

# Agenda

## Corporate Services Committee

2nd Meeting of the Corporate Services Committee

January 9, 2023

12:00 PM

Council Chambers - Please check the City website for additional meeting detail information. Meetings can be viewed via live-streaming on YouTube and the City Website.

The City of London is situated on the traditional lands of the Anishinaabek (AUh-nish-in-ah-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ah-pay-wuk) and Attawandaron (Add-a-won-da-run).

We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home. The City of London is currently home to many First Nations, Metis and Inuit people today.

As representatives of the people of the City of London, we are grateful to have the opportunity to work and live in this territory.

Members

Councillors S. Lewis (Chair), H. McAlister, S. Stevenson, S. Trosow, D. Ferreira, Mayor J. Morgan

The City of London is committed to making every effort to provide alternate formats and communication supports for meetings upon request. To make a request specific to this meeting, please contact [CSC@london.ca](mailto:CSC@london.ca) or 519-661-2489 ext. 2425.

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

6.1 Labour Relations/Employee Negotiations

A matter pertaining to labour relations and employee negotiations in regard to the Corporation's association or unions, advice and recommendations of officers and employees of the Corporation including communications necessary for that purpose.

**7. Adjournment**

## Report to Corporate Services Committee

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

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

**Subject:** Argyle Business Improvement Area 2023 Proposed Budget – Municipal Special Levy

**Date:** January 9, 2023

## Recommendation

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

- a. The Argyle Business Improvement Area proposed 2023 budget submission in the amount of \$295,620 **BE APPROVED** as outlined in Schedule “A”.
- b. The amount to be raised by The Corporation of the City of London for the 2023 fiscal year for the purposes of the Argyle Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$215,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law A.-6873-292 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Argyle Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 24, 2023.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 10, 2022, Agenda item 2.2, Argyle Business Improvement Area 2022 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=88889>

#### 1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found

here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

## 2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part but may not add expenditures. The Argyle Business Improvement Area has met this requirement in Schedule "A", noting the 2023 total expenditure budget of \$295,620.

On October 12, 2022, the Board of Management of the Argyle Business Improvement Area (ABIA) approved the 2023 budget (Schedule "A") which was presented to the members at the Annual General Meeting on November 9, 2022.

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

- a) The ABIA submitted a 2023 budget of \$295,620, which represents an increase of \$12,620 (4.5%) compared to its 2022 budget of \$283,000. The special levy to the members remains the same as 2022. There is a slight increase in the Draw from Operating Fund/Reserve Fund and Canada Summer Jobs funding.
- b) Significant changes to expenditures in 2023 include:
  - i. Wages and Benefits – an increase of \$7,000 is budgeted for Executive Admin position expansion and potential staff pay increases approved by the Board.
  - ii. Student Wages and Benefits – an increase of \$5,000 is budgeted due to hiring additional summer students with Canada Summer Jobs funding.
  - iii. Special Events – a decrease of \$3,000 is budgeted due to more combined community events, requiring less resources from ABIA.
  - iv. Safety and Security – an increase of \$8,000 is expected in 2023 due to an increased need for additional security in the business area as highlighted by membership.

At the time of submitting this report, the audited 2022 financial statements were unavailable. After adjustments to the draw from the operating fund, ABIA projects a balanced year-end position, no surplus or deficit. The unaudited projected December 31, 2022 Operating Fund balance is \$51,207 and the unaudited projected Reserve Fund balance is \$70,000. The year-end fund balance is presented in Schedule "B".

## Conclusion

The owners of business property within the BIA will be responsible for payment of \$215,000 to be raised by the Corporation for the 2023 fiscal year for the purposes of the ABIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay ABIA 50% of the budgeted Municipal Special Levy amount, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Dylan Dubois, CPA, Financial Business Administrator  
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### Argyle Business Improvement Area 2023 Proposed Budget with 2022 Comparators

#### Revenue Overview

Revenue Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Municipal Special Levy	215,000	215,000	215,000	0	215,000	72.7%	0	N/A
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	N/A
<b>Net Municipal Special Levy</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>0</b>	<b>215,000</b>	<b>72.7%</b>	<b>0</b>	<b>N/A</b>
Draw from Operating Fund	0	50,000	7,820	-42,180	56,820	19.2%	6,820	13.6%
Digital Main Street	14,608	0	0	0	0	0.0%	0	N/A
Santa Clause Parade Sponsorship	2,000	2,700	2,500	-200	3,500	1.2%	800	29.6%
Government Student Funding	4,320	10,000	7,525	-2,475	15,000	5.1%	5,000	50.0%
City of London Patio Grant	7,844	0	16,500	16,500	0	0.0%	0	N/A
Argyle Currency Grant	0	0	28,000	28,000	0	0.0%	0	N/A
Argyle Community Well-Being Grant	0	0	1,345	1,345	0	0.0%	0	N/A
Interest Income	373	300	600	300	300	0.1%	0	N/A
HST Rebate	0	5,000	5,000	0	5,000	1.7%	0	N/A
Miscellaneous Income	450	0	0	0	0	0.0%	0	N/A
<b>Total Revenue</b>	<b>244,595</b>	<b>283,000</b>	<b>284,290</b>	<b>1,290</b>	<b>295,620</b>	<b>100.0%</b>	<b>12,620</b>	<b>4.5%</b>

## Expenditure Overview

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
<b>Administration</b>								
Wages and Benefits	91,118	82,000	73,000	9,000	89,000	30.1%	7,000	8.5%
Student Wages and Benefits	0	10,000	7,525	2,475	15,000	5.1%	5,000	50.0%
Seasonal/ PT Wages	0	10,000	10,000	0	7,000	2.4%	-3,000	(30.0%)
EI and CPP	0	6,000	6,000	0	6,500	2.2%	500	8.3%
Telephone and Internet	1,049	1,200	1,000	200	1,200	0.4%	0	N/A
Banking Charges	0	100	0	100	100	0.0%	0	N/A
Stationery and Supplies	119	0	0	0	0	0.0%	0	N/A
Insurance	1,714	1,900	1,750	150	2,000	0.7%	100	5.3%
Repairs and Maintenance	0	2,500	1,200	1,300	1,500	0.5%	-1,000	(40.0%)
Travel and Transportation	0	200	20	180	200	0.1%	0	N/A
Bookkeeping, Audit and Professional Fees	6,412	9,000	9,000	0	9,000	3.0%	0	N/A
Training/ Conferences	1,350	1,700	1,700	0	2,100	0.7%	400	23.5%
Subscriptions/ Memberships	590	700	600	100	700	0.2%	0	N/A
Utilities	1,629	2,000	2,300	-300	2,500	0.8%	500	25.0%
Cleaning	1,148	0	0	0	0	0.0%	0	N/A
Website Hosting and Domain	0	1,000	550	450	120	0.0%	-880	(88.0%)
Office Supplies	2,060	3,000	2,500	500	3,000	1.0%	0	N/A
Postage and Courier	0	200	0	200	200	0.1%	0	N/A
Miscellaneous Expense	0	1,000	1,000	0	0	0.0%	-1,000	(100.0%)
<b>Total Administration</b>	<b>107,189</b>	<b>132,500</b>	<b>118,145</b>	<b>14,355</b>	<b>140,120</b>	<b>47.4%</b>	<b>7,620</b>	<b>5.8%</b>

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
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Rent								
Rent	19,732	20,000	20,000	0	20,000	6.8%	0	N/A
<b>Total Rent</b>	<b>19,732</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>6.8%</b>	<b>0</b>	<b>N/A</b>

Business Development								
Special Events	4,044	10,000	2,000	8,000	7,000	2.4%	-3,000	(30.0%)
Communications & Marketing	19,348	25,000	25,000	0	25,000	8.5%	0	N/A
Clean Streets Program	0	5,000	2,000	3,000	5,000	1.7%	0	N/A
Planters/Hanging Baskets	17,952	20,000	22,800	-2,800	20,000	6.8%	0	N/A
Santa Claus Parade	15,957	20,000	20,000	0	20,000	6.8%	0	N/A
Digital Main Street	14,608	0	0	0	0	0.0%	0	N/A
Safety and Security	6,838	12,000	10,000	2,000	20,000	6.8%	8,000	66.7%
Cleaning and Maintenance	1,550	0	0	0	0	0.0%	0	N/A
Social Improvement Program	0	10,000	0	10,000	10,000	3.4%	0	N/A
Signage and Banners	0	2,500	2,500	0	2,500	0.8%	0	N/A
Streetscape Improvement Program	0	4,000	4,000	0	4,000	1.4%	0	N/A
Patio Improvement Program	0	0	16,500	-16,500	0	0.0%	0	N/A
Argyle Community Well-Being Recovery Grant	0	0	1,345	-1,345	0	0.0%	0	N/A
Argyle Currency Program	0	0	28,000	-28,000	0	0.0%	0	N/A
Façade Improvement Grant	0	10,000	0	10,000	10,000	3.4%	0	N/A
<b>Total Business Development</b>	<b>80,297</b>	<b>118,500</b>	<b>134,145</b>	<b>-15,645</b>	<b>123,500</b>	<b>41.8%</b>	<b>5,000</b>	<b>4.2%</b>

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
<b>Other</b>								
Harmonized Sales Tax	1,135	2,000	2,000	0	2,000	0.7%	0	N/A
Amortization	2,650	0	0	0	0	0.0%	0	N/A
Tax Write Offs	23,229	10,000	10,000	0	10,000	3.4%	0	N/A
Miscellaneous	0	0	0	0	0	0.0%	0	N/A
<b>Total Other</b>	<b>27,014</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>4.1%</b>	<b>0</b>	<b>N/A</b>
<b>Total Expenditure</b>	<b>234,232</b>	<b>283,000</b>	<b>284,290</b>	<b>-1,290</b>	<b>295,620</b>	<b>100.0%</b>	<b>12,620</b>	<b>4.5%</b>
<b>Net Surplus/ Deficit</b>	<b>10,363</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-10,363</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.



## Schedule "B"

### Operating Fund

<b>Operating Fund Balance 2021 Audited</b>	<b>59,027</b>
Draw from Operating Fund in 2022	-7,820
2022 Projected Net Surplus	0
<b>Operating Fund Balance 2022 Projected</b>	<b>51,207</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2021 Audited</b>	<b>70,000</b>
Draw from Reserve Fund in 2022	0
2022 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2022 Projected</b>	<b>70,000</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2023  
By-law Number

A by-law to raise the amount required for the purposes of the Argyle Business Improvement Area Board of Management for the year 2023 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2023 fiscal year submitted by the Argyle Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2023 fiscal year for the purposes of The Argyle Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$215,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law A.-6873-292, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 24, 2023

Second Reading – January 24, 2023

Third Reading – January 24, 2023

## Report to Corporate Services Committee

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

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

**Subject:** Hamilton Road Business Improvement Area 2023 Proposed Budget – Municipal Special Levy

**Date:** January 9, 2023

## Recommendation

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

- a. The Hamilton Road Business Improvement Area proposed 2023 budget submission in the amount of \$115,065 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2023 fiscal year for the purposes of the Hamilton Road Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$70,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law C.P.-1528-486 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Hamilton Road Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 24, 2023.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 10, 2022, Agenda item 2.3, Hamilton Road Business Improvement Area 2022 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=88890>

#### 1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is

a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here:

<https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

## 2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part but may not add expenditures. The Hamilton Road Business Improvement Area has met this requirement in Schedule “A”, noting the 2023 expenditure budget of \$115,065.

