codes of X, Y, Z and K) are no longer differentiated from the main business properties classes. To simplify and streamline the property tax system, properties in these classes will be returned to their respective main property classes. To ensure a smooth transition, this roll over will be reflected in the December 2022 Property Assessment Roll for the 2023 taxation year. This change would have no impact on property taxes paid by businesses.

If you have any questions related to these decisions, please contact Chris Broughton, Director of the Property Tax Policy Branch at [Chris.Broughton@ontario.ca](mailto:Chris.Broughton@ontario.ca) or 416-455-6307.

Sincerely,

*Original signed by*

Allan Doheny  
Assistant Deputy Minister  
Provincial-Local Finance Division

## Report to Corporate Services Committee

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

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

**Subject:** 2021 Compliance Report in Accordance with the Procurement of Goods and Services Policy

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports,

- a. As per the Procurement of Goods and Services Policy, Section 8.11 (c), an annual report of total payments where a supplier has invoiced the City a cumulative total value of \$100,000 or more in a calendar year, **BE RECEIVED** for information, attached as Appendix “A”.
- b. The administrative contract awards for Professional Consulting Services with an aggregate total greater than \$100,000, as per Section 15.1 (g) of the Procurement of Goods and Services Policy, decentralized from Purchasing and Supply that have been reported to the Manager of Purchasing and Supply and have been reviewed for compliance to the Procurement of Goods and Services Policy, **BE RECEIVED** for information, attached as Appendix “B”.
- c. The list of administrative contract awards for Tenders with a value up to \$3,000,000 that do not have an irregular result, as per Section 13.2 (c) of the Procurement of Goods and Services Policy, **BE RECEIVED** for information, attached as Appendix “C”.
- d. The City Treasurer, or delegate, **BE DELEGATED** authority to, at any time, refer questions concerning compliance with the Procurement of Goods and Services Policy to the City’s internal auditor. The City Treasurer, or delegate, is hereby further authorized to ratify and confirm completed awards or purchases between \$15,000 and \$50,000 where the City Treasurer or delegate is of the opinion that the awards or purchases were in the best interests of the Corporation.

## Executive Summary

The purpose of this report is to fulfil the Procurement of Goods and Services Policy annual reporting mandate as set out in section 8.11, in keeping with the policy’s goals and objectives of transparency, fairness and competitiveness. This section highlights payments made to suppliers in aggregate greater than \$100,000, professional consulting services awarded administratively greater than \$100,000, administratively awarded tenders less than \$3,000,000, and a review of purchases between \$15,000 and \$50,000 without a purchase order.

## Linkage to the Corporate Strategic Plan

Council’s 2019 – 2023 Strategic Plan for the City of London identifies “Leading in Public Service” as one of five strategic areas of focus. The 2021 Compliance Report in Accordance with the Procurement of Goods and Services Policy supports this strategic area of focus by contributing towards the strategic priority to improve accountability and transparency.

# Analysis

## 1.0 Background Information

### 1.1 Overview

In accordance with *Municipal Act, 2001*, section 270 (1), a municipality shall adopt and maintain policies, one of which is with respect to its procurement of goods and services. The Procurement of Goods and Services Policy, as approved through Municipal By-Law A.-6151(ae)-59 outlines the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London.

In accordance with section 8.11 (a), Deputy City Managers are required to submit an informational report no later than March 1st to the Manager of Purchasing and Supply containing the details of the informal quotation contract awards made under Section 8.5 (c) (i). Further administrative contract awards made in their area to any Professional Consulting Service firms made under Section 8.5 (c) (ii) with an aggregate total greater than \$100,000 in their respective Service Areas were also submitted to the Manager of Purchasing and Supply.

The Procurement of Goods and Services Policy (current revision dated February 15, 2022) identifies authorization thresholds, approval authority, and the associated Procurement policy section as per Schedule “A” of the policy, which is shown in the attached Appendix “D”.

### 1.2 Previous Reports Related to this Matter

Corporate Services Committee, November 22, 2021, Consent Item 2.3, City of London Procurement Process Assessment Review

Corporate Services Committee, March 29, 2021, Consent Item 2.1, 2020 Compliance Report in Accordance with the Procurement of Goods and Services Policy.

Corporate Services Committee, April 14, 2020, Consent Item 2.6, 2019 Compliance Report in Accordance with the Procurement of Goods and Services Policy.

Corporate Services Committee, September 24, 2019, Consent Item 2.3, Procurement of Goods and Services Policy Revisions.

Corporate Services Committee, April 16, 2019, Consent Item 2.3, Compliance Report in Accordance with the Procurement of Goods and Services Policy.

## 2.0 Discussion and Considerations

### 2.1 Total Payments Where a Supplier Invoiced More Than \$100,000 in 2021

For information purposes, section 8.11(c) of the Procurement of Goods and Services Policy requires that an annual report of total payments by supplier (Appendix “A”) is provided to identify where a supplier has invoiced the City a cumulative total value of \$100,000 or more in a calendar year. In 2021, the number of suppliers who invoiced the City an accumulative value of \$100,000 or more was 482 (2020 – 493) a decrease of eleven (11) suppliers. This appendix includes total amounts paid by the City during 2021, sorted alphabetically by supplier. This reporting requirement pre-dates the much more thorough annual compliance reporting that has been provided to Council since 2010.

a

### 2.2 Administratively Awarded Professional Consulting Services

The decentralized, administratively awarded Professional Consulting Service contracts

that are aggregately greater than \$100,000 as per Section 15.1 (g) appear in Appendix “B”. These awards were made in compliance with the Procurement of Goods and Services Policy. In 2021, there were 16 professional consulting firms with aggregate contracts greater than \$100,000 that were administratively awarded (2020 - 9).

### **2.3 Administratively Awarded Tenders**

Administratively Awarded Tenders with a value up to \$3,000,000 as per Section 13.2 (c) that do not have an irregular result are shown in the attached Appendix “C”. In 2021, there were eighty-two (82) administratively awarded tenders. When irregular results arise during the procurement process, those procurements follow Section 8.10 of the Procurement of Goods and Services Policy. In the fall of 2018, Deloitte, through their internal audit of the Procurement Process, identified that this process was a key strength at the City, and is “effective and efficient and aligned with other local government procurement requirements.”

### **2.4 Purchases Between \$15,000 and \$50,000 Methodology**

The data for 2021 purchases between \$15,000 and \$50,000 was directly extracted from the accounting system for items that did not have Purchase Orders. This has been reviewed by the Manager of Purchasing and Supply for compliance to the Procurement of Goods and Services Policy. There were some minor items identified as a result of the annual review. All of these issues have been reviewed by the client Service Areas for root cause analysis, and corrective actions are being implemented by the respective Deputy City Manager/Managing Directors.

Specifics of the issues have been communicated in each area and additional training has been provided, which will prevent future re-occurrences. The City Treasurer or delegate will be able to identify and authorize any purchases that meet these criteria and can act on any items that may require internal audit attention.

### **2.5 Procurement Controls**

The Procurement Process is controlled at every step, beginning with monetary spending limits, authorized documentation to commence procurement and clear processes for soliciting bids at various authorization limits. Awards are clearly documented both administratively and by City Council. The process is documented and subject to audit. Furthermore, in 2018 the City implemented eProcurement which further “error-proofs” the bidding process and provides a digital audit trail that also further improves efficiency and effectiveness of resources while standardizing our processes. This new digital business platform continues to be very successful, especially with remote working during the Pandemic. This has further reduced the reliance on paper files and advanced future process improvements, such as exploring and implementing digital signatures for certain documents.

This annual report provides an in-depth review of various types of procurement and spending levels. It is a continuous improvement tool designed to demonstrate the City’s Mission for transparency, fairness, and competitiveness in public procurement.

### **2.6 Continuous Improvement**

Civic Administration will continue to review the existing policy in the context of the recommendations made through our annual review process and through the ever-evolving public procurement landscape. Any further improvements to enhance the policy will be brought forward as they are identified. During the summer of 2021, Ernst & Young performed a Process Review including a Spend Analysis at the City of London. As part of that analysis, they identified that many of our practises are consistent with other municipalities highlighting that our continuous improvements have been beneficial to improve efficiencies and standardization in the procurement process while being customer service focused.

Further, in reviewing the Collingwood Judicial Inquiry from November 2020, one of the recommendations of the report was the importance of regular and comprehensive training of stakeholders (City staff, elected officials, suppliers) on the Procurement of Goods and Services By-law. As such, Civic Administration has prioritized resources to further focus on staff training and increase awareness of the City's Procurement of Goods and Services Policy in an 'Enterprise Wide' approach. This includes developing audience focused training guides, education, and one on one sessions.

## **2.7 Scope of Responsibility**

This review is limited to the City of London only and does not include Agencies, Boards and Commissions procurement.

## **Conclusion**

In accordance with the requirements in section 8.11 of the City of London's Procurement of Goods and Services Policy, this report confirms the completion of an annual review process for compliance with this policy, supporting the objective of transparency. Further this report highlights the steps taken to continually look for opportunities for improvement.

**Submitted by:**                      **John Freeman, CSCMP, LSSGB  
Manager, Purchasing and Supply**

**Concurred by:**                      **Ian Collins, CPA, CMA  
Director, Financial Services**

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

## **Attachments**

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
11662333 CANADA SOCIETY - IMPACT LONDON	\$ 1,694,063.56	\$ 677,521.12	\$ 1,016,542.44
1724830 ONTARIO INC. O/A FLANDSCAPE	\$ 173,582.43	\$ 121,626.45	\$ 51,955.98
1926705 ONTARIO INC O/A AAR-CON	\$ 446,946.07	\$ 1,122,206.57	\$ (675,260.50)
2162538 ONTARIO INC.	\$ 439,639.62	\$ 2,631.60	\$ 437,008.02
2219008 ONTARIO LIMITED	\$ 295,226.77	\$ 367,768.00	\$ (72,541.23)
2376378 ONTARIO CORP.	\$ 6,587,447.35	\$ 8,981,568.66	\$ (2,394,121.31)
2380560 ONTARIO INC.	\$ 503,254.06	\$ 63,548.26	\$ 439,705.80
2553164 ONTARIO INC. O/A WINMAR LONDON	\$ 100,606.88	\$ -	\$ 100,606.88
2726136 ONTARIO INC.	\$ 232,619.58	\$ -	\$ 232,619.58
291 CONSTRUCTION LTD.	\$ 570,008.94	\$ 3,232,772.44	\$ (2,662,763.50)
370 WHARNCLIFFE INC.	\$ 221,563.10	\$ 226,720.04	\$ (5,156.94)
390 BURWELL ST./HOMES UNLIMITED(LONDON)	\$ 131,659.00	\$ 129,880.00	\$ 1,779.00
400 LYLE STREET HOLDINGS LIMITED	\$ 862,388.18	\$ -	\$ 862,388.18
4M SERVICES	\$ 220,352.26	\$ 257,142.80	\$ (36,790.54)
50 PLUS HOUSING CO-OPERATIVE	\$ 174,022.00	\$ 199,603.00	\$ (25,581.00)
5016029 ONTARIO INC.	\$ 202,032.00	\$ 197,712.00	\$ 4,320.00
785 WONDERLAND ROAD INC.	\$ 524,396.22	\$ 521,565.58	\$ 2,830.64
874672 ONTARIO LTD O/A MAPLE CITY	\$ 202,864.39	\$ 250,492.24	\$ (47,627.85)
A.J. STONE COMPANY LIMITED	\$ 118,913.80	\$ 69,101.44	\$ 49,812.36
A+LINK ARCHITECTURE INC.	\$ 138,455.66	\$ 189,533.23	\$ (51,077.57)
AAROC AGGREGATES	\$ 467,509.34	\$ 235,523.52	\$ 231,985.82
ACCELA STAFF INC.	\$ 430,780.52	\$ -	\$ 430,780.52
ACCEO SOLUTIONS INC. (GTECHNA)	\$ 124,519.07	\$ 86,900.90	\$ 37,618.17
ACCERTACLAIM SERVICORP INC.	\$ 477,901.43	\$ 529,462.65	\$ (51,561.22)
ACCESS 2 NETWORKS INC.	\$ 149,234.36	\$ 149,230.91	\$ 3.45
ACCESS INFORMATION MANAGEMENT OF CANADA	\$ 136,049.09	\$ 120,340.61	\$ 15,708.48
ACCURATUS DESIGN & BUILD INC.	\$ 517,349.72	\$ 169,381.53	\$ 347,968.19
ACE OF SPADES TREE SERVICE	\$ 195,541.10	\$ 147,165.02	\$ 48,376.08
ACORN CHRISTIAN DAY CARE	\$ 362,743.41	\$ 261,593.51	\$ 101,149.90
ACROSS LANGUAGES	\$ 138,246.45	\$ 178,352.58	\$ (40,106.13)
ADDICTION SERVICES OF THAMES VALLEY	\$ 861,880.83	\$ 573,404.67	\$ 288,476.16
ADELAIDE NORTH DEVELOPMENTS INC.	\$ 154,419.48	\$ 154,419.48	\$ -
ADLEVERAGE.CA INC.	\$ 119,248.09	\$ 27,966.07	\$ 91,282.02
AECOM CANADA LTD.	\$ 6,423,877.22	\$ 6,032,068.50	\$ 391,808.72
ALICE SADDY ASSOCIATION	\$ 292,740.09	\$ 271,508.89	\$ 21,231.20
ALL PRO MOBILE PRESSURE WASH LTD.	\$ 183,697.53	\$ 79,935.26	\$ 103,762.27
ALL SEASON EXCAVATING	\$ 636,455.05	\$ 2,524,959.80	\$ (1,888,504.75)
ALL TERRAIN PROPERTY MAINTENANCE INC.	\$ 278,437.16	\$ 108,409.28	\$ 170,027.88
ALLURE HOTEL & SUITES	\$ 210,078.82	\$ -	\$ 210,078.82
ALTAQWA ACADEMY FOUNDATION	\$ 1,262,577.97	\$ 891,512.71	\$ 371,065.26
AMERESCO CANADA INC.	\$ 221,698.09	\$ 858,607.78	\$ (636,909.69)
AMG ENVIRONMENTAL	\$ 124,588.15	\$ 56,036.70	\$ 68,551.45
AMICO INFRASTRUCTURES (OXFORD) INC.	\$ 409,717.40	\$ 4,681,765.84	\$ (4,272,048.44)
ANDREWS INFRASTRUCTURE	\$ 123,150.11	\$ 103,564.50	\$ 19,585.61
ANOVA	\$ 599,073.00	\$ 516,254.00	\$ 82,819.00
APPLEWOOD DEVELOPMENTS (LONDON) INC.	\$ 105,644.00	\$ -	\$ 105,644.00
AQUAREHAB SERVICES (CANADA) INC.	\$ 129,306.48	\$ 1,642,744.77	\$ (1,513,438.29)
AQUICON CONSTRUCTION CO. LTD.	\$ 208,526.01	\$ 75,610.13	\$ 132,915.88
ARBOUR GLEN DAY NURSERY	\$ 490,251.44	\$ 354,971.11	\$ 135,280.33
ARCHIBALD GRAY & MCKAY ENGINEERING LTD.	\$ 1,163,779.72	\$ 1,684,367.22	\$ (520,587.50)
ARGYLE MANOR CORPORATION	\$ 179,791.00	\$ 215,884.00	\$ (36,093.00)
ARJO CANADA INC.	\$ 116,497.02	\$ 122,749.28	\$ (6,252.26)
ARK AID STREET MISSION INC.	\$ 1,352,347.83	\$ 708,888.00	\$ 643,459.83
ARTISAN CO-OPERATIVE HOMES INC.	\$ 257,944.00	\$ 254,994.00	\$ 2,950.00
AT^LOHSA NATIVE FAMILY HEALING SERV.	\$ 1,775,621.00	\$ 1,164,709.24	\$ 610,911.76
AUTOFORM CONTRACTING LONDON LTD.	\$ 516,231.90	\$ 266,654.61	\$ 249,577.29
AVENT TECHNICAL GROUP LTD.	\$ 168,016.74	\$ 355,801.31	\$ (187,784.57)
AXON PUBLIC SAFETY CANADA INC. (TASER)	\$ 190,282.96	\$ -	\$ 190,282.96
AZUL TRUCKING INCORPORATED	\$ 104,810.51	\$ 134,126.24	\$ (29,315.73)
B & A DAVIES PAVING & CONSTRUCTION INC.	\$ 622,883.45	\$ 624,302.24	\$ (1,418.79)
B.E. ENTERPRISES	\$ 100,683.00	\$ 72,207.00	\$ 28,476.00
BADGER DAYLIGHTING LP	\$ 301,888.33	\$ 95,743.48	\$ 206,144.85
BEARCOM CANADA CORP.	\$ 262,118.63	\$ 1,872,370.04	\$ (1,610,251.41)
BEARSS GROUND MAINTENANCE	\$ 209,925.76	\$ 128,421.37	\$ 81,504.39
BELL CANADA	\$ 2,018,819.58	\$ 1,427,971.21	\$ 590,848.37
BENNETT FLEET LEASING LIMITED	\$ 1,124,846.17	\$ 587,764.10	\$ 537,082.07
BESTERD MECHANICAL	\$ 309,061.97	\$ 220,430.85	\$ 88,631.12
BETHANY CHRISTIAN RESIDENCES	\$ 232,298.00	\$ 230,707.00	\$ 1,591.00
BLACK & MCDONALD LIMITED	\$ 583,652.44	\$ -	\$ 583,652.44
BLOSSOMS EARLY CHILDHOOD EDUCATION CTR.	\$ 1,466,517.36	\$ 1,301,808.75	\$ 164,708.61
BLUE-CON CONSTRUCTION	\$ 345,815.62	\$ 720,610.08	\$ (374,794.46)
BONAVENTURE PLACE HOUSING	\$ 551,498.68	\$ 349,507.45	\$ 201,991.23

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
BOYS & GIRLS CLUB OF LONDON	\$ 470,236.81	\$ 492,110.99	\$ (21,874.18)
BP CANADA ENERGY GROUP ULC	\$ 1,093,674.53	\$ 121,050.90	\$ 972,623.63
BRANDT TRACTOR LTD.	\$ 270,919.23	\$ 239,444.05	\$ 31,475.18
BRE-EX CONSTRUCTION	\$ 27,162,960.45	\$ 21,979,465.03	\$ 5,183,495.42
BRENT-REG CONSTRUCTION INC.	\$ 372,468.36	\$ 391,348.38	\$ (18,880.02)
BRIDGE END HOUSING CO-OPERATIVE	\$ 389,180.00	\$ 350,451.00	\$ 38,729.00
BRIGHT BEGINNINGS EARLY CHILDHOOD	\$ 402,804.78	\$ 308,224.10	\$ 94,580.68
BROADNET TELECOM INC.	\$ 1,097,819.68	\$ -	\$ 1,097,819.68
BUDGET ENVIRONMENTAL DISPOSAL INC.	\$ 331,293.40	\$ 55,797.90	\$ 275,495.50
C3 WATER INC.	\$ 219,358.95	\$ -	\$ 219,358.95
CALLON DIETZ INCORPORATED	\$ 342,913.95	\$ 75,766.50	\$ 267,147.45
CALYTERA SOFTWARE, INC.	\$ 155,540.15	\$ 162,123.47	\$ (6,583.32)
CANADA POST CORPORATION	\$ 491,708.68	\$ 507,475.69	\$ (15,767.01)
CANADIAN MENTAL HEALTH ASSOC. MIDDLESEX	\$ 270,241.55	\$ 128,542.26	\$ 141,699.29
CANADIAN NATIONAL RAILWAY	\$ 426,795.42	\$ 498,295.27	\$ (71,499.85)
CANADIAN PACIFIC (NON-FREIGHT)	\$ 2,404,272.99	\$ 208,693.30	\$ 2,195,579.69
CAPREIT LIMITED PARTNERSHIP	\$ 271,682.57	\$ 216,699.43	\$ 54,983.14
CARDINAL HEALTH CANADA	\$ 509,612.65	\$ 400,878.04	\$ 108,734.61
CARREFOUR COMMUNAUTAIRE FRANCOPHONE	\$ 799,715.66	\$ 675,457.00	\$ 124,258.66
CARRIER TRUCK CENTERS	\$ 446,279.30	\$ 443,354.94	\$ 2,924.36
CASSIDY CONSTRUCTION LONDON LTD.	\$ 3,465,021.81	\$ 3,754,146.53	\$ (289,124.72)
CBI HOME HEALTH	\$ 108,183.10	\$ 140,631.25	\$ (32,448.15)
CBM READY MIX DIVISION	\$ 291,592.74	\$ 112,378.90	\$ 179,213.84
CDW CANADA CORP.	\$ 2,198,379.61	\$ 1,859,020.93	\$ 339,358.68
CH2M HILL CANADA LIMITED	\$ 1,388,318.61	\$ 386,172.95	\$ 1,002,145.66
CHECKERS MARKETING INC O/A CHECKERS	\$ 144,540.38	\$ 212,587.60	\$ (68,047.22)
CHELSEA GREEN CHILDRENS CENTRE INC.	\$ 1,207,615.57	\$ 1,145,597.14	\$ 62,018.43
CHELSEA GREEN SOCIETY "ACRES"	\$ 593,759.00	\$ 646,221.00	\$ (52,462.00)
CHESHIRE HOMES OF LONDON INC.	\$ 321,006.48	\$ 402,369.60	\$ (81,363.12)
CHILDREACH CENTRE	\$ 864,207.00	\$ 1,396,236.50	\$ (532,029.50)
CHILDREN'S PLACE	\$ 187,697.72	\$ 118,968.54	\$ 68,729.18
CIMCO REFRIGERATION	\$ 1,218,730.34	\$ 1,290,574.71	\$ (71,844.37)
CIMSOFTE CORP, O/A WONDERWARE CANADA EAST	\$ 105,920.09	\$ 114,045.94	\$ (8,125.85)
CISCO SYSTEMS CAPITAL CANADA CO.	\$ 597,996.52	\$ 597,996.52	\$ -
CITI PLAZA LONDON INC.	\$ 1,967,859.65	\$ 1,423,202.37	\$ 544,657.28
CITY OF ST. THOMAS	\$ 363,040.51	\$ 186,148.79	\$ 176,891.72
CLARK MULTI-TRADE CONTRACTORS INC.	\$ 197,859.46	\$ 398,381.06	\$ (200,521.60)
CLASSIC DISPLAYS	\$ 117,895.16	\$ 75,688.16	\$ 42,207.00
CLV GROUP	\$ 115,938.86	\$ 26,558.70	\$ 89,380.16
CMHA ELGIN-MIDDLESEX	\$ 1,013,921.06	\$ 562,117.51	\$ 451,803.55
COCO PAVING INC.	\$ 2,523,295.17	\$ 1,319,286.91	\$ 1,204,008.26
COLE ENGINEERING GROUP LTD.	\$ 174,853.94	\$ 59,277.93	\$ 115,576.01
COLUMBUS NON-PROFIT HOUSING	\$ 156,308.00	\$ 116,931.00	\$ 39,377.00
COMCOR ENVIRONMENTAL LIMITED	\$ 272,849.53	\$ 189,081.46	\$ 83,768.07
COMPUCOM CANADA CO.	\$ 798,290.00	\$ 997,841.89	\$ (199,551.89)
CONTINENTAL TIRE CANADA, INC.	\$ 120,806.43	\$ 152,802.31	\$ (31,995.88)
CORLON PROPERTIES INC.	\$ 325,670.76	\$ -	\$ 325,670.76
COUNCIL OF LIFT NON-PROFIT HOUSING CORP.	\$ 149,719.59	\$ 99,252.24	\$ 50,467.35
COUNTRY SPIRIT CO-OP HOMES OF LONDON	\$ 419,149.00	\$ 394,399.00	\$ 24,750.00
COURTESY, FORD, LINCOLN	\$ 302,244.83	\$ 402,277.10	\$ (100,032.27)
CREDIT BUREAU SERVICES OF CANADA	\$ 100,551.09	\$ 33,529.42	\$ 67,021.67
CROUCH NEIGHBOURHOOD RESOURCE	\$ 112,218.67	\$ 168,298.37	\$ (56,079.70)
CSL GROUP LTD.	\$ 190,867.73	\$ -	\$ 190,867.73
CTM EXCAVATING INC	\$ 635,518.25	\$ 368,254.59	\$ 267,263.66
CUBEX LIMITED	\$ 411,247.97	\$ 437,197.00	\$ (25,949.03)
CUSHMAN & WAKEFIELD ASSET SERVICES ULC	\$ 445,088.44	\$ 462,589.42	\$ (17,500.98)
D K EQUIPMENT LIMITED	\$ 522,845.35	\$ 298,328.35	\$ 224,517.00
DAVEY TREE EXPERT CO. OF CANADA LTD.	\$ 2,396,007.43	\$ 2,484,565.03	\$ (88,557.60)
DAYA COUNSELLING CENTRE	\$ 177,285.53	\$ 225,354.50	\$ (48,068.97)
DELL CANADA INC.	\$ 131,205.97	\$ 724,249.64	\$ (593,043.67)
DELOITTE LLP	\$ 181,274.48	\$ 177,096.64	\$ 4,177.84
DELTA PLACE CO-OPERATIVE HOMES OF LONDON	\$ 333,535.00	\$ 333,232.00	\$ 303.00
DEMAR AGGREGATES INC.	\$ 394,231.52	\$ 204,163.81	\$ 190,067.71
DESKLINX INC.	\$ 249,320.99	\$ 204,775.72	\$ 44,545.27
DEVELOPMENT ENGINEERING (LONDON) LTD.	\$ 409,127.99	\$ 368,250.11	\$ 40,877.88
DIAMOND CANADA YORK INC.	\$ 1,082,988.73	\$ 1,053,428.15	\$ 29,560.58
DIELCO INDUSTRIAL CONTRACTORS	\$ 159,939.60	\$ 1,184,123.80	\$ (1,024,184.20)
DIRECTRIK INC.	\$ 124,125.85	\$ 61,812.91	\$ 62,312.94
DONALD JONES MGMT SERVICES INC.	\$ 376,441.46	\$ 497,528.59	\$ (121,087.13)
DOUG'S SNOWPLOWING & SANDING LTD.	\$ 273,647.39	\$ 260,074.60	\$ 13,572.79
DOWLER-KARN LIMITED	\$ 997,248.24	\$ 770,252.52	\$ 226,995.72
DOWNTOWN LONDON	\$ 143,873.22	\$ -	\$ 143,873.22

