

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee
From: Michael Schulthess, City Clerk
Subject: Council Policy Manual Review 2023
Meeting on: July 17, 2023

Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the “Policy for the Establishment and Maintenance of Council Policies”:

a) the attached proposed by-laws (Appendices B1 and B2) BE INTRODUCED at the Municipal Council meeting to be held on July 25, 2023, to provide for the following new Council Policies:

1. Anti-Racism and Anti-Oppression Policy
2. Municipal Compliance Service

b) the attached proposed by-laws (Appendices C1 to C49) BE INTRODUCED at the Municipal Council meeting to be held on July 25, 2023, to make the specified amendments to the following Council Policies:

1. Accountability & Transparency to Public Policy
2. Assessment Growth Policy
3. Assumption of Works and Services
4. Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy
5. Benefits for Survivors of Employees Killed on the Job
6. Capital Budget and Financing Policy
7. Child Care Policies
8. City of London Records Management Policy
9. City-Owned Residential Properties
10. Collective Bargaining Activities
11. Community Arts Investment Program
12. Corporate Asset Management Policy
13. Corporate Plaques and Recognitions Policy
14. Corporate Sponsorship and Advertising Policy
15. Debt Management Policy
16. Dedication of Fire Stations
17. Demolition Control
18. Employee Service Recognition Program
19. Financial Assistance for Program Activity Fees
20. Grants to Centennial Hall
21. Hiring of Employees Policy
22. Investment Policy
23. Land Dedication
24. Lessee Protection and Non-Competitive Clauses
25. Mayor - Contracted Staff
26. Mayor's New Year's Honour List Policy
27. Members of Council Public Registry Declaration of Interest
28. Multi-Year Budget Policy
29. Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy
30. Naturalized Areas and Wildflower Meadows
31. Policy for the Establishment and Maintenance of Council Policies
32. Procurement of Goods & Services Policy
33. Promotion of Corporate Products and Services to City Staff
34. Public Access During Council and Standing Committee Meetings
35. Public Art Monument Policy
36. Public Notice Policy

37. Public Registry Declaration of Interest for Local Boards
38. Reduced Rental Rates for Non-Profit Groups
39. Remuneration for Elected Officials and Appointed Citizen Members Policy
40. Rental of Lands for Billboards
41. Request to Waive or Reduce Facility Rental Fees
42. Reserve and Reserve Fund Policy
43. Retirement Dinners for Service Area Leads
44. Rzone Policy
45. Sale and Other Disposition of Land Policy
46. Special Events Policies and Procedures Manual
47. Surplus Deficit Policy
48. Use of the City Hall Cafeteria Policy
49. Using Centennial Hall for City Sponsored Events

c) the attached proposed by-laws (Appendices D1 to D9) BE INTRODUCED at the Municipal Council meeting to be held on July 25, 2023, to repeal the following Council Policies:

1. Athletic Travel Grants
2. City of London Race Relations Anti Racism Policy (to be replaced by Anti-Racism and Anti-Oppression Policy)
3. Diversity and Inclusion Policy for the City of London (to be replaced by Anti-Racism and Anti-Oppression Policy)
4. Enforcement of City Personnel Policy
5. Gender Equity in Recreation Services
6. Inclusion in Recreation Facilities, Parks and Services
7. Landing of Helicopters Policy
8. Protocol for Unapproved Aboriginal Burial Sites
9. Siting of Cannabis Retail Stores in London

Executive Summary

In accordance with Council's "Policy for the Establishment and Maintenance of Council Policies", the Civic Administration has undertaken a review of the current Council Policies to ensure that the policies reflect legislative or organizational changes. This report provides the results of the review of the 189 Council Policies that comprise the Council Policy Manual. Attached as Appendix "A" is a list of all policies that were reviewed in this process and the status of the review. Two (2) new policies are being recommended; Anti-Racism and Anti-Oppression Policy is proposed to replace the City of London Race Relations Anti-Racism Policy and the Diversity and Inclusion Policy for the City of London, while the Municipal Compliance Service policy is proposed to replace Enforcement of City Personnel Policy. Amendments to forty-nine (49) policies are proposed and nine (9) policies are proposed to be repealed. London Community Grants Policy review is coming forward under a separate report to SPPC. Thirteen (13) Council policies are still under review and are anticipated to come forward to Municipal Council later this year. The remaining 115 policies were reviewed with no recommended changes at this time.

Linkage to the Corporate Strategic Plan

A review of all Council Policies is undertaken every two years to support the City of London's 2023-2027 Strategic Plan. As a Well-Run City, the City of London establishes and maintains written policies as part of its commitment to ensure people have trust and confidence in the municipal government.

Analysis

1.0 Background Information

Previous Reports Related to this Matter

- Corporate Services Committee, November 22, 2021, Item 2.5, Amendments to Council Policies - Reorganization

- Corporate Services Committee, July 26, 2021, Item 2.6, Council Policy Manual Review 2021
- Corporate Services Committee, May 28, 2019, Item 2.2, Council Policy Manual
- Governance Working Group, June 25, 2018, Item 3.1, Council Policy Manual Modernization
- Governance Working Group, June 11, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, May 25, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, April 23, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, March 5, 2018, Item 3, Council Policy Manual Modernization
- Governance Working Group, November 13, 2017, Item 4, Council Policy Manual Modernization Framework
- Governance Working Group, September 7, 2017, Item 2, Council Policy Review
- Governance Working Group, August 21, 2017, Item 5, Council Policy Manual Review
- Governance Working Group, July 19, 2017, Item 3, Council Policy Manual Review
- Strategic Priorities and Policy Committee, June 12, 2017, Item 7, 2nd Report of the Governance Working Group
- Governance Working Group, May 25, 2017, Item 4, Council Policy Manual Review
- Strategic Priorities and Policy Committee, March 1, 2017, Item 5, Council Policy Manual Review

Background

This Report presents the results of the fourth biennial review of Council policies in accordance with Municipal Council direction.

In the first review of Council Policies, which began in 2017, the Civic Administration undertook a comprehensive review of all Council Policies to standardize the nature, scope, and wording of the policies, and to provide for their sustainability and consistency. That first review was completed in June of 2018 and resulted in the creation of a new Council Policy Manual, with all Policies contained in the manual being adopted by Municipal Council and posted on the City of London's website.

The second review of all Council Policies took place in 2019, and resulted in two new policies, nine amended policies, and three repealed policies. In addition, new and amended Council policies were brought forward as needed or required outside the review period. Examples include Electronic Participation of Council Members at Council and Standing Committee Meetings, adopted in August 2020, and Appointments Requiring Council Approval and or Consultation, amended in February 2021.

In 2021, 193 Council Policies were reviewed in two stages. In July 2021, no new policies were adopted; however, amendments to thirty-four (34) policies were approved and four (4) policies were repealed. In November 2021, the results of the review of the remaining forty-two (42) policies were presented to council. Of the forty-two (42) policies still under review, two (2) required amendments, five (5) remained under review, and the remaining thirty-five (35) policies were reviewed with no recommended changes or with only administrative changes to update job titles and service areas in response to the corporate restructuring.

This 2023 report provides the results of the review of the 189 Council Policies that comprise the Council Policy Manual. Two new policies are being recommended, amendments to forty-nine (49) policies are proposed and nine (9) policies are proposed to be repealed. Attached as Appendix "A" is a list of all Council Policies that were reviewed in this process and the status of the review. Thirteen (13) policies are still under review and will come forward to Municipal Council later this year. A total of 115 policies were reviewed with no recommended changes.

2.0 Discussion and Considerations

2.1 Council Policy for Establishing and Maintaining Council Policies

This Report is being submitted in accordance with the “Policy for the Establishment and Maintenance of Council Policies” which requires the following to be undertaken:

4.24 Maintaining the Currency of Council Policies

It is the responsibility of Service Area Leads to maintain the currency of the Council policies that fall within their service area’s jurisdiction.

The City Clerk shall by January 31 of each calendar year ending in an odd number, send a written notice to each Service Area Lead, with a copy to the relevant Service Area Head, reminding them to ensure completion of their annual review of Council policies for which they have been designated responsibility, to ensure they continue to properly meet Council, corporate and other legislative requirements.

Service Area Leads shall:

- a) Review all Council policies within their service area’s jurisdiction by no later than April 30 of each calendar year ending in an odd number to ensure they continue to properly meet Council, corporate and other legislative requirements and advise their Service Area Head of the findings from their review. This does not preclude any Service Area from being responsible for updating a policy prior to the bi-annual review of all policies, should it become evident that a change in policy is required on a more immediate basis.

Service Area Heads shall:

- a) Advise the City Clerk’s staff person specified in the City Clerk’s notice letter, of the date the review of the Council policies within their Service Area was completed, for those policies not requiring any change, so that review date can be reflected in the relevant policy.
- b) Bring forward any recommendations for revisions to existing Council policies arising from the Service Area’s review by May 31 of each calendar year ending in an odd number, for consideration by the appropriate Standing Committee of Council. The review date for any policies recommended for change will be the date those changes are adopted or denied by the Municipal Council.

2.2 Equity Tool

The recent adoption of the Anti-Racism and Anti-Oppression Framework requires the review of policies and procedures using the new Equity Tool. Over the next year, every service area will receive training in how to use the Equity Tool, and upon the completion of training, service areas will be expected to apply the equity tool in their review of Council Policies. Therefore, all Council Policies will be reviewed using the equity tool by the end of the next biennial review in 2025. Amendments are proposed to the Policy for the Establishment and Maintenance of Council Policies to incorporate this expectation.

3.0 Financial Impact/Considerations

None.

4.0 Key Issues and Considerations

Attached as Appendix “A” to this Report is a summary of the actions being recommended by the Civic Administration in response to the process set out in the “Policy for the Establishment and Maintenance of Council Policies”.

In accordance with the above-noted Council Policy, it is recommended that the following actions be taken:

4.1. New Council Policies Recommended for Adoption

1. “Anti-Racism and Anti-Oppression Policy” will replace two Council Policies— Diversity and Inclusion Policy and City of London Race Relations/Anti-Racism Policy—to reflect the work of the Anti-Racism and Anti-Oppression Office which was established since the last review.
2. “Municipal Compliance Services” policy will replace Council’s “Enforcement of City Personnel Policy” to reflect updates in the recent re-organization and strategic plan.

The by-laws introducing these new policies are attached as Appendix “B” to this Report.

4.2. Council Policies Recommended for Amendment

1. “Accountability and Transparency to the Public Policy” to be amended as follows:

Section 1.1 is amended to explain the legislative context for the policy and to update the strategic plan values. Section 2 is amended by defining “accountability” and “transparency”. Section 4 is amended with housekeeping updates including references to Open Data, and the addition of applicable policies, as well as a new section 4.2 related to in camera meetings.

2. “Assessment Growth Policy” to be amended as follows:

Add a clarification specifically excluding maintenance, renewal or rehabilitation of existing assets on the list of ineligible requests in section 4.1.4.; add the requirement to report annually on the business cases not approved for funding; and minor housekeeping changes.

3. “Assumption of Works and Services” to be amended to include advice from Director of Planning & Development.
4. “Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy” to be amended in section 1.1 to expand on policy statement indicating when council may go in camera. Section 2 to be amended to include definition of “closed session” mirroring the Council Procedure by-law. Section 4 to be amended with housekeeping amendments.
5. “Benefits for Survivors of Employees Killed on the Job” to be amended with minor language updates.
6. “Capital Budgets and Financing Policy” to be amended to re-order sections to flow better, to clarify wording to better align with long-standing practices, and to make additional minor housekeeping changes.
7. “Child Care Policies” to be amended with additional references to “early years” to reflect our duties as Service System Manager; removal of potentially problematic vocabulary such as “stakeholders” and “appropriate”; removal of references to Child Care Advisory Committee, as it no longer exists; minor editing, wording, and formatting changes.
8. “City of London Records Management Policy” to be amended with minor changes to language for clarity and consistency.
9. “City-Owned Residential Properties” to be amended to clarify actions for circumstances where tenants of city-owned residential properties are in rent arrears and when a demolition of residence may be considered.
10. “Collective Bargaining Activities” to be amended to with minor changes to language, and clarification of roles.
11. “Community Arts Investment Program” to be amended with minor housekeeping changes and updates to clarify the policy statement, definitions and applicability.

12. "Corporate Asset Management Policy" to be amended to align with the latest requirements outlined in Section PS 3280 of the Public Sector Accounting Board (PSAB), specifically addressing the asset retirement obligation, and to incorporate minor edits and housekeeping changes.
13. "Corporate Plaques and Recognitions Policy" to be amended with updates to sections 3.1 a) and 4.1 to include donations. Section 4.2 to be amended with updated advisory committee name.
14. "Corporate Sponsorship and Advertising Policy" to be amended with minor housekeeping changes, updated the service area lead and list of recent sponsorships.
15. "Debt Management Policy" to be amended with minor housekeeping changes.
16. "Dedication of Fire Stations" policy be amended with minor housekeeping changes and updates to clarify the policy statement, and how to apply the policy.
17. "Demolition Control" to be amended to reflect legislative changes and timelines (Bill 23/108/109).
18. "Employee Service Recognition Program" to be amended with minor language updates.
19. "Financial Assistance for Program Activity Fees" to be amended with minor housekeeping changes, updated service area lead and wording throughout the policy.
20. "Grants to Centennial Hall" to be amended with minor housekeeping changes.
21. "Hiring of Employees Policy" to be amended with minor language updates.
22. "Investment Policy" to be amended with minor housekeeping changes.
23. "Land Dedication" to be amended to remove reference to the Zoning Bylaw in clause (a), which no longer includes road widths as a result of a Street Width Policy change, outlined in a report to PEC April 11, 2023.
24. "Lessee Protection and Non-Competitive Clauses" to be amended with minor housekeeping changes.
25. "Mayor – Contracted Staff" to be amended to add clarifying language about benefits.
26. "Mayor's New Year's Honour List Policy" to be amended with small administrative changes for more clear and inclusive language.
27. "Members of Council Public Registry Declaration of Interest" to be amended in section 4 to correct legislative citations and in section 4.3 to clarify record format and address.
28. "Multi-Year Budget Policy" to be amended to remove contextual information not suited for a formal policy, and with additional minor housekeeping changes.
29. "Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy" to be amended with small administrative changes for more clear and inclusive language, and updates to Service Area Names.
30. "Naturalized Areas and Wildflower Meadows" to be amended with updates for current practice.
31. "Policy for the Establishment and Maintenance of Council Policies" to be amended with references to the new ARAO Policy and with general housekeeping."

32. "Procurement of Goods & Services Policy" to be amended to correct 8.11(c) and to align it with the May 16, 2023 report to CSC, by removing the requirement to "report the \$100,000 cumulative supplier payments annually".
33. "Promotion of Corporate Products to City Staff" to be amended with minor language updates.
34. "Public Access During Council and Standing Committee Meetings" to be amended in section 2 with updates to mirror definitions from the Council Procedure by-law, in section 4.2.4 to delete the word "servants" and include "individuals invited to main floor", in section 4 to reference correct sections of the Council Procedure by-law, and to correct legislative citations and make housekeeping updates.
35. "Public Art Monument Policy" to be amended with minor housekeeping changes, updated wording under Principles, and within the Policy (section 4) for clarity.
36. "Public Notice Policy" to be amended in section 1 to include values of the new strategic plan and to correct legislative citations. Appendix A is updated to include: notice provisions for heritage notices under section IV and V of OHA; notice for local improvement by-law; and housekeeping amendments.
37. "Public Registry Declaration of Interest for Local Boards" to be amended to remove old section 4.4 due to repetitiveness and to make small administrative changes.
38. "Reduced Rental Rates for Non-Profit Groups" to be amended with minor housekeeping changes.
39. "Remuneration for Elected Officials and Appointed Citizen Members" to be amended to include the last Council direction from 2022 related to the annual adjustment for elected officials.
40. "Rental of Lands for Billboards" to be amended to include that City owned Lands which are eligible for a Billboard sign installation in compliance with the Sign Bylaw will be leased in compliance with the City's Sale and Other Disposition of Land Policy in a fair, open and transparent method. This may include a formal tender process supported through Procurement and Supply in compliance with the Procurement of Goods and Services Policy.
41. "Request to Waive or Reduce Facility Rental Fees" to be amended with minor housekeeping changes, updated service area lead and wording under Policy Statement.
42. "Reserve and Reserve Fund Policy" to be amended with minor housekeeping changes and clarifications.
43. "Retirement Dinners for Service Area Leads" to be amended with minor language updates.
44. "Rzone Policy" to be amended to add clarifying language.
45. "Sale and Other Disposition of Land Policy" to be amended to provide enhanced discretion for the City to ensure industrial building coverage ration is complied for city industrial land sales to maximize land inventory, and to provide further clarity to the conditions of sale of industrial land.
46. "Special Events Policies and Procedures Manual" to be amended with minor housekeeping changes, updated service area lead and titles throughout the policy, and a simplified section 1.6.
47. "Surplus Deficit Policy" to be amended with minor housekeeping changes.
48. "Use of the City Hall Cafeteria Policy" to be amended in section 4 to reflect current cafeteria use provisions, including: scheduling events; permitting specific private

event bookings; and imposing charges in accordance with Fees and Charges By-law.

49. "Using Centennial Hall for City Sponsored Events" to be amended with minor housekeeping changes.

The above-noted policies and the necessary by-laws to introduce them are attached as Appendix "C" to this Report.

4.3 Council Policies Recommended for Repeal

1. "Athletic Travel Grants" because funds for this initiative were eliminated in 2022.
2. "City of London Race Relations Anti Racism Policy" because it is being replaced with a new policy "Anti-Racism and Anti-Oppression Policy".
3. "Diversity and Inclusion Policy for the City of London" because it is being replaced with a new policy "Anti-Racism and Anti-Oppression Policy".
4. "Enforcement of City Personnel Policy" because it is being replaced with a new policy "Municipal Compliance Services" to reflect the recent re-organization and the new strategic plan.
5. "Gender Equity in Recreation Services" because it has been replaced with the ARAO Framework.
6. "Inclusion in Recreation Facilities, Parks and Services" because it has been replaced with the ARAO Framework.
7. "Landing of Helicopters Policy" because it has been replaced with an administrative procedure.
8. "Protocol for Unapproved Aboriginal Burial Sites" because Council will review and consult in such cases.
9. "Siting of Cannabis Retail Stores in London" because it is redundant with provincial regulations.