On November 16, 2022, the Board of Management of the Hamilton Road Business Improvement Area (HRBIA) approved the 2023 budget (Schedule “A”) which was presented to the members at the Annual General meeting on December 16, 2022.

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

- a) HRBIA submitted a 2023 budget of \$115,065 which represents a decrease of \$6,349 (5.2%) compared to its 2022 budget of \$121,414. The decrease results from a reduced draw from the operating fund and no further donations expected in 2023.
- b) Administration Salaries and Wages - A \$6,800 increase in budget as a result of inflationary increases.
- c) Marketing – Elimination of this budget item to support an increase in salaries. This item is seen as more discretionary in nature and will be reassessed in the future.
- d) Long and Short Term Initiatives – This budget item is being eliminated as there is currently no plan for long and short term initiatives in 2023; these will be determined at a later date.
- e) Tree Trunk Tour Maintenance – This budget line has been eliminated as this was funded from donations which are not expected in 2023.

At the time of submitting this report, the audited 2022 financial statements were unavailable. After adjustments to the draw from the operating fund, HRBIA projects a surplus year-end position of \$23,828. The unaudited projected December 31, 2022 Operating Fund balance is approximately \$68,450. The year-end fund balance is presented in Schedule “B”.

It should also be noted that the HRBIA submitted a budget amendment to the 2023 Annual Budget for additional funding from the City of London in the amount of \$100,000 to support operational needs. This amendment will be deliberated in later January, after the HRBIA’s 2023 budget is approved.

## Conclusion

The owners of business property within the business improvement area will be responsible for payment of \$70,000 to be raised by the Corporation for the 2023 fiscal year for the purposes of HRBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HRBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Dylan Dubois, CPA, Financial Business Administrator

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

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

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

## Schedule "A"

### Hamilton Road Business Improvement Area 2023 Proposed Budget with 2022 Comparators

#### Revenue Overview

Revenue Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Municipal Special Levy	69,778	70,000	70,000	0	70,000	60.8%	0	0.0%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	0.0%
<b>Net Municipal Special Levy</b>	<b>69,778</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>	<b>60.8%</b>	<b>0</b>	<b>0.0%</b>
Draw from Operating Fund	0	9,360	0	-9,360	8,011	7.0%	-1,349	(14.4%)
Canada Summer Jobs Funding	28,152	27,054	27,054	0	27,054	23.5%	0	0.0%
Digital Main Street	14,476	0	0	0	0	0.0%	0	0.0%
Friends of the Tree Trunk Tour Fund	0	10,000	0	-10,000	10,000	8.7%	0	0.0%
Graffiti Removal Subsidy	5,000	0	0	0	0	0.0%	0	0.0%
Anticipated Grant Funding	0	0	30,000	30,000	0	0.0%	0	0.0%
City Banner Subsidy	3,461	0	0	0	0	0.0%	0	0.0%
City of London Patio Grant Program	12,650	0	15,000	15,000	0	0.0%	0	0.0%
Operating Fund	30,000	0	0	0	0	0.0%	0	0.0%
Miscellaneous Income	5,450	5,000	0	-5,000	0	0.0%	-5,000	(100.0%)
<b>Total Revenue</b>	<b>168,967</b>	<b>121,414</b>	<b>142,054</b>	<b>20,640</b>	<b>115,065</b>	<b>100.0%</b>	<b>-6,349</b>	<b>-5.2%</b>

## Expenditure Overview

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
<b>Administration</b>								
Admin Salaries and Wages	46,593	40,000	27,210	12,790	46,800	40.7%	6,800	17.0%
Payroll, Employment Insurance and Canadian Pension Plan	3,174	3,164	1,976	1,188	3,702	3.2%	538	17.0%
Canada Summer Jobs	22,800	25,580	25,580	0	25,580	22.2%	0	0.0%
CSJ Payroll, Employment Insurance and Canadian Pension Plan	1,553	1,474	1,200	274	1,474	1.3%	0	0.0%
Telephone and Internet	1,303	1,200	1,560	-360	1,560	1.4%	360	30.0%
Alarm System	0	0	637	-637	637	0.6%	637	0.0%
Insurance	1,771	1,881	1,892	-11	1,892	1.6%	11	0.6%
Bookkeeping, Audit and Professional Fees	3,600	3,600	3,800	-200	3,800	3.3%	200	5.6%
Office Supplies and Equipment	17,543	2,420	1,000	1,420	1,000	0.9%	-1,420	(58.7%)
Training/ Conferences	2,573	2,500	3,100	-600	3,500	3.0%	1,000	40.0%
<b>Total Administration</b>	<b>100,910</b>	<b>81,819</b>	<b>67,955</b>	<b>13,864</b>	<b>89,945</b>	<b>78.2%</b>	<b>8,126</b>	<b>9.9%</b>
<b>Rent</b>								
Office Rent	10,800	10,800	11,619	-819	12,000	10.4%	1,200	11.1%
<b>Total Rent</b>	<b>10,800</b>	<b>10,800</b>	<b>11,619</b>	<b>-819</b>	<b>12,000</b>	<b>10.4%</b>	<b>1,200</b>	<b>11.1%</b>

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
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Member Services								
CRM/Membership Services	343	600	0	600	600	0.5%	0	0.0%
Annual General Meeting	167	200	250	-50	250	0.2%	50	25.0%
Memberships - Provincial Business	0	255	270	-15	270	0.2%	15	5.9%
<b>Total Member Services</b>	<b>510</b>	<b>1,055</b>	<b>520</b>	<b>535</b>	<b>1,120</b>	<b>1.0%</b>	<b>65</b>	<b>6.2%</b>

Business Development								
Website Maintenance and Domain	220	240	904	-664	1,000	0.9%	760	316.7%
Website and Email Hosting	840	300	300	0	300	0.3%	0	0.0%
Signage	0	0	0	0	500	0.4%	500	0.0%
Strategic Planning	0	200	200	0	200	0.2%	0	0.0%
Marketing	413	5,000	0	5,000	0	0.0%	-5,000	(100.0%)
Tree Trunk Tour Fund Initiative	0	10,000	0	10,000	10,000	8.7%	0	0.0%
Annual Graffiti Removal	5,000	2,000	0	2,000	0	0.0%	-2,000	(100.0%)
Anticipated Grant Funds	0	0	30,000	-30,000	0	0.0%	0	0.0%
Long and Short Term Initiatives	5,099	5,000	3,000	2,000	0	0.0%	-5,000	(100.0%)
Tree Trunk Tour Maintenance	0	5,000	3,729	1,271	0	0.0%	-5,000	(100.0%)
City of London Patio Grant Program	12,650	0	0	0	0	0.0%	0	0.0%
<b>Total Business Development</b>	<b>24,222</b>	<b>27,740</b>	<b>38,133</b>	<b>-10,393</b>	<b>12,000</b>	<b>10.4%</b>	<b>-15,740</b>	<b>-56.7%</b>



Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
<b>Other</b>								
Amortization of Capital Assets	572	0	0	0	0	0.0%	0	0.0%
<b>Total Other</b>	<b>572</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditure</b>	<b>137,013</b>	<b>121,414</b>	<b>118,226</b>	<b>3,187</b>	<b>115,065</b>	<b>100.0%</b>	<b>-6,349</b>	<b>(5.2%)</b>
<b>Net Surplus/ Deficit</b>	<b>31,954</b>	<b>0</b>	<b>23,828</b>	<b>23,828</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-31,954</b>	<b>0</b>	<b>-23,828</b>	<b>-23,828</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.

## Schedule “B”

### Operating Fund

<b>Operating Fund Balance 2021 Audited</b>	<b>44,622</b>
Draw from Operating Fund in 2022	0
2022 Projected Net Surplus	23,828
<b>Operating Fund Balance 2022 Projected</b>	<b>68,450</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2021 Audited</b>	<b>0</b>
Draw from Reserve Fund in 2022	0
2022 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2022 Projected</b>	<b>0</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2023  
By-law Number

A by-law to raise the amount required for the purposes of the Hamilton Road Business Improvement Area Board of Management for the year 2023 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2023 fiscal year submitted by the Hamilton Road Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2023 fiscal year for the purposes of the Hamilton Road Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$70,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1528-486, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 24, 2023

Second Reading – January 24, 2023

Third Reading – January 24, 2023

## Report to Corporate Services Committee

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

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

**Subject:** Hyde Park Business Improvement Area 2023 Proposed Budget – Municipal Special Levy

**Date:** January 9, 2023

## Recommendation

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

- a. The Hyde Park Business Improvement Area proposed 2023 budget submission in the amount of \$780,000 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2023 fiscal year for the purposes of the Hyde Park Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$530,000.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1519-490 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Hyde Park Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 24, 2023.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 10, 2022, Agenda item 2.4, Hyde Park Business Association 2022 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=88891>

#### 1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its

boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

## 2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The Hyde Park Business Improvement Area has met this requirement in Schedule “A”, noting the 2023 expenditure budget of \$780,000.

On September 15, 2022, the Board of Management of the Hyde Park Business Improvement Area (HPBIA) approved the 2023 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 9, 2022.

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

- a) The HPBIA submitted a 2023 budget of \$780,000, which represents an increase of \$226,190 (40.8%) compared to its 2022 budget of \$553,810. The total increase in revenue is a result of the following:
  - i. A \$46,000 (9.5%) increase in Municipal Special Levy to cover overall increased costs.
  - ii. \$174,000 is budgeted as a Draw from Operating Fund which represents an increase of \$153,190 from the 2022 budget. This draw will support additional initiatives outlined by the HPBIA in 2023. The projected 2023 balance in the Operating Fund after this draw will be \$168,293.
  - iii. \$60,000 is budgeted for miscellaneous income and includes items such as The Reconnect Grant and CTV & Bus Shelter Programs, representing an increase of \$20,000.
- b) Significant changes to expenditures in 2023 include:
  - i. Wages, MERCS and Benefits – an increase of \$48,563 is budgeted to support salary increases, bonuses, mandatory employee related costs, and to hire an additional part time staff.
  - ii. Leasehold Improvements - \$20,000 is being budgeted to support expansion of the existing board room to increase functionality.
  - iii. Office Furniture - \$10,000 is being budgeted for new board room table and chairs to accommodate increased size of new board room.
  - iv. 1645 Hyde Park Road Lease – this item has been removed from the budget as the space is not used consistently enough to support a full-time lease.
  - v. Pondfest / Outdoor Piano Program – an increase of \$22,000 due to an increased focus on outdoor music events, additional costs arising from hiring professional staff to run these larger scale events.
  - vi. Breakfast with Santa / Christmas Market – an increase of \$36,000 due to expansion of the Christmas Market which requires additional resources.
  - vii. Digital Sign - an increase of \$36,000 due to receiving an updated quote for this work. If the BIA is unable to install the sign at the Hyde Park Village Green they will pursue utilizing a private property for sign placement.
  - viii. Community Beautification Projects – an increase of \$40,000 is budgeted as many of these initiatives were not completed in 2022 due to supply issues and therefore are budgeted to be completed in 2023.