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
DREAM WEAVERS DAYCARE INC.	\$ 803,905.38	\$ 654,505.91	\$ 149,399.47
DREWLO HOLDINGS INC.	\$ 1,614,265.14	\$ 5,105,776.10	\$ (3,491,510.96)
DUDE SOLUTIONS CANADA INC.	\$ 132,898.20	\$ 4,422.10	\$ 128,476.10
DUFFERIN CONSTRUCTION COMPANY	\$ 7,177,421.84	\$ 5,943,325.43	\$ 1,234,096.41
DUNCOR ENTERPRISES INC.	\$ 159,973.48	\$ 151,612.74	\$ 8,360.74
DYNAMIX LONDON INC.	\$ 129,069.04	\$ 234,671.62	\$ (105,602.58)
EARTHSCAPE PLAY INC.	\$ 208,286.37	\$ 112,851.59	\$ 95,434.78
EASTCOURT MOTEL	\$ 250,408.00	\$ -	\$ 250,408.00
ECHIDNA CORPORATION	\$ 127,278.91	\$ 642,970.00	\$ (515,691.09)
ECLIPSE TECHNOLOGY	\$ 246,309.41	\$ 98,890.71	\$ 147,418.70
ECOSYSTEM RECOVERY INCORPORATED	\$ 687,552.83	\$ 415,353.53	\$ 272,199.30
ELANTIS SOLUTIONS INC.	\$ 132,300.00	\$ -	\$ 132,300.00
ELECTRICAL SAFETY AUTHORITY	\$ 108,277.46	\$ 105,627.46	\$ 2,650.00
ELGIN CONSTRUCTION COMPANY LIMITED	\$ 4,444,500.17	\$ 6,643,258.10	\$ (2,198,757.93)
ELGIN CONTRACTING AND RESTORATION LTD	\$ 1,292,058.40	\$ 160,133.19	\$ 1,131,925.21
ELLISDON CORPORATION	\$ 120,684.00	\$ 790,246.02	\$ (669,562.02)
EMCO CORPORATION	\$ 2,164,979.17	\$ 2,054,853.27	\$ 110,125.90
ENBRIDGE GAS INC. (UNION GAS)	\$ 1,051,465.13	\$ 645,368.38	\$ 406,096.75
ENTERPRISE RENT-A-CAR CANADA COMPANY	\$ 235,365.00	\$ 283,517.00	\$ (48,152.00)
ENVIROSYSTEMS INCORPORATED	\$ 226,292.67	\$ 217,292.22	\$ 9,000.45
ERNST & YOUNG LLP	\$ 192,100.00	\$ -	\$ 192,100.00
ERTH HOLDINGS INC.	\$ 602,484.75	\$ 1,604,033.02	\$ (1,001,548.27)
ESRI CANADA LIMITED	\$ 821,117.33	\$ 750,931.62	\$ 70,185.71
EVANS UTILITY AND MUNICIPAL	\$ 188,078.06	\$ 255,631.42	\$ (67,553.36)
EVOQUA WATER TECHNOLOGIES LTD.	\$ 169,478.28	\$ 170,037.23	\$ (558.95)
EXP SERVICES INC.	\$ 379,607.26	\$ 191,179.15	\$ 188,428.11
FAITH DAY NURSERY	\$ 395,435.23	\$ 244,042.11	\$ 151,393.12
FANSHAWE COLLEGE OF APPLIED ARTS	\$ 1,302,060.50	\$ 1,392,070.92	\$ (90,010.42)
FARHI HOLDINGS CORPORATION	\$ 481,240.42	\$ 481,532.28	\$ (291.86)
FASTENAL CANADA	\$ 119,636.14	\$ 90,438.09	\$ 29,198.05
FEDERATION OF CANADIAN MUNICIPALITIES	\$ 185,961.58	\$ 88,273.44	\$ 97,688.14
FER-PAL CONSTRUCTION LTD.	\$ 6,564,031.71	\$ 6,835,240.84	\$ (271,209.13)
FERRARI CONCRETE	\$ 543,636.97	\$ 487,909.66	\$ 55,727.31
FLEET - FCA CANADA INC.	\$ 994,642.95	\$ 83,417.73	\$ 911,225.22
FLOTTWEG SEPARATION TECHNOLOGY	\$ 131,553.84	\$ -	\$ 131,553.84
FOREST CITY FIRE PROTECTION LTD.	\$ 152,676.95	\$ 60,565.16	\$ 92,111.79
FOREST QUARTER FAMILY RESIDENCES INC.	\$ 443,812.79	\$ 283,975.00	\$ 159,837.79
FORTRAN TRAFFIC SYSTEMS LIMITED	\$ 944,692.72	\$ 1,288,710.54	\$ (344,017.82)
FOXWOOD DEVELOPMENTS (LONDON) INC.	\$ 249,927.67	\$ 1,153.15	\$ 248,774.52
FRANK AND GUS PIZZA INC.	\$ 1,964,406.63	\$ -	\$ 1,964,406.63
FRANK COWAN COMPANY LTD.	\$ 2,895,257.04	\$ 2,459,861.04	\$ 435,396.00
FRANK VAN BUSSEL AND SONS LIMITED	\$ 594,831.96	\$ 1,166,681.94	\$ (571,849.98)
FRF HYDRAULIC, INC.	\$ 501,237.72	\$ -	\$ 501,237.72
FRONTLINE OUTFITTERS	\$ 153,752.93	\$ 113,176.20	\$ 40,576.73
GARDAWORLD (GARDA CANADA SECURITY CORP)	\$ 2,466,568.61	\$ 1,708,913.12	\$ 757,655.49
GDI SERVICES (CANADA) LP	\$ 577,780.96	\$ 574,709.38	\$ 3,071.58
GENCARE SERVICES LTD.	\$ 109,365.85	\$ 91,797.81	\$ 17,568.04
GENERAL MOTORS OF CANADA COMPANY	\$ 260,692.13	\$ 375,602.96	\$ (114,910.83)
GENESIS (LONDON) HOUSING CO-OP. INC.	\$ 524,676.00	\$ 502,030.00	\$ 22,646.00
GEORGES FINE FOOD LTD.	\$ 533,928.00	\$ 533,637.00	\$ 291.00
GERRY'S TRUCK CENTRE LTD.	\$ 149,931.40	\$ 175,781.59	\$ (25,850.19)
GHD LIMITED	\$ 270,469.29	\$ 875,564.98	\$ (605,095.69)
GILZEAN'S CREEK HOUSING CO-OPERATIVE INC	\$ 199,482.00	\$ 145,754.00	\$ 53,728.00
GLENCOE DISTRICT LIONS NON-PROFIT	\$ 127,891.00	\$ 107,392.00	\$ 20,499.00
GLOBAL CATHODIC PROTECTION INC.	\$ 1,231,882.58	\$ 491,705.01	\$ 740,177.57
GM BLUEPLAN ENGINEERING LIMITED	\$ 317,465.89	\$ 405,763.34	\$ (88,297.45)
GOLDER ASSOCIATES LTD.	\$ 472,568.10	\$ 749,406.30	\$ (276,838.20)
GOOD NEWS COMMUNITY HOMES	\$ 315,983.00	\$ 278,668.00	\$ 37,315.00
GOODWILL INDUSTRIES ONTARIO GREAT LAKES	\$ 699,215.80	\$ 1,063,470.56	\$ (364,254.76)
GRACEVIEW ENTERPRISES INC.	\$ 685,576.08	\$ 3,296,577.13	\$ (2,611,001.05)
GRAND AVENUE CHILDRENS CENTRE	\$ 343,595.93	\$ 219,571.77	\$ 124,024.16
GREAT LAKES TRUCK LEASING & SERVICE LTD	\$ 109,117.32	\$ -	\$ 109,117.32
GREENGATE VILLAGE LIMITED	\$ 429,452.00	\$ -	\$ 429,452.00
G-TEL (DIV. OF 1010360 ONTARIO INC)	\$ 1,390,397.03	\$ 1,082,790.49	\$ 307,606.54
GUELPH TOYOTA	\$ 323,747.40	\$ 191,774.32	\$ 131,973.08
GUILD ELECTRIC LIMITED	\$ 2,296,515.67	\$ 2,817,928.26	\$ (521,412.59)
GUILLEVIN INTERNATIONAL CIE./CO.	\$ 509,709.71	\$ 699,425.28	\$ (189,715.57)
H & N ROOFING & SHEET METAL LIMITED	\$ 1,228,655.53	\$ 589,047.88	\$ 639,607.65
H.I.R.A. LIMITED	\$ 112,335.25	\$ 410,861.55	\$ (298,526.30)
HARRIS CANADA SYSTEMS, INC.	\$ 811,955.55	\$ 264,929.09	\$ 547,026.46
HAYMAN CONSTRUCTION INC.	\$ 1,887,570.02	\$ 3,602,617.40	\$ (1,715,047.38)
HELIX COURIER LIMITED	\$ 125,126.14	\$ 131,285.76	\$ (6,159.62)

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
HEWLETT-PACKARD FINANCIAL SERVICES	\$ 345,996.62	\$ 584,335.99	\$ (238,339.37)
HIGHBURY FORD	\$ 171,645.89	\$ 141,929.59	\$ 29,716.30
HOLIDAY INN EXPRESS HOTEL & SUITES	\$ 230,612.63	\$ 472,118.20	\$ (241,505.57)
HOMES UNLIMITED (LONDON) INC (NELSON PL)	\$ 185,484.00	\$ 185,203.00	\$ 281.00
HOMESTEAD LAND HOLDINGS LIMITED	\$ 285,815.98	\$ 4,212.00	\$ 281,603.98
HOPE-SELKIN	\$ 721,108.84		
HOT, COLD & FREEZING LTD.	\$ 186,753.29	\$ 196,175.84	\$ (9,422.55)
HSC INSURANCE	\$ 710,966.54	\$ 645,479.49	\$ 65,487.05
HURON PINES HOUSING CO-OP INC.	\$ 121,856.00	\$ 91,080.00	\$ 30,776.00
HURON TRACTOR LTD.	\$ 146,841.05	\$ 109,060.85	\$ 37,780.20
HURRICANE SMS INC.	\$ 248,507.93	\$ 815,332.22	\$ (566,824.29)
HYDE PARK EQUIPMENT LIMITED	\$ 281,479.42	\$ 446,488.30	\$ (165,008.88)
HYDRO ONE NETWORKS INC.	\$ 502,697.75	\$ 554,225.29	\$ (51,527.54)
IBI GROUP	\$ 839,302.62	\$ 623,455.96	\$ 215,846.66
IMPERIAL PARKING CANADA CORPORATION	\$ 351,557.76	\$ 446,050.63	\$ (94,492.87)
INNOTEX INC.	\$ 141,648.05	\$ 65,620.73	\$ 76,027.32
INSITUFORM TECHNOLOGIES LTD	\$ 4,391,716.96	\$ 4,412,422.68	\$ (20,705.72)
INTER FAITH HOMES (LONDON) CORPORATION	\$ 590,125.00	\$ 389,069.00	\$ 201,056.00
INTERGRAPH CANADA LTD DBA HEXAGON	\$ 264,284.80	\$ 135,553.68	\$ 128,731.12
ISA CYBERSECURITY INC.	\$ 189,148.20	\$ 175,119.42	\$ 14,028.78
J.L. RICHARDS & ASSOCIATES LIMITED	\$ 124,001.28	\$ -	\$ 124,001.28
J.M.R. ELECTRIC LIMITED	\$ 3,624,033.62	\$ 7,414,509.94	\$ (3,790,476.32)
J-AAR EXCAVATING LIMITED	\$ 16,549,059.10	\$ 17,384,365.49	\$ (835,306.39)
JBL CONSTRUCTION(DIV OF 1644472 ONT LTD)	\$ 2,889,275.41	\$ 1,963,401.99	\$ 925,873.42
JOBI CONSTRUCTION LTD.	\$ 567,710.78	\$ -	\$ 567,710.78
K+S WINDSOR SALT LTD.	\$ 2,108,925.37	\$ 3,347,916.31	\$ (1,238,990.94)
KAMARAH TREE FARMS LTD.	\$ 2,157,833.88	\$ 1,633,296.17	\$ 524,537.71
KANGAROO'S POUCH DAY CARE INC.	\$ 304,998.66	\$ 125,559.05	\$ 179,439.61
KELLER ROOFING & SHEET METAL INC.	\$ 162,889.51	\$ -	\$ 162,889.51
KEMIRA WATER SOLUTION CANADA INC.	\$ 1,386,130.59	\$ 1,362,533.31	\$ 23,597.28
KEN GROVER TRUCKING LIMITED	\$ 1,035,014.48	\$ 454,037.96	\$ 580,976.52
KENWAVE SOLUTIONS INC.	\$ 297,541.93	\$ -	\$ 297,541.93
KEYLINE INDUSTRIAL LTD. (KEYLINE SAFETY)	\$ 106,600.51	\$ 65,353.38	\$ 41,247.13
KIDLOGIC LONDON INC.	\$ 1,448,380.26	\$ 1,168,885.21	\$ 279,495.05
KIDORABLE CHILD CARE CENTRE	\$ 459,742.87	\$ -	\$ 459,742.87
KIDS & COMPANY LTD.	\$ 712,445.25	\$ 716,707.75	\$ (4,262.50)
KIDZONE DAYCARE CENTRE	\$ 640,372.84	\$ 352,338.79	\$ 288,034.05
KINDERVILLE GAINSBOROUGH INC.	\$ 654,035.80	\$ 464,275.50	\$ 189,760.30
KINWELL PLACE NON-PROFIT HOUSING CORP.	\$ 271,977.00	\$ 258,954.00	\$ 13,023.00
KOVACS GROUP INC.	\$ 112,698.87	\$ 131,587.47	\$ (18,888.60)
KPMG LLP	\$ 211,920.20	\$ 150,572.50	\$ 61,347.70
KRONOS CANADIAN SYSTEMS INC.	\$ 271,554.70	\$ 272,188.67	\$ (633.97)
KWS ELECTRIC SERVICES INC.	\$ 2,124,984.18	\$ 1,966,187.66	\$ 158,796.52
L-82 CONSTRUCTION LTD.	\$ 17,591,957.55	\$ 19,322,409.63	\$ (1,730,452.08)
LA RIBAMBELLE PRESCOLAIRE, FRANCO-	\$ 1,089,368.05	\$ 1,037,051.76	\$ 52,316.29
LANGLEY UTILITIES CONTRACTING LTD.	\$ 2,482,605.46	\$ 3,007,621.83	\$ (525,016.37)
LARGNET - WESTERN UNIVERSITY	\$ 113,210.46	\$ 51,618.40	\$ 61,592.06
LATIN-AMERICAN/CANADIAN NON-PROFIT	\$ 463,668.00	\$ 450,854.00	\$ 12,814.00
LAWLOR & CO. (HAMILTON) LIMITED	\$ 187,708.27	\$ 203,238.89	\$ (15,530.62)
LEADS EMPLOYMENT SERVICES LONDON INC.	\$ 887,446.70	\$ 1,226,463.80	\$ (339,017.10)
LECRAM INC.	\$ 170,400.00	\$ -	\$ 170,400.00
LIAHN FARMS LIMITED	\$ 435,000.00	\$ -	\$ 435,000.00
LIFEMARK OCCUPATIONAL HEALTH AND	\$ 248,993.19	\$ 279,258.09	\$ (30,264.90)
LIFT NON-PROFIT HOUSING OF LONDON INC.	\$ 385,724.00	\$ 331,078.00	\$ 54,646.00
LIGHTNING EQUIPMENT SALES INC.	\$ 153,013.62	\$ 191,962.72	\$ (38,949.10)
LLOYD LIBKE LAW ENFORCEMENT SALES INC.	\$ 121,463.70	\$ 124,828.79	\$ (3,365.09)
LMK TECHNOLOGIES, LLC	\$ 106,753.89	\$ 136,721.08	\$ (29,967.19)
LONDON & MIDDLESEX HERITAGE MUSEUM	\$ 256,500.00	\$ 228,634.70	\$ 27,865.30
LONDON AFFORDABLE HOUSING FOUNDATION	\$ 104,736.00	\$ 104,969.00	\$ (233.00)
LONDON ANIMAL CARE CENTRE	\$ 1,820,887.80	\$ 1,735,169.34	\$ 85,718.46
LONDON ARTS COUNCIL	\$ 1,131,280.07	\$ 996,667.66	\$ 134,612.41
LONDON AUTOMATIC DOORS LTD.	\$ 194,053.29	\$ 150,776.28	\$ 43,277.01
LONDON BRIDGE CHILD CARE SERVICES	\$ 8,223,095.76	\$ 5,880,541.89	\$ 2,342,553.87
LONDON CARES HOMELESS RESPONSE SERVICES	\$ 3,750,474.64	\$ 2,696,425.69	\$ 1,054,048.95
LONDON CHILDREN'S CONNECTION INC.	\$ 11,333,509.01	\$ 10,582,982.12	\$ 750,526.89
LONDON COMMUNITY SMALL BUSINESS CENTRE	\$ 292,572.13	\$ 248,191.08	\$ 44,381.05
LONDON DISTRICT ENERGY LP	\$ 456,113.75	\$ 409,478.30	\$ 46,635.45
LONDON ENVIRONMENTAL NETWORK	\$ 184,622.85	\$ 153,312.60	\$ 31,310.25
LONDON EXTREME CLEAN	\$ 130,752.30	\$ 63,732.00	\$ 67,020.30
LONDON FRENCH DAYCARE CENTRE INC.	\$ 526,563.15	\$ 429,495.66	\$ 97,067.49
LONDON GATEWAY DEVELOPMENT CORP.	\$ 402,500.00	\$ -	\$ 402,500.00
LONDON HERITAGE COUNCIL	\$ 255,788.85	\$ 257,027.47	\$ (1,238.62)