The by-laws introducing these recommendations to repeal are attached as Appendix "D" to this Report, while the affected policies are attached as Appendix "E" to this Report.

4.4 Council Policies Still Under Review

The Governance Working Group is charged with reviewing the following policies with proposed amendments coming to SPPC, anticipated to be later in 2023:

1. Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy CPOL.-71(b)-244
2. Appointment of Deputy Mayor Policy CPOL.-54-286
3. Selection Process Policy for Appointing Members to Committee, Civic Boards and Commissions CPOL.-398-43
4. Use of City of London Resources for Election Purposes CPOL.-230(b)-231

The following additional Council Policies are still under review, with reports regarding the results of this review expected later in 2023:

5. Community Engagement Policy CPOL.-279-270
6. Diversity, Race Relations and Inclusivity Award Policy CPOL.-20(a)-392
7. Flags at City Hall Policy CPOL.-114(e)-319

8. General Policy for Advisory Committees CPOL.-381(a)-153
9. Illumination of City of London Buildings and Amenities Policy CPOL.-127(b)-320
10. Issuance of Proclamations Policy CPOL.-397-19
11. Media Protocols Policy CPOL.-278-269
12. Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) CPOL.-396(a)-262
13. Travel and Business Expenses CPOL.-227(b)-10

5.0 Conclusion

The establishment and maintenance of Council Policies will continue the consolidation, standardization, and ongoing relevance of Council Policies, and will support the City of London's accountability as a Well-Run City. Accordingly, it is recommended that the proposed by-laws noted within this report be introduced at the Municipal Council meeting to be held on July 25, 2023.

Prepared and Recommended by: Michael Schulthess, City Clerk

Appendix "A"

Policy Name (bylaw no.)	Action Recommended	Service Area
Absence of Municipal Services CPOL.-358-349	Reviewed no change at this time	Environment and Infrastructure
Access and Privacy Policy CPOL.-378(a)-260	Reviewed no change at this time	Legal Services
Accessibility Policy CPOL.-122(b)-154	Reviewed no change at this time	City Manager's Office
Accountability & Transparency to Public Policy A.-6151(ab)-221 (schedule F)	Amend	Legal Services
Accounts Receivable and Collections Policy CPOL.-346-337	Reviewed no change at this time	Finance Supports
Added Staff Recommendations and Committee Reports Policy CPOL.-190(a)-413	Reviewed no change at this time	Legal Services
Allocation of Councillors Offices Policy CPOL.-66(a)-404	Reviewed no change at this time	Legal Services
Annual Assessment of Underutilized Light Vehicles CPOL.-359-350	Reviewed no change at this time	Finance Supports
Anti-Racism and Anti-Oppression Policy	New policy	City Manager's Office
Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy CPOL.-71(b)-244	Under Review with Governance Working Group	Legal Services
Appointment of Deputy Mayor Policy CPOL.-54-286	Under Review with Governance Working Group	Legal Services
Appointments Requiring Council Approval and or Consultation CPOL.-154(c)-69	Reviewed no change at this time	City Manager's Office
Assessment Growth Policy CPOL.-47(a)-243	Amend	Finance Supports
Asset Transfers To Municipal Services Corporations Policy CPOL.-130(a)-431	Reviewed no change at this time	Finance Supports
Assumption of Works and Services CPOL.-302-293	Amend	Planning and Economic Development
Athletic Travel Grants CPOL.-288-279	Repeal	Neighbourhood and Community-Wide Services
Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy CPOL.-74(a)-411	Amend	Legal Services
Banners Over City Streets CPOL.-280-271	Reviewed no change at this time	Environment and Infrastructure
Benefits for Survivors of Employees Killed on the Job CPOL.-153(a)-382	Amend	Enterprise Supports
Bravery Award Policy CPOL.-15(a)-388	Reviewed no change at this time	Legal Services
Capital Budget and Financing Policy CPOL.-52(a)-243	Amend	Finance Supports

Policy Name (bylaw no.)	Action Recommended	Service Area
Catch Basins on Private Property CPOL.-317-308	Reviewed no change at this time	Environment and Infrastructure
Child Care Policies CPOL.-285-276	Amend	Social and Health Development
Citizens Unable to Take Out Garbage or Recyclable Material CPOL.-310-301	Reviewed no change at this time	Environment and Infrastructure
City Council Representation at "Out of Town" Functions Policy CPOL.-375-456	Reviewed no change at this time	Legal Services
City of London Community Suite Policy CPOL.-193(c)-257	Reviewed no change at this time	Legal Services
City of London Days at the Budweiser Gardens Policy CPOL.-27(b)-42	Reviewed no change at this time	Legal Services
City of London Race Relations Anti Racism Policy CPOL.-369-375	Repeal and replace with new Anti-Racism and Anti-Oppression Policy	City Manager's Office
City of London Records Management Policy CPOL.-128(b)-157	Amend	Legal Services
City-Owned Residential Properties CPOL.-179(a)-438	Amend	Finance Supports
Civic Administration Appointments to Boards, Commissions and Advisory Committees Policy CPOL.-376-457	Reviewed no change at this time	Legal Services
Code of Conduct for Local Boards CPOL.-384-91	Reviewed no change at this time	Legal Services
Code of Conduct for Members of Council CPOL.-383(a)-261	Reviewed no change at this time	Legal Services
Code of Ethics CPOL.-399-75	Reviewed no change at this time	Enterprise Supports
Collective Bargaining Activities CPOL.-159(a)-387	Amend	Enterprise Supports
Commemorative Street Naming Policy CPOL.-306-297	Reviewed no change at this time	Planning and Economic Development
Community Arts Investment Program CPOL.-276-267	Amend	Neighbourhood and Community-Wide Services
Community Engagement Policy CPOL.-279-270	Under review, amendments expected Q4	City Manager's Office
Containerized Garbage Collection Systems CPOL.-311-302	Reviewed no change at this time	Environment and Infrastructure
Contracting for Legal Services CPOL.-395-204	Reviewed no change at this time	Legal Services
Conveyance of Sanitary Filled Land CPOL.-173(a)-432	Reviewed no change at this time	Finance Supports
Corporate Asset Management Policy CPOL.-389-123	Amend	Finance Supports
Corporate Identity Policy CPOL.-277-268	Reviewed no change at this time	City Manager's Office
Corporate Plaques and Recognitions Policy CPOL.-49(a)-393	Amend	Legal Services

Policy Name (bylaw no.)	Action Recommended	Service Area
Corporate Sponsorship and Advertising Policy CPOL.-289-280	Amend	Neighbourhood and Community-Wide Services
Council Members' Expense Account Policy CPOL.-228(b)-233	Reviewed no change at this time	Legal Services
Debt Management Policy CPOL.-48(a)-242	Amend	Finance Supports
Dedication of Fire Stations CPOL.-80(a)-246	Amend	Neighbourhood and Community-Wide Services
Delegation of Powers & Duties Policy A.-6151(w)-421	Reviewed no change at this time	Legal Services
Delegations by Union Executives to Standing Committees Policy CPOL.-60(a)-402	Reviewed no change at this time	Legal Services
Deleting Works from Tenders CPOL.-315-306	Reviewed no change at this time	Environment and Infrastructure
Demolition Control CPOL.-333-324	Amend	Planning and Economic Development
Demolitions of Buildings on Flood Plain Lands CPOL.-181(a)-440	Reviewed no change at this time	Finance Supports
Designation of Municipally Significant Events Policy CPOL.-274-252	Reviewed no change at this time	Legal Services
Discretionary Benefits CPOL.-202(b)-258	Reviewed no change at this time	Social and Health Development
Discussion of Remuneration for Elected Officials and Individuals Appointed CPOL.-372-453	Reviewed no change at this time	Legal Services
Diversity and Inclusion Policy for the City of London CPOL.-119(a)-376	Repeal and replace with new Anti-Racism and Anti-Oppression Policy	City Manager's Office
Diversity, Race Relations and Inclusivity Award Policy CPOL.-20(a)-392	Under review, amendments expected Q4	Legal Services
Donation of Land and Buildings to the City CPOL.-187(a)-445	Reviewed no change at this time	Finance Supports
Donations Policy CPOL.-348-339	Reviewed no change at this time	Finance Supports
Drawing Review Fees CPOL.-307-298	Reviewed no change at this time	Planning and Economic Development
Electronic Participation of Council Members at Council and Standing Committee Meetings CPOL.-401-173	Reviewed no change at this time	Legal Services
Elsie Perrin Williams Estate CPOL.-325-316	Reviewed no change at this time	Planning and Economic Development
Employee Service Recognition Program CPOL.-151(a)-381	Amend	Enterprise Supports
Encroachment Policy CPOL.-323-314	Reviewed no change at this time	Environment and Infrastructure

Policy Name (bylaw no.)	Action Recommended	Service Area
Enforcement of City Personnel Policy CPOL.-78-310	Repeal and replace with a new Municipal Compliance Services policy	Planning and Economic Development
Establishment of Task Forces and Working Groups Policy CPOL.-62(a)-403	Reviewed no change at this time	Legal Services
Financial Assistance for Program Activity Fees CPOL.-149(a)-250	Amend	Neighbourhood and Community-Wide Services
Financing of Sales CPOL.-175(a)-434	Reviewed no change at this time	Finance Supports
Fixed Term Employment Agreements CPOL.-157(a)-386	Reviewed no change at this time	Enterprise Supports
Flags at City Hall Policy CPOL.-114(e)-319	Under review, amendments expected Q4	Legal Services
Flankage Exemptions for Surface Works and Municipal Services CPOL.-357-348	Reviewed no change at this time	Environment and Infrastructure
Free of Fear Services for All Policy CPOL.-275(b)-18	Reviewed no change at this time	City Manager's Office
Frequency of Garbage, Recyclable Material, Yard Materials and Fall Leaf Collection CPOL.-309-300	Reviewed no change at this time	Environment and Infrastructure
Gateway Structures, Fences and Walls - Ownership and Maintenance CPOL.-298-289	Reviewed no change at this time	Planning and Economic Development
Gender Equity in Recreation Services CPOL.-139(a)-249	Repeal	Neighbourhood and Community-Wide Services
General Policy for Advisory Committees CPOL.-381(a)-153	Under review, amendments expected Q4	Legal Services
Government Agencies to Pay Fees CPOL.-300-291	Reviewed no change at this time	Planning and Economic Development
Grants to Centennial Hall CPOL.-29(a)-232	Amend	Finance Supports
Hiring of Employees Policy A.-6151(z)-219 (Schedule B)	Amend	Enterprise Supports
Identification of Operating Surpluses - Boards and Commissions CPOL.-43(a)-238	Reviewed no change at this time	Finance Supports
Illumination of City of London Buildings and Amenities Policy CPOL.-127(b)-320	Under review, amendments expected Q4	Legal Services
Inclusion in Recreation Facilities, Parks and Services CPOL.-292-283	Repeal	Neighbourhood and Community-Wide Services
Integrity Commissioner Terms of Reference CPOL.-385-92	Reviewed no change at this time	Legal Services
Inter-Municipal Endorsement of Council Resolutions Policy CPOL.-56(a)-400	Reviewed no change at this time	Legal Services

Policy Name (bylaw no.)	Action Recommended	Service Area
Internal Review of Property Sales CPOL.-178(a)-437	Reviewed no change at this time	Finance Supports
Investment Policy CPOL.-39(b)-237	Amend	Finance Supports
Issuance of Proclamations Policy CPOL.-397-19	Under review, amendments expected Q4	Legal Services
Issuance of Technology Equipment to Council Members Policy CPOL.-68(b)-166	Reviewed no change at this time	Legal Services
Land Dedication CPOL.-319-310	Amend	Environment and Infrastructure
Landing of Helicopters Policy CPOL.-109(a)-415	Repeal	Legal Services
Lands for Public Works Projects CPOL.-185(a)-444	Reviewed no change at this time	Finance Supports
Lane Maintenance Policy CPOL.-322-313	Reviewed no change at this time	Environment and Infrastructure
Lease Financing Policy CPOL.-352-343	Reviewed no change at this time	Finance Supports
Leasing and Licencing of City Owned Land CPOL.-185(b)-255	Reviewed no change at this time	Finance Supports
Legal Services and Accounts CPOL.-77(b)-245	Reviewed no change at this time	Legal Services
Lessee Protection and Non-Competitive Clauses Centennial Hall CPOL.-33(a)-235	Amend	Finance Supports
London Community Grants Policy CPOL.-38(a)-236	Proposed amendments submitted to SPPC July 19, 2023	Neighbourhood and Community-Wide Services
Mayor - Contracted Staff CPOL.-156(b)-252	Amend	Enterprise Supports
Mayor's Expenses Policy CPOL.-229(a)-428	Reviewed no change at this time	Legal Services
Mayor's New Year's Honour List Policy CPOL.-18(e)-204	Amend	Legal Services
Media Protocols Policy CPOL.-278-269	Under review, amendments expected Q4	City Manager's Office
Members of Council - Absence - Pregnancy or Parental Leave CPOL.-388-95	Reviewed no change at this time	Legal Services
Members of Council Public Registry Declaration of Interest CPOL.-386-93	Amend	Legal Services
Minutes of Settlement for Assessment Appeals CPOL.-221(a)-450	Reviewed no change at this time	Finance Supports
Monumenting Program CPOL.-326-317	Reviewed no change at this time	Environment and Infrastructure
Multi-Year Budget Policy CPOL.-45(b)-239	Amend	Finance Supports
Municipal Compliance Services	New policy	Planning and Economic Development
Municipal Service and Financing Agreements Policy CPOL.-391-152	Reviewed no change at this time	Finance Supports

Policy Name (bylaw no.)	Action Recommended	Service Area
Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy CPOL.-26(a)-396	Amend	Legal Services
Naturalized Areas and Wildflower Meadows CPOL.-338-329	Amend	Planning and Economic Development
New Traffic Signal Locations CPOL.-321-312	Reviewed no change at this time	Environment and Infrastructure
Notices of OPA and ZBA Received From Other Municipalities CPOL.-170(a)-254	Reviewed no change at this time	Planning and Economic Development
Objectives of Centennial Hall CPOL.-31(a)-234	Reviewed no change at this time	Finance Supports
Official City Flag Policy CPOL.-105(a)-414	Reviewed no change at this time	Legal Services
Outstanding London Ambassador Award Policy CPOL.-50(a)-394	Reviewed no change at this time	Legal Services
Parkland Dedication - Acquisition of Hazard Lands and or Open Space Lands CPOL.-361-352	Reviewed no change at this time	Environment and Infrastructure
Parkland Dedication – Plan of Subdivision CPOL.-329-320	Reviewed no change at this time	Environment and Infrastructure
Parkland Dedication Cash-in-lieu CPOL.-330-321	Reviewed no change at this time	Environment and Infrastructure
Parkland Dedication Site Plan CPOL.-331-322	Reviewed no change at this time	Environment and Infrastructure
Part-Lot Control Exemption Policy CPOL.-392-153	Reviewed no change at this time	Planning and Economic Development
Pathway Corridors CPOL.-332-323	Reviewed no change at this time	Environment and Infrastructure
Payment of Membership Fees of a Council Appointee to an External Board or Commission CPOL.-373-454	Reviewed no change at this time	Legal Services
Perfecting Property Titles for which Consents were not Obtained CPOL.-362-353	Reviewed no change at this time	Planning and Economic Development
Placement of Public Submissions on Standing Committee Agendas Policy CPOL.-55(a)-399	Reviewed no change at this time	Legal Services
Policy for the Establishment and Maintenance of Council Policies CPOL.-231(a)-429	Amend	Legal Services
Processing of Anonymous Communications Policy CPOL.-374-455	Reviewed no change at this time	Legal Services
Procurement of Goods & Services Policy A.-6151(ag)-103	Amend	Finance Supports
Promotion of Corporate Products and Services to City Staff CPOL.-123(b)-248	Amend	Enterprise Supports
Property Enquiries to Board of Education CPOL.-180(a)-439	Reviewed no change at this time	Finance Supports

Policy Name (bylaw no.)	Action Recommended	Service Area
Property for Capital Works Projects CPOL.-177(a)-436	Reviewed no change at this time	Finance Supports
Protocol for Unapproved Aboriginal Burial Sites CPOL.-186(a)-425	Repeal	Legal Services
Provision of Blue Boxes CPOL.-313-304	Reviewed no change at this time	Environment and Infrastructure
Public Access During Council and Standing Committee Meetings CPOL.-273-251	Amend	Legal Services
Public Art Monument Policy CPOL.-295-286	Amend	Neighbourhood and Community-Wide Services
Public Notice Policy A.-6151(aa)-220 (Schedule E)	Amend	Legal Services
Public Registry Declaration of Interest for Local Boards CPOL.-387-94	Amend	Legal Services
Public Release of Information Pertaining to Investigations Undertaken by the Ontario Ombudsman Policy CPOL.-377-458	Reviewed no change at this time	Legal Services
Queen Elizabeth Scholarship Policy CPOL.-17(a)-389	Reviewed no change at this time	Legal Services
Real Estate Service – MLS CPOL.-174(a)-433	Reviewed no change at this time	Finance Supports
Real Estate Services CPOL.-184(a)-443	Reviewed no change at this time	Finance Supports
Real Property Acquisition Policy CPOL.-188(b)-256	Reviewed no change at this time	Finance Supports
Rear Yard Grading and Drainage CPOL.-318-309	Reviewed no change at this time	Environment and Infrastructure
Receptions and Dinners for Retirement, 25-Year Club and Other Civic Occasions CPOL.-19(b)-155	Reviewed no change at this time	Legal Services
Reduced Rental Rates for Non-Profit Groups CPOL.-30(a)-233	Amend	Finance Supports
Refunding of Application Fees CPOL.-299-290	Reviewed no change at this time	Planning and Economic Development
Remuneration for Elected Officials and Appointed Citizen Members Policy CPOL.-70(a)-408	Amend	Legal Services
Rental of Lands for Billboards CPOL.-182(a)-441	Amend	Finance Supports
Request to Waive or Reduce Facility Rental Fees CPOL.-145(a)-251	Amend	Neighbourhood and Community-Wide Services
Requiring Building Permits for Buildings Constructed More Than One Year Prior CPOL.-297-288	Reviewed no change at this time	Planning and Economic Development
Reserve and Reserve Fund Policy CPOL.-368(a)-259	Amend	Finance Supports
Residential Front Yard and Boulevard Parking CPOL.-305-296	Reviewed no change at this time	Planning and Economic Development