At the time of submitting this report, audited 2022 financial statements were unavailable. Estimates received from HPBIA indicate a projected 2022 year-end surplus of \$120,870. The unaudited projected December 31, 2022 Operating Fund balance is approximately \$342,293. The year-end fund balance is presented in Schedule “B.”

## **Conclusion**

The owners of business property within the BIA will be responsible for payment of \$530,000 to be raised by the Corporation for the 2023 fiscal year for the purposes of HPBIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay HPBIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Dylan Dubois, CPA, Financial Business Administrator  
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### Hyde Park Business Improvement Area 2023 Proposed Budget with 2022 Comparators

#### Revenue Overview

Revenue Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Municipal Special Levy	438,604	484,000	484,000	0	530,000	67.9%	46,000	9.5%
Tax Write Offs/Allowance	0	0	0	0	0	0.0%	0	N/A
<b>Net Municipal Special Levy</b>	<b>438,604</b>	<b>484,000</b>	<b>484,000</b>	<b>0</b>	<b>530,000</b>	<b>67.9%</b>	<b>46,000</b>	<b>9.5%</b>
Draw from Operating Fund	0	20,810	0	-20,810	174,000	22.3%	153,190	736.1%
Canada Summer Jobs	21,240	9,000	18,059	9,059	16,000	2.1%	7,000	77.8%
Interest Income	0	0	0	0	0	0.0%	0	N/A
HST Rebate	0	0	22,000	22,000	0	0.0%	0	N/A
Miscellaneous Income	31,177	40,000	76,935	36,935	60,000	7.7%	20,000	50.0%
<b>Total Revenue</b>	<b>491,021</b>	<b>553,810</b>	<b>600,994</b>	<b>47,184</b>	<b>780,000</b>	<b>100.0%</b>	<b>226,190</b>	<b>40.8%</b>



## Expenditure Overview

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
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Administration								
Wages, MERCS and Benefits	125,188	160,410	155,447	4,963	208,973	26.8%	48,563	30.3%
Canada Summer Jobs	19,746	9,000	17,055	-8,055	16,000	2.1%	7,000	77.8%
Insurance	2,935	3,200	3,018	182	3,400	0.4%	200	6.3%
Bookkeeping, Audit and Professional Fees	7,961	6,000	4,836	1,164	6,000	0.8%	0	N/A
Office Equipment Upgrades	566	2,500	1,015	1,485	2,500	0.3%	0	N/A
Office Furniture	0	0	0	0	10,000	1.3%	10,000	0.0%
Leasehold Improvements	0	0	0	0	20,000	2.6%	20,000	0.0%
Phone, Internet, Office 365	2,054	2,500	2,688	-188	2,500	0.3%	0	N/A
Office Supplies	3,959	4,000	2,781	1,219	4,000	0.5%	0	N/A
Training & Conferences	4,062	7,000	9,537	-2,537	10,000	1.3%	3,000	42.9%
Subscriptions & Memberships	1,423	1,500	900	600	1,500	0.2%	0	N/A
Bank Charges	803	650	1,122	-472	650	0.1%	0	N/A
Operating	2,777	2,000	3,403	-1,403	3,000	0.4%	1,000	50.0%
Employee Health Insurance	0	0	996	-996	1,500	0.2%	1,500	0.0%
Interest Expense	212	0	0	0	0	0.0%	0	N/A
Digital Mainstreet Program	14,476	0	0	0	0	0.0%	0	N/A
<b>Total Administration</b>	<b>186,160</b>	<b>198,760</b>	<b>202,798</b>	<b>-4,038</b>	<b>290,023</b>	<b>37.2%</b>	<b>91,263</b>	<b>45.9%</b>

Rent								
Rent	23,267	23,550	23,550	0	24,257	3.1%	707	3.0%
<b>Total Rent</b>	<b>23,267</b>	<b>23,550</b>	<b>23,550</b>	<b>0</b>	<b>24,257</b>	<b>3.1%</b>	<b>707</b>	<b>3.0%</b>

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
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Member Services								
1645 Hyde Park Road Lease	0	22,800	1,050	21,750	0	0.0%	-22,800	-100.0%
Annual General Meeting	0	7,000	5,225	1,775	9,000	1.2%	2,000	28.6%
<b>Total Member Services</b>	<b>0</b>	<b>29,800</b>	<b>6,275</b>	<b>23,525</b>	<b>9,000</b>	<b>1.2%</b>	<b>-20,800</b>	<b>(69.8%)</b>

Business Development								
Communications, Marketing, Online Shop Program	7,537	6,500	21,776	-15,276	30,000	3.8%	23,500	361.5%
Promotional Marketing Materials	2,058	3,000	755	2,245	3,000	0.4%	0	N/A
Website Dev. Hosting & Maintenance	759	1,500	184	1,316	2,500	0.3%	1,000	66.7%
Board Meeting & Monthly Bus. Networking	1,458	2,000	1,500	500	2,000	0.3%	0	N/A
Special Events & Sponsorships	8,911	10,000	2,526	7,474	10,000	1.3%	0	N/A
Other Program Initiatives	16,951	5,500	14,292	-8,792	10,000	1.3%	4,500	81.8%
Social Media Marketing Subsidy Program	1,430	6,000	1,250	4,750	0	0.0%	-6,000	(100.0%)
PondFest / Outdoor Piano Program	0	20,000	35,015	-15,015	42,000	5.4%	22,000	110.0%
Breakfast with Santa / Christmas Market	34,215	19,000	24,324	-5,324	55,000	7.1%	36,000	189.5%
Traffic Calming Program	371	1,200	27	1,173	1,200	0.2%	0	N/A
Hyde Park Dollars Incentive Program	12,414	12,000	15,500	-3,500	15,000	1.9%	3,000	25.0%
HPBIA Loyalty Card Program	0	0	6,059	-6,059	1,500	0.2%	1,500	0.0%
CTV Ad Program	55,042	60,000	61,421	-1,421	69,390	8.9%	9,390	15.7%
Digital Sign	0	60,000	0	60,000	80,000	10.3%	20,000	33.3%
Bus Shelter Advertising Program	8,140	9,000	9,545	-545	9,700	1.2%	700	7.8%
Community Beautification Projects	49,327	80,000	51,143	28,858	120,000	15.4%	40,000	50.0%
<b>Total Business Development</b>	<b>198,615</b>	<b>295,700</b>	<b>245,317</b>	<b>50,384</b>	<b>451,290</b>	<b>57.9%</b>	<b>155,590</b>	<b>52.6%</b>

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
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Other								
Harmonized Sales Tax	0	0	0	0	0	0.0%	0	N/A
Amortization	8,863	0	0	0	0	0.0%	0	N/A
COVID-19 Programs	10,821	0	0	0	0	0.0%	0	N/A
Contingency	3,025	6,000	2,185	3,815	5,430	0.7%	-570	(9.5%)
<b>Total Other</b>	<b>22,709</b>	<b>6,000</b>	<b>2,185</b>	<b>3,815</b>	<b>5,430</b>	<b>0.7%</b>	<b>-570</b>	<b>-9.5%</b>

<b>Total Expenditure</b>	<b>430,751</b>	<b>553,810</b>	<b>480,126</b>	<b>73,686</b>	<b>780,000</b>	<b>100.0%</b>	<b>226,190</b>	<b>40.8%</b>
<b>Net Surplus/ Deficit</b>	<b>60,270</b>	<b>0</b>	<b>120,870</b>	<b>120,870</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>-60,270</b>	<b>0</b>	<b>-120,870</b>	<b>-120,870</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.

## Schedule “B”

### Operating Fund

<b>Operating Fund Balance 2021 Audited</b>	<b>221,423</b>
Draw from Operating Fund in 2022	0
2022 Projected Net Surplus	120,870
<b>Operating Fund Balance 2022 Projected</b>	<b>342,293</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2021 Audited</b>	<b>0</b>
Draw from Reserve Fund in 2022	0
2022 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2022 Projected</b>	<b>0</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2023  
By-law Number

A by-law to raise the amount required for the purposes of the Hyde Park Business Improvement Area Board of Management for the year 2023 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2023 fiscal year submitted by the Hyde Park Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2023 fiscal year for the purposes of The Hyde Park Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$530,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1519-490, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 24, 2023

Second Reading – January 24, 2023

Third Reading – January 24, 2023

## Report to Corporate Services Committee

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

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

**Subject:** London Downtown Business Association 2023 Proposed Budget - Municipal Special Levy

**Date:** January 9, 2023

## Recommendation

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

- a. The London Downtown Business Association proposed 2023 budget submission in the amount of \$1,920,043 **BE APPROVED** as outlined in Schedule “A”.
- b. The amount to be raised by the Corporation of the City of London for the 2023 fiscal year for the purposes of the London Downtown Business Association and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$1,943,343.
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-2 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the London Downtown Business Association **BE INTRODUCED** at the Municipal Council meeting on January 24, 2023.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 10, 2022, Agenda item 2.5, London Downtown Business Association 2022 Proposed Budget – Municipal Special Levy. This report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=88892>

#### 1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally,

a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

## 2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area (BIA) must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The London Downtown Business Association has met this requirement in Schedule “A”, noting the 2023 total expenditure budget of \$1,920,043.

On September 29, 2022, the Board of Management of the London Downtown Business Association (LDBA) approved the 2023 budget (Schedule “A”) which was presented to the members at the Annual General Meeting on November 4, 2022.

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

- a) The LDBA submitted a 2023 budget of \$1,920,043 which represents an increase of \$74,205 (4.0%) compared to its 2022 budget of \$1,845,838. The total increase in revenue is a result of the following:
  - i. The Municipal Special Levy increased by \$38,105 to \$1,943,343. This 2.0% increase is a board decision to account for inflationary pressures to ensure the same level of service is maintained.
  - ii. The Tax Write Offs/Allowance budget has been reduced by \$35,000 to \$55,000 in 2023 to better align with actuals in previous years.
- b) Significant changes to expenditures in 2023 include:
  - i. Wages and Benefits – An increase of \$17,100 from 2022 budget due to wage increases approved by the board.
  - ii. Data Management and Research – A decrease of \$55,000 due to this initiative entering a maintenance phase and no longer requiring additional start-up costs.
  - iii. Communication and Marketing – A decrease of \$11,250 from the 2022 budget due to additional work being completed internally reducing the overall cost.
  - iv. Event Sponsorships – A decrease of \$23,500 from 2022 budget due to implementation of a new application process which reduces overall costs.
  - v. Grant Program through Mainstreet – An increase of \$65,000 from 2022 budget due to additional planned grants in 2023 as there was positive feedback related to these grants in 2021 and 2022.
  - vi. Business Recruitment through Mainstreet – An increase of \$20,000 from the 2022 budget due to a new business recruitment program to reduce vacancies in downtown area.
  - vii. Public Art - An increase of \$12,000 from the 2022 budget reflecting new costs related to a partnership with Tourism London and Dundas Place for new murals.
  - viii. Cleaning and Maintenance – An increase of \$47,380 from the 2022 budget reflecting power washing pilot program being implemented, which has resulted in additional costs.
- c) LDBA did not provide a separate budget for Mainstreet London because all expenditures will be funded by LDBA.