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
LONDON HYDRO ELECTRIC COMMISSION	\$ 23,878,256.38	\$ 22,508,024.21	\$ 1,370,232.17
LONDON JEWISH FEDERATION	\$ 126,585.82	\$ 52,623.75	\$ 73,962.07
LONDON MULTICULTURAL RESIDENCES	\$ 736,858.14	\$ 341,247.00	\$ 395,611.14
LONDON POLONIA TOWERS INC -POLONIA TERR.	\$ 1,070,766.00	\$ 1,120,078.00	\$ (49,312.00)
LONDON REGIONAL CHILDRENS MUSEUM	\$ 873,117.97	\$ 869,314.81	\$ 3,803.16
LONDON SMILES DAYCARE SERVICES INC.	\$ 466,713.78	\$ 395,533.29	\$ 71,180.49
LONDON TOWN CO-OP HOMES INC.	\$ 425,085.00	\$ 447,719.00	\$ (22,634.00)
LONDON'S AIRPORT KIA	\$ 108,120.45	\$ 39.31	\$ 108,081.14
LOVERS ATWORK OFFICE FURNITURE	\$ 108,917.81	\$ 79,250.12	\$ 29,667.69
LPS EXCAVATING INC.	\$ 1,049,771.17	\$ 576,256.53	\$ 473,514.64
LUCAN COMMUNITY NON-PROFIT APT. CORP.	\$ 155,546.00	\$ 141,950.00	\$ 13,596.00
LUTHERAN INDEPENDENT LIVING (LONDON	\$ 188,283.00	\$ 200,846.00	\$ (12,563.00)
M & L SUPPLY FIRE & SAFETY	\$ 192,689.60	\$ 173,919.67	\$ 18,769.93
M. D. CHARLTON CO. LTD.	\$ 152,581.93	\$ 143,916.77	\$ 8,665.16
MACLENNAN JAUNKALNS MILLER ARCHITECTS	\$ 430,662.37	\$ 4,956.36	\$ 425,706.01
MARCONI NON-PROFIT HOUSING CORP.	\$ 608,638.00	\$ 684,352.00	\$ (75,714.00)
MATRIX SOLUTIONS INC.	\$ 194,360.94	\$ -	\$ 194,360.94
MAXQUIP INC.	\$ 111,010.91	\$ 39,475.45	\$ 71,535.46
MAY'S GROUP CA. INC.	\$ 127,804.12	\$ -	\$ 127,804.12
MCKELVEY CONTRACTING LIMITED	\$ 101,338.40	\$ 20,577.30	\$ 80,761.10
MCLEAN TAYLOR CONSTRUCTION LTD	\$ 4,281,282.26	\$ 3,976,738.29	\$ 304,543.97
MELBOURNE HOUSING CORPORATION	\$ 107,066.00	\$ 113,394.00	\$ (6,328.00)
MERRYMOUNT CHILDREN'S CENTRE	\$ 3,201,371.76	\$ 2,872,762.43	\$ 328,609.33
METROPOLITAN MAINTENANCE	\$ 603,409.27	\$ 406,424.84	\$ 196,984.43
MICROSOFT CANADA INC.	\$ 635,073.67	\$ 237,400.78	\$ 397,672.89
MIDDLESEX CONCRETE FORMING LTD.	\$ 153,304.54	\$ 58,087.84	\$ 95,216.70
MILLER WASTE SYSTEMS INC.	\$ 15,627,325.58	\$ 12,124,927.67	\$ 3,502,397.91
MINISTER OF FINANCE	\$ 2,570,657.59	\$ 2,018,385.57	\$ 552,272.02
MISSION SERVICES OF LONDON	\$ 3,984,342.75	\$ 2,939,869.98	\$ 1,044,472.77
MKH CHERRYHILL RESIDENTIAL	\$ 104,064.68	\$ 107,453.47	\$ (3,388.79)
MMMC INC. ARCHITECTS	\$ 100,335.59	\$ 33,193.75	\$ 67,141.84
MNP LLP	\$ 551,854.24	\$ 284,908.39	\$ 266,945.85
MOBIL SERVICES INC.	\$ 1,111,343.42	\$ 1,024,459.13	\$ 86,884.29
MOBILE MIX	\$ 120,024.08	\$ 11,267.23	\$ 108,756.85
MONTESSORI ACADEMY OF LONDON	\$ 108,187.89	\$ 101,502.68	\$ 6,685.21
MTE CONSULTANTS INC.	\$ 359,318.24	\$ 269,473.05	\$ 89,845.19
MULBERRY BUSH CHILD CARE CENTRE	\$ 431,134.32	\$ 348,160.68	\$ 82,973.64
MUNICIPAL PROPERTY ASSESSMENT CORP.	\$ 5,064,950.12	\$ 5,058,666.32	\$ 6,283.80
MUNICIPALITY OF CENTRAL ELGIN	\$ 114,285.42	\$ 124,459.41	\$ (10,173.99)
MUNICIPALITY OF THAMES CENTRE	\$ 104,173.28	\$ 60,648.44	\$ 43,524.84
N. PICCOLI CONSTRUCTION LTD.	\$ 1,447,882.85	\$ 1,833,920.67	\$ (386,037.82)
N'AMERIND (LONDON) FRIENDSHIP CENTRE	\$ 140,739.58	\$ 159,750.96	\$ (19,011.38)
NEDERMAN CANADA	\$ 176,040.14	\$ 38,384.79	\$ 137,655.35
NETCHECK CORPORATION	\$ 155,849.90	\$ 317,410.88	\$ (161,560.98)
NEW RISE DEMOLITION INC	\$ 130,058.48	\$ 125,357.84	\$ 4,700.64
NEWCOMP ANALYTICS INC.	\$ 828,679.12	\$ 65,186.31	\$ 763,492.81
NIMBLE INFORMATION STRATEGIES INC.	\$ 112,565.03	\$ -	\$ 112,565.03
NOBLE CORPORATION	\$ 199,162.04	\$ 174,626.38	\$ 24,535.66
OAK PARK COOPERATIVE CHILDREN'S	\$ 329,078.05	\$ 267,257.98	\$ 61,820.07
ODELL-JALNA RESIDENCES 796 SHELBORNE ST	\$ 1,364,998.00	\$ 1,486,199.00	\$ (121,201.00)
ODGERS BERNDTSON CANADA INC.	\$ 193,038.26	\$ 46,083.66	\$ 146,954.60
OLD OAK PROPERTIES INC.	\$ 138,620.19	\$ 71,253.46	\$ 67,366.73
OMEGA CONTRACTORS INC.	\$ 129,939.34	\$ 997,627.38	\$ (867,688.04)
ONTARIO CLEAN WATER AGENCY	\$ 365,874.13	\$ 324,642.23	\$ 41,231.90
ONX ENTERPRISE SOLUTIONS LTD.	\$ 767,881.38	\$ 698,523.78	\$ 69,357.60
OPENSOURCE SOLUTIONS INC.	\$ 240,185.06	\$ -	\$ 240,185.06
ORACLE CANADA ULC	\$ 441,179.09	\$ 426,543.16	\$ 14,635.93
OXFORD DODGE CHRYSLER LTD.	\$ 438,211.76	\$ 22,775.93	\$ 415,435.83
P.A.M. GARDENS NON-PROFIT HOUSING INC.	\$ 914,215.00	\$ 964,450.00	\$ (50,235.00)
PACIFIC SAFETY PRODUCTS	\$ 451,783.88	\$ 50,040.57	\$ 401,743.31
PANASONIC CANADA INC.	\$ 542,043.96	\$ 153,560.41	\$ 388,483.55
PARK N PLAY DESIGN COMPANY LTD.	\$ 188,722.16	\$ 808.64	\$ 187,913.52
PARKWOOD CHILDREN'S DAY CARE	\$ 357,928.16	\$ 256,912.34	\$ 101,015.82
PARSONS INC.	\$ 1,220,370.71	\$ 2,946,183.64	\$ (1,725,812.93)
PATHWAYS SKILL DEVELOPMENT	\$ 657,413.60	\$ 1,792,873.11	\$ (1,135,459.51)
PATHWAYS EMPLOYMENT HELP CENTRE	\$ 321,164.92	\$ -	\$ 321,164.92
PERFECTMIND INC.	\$ 125,769.00	\$ 197,806.50	\$ (72,037.50)
PERLEY-ROBERTSON, HILL & MCDUGALL LLP	\$ 246,232.88	\$ 106,621.56	\$ 139,611.32
PILLAR NONPROFIT NETWORK	\$ 126,671.67	\$ 95,429.14	\$ 31,242.53
PINETREE MONTESSORI SCHOOL	\$ 193,529.65	\$ 118,347.51	\$ 75,182.14
PITNEY BOWES LEASING	\$ 476,265.10	\$ 393,408.07	\$ 82,857.03
POI BUSINESS INTERIORS LP	\$ 454,154.29	\$ 800,556.28	\$ (346,401.99)

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
POLLARD DISTRIBUTION INC	\$ 190,191.01	\$ 182,370.60	\$ 7,820.41
PRECISION WASTE SYSTEMS LTD.	\$ 164,263.00	\$ 89,178.54	\$ 75,084.46
PRICEWATERHOUSECOOPERS LLP	\$ 131,181.00	\$ 112,115.78	\$ 19,065.22
PRO AQUA, INC.	\$ 191,385.37	\$ 175,846.23	\$ 15,539.14
PRO TIRE GROUP INC.	\$ 235,025.98	\$ 197,924.46	\$ 37,101.52
PROFIRE EMERGENCY EQUIPMENT INC.	\$ 223,470.74	\$ 118,516.39	\$ 104,954.35
PURE TECHNOLOGIES	\$ 342,919.61	\$ 380,078.27	\$ (37,158.66)
QUALITY INN SUITES	\$ 874,111.26	\$ 808,456.17	\$ 65,655.09
R.V. ANDERSON ASSOCIATES LIMITED	\$ 1,035,252.12	\$ 114,854.29	\$ 920,397.83
RAJNI TEKRIWAL LAW PROFESSIONAL CORP.	\$ 137,286.19	\$ -	\$ 137,286.19
RAMADA INN	\$ 128,929.33	\$ -	\$ 128,929.33
RAMPART INTERNATIONAL	\$ 200,196.88	\$ 619,096.01	\$ (418,899.13)
REFOREST LONDON	\$ 287,705.00	\$ 281,838.00	\$ 5,867.00
REFTECH INTERNATIONAL INC.	\$ 108,662.01	\$ -	\$ 108,662.01
REGIONAL HIV/AIDS CONNECTION	\$ 140,800.00	\$ 93,407.12	\$ 47,392.88
RICHMOND BLOCK LONDON CORPORATION	\$ 454,023.68	\$ 461,134.48	\$ (7,110.80)
RICOH CANADA INC.	\$ 725,239.56	\$ 724,030.18	\$ 1,209.38
RMUS CANADA	\$ 263,462.70	\$ -	\$ 263,462.70
ROBERT A. HUGHES (LONDON) LIMITED	\$ 301,313.39	\$ 126,708.08	\$ 174,605.31
RO-BUCK CONTRACTING (1986) LIMITED	\$ 2,815,183.87	\$ 3,035,653.21	\$ (220,469.34)
ROGERS	\$ 1,102,806.53	\$ 1,149,656.65	\$ (46,850.12)
RON MURPHY CONTRACTING CO. LTD.	\$ 1,366,923.48	\$ 3,672,484.60	\$ (2,305,561.12)
ROSS TOWING AND TRANSPORTATION SERVICES	\$ 136,305.09	\$ 132,284.62	\$ 4,020.47
ROYAL BANK OF CANADA	\$ 2,280,539.63	\$ 854,422.11	\$ 1,426,117.52
ROYAL FENCE LIMITED	\$ 144,667.30	\$ 165,126.56	\$ (20,459.26)
RUBY ENVIRONMENTAL INC.	\$ 164,388.31	\$ 20,576.09	\$ 143,812.22
S & B CONSTRUCTION LTD.	\$ 801,183.60	\$ 695,213.51	\$ 105,970.09
S & B SERVICES LTD.	\$ 139,361.39	\$ 329,409.27	\$ (190,047.88)
SAFETEK EMERGENCY VEHICLES LTD.	\$ 848,562.20	\$ -	\$ 848,562.20
SANI-GEAR FIRE INC.	\$ 129,224.73	\$ 109,005.94	\$ 20,218.79
SANITARY SEWER CLEANING CO LTD	\$ 280,170.49	\$ 270,145.41	\$ 10,025.08
SCHOUTEN EXCAVATING INC.	\$ 218,552.97	\$ -	\$ 218,552.97
SECURITAS CANADA LIMITED	\$ 1,990,719.74	\$ 1,354,411.72	\$ 636,308.02
SEMCO PAINT LIMITED	\$ 170,018.26	\$ 160,527.26	\$ 9,491.00
SERVICE MASTER OF LONDON	\$ 844,867.15	\$ 624,732.00	\$ 220,135.15
SHERWOOD FOREST (TRINITY) HOUSING CORP.	\$ 607,257.35	\$ 328,554.59	\$ 278,702.76
SIFTON PROPERTIES LIMITED	\$ 879,311.30	\$ 514,777.56	\$ 364,533.74
SIMPLY KIDS INC.	\$ 1,026,448.82	\$ 815,103.00	\$ 211,345.82
SIMPSON'S FENCE (LONDON) LTD	\$ 100,459.94	\$ -	\$ 100,459.94
SLEEGERS MACHINING LTD.	\$ 136,919.78	\$ 136,919.78	\$ -
SOFTCHOICE LP	\$ 153,023.52	\$ 89,510.99	\$ 63,512.53
SOLENI CANADA ULC	\$ 798,998.88	\$ 751,425.13	\$ 47,573.75
SOUTH LONDON NEIGHBOURHOOD	\$ 713,625.00	\$ 550,239.46	\$ 163,385.54
SOUTHWEST ONTARIO ABORIGINAL HEALTH	\$ 1,923,096.67	\$ 523,850.00	\$ 1,399,246.67
SOUTHWOLD DIVERSIFIED LTD	\$ 253,127.55	\$ 2,576.40	\$ 250,551.15
SPD SALES LIMITED	\$ 212,497.29	\$ 92,223.92	\$ 120,273.37
SPRIET ASSOCIATES LONDON LIMITED	\$ 731,113.91	\$ 556,275.13	\$ 174,838.78
ST. LEONARD'S SOCIETY OF LONDON	\$ 2,599,070.35	\$ 1,644,321.13	\$ 954,749.22
ST. MARTIN'S CO-OPERATIVE HOMES	\$ 376,200.00	\$ 402,733.00	\$ (26,533.00)
STANTEC CONSULTING LTD.	\$ 2,884,209.62	\$ 2,758,373.48	\$ 125,836.14
STAPLES PROFESSIONAL	\$ 230,556.13	\$ 292,262.65	\$ (61,706.52)
STEEPER SERVICES LTD.	\$ 523,406.61	\$ 265,920.89	\$ 257,485.72
STINSON EQUIPMENT LIMITED	\$ 281,797.28	\$ 209,485.90	\$ 72,311.38
STINSON SECURITY SERVICES LIMITED	\$ 817,672.92	\$ 967,456.13	\$ (149,783.21)
STRELA TRUCKING LTD.	\$ 144,493.10	\$ 262,792.80	\$ (118,299.70)
SUNCOR ENERGY PRODUCTS PARTNERSHIP	\$ 4,228,483.19	\$ 2,620,217.60	\$ 1,608,265.59
SUPER SAVE TOILET RENTALS INC.	\$ 117,121.48	\$ 143,613.59	\$ (26,492.11)
SYNERGY POWER INC.	\$ 113,508.40	\$ -	\$ 113,508.40
SYSCO SOUTHWESTERN ONTARIO	\$ 1,031,999.15	\$ 982,633.04	\$ 49,366.11
TACEL LTD.	\$ 424,097.48	\$ 716,204.17	\$ (292,106.69)
TANGLEWOOD ORCHARD CO-OPERATIVE HOMES	\$ 440,808.00	\$ 392,135.00	\$ 48,673.00
TEAM TRUCK CENTRES	\$ 1,336,810.02	\$ 4,361,740.95	\$ (3,024,930.93)
TECHALLIANCE OF SOUTHWESTERN ONTARIO	\$ 384,400.00	\$ -	\$ 384,400.00
TELE CONSTRUCTION (1997) INC.	\$ 169,040.09	\$ 171,447.60	\$ (2,407.51)
THAMES VALLEY AGGREGATES	\$ 107,753.25	\$ 91,409.95	\$ 16,343.30
THAMES VALLEY DISTRICT SCHOOL BOARD	\$ 257,001.54	\$ 294,899.74	\$ (37,898.20)
THE GRAND THEATRE	\$ 375,000.00	\$ 2,500,000.00	\$ (2,125,000.00)
THE LONDON FREE PRESS (DIV SUN MEDIA)	\$ 171,430.45	\$ 121,887.49	\$ 49,542.96
THE OAKLANDS HOUSING CO-OPERATIVE INC	\$ 507,767.00	\$ 494,615.00	\$ 13,152.00
THE SALVATION ARMY	\$ 5,868,119.03	\$ 4,284,364.18	\$ 1,583,754.85
THE SPIRIT OF 1919 HOUSING CO-OP INC.	\$ 853,499.57	\$ 729,010.00	\$ 124,489.57
THE TORONTO-DOMINION BANK	\$ 176,320.85	\$ -	\$ 176,320.85

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
THOMSON REUTERS CANADA	\$ 128,395.29	\$ 134,972.63	\$ (6,577.34)
TIBCO SOFTWARE LIMITED	\$ 253,028.19	\$ -	\$ 253,028.19
TIMMINS MARTELLE HERITAGE	\$ 121,110.52	\$ 76,306.35	\$ 44,804.17
TOLPUDDLE HOUSING CO-OPERATIVE INC	\$ 931,347.50	\$ 896,310.50	\$ 35,037.00
TOWNEPLACE SUITES	\$ 252,743.36	\$ 59,767.64	\$ 192,975.72
TRADITION CONSTRUCTION INC.	\$ 1,238,113.69	\$ 1,389,532.39	\$ (151,418.70)
TRAFFIPAX LLC	\$ 299,468.29	\$ 292,021.56	\$ 7,446.73
TREASURER, CITY OF TORONTO	\$ 167,382.23	\$ 44,289.25	\$ 123,092.98
TROJAN TECHNOLOGIES	\$ 176,331.52	\$ 68,676.41	\$ 107,655.11
TROJAN TECHNOLOGIES GROUP ULC	\$ 231,248.10	\$ -	\$ 231,248.10
TRY RECYCLING INC	\$ 2,766,632.84	\$ 1,945,953.47	\$ 820,679.37
TTKA INC. O/A CLINTAR	\$ 233,113.57	\$ 299,883.62	\$ (66,770.05)
TURF CARE PRODUCTS CANADA LIMITED	\$ 204,267.29	\$ 238,615.45	\$ (34,348.16)
UAP INC.	\$ 147,106.55	\$ 117,553.08	\$ 29,553.47
UNITY PROJECT FOR THE RELIEF OF	\$ 1,298,227.27	\$ 769,415.42	\$ 528,811.85
UNIVERSITY OF WESTERN ONTARIO	\$ 150,772.78	\$ 140,298.28	\$ 10,474.50
URBAN TACTICAL BRANTFORD LTD.	\$ 128,606.40	\$ 120,268.43	\$ 8,337.97
VALLEY BLADES LTD.	\$ 103,942.39	\$ 56,474.98	\$ 47,467.41
VAN BOXMEER CONSTRUCTION CO LTD	\$ 170,339.53	\$ 23,970.42	\$ 146,369.11
VAN BREE DRAINAGE & BULLDOZING LTD.	\$ 778,259.59	\$ 1,442,156.66	\$ (663,897.07)
VAN ENGELEN SERVICES LTD.	\$ 106,138.19	\$ 65,701.03	\$ 40,437.16
VAN ROESTEL CONTRACTING LTD.	\$ 104,134.10	\$ 191,573.74	\$ (87,439.64)
VERMEER CANADA INC.	\$ 440,619.23	\$ 17,098.81	\$ 423,520.42
VERSATERM PUBLIC SAFETY INC.	\$ 352,684.30	\$ 332,557.87	\$ 20,126.43
VOYAGEUR PATIENT TRANSFER SERVICES INC.	\$ 118,541.84	\$ 17,797.97	\$ 100,743.87
WARD & BURKE MICROTUNNELLING LTD.	\$ 3,453,467.31	\$ 4,562,425.43	\$ (1,108,958.12)
WARNER PLACE SENIORS' RESIDENCE ASSOC.	\$ 165,721.00	\$ 192,465.00	\$ (26,744.00)
WASTE CONNECTIONS OF CANADA INC.	\$ 117,644.09	\$ 107,665.21	\$ 9,978.88
WEATHERTECH RESTORATION SERVICES INC.	\$ 569,183.59	\$ 909,180.77	\$ (339,997.18)
WEST KAINS LAND CORP.	\$ 489,956.56	\$ 1,431,543.37	\$ (941,586.81)
WESTERN DAY CARE CENTRE	\$ 1,607,382.82	\$ 1,136,148.70	\$ 471,234.12
WESTERN FAIR SPORTS CENTRE	\$ 2,158,403.66	\$ 2,461,324.00	\$ (302,920.34)
WHITEHILLS CHILDCARE ASSOC.	\$ 2,154,527.62	\$ 1,463,406.24	\$ 691,121.38
WHITEOAK HERITAGE HOUSING CO-OP INC.	\$ 148,518.00	\$ 240,348.00	\$ (91,830.00)
WHITEROCK VILLAGE INC.	\$ 783,510.88	\$ -	\$ 783,510.88
WIL COUNSELLING & TRAINING	\$ 522,690.37	\$ 699,446.77	\$ (176,756.40)
WILLIAM MERCER WILSON NON-PROFIT CENTRE	\$ 529,027.00	\$ 620,256.00	\$ (91,229.00)
WILSON & ASSOCIATES CONTRACTING LTD	\$ 1,084,087.06	\$ 452,976.95	\$ 631,110.11
WINDSOR SALT LTD.	\$ 1,327,054.23	\$ -	\$ 1,327,054.23
WINDY WOODS CO-OPERATIVE HOMES OF	\$ 912,962.70	\$ 884,675.00	\$ 28,287.70
WOLSELEY CANADA INC.	\$ 701,572.77	\$ 381,516.13	\$ 320,056.64
WONDERLAND NON-PROFIT 199 COMMISSIONERS	\$ 145,495.00	\$ 129,648.00	\$ 15,847.00
WOOD ENVIRONMENT & INFRASTRUCTURE	\$ 154,460.20	\$ 202,705.13	\$ (48,244.93)
WORK EQUIPMENT LTD.	\$ 212,189.99	\$ 187,866.84	\$ 24,323.15
WORKPLACE MEDICAL CORP.	\$ 234,479.54	\$ 51,081.65	\$ 183,397.89
WSP CANADA GROUP LIMITED	\$ 1,503,068.44	\$ 1,856,831.76	\$ (353,763.32)
YMCA OF SOUTHWESTERN ONTARIO	\$ 7,923,083.69	\$ 6,822,054.38	\$ 1,101,029.31
YOUTH OPPORTUNITIES UNLIMITED	\$ 2,582,696.23	\$ 2,173,051.51	\$ 409,644.72
ZAMBONI COMPANY LTD.	\$ 590,934.65	\$ 24,580.53	\$ 566,354.12
ZT RESTORATIONS INC	\$ 156,956.80	\$ 33,261.55	\$ 123,695.25

Specific Payments Removed:

1) Payroll Liabilities/ Employee Benefits

- Credit Union
- CUPE
- Director Family Support Plan
- Fire Fighters Association
- Fire Fighters Credit Union
- Great West Life
- Lifeworks (Canada) Ltd.
- London Life Assurance Company
- London Police Union Dues
- Manulife/ Greenshield
- OMERS
- Pace Savings and Credit Union
- Receiver General
- RWAM Insurance Administrators Inc
- Sun Life Assurance
- The Canada Life Assurance Company
- Treasurer of Ontario
- Unifor Local 302
- United Way Elgin Middlesex

**Appendix "A"**  
**2021 Payments Sorted by Supplier**

Payee Name	Total 2021 Amount	2020 Amount	Amount Increase (Decrease)
WSIB			
Your Neighborhood Credit Union			
2) School Boards Tax Levy			
3) Payments to Individuals (non-contractor)			
4) Boards and Commission Payments			
Argyle Business Improvement Association			
County of Middlesex, Treasurer			
Eldon House			
Hamilton Road Business Improvement Association			
Hyde Park Business Improvement Association			
Kettle Creek Conservation Authority			
London & Middlesex Community Housing Inc.			
London Convention Centre			
London Downtown Business Association			
London Economic Development Corporation			
London Public Library			
London Transit Commission			
Lower Thames Valley Conservation Authority			
Middlesex London Health Unit			
Museum London			
Old East Village Business Improvement Area			
Upper Thames Valley Conservation Authority			
5) Property Tax Payments			
6) Payments processed by AP on behalf of the Elgin Water Board, Huron Water Board, Tourism London and the Housing Development Corporation			
7) Security Releases			
8) Insurance Settlement Payments			

Payments Include:

All Canadian, US Dollar and Foreign Currency Payments (amounts are all in the equivalent Canadian dollar) and reflects the total payment made to the supplier along with applicable sales tax.