Policy Name (bylaw no.)	Action Recommended	Service Area
Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) CPOL.-396(a)-262	Under review using outside consultant, results expected Q4	Enterprise Supports
Retirement Dinners for Service Area Leads CPOL.-370-379	Amend	Enterprise Supports
Review of Ward Boundaries Policy CPOL.-72(b)-160	Reviewed no change at this time	Legal Services
Royal Canadian Legion Branch Property Tax Relief Program Funding CPOL.-349-340	Reviewed no change at this time	Finance Supports
Rzone Policy CPOL.-294-285	Amend	Neighbourhood and Community-Wide Services
Sale and Other Disposition of Land Policy Amended June 27, 2023 (By-law No. A.-6151(ah)-131)	Amend	Finance Supports
Sale of Major Assets Policy CPOL.-9(a)-430	Reviewed no change at this time	Finance Supports
Security Policy Regarding Letters of Credit CPOL.-350-341	Reviewed no change at this time	Finance Supports
Selection Process Policy for Appointing Members to Committee, Civic Boards and Commissions CPOL.-398-43	Under Review with Governance Working Group	Legal Services
Services for Special Events CPOL.-316-307	Reviewed no change at this time	Environment and Infrastructure
Siting of Cannabis Retail Stores in London CPOL.-382-26	Repeal	Planning and Economic Development
Soliciting Funds in City Hall Policy CPOL.-25(a)-395	Reviewed no change at this time	Legal Services
Special Events Policies and Procedures Manual CPOL.-142(c)-114	Amend	Neighbourhood and Community-Wide Services
Staff at Ward Meetings Policy CPOL.-148(a)-424	Reviewed no change at this time	Legal Services
Stormwater Private Drain Connections CPOL.-360-351	Reviewed no change at this time	Environment and Infrastructure
Street Cleaning in Unassumed Subdivisions CPOL.-303-294	Reviewed no change at this time	Planning and Economic Development
Street Naming - Streets of Honour CPOL.-308-299	Reviewed no change at this time	Planning and Economic Development
Street, Lane and Walkway Closings CPOL.-320-311	Reviewed no change at this time	Environment and Infrastructure
Subdivision and Development Agreement Security Policy CPOL.-301-292	Reviewed no change at this time	Planning and Economic Development
Substantially Changed OPA ZBA CPOL.-334-325	Reviewed no change at this time	Planning and Economic Development
Surplus Deficit Policy CPOL.-46(b)-240	Amend	Finance Supports

Policy Name (bylaw no.)	Action Recommended	Service Area
Surplus School Site Evaluation and Acquisition Policy CPOL.-380-493	Reviewed no change at this time	Planning and Economic Development
Tax Collection Policy CPOL.-219(a)-448)	Reviewed no change at this time	Finance Supports
Telecommunication Facilities Location and Public Consultation Policy CPOL.-126(a)-274	Reviewed no change at this time	Planning and Economic Development
Third Party Billing – City of London Contracts CPOL.-304-295	Reviewed no change at this time	Planning and Economic Development
Transactions Involving Elected Officials CPOL.-176(a)-435	Reviewed no change at this time	Finance Supports
Travel and Business Expenses CPOL.-227(b)-10	Under Review	Finance Supports
Treatment of Properties That Do Not Sell At Municipal Tax Sales CPOL.-220(a)-449	Reviewed no change at this time	Finance Supports
Tree Preservation CPOL.-336-327	Reviewed no change at this time	Planning and Economic Development
Trust Fund Policy CPOL.-347-338	Reviewed no change at this time	Finance Supports
Urban Design Awards CPOL.-167(b)-253	Reviewed no change at this time	Planning and Economic Development
Use of Cenotaph Policy CPOL.-112(a)-416	Reviewed no change at this time	Legal Services
Use of City of London Resources for Election Purposes CPOL.-230(b)-231	Under Review with Governance Working Group	Legal Services
Use of Civic Square by Centennial Hall Events Policy CPOL.-28(a)-398	Reviewed no change at this time	Legal Services
Use of the City Hall Cafeteria Policy CPOL.-371-452	Amend	Legal Services
Using Centennial Hall for City Sponsored Events CPOL.-344-335	Amend	Finance Supports
Waiving of Landfill Site Fees CPOL.-312-303	Reviewed no change at this time	Environment and Infrastructure

Appendix B1

Bill No. _____
2023

By-law No. CPOL.-_____

A by-law to enact a new Council policy entitled
“Anti-Racism and Anti-Oppression Policy”.

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

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

AND WHEREAS the Council of The Corporation of the City of London wishes to enact a new Council Policy entitled “Anti-Racism and Anti-Oppression Policy”;

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

1. The policy entitled “Anti-Racism and Anti-Oppression Policy”, attached hereto as Schedule “A” is hereby adopted.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule “A”

Anti-Racism and Anti-Oppression Policy

Policy Name: Anti-Racism and Anti-Oppression Policy

Legislative History: Enacted [date] (By-law No. CPOL.-XXX-XXX) to replace Diversity and Inclusion Policy for the City of London and City of London Race Relations/Anti-Racism Policy

Last Review Date: July 25, 2023

Service Area Lead: Director, Anti-Racism and Anti-Oppression

1. Policy Statement

The City of London acknowledges that systemic racism and oppression exist within our Corporation, and our community. To advance efforts related to Anti-Racism and Anti-Oppression, City Council and the Corporation have adopted an Anti-Racism and Anti-Oppression Framework & Equity Tool for use in all corporate policies, procedures, programs, projects, plans, services, and budget decisions. The Anti-Racism and Anti-Oppression division is committed to providing leadership, tools and resources that support our Council and Civic Administration at all levels and Services Areas of the Corporation to collectively take proactive steps towards addressing systemic changes.

Civic Administration will use the Equity Tool to provide information and recommendations to Council to assist them in their decision-making regarding policies, programs and services, practices, bylaws, and budgets that impact all Londoners including those not represented on Council.

2. Definitions

2.1. Corporation – refers to The Corporation of the City of London

2.2 Anti-Racism – Anti-racism is “the active process of identifying and eliminating racism by changing systems, organizational structures, policies and practices and attitudes, so that power is redistributed and shared equitably” (NAC International Perspectives, Women and Global Solidarity)

2.3 Anti-Oppression – Anti-oppression means to actively identify and eliminate systemic barriers that exclude people from all equity-deserving groups, including but not limited to racialized groups. Anti-oppression also recognizes that membership in more than one group is a reality for many.

2.4 Equity-Denied Groups – Equity Denied groups are communities of people who are excluded from fully participating in society because of systemic barriers.

2.5 Anti-Racism and Anti-Oppression Framework and Equity Tool – a corporate document, approved by Council which acts as a guide to making anti-racist and anti-oppressive change.

3. Applicability

This Policy applies to The Corporation of the City of London (“Corporation”), including its Advisory Committees, Agencies, Boards and Commissions. The Anti-Racism and Anti-Oppression Framework and Equity Tool provides structured guidelines to enable the Corporation and community to work toward the elimination of racism and oppression.

4. The Anti-Racism and Anti-Oppression Framework and Equity Tool

The Anti-Racism and Anti-Oppression Framework and Equity Tool is one strategic way to dismantle systemic racism and oppression. Through a series of questions, it prompts us to proactively examine the potential unintentional consequences of our decisions on equity-denied groups. It asks us to consider how to engage those impacted and provides a process that can create concrete strategies to address those inequities. It is also a way for us to evaluate and measure the impact we are making.

Our colonial history means that all systems, including our government, have been founded on systems of racism and oppression. As a result of this legacy, individuals hold biases which favour some groups over others. Using an Equity Tool minimizes the likelihood of continued oppressive practices and ensures we strategically identify and remove barriers to inclusion and intentionally advance equity. The Equity Tool supports our ability to demonstrate accountability towards improving equity to our staff and our community.

4.1 Who should use the Equity Tool?

Council and Councillors – City Councillors have a unique opportunity to demonstrate their commitment to eradicating systemic racism and oppression and to model this through their decision-making. By ensuring that an Equity Tool has been used by staff for City projects and recommendations to Council to guide their values and inform their decisions, we can anticipate an increased alignment between those commitments and action. By reviewing staff reports about the use of the Equity Tool, individual Councillors and Council may better consider the impact of their decisions on all Londoners including those who are not represented amongst themselves.

Civic Administration – As an organization committed to dismantling systemic racism and oppression, applying an Equity Tool is a way to document a tangible process and demonstrate improved outcomes. It will ensure that we remain responsible to and accountable for demonstrating a commitment to making sustainable changes towards equity and inclusion. Staff and people leaders will be expected to use the Equity Tool if they are responsible for developing, implementing, revising, or evaluating City of London policies, procedures, practices, programs, services, and events. The responsibility to apply an Equity Tool extends to volunteers, consultants, and external vendors.

4.2 Where can I find the Anti-Racism and Anti-Oppression Framework and Equity Tool?

The Anti-Racism and Anti-Oppression Framework and Equity Tool is updated regularly. The most up to date version can be located on our [City of London website](#) or by emailing arao@london.ca to request a copy.

4.3 Training and Implementation of the Anti-Racism and Anti-Oppression Framework & Equity Tool

The Anti-Racism and Anti-Oppression division is committed to providing leadership, tools, and resources that support our Council and Civic Administration at all levels and Service Areas of the Corporation to collectively take proactive steps towards addressing systemic changes.

To ensure a common understanding of Anti-Racism and Anti-Oppression, the following training modules have been developed for all staff.

ARAO Foundations Training

- Part I: Systemic Racism
- Part II: Systemic Oppression
- Part III: Individual Racism and Oppression
- Part IV: Anti-Racism and Anti-Oppression in Action
- Part V: Service Area Integration
- Part IV: Equity Tool Training

Equity Tool training will be given to those staff who will be applying the tool directly to City of London policies, procedures, practices, programs, services, and events.

Appendix B2

Bill No. _____
2023

By-law No. CPOL.-_____

A by-law to enact a new Council policy entitled
“Municipal Compliance Services”.

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

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

AND WHEREAS the Council of The Corporation of the City of London wishes to enact a new Council Policy entitled “Municipal Compliance Services”;

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

1. The policy entitled “Municipal Compliance Services”, attached hereto as Schedule “A” is hereby adopted.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule “A”

Municipal Compliance Services

Policy Name: Municipal Compliance Services

Legislative History: Enacted [date] (By-law No. CPOL.-XXX-XXX) to replace Enforcement of City Personnel

Last Review Date: July 25, 2023

Service Area Lead: Manager, Community Compliance and Animal Services

1. Policy Statement

A policy to establish the goals, objectives, and expectations for Municipal Compliance Services

2. Definitions

None

3. Applicability

The policy applies City-wide, to all by-laws that have been delegated for enforcement to the Director, Municipal Compliance, or their designate.

4. The Policy

- 4.1 The goal of Municipal Compliance Services is to achieve compliance with Municipal By-laws and applicable Provincial legislation. This shall be achieved by employing the most efficient and effective means, independent of political or other external influences.
- 4.2 The actions of Municipal Compliance Staff are determined by the availability of personnel and budgeted funds, the complexity of the anticipated enforcement, the period of time in which enforcement is to be carried out, and the degree of compliance likely to be achieved.
- 4.3 Investigations of alleged or potential infractions may be initiated:
 - a) in response to public concerns or complaints;
 - b) through referrals from partner agencies including but not limited to
 - i. London Police Service;
 - ii. London Fire Department;
 - iii. Alcohol & Gaming Commission of Ontario;
 - iv. Middlesex London Health Unit.
 - c) by Officers through active enforcement (i.e. observations made in the course of duty);
 - d) through identified and/or focused community enforcement actions;
 - e) as the Director, Municipal Compliance deems appropriate or necessary.
- 4.4 The Director, Municipal Compliance, or their designate, reserves the right not to respond to:
 - a) anonymous complaints;
 - b) complaints about multiple addresses from the same complainant; and
 - c) complaints which are trivial, frivolous, vexatious, or made in bad faith.
- 4.5 Complaints forwarded by a Councillor on behalf of a constituent will be accepted, provided the constituent’s name and contact information is also provided. The Director, Municipal Compliance, or their designate, may accept complaints without full complainant contact information if there are perceived unsafe conditions, or if the complainant fears possible reprisal related to the submission of a complaint.
- 4.6 The identity of a complainant is protected under the Municipal Freedom of

Information and Protection of Privacy Act.

- 4.7 For the purposes of independent investigations and fairness, the status of complaints will not be publicly released. This includes information regarding an investigation or actions any taken, recognizing that some actions may involve the posting of orders or notices on a property visible to the public.
- 4.8 Where inspection fees are invoiced to property owners, such fees shall be calculated on an hourly basis per Officer attendance.
- 4.9 Where potential health and safety risks are identified, Municipal Law Enforcement Officers (MLEOs) may be directed to attend inspections in pairs and follow enhanced health and safety protocols.
- 4.10 Investigations of complaints will typically be conducted by Municipal Law Enforcement Officers, however it may be necessary to include staff from other divisions, partner agencies, agents, or contractors, depending on the nature of the investigation and/or subsequent action(s).
- 4.11 Voluntary compliance with any municipal by-law is the initial and preferred focus of compliance staff. However, health, safety, or liability concerns, and/or recurring violations may necessitate more immediate and escalated enforcement actions.
- 4.12 Priority of response will be given to complaints that pose potential public health or safety risks including but not limited to unsecured pools, unsafe buildings, and Vital Services.
- 4.13 Depending on the type of alleged or confirmed violation being investigated and/or acted on, a Municipal Law Enforcement Officer may take compliance actions based on their evaluation of the situation and discretion including, but not limited to:
 - a) Verbal warnings,
 - b) Notice(s) of Violation(s);
 - c) Administrative Monetary Penalties;
 - d) Orders or Work Orders;
 - e) Inspection fees;
 - f) Remedial Work, including work by 3rd parties;
 - g) Commencing a proceeding under Parts I, II, or III of the Provincial Offences Act;
 - h) Referral to the City Solicitor for applicable relief by way of action, or application, in the Superior Court of Justice.

Appendix C1

Bill No.
2023

By-law No. A.-6151()-____

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “F” - “Accountability and Transparency to the Public Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-221, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “F” - “Accountability and Transparency to the Public Policy”;

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

1. By-law No. A.-6151-221, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “F” - “Accountability and Transparency to the Public Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “F”.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule “F”

Accountability and Transparency to the Public Policy

Policy Name: Accountability and Transparency to the Public Policy

Legislative History: Adopted December 17, 2007 (By-law No. A.-6151-17); Amended July 24, 2018 (By-law No. A.-6151(v)-420; Amended August 10, 2021 (By-law No. A.-6151(ab)-221 (Schedule F)); Amended July 25, 2023 (By-law No. A.-6151(____)-____ (Schedule F))

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

1.1 The *Municipal Act*, 2001, S.O. 2001, c. 25 requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will strive to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. City Council and the Civic Administration acknowledge the importance of the transparency of its proceedings and accountability for its actions. The City of London’s mission is improving quality of life and building a strong and vibrant community through bold, proactive, and accountable City services. This commitment is further delineated in City Council’s values of:

- Inclusivity and Respect
- Accountability and Trust
- Compassion
- Teamwork and Collaboration
- Commitment and Drive
- Learning
- Financial Stewardship

2. Definitions

2.1 “**Accountability**” the principle that City Council and the Civic Administration be responsible to the public for decisions made and policies implemented

“**Transparency**” the principle that City Council and the Civic Administration’s decision making process is open and clear to the public.

3. Applicability

3.1 This policy shall apply to City Council and all employees of The Corporation of the City of London.

4. The Policy

4.1 City Council shall ensure accountability and transparency of the operations of the municipality, including the activities of senior management, through the use of an accountability and transparency framework comprised of five key areas:

a) Purpose

- Clearly articulating the vision, mission, values, strategic areas of focus, and results of the organization in the form of a Strategic Plan for the City of London
- Engaging in activities that are consistent and aligned with the Strategic Plan for the City of London

b) Decision Making

- Undertaking a decision-making process that is open, transparent, and accessible to the public
- Engaging effectively and openly with the public and other community partners

- c) Communication with the Public
 - Communicating with the public so that they are able to participate effectively
 - Taking into consideration the needs of individuals, when making information public, through the use of accessible communication mediums and, technology.
 - Encouraging community engagement opportunities by leveraging the City of London's Open Data Portal
 - Following all applicable legislation governing the sharing of information, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56

- d) Performance
 - Being accountable to the public for performance by defining targets for performance in each Council term and reporting on performance on an annual basis
 - Ensuring the concept of continuous improvement is implemented throughout the organization

- e) Appropriate Behaviour and Conduct
 - The actions of City Council and the Civic Administration being governed in accordance with, but not limited to, the following policies and by-laws:
 - Code of Conduct for Members of Council Policy
 - Public Release of Information Pertaining to Investigations Undertaken by the Ontario Ombudsman Policy
 - Members of Council Public Registry Declaration of Interest
 - Council Procedure By-law
 - Procurement of Goods and Services Policy
 - Access and Privacy Policy
 - Public Notice Policy
 - Community Engagement Policy
 - Code of Ethics Policy
 - Respectful Workplace Policy

4.2 Notwithstanding section 4.1(b) above, a council or standing committee meeting or part of a meeting may be closed to the public if the subject matter being considered relates to a provision(s) contained in section 239 of the *Municipal Act*, 2001, S.O. 2001, c. 25.