At the time of submitting this report, audited 2022 financial statements were unavailable. Estimates received by LDBA indicated that there is a projected year-end surplus of



\$29,951 for 2022. The unaudited projected December 31, 2022, reserve fund balance is \$198,048 and the unaudited projected balance in the Operating Fund is \$597,169 including year-end adjustments.

## **Conclusion**

The owners of business property within the BIA will be responsible for payment of \$1,943,343 to be raised by the Corporation for the 2023 fiscal year for the purposes of LDBA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the LDBA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Dylan Dubois, CPA, Financial Business Administrator  
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### London Downtown Business Improvement Area 2023 Proposed Budget with 2022 Comparators

#### Revenue Overview

Revenue Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Municipal Special Levy	1,877,082	1,905,238	1,905,238	0	1,943,343	101.2%	38,105	2.0%
Tax Write Offs/Allowance	-36,350	-90,000	-90,000	0	-55,000	-2.9%	35,000	(38.9%)
<b>Net Municipal Special Levy</b>	<b>1,840,732</b>	<b>1,815,238</b>	<b>1,815,238</b>	<b>0</b>	<b>1,888,343</b>	<b>98.3%</b>	<b>73,105</b>	<b>4.0%</b>
Draw from Operating Fund	0	29,000	0	-29,000	30,000	1.6%	1,000	3.4%
Government Student Funding	0	0	0	0	0	0.0%	0	N/A
Interest Income	3,847	1,600	1,700	100	1,700	0.1%	100	6.3%
Miscellaneous Income	157,970	0	203,242	203,242	0	0.0%	0	N/A
<b>Total Revenue</b>	<b>2,002,549</b>	<b>1,845,838</b>	<b>2,020,180</b>	<b>174,342</b>	<b>1,920,043</b>	<b>100.0%</b>	<b>74,205</b>	<b>4.0%</b>

#### Expenditure Overview

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
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Administration								
Wages and Benefits	699,129	570,000	562,000	8,000	587,100	30.6%	17,100	3.0%
Telephone and Internet	9,789	10,000	9,500	500	9,500	0.5%	-500	(5.0%)
Stationery and Supplies	3,988	4,000	4,000	0	4,000	0.2%	0	N/A
Insurance	4,512	7,700	8,999	-1,299	8,200	0.4%	500	6.5%
Legal, Audit and Professional Fees	22,664	12,000	9,000	3,000	9,000	0.5%	-3,000	(25.0%)
Purchase and Leasing Equipment	15,894	15,000	18,000	-3,000	15,000	0.8%	0	N/A

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Training/ Conferences	14,680	18,000	18,000	0	18,000	0.9%	0	N/A
Meetings and Meals	496	4,000	1,500	2,500	4,000	0.2%	0	N/A
Subscriptions/ Memberships	8,189	3,800	4,080	-280	4,500	0.2%	700	18.4%
Cleaning	4,224	7,700	9,200	-1,500	9,200	0.5%	1,500	19.5%
Board Development & Expenses	1,406	3,000	1,000	2,000	5,000	0.3%	2,000	66.7%
Miscellaneous Expense	943	1,000	1,750	-750	1,000	0.1%	0	N/A
<b>Total Administration</b>	<b>785,914</b>	<b>656,200</b>	<b>647,029</b>	<b>9,171</b>	<b>674,500</b>	<b>35.1%</b>	<b>18,300</b>	<b>2.8%</b>

<b>Rent</b>								
Rent and Hydro	80,226	83,000	83,000	0	83,000	4.3%	0	N/A
<b>Total Rent</b>	<b>80,226</b>	<b>83,000</b>	<b>83,000</b>	<b>0</b>	<b>83,000</b>	<b>4.3%</b>	<b>0</b>	<b>N/A</b>

<b>Member Services</b>								
Graffiti Removal	52,200	53,000	52,500	500	53,000	2.8%	0	N/A
Member Services and Retention	105,314	96,500	79,000	17,500	96,500	5.0%	0	N/A
Annual General Meeting	6,560	8,000	7,000	1,000	8,000	0.4%	0	N/A
Data Research	0	65,000	53,000	12,000	10,000	0.5%	-55,000	-84.6%
<b>Total Member Services</b>	<b>164,074</b>	<b>222,500</b>	<b>191,500</b>	<b>31,000</b>	<b>167,500</b>	<b>8.7%</b>	<b>-55,000</b>	<b>(24.7%)</b>

<b>Business Development</b>								
Communications and Marketing	273,068	238,500	255,000	-16,500	227,250	11.8%	-11,250	(4.7%)
Event Sponsorships	269,626	104,000	104,000	0	80,500	4.2%	-23,500	(22.6%)
Community Led Event Sponsorships	35,700	30,000	40,000	-10,000	25,000	1.3%	-5,000	(16.7%)
Downtown Gift Card Sponsorships	60,000	60,000	60,000	0	50,000	2.6%	-10,000	(16.7%)
Pandemic Response	80,066	0	80,000	-80,000	0	0.0%	0	N/A
OBIAA Conference	0	0	0	0	15,000	0.8%	15,000	0.0%
Grant Program through MainStreet	100,000	100,000	100,000	0	165,000	8.6%	65,000	65.0%
Business Recruitment through MainStreet	100,000	120,000	120,000	0	140,000	7.3%	20,000	16.7%

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Planters	18,660	33,000	74,000	-41,000	33,000	1.7%	0	N/A
Public Realm/ Art	0	21,000	35,000	-14,000	33,000	1.7%	12,000	57.1%
Cleaning and Maintenance	152,196	162,000	185,000	-23,000	209,380	10.9%	47,380	29.2%
Miscellaneous	0	1,838	1,700	138	1,368	0.1%	-470	(25.6%)
<b>Total Business Development</b>	<b>1,089,316</b>	<b>870,338</b>	<b>1,054,700</b>	<b>-184,362</b>	<b>979,498</b>	<b>51.0%</b>	<b>109,160</b>	<b>12.5%</b>
<b>Other</b>								
Harmonized Sales Tax	13,342	13,800	14,000	-200	15,545	0.8%	1,745	12.6%
<b>Total Other</b>	<b>13,342</b>	<b>13,800</b>	<b>14,000</b>	<b>-200</b>	<b>15,545</b>	<b>0.8%</b>	<b>1,745</b>	<b>12.6%</b>
<b>Total Expenditure</b>	<b>2,132,872</b>	<b>1,845,838</b>	<b>1,990,229</b>	<b>-144,391</b>	<b>1,920,043</b>	<b>100.0%</b>	<b>74,205</b>	<b>4.0%</b>
<b>Net Surplus/ Deficit</b>	<b>-130,323</b>	<b>0</b>	<b>29,951</b>	<b>29,951</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>130,323</b>	<b>0</b>	<b>-29,951</b>	<b>-29,951</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.

## Schedule “B”

### Operating Fund

<b>Operating Fund Balance 2021 Audited</b>	<b>567,218</b>
Draw from Operating Fund in 2022	0
2022 Projected Net Surplus	29,951
<b>Operating Fund Balance 2021 Projected</b>	<b>597,169</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2021 Audited</b>	<b>198,048</b>
Draw from Reserve Fund in 2022	0
2022 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2022 Projected</b>	<b>198,048</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill Number  
2023  
By-law Number

A by-law to raise the amount required for the purposes of the London Downtown Business Improvement Area Board of Management for the year 2023 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2023 fiscal year submitted by the London Downtown Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2023 fiscal year for the purposes of the London Downtown Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$1,943,343.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-2, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 24, 2023

Second Reading – January 24, 2023

Third Reading – January 24, 2023

## Report to Corporate Services Committee

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

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

**Subject:** Old East Village Business Improvement Area 2023 Proposed Budget – Municipal Special Levy

**Date:** January 9, 2023

## Recommendation

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

- a. The Old East Village Business Improvement Area proposed 2023 budget submission in the amount of \$250,350 **BE APPROVED** as outlined in Schedule “A”;
- b. The amount to be raised by The Corporation of the City of London for the 2023 fiscal year for the purposes of the Old East Village Business Improvement Area and pursuant to subsection 208(1) of the Municipal Act, 2001 **BE FIXED** at \$42,000;
- c. A special charge **BE ESTABLISHED** for the amount referred to in part b, above, by a levy in accordance with By-law CP-1 as amended; it being noted that the special charge shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001; and
- d. The attached by-law (Schedule “C”) with respect to Municipal Special Levy for the Old East Village Business Improvement Area **BE INTRODUCED** at the Municipal Council meeting on January 24, 2023.

## Linkage to the Corporate Strategic Plan

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

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Corporate Services Committee, January 10, 2022, Agenda item 2.6, Old East Village Business Improvement Area 2022 Proposed Budget – Municipal Special Levy. The report can be found on the City’s website by visiting:

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=88893>

#### 1.2 What is a “Business Improvement Area”?

The Province defines a Business Improvement Area (BIA) as an “innovation that allows local business people and commercial property owners and tenants to join together and,



with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes.” Further information regarding the functions, activities and benefits of BIA’s can be found here: <https://www.ontario.ca/document/business-improvement-area-handbook/introduction-business-improvement-areas>

## 2.0 Financial Impact/Considerations

Under subsection 205(2) of the Municipal Act, 2001, a business improvement area must submit an annual budget to Council that Council may approve in whole or in part, but may not add expenditures. The Old East Village Business Improvement Area has met this requirement in Schedule “A”, noting the 2023 total expenditure budget of \$250,350.

On November 9, 2022, the Board of Management of the Old East Village Business Improvement Area (OEV BIA) approved the 2023 budget (Schedule “A”), which was presented to the members at the Annual General Meeting on the same day.

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

- a) The OEV BIA submitted a 2023 budget of \$250,350 which represents an increase of \$10,000 (4.2%) compared to its 2022 budget of \$240,350. The special levy to the members remains the same as 2022. The \$10,000 increase will be funded from an increased Draw from the Operating Fund which is required for increased spending on operational costs. Revenue includes the special levy plus City of London Funding of \$141,102, the same amount as previous years.
- b) Significant changes to expenditures in 2023 include:
  - i. Advertising Marketing Promotions – an increase of \$1,550 over 2022 is budgeted to contribute to a larger marketing campaign promoting the Only in OEV experiential tourism series.
  - ii. Purchased Services – an increase of \$1,700 over 2022 is budgeted to increase bookkeeper support.
  - iii. Salary & Benefits – an increase of \$10,000 over 2022 is budgeted to provide inflationary wage increases to staff.
  - iv. Special Projects – an increase of \$3,500 over 2022 is budgeted to provide area events and programming on Dundas as construction concludes.
  - v. Beautification – an increase of \$3,100 over 2022 is budgeted to provide additional lighting, pole banners, flowers, etc. following completion of recent construction on Dundas.
  - vi. COVID Budget – this budget has been eliminated for 2023 given the majority of pandemic impacts have subsided.