**APPENDIX "B"**

## APPOINTMENT OF PROFESSIONAL CONSULTING SERVICES, SECTION 15.1 (g)

<b>Consultant Name</b>	<b>Total 2021</b>
A+LINK ARCHITECTURE INC.	\$ 134,900
AECOM CANADA LTD.	\$ 502,577
CALLON DIETZ INCORPORATED	\$ 261,376
CDW CANADA CORP.	\$ 186,561
CH2M HILL CANADA LIMITED	\$ 153,758
DILLON CONSULTING LIMITED	\$ 504,777
ECOSYSTEM RECOVERY INCORPORATE	\$ 150,603
EXP SERVICES INC.	\$ 326,579
GM BLUEPLAN ENGINEERING LIMITE	\$ 101,066
GOLDER ASSOCIATES LTD.	\$ 227,158
IBI GROUP PROFESSIONAL SERVICE	\$ 107,140
J.L. RICHARDS & ASSOCIATES LIM	\$ 153,621
KOVACS GROUP INC.	\$ 111,788
PARSONS INC.	\$ 132,809
R.V. ANDERSON ASSOCIATES LIMIT	\$ 204,506
STANTEC CONSULTING LTD.	\$ 377,397
<b>Grand Total</b>	<b>\$ 3,636,616</b>

**Appendix "C"**

**2021 List of Administratively Awarded Tenders < \$3M Section 13.2**

<b>Project Number</b>	<b>Project Name</b>	<b>Award Amount</b>	<b>Person Responsible</b>
RFT21-02	Winter Maintenance Equipment with Operators - Sidewalk Snow Plow/Sander Units	\$2,100,000.00	Kelly Scherr
RFT21-04	Dundas TVP Active Transportation Connection	\$2,365,763.20	Kelly Scherr
RFT21-05	Contract 2 - Wortley Road	\$2,849,388.03	Kelly Scherr
RFT21-10	Contract No. 13 - Talbot Street Reconstruction	\$2,957,077.17	Kelly Scherr
RFT21-13	Contract 8 - Calgary Street	\$2,376,579.52	Kelly Scherr
RFT21-15	Contract No. 12 – Hyla Street and Elm Street	\$2,316,603.74	Kelly Scherr
RFT21-17	Foster Avenue and Upper Avenue Reconstruction	\$2,585,878.78	Kelly Scherr
RFT21-18	Microsoft Enterprise Support and Volume Licensing	\$1,245,068.66	Jaqueline Davison
RFT21-20	Demolition of Building and Appurtenances	\$94,850.00	Kelly Scherr
RFT21-21	South London Community Centre HVAC Unit Life Cycle Replacement	\$189,462.25	Anna Lisa Barbon
RFT21-22	Regent Street and Maitland Street Valve Chamber and Instrumentation	\$2,021,973.93	Kelly Scherr
RFT21-24	Supply & Installation of a New Card Access Control Panel Upgrade	\$220,165.00	Jaqueline Davison
RFT21-25	3047 White Oak Road Land Sale	\$150,000.00	Kelly Scherr
RFT21-26	Intersection Pedestrian Signal (IPS) Installation - Springbank Dr at Quinella Dr and Southdale Rd E at Millbank Dr	\$378,024.04	Kelly Scherr
RFT21-27	Traffic Signal Rebuild for Windermere Road at Doon Drive and Huron Street at Sandford Street	\$898,492.54	Kelly Scherr
RFT21-28	Traffic Signal Rebuild for Southdale Road east at Nixon Avenue and Southdale Road East at Millbank Drive	\$590,716.00	Kelly Scherr
RFT21-29	Traffic Signal Rebuild for Commissioners Rd E at Frontenac Rd and Commissioners Rd E at Western Counties Rd	\$507,991.90	Kelly Scherr
RFT21-30	Traffic Signal Rebuild for Springbank Dr at Commissioners Rd West and Cheapside St at Highbury Ave North	\$770,120.00	Kelly Scherr
RFT21-31	Lambeth Community Centre Roof Replacement	\$156,895.00	Anna Lisa Barbon
RFT21-32	Annual New Sidewalk Program	\$498,523.75	Kelly Scherr
RFT21-33	Futurestreets Subdivision	\$415,415.00	Kelly Scherr

**Appendix "C"**

**2021 List of Administratively Awarded Tenders < \$3M Section 13.2**

<b>Project Number</b>	<b>Project Name</b>	<b>Award Amount</b>	<b>Person Responsible</b>
RFT21-36	Supply and Installation of Playgrounds, Pathways, Parking Lots and Site Amenities in City Parks	\$1,175,465.25	Kelly Scherr
RFT21-37	Trunk Sewer Inspection Program	\$133,032.00	Kelly Scherr
RFT21-38	Contract 9 - Sackville Street Sanitary, Storm, Watermain Replacement and Road Restoration	\$1,936,565.72	Kelly Scherr
RFT21-39	Contract No. 7 - Watson Street	\$1,877,504.06	Kelly Scherr
RFT21-40	Wonderland Road South Watermain Installation	\$1,079,999.99	Kelly Scherr
RFT21-41	Material Recovery Facility Fire Protection System Renewal	\$814,000.00	Anna Lisa Barbon
RFT21-42	Water Meters and ERTs	\$1,307,177.50	Kelly Scherr
RFT21-43	Gordon Trunk Sanitary Sewer Improvements (Easement and Chelsea Avenue)	\$928,706.52	Kelly Scherr
RFT21-44	Contract #6 - Oakridge Acres Reconstruction Phase 4	\$1,975,235.18	Kelly Scherr
RFT21-45	2021 ARRP – Valetta Street Improvements	\$2,460,475.82	Kelly Scherr
RFT21-46	HVAC – Repairs and Service Contract	\$97,560.00	Kelly Scherr
RFT21-47	W12A and MRF Road Construction and Repairs	\$455,563.00	Kelly Scherr
RFT21-49	Huron Industrial Lands Site C1 Subdivision	\$2,473,007.09	Scott Mathers
RFT21-50	Southcrest Drive Reconstruction	\$1,730,384.44	Kelly Scherr
RFT21-51	Supply and Installation of Steel Guide Rails and Accessories	\$478,840.00	Kelly Scherr
RFT21-52	Municipal Fire Hydrant Painting	\$118,125.00	Kelly Scherr
RFT21-53	Contract 1 - Replacement of Sidewalk, Curb and Gutter, and Hot Mix Asphalt	\$1,995,415.00	Kelly Scherr
RFT21-54	2021 At Grade Railway Crossing Upgrades	\$489,889.20	Kelly Scherr
RFT21-55	Cathodic Protection Program	\$1,254,556.20	Kelly Scherr
RFT21-57	2021 Stormwater Management Facility Sediment Removal Project	\$1,588,441.78	Kelly Scherr
RFT21-59	City Hall Generator Tank Replacement	\$177,850.00	Anna Lisa Barbon
RFT21-62	AJ Tyler Operations Centre Elevator Addition	\$765,500.00	Anna Lisa Barbon
RFT21-64	High Lift Articulating Wheel Loaders	\$456,000.00	Kelly Scherr

## Appendix "C"

### 2021 List of Administratively Awarded Tenders < \$3M Section 13.2

Project Number	Project Name	Award Amount	Person Responsible
RFT21-65	Traffic Signal Construction for Pack Road at Colonel Talbot Road	\$530,685.90	Kelly Scherr
RFT21-66	Area 2 Street Light Re-Lamp	\$61,977.60	Kelly Scherr
RFT21-69	Traffic Signal Replacement Huron Street at McNay Street and Bradley Avenue at Adelaide Street South	\$790,875.82	Kelly Scherr
RFT21-72	Supply and Delivery of Medical and Surgical Masks	\$8,026.39	Anna Lisa Barbon
RFT21-73	Demolition of Structures at 71 and 73 Wharnccliffe Rd S., incl Soil Remediation at 69, 71 and 73 Wharnccliffe Rd S.	\$834,000.00	Anna Lisa Barbon
RFT21-74	Water Valve Chamber - Electrical and I&C Upgrades	\$252,000.00	Kelly Scherr
RFT21-75	Pedestrian Crossover (PXO) Installations	\$213,350.00	Kelly Scherr
RFT21-76	Contract #4 - Local Road Reconstruction	\$1,449,415.00	Kelly Scherr
RFT21-77	Removal and Management of Hazardous and Special Products: W12A Landfill Site	\$149,370.00	Kelly Scherr
RFT21-78	Construction of Play Areas, Pathways and Site Amenities in Multiple City Parks	\$389,985.00	Kelly Scherr
RFT21-80	Stronach Arena HVAC Infrastructure Upgrades	\$465,542.00	Anna Lisa Barbon
RFT21-81	Carling Arena HVAC Infrastructure Upgrades	\$310,869.00	Anna Lisa Barbon
RFT21-82	Boyle Community Centre HVAC Infrastructure Upgrades	\$111,269.00	Anna Lisa Barbon
RFT21-83	Fanshawe Park Cycling Lane Improvements	\$1,485,102.20	Kelly Scherr
RFT21-85	Supply and Delivery Paper Supply for City of London	\$120,189.97	Jaqueline Davison
RFT21-86	Dearness Home Nurse Call System Replacement	\$449,497.00	Anna Lisa Barbon
RFT21-87	Ridout Street and Commissioners Road Intersection Improvements for City of London	\$794,288.29	Kelly Scherr
RFT21-89	Brydges Wavell Active Transportation Improvements	\$2,659,631.75	Kelly Scherr
RFT21-90	Summerside Spillway Replacement	\$157,659.12	Kelly Scherr
RFT21-91	Metamora Stormwater Outfall Replacement and Slope Rehabilitation	\$999,900.00	Kelly Scherr
RFT21-93	Supply and Install Axis Cameras, Axis Control and Door Alarms at the Elgin Water Treatment Plant	\$242,631.51	Kelly Scherr
RFT21-94	Gibbons Pool Bathhouse Renovation	\$147,000.00	Anna Lisa Barbon

## Appendix "C"

### 2021 List of Administratively Awarded Tenders < \$3M Section 13.2

Project Number	Project Name	Award Amount	Person Responsible
RFT21-99	Rehabilitation of Kiwanis Park North	\$502,646.00	Kelly Scherr
RFT21-101	Springbank Reservoirs 1 and 2 Chlorination Modifications Project (EW340920)	\$305,000.00	Kelly Scherr
RFT21-102	Flood Drain Culvert	\$241,005.60	Kelly Scherr
RFT21-105	Winter Maintenance of Municipal Facilities	\$239,918.00	Anna Lisa Barbon
RFT21-107	Commerce Road Roadway Lighting Installation	\$92,312.30	Kelly Scherr
RFT21-108	Victoria Bridge – Temporary Modular Bridge	\$230,390.00	Kelly Scherr
RFT21-110	Street Lighting Installation Blythwood Road and Harlech Gate	\$185,887.23	Kelly Scherr
RFT21-111	Traffic Signal Replacement and Street Light Installation Springbank Drive at Kernohan Parkway	\$554,634.50	Kelly Scherr
RFT21-112	People and The City Monument Restoration	\$474,000.00	Anna Lisa Barbon
RFT21-113	Supply & Delivery Of Polymers	\$1,089,300.00	Kelly Scherr
RFT21-114	Southeast Pumping Station and Reservoir Inlet Valve Replacement	\$236,637.99	Kelly Scherr
RFT21-119	Supply & Installation of Parking Lot Lighting for Municipal Lot #12	\$177,010.83	Kelly Scherr
RFT21-120	Supply & Delivery of Underground Precast Concrete Products	\$285,718.37	Kelly Scherr
RFT21-122	J. Allyn Taylor Building Façade Lighting	\$104,983.12	Anna Lisa Barbon
RFT21-124	Waterworks Materials - Inventory & Capital	\$459,109.95	Kelly Scherr
RFT21-132	Supply and Delivery of PVC Pipe and Fittings	\$354,820.50	Kelly Scherr

## Appendix “D”

### Schedule A – Levels of Contract Approval Authority

Sales taxes, excise taxes, goods and service taxes and duties shall be excluded in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the preauthorized expenditure limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract. Emergencies as defined in Section 14.2 are exempt from this Approval Authority.

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$15,000	Purchasing Card or Purchase Order	Deputy City Manager or any employee exercising delegated authority approval	9
Greater than \$15,000 to \$50,000	IRFQ (Informal Request for Quotation) – three written quotes.  <b>Note:</b> A copy of the quotes must be provided to Purchasing and Supply for their records.	Deputy City Manager or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000	RFQ	Deputy City Manager or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	11
Up to \$100,000	RFP – note that Irregular Results greater than \$15,000 require Committee and City Council Approval.	Deputy City Manager or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	12
Greater than \$100,000 to \$3,000,000	RFT without an Irregular Result	Deputy City Manager or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	13
Greater than \$3,000,000	RFT	Committee and City Council	13
Greater than \$100,000	All RFQ and RFT with an Irregular Result	Committee and City Council	11,12,13 & 8.10
Up to \$50,000	Single Source or Sole Source	Deputy City Manager and Manager of Purchasing and Supply (jointly) – requires documented rationale	14.3 & 14.4
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3 & 14.4

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$3,000,000	Contract Extensions – previously approved by City Council	Deputy City Manager and Manager of Purchasing and Supply (jointly) – requires documented rationale	20.2
Greater than \$3,000,000	Contract Extensions – previously approved by City Council	Committee and City Council	20.2
Up to \$50,000 or 3% of the Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Deputy City Manager or any employee exercising delegated authority approval OR Committee and City Council	20.3

**Note:** The City Manager may also exercise the approval authority of a Deputy City Manager.

**Note:** For all IRFQ, RFQ, RFP, RFT as outlined under policy sections 8.10, 10, 11, 12, and 13, the criteria and analysis to determine best value must be clearly documented if not the lowest bid.

**For the Appointment of Professional Consulting Services:**

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$100,000	Appointment from Pre-approved List	Deputy City Manager	15
\$100,000 to the CETA threshold for goods and services limit as amended.	Proposals invited from 3 Firms on Pre-approved List	City Council	15
Greater than the CETA threshold for goods and services limit as amended.	Two stages: REOI/RFQUAL and RFP	City Council	15

**Note:** The City Manager may also exercise the approval authority of a Deputy City Manager.

## Report to Corporate Services Committee

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

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

**Subject:** Elected Officials and Appointed Citizen Members 2022 Remuneration

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the report dated March 28, 2022, entitled “Elected Officials and Appointed Citizen Members 2022 Remuneration” BE RECEIVED for information.

## Executive Summary

Remuneration for the City of London’s elected officials and appointed citizen members of local boards and commissions, where stipends are paid, is adjusted annually as set out in the ‘Remuneration for Elected Officials and Appointed Citizen Members Policy’ adopted by By-law No. CPOL.-70(a)-408. In accordance with this policy, 2021 remuneration will increase by 3.5% over 2021 effective January 1, 2022. This reflects the lesser of the Labour Index, or the Consumer Price Index, Ontario.

## Linkage to the Corporate Strategic Plan

Council’s 2019-2023 Strategic Plan for the City of London identifies ‘Leading in Public Services’ as a strategic area of focus. By reporting out on this increase, this achieves the expected result of improving public accountability and transparency.

## Analysis

### 1.0 Background Information

#### 1.1 Background

The ‘Remuneration for Elected Officials and Appointed Citizen Members Policy’ (the Policy) sets out the formula for how the annual remuneration is adjusted for elected officials and appointed citizen members of local boards and commissions whose remuneration is paid by the City of London. As part of the ‘Final Report of the 2016 Council Compensation Review Task Force’ this formula was reviewed, and this approach was recommended to be continued.

Stipends for elected officials and appointed citizen members of local boards and commissions are to be adjusted annually on January 1st by the percentage increase reflected in the Labour Index, on the understanding that:

- if such an index reflects a negative percentage, the annual adjustment to the salaries of the elected officials and appointed citizen members will be 0%;
- on the further understanding that if the Labour Index has increased by a percentage greater than the Consumer Price Index, Ontario, the annual percentage increase in the salaries and honorariums of the elected officials and appointed citizen members will be no greater than the increase in the Consumer Price Index, Ontario; and

- whereby the escalator for annual adjustment purposes shall not be applied in those years where the non-union staff wages are frozen.

## 1.2 Previous Reports Related to this Matter

- Strategic Priorities and Policy Committee, August 21, 2017, Final Report of the Council Compensation Review Task Force, Item # 3,
- Corporate Services Committee, April 16, 2019, Appointed Citizen Members 2019 Remuneration Consent, Item # 2.1
- Corporate Services Committee, May 10, 2021, Elected Officials and Appointed Citizen Members 2021 Remuneration, Item # 2.6

## 2.0 Discussion and Considerations

### 2.1 2022 Annual Adjustment

For 2022, non-union staff wages are not frozen, so a compensation adjustment for elected officials and appointed citizen members of local boards and commissions, where a stipend is paid, will follow the Policy.

As at the end of December 2021, the Labour Index increased by 3.9%<sup>a</sup> over the prior year whereas the Consumer Price Index, Ontario increased by 3.5%<sup>b</sup>. The table below outlines the impact on the remuneration of elected officials for 2022 with the 3.5% increase applied.

	Current Remuneration	2022 Remuneration as adjusted
Mayor	\$ 141,200	\$ 146,142
Councillor	\$ 52,358	\$ 54,191

### 3.0 Financial Impact/Considerations

The recommended increases for 2022 have been accommodated within the approved 2020-2023 Multi-year Operating Budget.

## Conclusion

In accordance with Council Policy, elected officials and appointed citizen members to local boards and commissions, where stipends are paid, will receive a 3.5% increase in remuneration effective (retroactively), January 1, 2022.

**Prepared and submitted by:** Ian Collins, CPA, CMA, Director, Financial Services

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

<sup>a</sup> CANSIM Table 14-10-0213-01 'Fixed weighted index of average hourly earnings for all employees, by industry, monthly for Canada.

<sup>b</sup> CANSIM Table 18-10-0005-01 'Consumer Price Index, annual average, not seasonally adjusted for Ontario

## Report to Corporate Services Committee

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

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

**Subject:** Procurement in Emergencies Update 4 – COVID-19

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, as per section 14.2 of the Procurement of Goods and Services Policy, a report of Emergency non-competitive individual purchases which exceed \$50,000 (pre-taxes), that the City has made from the date of February 1, 2021 to January 31, 2022 due to COVID-19, **BE RECEIVED** for information, attached as Appendix “A”.

## Executive Summary

This report is the fourth since the Pandemic started in 2020. It is an update of Emergency Procurements as per section 14.2 of the Procurement of Goods and Services Policy from February 1, 2021 to January 31, 2022.

## Linkage to the Corporate Strategic Plan

Council’s 2019 – 2023 Strategic Plan for the City of London identifies “Leading in Public Service”. This report is for transparency of procurements during the Pandemic which contributes to the outcome that the City is a trusted, open, and accountable service of our community.

## Analysis

### 1.0 Background Information

#### 1.1 Overview

The Procurement of Goods and Services Policy (the Policy) outlines the processes Civic Administration is to follow in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London. In the event of an “Emergency”, section 14.2 Procurement in Emergencies indicates that Civic Administration is permitted to purchase goods/services under “Emergency” conditions in a non-competitive manner. In this section, “Emergency” means:

*“an event or occurrence that the City Manager or Deputy City Manager deems an immediate threat to:*

- *Public Health;*
- *The maintenance of essential City services; or*
- *The welfare and protection of persons, property, or the environment; and the event or occurrence necessitates the immediate need for goods or services to mitigate the emergency and time does not permit for a competitive procurement process.”*

However, when section 14.2 is used, Civic Administration is required to follow defined protocols and then submit an informational report to Council. This protocol from the Policy is outlined below for reference.

*“Where the procurement cost to mitigate the Emergency is anticipated to exceed \$50,000, there must be a notification sent (e-mail contact is acceptable) to the Manager of Purchasing and Supply (or delegate). The steps taken to mitigate the Emergency must always be clearly documented regardless of amount and where the aggregate costs for a single supplier are in excess of \$50,000, the emergency procurement shall be reported by the responsible Deputy City Manager to Committee and City Council (including the source of financing) at the next scheduled meeting following the event. The Deputy City Manager responsible for the area leading the emergency procurement must forward the appropriate purchase requisition(s) to the Manager of Purchasing and Supply within five (5) business days after the mitigation activities associated with the emergency event have been terminated.”*

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

Procurement in Emergencies – COVID-19, Corporate Services Committee, May 25, 2020, Consent Item # 2.3

Procurement in Emergencies – COVID-19, Strategic Priorities and Policy Committee, September 22, 2020, Consent Item # 2.5

Procurement in Emergencies – COVID-19, Strategic Priorities and Policy Committee, March 29, 2021, Consent Item # 2.2

## **2.0 Discussion and Considerations**

### **2.1 COVID-19**

The current pandemic, COVID-19, poses a unique state that continues for an unknown period of time. Although not required by the policy, in order to be fully transparent as the emergency continues, Civic Administration has brought forward regular reports of emergency procurements rather than wait until the end of the event.

Civic Administration has combined a list of the non-competitive purchases greater than \$50,000 (pre-taxes) made across Service Areas as a result of this pandemic. Appendix “A” provides a list of procurements made under section 14.2 of the Policy to be received for informational purposes. The procurements made under section 14.2 have been consolidated into one report rather than bringing to Committee and Council multiple reports by Service Area.

### **2.2 Scope of Responsibility**

This review is limited to the City of London only and does not include Agencies or Boards and Commissions procurements.