Appendix C2

Bill No.
2023

By-law No. CPOL.-47()-___

A by-law to amend By-law No. CPOL.-47-241, as amended, being “Assessment Growth Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-47-241 as amended, being “Assessment Growth Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-47-241, being “Assessment Growth Policy” is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Assessment Growth Policy

Policy Name: Assessment Growth Policy

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-47-243); Amended June 26, 2018 (By-law No. CPOL.-353-344); Amended August 10, 2021 (By-law No. CPOL.-47(a)-241); Amended July 25, 2023 (By-law No. CPOL.-47(x)-xxx)

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning and Business Support

1. Policy Statement

The purpose of this policy is to establish a priority framework for the allocation of assessment growth funds.

2. Definitions

- 2.1. **Authorized Debt** – Council approved debt financing as a source of funding for capital projects.
- 2.2. **City** – The Corporation of the City of London.
- 2.3. **City Treasurer** – The individual appointed by the municipality as treasurer.
- 2.4. **Development Charges** – A fee charged by the City to recover capital costs associated with residential and non-residential growth. Development charges do not pay for operating costs or infrastructure renewal.
- 2.5. **Lifecycle Renewal** – Rehabilitation or renewal of existing infrastructure due to obsolescence, health and safety concerns, or general deterioration of assets related to use or age.

3. Applicability

This policy applies to the property tax supported budget.

4. The Policy

4.1. Principles

- 4.1.1. Civic service areas, boards and commissions that incur one-time or permanent costs to extend existing services due to growth in the City are required to submit business cases to the City Treasurer or designate.
- 4.1.2. Business cases must be supported by strong metrics that clearly indicate a growth need for the service in question. Strong metrics typically include those that refer to growth in number of households, geographical area (e.g., hectares) or physical assets (e.g., lane-kilometres of roads). Population-based metrics may be suitable depending on the service. Metrics that address growth in demand or changes in demographics are generally not as strong as the aforementioned examples but may be appropriate in some cases.
- 4.1.3. Business cases will be considered eligible for funding and prioritized by the following categories:
 - 1) Operating or one-time capital costs directly linked to the extension of existing services to new development;
 - 2) Operating costs associated with developer-constructed capital assets assumed by the City or new Development Charges-funded growth-related capital assets constructed by the City or associated agencies, boards or commissions;

- 3) Future lifecycle replacement capital costs for developer-constructed capital assets assumed by the City or new Development Charges-funded growth-related assets constructed by the City or associated agencies, boards or commissions;
- 4) Support services and activities required to support the delivery of services related to items 1), 2) and 3) above;
- 5) Operating or one-time capital costs related to pressures of a growing city (supported by appropriate metrics at the sole discretion of the City Treasurer or designate).

4.1.4. For greater clarity, the following requests will not be eligible for funding:

- Requests related to the introduction of a new service or program, either on a permanent or one-time basis;
- Requests for permanent funding of an existing program implemented temporarily (i.e., a “pilot program”);
- Requests related to the enhancement or expansion of existing service levels (i.e., service improvement);
- Requests related to the maintenance, renewal, or rehab of existing capital assets on a permanent or one-time basis.

4.1.5. Assessment growth funds are applied to approved business cases at the discretion of the City Treasurer or designate.

4.1.6. If funding requests through approved business cases exceed available assessment growth funding then:

- a) Business cases will be allocated funding according to the following priority order:
 - i) Flow through costs for business cases approved but not fully funded in a prior year or that require funding over multiple years;
 - ii) In accordance with the prioritized categories outlined in section 4.1.3 above; and,
 - iii) Business cases will be evaluated as to whether the service and/or funding could be deferred to next year and whether significant service disruptions would occur if the service did not receive the current year assessment growth funding.
- b) Unfunded business cases may be resubmitted for consideration in the following year and will be subject to prioritization alongside newly submitted cases in the subsequent year(s).

4.1.7. If assessment growth funding exceeds the accumulated growth costs (approved business cases) of civic service areas, boards and commissions in any one budget year, the balance available will be applied in that year as follows:

- a) 50% to reducing debt financing in the capital plan on a one-time basis; and,
- b) 50% to the Capital Infrastructure Gap Reserve Fund on a one-time basis to mitigate growth in the infrastructure gap.

4.1.8. Assessment growth funding not allocated permanently, will be carried forward to the following year as a permanent source for future growth costs.

4.1.9 Business cases not approved in a given year will be summarized in the annual Assessment Growth Allocation report provided to Committee.

4.2. Budgeting for Assessment Growth

4.2.1. For budgeting purposes, assessment growth will be assumed to be fully allocated to growth costs. Assessment growth and its allocation will be reported annually.

Appendix C3

Bill No.
2023

By-law No. CPOL.-164()-____

A by-law to amend By-law No. CPOL.-164-416, as amended, being “Assumption of Works and Services”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-164-416, as amended, being “Assumption of Works and Services”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-164-416, as amended, being “Assumption of Works and Services”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Assumption of Works and Services

Policy Name: Assumption of Works and Services

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-164-416); Amended June 26, 2018 (By-law No. CPOL.-302-293); Amended July 25, 2023 (By-Law No. CPOL.-164(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Planning and Development

1. Policy Statement

The Assumption of Works and Services Policy is intended to outline the formal assumption of works and services by the City of London.

2. Definitions

Not applicable.

3. Applicability

This policy applies to all works and services that are assumed by the City from land developers.

4. The Policy

By-laws to assume works and services in part, or all, of a subdivision will be included on the Orders of the Day upon receipt of advice from the Director, Planning and Development and the Deputy City Manager, Environment and Infrastructure that the works and services have been completed to the City's specifications.

Appendix C4

Bill No.
2023

By-law No. CPOL.-74()-___

A by-law to amend By-law No. CPOL.-74-306, as amended, being “Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-74-306 as amended, being “Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-74-306, as amended, being “Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy

Policy Name: Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy

Legislative History: Adopted August 22, 2017 (By-law No. CPOL.-74-306); Amended July 24, 2018 (By-law No. CPOL.-74(a)-411); Amended July 25, 2023 (By-law No. CPOL.-74(_____

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy sets out the requirements for the audio recording of Municipal Council and Standing Committee In Closed Session Meetings Policy. A Municipal Council or Standing Committee meeting or part of a meeting may be closed to the public if the subject matter being considered relates to a provision(s) contained in section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25.

2. Definitions

- 2.1 "**Closed Session**" or "**Closed Meeting**" means a closed session of a standing committee or the Council not open to the public, held in accordance with section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25

3. Applicability

- 3.1 This policy shall apply to all in closed session meetings of Municipal Council and its Standing Committees.

4. The Policy

4.1 General

All Municipal Council and Standing Committee In Closed Session meetings shall be audio recorded by the City Clerk, or designated City Clerk's staff, in accordance with the following procedures, for the purpose of having an audio recording to assist with any closed meeting investigation:

4.2 Procedure

- a) The City Clerk, or designated City Clerk's staff, shall commence the audio recording of all Municipal Council or Standing Committee In Closed Session meetings, noting the date, time, location, and type of meeting.
- b) At the conclusion of each Municipal Council or Standing Committee In Closed Session meeting, the City Clerk, or designated City Clerk's staff, shall end the audio recording of all Municipal Council or Standing Committee In Closed Session meetings noting the time of the passing of a motion to resume in public session and shall immediately thereafter stop the recording device.
- c) In those circumstances where Municipal Council or a Standing Committee convenes in closed session multiple times, throughout one meeting, a separate recording will be made each time the Municipal Council or a Standing Committee resumes in closed session, following steps a and b, above.
- d) All audio recordings will be transferred from the audio recording device to a secure location, to the satisfaction of the City Clerk. The recording device shall also be stored in a secure location to the satisfaction of the City Clerk.
- e) All audio recordings of closed meetings will be retained for a period of one year from the date of the meetings. The written Municipal Council Minutes and

Standing Committee Reports shall constitute the permanent official meeting record, in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25 and the City of London's Records Retention By-law.

- f) The City Clerk shall be authorized to release an audio recording of a closed meeting only to:
 - i) the Closed Meeting Investigator, only in those instances where they are relevant to a closed meeting investigation and do not breach solicitor-client, or other, privilege;
 - ii) the City Solicitor, or designate, for the purpose of providing solicitor-client advice with respect to the contents of a recording; and,
 - iii) any additional party authorized by the Municipal Council.

Appendix C5

Bill No.
2023

By-law No. CPOL.-153()-___

A by-law to amend By-law No. CPOL.-153-405, as amended, being “Benefits for Survivors of Employees Killed on the Job”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-153-405, as amended, being “Benefits for Survivors of Employees Killed on the Job”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-153-405, as amended, being “Benefits for Survivors of Employees Killed on the Job”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Benefits for Survivors of Employees Killed on the Job

Policy Name: Benefits for Survivors of Employees Killed on the Job

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-153-405); Amended July 24, 2018 (By-law No. CPOL.-153(a)-382); Amended July 25, 2023 (By-law No. CPOL.-153(_____))

Last Review Date: July 25, 2023

Service Area Lead: Manager, Rewards and Recognition

1. Policy Statement

- 1.1 This policy outlines the types of monetary support which could be provided to survivors of employees of The Corporation of the City of London ("City") who are killed while carrying out their duties.

2. Definitions

- 2.1 **OMERS** – Ontario Municipal Employees Retirement System

3. Applicability

- 3.1 This policy applies to the survivors of City employees who are killed while carrying out their duties.

4. The Policy

- 4.1 The survivors of City employees who are killed while carrying out their duties will be paid out proceeds from insurance policies, OMERS, Canada Pension Plan, Workplace Safety and Insurance Benefits, or any other plan as applicable. Further supplementary financial assistance beyond the noted proceeds will not be granted.

Appendix C6

Bill No.
2023

By-law No. CPOL.-52()-___

A by-law to amend By-law No. CPOL.- 52-248, as amended, being “Capital Budget and Financing Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.- 52-248, as amended, being “Capital Budget and Financing Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.- 52-248, as amended, being “Capital Budget and Financing Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Capital Budget and Financing Policy

Policy Name: Capital Budget and Financing Policy

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-52-248); Amended June 26, 2018 (By-law No. CPOL.-355-346); Amended August 10, 2021 (By-law No. CPOL.-52(a)-243); Amended July 25, 2023 (By-law No. CPOL.-52(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning and Business Support

1. Policy Statement

The purpose of this policy is to establish a framework for capital budgeting and financing in order to ensure capital investments are budgeted and monitored with a consistent approach, financed in a manner to ensure a funding mix that places a priority on maintaining long-term financial sustainability, and guidelines are established for closing out capital projects.

2. Definitions

- 2.1. **City** –The Corporation of the City of London.
- 2.2. **City Treasurer** – The individual appointed by the municipality as treasurer.
- 2.3. **Development Charges Background Study** – The background study undertaken by the City for its current Development Charges By-law.
- 2.4. **Growth** – A capital project that will service growth and is included in the Development Charges Background Study.
- 2.5. **Lifecycle Renewal** – Rehabilitation or renewal of existing infrastructure due to obsolescence, health and safety concerns, or general deterioration of assets related to use or age.
- 2.6. **Service Improvement** – A new or expanded level of service to the municipality or enhances an operational service area.

3. Applicability

This policy applies to all capital projects undertaken or administered by the City or capital projects that received funding from the City and are undertaken or administered by any of the City's Local Boards, Commissions, Agencies or Corporations.

4. The Policy

4.1. Standard of Care

The City Treasurer shall have overall responsibility for the capital budget and financing program. The City Treasurer or designate shall have the authority to implement the capital budget and financing program and establish procedures consistent with this Policy.

4.2. Principles

4.2.1. Capital Budget Classifications

- a) Each capital project shall be classified as:
 - i) Lifecycle Renewal;
 - ii) Growth; or
 - iii) Service Improvement

4.2.2. Capital Budget Financing

The following guidelines be used when determining the funding mix for each capital budget classification:

4.2.2.1. Lifecycle Renewal

The funding options for Lifecycle Renewal capital budgets shall be allocated in the following 'priority order':

- a) Non Tax/Rate Supported
 - i) Eligible non-tax funding sources such as senior government funding.
- b) Tax/Rate Supported
 - i) Capital levy.
 - ii) Eligible reserve funds, subject to adequate balances as determined by the City Treasurer or designate.
 - iii) Debt financing for Lifecycle Renewal capital budgets shall only be authorized after all other funding options have been applied and exhausted, noting that the objective is to avoid the use of debt financing for this classification.

4.2.2.2. Growth

The funding options for the non-growth component of the Growth capital budgets, as determined by the Development Charges Background Study, shall be allocated in the following 'priority order':

Non Tax/Rate Supported

- i) Eligible non-tax funding sources such as senior government funding, provided that non-tax funding sources are used first to reduce the total expenditure before the growth/non-growth funding splits are applied.

Tax/Rate Supported

- i) Capital Levy after consideration is first given to Lifecycle Renewal and second given to Service Improvement capital budgets.
- ii) Eligible reserve funds, subject to adequate balances as determined by the City Treasurer or designate.
- iii) Debt financing, provided that all other funding sources are exhausted.

Funding options for the growth component of the Growth capital budgets, as determined by the Development Charges Background Study, shall be funded from development charges supported funding sources, such as but not limited to eligible obligatory reserve funds and debt financing.

4.2.2.3. Service Improvement

The funding options for Service Improvement capital budgets shall be allocated in the following 'priority order':

- a) Non Tax/Rate Supported

- i) Eligible non-tax funding sources such as senior government funding.
- b) Tax/Rate Supported
 - i) Capital Levy after consideration is first given to Lifecycle Renewal capital budgets.
 - ii) Eligible reserve funds, subject to adequate balances as determined by the City Treasurer or designate.
 - iii) Debt financing, provided that all other funding sources are exhausted.

The City Treasurer or designate shall have the authority to set and adjust administrative capital financing targets that support the general guidelines identified above.

4.2.3. Capital Budget Development

The capital budget shall be developed in accordance with the following guidelines:

- a) A rolling ten (10) year capital plan shall be developed and maintained.
- b) The expenditure for each capital project shall be budgeted in the year spending is reasonably anticipated to occur, noting that sufficient budget must be in place to support the full estimated amount of the procurement, before procurement approval.
- c) The budget for capital projects shall include all reasonably known or anticipated costs each year the budget is requested, including but not limited to the impacts of inflation, non-refundable HST and a reasonable contingency.
- d) New capital budget funding requests that are introduced outside of the budget process shall be referred to the next budget cycle unless the request is directed to be brought forward by Municipal Council or is deemed urgent by the respective Deputy City Manager, and shall include a recommended source of financing as deemed appropriate by the City Treasurer or designate.
- e) Debt financing shall be applied in accordance with the Council approved Debt Management Policy.

4.2.4. Capital Budget Monitoring and Close Out

- a) The City Treasurer or designate, at their discretion, may close out capital project accounts.
- b) The City Treasurer or designate shall allocate the net disposition of surplus funding for all closed capital projects as follows:
 - i) With respect to capital levy surplus in the Property Tax Supported budget, the City Treasurer or designate shall review the balance of the capital receipts account and shall determine if funding is allocated to the capital receipts account to be used as a potential funding source for unfunded capital requests, or, allocated to an applicable tax supported reserve or reserve fund.
 - ii) With respect to reserve or reserve fund drawdowns in the Property Tax Supported budget, the City Treasurer or designate shall review the balance of the reserve or reserve

fund from which the funding originated and shall determine if funding is allocated back to the original fund or allocated to the capital receipts account to be used as a potential funding source for unfunded capital requests.

- iii) With respect to capital rates surplus, reserve or reserve fund drawdowns in the Water and Wastewater & Treatment budgets, the City Treasurer or designate shall return capital rates and/or reserve or reserve fund drawdowns to the appropriate rate supported reserve or reserve fund.
 - iv) Debt financing shall be released resulting in a reduction of authorized debt.
- c) If during the capital budget monitoring process it is anticipated that a capital project will be significantly over budget, a summary of any such project(s) will be provided in the Capital Budget Monitoring Report.
- i) If during the capital project close out process, it is determined that a capital project is significantly over budget, a separate source of financing shall be brought forward for Municipal Council approval in conjunction with the Capital Budget Monitoring Report.
- d) Civic Administration shall submit two monitoring reports to Municipal Council which will be known as the Mid-Year Capital Budget Monitoring Report and Year-End Capital Budget Monitoring Report and shall include:
- i) A summary of the life-to-date capital budget.
 - ii) A listing of life-to-date projects three (3) years or older with no future budget.
 - iii) A listing of capital projects to be closed, including an explanation of capital projects with a variance greater than \$50,000.

Appendix C7

Bill No.
2023

By-law No. CPOL.-204()-____

A by-law to amend By-law No. CPOL.-204-456, as amended, being “Child Care Policies”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-204-456, as amended, being “Child Care Policies”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-204-456, as amended, being “Child Care Policies”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Child Care Policies

Policy Name: Child Care Policies

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-204-456); Amended June 26, 2018 (By-law No. CPOL.-285-276); Amended July 25, 2023 (By-law No. CPOL.-204(_____))

Last Review Date: July 25, 2023

Service Area Lead: Deputy City Manager, Social and Health Development

1. Policy Statement

That child care and early years services in our communities be accessible and available to meet the diverse needs of all our residents. Recognizing the many personal, social, physical and economic benefits to the health and well-being and quality of life that children and families derive from participating in child care and early years programs and services, the City of London, as the Consolidated Municipal Service Manager for London and Middlesex County, in partnership with communities, is therefore committed to:

- a) **Equitable Access**
working to ensure that all families have access to a range of services contained within a comprehensive child care system;
- b) **High Quality Programs**
working to ensure that child care programs and services are of high quality and support children's health, safety and development;
- c) **Parental Choice**
supporting the provision of accessible, coordinated information about child care services to ensure that parents have enough information and assistance to make informed choices;
- d) **Parental or Community Involvement**
ensuring that key community members, including parents and other community leaders, are involved in significant decision-making;
- e) **Partnerships**
working in partnership with community groups and other funders to ensure that local programs for children and families are coordinated, but not duplicated;
- f) **Ongoing Monitoring and Evaluation**
ensuring that the child care system is monitored and evaluated on a regular basis to work towards a system that is effective, affordable, inclusive, flexible and responsive to parent and local needs; and
- g) **Allocation of Resources**
allocating appropriate resources to accomplish these above noted commitments, within annual allocations and with regard to the municipal budget by various levels of government and anticipating fair user fees.