At the time of submitting this report, audited 2022 financial statements were unavailable. Estimates received from OEV BIA indicate a projected 2022 year-end surplus of \$50,627. The unaudited projected December 31, 2022 Operating Fund balance is approximately \$163,526 including year-end adjustments. The year-end fund balances are presented in Schedule “B.”

## **Conclusion**

The owners of business property within the business improvement area will be responsible for payment of \$42,000 to be raised by the Corporation for the 2023 fiscal year for the purposes of OEV BIA and pursuant to subsection 208(1) of the Municipal Act, 2001. Upon Council approval, the City of London will pay the OEV BIA 50% of the budgeted Municipal Special Levy, with the remaining 50% to be paid on or after June 30<sup>th</sup>.

**Prepared by:** Dylan Dubois, CPA, Financial Business Administrator  
Alan Dunbar, CPA, CGA, Manager, Financial Planning and Policy

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

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

## Schedule "A"

### Old East Village Business Improvement Area 2023 Proposed Budget with 2022 Comparators

#### Revenue Overview

Revenue Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
Municipal Special Levy	42,000	42,000	42,000	0	42,000	16.8%	0	N/A
Tax Write Offs/Allowance	0	-2,000	-2,000	0	-2,000	-0.8%	0	N/A
Net Municipal Special Levy	42,000	40,000	40,000	0	40,000	16.0%	0	N/A
Interest Income		120	233	113	120	0.0%	0	N/A
City of London Funding	141,102	141,102	141,102	0	141,102	56.4%	0	N/A
Draw from Operating Fund		59,128	0	-59,128	69,128	27.6%	10,000	16.9%
Other Program Funding	27,551	0	19,500	19,500	0	0.0%	0	N/A
Digital Main Street Grant	14,608	0		0	0	0.0%	0	N/A
LEDC Vacancy Reduction Program	0	0	85,000	85,000	0	0.0%	0	N/A
Activation Funding	0	0	87,250	87,250	0	0.0%	0	N/A
Canadian Urban Institute	10,778	0	79,000	79,000	0	0.0%	0	N/A
HST Rebate	0	0	0	0	0	0.0%	0	N/A
Miscellaneous Income	0	0	0	0	0	0.0%	0	N/A
<b>Total Revenue</b>	<b>236,039</b>	<b>240,350</b>	<b>452,085</b>	<b>211,735</b>	<b>250,350</b>	<b>100.0%</b>	<b>10,000</b>	<b>4.2%</b>

## Expenditure Overview

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
<b>Administration</b>								
Telephone and Internet	1,635	1,500	1,650	-150	1,700	0.7%	200	13.3%
Travel	5	700	0	700	700	0.3%	0	N/A
Operating Supplies & Costs	906	2,000	556	1,444	2,000	0.8%	0	N/A
Printing & Communications	289	1,500	651	849	1,500	0.6%	0	N/A
Equipment & Building Allowance	0	4,500	200	4,300	4,500	1.8%	0	N/A
Salary & Benefits	0	2,000	1,698	302	2,000	0.8%	0	N/A
Financial Audits	3,331	2,500	2,300	200	3,350	1.3%	850	34.0%
Training Education Development	0	1,000	158	842	1,000	0.4%	0	N/A
Miscellaneous Expense	7,742	6,000	4,867	1,133	6,000	2.4%	0	N/A
<b>Total Administration</b>	<b>13,908</b>	<b>21,700</b>	<b>12,080</b>	<b>9,620</b>	<b>22,750</b>	<b>9.1%</b>	<b>1,050</b>	<b>4.8%</b>
<b>Rent</b>								
Office Rental	12,659	14,400	12,629	1,771	15,000	6.0%	600	4.2%
<b>Total Rent</b>	<b>12,659</b>	<b>14,400</b>	<b>12,629</b>	<b>1,771</b>	<b>15,000</b>	<b>6.0%</b>	<b>600</b>	<b>4.2%</b>
<b>Member Services</b>								
Advertising Marketing Promotions	16,784	6,950	9,771	-2,821	8,500	3.4%	1,550	22.3%
Purchased Services	26,250	18,300	84,291	-65,991	20,000	8.0%	1,700	9.3%
Salary & Benefits	143,098	150,000	146,328	3,672	160,000	63.9%	10,000	6.7%
<b>Total Member Services</b>	<b>186,132</b>	<b>175,250</b>	<b>240,390</b>	<b>-65,140</b>	<b>188,500</b>	<b>75.3%</b>	<b>13,250</b>	<b>7.6%</b>

Expenditure Detail:	2021 Audited Actuals	2022 Approved Budget	2022 Projected Actuals	2022 Projected Variance	2023 Proposed Budget	Percentage of Total Revenue	Increase/ Decrease over 2022	Percentage Budget Change over 2022
<b>Business Development</b>								
Special Projects	17,179	6,500	98,918	-92,418	10,000	4.0%	3,500	53.8%
Beautification	2,000	5,000	22,300	-17,300	8,100	3.2%	3,100	62.0%
Community Initiatives	206	5,500	4,321	1,179	6,000	2.4%	500	9.1%
<b>Total Business Development</b>	<b>19,385</b>	<b>17,000</b>	<b>125,539</b>	<b>-108,539</b>	<b>24,100</b>	<b>9.6%</b>	<b>7,100</b>	<b>41.8%</b>
<b>Other</b>								
COVID Budget	8,569	12,000	9,915	2,085	0	0.0%	-12,000	(100.0%)
Late Fees Penalties	0	0	886	-886	0	0.0%	0	N/A
Other Program Expenses	10,746	0	0	0	0	0.0%	0	N/A
Amortization of tangible assets	800	0	0	0	0	0.0%	0	N/A
Harmonized Sales Tax	508	0	19	-19	0	0.0%	0	N/A
Miscellaneous	0	0	0	0	0	0.0%	0	N/A
<b>Total Other</b>	<b>20,623</b>	<b>12,000</b>	<b>10,820</b>	<b>1,180</b>	<b>0</b>	<b>0.0%</b>	<b>-12,000</b>	<b>(100.0%)</b>
<b>Total Expenditure</b>	<b>252,707</b>	<b>240,350</b>	<b>401,457</b>	<b>-161,108</b>	<b>250,350</b>	<b>100.0%</b>	<b>10,000</b>	<b>4.2%</b>
<b>Net Surplus/ Deficit</b>	<b>-16,668</b>	<b>0</b>	<b>50,627</b>	<b>50,627</b>	<b>0</b>			
<b>Draw from / (Contribution to) Operating Fund</b>	<b>16,668</b>	<b>0</b>	<b>-50,627</b>	<b>-50,627</b>	<b>0</b>			
<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

All figures subject to audit.

All figures subject to rounding.

## Schedule “B”

### Operating Fund

<b>Operating Fund Balance 2021 Audited</b>	<b>112,899</b>
Draw from Operating Fund in 2022	0
2022 Projected Net Surplus	50,627
<b>Operating Fund Balance 2022 Projected</b>	<b>163,526</b>

All figures subject to audit.

All figures subject to rounding.

### Reserve Fund

<b>Reserve Fund Balance 2021 Audited</b>	<b>0</b>
Draw from Reserve Fund in 2022	0
2022 Contribution to Reserve Fund	0
<b>Reserve Fund Balance 2022 Projected</b>	<b>0</b>

All figures subject to audit.

All figures subject to rounding.

## Schedule “C”

Bill No.  
2023  
By-law No.

A by-law to raise the amount required for the purposes of the Old East Village Business Improvement Area Board of Management for the year 2023 in accordance with section 208 of the Municipal Act, 2001.

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

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

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

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

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

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

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

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

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

1. That the budget for the 2023 fiscal year submitted by the Old East Village Business Improvement Area Board of Management attached as Schedule “A” is approved.
2. The amount to be raised by the Corporation for the 2023 fiscal year for the purposes of The Old East Village Business Improvement Area Board of Management and pursuant to subsection 208(1) of the Municipal Act, 2001 is \$42,000.
3. A special charge is established for the amount referred to in section 2 of this by-law by a levy in accordance with By-law CP-1, as amended.
4. The special charge referred to in section 3 of this by-law shall have priority lien status and shall be added to the tax roll pursuant to subsection 208(7) of the Municipal Act, 2001.

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

Josh Morgan, Mayor

Michael Schulthess, City Clerk

First Reading – January 24, 2023  
Second Reading – January 24, 2023  
Third Reading – January 24, 2023



## Report to Corporate Services Committee

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

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

**Subject:** Ontario Lottery and Gaming Corporation - Amendment to the Municipality Contribution Agreement

**Date:** January 9, 2023

## 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 January 24, 2023 to:

- a) approve the Amendment to the Municipality Contribution Agreement (Appendix A, Schedule 1) between the Ontario Lottery and Gaming Corporation and The Corporation of the City of London ("Amending Agreement");
- b) authorize the Mayor and the City Clerk to execute the Amending Agreement;
- c) delegate authority to the City Treasurer, or written delegate, to approve further amending agreements to the Municipality Contribution Agreement between the Ontario Lottery and Gaming Corporation and The Corporation of the City of London ("Agreement"); and to the Mayor and Clerk to execute future amending agreements; and
- d) authorize the City Treasurer, or written delegate, to execute any reports or documents required under the Agreement.

## Executive Summary

This report recommends approval of the Amendment to the Municipality Contribution Agreement between the Ontario Lottery and Gaming Corporation and The Corporation of the City of London ("Amending Agreement") and authorize the Mayor and the City Clerk to execute the Amending Agreement and any future amending agreements. The Amending Agreement will allow OLG to share a percentage of revenue from Sportsbooks if they are introduced at Gateway Casinos London in the future.

## Linkage to the Corporate Strategic Plan

The proposed Amending Agreement to the Municipality Contribution Agreement between the Ontario Lottery and Gaming Corporation (OLG) and the City of London advances the Growing our Economy area of focus of Council's Strategic Plan to create strategic and collaborative partnerships, in this case with Western Fair and the OLG casino.

## Analysis

### 1.0 Discussion and Considerations

#### 1.1 Background and Purpose

The City of London has a Municipality Contribution Agreement with the Ontario Lottery and Gaming Corporation (OLG) for the slot premises located at the Western Fair managed by Gateway Casinos. Under the Municipality Contribution Agreement, the City receives approximately \$4.8 million in revenue annually from the OLG for its operations at the Western Fair.