## **3.0 Financial Impact/Considerations**

### **3.1 Funding**

The costs associated with these emergency procurements have been accommodated within the City’s approved budget. Many of these costs are eligible to claim through the various COVID-19 funding supports provided by other levels of government, while others have been offset by cost savings elsewhere in the City’s operating budget.

## **Conclusion**

This is an update and the final report on Procurements made using Section 14.2 Procurements in Emergencies of the Procurement of Goods and Services Policy.

## **Acknowledgements**

This report was prepared with the assistance of Long-Term Care, Housing Stability Services, Emergency Management & Security, and People Services.

**Submitted by:**                    **John Freeman, CSCMP, LSSGB  
Manager, Purchasing and Supply**

**Concurred by:**                   **Ian Collins, CPA, CMA  
Director, Financial Services**

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

## Appendix "A"

List of Emergency Non-Competitive Purchases Greater than \$50,000 made between February 1, 2021 and January 31, 2022 as a Result of COVID-19 as per Section 14.2 of the Procurement of Goods and Services Policy.

Service Area	Supplier	Total Cost	Description
Social and Health Development	Ark Aid Street Mission	\$321,500	Transitional Housing
Social and Health Development	11662333 Canada Society - Impact London	\$255,000	CHPI Schedule A.7 - Staffing and Programming for 2021 Winter Response
Social and Health Development	Quality Inn Suites	\$52,000	50 Hotel Rooms - April 1-16, 2021
Social and Health Development	Workplace Medical Corp.	\$50,000	Dearness COVID Test Swabs
Social and Health Development	Accela Staff Inc.	\$320,381	Additional Registered Nursing Staff at Dearness
Social and Health Development	London Cares	\$323,500	Isolation and Monitoring space and Winter Response at Fanshawe Golf Course
City Manager's Office	Score Promotions	\$84,500	Rapid Antigen Test Kits
Enterprise Supports	ESM Xpera	\$119,138	Extra Security Costs related to Managing Omicron Variant
	Total:	\$1,526,019	

## Report to Corporate Services Committee

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

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

**Subject:** KPMG Clara File Sharing Tool

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, the attached proposed by-law (Appendix 'A') BE INTRODUCED at the Municipal Council meeting on April 12, 2022, for the Mayor and City Clerk to execute the KPMG Clara Exhibit to member Firm Engagement Letter / Terms.

## Executive Summary

As the city undertakes the 2021 external audit, to assist in the audit process, an updated tool has been introduced to assist in the co-ordination and sample gathering that would assist both KPMG, boards and commissions and City staff to conduct year end audit processes.

## Linkage to the Corporate Strategic Plan

Council's 2019-2023 Strategic Plan for the City of London identifies 'Leading in Public Services' as a strategic area of focus. The use of the CLARA tool identified in this report assists in planning, conducting, and supporting annual external audits.

## Analysis

### 1.0 Background Information

#### 1.1 Background

As part of the annual audit process, co-ordination, along with the flow of audit documentation (transaction samples and audit evidence) back and forth between the City staff and its auditor is a key component of the City's audit. Over the years, increased use of technology for file sharing and collaboration has been critical to increase the efficiency and effectiveness of the audit, which has been amplified recently given COVID-19 and the restrictions that have been in place.

#### 1.2 Previous Reports Related to this Matter

- Audit Committee, February 9, 2022, Item 4.1, Audit Planning Report for the Year Ending December 31, 2021

### 2.0 Discussion and Considerations

In preparation for the 2021 City of London Audit, an update to a collaboration tool used by KPMG was brought forward. KPMG Clara for clients is a tool used that allows users to access a virtual repository for the purposes of sharing information and engaging in online collaboration. Consistent with any new application introduced at the City of London, in accordance with the City's "Administrative Use of Technology Procedure", the KPMG Clara tool undertook an information security assessment through the City's Information Technology Services Division where it was concluded that there were no concerns for its usage.

To make use of this tool, the City would need to acknowledge the terms, as set out by KPMG LLP.

### **3.0 Key Issues and Considerations**

#### **3.1 Terms and Conditions Risk Assessment**

The Agreement has been reviewed by the City Solicitor's Office, Financial Services and Risk Management. Civic Administration notes there is a requirement on the City to provide an indemnification. In consultation with Risk Management, it was concluded this provision should not prevent the City from entering in the Agreement as the benefits outweigh the associated risk from the indemnity provision. The City will mitigate risks associated with the Agreement by using the optimum level of oversight and control, enabling both risk management and meeting objectives of the agreement. The indemnification provision is as follows:

9. If Company breaches any of its obligations under these Terms and any claim is made or threatened against either KPMG or any of the KPMG Network Entities (individually and collectively "the **KPMG Party**") by a third party (including claims concerning the posting by Company of Prohibited Content), Company shall compensate the KPMG Party, hold the KPMG Party harmless and reimburse the KPMG Party for and protect the KPMG Party against, any loss, damage, expense or liability incurred by the KPMG Party which results from or arises from or is connected with any such breach and any such claim. If any payment is made by Company under this clause, Company shall not seek recovery of that payment from the KPMG Party at any time. In this clause "Company" includes all Authorized Users and "the KPMG Party" includes each and all partners, members, directors, employees, agents of the KPMG Party together with any entity controlled by or associated with the KPMG Party.

Civic Administration also notes KPMG has limited its liability for any damages and remedies whether direct, indirect or consequential or for any loss of profit, revenue, contracts, data, goodwill or other similar losses arising from KPMG Clara.

### **Conclusion**

The City's external audit is a six-month process which commences in January with planning and preparation work. From the months of April to mid June, the audit field work commences which includes, but not limited to, a number of electronic file sharing requirements between the City and its auditors. To assist in the process, a tool entitled KPMG Clara was recently introduced thereby requiring a terms and conditions agreement to be entered into for its use. Based on audit processes to be undertaken, the use of this co-ordination tool would be extremely beneficial and efficient for City staff, and the City's auditors, KPMG.

**Prepared and submitted by:**      **Ian Collins, CPA, CMA, Director, Financial Services**

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

## Appendix 'A'

Bill No.  
2022

A by-law to approve the KPMG Clara Exhibit to Member Firm Engagement Letter/ Terms; and to authorize the Mayor and City Clerk to execute the Agreement

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*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

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

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting, among other things: (i) financial management of the municipality and its local boards.

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

1. The KPMG Clara Exhibit to Member Firm Engagement Letter/ Terms ("Agreement") attached hereto as Schedule "1" to this bylaw, is hereby authorized and approved.
2. The Mayor and City Clerk are authorized to execute the Agreement approved under section 1 of this by-law.

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

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

First Reading –  
Second Reading –  
Third Reading –



KPMG LLP  
140 Fullarton Street Suite 1400  
London ON N6A 5P2  
Canada  
Tel 519 672-4800  
Fax 519 672-5684

## **KPMG CLARA EXHIBIT TO MEMBER FIRM ENGAGEMENT LETTER / TERMS**

KPMG Clara for clients (“**KPMG Clara**”) is a service coordination tool provided by **KPMG LLP** to your company (the “**Company**”) that allows a group of users to access a virtual repository for the purposes of sharing information and engaging in online discussions and using KPMGI Content (as defined below). These Terms (the “**Terms**”) are between the Company and KPMG and shall govern the Company’s use of KPMG Clara and the KPMGI Content. If Company is comprised of itself and other legal entities, the Company agrees that (a) it has the authority to bind all of the entities, in which case the terms “Company” shall refer to such entities, and (b) these Terms shall govern Company and such entities use of KPMG Clara and the KPMGI Content. In the event of any conflict or inconsistency between Sections 1 through 7 of these Terms and the contract(s) between KPMG and Company (the “**Contract**”), these Terms shall govern with respect to Company’s use of KPMG Clara. In addition, in the event of any conflict or inconsistency between the terms of the Contract and Sections 8 through 10 of these Terms, the terms of the Contract shall prevail. “**KPMGI Content**” shall mean any content posted on KPMG Clara by or on behalf of KPMG International Services Limited, KPMG International Limited, or KPMG International Cooperative (collectively, the “**KPMG Network Entities**”).

1. All client and KPMG documents uploaded onto KPMG Clara will be stored on servers in **Canada**. A limited amount of anonymized system information (such as contact details and metadata) required for the establishment and administration of the KPMG Clara site that will be created for your engagement will be processed and stored in the EU by KPMG International Services Limited and third parties providing technical or administrative support services. KPMG may use third party companies and such companies’ personnel, such as employees, contractors, etc. (individually and collectively “**third party companies**”) for services operating at KPMG Party’s (as defined below) direction, including outsourced third party companies located inside and outside of the area noted above for data hosting and related services. The third party companies may be provided with access to your information, including personal data, in order to provide services in connection with KPMG Clara. Such access will be limited to the maximum extent possible and will be under KPMG Parties’ control.
  
2. Company and its Authorized Users (as defined below) may access and use KPMG Clara solely in furtherance of the Company’s relationship with KPMG. Any other use is not permissible. *Because Company is an audit client or affiliate of an audit client of KPMG, KPMG may not provide hosting services to Company. KPMG Clara is not intended for use as a document retention system and should not be regarded as a system of record. Access to the data and other content stored in KPMG Clara will be removed or become*

*unavailable to Company within a reasonable time once the engagement is completed. For a recurring annual service, the completion of a deliverable for a particular year represents the completion of the engagement for that year. Prior to termination of access, Company should download from KPMG Clara any deliverables and other records it wishes to retain for Company's own records.* An **"Authorized User"** shall mean any of Company's employees and other personnel authorized by Company and approved by KPMG to access and use KPMG Clara. Company shall ensure that all Authorized Users who access and use KPMG Clara or the KPMGI Content, comply with this Exhibit and usage notices presented to Authorized Users (**"Terms of Use"**). Company agrees to comply with all KPMG policies relating to the use of KPMG Clara. If Company does not wish to do so at any point, then Company shall immediately terminate Company's use of KPMG Clara.

Company shall promptly notify KPMG about any Authorized User who should no longer have access to KPMG Clara or other improper access to the password of an Authorized User.

3. Company may not:
  - a) copy, translate, modify, adapt or create derivative works from KPMG Clara, or KPMGI Content,
  - b) rent, lease, lend, pledge, or directly or indirectly transfer or distribute KPMG Clara or KPMGI Content to any third party, and
  - c) use KPMG Clara to upload, store, post, email, transmit or otherwise make available any content that infringes any intellectual property rights or data protection, privacy or other rights of any other person, is defamatory or in breach of any contractual duty or any obligation of confidence, is obscene, sexually explicit, threatening, inciteful of violence or hatred, blasphemous, discriminatory (on any ground), or that does not comply with all applicable laws and regulations (**"Prohibited Content"**), and shall not permit any Authorized User or other third party to do any of the foregoing.
4. Technical factors such as bandwidth, network configurations, and computer browser settings can affect KPMG Clara's speed and accessibility. KPMG does not guarantee the continuous, uninterrupted or error-free operability of KPMG Clara, or compatibility with Company's computer browser or any other part of its computing systems. Company acknowledges that access to KPMG Clara may be suspended or limited at any time and that content posted on KPMG Clara may not be recoverable. Company is responsible for ensuring that its Authorized Users retain copies of all content posted by them. KPMG has no responsibility for recovering or providing to Company any content posted on KPMG Clara.
5. If KPMG's relationship with Company terminates for any reason, all further access to and use of KPMG Clara by Company and its Authorized Users must immediately cease and KPMG may deactivate or delete related user accounts, unless otherwise required by applicable law or professional standards to maintain such accounts. KPMG reserves the right to terminate Company's access to KPMG Clara for any reason.

6. Company acknowledges that, except for the license granted herein to Company, Company acquires no right or interest of any kind in or to KPMG Clara or any KPMGI Content. [To the extent permitted by applicable law, KPMG disclaims for itself and its suppliers, all warranties and liability for any damages and remedies whether direct, indirect or consequential, or for any loss of profit, revenue, contracts, data, goodwill or other similar losses arising from KPMG Clara. Nothing in these Terms limit or exclude KPMG's liability for death or property damage caused by its negligence or for fraudulent misrepresentation or any other liability that may not, under applicable law, be limited or excluded. Company is solely responsible for all use it makes of KPMG Clara and of the content posted on KPMG Clara. Except as expressly set out in these Terms, no implied conditions, warranties or other terms apply to KPMG Clara or any KPMGI Content.] Any support provided for KPMG Clara will be provided by KPMG (or one of its subcontractors or suppliers).
7. Company acknowledges that KPMG may disclose any and all content on KPMG Clara to the extent required to do so by applicable laws, legal process or regulatory authority or pursuant to professional obligations. Company understands that its personal data and/or confidential information may be subject to disclosure in accordance with the laws applicable in the jurisdiction in which the data is processed or stored, which laws may not provide the same level of protection as do the laws of the territory in which Company or Authorized Users are located.
8. Company acknowledges that, whilst KPMG has designed KPMG Clara with information security in mind and has taken steps to safeguard the security of KPMG Clara by way of the measures described in its online privacy statement available at <https://policies.kpmg/kpmg-global-policies/kpmg-clara-privacy-statement.html>, KPMG cannot guarantee that KPMG Clara is invulnerable to hacking or other unauthorized access by third parties. Company also acknowledges that transmission of information over the Internet is not entirely secure and there is always the possibility of unauthorized interception by third parties. KPMG does not guarantee that any content posted on KPMG Clara will be free from viruses and/or other code that may have contaminating or destructive elements. It is Company's responsibility to implement appropriate IT security safeguards (including anti-virus and other security checks) to satisfy its particular requirements as to the safety and reliability of content it provides and accesses through KPMG Clara. KPMG accepts no responsibility for the content of any third-party websites, hyperlinks to which may be featured on KPMG Clara.
9. If Company breaches any of its obligations under these Terms and any claim is made or threatened against either KPMG or any of the KPMG Network Entities (individually and collectively "the **KPMG Party**") by a third party (including claims concerning the posting by Company of Prohibited Content), Company shall compensate the KPMG Party, hold the KPMG Party harmless and reimburse the KPMG Party for and protect the KPMG Party against, any loss, damage, expense or liability incurred by the KPMG Party which results from or arises from or is connected with any such breach and any such claim. If any payment is made by Company under this clause Company shall not seek recovery of that payment from the KPMG Party at any time. In this clause "Company" includes all Authorized Users and "the KPMG Party" includes each and all partners, members, directors, employees, agents of the KPMG Party together with any entity controlled by or associated with the KPMG Party.

10. *Company acknowledges that KPMG may update these Terms by emailing Company notice of such changes or otherwise updating these Terms online at any time, and, to the extent permitted by applicable law, such modifications will be effective immediately. Company agrees to the updated Terms or modified online Terms by continuing to use KPMG Clara.*

Please sign and return these Terms and Conditions to acknowledge your agreement to the use of KPMG Clara for clients as described above. You acknowledge that you are an authorized signatory on behalf of **The Corporation of the City of London**.

We look forward to using KPMG Clara for clients with you. Please feel free to contact me with any questions.

Very truly yours,

Handwritten signature of KPMG LLP in black ink, with a horizontal line underneath.

Katie denBok  
on behalf of  
KPMG LLP

**ACCEPTED:**

**The Corporation of the City of London**

Name of Signing Authority:

Dated on: \_\_\_\_\_

Signature: \_\_\_\_\_

Title:

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Goldrup, Director, People Services  
**Subject:** Respectful Workplace Policy and Workplace Violence  
Prevention Procedure Annual Report -  
January 1, 2021 to December 31, 2021  
**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Director, People Services, and the concurrence of the Deputy City Manager, Enterprise Supports, the following Annual Report regarding the Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) and Workplace Violence Prevention Procedure BE RECEIVED for information purposes.

## Executive Summary

This is an Annual Report regarding the Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) (“RWP”) and Workplace Violence Prevention Procedure (“WVPP”) for the period January 1, 2021 to December 31, 2021. It provides an overview in two areas:

- (i) complaints received involving employees as a respondent; and
- (ii) training and awareness initiatives.

## Linkage to the Corporate Strategic Plan

Council’s 2019-2023 Strategic Plan for the City of London (the “City”) identifies several strategic areas of focus including “Creating a Safe London for Women and Girls” and “Leading in Public Service”. Annual reporting regarding the RWP and WVPP supports actions to maintain a respectful, safe and healthy workplace for women, girls, and all employees as well as establishing the City as a leader in public service as an employer.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- June 21, 2021 Respectful Workplace Policy and Workplace Violence Prevention Procedure Annual Report March 1, 2020 to December 31, 2020.

All previously submitted reports regarding Corporate Human Rights and Code of Conduct Inquiries, Requests, Complaints and Related Training initiatives.

### 2.0 Discussion and Considerations

#### 2.1 General

This is the second Annual Report since the implementation of the RWP and the first to report on an entire calendar year, covering the period January 1, 2021, to December 31, 2021. The Annual Report focuses on the RWP and WVPP, the complaints received involving employees as respondents including type of allegation, timelines, and the number of positive findings subject to applicable legislation including the *Municipal*

*Freedom of Information and Protection of Privacy Act.* The Report also provides an overview of training and awareness initiatives to support a Respectful Workplace.

Set out below are the complaints received and the training and awareness initiatives implemented during the reporting period in support of the RWP, the WVPP, and the Corporation’s commitment to provide a Respectful Workplace.

## 2.2 Complaints

The tables below set out the following information for the RWP and WVPP:

- Type of Allegation – specific to the complaint, for example, a complaint of discrimination based on race. Each complaint may include several allegations of behaviour or conduct that is in violation of the RWP and/or WVPP
- Number of complaints (for each type of allegation)
- Timelines – the RWP provides that the “Corporation will complete any informal actions or formal investigations within three (3) months from the date of receiving a complaint/initiating an investigation, unless there are extenuating circumstances (e.g. illness, complex investigation) warranting a longer period”

A summary of the number of complaints where a positive finding was made is provided based on the information contained in the table along with the type of resolution. A positive finding is an allegation that is found to be a violation of the RWP or WVPP. Type of resolution is broken down into two categories: informal resolution and formal resolution. An informal resolution to a complaint is a resolution completed without conducting a formal investigation (for example: mediation, facilitated discussion, informal review). A formal resolution to a complaint is a resolution completed using a formal investigation.

### 2.2.1 Respectful Workplace Policy

The Human Rights office reported 16 complaints under the RWP for the period January 1, 2021 to December 31, 2021 including allegations of discrimination, harassment and disrespectful behaviour. This information is based on complaints the Human Rights Office received and reflects how they were resolved; either formally or informally. The chart also includes information received from managers and/or supervisors regarding complaints of disrespectful behaviour they have resolved.

The following table summarizes these complaints.

Type of Complaint	Type of Allegation	# of Complaints		Resolution Completed within 3-month Timeline Yes or No
		Human Rights	Managers/ Supervisors	
Discrimination	Race	1		Yes
Harassment	Sexual	2		Yes
Harassment	Personal /Workspace	1		Yes
Disrespectful Behaviour		16	33	Yes
Reprisal		1		Yes

#### *Positive Findings*

One or more positive findings were made in 10 of the 21 complaints handled by the Human Rights office as outlined above.

#### *Resolution Type*

Of the 54 complaints outlined above, 46 were informally resolved and 8 were formally resolved.

\*Note: definitions of discrimination, harassment, disrespectful behaviour and reprisal are outlined in the RWP attached as Appendix “A” for reference.

## 2.2.2 Workplace Violence Prevention Procedure

The Human Rights office reports 2 complaints under the WVPP for the period January 1, 2021 to December 31, 2021. This information is based on the complaints the Human Rights office received and reflects how they were resolved, either formally or informally.

The following table summarizes the complaints received.

Type of Complaint	Type of Allegation	# of Complaints	Resolution Completed within 3-month Timeline Yes or No
Workplace Violence	Threat	1	Yes
Workplace Violence	Physical Force	1	Yes

### *Positive Findings*

One or more positive findings were made in both complaints outlined above.

### *Resolution Type*

Of the 2 complaints outlined above, none were informally resolved and 2 were formally resolved.

\*Note: definition of workplace violence is outlined in the WVPP attached as Appendix “B” for reference.

## 2.3 Corporate Training and Awareness Initiatives – RWP, WVPP, and Safe London for Women and Girls

### 2.3.1 Respectful Workplace Policy Training

January 2021 – December 2021:

Beginning in June 2021, Civic Administration implemented a comprehensive communication and learning plan to relaunch the Respectful Workplace Plan as a key initiative in support of the People Plan.

The relaunch plan included the following accomplishments in 2021:

- A training gap analysis was conducted for employees who had not completed the e-learning training module and for people leaders who had not completed the two-hour RWP training. All employees with outstanding training were contacted and informed that they were required to complete this training.
- Employees completed the e-learning training module on the “Respectful Workplace Policy and Code of Ethics” (1,679 employees, including casual employees).
- All outstanding people leaders completed the two-hour “Respectful Workplace” training session in March/April 2021, or in November 2021 (93 people leaders).
- Awareness campaigns and the development of supplemental resource materials to reinforce the concepts from the training will be developed and launched in 2022.
- Employees, during the Corporate Orientation Program, were provided training in the “Introductory I Step Forward” training program which addresses domestic violence and how to assist individuals who are experiencing it (188 employees).
- Civic Administration developed a new training program, “A Safe and Respectful Workplace,” to be launched enterprise-wide in 2022. This program will focus on employees’ rights and responsibilities to work in a psychologically safe workplace in which harassment, discrimination and disrespectful behaviours are not welcomed within the workplace and individuals will be held accountable for such

behaviour. Employees with computer access will complete this training online and those without a computer will participate in an in-person training program.

### **2.3.2 Workplace Violence Prevention Procedure**

Civic Administration continues to provide WVPP training to all new employees during orientation (188 employees).

“A Safe and Respectful Workplace,” an upcoming training program, includes the prevention of workplace violence and employees’ rights to work in a safe workplace and their responsibilities for appropriate conduct and reporting of such incidents. Starting in 2022, all employees will be required to complete this training either through the on-line training program or in person if they do not have computer access.

### **2.3.3 Safe London for Women and Girls**

In 2020, Civic Administration developed an introductory “Safe London for Women and Girls” training video for all employees. From January 2021 to December 2021, 273 employees completed the “Safe London for Women and Girls” training.

Moving forward, Civic Administration will continue to identify opportunities to create a Safe London for Women and Girls through the actions identified in Council’s Strategic Plan and through the 2021-2024 Safe Cities London Action Plan. This will include tailored bystander intervention training and learning outcomes that focus on the ability to recognize instances of sexual violence and harassment in public spaces and the form of intervention that is situationally appropriate, survivor-centred, and grounded in intersectionality.