2. Definitions

- 2.1. Throughout this policy, "child care and early years programs and services" refers to program services that provide licensed child care (school age and licensed home care), or authorized recreational and skill building programs, or are early years programs and services, as defined in the *Child Care and Early Years Act*, 2014.
- 2.2. Throughout this policy, the term "Administration" refers to the Director, Child Care and Early Years or an authorized designate.

- 2.3. Throughout this policy, “Parent” includes a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

3. Applicability

This policy applies to parents as defined in this policy, child care and early years program and services operators and City of London employees.

4. The Policy

That a policy be established to assist families with children (0 to 12 years) requiring financial assistance to access child care and early years programs which are part of our healthy communities. The objectives of this policy are:

- a) to provide immediate child care financial assistance for children who are considered to be at risk;
- b) to provide immediate child care financial assistance to parents leaving the social assistance system;
- c) to enable parents to obtain or maintain employment;
- d) to provide opportunities for optimal growth and development, social/emotional, socialization and speech & language through child care financial assistance;
- e) to enable parents to attend school or be involved in academic upgrading activities; and,
- f) to provide child care financial assistance for parents or child needs as identified by a therapeutic referral completed by a third party health professional working directly with the family for the duration of the referral.

SECTION A: POLICIES RELATING TO ELIGIBILITY, SPECIAL CASES, REFERRALS

Eligibility

The following aligns with Section 8 Ontario Regulations 138/15:

- 4.1. For parent(s) determined to be eligible through the financial income test:
 - (i) Immediate placement is given to children assessed by a recognized referral agency to be at a level of risk as well as children whose parent(s) leave the social assistance system. (ii) Within the approved annual budget for the child care fee subsidy program, children be placed in child care programs (noting that children who qualify be provided either full or part-time child care fee subsidy depending on need) based on their order of application using their date of eligibility.

For each of the above priorities, the number of hours approved for child care fee subsidy will be based on need (for example: working full-time would be approved for a full day fee subsidy, working part-time would be approved for a part-time fee subsidy).
- 4.2. That parent(s) eligible for subsidy based on their child(ren)’s needs or parental needs must be referred to the City by a recognized social service agency or health care professional.
- 4.3. That the Administration be authorized to provide immediate child care subsidy to eligible parents who cease to receive Ontario Works because they have found employment or are attending post-secondary education.
- 4.4. That the Administration be requested to use its own discretion in extending child care subsidies to siblings of children receiving subsidized child care. This care

would only be provided to those siblings between the ages of 0 and 12 years of age.

- 4.5. That all child care fee subsidy cases be reviewed, at a minimum, once every twelve months (from date of placement), or more often at the discretion of the Administration.
- 4.6. Where a family no longer meets the eligibility requirements as outlined above, the change in circumstances may affect a parents' eligibility for child care financial assistance; it being pointed out that the stability or the effect of the change on the child's and/or the family's well-being will be taken into consideration by the Civic Administration before implementing any subsidy changes.
- 4.7. That parents reside within the City of London.
- 4.8. That when the budget allocation is projected to be at its maximum for the current year, no new placements shall be considered and a waiting list shall be established.

Special Cases

- 4.9. That the Administration be authorized to grant, under emergency conditions, child care financial assistance for parents to access child care and early years programs.

Referrals

- 4.10. That the Civic Administration recognize the need to make referrals to the appropriate agencies to assist with any family matters to enhance the well-being of our clientele.

SECTION B: POLICIES RELATING TO CHILD CARE OPERATORS

General

- 4.11. That all Funding Agreements executed between the City of London and operators for the purposes of operating child care and early years programs and services will be contingent upon approval from the Administrator appointed by the City under the Child Care and Early Years Act or written designate.
- 4.12. That the City will provide child care services by subsidizing spaces through Funding Agreements executed with licensed child care agencies and accredited recreation programs and camps.
- 4.13. That the City of London will not assume transportation costs but rather will continue to enter into agreements with child care and early years programs and services throughout the City in a variety of localized areas so that child care is available for children near their homes or their parent(s)' workplace.
- 4.14. That child care policy and/or criteria changes be sent to all operators for their information as soon after approval as possible.

Appendix C8

Bill No.
2023

By-law No. CPOL.-128()-____

A by-law to amend By-law No. CPOL.-128-380, as amended, being “City of London Records Management Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-128-380, as amended, being “City of London Records Management Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-128-380, as amended, being “City of London Records Management Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

City of London Records Management Policy

Policy Name: City of London Records Management Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-128-380); Amended July 24, 2018 (By-law No. CPOL.-128(a)-423); Amended June 11, 2019 (By-Law No. CPOL.-128(b)-157); Amended July 25, 2023 (By-law No. CPOL.-128(_____))

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 The records and information holdings of The Corporation of the City of London (the "City") are valuable corporate assets needed to support effective decision making, meet operational requirements, protect legal, fiscal and other interests of the City, and to adhere to the requirements of the *Municipal Act, 2001* as amended and the *Municipal Freedom of Information and Protection of Privacy Act, 1990* as amended.
- 1.2 The City manages its information holdings by a records management program that is administered by the Office of the City Clerk.
- 1.3 All City records deemed corporate records that have been received or created by any City employee fall into the custody and control of the Corporation and are the property of The Corporation of the City of London.
- 1.4 The retention of records is usually dependent on the subject matter of the records, and not the format in which the records are stored. The Records Management By-law, including the Records Retention Schedule and the Records Retention Policy will be applied to all records in the custody and control of the City – including electronic records (i.e. e-mails, files saved on staff computers and networks, files saved external drives, text messages, voice mails, etc.).

2. Definitions

For the purposes of this policy, the following definitions shall apply:

- 2.1 **Active Record** –means a record that is referred to and used on a regular basis.
- 2.2 **Archival Record** –means a record or item that has been appraised for permanent retention because of its historical, fiscal, legal (including evidential), operational, or administrative value. The long term value of the record justifies its preservation.
- 2.3 **Archives** –means a repository for archival records.
- 2.4 **Classification System** –means a systematic method of coding and categorizing records for ease of use, retrieval, and disposal.
- 2.5 **Corporate Records** –means any record created, received, deposited or held by any City employee in the course of business and used to support a City function or to conduct City business. Does not include Councillor constituency records.
- 2.6 **Disposition** –means the final phase of the records life cycle, meaning the disposal of records that have no further value, or the transfer of archival records to permanent storage.
- 2.7 **Disposition Authority** –means the individual responsible for the records under the care and control of a particular departmental business area. Typically the "Disposition Authority" is a Manager or Director with signing authority.
- 2.8 **Document** –means the smallest unit of filing.
- 2.9 **File / Folder** –means a group of related documents.

- 2.10 **File Plan** –means a logical, systematic method for the description and classification of records.
- 2.11 **Inactive Record** –means a record that is referred to infrequently. Physical inactive records are usually kept in a storage facility until final disposition.
- 2.12 **Life Cycle** –means the life span of a record from its creation or receipt throughout its active and inactive stage to final disposition.
- 2.13 **Metadata** –means data that provides information about a record’s content, making it easier to retrieve, use, or manage. Metadata includes, but is not limited to: means of creation of the data, purpose of the data, time and date of creation, creator or author of data.
- 2.14 ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*** – means the Ontario legislation which, with some limitations, provides the public with a right of access to records held by the City and protects the privacy of personal and third party information held by an institution.
- 2.15 **Record** –means information, however recorded or stored, whether in printed form, on film, by electronic means, or otherwise, that can include: correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.
- 2.16 **Record Series** –means a group of related records that are normally used and filed together.
- 2.17 **Records Centre** –means a storage facility to house inactive records until their final disposition.
- 2.18 **Records Classification System** –means a system to promote the effective use of City information by providing a consistent standard for the description and management of corporate records and improving control and accessibility.
- 2.19 **Records Coordinator** –means an employee within each business unit who acts as records management liaison and representative for the business unit, administers and supports the business unit’s records management program and participates in all necessary training for the performance of this role.
- 2.20 **Records Management** –means the process of planning, organizing, directing, and controlling all the steps involved in the life cycle of records.
- 2.21 **Retention Schedule** –means a Council-approved timetable that prescribes a life span to recorded information from its creation to final disposition.
- 2.22 **Transitory Records** - means records that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record. They are not an integral part of a records series and are not filed regularly with standard records or filing systems. They are not required to meet statutory obligations or to sustain administrative or operational functions.
- 2.23 **Vital Records** - means records that are essential to resume or continue the operations of an organization after an emergency; those necessary to recreate the Corporation’s legal and financial position; and/or those necessary to preserve the rights of the Corporation, its employees, customers, and Londoners.

3. Applicability

3.1 This policy shall apply to all records of The Corporation of the City of London.

4. The Policy

4.1 The purposes of this policy are:

- a) to ensure that the records of The Corporation of the City of London are retained and preserved in a secure and accessible manner; and,
- b) to foster government accountability and transparency by promoting and facilitating good recordkeeping.

4.2 Objectives

A records management program applies systematic controls and standards to the creation, security, use, retention, conversion, disposition and preservation of recorded information. A standardized records management program allocates sufficient resources to:

- a) manage the information life cycle to meet all legislated requirements for record keeping, including those of the *Municipal Act, 2001*, S.O. 2001, c. 25 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
- b) manage information holdings, making them readily available for decision making and to meet information access requests, including those made under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
- c) protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidential and accountability requirements;
- d) ensure that records are protected and are not destroyed or removed from the custody and control of The Corporation of the City of London unless authorized by the City's Records Retention Schedule, or through contractual agreement;
- e) ensure the identification and preservation of permanently valuable records and the destruction of records that have surpassed their retention, in a timely, secure, and environmentally sound manner;
- f) promote organizational efficiency and economy through sound record keeping practices, including reducing storage costs through the use of records storage centres and appropriate technology; and,
- g) establish and define accountability, responsibility and roles, as appropriate to level of involvement with records management.

4.3 General Directives

- a) All records created or received by an employee of The Corporation of the City of London in the course of official business are subject to the City's records management practices and procedures.
- b) It is the responsibility of every City employee holding or maintaining City records to deliver all such records to their successors or to the City Clerk upon leaving office or employment.
- c) Transfer of original City records into the possession of private organizations or individuals is prohibited except for the purposes of microfilming, imaging, duplication, format conversion, binding,

conservation, or other records management and preservation procedures or where authorized by by-law, legislation or contractual agreement.

4.4 Ownership of Records and Information

- a) Records created or accumulated by Members of Council acting in their political or constituency capacity are not corporate records where these records are stored and managed separately from corporate records.
- b) Records in the custody of consultants, contractors, and private service providers performing work for the City may be under the control of the City and subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- c) Records created by volunteers or part time workers performing work under the direction of a City employee are corporate records subject to this Policy and to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

4.5 Changes of Custody, Control or Ownership

- a) When physical custody of original corporate records is transferred to another institution not covered by this policy, a protocol agreement must be in place. The agreement must identify the records in question, define the rights retained by the City and ensure that the records will be managed in accordance with government legislation, by-laws, regulations, policies, standards and records schedules. Protocol agreements may contain the following provisions:
 - i) the City may restrict access to or the disposition of records transferred or those created after the transfer;
 - ii) new records created or documentation added to existing records may become City property;
 - iii) records must be returned to the City once they are no longer required or if the information is requested by the City; and,
 - iv) intellectual property rights (such as patents, copyright, etc.) must be retained by the City.

4.6 Information Security

- a) Security measures must be implemented to ensure that records are created, acquired, updated, handled, used, transmitted, transported, filed stored and destroyed in a manner appropriate to their sensitivity. These security measures must ensure the integrity of the records, protect sensitive information and personal information from unauthorized access or disclosure and protect vital records from damage or loss.

4.7 Records Classification System

- a) The Ontario Municipal Records Management System (TOMRMS), as amended, is used as the City's records classification system and retention schedule as per Records Retention By-law - A.-7323-299.

4.8 Retention and Disposition of Corporate Records

- a) All corporate records will be retained and disposed of according to the Council-approved Corporate records schedule.
- b) In order to reduce the use of office space and file equipment, inactive physical records will be stored in records centres coordinated by the City Clerk's Office.
- c) Employees will use the Corporate approved CityHub/SharePoint electronic documents and records management system to store and manage

electronic records not already stored in other approved database applications.

- d) In accordance with the approved retention schedule, final disposition action will take place in a timely manner at the end of the retention period for each record series.

4.9 Preservation of Archival Records

- a) Archival records will be managed for preservation throughout the information life cycle.
- b) Archival records will be stored in formats that ensure the longest possible life of records or of the information contained in them. They will be handled and stored in a manner that minimizes damage and deterioration while in use.
- c) Archival records will be preserved in formats appropriate to their retention periods and final disposition. Information of enduring value must be preserved using durable storage media.

4.10 Transitory Records

- a) After a final record has been produced and incorporated into the regular filing system, the working materials involved may become superseded or obsolete transitory records and may be destroyed unless otherwise legislated or specified in the records retention schedule.
- b) Working materials which are required for ongoing legal, fiscal, audit, administrative or operational purposes are not transitory records.
- c) Transitory records that are the subject of ongoing legal proceedings or a request under the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56 must not be destroyed until after the legal proceeding or request has been completed and all possible appeals have been resolved.

4.11 Records Management Training

- a) The objective of training is to enable City staff to implement, use and maintain standardized systems for managing their record holdings.
- b) Training must be appropriate to the level of involvement with recordkeeping systems. This involves basic training for all employees and specialized training for smaller groups.
- c) Training topics may include the following:
 - i) principles of recordkeeping;
 - ii) information management terminology and processes;
 - iii) security of information holdings;
 - iv) access rights and privacy protection;
 - v) management of special types of records (e.g. transitory records, special media, etc.);
 - vi) classification of records;
 - viii) records search and retrieval;
 - ix) records retention and disposition schedules; and,
 - x) file operations and records storage.

4.12 Destruction of Records

- a) Destruction of records may occur at the end of a record's life cycle as described in the approved records retention schedule. Destruction includes deletion, garbage, shredding, and paper recycling.

- b) Records shall be destroyed using a method appropriate to their medium and to their content. Records containing confidential and/or personal information shall be destroyed through a process that achieves definitive obliteration of information.
- c) Destruction operations must maintain the confidentiality of information and protect the privacy of individuals whose personal information may be contained in the records.
- d) Records must be destroyed promptly following the expiration of approved retention periods. Exceptions to this planned destruction process include records still required for the ongoing functions of a municipal program, records that are the subject of a request under the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56 and records required for ongoing legal or financial purposes.

4.13 Authority and Responsibility

- a) The Senior Leadership Team will:
 - i) provide corporate leadership and support for the records management program.
- b) The City Clerk will:
 - i) provide leadership for records management with respect to vision, mission, policy, standards, strategic planning, training, quality assurance, and facilitate the development, maintenance and improvement of records keeping solutions, tools and systems; and,
 - ii) make recommendations to the Senior Leadership Team and Members of Council regarding policy requirements and records retention and disposal schedules, as required.
- c) The Manager of Records and Information Services and the Manager of Corporate Records will:
 - i) coordinate the corporate wide program for records management;
 - ii) recommend and implement policies;
 - iii) provide direction, training and technical advisory services;
 - iv) provide storage and retrieval services for inactive physical records;
 - v) identify the tools, facilities and staff necessary for service delivery;
 - vi) create and maintain procedure manuals and supporting documentation; and,
 - vii) ensure the currency of the records retention schedule.
- d) The Director of Information Technology Services will:
 - i) provide technical support for the installation, maintenance and upgrading of records management software and related programs to ensure compliance and access within the City's networked systems; and,
 - ii) ensure the security and integrity of electronic records systems.
- e) Service Area Managers/Directors will:
 - i) recommend retention schedules relating to records in their business unit's custody and control to ensure the schedule meets the business unit's operational requirements;
 - ii) use the records storage and retrieval services coordinated by the City Clerk's Office for storage of inactive physical records;
 - iii) ensure staff is fully trained and carrying out their records management obligations;

- iv) as the Disposition Authority, review and sign off the destruction of records that have reached their scheduled disposition date. If destruction sign-off is not provided, the Disposition Authority shall provide written justification for the request to extend destruction dates;
 - v) when a business function is being transferred to another business unit as a result of a reorganization, transfer to the business unit all records needed to carry out the function, or, when the business unit ceases to carry out a function and the function is not transferred to another business unit, transfer all records relating to that function to the City Clerk;
 - vi) inform the City Clerk of breaches of records management policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); and,
 - vii) designate an employee in each business unit to act as the records coordinator.
- f) Business Unit Records Coordinators will:
- i) oversee and be responsible for preparing inactive records for transfer to the City Clerk's Records Unit for storage;
 - ii) be aware of the location all current records and information stored in his/her business unit, regardless of format;
 - iii) assist employees in their business unit to understand the corporate records management program and procedures and act as "champion" for the program within their business unit; and,
 - iv) assist the Manager of Records and Information Services/Manager of Corporate Records to deliver and to audit the records management program within their business unit.
- g) All City Employees will:
- i) ensure that all the records they create or receive that are used to support a City function or to conduct City business will be maintained and preserved as required by this policy and the Records Management By-law.

Appendix C9

Bill No.
2023

By-law No. CPOL.-179()-____

A by-law to amend By-law No. CPOL.-179-431, as amended, being “City-Owned Residential Properties”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-179-431, as amended, being “City-Owned Residential Properties”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-179-431, as amended, being “City-Owned Residential Properties”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

City-Owned Residential Properties

Policy Name: City-Owned Residential Properties

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-179-431); Amended July 24, 2018 (By-law No. CPOL.-179(a)-438); Amended July 25, 2023 (By-law No. CPOL.-_____)

Last Review Date: July 25, 2023

Service Area Lead: Director, Realty Services

1. Policy Statement

The purpose of this policy is to formalize and clarify practices on City-owned residential properties.