This fall, OLG contacted the City of London to advise that OLG and casino service providers are beginning to add Sportsbooks at Ontario casinos. Sportsbooks offer sports and other betting (see Appendix A, Schedule 1, section 1 for further definition).

Sportsbooks are being rolled out by casino service providers using a phased approach. The decision about whether to offer Sportsbooks at Gateway Casinos London and when it would be introduced is ultimately up to Gateway Casinos and Entertainment Limited.

At this time, OLG is asking all host municipalities to review and sign an Amendment to the Municipality Contribution Agreement so that OLG can share a percentage of revenue from a Sportsbook, if one is introduced in their municipality. Revenue generated from the introduction of Sportsbooks will be shared with the City of London.

## **2.0 Financial Impact/Considerations**

If Sportsbooks are introduced at Gateway Casinos London, the City of London will receive 4% of Sportsbooks revenue, in addition to the revenue received annually through the existing Municipality Contribution Agreement. If the City does not enter into this Amending Agreement, the City will not receive a share of these revenues if Sportsbooks are introduced. Until Sportsbooks are introduced, it is unclear how much incremental revenue this may generate for the City of London.

## **Conclusion**

This report introduces a by-law to seek approval of the Amendment to the Municipality Contribution Agreement between the Ontario Lottery and Gaming Corporation and The Corporation of the City of London (“Amending Agreement”) and authorizes the Mayor and the City Clerk to execute the Amending Agreement and any future amending agreements.

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

## Appendix “A”

Bill No.

2023

A by-law to approve the Amendment to the Municipality Contribution Agreement between the Ontario Lottery and Gaming Corporation and The Corporation of the City of London (“Amending Agreement”); and to authorize the Mayor and City Clerk to execute the Amending 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, economic, social, and environmental well-being of the municipality;

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

1. The Amendment to Municipality Contribution Agreement between the Ontario Lottery and Gaming Corporation and The Corporation of the City of London (“Amending Agreement”), substantially in the form attached as Schedule 1, is hereby authorized and approved.
2. The Mayor and City Clerk are authorized to execute the Amending Agreement approved under section 1 of this by-law.
3. The City Treasurer, or their written designate, is authorized to approve further amending agreements to the Municipality Contribution Agreement between the Ontario Lottery Gaming Corporation and The Corporation of the City of London approved by By-law A.-7011-282
4. The Mayor and Clerk are authorized to execute amending agreements approved by the City Treasurer under the authority delegated under section 3 of this bylaw.
5. The City Treasurer, or their written designate, is delegated the authority to execute any reports or documents required under the Municipality Contribution Agreement between the Ontario Lottery Gaming Corporation and The Corporation of the City of London approved by By-law A.-7011-282.

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

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading –  
Second Reading –  
Third Reading –

**Schedule “1”**

Amendment to the Municipality Contribution Agreement

**AMENDMENT TO MUNICIPALITY CONTRIBUTION AGREEMENT**

**THIS AMENDMENT TO MUNICIPALITY CONTRIBUTION AGREEMENT** (this “**Amendment**”) made as of the \_\_\_\_ day of \_\_\_\_\_, 2022 (the “**Effective Date**”),

BETWEEN:

**ONTARIO LOTTERY AND GAMING CORPORATION**

(hereinafter referred to as “**OLG**”)

- and -

**THE CORPORATION OF THE CITY OF LONDON,**  
The City Clerk c/o City Clerk’s Office, with its  
administrative office located 300 Dufferin Avenue,  
Room 308, London, ON N6A 4L9

(hereinafter referred to as the “**Municipality**”).

WHEREAS OLG and the Municipality (the “**Parties**” and each a “**Party**”) are parties to that certain Municipality Contribution Agreement dated as of August 29, 2013 (the “**Contribution Agreement**”);

AND WHEREAS capitalized terms that are used but not defined in this Amendment, including in the recitals hereto, have the respective meanings specified in the Contribution Agreement;

AND WHEREAS pursuant to the Contribution Agreement, the Municipality is entitled to receive from OLG in respect of each Operating Year an Annual Contribution, which is defined and calculated by reference to a percentage of Electronic Games Revenue and Live Table Games Revenue, subject to the terms and conditions of the Contribution Agreement;

AND WHEREAS OLG is willing to conduct and manage Sports and Other Betting (as defined below) at the Location, if OLG’s service provider wishes to offer Sports and Other Betting at the Location;

AND WHEREAS the Parties are entering into this Amendment in accordance with Section 19 of the Contribution Agreement for the purpose of amending the manner in which the Annual Contribution will be calculated if and when Sports and Other Betting is operated at the Location;

NOW THEREFORE THIS AMENDMENT WITNESSES THAT in consideration of the respective covenants and agreements of the Parties herein contained and for other good

and valuable consideration (the receipt and sufficiency of which are acknowledged by each Party), the Parties agree as follows:

1. **Amendment to Section 1 (*Definitions*)**

From and after the Effective Date, Section 1 of the Contribution Agreement is hereby amended by inserting the following definitions in such Section in alphabetical order:

“**Sports and Other Betting**” means, (a) with respect to sports betting, the making of a bet or placing of a wager on any actual sport event or any other athletic contest, race or fight, and (b) with respect to other betting, the making of a bet or placing of a wager on (i) video games that are played competitively, (ii) any non-sporting event (for greater certainty, other than Electronic Games and Live Table Games) where real-world factual occurrences are the contingency on which an outcome is determined (“Novelty Events”), and (iii) any pay-to-play sport betting product that allows participants to assemble a virtual team composed of real players in a given sport and compete against other virtual teams based on the performance of those players in real matches. The making of a bet or placing of a wager on horse racing or on a computer-generated presentation of a random number draw that provides sport-like visual presentation for entertainment purposes only, so that the outcome of the “event” is determined by a random number generator rather actual sports, players or Novelty Events, does not constitute Sports and Other Betting;”

“**Sportsbook Revenue**” means, for any period, the sum of net revenue generated from Sports and Other Betting at the Location, if any, calculated in accordance with International Financial reporting Standards or such other Canadian generally accepted accounting principles as OLG adopts from time to time in its sole discretion. For greater certainty, the Sportsbook Revenue will only include the net revenue generated from Sports and Other Betting at the Location and will not include any revenue whatsoever from other products or services provided by OLG at the Location;”

2. **Amendments to Section 3 (*Payments*)**

From and after the Effective Date, Section 3(a) of the Contribution Agreement is amended by deleting the provisions thereof in their entirety and replacing them with the following:

**3 Payments**

(a) During the Term and subject to the terms and conditions of this Agreement, the Municipality shall be entitled to receive from OLG in respect of each Operating Year the amount (the “**Annual Contribution**”) equal to the sum of (A) + (B) + (C), where:

(A) is the aggregate (without duplication) of:

(i) 5.25% of the Electronic Games Revenue, if any, generated in such Operating Year that is less than or equal to \$65 million; plus

(ii) 3.00% of the Electronic Games Revenue, if any, generated in such Operating Year, that is more than \$65 million and less than or equal to \$200 million; plus

(iii) 2.50% of Electronic Games Revenue, if any, generated in such Operating Year, that is more than \$200 million and less than or equal to \$500 million; plus

(iv) 0.50% of Electronic Games Revenue, if any, generated in such Operating Year, that is more than \$500 million;

(B) is 4.00% of Live Table Games Revenue, if any, generated during such Operating Year; and

(C) is 4.00% of Sportsbook Revenue, if any, generated during such Operating Year.”

3. **Amendment to Exhibit A (*Calculation of Annual Contribution*)**

From and after the Effective Date, Exhibit A of the Agreement is amended by deleting the provisions thereof in their entirety and replacing them with Exhibit A attached to this Amendment.

4. **Effect of Amendment on Contribution Agreement**

Except as modified by this Amendment, the Contribution Agreement remains unchanged and in full force and effect.

5. **Electronic Execution**

Delivery of an executed signature page to this Amendment by either Party by electronic transmission will be as effective as delivery of a manually executed copy of this Amendment by such Party.

[The next page is the signature page.]

IN WITNESS WHEREOF the Parties have executed this Amendment as of the Effective Date.

**ONTARIO LOTTERY AND GAMING CORPORATION**

**THE CORPORATION OF THE CITY OF LONDON**

by \_\_\_\_\_

Name:

Title:

Date:

("I have the authority to bind OLG.")

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

Title:

Date:

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

Title:

Date:

("I/We have the authority to bind the Municipality.")



## EXHIBIT A

### Calculation of Annual Contribution

For example and by way of illustration only: if the Electronic Games Revenue, the Live Table Games Revenue and the Sportsbook Revenue for an Operating Year is \$650 million, \$100 million and \$10 million respectively and as further described in Table A below, then the applicable Annual Contribution for such Operating Year would be \$20,112,500.

**TABLE A**

	Electronic Games Revenue (in millions)	Live Table Games Revenue (in millions)	Sportsbook Revenue (in millions)	Annual Contribution Quarterly Payment (in millions)
Operating Year Quarter No. 1 (March 1 – June 30)	\$100	\$25	\$2.5	$[(0.0525 \times \$65) + (0.03 \times \$35)] + [0.04 \times \$25] + [0.04 \times \$2.5] = \$5.5625$
Operating Year Quarter No. 2 (July 1 – September 30)	\$175	\$22	\$2.2	$[(0.03 \times \$100) + (0.025 \times \$75)] + [0.04 \times \$22] + [0.04 \times \$2.2] = \$5.843$
Operating Year Quarter No. 3 (October 1 – December 31)	\$170	\$23	\$2.3	$[0.025 \times \$170] + [0.04 \times \$23] + [0.04 \times \$2.3] = \$5.262$
Operating Year Quarter No. 4 (January 1 – March 31)	\$205	\$30	\$3.0	$[(0.025 \times \$55) + (0.005 \times \$150)] + [0.04 \times \$30] + [0.04 \times \$3.0] = \$3.445$
Total	\$650	\$100	\$10	\$20.1125

**From:** Shyla Gupta

**Sent:** Wednesday, November 23, 2022 6:31 PM

**To:** Clerk's Approval Requests <ClerksApprovalRequests@london.ca>

**Subject:** [EXTERNAL] Canadian Women's Heart Health Alliance - Wear Red Canada Campaign

Hello,

I hope this email finds you safe and well! My name is Shyla Gupta and I am a first year medical student at the University of Ottawa. Today I am writing to you to garner support for the Wear Red Canada campaign. **Wear Red Canada** is celebrated annually across Canada on February 13<sup>th</sup> to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for everyone, especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

Powered by the Canadian Women's Heart Health Centre (CWHHC), the [Canadian Women's Heart Health Alliance](#) (CWHHA) is comprised of over 140 women's heart health professionals, patients and scientists from across Canada. Our mission is to share evidence-based strategies that will transform clinical practice and enhance collaborative action concerning women's heart health in Canada. Some of the Alliance's members live and work here in your constituency of London.