## **Conclusion**

For the January 1, 2021, to December 31, 2021, reporting period, there were 54 complaints received under the RWP and 2 complaints received under the WVPP. The number of complaints under the WVPP is consistent with the previous Annual Report for March 1, 2020 to December 31, 2020. The number of complaints under the RWP is higher than the previous reporting period by 38. The increase in the number of complaints is mainly related to disrespectful behaviour (39 this reporting period compared to 12 in the previous reporting period) and within the range of the number of complaints the Corporation received under its previous policy, *Code of Conduct for Employees* for the five-year period 2015 to 2019 (prior to implementing the RWP). As reviewed in previous Annual Report, the shorter reporting period coupled with the impacts of the first year of the COVID-19 pandemic in the workplace may have impacted on the number of complaints received from March 1, 2020, to December 31, 2020. As supervisors/managers and employees have completed training; awareness of the RWP appears to be reflected in the number of disrespectful behaviour complaints for this reporting period.

In 2021 the Corporation was able to relaunch the Respectful Workplace Plan as a key initiative in support of the People Plan. There was a significant increase in the number of employees who completed the “Respectful Policy and Code of Ethics” training in 2021 with 1,679 completing it compared with 829 employees in 2020. As of December 1, 2021, all people leaders (100%) within the organization had completed the two-hour “Respectful Workplace” training program conducted by an external facilitator. Civic Administration continues to provide “Workplace Violence Prevention Plan” policy training and the “Introductory I Step Forward” training program to all new employees during the Corporate Orientation Program for a total of 188 employees for each of these programs. Civic Administration developed a new training program, “A Safe and Respectful Workplace,” to be launched enterprise-wide in 2022.

**Prepared by:**

**Sandra Crawford, Intake Administrator**

**Cristin Keller, Manager, Learning and Development &  
Employee Engagement**

**Recommended by:**

**Michael Goldrup, Director, People Services**

**Concurred by:**

**Jacqueline Davison,**

**Deputy City Manager, Enterprise Supports**

February 28, 2022

Chair and Members  
Corporate Services Committee

**RE: Association of Municipalities of Ontario (AMO) Board Update**

Following feedback from members at the January 28<sup>th</sup> meeting of the Association of Municipalities of Ontario (AMO) Board, AMO has released their updated housing advocacy document, *A Blueprint for Action: An Integrated Approach to Address the Ontario Housing Crisis*.

As a member of AMO's Executive and Chair of the Large Urban Caucus, I am pleased to provide a summary of AMO's updated housing positions, which will inform municipal association advocacy going forward.

**SUMMARY**

Released on February 17, AMO's *Blueprint for Action* is intended to support ongoing intergovernmental advocacy and align municipal-sector messaging related to the housing sector.

Importantly, the Blueprint includes principles and recommendations that reflect London's housing-related needs. Given the approaching Provincial election, the Blueprint will serve as an important resource to political parties and candidates on municipal housing priorities, lending province-wide support to ongoing local efforts.

The Blueprint incorporates twelve high-level principles that served as a guide to the development of the recommendations for action. A summary version of each principle is below:

1. All governments and developers must work together to ensure Ontarians have access to affordable, quality housing.
2. The path toward housing affordability must be based on a human rights approach, address inequities faced by Black, Indigenous and other racialized people in accessing housing.
3. Housing must be treated primarily as an essential social good.
4. Must plan and account for growth and actively provide solutions for different housing markets, with different needs, across Ontario.
5. Foster 'complete communities' with a diverse range and mix of housing options.

6. Provincial and federal governments must enable and support municipal governments in a way that provides flexibility – rather than ‘one size fits all’ solutions.
7. All orders of government and the private sector should work in partnership with Indigenous communities to advance Indigenous-led housing solutions.
8. All governments need to work together to foster community support and address barriers to increase housing supply.
9. Municipalities and District Social Service Administration Boards (DSSABs) best positioned to plan and manage housing and homelessness prevention services in their communities
10. It is unsustainable and not good policy to fund affordable housing and homelessness prevention programs primarily through property tax revenue.
11. All governments must work together to end homelessness with appropriate housing solutions that are affordable and supportive.
12. The Province must help dispel myths about development charges (DCs), property taxes, and user fees by promoting how they create livable homes and communities.

## **Proposed Actions**

The Blueprint includes a total of 89 recommendations, divided between actions at the Municipal, Provincial, Federal, and Developer levels. A summary of each category of actions under each of the target levels follows:

### **Provincial Actions:**

#### **Collaboration & Coordination – 5 recommendations**

Supply for student residents, help change public attitudes towards new developments, and improve landlord & tenant relations

#### **Innovation – 12 recommendations**

Research and share best management practices, enable local flexibility to find and implement local solutions

#### **Improving Outcomes for People – 11 recommendations**

Apply an equity lens, build and retrofit housing to support climate change adaptation and mitigation, improve social assistance, preserve existing community and supportive housing stock

#### **Streamlining Processes – 11 recommendations**

One-window approach, improve Ontario Land Tribunal, streamline approval timelines for provincial agencies, facilitate inclusionary zoning, clarify changing policy landscape

### **Funding & Incentives – 12 recommendations**

Multi-year funding, discuss incentives like tax credits, ensure growth pays for growth, fund updates to zoning by-laws, implement vacant homes tax

### **Workforce Development & Supply – 4 recommendations**

Explore ways to address shortage of skilled labour, increase supply of building and planning department staff, and build 'local' supply chains

## **Federal Actions:**

### **Collaboration & Coordination – 2 recommendations**

Support a national growth strategy and accelerate development of a national urban, rural, and northern Indigenous Housing Strategy

### **Improving Outcomes for People – 1 recommendation**

Protect lower-rent housing from "renovictions"

### **Funding & Incentives – 9 recommendations**

Review and the Expand Rapid Housing Initiative, Canada Housing Benefit, Housing Accelerator Fund, Rental Construction Financing Initiative, National Housing Co-investment Fund, Federal Lands Initiative

### **Workforce Development & Supply – 2 recommendations**

Change immigration selection criteria and work with industry to address supply chain issues

## **Municipal Actions:**

### **Collaboration & Coordination – 1 recommendation**

Encourage innovative local housing solutions while still conforming to the Building Code

### **Innovation – 4 recommendations**

Support the use of new technology (e-permitting, lean sigma methodologies), explore Community Planning Permit System, revisit planning best practices

### **Streamlining Processes – 5 recommendations**

Modernize zoning by-laws, consider innovative planning tools, champion local, no one size fits all solutions

### **Funding & Incentives – 1 recommendation**

Consider local vacant homes tax if feasible/desirable

### **Workforce Development & Supply – 1 recommendation**

Develop and implement municipal succession management strategies

**Developer Actions:**

**Collaboration & Coordination – 1 recommendation**

Work with municipalities on partnerships with private and non-profit developers and other groups.

**Collaboration & Coordination – 2 recommendations**

Consider potential of expandable/reducible units, design buildings that are accessible

**Streamlining Processes – 5 recommendations**

Submit quality applications, prepare comprehensive site plans, fulfill contractual Clearing Conditions, conduct timely building inspections, identify factors that contribute to delays post-approvals being granted

**CONCLUSION:**

AMO's work to coordinate municipal advocacy has proven valuable for advancing City of London priorities, and their updated housing policy aligns well with much of the work we have been undertaking as a Council.

I appreciate your continued support for my work to represent London at the AMO Board, Executive Committee, Large Urban Caucus, and at meetings of the Provincial Memorandum of Understanding Table. I will continue to keep you informed on AMO's advocacy work on behalf of Ontario municipalities.

Respectfully submitted by:

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Anna Hopkins  
Councillor, Ward 9

## 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 GBS-CIDP Foundation of Canada
Date Proclamation Required May 2022
Proclamation Name Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month
Proclamation Type (day, week or month) Month
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) Public awareness campaign
Requester Name Darryl Bedford
Requester Email Address dbedford@gbscidp.ca
Requester Address London, ON N5Z 2C1
Provide details of your Organization's Connection to London See letter: Importance of University Hospital Department of Neurology and Western University in the diagnosis, treatment, and research into GBS, CIDP, and variants.
Required Supporting Documents <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws  Signature  Date March 1, 2022
NOTICE OF COLLECTION OF PERSONAL INFORMATION  Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25 and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>



# GBS/CIDP Foundation of Canada

Guillain-Barré Syndrome/Chronic Inflammatory Demyelinating Polyneuropathy  
*Support, Education, Research, Advocacy*

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**Honorary Board**

Larry Brenneman (*deceased*)  
Tom Feasby, MD  
Susan Keast  
Serge Payer  
Kenneth Shonk, MD

**Executive Director**

Donna Hartlen

**Officers**

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Zaeem Siddiqi, MD  
Jiri Vajsar, MD  
Chris White, MD  
Douglas Zochodne, MD

March 1, 2022

City Clerk  
City of London  
PO Box 5035  
London, ON  
N6A 4L9

Sent by e-mail: ClerksApprovalRequests@london.ca

This letter is in support of our application to proclaim May 2022 as GBS and CIDP Awareness Month in the City of London.

Though it has been difficult to raise awareness during this global pandemic, we are very grateful for the proclamations that your Council issued in 2020 and 2021 and we hope to build on that.

### 1) Detailed Information on the Organization

The GBS/CIDP Foundation of Canada is a national, not-for-profit patient organization that supports patients and families afflicted with Guillain-Barre Syndrome, Chronic Inflammatory Demyelinating Polyneuropathy, and variants such as Multifocal Motor Neuropathy. These are rare autoimmune disorders where the body's immune system attacks the myelin sheath that protects the periphery nerves. GBS has a sudden onset of symptoms, which can cause complete paralysis within a day. With an early diagnosis and prompt treatment, patients can recover, but are generally left with varying residual effects. Recovery and rehabilitation can take months or longer. CIDP is the chronic form of the condition with a slower progression that requires long term treatment for patients to reduce the chances of permanent nerve damage.

The Foundation serves patients through support, education, research and advocacy. For further details, visit [www.gbscidp.ca](http://www.gbscidp.ca)

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Canadian charity registration number: 887327906RR0001

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3100 Garden Street, PO Box 80060 RPO Rossland Garden, Whitby, Ontario, L1R 0H1  
PH:1-647-560-6842 [gbscidp.ca](http://gbscidp.ca)

You are welcome to use or adapt the following WHEREAS clauses in your motion:

WHEREAS, the Month of May has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), rare, paralyzing and potentially catastrophic disorders of the peripheral nerves; and

WHEREAS Guillain-Barré Syndrome (GBS), Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), and their variants such as Multifocal Motor Neuropathy (MMN), are rare conditions which are paralyzing and potentially catastrophic inflammatory disorders of the peripheral nerves, which can be characterized by rapid onset of weakness and, often, paralysis of the legs, arms, breathing muscles and face, in some cases leading to complete paralysis and requiring life-sustaining hospital care, and

WHEREAS the cause of GBS, CIDP, and MMN is unknown, and these conditions can develop in any person, regardless of age, gender, or ethnic background, and

WHEREAS GBS, CIDP, and MMN have a slow and unpredictable recovery, patients, and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves, and

WHEREAS in 2003, GBS/CIDP Foundation of Canada, a patient organization was founded to provide support, education, research, and advocacy, was founded so that no patient or family would go through GBS, CIDP, MMN or their variants alone,

THEREFORE BE IT RESOLVED that...

### Connections to London

In my previous proclamation requests, I noted the important role London's own LHSC University Hospital and Western University have in the diagnosis, treatment, and research into this family of conditions.

London is also an important plasma donation site for Canadian Blood Services. Londoners should visit [www.blood.ca](http://www.blood.ca) for more information on how to donate. Blood plasma is needed to manufacture immunoglobulin (Ig), a primary treatment for these conditions. Depending on the quality of the plasma, it may require over a thousand donors just to manufacture enough Ig to treat one patient. And for conditions such as CIDP or MMN, treatment may need to be repeated every 3 to 4 weeks, sometimes for life.

As I noted in our previous requests, as a Londoner I am the President of the Board of Directors for the Foundation and a CIDP patient myself.

### 2) Detailed information on the Event

We are working to raise awareness of these rare conditions so that future patients get help sooner and will know that our organization is here to provide hope. We provide support and information through trained volunteers, our website, materials provided to hospitals, and organize local and online peer-to-peer support meetings. We provide patient educational events and build awareness within the medical

community. We advocate for access to diagnosis and appropriate treatment, and we support Canadian research that aims to improve the quality of life of GBS, CIDP, and MMN patients.

### 3) Confirmation of Authorization to Submit the Request

As President of the Board of Directors, I am authorized to submit this application on behalf of the Foundation.

Finally, we wish to thank City Council for their recognition of our Foundation and work with last year's proclamation. We look forward to the City's continued support of our activities.

Sincerely,

A handwritten signature in black ink that reads "Darryl Bedford". The signature is written in a cursive, flowing style.

Darryl Bedford  
President, Board of Directors (London, Ontario)  
GBS-CIDP Foundation of Canada

## Mission :

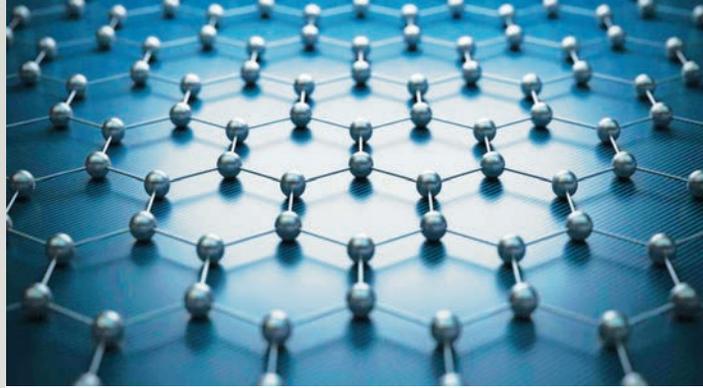
To engage in advocacy, including treatment access, (at the federal, provincial and grassroots levels) to improve the quality of life for individuals and families affected by GBS, CIDP, or variants such as MMN.

## Vision :

Every person affected by GBS, CIDP, or variants such as MMN, will have access to early and accurate diagnosis, expert interdisciplinary treatment and support, and through continued research, a cure will be developed.

**GBS/CIDP Foundation of Canada** is a registered Canadian charity. Our foundation is made up of trained caring volunteers who have had GBS, CIDP, and variants, who are dedicated to the support of our patient community in hopes that no patient goes through these disorders alone.

If you or someone you know would like more information, please contact the foundation. Medical professionals are welcome to contact us for literature and to get more information on how to connect your patients with the foundation.



*For more information, please contact:*

*Support • Education • Research  
• Advocacy*



GBS/CIDP Foundation of Canada  
3100 Garden Street  
PO Box 80060 RPO Rossland Garden  
Whitby, ON L1R 0H1

1(647) 560-6842  
[info@gbscidp.ca](mailto:info@gbscidp.ca)  
[www.gbscidp.ca](http://www.gbscidp.ca)

*The foundation is extremely fortunate to have the commitment and expertise of dedicated neurologists that are on our Medical Advisory Board. For a list, visit [www.gbscidp.ca](http://www.gbscidp.ca).*

Find us on :



Charity Registration: 887327906RR0001

## Guillain-Barré Syndrome

## Chronic Inflammatory Demyelinating Polyneuropathy

## Multifocal Motor Neuropathy

## Miller Fisher Syndrome & variants



## Guillain-Barré Syndrome (GBS)

is an inflammatory disorder of the peripheral nerves, those outside the brain and spinal cord. Rapid onset of weakness and often paralysis of the legs and arms within a few weeks of onset accompany this disorder. Back pain or pain in the extremities as well as numbness and tingling can also be part of the initial presentation. Patients during early days of onset may require intensive care to monitor breathing and other body functions. Rehabilitation helps during the recovery phase, which can take months or even years. GBS can affect any person, at any age, of either gender, or any ethnic background. **Miller Fisher Syndrome (MFS)** is a variant of GBS which also presents rapidly and affects the peripheral nerves. However, MFS more commonly causes unsteadiness and imbalance and affects the eye muscles causing double vision, visual blurring or droopy eyelids.

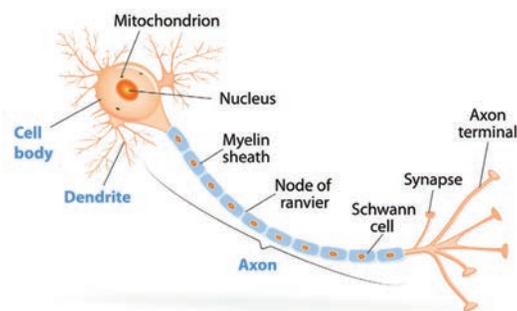


### Treatments :

- High dose of intravenous immunoglobulin (IVIG)
- Plasma Exchange

## Chronic Inflammatory Demyelinating Polyneuropathy (CIDP)

is an inflammatory disorder of the peripheral nerves. There is increasing weakness as well as numbness and tingling of the legs and arms that can develop over a period of a few months and symptoms continue if untreated. It is caused by damage to the covering of then nerves, called myelin. If treated early and aggressively, therapies can limit the damage to the nerves and contribute to a better quality of life. Like GBS, CIDP can start at any age, and with either gender.



## Acquired Motor Sensory Neuropathy (AMSAN)

, also known as Lewis Sumner Syndrome is often considered a variant of CIDP. It shares many features with CIDP but typically has a more asymmetric (more side to side differences), and multifocal (specific areas affected) presentation compared to patients with CIDP.

### Treatments :

- Immunotherapies, (IVIG, SCIG)
- Plasma Exchange
- Prednisone
- Immunosuppressives

## Multifocal Motor Neuropathy (MMN)

is an inflammatory nerve disease affecting the myelin sheath, or the insulation of nerves, similar to CIDP and GBS. It typically has a slow course over many years and affects the arms with weakness in the muscles that bend the fingers, however any nerve and muscle group can be affected. On nerve testing (EMG), "blocking" of the responses to the nerves that go to the muscles is seen. Sometimes, antibodies to a molecule called GM1-ganglioside are present and can be detected with additional testing. This can help with the diagnosis.

### Treatments :

- Immunotherapies, such as IVIG
- Plasma Exchange
- In contrast to CIDP, MMN is not usually responsive to medications such as prednisone or other immunosuppressives

### Services Available :

- Hospital visitation by knowledgeable volunteers
- Telephone support
- Local support group meetings
- Educational material
- Names of physicians specializing in the disorders
- Educational presentations
- Newsletters
- National & Regional Conferences
- Research funding
- Patient advocacy
- Awareness events
- Patient stories

## Proclamation Request Form

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### Request details

Name of Organization <i>Falun Dafa Association Canada</i>
Date Proclamation Required <i>May 13. 2022</i>
Proclamation Name <i>Falun Dafa Week 2022</i>
Proclamation Type (day, week or month) <i>Week</i>
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) <i>Cultural Celebrations</i>
<i>Zha Jiang</i>
Requester Address <i>London, ON N6G5E4</i>
Provide details of your Organization's Connection to London <i>For many years, we have a community in London also a student group in the western.</i>
Required Supporting Documents <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.  <i>[Signature]</i> _____ <i>March 15. 2022</i> 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.



## **Celebrating the 30<sup>th</sup> Anniversary-Falun Dafa Day** **Request for Proclamation**

Dear Mayor Ed Holder

In recognition of the monumental 30<sup>th</sup> anniversary--the Falun Dafa Day celebration, May 13<sup>th</sup>, 2022, we respectfully request a recognition in the form of a proclamation. This is our annual celebration of the contributions of members of the Falun Dafa community in Canada—many of whom arrived here as refugees fleeing the persecution in China—and to celebrate the values of Truthfulness, Compassion, and Forbearance. We truly appreciate you and our council's great support during the past many years, which is truly invaluable and has given us great courage and hope here.

Originated from a tightly controlled communist Country, China, 30 years ago, along with 23 years' unimaginable persecution even with the horrific organ harvesting, Falun Dafa communities have endured, preserved and flourished peacefully. At the same time, Canadian Falun Gong practitioners are proud to build our communities here and call Canada our home.

Since October 2020, thousands Canadians have participated in the free online Learn Falun Gong seminars, hosted every week in English and French by volunteers. Under the lock-down in 2021, We also delightedly had Cities flags-raising or lighting-ups arranged in 8 cities.

Here in Canada, we are truly grateful that we are able to enjoy the freedom, diversity and compassionate support across the Canadian society. Every year we have garnered worldwide recognition, including thousands of greetings and proclamations from governments, officials, and our friends. In 2021 alone, we were very encouraged to receive over 130 supports from our MPs, MPPs, Mayors, and City Councillors.

By sending a proclamation to mark the 30<sup>th</sup> Falun Dafa Day, you help affirm Canada's commitment to the values of Truthfulness, Compassion, and Forbearance, and human rights, freedom of conscience.

For proclamation messages, we would truly appreciate if you could please send it to us by May 5<sup>th</sup>, 2022. Should you have questions, please don't hesitate to contact us.

Sincerely,

Pixing Zhang on behalf of Falun Dafa Association of Canada

Tel: 4168358337 Email: [pixingzhang@gmail.com](mailto:pixingzhang@gmail.com)

## 8 Flag Raising and Light-up

## Ceremony Hosting Cities in 2021:

Niagara Falls, ON; Edmonton, AB; Kingston, ON; New Westminster, BC; Nanaimo, BC; Orangeville, ON; St. Catharines, ON; Orillia, ON



## **Greetings for Falun Dafa Month Celebration 2021 (excerpt from 138 greetings issued by representatives of three levels of government):**

“Through the promotion of the universal principles of truthfulness, compassion, and tolerance, this traditional Chinese practice has attracted followers around the world and I am proud of Canada’s lively Falun Dafa community. In Canada, we are fortunate to live in a country that respects human rights and Canada’s Conservatives will always stand up for religious minorities.” –**Hon. Erin O’Toole, Leader of the Conservative Party, greetings 2021**

“Your compassion, your truthfulness, your principles, and your morals are wonderful attributes to all of you. We should continue to focus on issues of freedom, respect, and love for each other as we continue to build a better Canada and a better world.” - **MP Judy Sgro, co-chair of the Falun Gong Parliamentary Friendship Group, Video Greeting 2021**

“But we also know today that Falun Gong, long a legal entity in Hong Kong, is resisting the regime’s intimidation, an important voice in defense of the democratic principles of free thought, free speech, free assembly, and the rule of law... on this anniversary, it is an honor to join millions enjoying freedom around the world and offering our support of greetings: Zhen, Shan, Ren [Truthfulness-Compassion-Forbearance].”  
- **MP Peter Kent, Video Greeting 2021**

“Your commitment to Compassion, Truthfulness, and Forbearance in the midst of very challenging circumstances has been an inspiration to me and to many others.... the Falun Gong community has been leading the way in terms of advocating for their own community but also highlighting the plight of the other communities facing challenges as well.”  
- **MP Garnett Genuis, co-chair of the Inter-Parliamentary Alliance on China, Video Greeting 2021**

“I have great respect for the Principles of Truth, Benevolence and Forbearance, which the guide the Falun Dafa movement. I stand with you not only in celebration but in solidarity as you fight to protect your right to your spiritual practice.” - **Elizabeth May, Member of Parliament (MP) and Parliamentary Leader of the Green Party of Canada, Greeting Letter 2021 Falun Dafa Day**



“On behalf of Her Majesty Queen Elizabeth

II, I commend you for your promoting peace in the world,

especially through your teachings on the universal human values of truthfulness, compassion and forbearance.”-

***Lieutenant Governor of Province of Prince Edward Island, Letter of Greetings, 2021 Falun Dafa Day***

“My thanks to members of the Falun Dafa community in Saskatchewan for contributing to a more harmonious society. As well, thank you for sharing your meditation practices to help others manage the additional stress caused by the challenges of the past year.” -***Lieutenant Governor Russ Mirasty of the Province of Saskatchewan, Letter of Greetings, 2021 Falun Dafa Day***

“The past year has been a time of uncertainty and struggle for many. However, I know that Falun Dafa’s values of truthfulness, harmony, compassion and tolerance have guided and enriched the lives of many thousands of practitioners these difficult times.”