2. Definitions

Not Applicable.

3. Applicability

This policy applies to all City-owned residential properties.

4. The Policy

4.1. Inspection and Repair of Premises:

- a) Immediately on acquisition of land that includes a residential building the Realty Services Division will carry out an inspection of the property and complete a Property Inspection Report.
- b) On the termination of any existing tenancy the Realty Services Division will carry out an immediate inspection of the property; but in any event all city-owned residential premises will be inspected once per year.
- c) Upon acquisition of property or the termination of an existing tenancy, the Realty Services Division will examine the premises and secure, adjust, or make safe, all electrical, heating, gas, oil and water systems.
- d) If repairs are indicated from the inspection, the Realty Services Division shall obtain an estimate of the cost of such repairs.
- e) Where repairs are required and the estimate is reasonable in view of the continuing viability of the property, the Realty Services Division will issue a work order with the cost to be charged to the Maintenance of Rented Property Account. In the event the property is considered in poor condition, with a low future anticipated income, and repair costs are economically prohibitive, the Realty Services Division will recommend to Council that the premises be sold for removal from the land or demolished.

4.2. Renting Procedure:

- a) After inspection of a new residential property and the completion of improvements the Realty Services Division will establish a monthly rent comparable to the existing market conditions for residential units in the City.
- b) On termination of any existing tenancy the Realty Services Division will review the monthly rent; but in any event the rents charged on all City-owned residential property will be reviewed once per year. Rent increases will be in compliance with increase provisions prescribed by the Residential Tenancies Act.

- c) Upon receiving vacant possession of a residential property in adequate condition to rent, the Realty Services Division will publicly advertise the property.
- d) Applicants for rental accommodation shall submit a rental application and the Realty Services Division will carry out any enquiries deemed necessary with the references indicated by the applicant, inclusive of a credit check.
- e) Unless otherwise approved by City Council, no residential lease will be for more than one year, and satisfactory applicants will be required to execute The Ontario Standard Form Lease Agreement and accompanied by payment of the first and last months' rent, before being allowed to enter the premises.
- f) A copy of the Rental Agreement will be retained by the Realty Services Division, which will be responsible for recording, collecting and following up on all rents.
- g) In the case of non-payment of rent, the Realty Services Division will:
 - i) Circulate rent reminders seeking payment of any and all rent arrears
 - ii) After 30 days of original due date, carry out the steps prescribed in the Residential Tenancies Act for non payment including appropriate notice up to and including eviction.

4.3. Disposal or Demolition of Buildings:

- a) Where it is the opinion of the Realty Services Division that the cost of maintaining a property suitable for renting is economically prohibitive the Realty Services Division shall recommend to City Council:
 - i) Demolition of the Property subject to all applicable legislation and permit requirements.
 - ii) Where conditions warrant demolition, procurement of demolition services will be in compliance with the Procurement of Goods and Services Policy.
- b) Before making a recommendation to City Council on the disposal or demolition of a building, the Realty Services Division will carry out an enquiry procedure in the form of a property inquiry liaison report with relevant departments, boards and commissions to ascertain any alternative use for the building.

Appendix C10

Bill No.
2023

By-law No. CPOL.-159()-____

A by-law to amend By-law No. CPOL.-159-411, as amended, being “Collective Bargaining Activities”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-159-411, as amended, being “Collective Bargaining Activities”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-159-411, as amended, being “Collective Bargaining Activities”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Collective Bargaining Activities

Policy Name: Collective Bargaining Activities

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-159-411); Amended July 24, 2018 (By-law No. CPOL.-159(a)-387); Amended July 25, 2023 (By-law No. CPOL.-159(____))

Last Review Date: July 25, 2023

Service Area Lead: Manager, Labour Relations

1. Policy Statement

- 1.1 This policy confirms roles and responsibilities for the Collective Bargaining activities.

2. Definitions

Not applicable.

3. Applicability

- 3.1 This policy applies to the appropriate members of Civic Administration, Mayor and Members of Council.

4. The Policy

- 4.1 The responsibility to participate in Collective Bargaining activities rests with the appropriate members of the Civic Administration. The Mayor and Members of Council will not participate in such activities.

Agreements concerning wages, salaries, fringe benefits, and working conditions resulting from Collective Bargaining activities by Civic Administration will be recommended to Council for approval.

Appendix C11

Bill No.
2023

By-law No. CPOL.-51(xx)-____

A by-law to amend By-law No. CPOL.- 51-247, as amended, being “Community Arts Investment Program”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.- 51-247, as amended, being “Community Arts Investment Program”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.- 51-247, as amended, being “Community Arts Investment Program”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Community Arts Investment Program

Policy Name: Community Arts Investment Program (CAIP)

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-51-247); Amended June 26, 2018 (By-law No. CPOL.- 276-267); Amended July 25, 2023 (By-law No. CPOL.-51(_____))

Last Review Date: July 25, 2023

Service Area Lead: Manager, Culture Services

1. Policy Statement

This program provides guidelines and criteria for The Corporation of the City of London to:

- provide funding to not-for-profit arts organizations to support operational expenses and capacity building within the London arts community;
- provide project funding to artists/creators/practitioners of traditional arts residing in London and the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation).
- encourage public awareness and appreciation of diverse artistic forms, expressions, and interpretations of the arts.
- increase access to quality local arts experiences and promote a sense of belonging representing all artistic disciplines;
- contribute to the creative vibrancy of London;
- enhance London's desirability as a community of choice and visitor destination;
- support goals and objectives of Council's Strategic Plan; and,
- support goals and objectives of the UNESCO Creative Cities Network (UCCN) City of London membership and the London UNESCO City of Music designation.

2. Definitions

- 2.1. **Arts Organizations** – a professional artistic organization (including arts festival organizations) that has a clearly articulated mandate which focuses on a specific art form (or forms) that is thematically linked under artistic direction to develop and promote works of artists/creators. Incorporated not-for-profit and/or registered charitable arts organizations located in London in the following artistic disciplines are eligible to apply for CAIP (such as, but not limited to): film/media arts, music, literature, performance art, and visual art.
- 2.2 **Arts festivals and events** - having a clearly articulated mandate which focuses on a specific art form (or forms) that is thematically linked under artistic direction to provide unique opportunities for audiences to experience and engage with art. These art form specific festivals and events showcase the arts and artists available in London to both residents and visitors alike.
- 2.3 **Professional Artists** – a professional artist/creator is someone who has developed skills through training or practice, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication, seeks payment for their work, and actively practices their art. Individual artists, artist collectives, or ad-hoc art groups led by professional artists/creators/practitioners of traditional arts who reside in London and the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation) are eligible to apply for CAIP.
- 2.4 **Creators and Practitioners of Traditional Arts** – a creator/practitioner of traditional art is someone who has developed skills through training or practice taught from person to person, passed from one generation to the next, and influenced by culture, family, ethnicity, and era. Traditional arts represent a place

or a group of people. They also express the thoughts and feelings of a point in history. Individual creators/practitioners of traditional arts, art collectives, or ad-hoc art groups led by professional artists/creators/practitioners of traditional arts who reside in London and the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation) are eligible to apply for CAIP.

3. Applicability

For the purposes of this program, CAIP applies to a local arts organization that operates on a not-for-profit basis and has operating revenues that are less than \$1,500,000. CAIP also applies for the creation/production/presentation of artists/creators/practitioners of traditional arts operating in a not-for-profit manner.

This program will not include:

- festivals that are not arts festivals;
- arts organizations that receive operating funding from the City of London including the London Regional Art and Historical Museum (Museum London) and the Grand Theatre;
- museums;
- cultural heritage organizations eligible for funding from the City of London Community Heritage Investment Program (CHIP);
- organizations not located within the City of London; and,
- artists/creators/practitioners of traditional arts, who are not located within the City of London or the surrounding First Nations communities (Chippewa of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware First Nation).

However, these types of organizations, if they meet the program criteria, may continue to seek operational financial assistance from other existing City programs.

4. The Policy

Guidelines:

- 4.1. Annual funding will be made available by the City, subject to Council approval of funding through the Multi-Year Budget.
- 4.2. Applications will be reviewed and administered, in a city-wide context, by a peer assessment group. This group, referred to as the London Arts Council, whose assessment panel members are representative of arts, business, educational institutes, and the general community. Conflict of interest guidelines are maintained by the London Arts Council.
- 4.3. Funding awarded by the London Arts Council must be intended and used to further an organization's not-for-profit activities and must not, either directly or indirectly, be intended or used to further a profit venture or intended or used for capital purposes including, but not restricted to, the purchase of land, equipment, fixtures or physical facilities. An application for assistance under the Community Arts Investment Program does not preclude an organization from applying for capital funding to the City of London.
- 4.4. The London Arts Council will provide the City of London with an annual accounting of the allocation of Community Arts Investment Program funding. The accounts will also include an identification of the funding requested, which were reduced or refused.
- 4.5. The successful organization or artist(s) will acknowledge the City's support in its promotional materials in a manner consistent with the City's Corporate Identity Guidelines.

4.6. These guidelines shall be reviewed at least once every four years.

Criteria:

The London Arts Council will take the following criteria into consideration when reviewing funding applications submitted by arts organizations and professional artists/creators/practitioners of traditional arts:

4.7. Community:

- a) the funded activities are directed to the improvement of the quality of life in London;
- b) the funded activities are for the benefit of the residents of London;
- c) the funded activities encourage the participation of Londoners; and
- d) the financial resources of the funded activities are expended in London.

4.8. Funded Activities and Services:

- a) the funded activities and services are of a quality to merit public support;
- b) the funded activities do not substantially duplicate the efforts of other organizations or other government supported individuals or organizations;
- c) the funded activities bring provincial, national, or international recognition to London;
- d) the applicant demonstrates development and innovation in its programming and funded activities; and
- e) the applicant organization provides and supports artistic programs relative to its objectives and funded activities for the residents and visitors outlined in Council's Strategic Plan;
- f) the applicant organization collaborates with other not-for-profit organizations in pursuing its objectives;

4.9. Management and Financial Responsibility:

- a) the applicant organization is managed in a responsible manner;
- b) the applicant demonstrates initiative and success in generating revenue outside of the Community Arts Investment Program;
- c) the applicant measures the success of the funded activities and/or programs on an ongoing basis and shares the results of these measures with the City and other interested parties; and
- d) the organization is encouraged to consider providing indemnity insurance for the person who sit on its Board of Directors.

4.10. Volunteers:

- a) the organization actively and successfully encourages volunteerism.

Procedures:

4.11. The applicant will submit a grant application for the next calendar year to the London Arts Council. The application form and submission process will be determined by the London Arts Council subject to the approval of the City of London.

4.12. The London Arts Council as per the terms of London Arts Council Purchase of Service Agreement will provide an annual information report to the City of London. This information report will contain the identification of the name and dollar value of the funding requests received to date as well as all funding allocated through granting streams and supported programs of CAIP.

Appendix C12

Bill No.
2023

By-law No. CPOL.-389()-____

A by-law to amend By-law No. CPOL.-389-123, being “Corporate Asset Management Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-389-123, being “Corporate Asset Management Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-389-123, being “Corporate Asset Management Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Corporate Asset Management Policy

Policy Name: Corporate Asset Management Policy

Legislative History: Enacted April 23, 2019 (By-law No. CPOL.-389-123); Amended July 25, 2023 (By-law No. CPOL.-389(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Capital Assets and Projects

1. Policy Purpose and Statement

1.1 Purpose

The purpose of this Corporate Asset Management (CAM) Policy is to set out The Corporation of the City of London's (City) approach to planning, designing, constructing, acquiring, operating, maintaining, renewing, replacing and disposing of its municipal infrastructure assets in a way that ensures sound stewardship of public resources while delivering effective and efficient customer service.

1.2 Statement

This CAM Policy provides a foundation for the City's CAM Program which assists in identifying and prioritizing investments in existing and future municipal infrastructure assets to ensure it is robust, safe, sustainable, efficient, and capable of supporting the desired quality of life in our community. The City's CAM Policy focuses on three fundamental goals:

- 1) Providing sustainable service to City customers;
- 2) Optimizing municipal infrastructure asset value while minimizing lifecycle costs; and
- 3) Managing risks to service delivery.

The CAM Policy establishes a CAM Program, which serves as a guiding practice to ensure sound stewardship of public assets and meet its customer service commitments in the most effective and efficient manner. In addition, it provides a coordinated approach to align asset management planning with the City's financial plans, budget and other relevant Acts, accounting standards, policies, frameworks, and plans.

The CAM Policy also outlines the City's commitment to consider climate change mitigation approaches, disaster planning, and supports informed decision making and planning with respect to the City's contingency funding.

2. Definitions

2.1. Asset: Non financial assets having physical substance that are acquired, constructed or developed and:

- are held for use in the production or supply of goods and services for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for resale in the ordinary course of operations.

For the City, capital assets have the following characteristics:

- Beneficial ownership and control clearly rests with the City, and
- The asset is utilized to achieve City plans, objectives and services with the intention of being used on a continuous basis and is not intended for sale in the ordinary course of business.

2.2. Asset Management: The coordinated activity of an organization to realize value from assets.

- 2.3. Asset Retirement Activities:** Includes all activities related to an Asset Retirement Obligation . These may include, but are not limited to:
- decommissioning or dismantling a Tangible Capital Asset (TCA) that was acquired, constructed, or developed;
 - remediation of contamination of a TCA created by its normal use;
 - post-retirement activities such as monitoring; and,
 - constructing other TCAs to perform post-retirement activities
- 2.4. Asset Retirement Obligation:** A legal obligation associated with the retirement of a Tangible Capital Asset.
- 2.5. CAM Plan:** The City's Corporate Asset Management Plan which combines multi-disciplinary management techniques (technical and financial) over the life-cycle of municipal infrastructure assets to provide a specific level of service in the most cost effective manner and manage risks associated with municipal infrastructure assets. This typically includes plans to invest, design, construct, acquire, operate, maintain, renew, replace, and decommission assets.
- 2.6. CAM Program:** A set of interrelated or interacting components of the City that establishes asset management policies and objectives and the processes needed to achieve those objectives. An asset management program also includes the organization structure, roles, responsibilities, business processes, plans, and operations of the Corporation's Asset Management practices.
- 2.7. Capitalization Threshold:** The threshold represents the minimum cost an individual asset must have before it is to be recorded as a capital asset on the statement of financial position.
- 2.8. City:** The Corporation of the City of London.
- 2.9. Community Partners:** Entities such as Conservation Authorities, Emergency Medical Services' organizations, or utility companies where implementation of their mandate or corporate objectives would have an impact on municipal infrastructure assets and it is expected the City would be coordinating with them.
- 2.10. Contingency Funding:** Funding available for municipal infrastructure assets to address unforeseeable circumstances.
- 2.11. Critical Asset:** An asset for which the financial, business, or service level consequences of failure are sufficiently severe to justify proactive inspection, rehabilitation, or replacement, and is considered a municipal infrastructure asset.
- 2.12. Customer:** Any person or entity who uses the municipal infrastructure asset or service, is affected by it or has an interest in it either now or in the future.
- 2.13. Functional Area:** A grouping of City divisions or sections managing specific municipal infrastructure asset categories that deliver one or more City services.
- 2.14. Infrastructure Asset:** All or part of physical structures and associated facilities that form the foundation of development, and by or through which a public service is provided to the city, such as highways, bridges, bicycle paths, drinking water systems, social housing, hospitals, courthouses and schools, as well as any other thing by or through which a public service is provided to the city.
- 2.15. Level of Service:** The statement that describes the output or objectives the City intends to deliver to its customers.
- 2.16. Municipal Infrastructure Asset:** An infrastructure asset (core and non-core municipal infrastructure assets), including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a

municipality, but does not include an infrastructure asset that is managed by a joint municipal water board.

2.17. Public: Residential, commercial, industrial and institutional groups, and any other community groups that rely on City owned municipal infrastructure assets.

2.18. Tangible Capital Assets (TCA): A legislative reporting requirement specified by Section PS 3150 in the Public Sector Accounting Board Handbook to identify asset inventories, additions, disposals and amortization on an annual basis.

Interpretive definitions are included in Appendix 2 to provide context to definitions listed above but otherwise not referenced in the CAM Policy.

3. Application and Scope

This CAM Policy applies to all functional areas involved in planning, maintaining, operating or retiring the City’s municipal infrastructure assets that are directly owned by the City, or included in the City’s consolidated financial statements as defined in, but not limited to, Appendix 1.

If a municipal infrastructure asset’s value meets or exceeds the City’s capitalization threshold for Tangible Capital Asset purposes, the asset will be included in the CAM Program.

Where a municipal infrastructure asset’s value falls below the capitalization threshold but the City’s functional area determines that the asset meets this policy’s definition of a critical asset using their respective professional judgment, the asset will be included in the CAM Program as well.

4. The CAM Policy

4.1. Standard of Care

A robust CAM Program includes a clear description of the CAM Program components (illustrated in Figure 1 below).