Each year, the CWHHA develops a national Wear Red Canada awareness campaign with the ultimate goal of improving the heart health of women in Canada of all ages. We invite you to learn more about Wear Red Canada Day at [WearRedCanada.ca](http://WearRedCanada.ca).

I write to you today to request your assistance in proclaiming **February 13 as *Wear Red Canada day* in London**.

I have attached the Proclamations form below.

- Detailed info about the Organization: [About the CWHHA](#)
- Detail info on the Event: [About WRC and how to get involved](#)

Thank you for your time, for reading, and for your consideration. Do not hesitate to contact me if I can provide further information or suggested proclamation language for your review.

Yours sincerely,

**Shyla Gupta, BHSc (She/Her)**

Medical Student, Class of 2026

Wear Red Canada volunteer team member


University of Ottawa, Ottawa, ON, Canada

*The University of Ottawa is situated on the traditional unceded territory of the Algonquin Anishnaabeg People*

## 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 Canadian Women's Heart Health Alliance
Date Proclamation Required February 13
Proclamation Name Wear Red Canada Campaign
Proclamation Type (day, week or month) Day
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) Public Awareness Campaign
Requester Name Shyla Gupta
Requester Telephone Number
Requester Email Address
Requester Address 100 Roger Guindon Avenue, K1G3Z7, Ottawa, Ontario
Provide details of your Organization's Connection to London The Canadian Women's Heart Health Alliance is a national organization and is reaching out to all cities in Canada to garner support for the Wear Red Campaign.
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 November 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</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>

# Proclamation Request Form

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## Request details

Name of Organization
LONDON SIKH SOCIETY
Date Proclamation Required
APRIL 13TH, 2023
Proclamation Name
SIKH HERITAGE MONTH
Proclamation Type (day, week or month)
MONTH
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)
CULTURAL CELEBRATION
Requester Name
PRABH GILL
Requester Email Address
Provide details of your Organization's Connection to London
<small>April was proclaimed Sikh Heritage Month by the Legislative Assembly of Ontario (Bill 52). The Sikh Heritage Month is celebration takes place across Canada. The Sikh community in London feels to have no awareness and acknowledgement from the city of London regarding the Sikh Heritage, even being such a big community. The Sikh community humbly requests the City of London to recognize at SIKH HERITAGE MONTH city hall. This proclamation will strengthen the bond between the city and the Sikh Community.</small>
<b>Required Supporting Documents</b> <ul style="list-style-type: none"> <li>Detail information on the Organization</li> <li>Detail information on the Event</li> <li>Confirmation of authorization from the Organization to submit the request</li> </ul>
<p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">PRABH GILL</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">2022-11-21</div> </div> <p style="margin-top: 5px;">Signature <span style="margin-left: 150px;">Date</span></p>
<p><b>NOTICE OF COLLECTION OF PERSONAL INFORMATION</b></p> <p>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.</p>

**From:** Blessing Digha  
**Sent:** Friday, December 9, 2022 4:23 PM  
**To:** Clerk's Approval Requests <ClerksApprovalRequests@london.ca>  
**Subject:** [EXTERNAL] Proclamations

Dear Proclamations office;

We kindly request for a proclamation,  
February 6th, the International Day of Zero Tolerance for Female Genital Mutilation.

In 2012 the United Nations General Assembly designated February 6 as the International Day of Zero Tolerance for Female Genital Mutilation which is the "practice of altering or injuring the female genitalia for non-medical reasons" and is recognized by the United Nations and otherworld bodies as child abuse and a violation of a girl's and woman's fundamental human rights. It is estimated that more than 200 million women worldwide are survivors of this practice, and 4.1 million girls are at risk of this practice. Some of those girls and women live right here in London, Ontario.

February 6th is an important day of action worldwide highlighting that Female Genital Mutilation/Cutting (FGM/C) is indeed human rights abuse. FGM/C is a health issue with lifelong physical, reproductive and mental negative impacts. In Canada, FGM/C is a health, gender, immigration, education, political issue.

We enclose the suggested wording for the proclamation along the request form and ask that you send us both a hard copy and an email copy. The address for mailing is:

**33 Wychwood Park, London, N6G 1R4.**

thank you so much in advance for your help with this,

Regards,



**Blessing Digha**  
*Board Member & Advocacy Campaign Coordinator*  
*End FGM Canada Network*

---

Web [endfgm.ca](http://endfgm.ca) Email [blissing@endfgm.ca](mailto:blissing@endfgm.ca)


**SIGN OUR PETITION**



## Proclamation Request Form

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### Request details

Name of Organization	END FGM CANADA NETWORK
Date Proclamation Required	6TH FEBRUARY 2023
Proclamation Name	INTERNATIONAL DAY OF ZERO TOLERANCE FOR FEMALE MUTILATION/CUTTING
Proclamation Type (day, week or month)	DAY
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)	PUBLIC AWARENESS CAMPAIGNS
Requester Name	BLESSING TIMIDI DIGHA
Requester Telephone Number	+1 6475104371
Requester Email Address	info@endfgm.ca
Requester Address	33 WYCHWOOD PARK, LONDON N6G 1R4
Provide details of your Organization's Connection to London	THERE ARE SURVIVORS FROM MANY AFFECTED DIASPORA COMMUNITIES IN LONDON
Required Supporting Documents	<ul style="list-style-type: none"><li>• Detail information on the Organization endfgm.ca</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws	
Signature	
Date	DECEMBER 7, 2022
NOTICE OF COLLECTION OF PERSONAL INFORMATION	
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**WHEREAS** International Day of Zero Tolerance for Female Genital Mutilation is an opportunity to honour everyone—including women, girls, boys, men and gender diverse people—who is actively and courageously working towards an end to this harmful practice, and

**WHEREAS** FGM has no benefits, causes only harm and is recognized by the United Nations and other global organizations as child abuse and an abuse of a girl’s fundamental human rights, and

**WHEREAS** International Day of Zero Tolerance for Female Genital Mutilation is an opportunity to acknowledge and celebrate all national and international efforts, especially grassroots efforts, to achieve the United Nations Sustainable Development Goal 5, which calls for the elimination of FGM and other harmful practices by 2030, and

**WHEREAS** the city of London supports the human rights of women and girls so they can live a life free from the violence that is female genital mutilation;

NOW KNOW YE THAT We do by these presents proclaim and declare that February 6, 2022, shall be known as

**“International Day of Zero Tolerance for Female Genital Mutilation”**

in the city of London.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our City of London to be hereunto affixed.

WITNESS,  
BY COMMAND.



via: clerksapprovalrequests@london.ca

His Worship Mr. Josh Morgan Mayor of London  
City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9

Mission :  
Make  
Myeloma  
Matter

Dear Mayor Morgan,

I am writing to ask for your help in raising awareness for multiple myeloma, an incurable blood cancer, **by proclaiming the month of March 2023, as “Multiple Myeloma Awareness Month”, in our municipality.**

Mission :  
Maîtriser  
le Myélome

I live with multiple myeloma, the second most common blood cancer, also known as myeloma— **and I am not alone.** On average, **11 Canadians are diagnosed with myeloma every single day, and this number has been steadily rising for over 15 years.** According to a recent Statistics Canada report, the incidence of myeloma is now increasing at higher rate than any other type of cancer for males, and at the second highest rate for females (males: increase of 2.5% per year; females: 1.6% per year).

**In 2022, nine Canadian provinces and territories, alongside a record number of municipalities across the country recognized March as Multiple Myeloma Awareness Month, and/or the last Thursday in March as Myeloma Awareness Day. This year we are aiming to achieve nationwide recognition of Myeloma Awareness Month, but we cannot do it without the support and involvement of local legislators like yourself, Mayor Morgan— in every province and territory.**

My myeloma journey began November 2017 while undergoing a standard series of blood tests for a simple life insurance policy renewal. They said I was ‘lucky’ to have been caught so early yet hearing you have cancer, a cancer you have never heard of, at the age of 53 did not appear ‘lucky’ at the time. The entire sequences of events, a phone call from my family doctor, blood tests, a referral to the London Regional Cancer Program (LRCP), bone marrow biopsy, the devastating call with the results...you have multiple myeloma and chemo begins in 2 weeks, two back to back stem cell transplants, maintenance chemo therapy...was surreal to say the least. As I reflect back, the ‘luck’ for me was having a myeloma clinic here in London at LRCP...a group of myeloma hematologists that specialize in this type of blood cancer and right in my city! Who knew? I have gained much knowledge since the fall of 2017 and have become very involved in myeloma support and awareness. I am now the Co-Leader of the London and District Myeloma Support Group and am very active in this community supporting patients and caregivers and helping to fundraise critical research dollars for myeloma at LRCP. Sometimes, I feel this diagnosis had a purpose of leading me here. My journey is certainly not over and I hope it will be a long one but I do know that increasing awareness and advocating for research, access to more treatments and eventually a cure that we as patients all hope for is critical.

Myeloma develops in a type of immune cells called plasma cells—responsible for producing antibodies—which are critical for the effective functioning of our immune system. Symptoms of myeloma are often vague; there are many avenues that can lead to a diagnosis. Most patients never heard the words ‘multiple myeloma’ before their diagnosis.

1255 TransCanada  
Suite 160  
Dorval, QC  
H9P 2V4

1 888 798-5771  
514 421-2242

514 505-1055

www.myeloma.ca



There are always risk factors related to cancer, and myeloma is no exception. Obesity and exposure to chemical carcinogens like pesticides are important contributors to the increasing number of Canadian cancer and myeloma cases. **We need to make sure more Canadians are aware of this devastating disease, so that the increasing number of new myeloma cases can be more easily detected, treated earlier, and that myeloma patients can live *longer and happier lives*.**

In recent years, tremendous advancements have been made in research. Despite the promise offered by innovative new therapies, a stark reality of living with myeloma remains: no matter how effective any treatment is— patients will eventually relapse and need a new one. When that relapse happens, I need to know a new treatment will be available for me and that I will have affordable access to it.

**By proclaiming March 2023 as Multiple Myeloma Awareness Month in our city, we can get one step closer to a cure and raise awareness for this disease that has taken the lives of far too many Canadians.**

Thank you in advance, for your consideration of this request, and helping give us living with myeloma in London, hope for a brighter future.

Yours sincerely,

Lisa Bowden  
Co-Leader, London and District Myeloma Support Group

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### Request details

Name of Organization <span style="color: blue;">London and District Myeloma Support Group</span>
Date Proclamation Required <span style="color: blue;">March 2023</span>
Proclamation Name <span style="color: blue;">Multiple Myeloma Awareness Month</span>
Proclamation Type (day, week or month) <span style="color: blue;">month</span>
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations) <span style="color: blue;">public awareness campaign</span>
Requester Name <span style="color: blue;">Lisa Bowden</span>
Requester Telephone Number 
Requester Email Address 
Requester Address 
Provide details of your Organization's Connection to London <span style="color: blue;">Our myeloma support group is local to the London and district area supporting myeloma patients most often receiving medical care from LHSC at the London Regional Cancer program. We are a chapter of Myeloma Canada.</span>
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.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u><i>Lisa Bowden</i></u></p> <p>Signature</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><u>December 8, 2022</u></p> <p>Date</p> </div> </div>
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.