- ***MP Hon. Candice Bergen, Letter of Greetings, 2021 Falun Dafa Day***

“Falun Dafa is an ancient practice that transcends barriers and embraces people from all walks of life – guided by principles of “Truthfulness, Compassion, and Forbearance”. Sadly, innocent practitioners of this peaceful discipline continue to be persecuted on ethnic or religious grounds by the Chinese Communist Party. We must continue to stand in solidarity with adherents of Falun Dafa and all other oppressed religious minority groups, such as Tibetans and Uighurs.”

- ***Senator Thanh Hai Ngo, Greeting Letter, 2021 Falun Dafa Day***

***Greeting from MPs:*** Hon. Candice Bergen, James Bezan, Peter Kent, Mark Gerretsen, Ziad Aboultaif, James Cumming, Tom Kmiec, Kerry Diotte, Dominic Cardy, Elizabeth May, Ed Fast, Laurel Collins, Marc Dalton, Brad Vis, Tamara Jansen, Stephanie Kusie, Greg McClean, Jag Sahota, Len Webber, Ron Liepert, Kelly McCauley, Heather McPherson, John Barlow, Ted Falk, Kyle Seebach, Cathay Wagantall, Warren Steinley, Marty Morantz, Pierre Poilievre, Marie-France Lalonde, Scott Reid

***Greeting from MPPs:*** Belinda Karahalios, Lindsey Park, Hon. Peter Bethlenfalvy, France Gélinas, Amy Fee, Hon. Laura Ross, Marty Morantz, Dijieet Brar, Stephen Blais

#### **About Falun Dafa:**

[Falun Dafa](#) (also known as Falun Gong) is a spiritual practice rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the promotion of virtue. At the core of Falun Dafa’s teachings are the tenets of “Truthfulness, Compassion, and Forbearance.” Practitioners of Falun Dafa aim to live in accord with these principles, taking them as a guide for daily life and practice.

Since Falun Dafa’s public introduction in 1992, hundreds of millions of people from diverse cultural backgrounds in over 100 countries, including Canada, benefit from practicing Falun Gong, where the [free teachings](#) help people improve their mental, moral, and physical wellbeing and contribute to a more healthy and peaceful society.

On 20 July, 1999, the Chinese Communist Party (CCP) launched a campaign to eradicate Falun Gong. For the past 21 years, major human rights organizations, the United Nations, the U.S. government, and NGOs, etc.



have extensively documented the nation-wide campaign of hatred, mass imprisonment, forced slave labours, torture, and killings of people who practice Falun Gong in China.

Millions of Falun Gong practitioners and their families have been torn apart. Countless practitioners have been killed for their vital organs that are being sold by the state. International legal experts say that crimes against humanity, and possibly genocide, have occurred. Practitioners and supporters in Canada continue to experience various kinds of intimidation and harassment and vilification by the CCP.

The Falun Dafa community, both within China and abroad, have endured these two decades of unimaginable adversity with resolute non-violence and persistence to uphold freedom and the universal values. This has garnered worldwide recognition, including thousands of greetings and proclamations from governments and officials.

2021 Municipal Proclamation and Mayor's Greetings of Falun Dafa Day	
Mayor John Tory, Toronto, ON	Mayor Craig Copeland, City of Cold Lake, AB
Mayor Jim Watson, Ottawa, ON	Mayor John Stewart, City of Beaumont, AB
Mayor Bryan Paterson, Kingston, ON	Mayor Stuart Houston, City of Spruce Grove, AB
Mayor Walter Sendzik, St. Catharines, ON	Mayor Jackie Clayton, City of Grande Prairie, AB
Mayor Steve Clarke, Orillia, ON	Mayor Ray Ralph, Town of Devon, AB
Mayor Sandy Brown, Orangeville, ON	
Mayor Gordon Krantz, Milton, ON	
Mayor Marianne Meed Ward, Burlington, ON	Mayor Lisa Helps, Victoria, BC
Mayor Bobbie Drew, Scugog, ON	Mayor Colin Basran, City of Kelowna, BC
Mayor Maurizio Bevilacqua, Vaughan, ON	Mayor Leonard Krog, City of Nanaimo, BC
Mayor Ed Holder, London, ON	Mayor Aaron Stone, City of Ladysmith, BC
Mayor Jeff Lehman, Barrie, ON	Mayor Chris Pieper, City of Armstrong, BC
Mayor Mike Bradley, Sarnia, ON	Mayor Brad West, City of Port Coquitlam, BC
Mayor Gary McNamara, Tecumseh, ON	Mayor Jack Froese, Township of Langley, BC
	Mayor Mike Morden, City of Maple Ridge, BC
Mayor Brian Bowman, Winnipeg, MB	Mayor Michelle Staples, City of Duncan, BC
Mayor Darren Ellis, George's Brook-Milton, NL	Mayor Bob Wells, City of Courtenay, BC
Mayor Daniel Conway, St. George's, NL	
Mayor Charlie Clark, Saskatoon, SK	
Mayor Michael Fougere, Regina, SK	
Mayor Mike Savage, Halifax, NS	



## **Re: the reasoning of Falun Dafa as non religious nor political**

Dear Corporate Services Committee

I am writing on behalf of our local Falun Dafa community to clarify the understanding of our community while we request to raise a flag to celebrate our 30<sup>th</sup> Anniversary of Falun Dafa day, which marks 30 years of its spreading to the public.

Originated from China, based on thousand years' tradition, this practice has attracted many from different cultural and ethnic backgrounds in the world. Practitioners are trying to achieve physical and mental health by practicing it. Unfortunately, Communist Beijing decided to persecute us 23 years ago by very brutal measures. No matter what, we are lucky to settle here in Canada and enjoy the peace and freedom.

When we interact with local communities, the political and religious issues are two frequent questions raised and we would like to explain it a bit here for your information. To address the questions, we would like to explain some cultural differences here first.

### **Two of Chinas' cultural observations:**

First: It is commonly recognized that before communism, China's history and culture has been the combination of Daoism, Buddhism and Confucianism. Chinese in general were not religious people but not atheism either. Interestingly, ancient China rarely had religious wars. This was the eastern way of lives. In general, Chinese believe divine beings are watching and we have better behave well. This is believed naturally even among many Chinese in China now with or without any belief.

Secondly, we know that Martial Arts and TaiChi are not religious either. However, those KongFu or TaiChin masters know that these are not only physical exercises. Quite commonly, those practices require the masters to strictly maintain high moral standards in order to achieve advanced level.

### **Why Falun Dafa community is not religious.**

Following these traditions, Falun Dafa practitioners are trying to maintain physical and mental health by doing the meditations and try our best to follow the universal principles of Truthfulness, Compassionate and Tolerance. These are only things matter to our practice.

Falun Dafa group has no worships, no memberships, no hierarchies, no donations. We are purely a volunteering group, free to join and free to leave. All the materials are free on internet and people can learn it at home and practice it by themselves all the time.

### **Why Falun Dafa community is not political**

To talk about politics, Falun Gong practitioners are free to hold different political opinions. We donot have a uniform political agenda nor political goals. Actually, we are not supposed to engage any political dispute as a group. It is purely each practitioner's choice.



Although you may see many of our campaigns against the Beijing Communist regime, this is a passive action to resist the brutal persecution and to defend the universal moral principles we are following. Most people in the world will agree it is wrong to persecute innocent peaceful people.

As a matter of fact, in the Communist Vietnam, we are having more and more people learning the practice without much problem with the government.

**The importance of Flag raising to our celebrations:**

When we request the flag raising in London, we are merely to show to the public, that Falun Gong is a community is enjoying the peaceful lives here, which is particularly meaningful that our community here has faced constant threat and pressure from Beijing Communism oversea's aggression.

It really shows the city's strong inclusiveness to all ethnicities and all cultures. On the flag, we are promoting universal principles: Truthfulness, compassionate and Tolerance, which is not defined nor owned by Falun Dafa community, but by each and everyone's hearts.

Pixing Zhang

On behalf of Falun Dafa community London

416 835 8337 [Pixingzhang@gmail.com](mailto:Pixingzhang@gmail.com)

A Sample of the flag is here for your reference.





# Community Flag Pole Request

## Outside Organizations

London  
CANADA

Requests to use the Community Flag Pole at City Hall are governed by Council Policy (excerpted below). Requests must be received **at least 2 weeks prior** to the date the flag is to be flown, 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	
Nature of organization	
<input type="checkbox"/> Charitable organization _____ (Registration number)	<input type="checkbox"/> Not-for-profit organization _____ (Registration number)
Jurisdiction of organization	
<input type="checkbox"/> International	<input type="checkbox"/> National
<input type="checkbox"/> Provincial	<input type="checkbox"/> Local
Description of associated event (maximum 300 characters)	
Date(s) of event (maximum 300 characters)	
Date flag to be raised	Number of days to be flown
Flag details (please attach a photo/diagram of the flag) (maximum 300 characters)	

### Contact information

Contact name		Date submitted
Contact address		
Contact city	Contact province	Contact postal code
Contact daytime telephone number _____ / extension	Contact e-mail address	

### Flags at City Hall – Council Policy Excerpts

#### 4.3 Community Flag Pole

- a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:
- i) the Canadian flag at such times as there is no flag of a charitable or non-profit organization to be flown as provided for in 4.3 a)ii), or at such times as the half-masting of a flag is in order, as provided for under 4.5c), below; and,
  - ii) to celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the City of London in a positive manner.

- b) The following guidelines shall be observed for the flying of flags permitted under 4.3 a)ii), above:
- i) the organization's flag will fly in connection with a particular event by an organization;
  - ii) no flags of commercial, religious or political organizations shall be permitted;
  - iii) no flags of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted;
  - iv) an organization's flag shall be flown no more than once per calendar year;
  - v) organizations shall be required to submit requests for their organization's flag to fly on an annual basis;
  - vi) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less; and,
  - vii) flags shall only be raised and lowered on those business days that City Hall is open.

#### 4.5 General

- a) The City Clerk will administer the policy for the flying of flags at City Hall.
- b) The following guidelines shall apply to resolving conflicts arising from this policy:
- i) conflicts between the flying of flags in accordance with 4.1a)i) and 4.1a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.1a)i) and secondly in favour of those flags being flown in accordance with 4.1a)ii);
  - ii) conflicts between the flying of flags in accordance with 4.3a)i) and 4.3a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.3a)i) and secondly in favour of those flags being flown in accordance with 4.3a)ii);
  - iii) conflicts between the dates requested for flags to be flown by two or more organizations on the Community Flag Pole shall be settled in favour of the organization which first made its request; and,
  - iv) in the event there is a dispute between an organization and the City Clerk as to the eligibility of a request, the appeal process shall be through the Standing Committee of Council whose mandate it is to deal with such matters, with the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.
- c) The following guidelines shall be observed for the half-masting of the Canadian flag on the Community Flag Pole:

The flying of the Canadian flag at half-mast denotes a period of official mourning or commemoration.

The City of London will fly the Canadian flag on the Community Flag Pole at half-mast in the event of a death or to commemorate a solemn occasion. The Canadian flag will be lowered at the direction of the Mayor. In consultation with the Mayor, the City Clerk will provide instruction to lower the Canadian flag on the Community Flag Pole.

The position of the Canadian flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the Canadian flag shall be exactly half-way down the mast.

The official period of mourning is defined as the day of passing until the day of the funeral.

The Canadian flag will be flown at half-mast on the Community Flag Pole to commemorate the following occasions:

<b>Date</b>	<b>Occasion</b>
April 28	National Day of Mourning for Person Killed or Injured in the Workplace
August 9	Peacekeepers' Day
Last Sunday in September	National Peace and Police Officers' Memorial Day
November 11	Remembrance Day*
	*Half-masting shall occur at 11:00 a.m. or according to the prescribed order of service at the Cenotaph
December 6	National Day of Remembrance and Action on Violence Against Women



**Celebrating the 30<sup>th</sup> Anniversary-Falun Dafa Month**  
**Request for Flag Raising and Proclamation**

March 9, 2022

Dear Mayor Ed Holder

On behalf of local Falun Gong community in London, in recognition of the monumental 30th anniversary--the Falun Dafa Day celebration, May 13th, 2022, we respectfully request a recognition in the form of a Flag Raising and a proclamation. This is our annual celebration of the contributions of members of the Falun Dafa community in Canada—many of whom arrived here as refugees fleeing the persecution in China—and to celebrate the values of Truthfulness, Compassion, and Forbearance. We truly appreciate you and our council's great support during the past years, which is truly invaluable and has given us great courage and hope here.

Originated from a tightly controlled communist Country, China, 30 years ago, along with 23 years' unimaginable persecution even with the horrific organ harvesting, Falun Dafa communities have endured, preserved and flourished peacefully. At the same time, Canadian Falun Gong practitioners are proud to build our communities here and call Canada our home.

Since October 2020, thousands Canadians have participated in the free online Learn Falun Gong seminars, hosted every week in English and French by volunteers. Under the lock-down in 2021, We also delightedly had Cities flags-raising or lighting-ups arranged in 8 cities.

Here in Canada, we are truly grateful that we are able to enjoy the freedom, diversity and compassionate support across the Canadian society. Every year we have garnered worldwide recognition, including thousands of greetings and proclamations from governments, officials, and our friends. In 2021 alone, we were very encouraged to received over 130 supports from our MPs, MPPs, Mayors, and City Councillors.

By sending a proclamation and hosting a Flag Raising Event to mark the 30<sup>th</sup> Falun Dafa Day, you help affirm Canada's commitment to the values of Truthfulness, Compassion, and Forbearance, and human rights, freedom of conscience.

For proclamation messages, we would truly appreciate it if we could have it by May 5th, 2022. Should you have questions, please don't hesitate to contact us. We are flexible for flag raising dates.

Sincerely,

Pixing Zhang on behalf of Falun Dafa Association of Canada

Tel: 4168358337 email: [pixingzhang@gmail.com](mailto:pixingzhang@gmail.com)

## **8 Flag Raising and Light-up Ceremony Hosting Cities in 2021:**

Niagara Falls, ON; Edmonton, AB; Kingston, ON; New Westminster, BC; Nanaimo, BC; Orangeville, ON; St. Catharine, ON; Orillia, ON



## **Greetings for Falun Dafa Month Celebration 2021(excerpt from 138 greetings issued by representatives of three levels of government):**

“Through the promotion of the universal principles of truthfulness, compassion, and tolerance, this traditional Chinese practice has attracted followers around the world and I am proud of Canada’s lively Falun Dafa community. In Canada, we are fortunate to live in a country that respects human rights and Canada’s Conservatives will always stand up for religious minorities.” –*Hon. Erin O’Toole, Leader of the Conservative Party, greetings 2021*

“Your compassion, your truthfulness, your principles, and your morals are wonderful attributes to all of you. We should continue to focus on issues of freedom, respect, and love for each other as we continue to build a better Canada and a better world.” - *MP Judy Sgro, co-chair of the Falun Gong Parliamentary Friendship Group, Video Greeting 2021*

“But we also know today that Falun Gong, long a legal entity in Hong Kong, is resisting the regime’s intimidation, an important voice in defense of the democratic principles of free thought, free speech, free assembly, and the rule of law... on this anniversary, it is an honor to join millions enjoying freedom around the world and offering our support of greetings: Zhen, Shan, Ren [Truthfulness-Compassion-Forbearance].”  
- *MP Peter Kent, Video Greeting 2021*

“Your commitment to Compassion, Truthfulness, and Forbearance in the midst of very challenging circumstances has been an inspiration to me and to many others.... the Falun Gong community has been leading the way in terms of advocating for their own community but also highlighting the plight of the other communities facing challenges as well.”  
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Mayor Marianne Meed Ward, Burlington, ON	Mayor Lisa Helps, Victoria, BC
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Mayor Maurizio Bevilacqua, Vaughan, ON	Mayor Leonard Krog, City of Nanaimo, BC
Mayor Ed Holder, London, ON	Mayor Aaron Stone, City of Ladysmith, BC
Mayor Jeff Lehman, Barrie, ON	Mayor Chris Pieper, City of Armstrong, BC
Mayor Mike Bradley, Sarnia, ON	Mayor Brad West, City of Port Coquitlam, BC
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	Mayor Mike Morden, City of Maple Ridge, BC
Mayor Brian Bowman, Winnipeg, MB	Mayor Michelle Staples, City of Duncan, BC
Mayor Darren Ellis, George's Brook-Milton, NL	Mayor Bob Wells, City of Courtenay, BC
Mayor Daniel Conway, St. George's, NL	
Mayor Charlie Clark, Saskatoon, SK	
Mayor Michael Fougere, Regina, SK	
Mayor Mike Savage, Halifax, NS	



**London**  
CANADA

## Flags at City Hall

**Policy Name:** Flags at City Hall

**Legislative History:** Adopted September 19, 2017 (By-law No. CPOL.-114-366); Amended July 24, 2018 (By-law No. CPOL.-114(b)-417); Amended June 11, 2019 (By-law No. CPOL.-114(c)-158); Amended August 10, 2021 (By-law No. CPOL.-114(d)-247); Amended October 5, 2021 (By-law No. CPOL.-114(e)-319)

**Last Review Date:** October 5, 2021

**Service Area Lead:** City Clerk

### 1. Policy Statement

1.1 This policy sets out the requirements for the flying of flags at City Hall.

### 2. Definitions

2.1 Not applicable.

### 3. Applicability

3.1 This policy shall apply to any person or organization seeking to fly a flag at City Hall.

### 4. The Policy

#### 4.1 Flags at Front Entrance of City Hall

- a) The following flags shall be permitted to be flown at City Hall on the flag poles over the front entrance of City Hall:
  - i) flags deemed by the City Clerk to be in accordance with the flag etiquette of Canada as established by Heritage Canada (restricted to the flag of the City of London, Canadian provinces, the Canadian flag, the personal flags and standards of the Royal Family and the Governor General and the Lieutenant Governors throughout Canada, the Royal Union flag, and the flags of the United Nations, the North Atlantic Treaty Organization and the Commonwealth); and,
  - ii) an appropriate flag on the occasion of a visiting dignitary, on the day of the dignitary's visit to London City Hall, as a gesture of respect and friendship.

#### 4.2 Flags in City Hall

- a) As an annual observance to recognize the anniversary of the London Township Treaty, the five signatory First Nations (Chippewas of the Thames First Nation, Chippewas of Kettle and Stoney Point First Nation, Walpole Island First Nation, Aamjiwnaang First Nation and Caldwell First Nation) shall be invited to have their flags displayed on September 7th of each year, in City Hall. In the event that September 7th falls on a day on which City Hall is closed, the flags shall be displayed on the first day prior to September 7th that City Hall is open for business.

#### 4.3 Community Flag Pole

- a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:
  - i) the Canadian flag at such times as there is no flag of a charitable or non-profit organization or the “Every Child Matters Flag” to be flown as provided for in 4.3a)ii) and iii), or at such times as the half-masting of a flag is in order, as provided for under 4.5c), below;
  - ii) to celebrate achievement, the flag of a charitable or non-profit organization to help increase public awareness of their programs and activities; an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the City of London in a positive manner; and,
  - iii) the “Every Child Matters Flag” to be flown on September 30th of each year to recognize the National Day for Truth and Reconciliation (National Orange Shirt Day).
- b) The following guidelines shall be observed for the flying of flags permitted under 4.3a)ii), above:
  - i) the organization’s flag will fly in connection with a particular event by an organization;
  - ii) no flags of commercial, religious or political organizations shall be permitted;
  - iii) no flags of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted;
  - iv) an organization’s flag shall be flown no more than once per calendar year;
  - v) organizations shall be required to submit requests for their organization’s flag to fly on an annual basis;
  - vi) a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less; and,
  - vii) flags shall only be raised and lowered on those business days that City Hall is open.

#### 4.4 Flags at Back Entrance of City Hall

- a) The following flags shall be permitted to be flown at City Hall on the flag poles over the back entrance of City Hall facing Reginald Cooper Square:
  - i) The flags of all the provinces and territories and the Canadian Flag are hung, in order of confederation, over the back entrance facing Reginald Cooper Square. The Canadian Flag is hung as per the standards outlined in the National Flag of Canada Etiquette issued from the Federal Government.
- b) The precedence for flag order (from left to right) as per the Position of Honour is as follows:
  - i) the National Flag of Canada;
  - ii) the flags of other sovereign nations in alphabetical order (if applicable);
  - iii) the flags of the provinces of Canada (in the order in which they joined Confederation); and,
  - iv) the flags of the territories of Canada (in the order in which they joined Confederation).
- c) The flags are raised in the spring, and removed before winter.