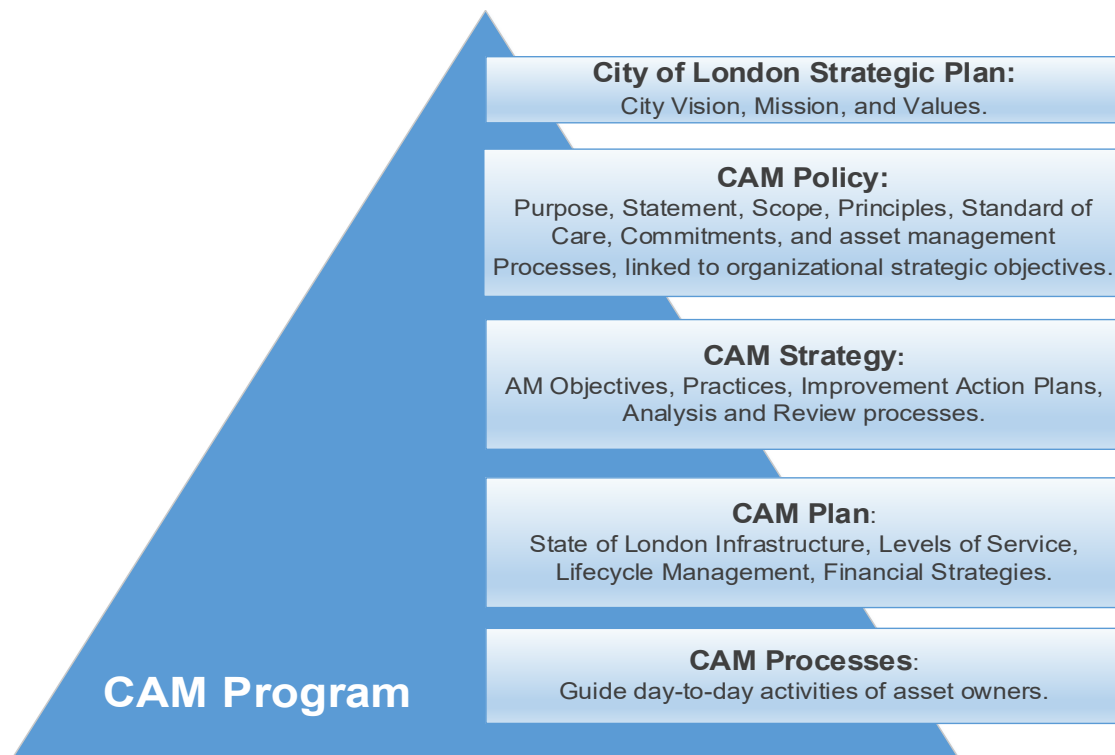


Figure 1: Corporate Asset Management Program - Major Components

4.2 Governance Structure

The CAM governance structure is a foundational element of the City's CAM Program. Figure 2 below provides an overview of the CAM governance structure and identifies key participants with City asset management planning responsibilities.

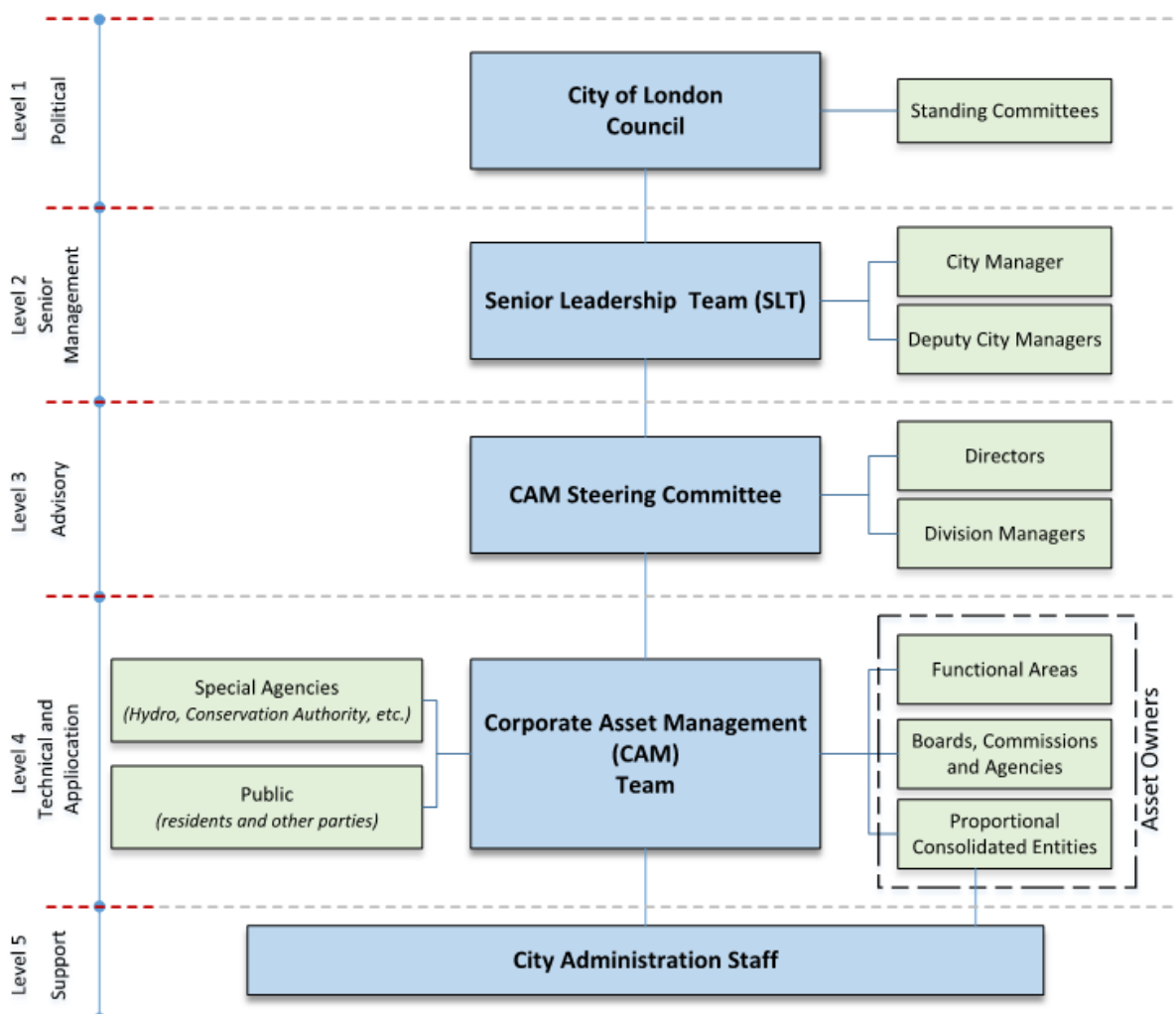


Figure 2: Corporate Asset Management Governance Structure

The following details the roles, responsibilities, authorities and accountabilities of individuals and provides oversight on their application across the City.

a) Municipal Council of the Corporation of the City of London

Oversees a large range of services provided through a diverse portfolio of assets.

- i) Set priorities and communicate community values to City Administration.
- ii) Approves by resolution the City's Asset Management Plan and its updates every four years.
- iii) Reviews and, if necessary, updates the Corporate Asset Management Policy at least every five years.
- iv) Monitors annual reviews of the City's Asset Management Plan implementation progress on or before July 1 of every year.

b) Senior Leadership Team (SLT)

The executive leadership of the Corporation (includes City Manager and Deputy City Managers).

- i) Ensures all CAM Program activities are consistent with the City's Strategic Plan.
- ii) Maintains regulatory compliance, endorsing the CAM Policy, assigning authorities and resources in administrative staff ensuring the CAM Policy is followed and the CAM Program is executed.
- iii) Assists in providing adequate resources and ensures development and implementation of the CAM Program.

c) CAM Steering Committee

Generally includes Directors and senior managers representing the major functional areas included in the CAM scope. Provides overall guidance and direction for CAM development and implementation.

- i) Advocates the CAM Program benefits.
- ii) Monitors and directs the plans for CAM Program development.
- iii) Provides adequate resources to support asset management goals at the functional area level.

d) Corporate Asset Management Section

A section of Capital asset and projects division within Finance Support service area. Asset management staff provide strategic and technical advice for CAM development and implementation.

- i) Provides Corporate leadership in CAM practices and concepts.
- ii) Provides guidance to asset management roles in the Corporation.
- iii) Facilitates skills development as it relates to asset management.
- iv) Facilitates communication and change management as it relates to asset management.
- v) Advises the Steering Committee and implementation task teams as part of the asset management development process.
- vi) Leads the development of the CAM Plan.
- vii) Performs an annual review and monitoring of the CAM Plan implementation.
- viii) Develops and updates policies and procedures related to the CAM Program.
- ix) Aligns the CAM Program with the currently approved plans, strategies and policies.
- x) Prepares and coordinates CAM progress tracking.
- xi) Coordinates internal and external CAM benchmarking.
- xii) Leads the implementation of CAM software (Assetic).
- xiii) Liaises with staff in Financial Planning and Business Support regarding asset management matters in the development of the City's operating and capital budgets.
- xiv) Liaises with staff in Capital Assets and Projects as well as with staff in Financial Services to ensure financial statement reporting and disclosure requirements are met for Asset Retirement Obligations.
- xv) Seeks public input regarding CAM Program implementation.

e) Asset Owners

Includes City Functional Areas, Boards, Commissions, Agencies, and Proportionate Consolidation Entities. Leads the development, implementation and improvement of different aspects of the CAM Program.

- i) Provides functional area sponsorship for asset management practices and concepts.
- ii) Oversees asset management planning activities within their respective functional area and in support of others.
- iii) Sets service objectives and monitoring progress.
- iv) Offers expertise to the development of City plans, strategies, assessments, and workflows.
- v) Collects and tracks asset information and other data related to the asset reporting within their portfolio. This includes but is not limited to asset inventory, condition, risk, performance results, Asset Retirement Activities and decision making processes. Where applicable, Geospatial Data are collected, stored and administered in accordance with the City *Geospatial Information and Data standards*.
- vi) Applies operation, maintenance, rehabilitation, replacement and retirement practices to meet expected levels of service and mitigate risk.
- vii) Works with internal and external interested parties through consultation and reporting in the course of their day-to-day functions.
- viii) Tracks, analyzes and reports on CAM Program benefits to all community groups.

f) City Administrative Staff

Includes all City employees.

- i) Supports the development, implementation and improvement of different aspects of the CAM Program consistent with their roles and responsibilities.
- ii) Embraces new business processes and technology tools necessary to be effective Asset Management stewards.
- iii) Captures quality data as part of daily operations.
- iv) Leverages data to track performance and drive decision making.

4.3 Commitments

The City is committed to implementing a program to manage municipal infrastructure assets in a strategic, comprehensive, and organization-wide manner, known as the CAM Program (illustrated in Figure 1).

The City commits to developing asset management strategies and plans which align with other municipal goals, plans, and policies. The City is committed to documenting, reviewing, revising, and analyzing these activities at regular intervals. The purpose of a CAM Program is to manage the City's municipal infrastructure assets in a strategic, comprehensive, and cost-effective manner.

The following assets are required to create and maintain a safe, healthy, secure and sustainable community. They include but are not limited to the following:

- Transportation infrastructure (e.g., roads, bridges, public transit);
- Utilities and environmental infrastructure (e.g., water distribution systems, wastewater collection systems, sewage treatment systems, stormwater management, recycling systems, landfills);
- Infrastructure enabling the provision of protective services (e.g., police, fire, flood mitigation);
- Parks and recreation (e.g., arenas, playgrounds, pools, trails, and community centres);
- Cultural assets (e.g., libraries, museums, heritage buildings, arts buildings, public art/monuments, historic assets and interpretive signage);
- Electronic infrastructure (e.g., broadband networks, information systems);
- Municipal facilities & civic institutions (e.g. City Hall, Long term care, affordable housing, administration buildings);
- Green infrastructure assets and stormwater management;
- Monuments, works of art, historic assets; and
- Land held for sale (e.g. industrial land).

a) The City of London is committed to the following during asset management planning:

- i) Using the CAM Plan as a reliable, formal but flexible tool when making business decisions, especially during forecasting and budgeting activities.
- ii) Managing municipal infrastructure assets with an integrated business approach that relies upon strategies, staff, and communication, and that delivers established service results.
- iii) Adopting an integrated business approach to planning and investing in municipal infrastructure assets, and make decisions within the context of the greater system, rather than examining assets in isolation.
- iv) Where applicable, coordinating asset management planning with neighbouring municipalities, the City's Boards, Commissions, Agencies, Proportionate Consolidation Entities, and Community Partners. This planning will be in accordance with Ontario asset management regulation O.Reg 588/17 and timelines noted therein.
- v) Considering climate change which includes:
 - Identifying the vulnerabilities of municipal infrastructure assets caused by climate change.

- Considering the costs and means to address those vulnerabilities.
 - Considering adaptation opportunities that may be undertaken to manage the vulnerabilities.
 - Considering mitigation approaches to limit the magnitude or rate of long-term climate change (such as greenhouse gas emission reduction objectives).
- vi) Considering disaster planning and contingency funding.
- vii) Providing opportunities to encourage residents, businesses, institutions, and other community groups to offer input in asset management planning.
- viii) Providing comprehensive CAM Plan updates at regular intervals of four (4) to five (5) years, as required by Ontario asset management regulation O.Reg 588/17, or as deemed necessary by Municipal Council or the City Treasurer.

4.4 Principles

Embracing a principles-based approach, the CAM Program provides a framework for decision-making, based on a defined level of service, when the City invests, designs, constructs, acquires, operates, maintains, renews, replaces, or decommissions assets.

The City's asset management planning shall be:

- a) Customer Focused:**
Provide assurance to customers through clearly defined levels of service and adhere to optimal asset management processes and practices, including investment, that are supported by existing customer service standards, regularly updated asset and customer data.
- b) Forward Looking:**
- i) Take a long-term view in making asset management decisions that are well beyond the cycle of one council term. Consideration will be focused on the municipal life cycle of assets from acquisition to disposal, including level of service, risk, maintenance and operating activities, and life cycle costs.
 - ii) Consider the needs of the public by having record of the long-term view of local demographic and economic trends (seniors, commuters, tourists, etc.).
- c) Prioritized:**
- i) Ensure compliance with all legislative requirements and asset management regulations.
 - ii) Clearly identify and respect defined municipal infrastructure asset priorities which will drive investment decisions. It will make informed decisions between competing factors such as service delivery, asset quality and value, cost, and risk.
- d) Consistent:**
Ensure continuous provision of core public services in the City's jurisdiction.
- e) Transparent:**
Be evidence based and transparent and:
- i) Base infrastructure decisions on evidence and information that is publicly available or made available to the public, subject to any privilege and restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of such information; and
 - ii) Share information with implications for infrastructure planning with other public sector entities (i.e. hospital, board of education, public health, etc.)

subject to any privilege and restrictions or prohibitions under an Act or otherwise by-law on the collection, use or disclosure of such information.

- f) Focused on Budgeting and Planning:**
- i) Align with City policies, vision, mission, values and other plans and strategies in effect, including relevant municipal official plans, master plans, resiliency and sustainability plans, and accounting standards.
 - ii) Take into account budgets adopted by Municipal Council, financial or asset plans prepared in accordance with applicable financial budgeting legislation and practices.
- g) Integrated:**
Consider the principles and content of relevant Ontario or municipal plans and strategies, established in an Act or otherwise, which relate to municipal infrastructure asset investment decisions.
- h) Environmentally Conscious:**
Minimize the impact of infrastructure on the environment by:
- i) Ensuring infrastructure is designed and operated to minimize energy use and consider low impact development principles;
 - ii) Respecting and helping maintain ecological and biological diversity during construction and operation;
 - iii) Designing amenities and operating features that encourage sustainable choices for operators and users; and
 - iv) Aiming to make use of acceptable recycled aggregates, other environmentally-friendly construction and building materials, and procurement practices that minimize environmental impact.
- i) Resilient:**
Ensure infrastructure is planned, designed, constructed, and operated to sustain, adapt, and emerge from system-wide shocks, including those caused by climate change and/or severe weather.
- j) Rooted in Health and Safety:**
- i) Ensure health and safety of workers involved in the construction and maintenance of municipal infrastructure assets is protected.
 - ii) Consider the safety of asset users in the community.
- k) Community Focused:**
Promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the community well-being, such as:
- i) Local job creation and training opportunities;
 - ii) Improvement of public space within the community;
 - iii) Promoting accessibility for persons with disabilities; and
 - iv) Any specific benefits identified by the community.
- l) Informed by Economic Development Priorities:**
Promote economic competitiveness, productivity, job creation and training opportunities.
- m) Innovative:**
- i) Creating opportunities to make use of industry proven innovative technologies, practices and services, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.
 - ii) Continually improve the asset management approach and recommitting to innovation as new tools, techniques and solutions are developed.

4.5 Asset Management Processes

a) Plans, Budgets and Forecasts:

- i) The CAM Plan is a strategic, forward looking document that outlines a consistent set of activities to carry out the commitments of the CAM Policy. The CAM Plan will be considered in the creation of the City's multi-year budget and annual budget updates. Financial staff will be involved in asset management planning to facilitate:
 - The financial strategy developed in the asset management plan(s);
 - The budget submissions of each functional area; and
 - The overall budget process.
- ii) Finance, water services, stormwater, and wastewater & treatment services personnel will work together to align the financial strategy developed in the CAM Plan with the financial plans related to the water, stormwater, and wastewater assets. The alignment will stem from common analytical methods followed and common data sources used, and coordinated by the Corporate Asset Management Section.

b) London Plan and Land-Use Planning Framework:

Parties involved in the development of the asset management plan will reference the direction established in The London Plan (Official Plan) as well as the methods, assumptions, and data used in The London Plan development. This ensures that the City's CAM Plan aligns with Ontario's land-use planning framework, including the Official Plan and the Ontario Provincial Policy Statement.

c) Continual Improvement:

The CAM Program must be continually improved, not just from nonconformities or weaknesses, but also making improvements in what the City already excels in, by continually improving the City's CAM planning approach, and incorporating new practices and principles. A process is in place to improve, adapt and adjust the City's asset management processes which includes responsibilities to stay current in asset management, adopt new practices, monitor the effectiveness of the CAM Program, and make changes accordingly.

d) Community Consultation:

Community involvement is an important component of a successful CAM Program, and supports the commitment to ensure opportunities to provide input are offered to residents and businesses. Opportunities to leverage existing public consultation will be explored as presented by other internal community reference groups. Levels of service and the current state of asset management is transparently communicated to Municipal Council and the community using established reporting tools.

e) Availability and Update:

This CAM Policy shall be posted on the City's website, and provided to anyone who requests it. It shall be reviewed by the CAM Steering Committee, Senior Leadership Team, and Municipal Council, and updated as required, no more than five (5) years from the last revision date.