March 2023

WHEREAS multiple myeloma, also known as myeloma, is a type of cancer that develops in plasma cells found in bone marrow and is the second most common blood cancer<sup>1</sup> diagnosis;

AND WHEREAS a growing number of Canadians are diagnosed with myeloma every day, yet myeloma is relatively unknown, and remains incurable<sup>2</sup>:

AND WHEREAS great strides have been made in the development of new innovative treatments for myeloma<sup>3a</sup>, but *there remains a critical need to raise awareness and support for Canadians' access to these treatments, and clinical research to find a cure for this deadly disease<sup>3.b</sup>*;

AND WHEREAS the city of London and the Canadian myeloma community are committed to supporting the range of diverse communities impacted by the disease, especially those disproportionately experiencing its effects<sup>3b</sup> and regardless of race, ethnicity, culture, gender, socio-economic background or language;

AND WHEREAS the local London and District Myeloma Support Group and a national patient organization, Myeloma Canada, work in tandem offering resources like information, advocacy, a sense of community<sup>4</sup>, and showing people living with myeloma they are not alone.

AND WHEREAS Multiple Myeloma Awareness Month is an important opportunity to further educate the public, and medical community in recognizing myeloma's signs and symptoms, which is crucial for achieving earlier diagnoses and thus better outcomes for people suffering from this difficult, lifelong disease;

His Worship Josh Morgan, Mayor of London proclaims that the month of March 2023, shall be known as **"Multiple Myeloma Awareness Month"** in our city.

➔ Sources included on the following page

## Data Sources

1.

**a. Myeloma is frequently cited in multiple publications as the 2<sup>nd</sup> most common blood cancer diagnosis**

- Tsang, M., Le, M., Ghazawi, F.M., Cyr, J., Alakel, A., Rahme, E., Lagacé, F., Netchiporouk, E., Moreau, L., Zubarev, A., Roshdy, O., Glassman, S.J., Sasseville, D., Popradi, G. and Litvinov, I.V. (2019), Multiple myeloma epidemiology and patient geographic distribution in Canada: A population study. *Cancer*, 125: 2435-2444. <https://doi.org/10.1002/cncr.32128>
- Blood Cancer in Canada Facts & Stats (2016)  
[https://www.lscanada.org/sites/default/files/National/CANADA/Pdf/InfoBooklets/Blood\\_Cancer\\_in\\_Canada\\_Facts\\_%26\\_Stats\\_2016.pdf](https://www.lscanada.org/sites/default/files/National/CANADA/Pdf/InfoBooklets/Blood_Cancer_in_Canada_Facts_%26_Stats_2016.pdf)

**b. Further explanation of myeloma & disease mechanisms are widely available**

- Tsang, M. et al (2019) – 1 a
- Canadian Cancer Society (website). “What is myeloma?”  
<https://www.cancer.ca/en/cancer-information/cancer-type/multiple-myeloma/multiple-myeloma/?region=mb>

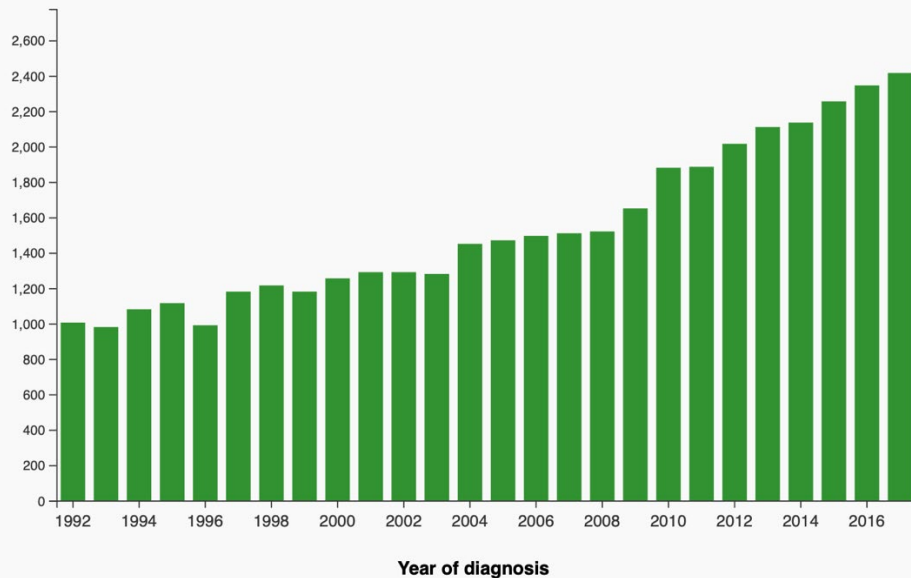
2.

**a. Incidence and prevalence rates are growing by a *statistically significant* proportion, which has been the case since the late 80’s / early 90’s**

- Demers AA, Sainte-Jacques N, Ellison J, Brenner D, Fitzgerald N, Aziz S, Turner D. Update on cancer incidence trends in Canada, 1984 to 2017. (2022) *Health Promot Chronic Dis Prev Can.* 2022;42(7):301-5. <https://doi.org/10.24095/hpcdp.42.7.04>
- Canadian trends in cancer prevalence (1992 - 2017). Canadian Cancer Tool  
<https://health-infobase.canada.ca/ccdt?index=4241>



Number of new cases, multiple myeloma, by year, Canada excluding Quebec, 1992-2017



3.

a. **Vast improvement to myeloma's 5-year survival rate since the early 90's, due to new treatment development & better understanding of the disease has given myeloma patients a nearly 50% chance of surviving *at least* 5 years past their diagnosis**

- Cancer survival statistics, 2020 update & Brenner, D. et al (2020)
- Canadian trends in cancer prevalence Statistics Canada, Catalogue no. 82-003-XPE • Health Reports, Vol. 23, no. 1, March 2012

<https://www150.statcan.gc.ca/n1/pub/82-003-x/2012001/article/11616-eng.htm>

b. **Myeloma awareness is of timely importance for two key reasons:**

- Myeloma and its treatment **both** significantly compromise patients' immune systems, and preliminary research has also demonstrated the mRNA vaccines for COVID-19 are also less effective for blood cancer patients, leaving them extremely vulnerable to the SARS-COV2 virus, and any others. Increased



awareness of myeloma can help the public understand who bears the consequences of noncompliance with safety measures.

- Tzarfati, K.H., Gutwein, O., Apel, A., Rahimi-Levene, N., Sadovnik, M., Harel, L., Benveniste-Levkovitz, P., Chaim, A.B. and Koren-Michowitz, M. (2021), BNT162b2 COVID-19 Vaccine is significantly less effective in patients with hematologic malignancies. *American Journal of Haematology*. <https://doi.org/10.1002/ajh.26284>
- A significant body of international research has shown myeloma to be notably more prevalent amongst people of African descent (and more so in men); and Canadian academics have also demonstrated myeloma to be notably more prevalent in First Nations populations, especially First Nations women. The global movement towards racial justice and equality must be echoed by every corner of society and raising awareness for diseases which have had their national burden overlooked due to the (marginalized) populations they impact, is a step in the right direction.
  - Mazereeuw, M. V., Withrow, D. R., Diane Nishri, E., Tjepkema, M., & Marrett, L. D. (2018). Cancer incidence among First Nations adults in Canada: follow-up of the 1991 Census Mortality Cohort (1992-2009). *Canadian journal of public health = Revue canadienne de sante publique*, 109(5-6), 700–709. <https://doi.org/10.17269/s41997-018-0091-0>
  - Cancer in First Nations people in Ontario, Canada: Incidence and mortality, 1991 to 2010 Sehar Jamal, Carmen Jones, Jennifer Walker, Maegan Mazereeuw, Amanda J. Sheppard, David Henry, and Loraine D. Marrett *Health Reports*, Vol. 32, no. 6, June 2021
  - Ailawadhi, S., Bhatia, K., Aulakh, S., Meghji, Z., & Chanan-Khan, A. (2017). *Equal Treatment and Outcomes for Everyone with Multiple Myeloma: Are We There Yet? Current Hematologic Malignancy Reports*, 12(4), 309–316. doi:10.1007/s11899-017-0393-y
  - Tsang, M. et al (2019) – 1b

4. a.

**MYÉLOME  
CANADA**



**MYELOMA  
CANADA**

MISSION : MAÎTRISER LE MYÉLOME


MAKING MYELOMA MATTER

- As a patient organization. Myeloma Canada remains deeply committed to ensuring our services and programs are accessible to, and beneficial for, all Canadians impacted by myeloma, regardless of their race, ethnicity, religion, gender, or sexual orientation.
- <https://www.myelomacanada.ca>

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### Request details

<b>Name of Organization</b>
WeBridge Community Services
<b>Date Proclamation Required</b>
All of the month of February 2023 (February 1 <sup>st</sup> , 2023)
<b>Proclamation Name</b>
Black History month
<b>Proclamation Type (day, week or month)</b>
Month
<b>Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)</b>
Date of National Significance
<b>Requester Name</b>
Massah Tarawalley
<b>Requester Telephone Number</b>
517-702-4525
<b>Requester Email Address</b>
m.tarawalley@webridgecommunityservices.org
<b>Requester Address</b>
130 Falcon Street, London Ontario
<b>Provide details of your Organization's Connection to London</b>
WeBridge Community Services is a non-profit organization that seeks to bridge the gap in services for Black persons within London and area. We are dedicated to helping the black community by providing culturally grounded counseling, education and research services and supports.
<b>Required Supporting Documents</b>
<ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws

Signature
Date December 6 <sup>th</sup> , 2022.
<b>NOTICE OF COLLECTION OF PERSONAL INFORMATION</b>
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### Request details

Name of Organization
Community Diversity and Inclusion Strategy (CDIS) Implementation Body
<b>Date Proclamation Required</b>
January 29, 2023
<b>Proclamation Name</b>
National Day of Remembrance of the Québec City Mosque Attack and Action Against Islamophobia
<b>Proclamation Type (day, week or month)</b>
Day
<b>Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)</b>
Date of National Significance
<b>Requester Name</b>
Ashfaq Husain, Chair CDIS Priority 4 (Remove accessibility barriers to services, information and spaces)
<b>Requester Telephone Number</b>
<b>Requester Email Address</b>
<a href="#">_____</a>
<b>Requester Address</b>
London, ON N6K 1P8
<b>Provide details of your Organization's Connection to London</b>
Created by the community through extensive engagement, London's <a href="#">Community Diversity and Inclusion Strategy</a> (CDIS) represents a collective plan for building a more inclusive city united around the vision: London is a diverse and inclusive community that honours, welcomes and accepts all people; where people have the power to eliminate systemic oppressions.
The CDIS is premised on community-driven change; volunteers in the community provide critical leadership in the development and implementation of CDIS initiatives.
<b>Required Supporting Documents</b>
<ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>

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

Signature

Date

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