#### 4.5 General

- a) The City Clerk will administer the policy for the flying of flags at City Hall.
- b) The following guidelines shall apply to resolving conflicts arising from this policy:
  - i) conflicts between the flying of flags in accordance with 4.1a)i) and 4.1a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.1a)i) and secondly in favour of those flags being flown in accordance with 4.1a)ii);
  - ii) conflicts between the flying of flags in accordance with 4.3a)i) and 4.3a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.3a)i) and secondly in favour of those flags being flown in accordance with 4.3a)ii);
  - iii) conflicts between the dates requested for flags to be flown by two or more organizations on the Community Flag Pole shall be settled in favour of the organization which first made its request; and,
  - iv) in the event there is a dispute between an organization and the City Clerk as to the eligibility of a request, the appeal process shall be through the Standing Committee of Council whose mandate it is to deal with such matters, with the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.
- c) The following guidelines shall be observed for the half-masting of the Canadian flag on the Community Flag Pole:
  - i) the flying of the Canadian flag at half-mast denotes a period of official mourning or commemoration;
  - ii) the City of London will fly the Canadian flag on the Community Flag Pole at half-mast in the event of a death or to commemorate a solemn occasion. The Canadian flag will be lowered at the direction of the Mayor. In consultation with the Mayor, the City Clerk will provide instruction to lower the Canadian flag on the Community Flag Pole;
  - iii) the position of the Canadian flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the Canadian flag shall be exactly half-way down the mast;
  - iv) the official period of mourning is defined as the day of passing until the day of the funeral; and,
  - v) the Canadian flag will be flown at half-mast on the Community Flag Pole to commemorate the following occasions:

<b>Date</b>	<b>Occasion</b>
April 28	National Day of Mourning for Persons Killed or Injured in the Workplace
August 9	Peacekeepers' Day
Last Sunday in September	National Peace and Police Officers' Memorial Day
November 11	Remembrance Day*
	*Half-masting shall occur at 11:00 a.m. or according to the prescribed order of service at the Cenotaph.
December 6	National Day of Remembrance and Action on Violence Against Women

## 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 ink-stainedwretches.org
Date Proclamation Required May 3, 2022
Proclamation Name World Press Freedom Day
Proclamation Type (day, week or month) Day
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) Public Awareness Campaign
Requester Name Courtney Stone
Requester Telephone Number
Requester Address Richmond Hill, ON. L4S 2B1
Provide details of your Organization's Connection to London A campaign whose volunteers include students and faculty at Western University in London. Also, the City of London passed a nearly identical proclamation in 2021.
Required Supporting Documents <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws  Signature  Date Tuesday March 22, 2022
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, email: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>



### **Background of organization**

[ink-stainedwretches.org](http://ink-stainedwretches.org) is a group formed in March 2020 by former newsroom workers at the Waterloo Region Record newspaper. Long concerned with the decline in robust local journalism in their municipality and across Canada, the group launched a campaign to encourage elected leaders to build an ecosystem in which public-service journalism can survive and thrive. Toward that goal, the group has been asking municipal councils to voice support for local journalism and to encourage MPs to quickly implement legislation to build the ecosystem. At the time of submitting this proclamation request, 28 municipalities in nine provinces — home to roughly 12 million residents — have passed versions of the resolution proposed or shaped by [ink-stainedwretches.org](http://ink-stainedwretches.org)

### **UNESCO World Press Freedom Day**

This year's World Press Freedom Day theme: "Journalism under Digital Siege"

The description below is from the [UNESCO World Press Freedom Day 2022](http://www.unesco.org/en/press-freedom-day-2022) website:

*3 May acts as a reminder to governments of the need to respect their commitment to press freedom and is also a day of reflection among media professionals about issues of press freedom and professional ethics. Just as importantly, World Press Freedom Day is a day of support for media which are targets for the restraint, or abolition, of press freedom. It is also a day of remembrance for those journalists who lost their lives in the pursuit of a story.*

### **Confirmation**

[ink-stainedwretches.org](http://ink-stainedwretches.org) confirms that Courtney Stone is submitting this application—for the proclamation of World Press Freedom Day (May 3, 2022) in London, Ontario— on our group's behalf. If further confirmation is necessary, please contact Carolyn McLeod-McCarthy, proclamations co-ordinator, at [Carolynmcleodmccarthy@gmail.com](mailto:Carolynmcleodmccarthy@gmail.com); or Mirko Petricevic, group co-ordinator, at [ink.stained.campaign@gmail.com](mailto:ink.stained.campaign@gmail.com)

--end--

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Anna Lisa Barbon, Deputy City Manager, Finance Supports  
**Subject:** Court Security and Prisoner Transportation Program Transfer  
Payment Agreement  
**Date:** March 28, 2022

## Recommendation

That on the recommendation of the Deputy City Manager, Finance Supports, the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on April 12<sup>th</sup>, 2022 to:

- (a) **APPROVE** the Ontario Transfer Payment Agreement between Her Majesty the Queen in right of Ontario as represented by the Solicitor General and The Corporation of the City of London for the provision of funding for the Court Security and Prisoner Transportation Program ("Agreement") attached as Schedule "1";
- (b) **AUTHORIZE** the Mayor and Clerk to execute the Agreement;
- (c) **AUTHORIZE** the Deputy City Manager, Finance Supports to approve any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT");
- (d) **AUTHORIZE** the Mayor and Clerk to execute any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT") approved by the Deputy City Manager, Finance Supports; and
- (e) **AUTHORIZE** the Deputy City Manager, Finance Supports (or designate) to execute any reports required by the province under the Agreement;

## Executive Summary

The uploading of court security and prisoner transportation costs began in 2012, with total funding of approximately \$22.8 million provided by the Province of Ontario to the City of London since then. The 2022 agreement sets out the allocation of funding of \$2,771,900. All CSPT funding is transferred to the London Police Service for the delivery of the service.

This report introduces a by-law to authorize the Mayor and the City Clerk to execute the Transfer Payment Agreement and any future amending agreements between the Her Majesty the Queen in Right of Ontario as represented by the Solicitor General for the Province of Ontario and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT").

## Linkage to the Corporate Strategic Plan

Accessing Court Security and Prisoner Transportation funding contributes to the Corporation's Strategic Plan under the "Leading in Public Service" strategic area of focus. Specifically, accessing non-tax supported sources of funding to support program delivery contributes to the strategy "Continue to ensure the strength and sustainability of London's finances."

# Analysis

## 1.0 Background Information

### 1.1 Previous Reports Related to this Matter

- Court Security Prisoner Transportation Program Transfer Payment Agreement (Corporate Services Committee – May 10, 2021)

## 2.0 Discussion and Considerations

### 2.1 Background

On October 3, 2008, the Government of Ontario, the Association of Municipalities of Ontario (AMO), and the City of Toronto announced the results of the Provincial-Municipal Fiscal and Service Delivery Review in a ceremony at Queens Park along with the release of a corresponding report entitled “Facing the Future Together.” One of the results of this review that impacts municipalities was the gradual upload of court security costs and prisoner transportation costs. The uploading of these costs began in 2012 and was phased in over the years up to a maximum of \$125 million province-wide. Since 2012, total funding of approximately \$22.8 million has been provided by the Province to the City of London.

In September 2020, the Ministry of the Solicitor General hired an independent consultant to conduct a review of court security and prisoner transportation in Ontario, including the CSPT Program. The review was completed in January 2022 and the Ministry is continuing the CSPT Program with no changes to the overall funding envelope, subject to regular fiscal process.

The City has received the next agreement for a one-year term which sets out the allocation of funding of \$2,771,900 for 2022 under the CSPT Program. The Province requires receipt of all municipalities’ executed CSPT agreements by March 31, 2022. An extension to this timeline was requested and granted to April 18, 2022.

As with previous agreements, Civic Administration proposed several changes to the Province to amend the agreement to more appropriately reflect the relationship between the Corporation of the City of London and the London Police Service, the organization responsible for the provision of these services. The agreement, as presented in Schedule 1 of the by-law, reflects the amended agreement which contains similar provisions as previous agreements signed. Unfortunately, Civic Administration continues to have some reservations with the agreement as it stands, however the Province has made it clear that they are unwilling to consider any further changes to their standard form agreement. Furthermore, should the municipality decide not to execute the agreement, funding of approximately \$2.772 million would be lost over the one-year term.

Despite amendments made, Civic Administration still has concerns with the amended agreement in the following areas:

#### a) Article A4.2 – Limitation on Payment of Funds

The agreement indicates that the Province is not obligated to provide instalments of the funding until it is satisfied with the progress of the project. The “project” for the purposes of this agreement is simply the provision of funds from the Corporation to the London Police Service, so it is not clear what would signify satisfactory progress for this provision. In the City’s opinion, this clause is not required to be part of the agreement.

#### b) Article 4.3 – Use of Funds and Carry Out the Project

The City has no control over how the Project is carried out. Although the Province has allowed the City to add a paragraph in Schedule C for clarity

that the London Police Services Board is responsible for providing the services and carrying out the Project the Province would not agree to amend this clause.

c) Article A6.0 – Conflict of Interest

Although the Province has amended the agreement to recognize that the Municipality is not carrying out the program but rather funding the London Police Service who does, the City still has no control over how the London Police Services operates. As such, there is no conflict of interest and in the City's opinion, this clause is not required to be part of the agreement.

d) Article A7.0 – Reporting, Accounting, and Review

This article identifies that the City may be required to submit other reports other than what is prescribed in the agreement under a timeline and with content requirements specified by the Province. Without knowing what reporting requirements may be required, the Province could require that the municipality submit a report that it may not be able to produce. The City would prefer the Province to be more specific with respect to the "other reports" referred to in the agreement.

e) Article A9.0 – Indemnity

Risk Management has reviewed the agreement and notes that Article 9.0 requires the City to indemnify the Province from any and all liability, claims, lawsuits, etc. arising out of this Agreement unless the loss was solely caused by the Province's negligence or wilful misconduct.

Although this clause exposes the City to unlimited risk, the benefits of the Agreement outweigh the risks. The City will mitigate the risk through insurance, loss transfer and control measures.

f) Article A11.0 – Termination on Notice

Concern was raised that this article contradicts what has been represented by the Province relative to this upload. This funding is being relied upon for budget purposes. If the agreement were to be terminated by the Province in accordance with this article, a budget shortfall would result.

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

#### **3.1 Funding Allocation**

The funding allocation for 2022 is \$2,771,900, which is \$526,389 lower than the 2021 allocation and amount anticipated for planning purposes for 2022. While the total CSPT funding province-wide remained at \$125 million, the lower City of London allocation is driven by London Police Service's lower proportion of the total CSPT costs province-wide in 2020. This funding shortfall will represent a potential budget pressure for the London Police Service for 2022 and will be monitored in relation to program expenditures throughout the year through the City's and London Police Service's regular budget monitoring processes.

Additionally, as identified in Article A11.1 – Termination on Notice, "the Province may terminate this Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient". If this upload is terminated, the City would have to cover the shortfall of funding through other funding sources and/or a reduction in other program expenditures. Civic Administration believes the risk of this occurring is extremely low.

## **Conclusion**

The City of London was allocated \$2,771,900 for a one-year period for the CSPT program. This report introduces a by-law to authorize the Mayor and the City Clerk to execute the Transfer Payment Agreement and any future amending agreements between the Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the CSPT Program.

**Prepared by:** Meng Liu, CPA, CMA  
Senior Financial Business Administrator

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

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

Bill No.

2021

A by-law to approve the Ontario Transfer Payment Agreement between Her Majesty the Queen in right of Ontario as represented by the Solicitor General and The Corporation of the City of London for the provision of funding under the Court Security and Prisoner Transportation Program; and to authorize the Mayor and City Clerk to execute the Agreement

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*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

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

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

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

1. The Ontario Transfer Payment Agreement between Her Majesty the Queen in right of Ontario as represented by the Solicitor General and The Corporation of the City of London for the provision of funding under the Court Security and Prisoner Transportation Program ("Agreement"), attached hereto as Schedule "1" to this bylaw, is hereby authorized and approved.
2. The Mayor and City Clerk are authorized to execute the Agreement approved under section 1 of this by-law.
3. The Deputy City Manager, Finance Supports is authorized to approve any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program (CPST);
4. The Mayor and Clerk are authorized to execute any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program (CPST) approved by the Deputy City Manager, Finance Supports.
5. The Deputy City Manager, Finance Supports, or their designate, is authorized to execute any report required under the Agreement authorized under section 1 of this bylaw.

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

Ed Holder  
Mayor

Michael Schulthess  
City Clerk

First Reading –  
Second Reading –  
Third Reading –

# ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 1st day of January, 2022

**B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Solicitor General**

(the “Province”)

- and -

**The Coporation of the City of London**

(the “Recipient”)

## BACKGROUND

- A. The Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;
- B. The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2022;
- C. Pursuant to subsection 4(1) of the *Police Services Act*, the Recipient is required to provide adequate and effective police services in accordance with its needs.
- D. Pursuant to subsection 5(1) of the *Police Services Act*, the Recipient has discharged its responsibility to provide police services by establishing the London Police Services the members of which are appointed by the London Police Services Board pursuant to subsection 31(1)(a) of the *Police Services Act*.
- E. Pursuant to subsection 137(1) of the *Police Services Act* the London Police Services Board has the following responsibilities, with respect to premises where court proceedings are conducted in the City of London:
  - 1. Ensuring the security of judges and of persons taking part in or attending proceedings.
  - 2. During the hours when judges and members of the public are normally present, ensuring the security of the premises.
  - 3. Ensuring the secure custody of persons in custody who are on or about the premises including persons taking into custody or proceedings.

4. Determining appropriate levels of security for the purposes of paragraph 1, 2 and 3.
- F. Pursuant to section 39 of the *Police Services Act*, the London Police Services Board submits the operating and capital estimates to the Recipient and upon reviewing the estimates, the council for the Recipient establishes an overall budget for the London Police Services Board.
  - G. The cost of court security and prisoner transportation provided by the London Police Services Board pursuant to subsection 137(1) of the *Police Services Act* are included in the estimates provided by the London Police Services Board and funded by the Recipient.
  - H. The Ministry has agreed to provide funding to the Recipient to be used to fund the costs of court security and prisoner transportation provided by the London Police Services Board in accordance with its obligations under subsection 137(1) of the *Police Services Act*.
  - I. The Recipient has provided its 2020 CSPT costs, as confirmed in the 2020 Annual Financial Report submitted by the Recipient;
  - J. Funding is allocated based on the Recipient's relative share of the total 2020 provincial CSPT cost.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

- Schedule "A" - General Terms and Conditions
- Schedule "B" - Project Specific Information and Additional Provisions
- Schedule "C" - Project
- Schedule "D" - Performance Measurement Framework
- Schedule "E" - Payment Plan and Reporting Schedules
- Schedule "F" - Court Security and Prisoner Transportation Services and Activities Eligible for Funding
- Schedule "G" - Template for Annual Financial and Performance Measurement Report, and

any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

### **3.0 AMENDING THE AGREEMENT**

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### **4.0 ACKNOWLEDGEMENT**

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

4.2 The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by the Solicitor General**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Mario Di Tommaso, O.O.M.  
Title: Deputy Solicitor General  
Community Safety

**The Coporation of the City of London**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

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**A1.0 INTERPRETATION AND DEFINITIONS**

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this Agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A13.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following December 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on January 1 following the end of the previous Funding Year and ending on the following December 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Program”** means the court security prisoner transportation program in accordance with Schedule F funded by the Ministry.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “E”.

**“Services”** means the court security and prisoner transportation services and activities as set out in Schedule F eligible for the funding, as set out in Schedule “B” as provided by the London Police Services Board in accordance with subsection 137(1) of the *Police Services Act*.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

A2.1 **General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and

provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (f) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with Schedule "E"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) use the Funds only on activities and services eligible for funding as set out in Schedule "F"; and
- (d)
- (e) not use the Funds to cover any cost that has or will be funded or

reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money

A5.2 **Disposal.** The Recipient shall sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided only in accordance with its asset disposal policies and procedures, unless the Province agrees otherwise.

#### **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or

could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedules "D" and "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain for the Term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a obligations similar to the obligations of the Recipient under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;

- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to fund the Services to the date of termination and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
- (i) use or spend Funds; or
- (ii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A13.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful application of the Funds for the Services ;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 **Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all the Funds allocated for the Funding Year, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province as provided for in Schedule “B”.

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule “B”, or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors,

administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE “B”**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

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<b>Maximum Funds</b>	<b>\$2,771,900.67</b>
<b>Expiry Date</b>	December 31, 2022
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	\$5,000
<b>Insurance</b>	\$5,000,000.00
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b>  Ministry of the Solicitor General  Public Safety Division, External Relations Branch  Program Development Section</p> <p><b>Address:</b>  25 Grosvenor Street, 12<sup>th</sup> Floor  Toronto ON M7A 2H3</p> <p><b>Attention:</b>  Nithuzha Navendram, Community Safety Analyst</p> <p><b>Email:</b>  <a href="mailto:Nithuzha.Navendram@ontario.ca">Nithuzha.Navendram@ontario.ca</a></p>
<b>Contact information for the purposes of Notice to the Recipient and to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b>  The Corporation of the City of London</p> <p><b>Address:</b>  300 Dufferin Avenue  London ON N6A 4L9</p> <p><b>Attention:</b>  Mr. Ian Collins  Director, Financial Services</p> <p><b>Email:</b>  ICollins@London.ca</p>

## **SCHEDULE “C” PROJECT**

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The Province implemented the Program in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions.

The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2022.

The Project is the Recipient receiving the Funds and in turn providing the Funds to the London Police Services Board for the costs of providing security for court premises during hours of court operations and security of persons attending court, and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

**SCHEDULE “D”  
PERFORMANCE MEASUREMENT FRAMEWORK**

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The Recipient agrees to collect and report back to the Province on the outcomes and performance indicators outlined below (on an annual reporting timeframe covering January 1, 2022 – December 31, 2022) in accordance with the reporting schedule outlined in Schedule E.

<b>Year 1 – 2022: Data Reporting</b>		
<b>Performance Measure</b>	<b>Indicator</b>	<b>Reporting Frequency</b>
Number of court appearances	Number of in-person court appearances conducted <b>(required)</b>	Annual
	Number of virtual court appearances conducted <b>(optional)</b>	
Number of full-time equivalent sworn police officers and special constables that are supporting prisoner transportation and or/ court security	Total number of full-time equivalent sworn police officers and special constables	Annual
	Total number of full-time equivalent sworn police officers and special constables that support prisoner transportation and or/court security	
	Total number of full-time equivalent sworn police officers and special constables that support prisoner transportation	
	Total number of full-time equivalent sworn police officers and special constables that support court security	
Number of prisoner transportation trips	Number of prisoner transportation trips conducted by full-time equivalent sworn police officers and special constables.	Annual

## SCHEDULE "E"

### PAYMENT PLAN AND REPORTING SCHEDULES

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The Funds in the amount of **\$2,771,900.67** will be provided to the Recipient according to the following schedule:

- A. First instalment: **\$692,975.17** will be paid to the Recipient once the Recipient has signed the Agreement, provided adequate proof of insurance to the Province in accordance with section A10.2 of the Agreement, and the Agreement has then been signed by the Province.
- B. Second Instalment: **\$692,975.17** will be paid to the Recipient, following the Province's receipt and approval of the 2021 Annual Financial Report (due April 15, 2022). *Subsequent payments will not be released until the Province has received and approved the 2021 Annual Financial Report.*
- C. Third Instalment: **\$692,975.17** will be paid to the Recipient by the end of September 2022.
- D. Final instalment: **\$692,975.16** will be paid to the Recipient by the end of December 2022.
- E. The Recipient must submit the 2022 Annual Financial and Performance Measurement Report (Schedule G) to the Province by April 15, 2023.

**SCHEDULE “F”  
COURT SECURITY AND PRISONER TRANSPORTATION  
SERVICES AND ACTIVITIES ELIGIBLE FOR FUNDING**

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**A. COURT SECURITY includes:**

**1. Facility Perimeter Security**

Costs associated with external and/or internal presence of police or other security personnel during regular or non-regular hours to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.

**2. Courtroom Security**

Costs associated with the presence of police or other security personnel in the courtroom to ensure the safety and security of the proceedings and attendees.

**3. General Courthouse Security Presence**

Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police or other security personnel assigned to perform roving patrols of the court facility.

**4. Prisoner Movement in Courthouse**

Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.

**5. Prisoner Guarding in Holding Cells**

Costs associated with guarding and monitoring of prisoners brought to court and held in courthouse holding cells (where applicable).

**6. Prisoner Feeding**

Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.

**B. PRISONER TRANSPORTATION includes:**

**1. Prisoner Transport**

Costs associated with the movement of prisoners between correctional institutions and court locations for the purposes of attending court.

**2. Prisoner Transport - Youth**

Costs associated with the movement of custodial minors (i.e. 12-17 years old) between correctional and/or custodial facilities and court locations for the purposes of attending court.

\*PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.

**C. TRAINING, EQUIPMENT AND RECRUITING includes:**

1. Costs associated with training that is relevant to court security and prisoner transportation only.
2. Cost associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
3. Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews or any other related human resources expense.

**COURT SECURITY AND PRISONER TRANSPORTATION do NOT include:**

**Court Administration**

Costs associated with performing court administrative duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances or other duties of a related nature.

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** Election Sign By-law Update  
**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the City Clerk, the attached proposed by-law (Appendix "A") BE INTRODUCED at the Municipal Council meeting to be held on April 12, 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.

Corporate Services Committee – January 10, 2022 – Election Sign By-law Update  
Corporate Services Committee – February 28, 2022 – Election Sign By-law Update

### 2.0 Discussion and Considerations

#### 2.1 Proposed Changes

The Municipal Council, at its session held on March 22, 2022 resolved:

"That the Election Sign By-law BE REFERRED back to the Civic Administration to prepare a revised by-law to be brought forward to the March 28, 2022 Corporate Services Committee that would include:

- a) a revision to section 3.2, as follows: "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 or private property, earlier than Nomination Day in the year of a regular election; and,
- b) a revision to section 3.4 to change the removal requirement from 96 hours to 72 hours.

Attached as Appendix 'A' is the draft by-law with the proposed changes referred to the Civic Administration at Municipal Council on March 22, 2022. It being noted that section 3.3 was also amended for consistency with the amended section 3.2 and to provide clarity around Election Sign placement for private property.

### 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**

The proposed amendments to the Election Sign By-law are consistent with Council direction and if enacted on April 12, 2022 will apply to all upcoming elections.

**Prepared by:** Jeannie Raycroft, Manager, Licensing and Elections

**Submitted by:** Sarah Corman, Deputy City Clerk

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

- c. **Shane Maguire, Division Manager – Roadway Lighting and Traffic Control**  
**Heather Chapman, Manager, Community Compliance and Animal Welfare Services**

## APPENDIX 'A'

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;

## APPENDIX 'A'

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* as amended;
- (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* as amended; 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* as amended;

**"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 or Registered Third Party 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

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(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* as amended;

(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* as amended; 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* as amended;

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;

**"Property"** means property as defined by the Land Titles Act, 1990;

**"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* as amended;

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

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“**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 without permission of the owner of the Property.

2.3 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.

2.4 Subsections 2.3 (a) and (b) do not apply to an Election Sign promoting a Candidate on the Property on which the Campaign Office sits provided the written consent of the owner of the Property is obtained and furnished to an Enforcement Officer upon demand.

2.5 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.

2.6 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.

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### 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 or private property ~~on the Property on which the Campaign Office sits provided the written consent of the owner of the Property is obtained and furnished to an Enforcement Officer upon demand:~~

(a) earlier than ~~one week prior to~~ 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 or private property earlier than the day that Candidate or Registered Third Party has filed their nomination or registration 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 SIGN PLACEMENT

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 3 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 3 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 100 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 1.8 metres when Placed within 3 to 8 metres of the Roadway;

## **APPENDIX 'A'**

(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

**APPENDIX 'A'**

Michael Schulthess  
City Clerk

First Reading –  
Second Reading –  
Third Reading –