4.6 Related Documents

- Infrastructure for Jobs and Prosperity Act, 2015
- O.Reg. 588/17: Asset Management Planning for Municipal Infrastructure
- The London Plan (Official Plan – City of London)
- City of London Corporate Asset Management Administrative Policy (2013)

Appendix 1: City of London Entities

Entities which are considered to have City of London municipal infrastructure assets:

City of London Functional Areas

- Water
- Wastewater
- Stormwater
- Transportation (roads, traffic signals, and street lighting)
- Parking
- Solid Waste and Recycling
- Parks
- Recreation
- Urban Forestry
- Fire
- Emergency Management & Security Services
- Long Term Care
- Corporate Facilities
- Culture Facilities
- Municipal Housing Development

Local Boards, Commissions, and Agencies Consolidated on City of London Financial Statements

- Argyle Business Improvement Area Board of Management
- London Public Library Board
- Covent Garden Market Corporation
- Eldon House Corporation
- London & Middlesex Community Housing
- London Convention Center Corporation
- London Downtown Business Association Area Board of Management
- London Police Services Board
- London Transit Commission
- Museum London
- Old East Village Business Improvement Area
- Hyde Park Business Improvement Association Board of Management
- Hamilton Road Business Improvement Area Board of Management

Proportionate Consolidation Entities

- The Board of Health of the Middlesex-London Health Unit

Appendix 2: Interpretive Definitions

1. **Asset Retirement Cost:** The estimated amount required to retire a TCA
2. **Consequence of Failure:** A measure of the direct and indirect impacts on the city in the event of an asset failure.
3. **Core Municipal Infrastructure Asset:** Defined by O.Reg 588/17, any municipal infrastructure asset that is a,
 - Water asset that relates to the collection, production, treatment, storage, supply or distribution of drinking water;
 - Wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater;
 - Stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater;
 - Road; or
 - Bridge or culvert.
4. **Green Infrastructure Asset:** Defined by O.Reg 588/17, means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.
5. **Joint Municipal Water Board:** Defined by O.Reg 588/17, means a joint board established in accordance with a transfer order made under the Municipal Water and Sewage Transfer Act, 1997.
6. **Replacement Value:** The cost the City would incur to completely replace a municipal infrastructure asset, at a selected point in time, at which a similar level of service would be provided. This definition can also be referred to as 'Replacement Cost'.
7. **Retirement of a Tangible Capital Asset:** The permanent removal of a TCA from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

Appendix C13

Bill No.
2023

By-law No. CPOL.-49()-____

A by-law to amend By-law No. CPOL.-49-245, as amended, being “Corporate Plaques and Recognitions Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-49-245, as amended, being “Corporate Plaques and Recognitions Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-49-245, as amended, being “Corporate Plaques and Recognitions Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Corporate Plaques and Recognitions Policy

Policy Name: Corporate Plaques and Recognitions Policy

Legislative History: Adopted June 13, 2017 (By-law No. CPOL.-49-245); Amended July 24, 2018 (By-law No. CPOL.-49(a)-393); Amended July 25, 2023 (By-law No. CPOL.-49(_____))

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy establishes the general guidelines for the receipt and issuance of corporate plaques and recognitions.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy applies to:

- a) all gifts, donations, certificates, plaques and other forms of recognition presented to the City of London;
- b) heritage designation plaques identifying designated buildings in the City of London;
- c) recognition plaques issued by City Council for the Diversity, Race Relations and Inclusivity Award; and,
- d) recognition plaques issued by City Council for the Outstanding London Ambassador Award.

4. The Policy

- 4.1 All gifts, donations, certificates, plaques and other forms of recognition presented to the City of London from time to time shall be placed in the control of the City Clerk for cataloguing, and for display, storage and maintenance as appropriate.
- 4.2 Separate individual plaques shall be issued by the Community Advisory Committee on Planning to identify designated buildings in the community as being of architectural significance.
- 4.3 Separate individual plaques shall be issued by City Council in recognition of recipients of the Diversity, Race Relations and Inclusivity Award.
- 4.4 Separate individual plaques shall be issued by City Council in recognition of recipients of the Outstanding London Ambassador Award.

Appendix C14

Bill No.
2023

By-law No. CPOL.-129()-____

A by-law to amend By-law No. CPOL.-129-381, as amended, being “Corporate Sponsorship and Advertising Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-129-381, as amended, being “Corporate Sponsorship and Advertising Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-129-381, as amended, being “Corporate Sponsorship and Advertising Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Corporate Sponsorship and Advertising Policy

Policy Name: Corporate Sponsorship and Advertising Policy

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-129-381); Amended June 26, 2018 (By-law No. CPOL.-289-280); Amended July 25, 2023 (By-law No. CPOL.-129(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Recreation and Sport

1. Policy Statement

The purpose of this Policy is to set out Council's direction and guidelines with respect to the corporate sponsorship and advertising of City programs, services, and facilities. Civic Administration shall make available for external use marketing documentation on the City's Corporate Sponsorship and Advertising Program.

2. Definitions

- 2.1. **Advertising** – The selling or leasing of advertising space on corporate materials (printed and electronic), and signage on City-owned assets and properties; whereby the advertiser is not entitled to any additional benefits beyond access to the space purchased. Advertising is a straightforward purchase of space based on pre-established base rates and a defined time period.
- 2.2. **Asset** – This is a physical or non-physical City-owned element, material, equipment, facility, building, or structure that has value to sponsors or advertisers in order to achieve their business objectives. Examples of assets include but are not limited to: playgrounds, programs, events, arenas, parks, pools, advertisement placements, services, and speaking engagements.
- 2.3. **City** – The term "City" refers to The Corporation of the City of London.
- 2.4. **Donation(s)** – A cash and/or in-kind contribution made to the City with no reciprocal commercial benefit expected or required from the City. Donations do not involve a business relationship and are distinct from sponsorship and/or advertising initiatives.
- 2.5. **Sponsorship** – A marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company in return for the rights to a public association with an activity, item, or property for commercial benefit. Sponsorships may be in the form of financial assistance, non-cash goods, naming rights, or a contribution of skills or resources. Examples of recent sponsorships are: Maple Leaf Sports and Entertainment Basketball Court rebuild in West Lions Park, Tim Hortons Playhouse in Storybook Park, and , Tim Horton's free skates and swims.,

3. Applicability

This Policy shall apply to all business relationships between The Corporation of the City of London and businesses which contribute either financially or in-kind to City programs, services, or facilities in return for recognitions, public acknowledgement, or other promotional considerations. This Policy is subject to the restrictions in the *Municipal Act, 2001* on bonusing and shall not apply to the following circumstances:

- a) Gifts, unsolicited donations or advice to the City where no business relationship is required and where no reciprocal consideration is being sought;
- b) Funding obtained from other levels of government through formal grant programs;
- c) Business partnerships between the City and its local boards and commissions;
- d) Neighbourhood groups, service clubs, non-profit community organizations, or agencies that provide continuous support and leadership to City programs, services, or facilities;

- e) Facilities that have been contracted to a third party for operation and/or management.

4. The Policy

4.1. Criteria For Sponsorships And Advertising Relationships

The following criteria must be satisfied before a sponsorship and advertising relationship is formalized between the City and a business:

- a) The relationships must be beneficial for both parties;
- b) The sponsorship or advertising must enhance the development, delivery, awareness, or continuance of one or more City programs, services, or facilities;
- c) Any costs to the City associated with the relationship must be within an approved budget;
- d) The City program, service, or facility for which sponsorship or advertising is being sought must
 - i) Not directly compete with charitable organizations or with existing private businesses in close proximity to the City program, service or facility; and
 - ii) Be consistent with City plans and priorities;
- e) All publicity, advertising, acknowledgement and recognition of the sponsorship or advertising arrangement by either the City or the sponsor must comply with all federal and provincial statutes and all municipal By-laws;
- f) The value of the proposed sponsorship or advertising is consistent with the proposed recognition or acknowledgement of the sponsorship or advertising; and
- g) The relationship must not cause a City employee or agent to receive any product, service, or assets for personal gain or use.

4.2. Sponsorship And Advertising Agreements

All sponsorship and advertiser relationships shall be confirmed in the form of a written agreement between the sponsor and the City. All such agreements must clearly indicate and address:

- a) What the sponsor is contributing and what the value of the contribution represents;
- b) The obligations of both the sponsor and the City;
- c) The disposition and ownership of any assets resulting from the sponsorship or advertising;
- d) Responsibility for the maintenance, insurance, and taxes of all assets associated with or resulting from the sponsorship or advertising;
- e) The duration of the sponsorship or advertising;
- f) The licensing and use of the City's and the sponsor's name, trade and service marks, and other intellectual property, and any payment for such licensing and use; and
- g) A termination provision and the remedies available to both parties upon termination.

4.3. Sourcing Authority

Sponsorship and advertising shall be offered by the City or its agent on a first come, first served basis which meets established valuation criteria.

The City reserves the right to reject any and all unsolicited sponsorship or advertising proposals that have been offered to the City and to reject any and all proposals for sponsorship or advertising that have been openly solicited by the City.

4.4. Approval Authority

All potential sponsorship and advertising opportunities and all proposed sponsorship and advertising opportunities shall be reviewed in accordance with this Policy.

The City may enter into a sponsorship and advertising sales contractual relationship with an external contracted organization, provided all provisions of this Policy are met and provided the value of the sponsorship, or advertising (either direct funding or in-kind service, or a combination of both) is authorized by by-law or by an official, employee, or agent of the City who has been delegated authority by by-law or contract to enter into such a relationship on behalf of the City. In all cases, all necessary sponsorship and advertising agreements shall be executed on behalf of the City by the Mayor and the City Clerk where authorized by by-law or by the delegated official, employee, or agent of the City where authorized by by-law or contract.

4.5. Exceptions To This Policy

Elected Officials and Civic Administration are encouraged to advise Municipal Council of all sponsorship and advertising proposals that would contribute towards the cost of a particular program, service, or facility but do not comply with one or more provisions of this Policy. Municipal Council reserves the right to consider and accept such proposals.

4.6. Guiding Principles

The following principles will guide the decision-making and operational processes related to sponsorship and/or advertising relationships with an external party:

- 4.6.1 All sponsorship and advertising agreements must comply with federal and provincial acts, statutes and regulations, and municipal by-laws and must not interfere with existing contractual obligations of the City.
- 4.6.2 All sponsorship and advertising agreements must be consistent with the mandate, policies, and objectives of the City.
- 4.6.3 Sponsorship agreements must benefit the City, and should also benefit the community, and the sponsor or advertiser.
- 4.6.4 Sponsorships should enhance the development, delivery, awareness, or continuance of one or more City facilities, programs, services, and/or events or provide for the delivery of programs, services, or events by a third party.
- 4.6.5 The sponsorship and/or advertising opportunity should be appropriate to the identified target audience.
- 4.6.6 Advertising devices must not impact the quality and integrity of the City's assets and provide no added risk to safety. This will be determined by the City.
- 4.6.7 Agreements shall not in any way invoke future considerations, influence, or be perceived to influence the day-to-day business of the City.
- 4.6.8 The City will maintain control over the planning and delivery of all sponsorship and advertising opportunities and activities in accordance with this Policy.
- 4.6.9 Sponsorships and advertising must be valued at fair market value and be in accordance with the industry practices, using recognized valuation models and standard practices.
- 4.6.10 The term of all agreements shall not exceed ten years unless authorized by City Council.
- 4.6.11 City employees or anyone with permission to act on behalf of staff, shall not receive any product, service, or asset for personal use or gain as a result of a sponsorship or advertising agreement as per the Code of Conduct Policy.
- 4.6.12 Advertisement of a product or service does not act as the City's endorsement of any product or service.

4.7. Restrictions

In keeping with the principle that all sponsorship and/or advertising initiatives must be consistent with the City's vision, mission, and values, the following restrictions apply:

4.7.1 The City reserves the right to restrict sponsorships and/or advertising to certain services and to exclude any products and industries at its discretion.

4.7.2 Sponsorships and/or advertising will not be accepted from any party that portrays, promotes, or condones the stereotyping of any group or discrimination as defined in the Ontario Human Rights Code or which is contrary to the Canadian Charter of Rights and Freedoms.

4.7.3 Sponsorship rights and/or advertisements will not be accepted if they unnecessarily promote the commercialization of public space.

4.8. Sponsorship and Advertising Agreements

4.8.1 All sponsorship and advertising agreements must be confirmed in writing and all details must be finalized at the time of signing by authorized representatives of both the City and the sponsor or advertiser.

4.8.2 Sponsorship and advertising agreement templates shall be reviewed by the City Solicitor to ensure protection from risk and compliance with legislation.

4.8.3 All agreements must outline the following:

- Any contribution by the sponsor or advertiser and the value of the contribution including any donations or advertising provided without charge to the City;
- The obligations of both the sponsor and the City;
- The duration of the sponsorship;
- The dispositions and ownership of any assets resulting from the sponsorship;
- The licensing and use of the City's and sponsor's name, trade, service marks, and other intellectual property, and any costs associated with such licensing or use;
- A termination provision and the remedies available to both parties upon termination;
- Details of the exchange of marketing benefits, including both what the City will receive from the sponsor, and what benefits are to be provided to the sponsor; and
- Insurance coverage/indemnification clauses

4.9. Sponsorship And Advertising Solicitation

4.9.1. For City-identified sponsorship and advertising opportunities, the City will advertise if there is: an estimated value of over \$100,000; the agreement duration is expected to be greater than 5 years; or there is a delivery of a service.

4.9.2. The City is open to receiving unsolicited sponsorship and advertising proposals. Sponsorship and advertising opportunities and the process for submission shall be made available on the City's website.

4.9.3 Unsolicited sponsorship and advertising proposals received by the City will be evaluated by the manager of the relevant business unit, as per the provisions of this Policy.

4.9.4. The City reserves the right to reject any unsolicited proposal that has been offered to the City.

4.9.5. The City may, by agreement, reserve the right to terminate a sponsorship or advertising agreement should conditions arise that make it no longer in the best interests of the City based upon the provisions contained in the agreement.

4.10. Responsibilities

4.10.1 Managers overseeing sponsorship and advertising are responsible for:

- General overview of all sponsorship and advertising business for their specific business area;
- Asset evaluation and pricing of sponsorships in conjunction with business units;
- Negotiating and administering sponsorship and/or advertising agreements with agents who may provide these services on the City's behalf;
- Ensuring adherence to all relevant by-laws and policies, appropriate consultation and approval processes, and where applicable, that insurance, indemnification, and necessary permits have been obtained;
- Ensuring advertising relationships abide by the restrictions noted in this Policy.

4.10.2 Deputy City Managers are responsible for:

- Ensuring staff consult with the appropriate Manager responsible for sponsorship and advertising prior to developing a sponsorship opportunity to determine sponsorship valuation and ensure consistency in application of this Policy;
- Concept approval of sponsorship and advertising projects before external parties are approached or agreements are made and if the agreement involves more than one business area, approval will be obtained by the Deputy City Managers of each business area involved;
- Review of sponsorship and advertising agreements which impact any of their business units;
- Authorization of sponsorship and advertising agreements in accordance with delegated authority; and
- Ensuring that representatives of the City entering into sponsorships and advertising agreements are aware of, and act in accordance with, this policy and administrative procedures.

4.10.3 City Council is responsible for:

- All agreements that do not comply with this policy or are for an amount in excess of \$1,000,000 require approval of Council by By-law and that the Mayor and the City Clerk shall be authorized to sign such agreements approved by Council; and
- Reviewing and/or approval of all sponsorship and advertising agreements that fall outside the delegated authority of staff, as outlined in Section 6.

4.11. Delegation of Authority

4.11.1 Division Managers and Directors with consent in writing from their Deputy City Manager and without prior Council approval, are authorized to approve sponsorship and advertising agreements up to \$100,000 provided they satisfy all provisions of this Policy.

4.11.2 Deputy City Managers with consent in writing from the City Manager and without prior Council approval are authorized to approve sponsorship and advertising agreements up to \$500,000 provided they satisfy all the provisions of this policy.

4.11.3 The City Manager is authorized to approve sponsorship and/or advertising agreements up to \$1,000,000. Notwithstanding the delegation of authority to Managers, Directors and Deputy City Managers under this policy, the City Manager may determine that it is appropriate to seek the authority of Council prior to a sponsorship or advertising agreement being signed.

Appendix C15

Bill No.
2023

By-law No. CPOL.-48()-____

A by-law to amend By-law No. CPOL.-48-244, as amended, being “Debt Management Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-48-244, as amended, being “Debt Management Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-48-244, as amended, being “Debt Management Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Debt Management Policy

Policy Name: Debt Management Policy

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-48-244); Amended June 26, 2018 (By-law No. CPOL.-354-345); Amended August 10, 2021 (By-law No. CPOL.-48(a)-242); Amended July 25, 2023 (By-law No. CPOL.-48(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

1.1 Purpose

The purpose of this policy is to establish objectives for debenture and other forms of financing necessary to meet The Corporation of the City of London's (the "City") infrastructure and operating requirements as prescribed by the relevant sections of the *Municipal Act, 2001*, c 25 (the "Act"), specifically Part XIII Debt and Investment, and the applicable regulations thereunder.

This policy also establishes strategies for managing debt, including establishing parameters related to new debt being authorized or issued and limiting debt to a level that will not impair the financial position or the credit rating of the City.

1.2 Objectives

The primary objectives of this policy, in priority order, are as follows:

a) Adherence to statutory requirements

The City shall secure temporary or long-term borrowing for municipal purposes as prescribed by the Act, specifically Part XIII Debt and Investment and the applicable regulations thereunder, including, but not limited to Ontario Regulation 403/02 Debt and Financial Obligation Limits; Ontario Regulation 438/97 Eligible investments, Related Financial Agreements and Prudent Investment; Ontario Regulation 247/01 Variable Interest Rate Debentures and Foreign Currency; Ontario Regulation 276/02 Bank Loans; and Ontario Regulation 653/05 Debt-Related Financial Instruments and Financial Agreements, as amended.

b) Maintain a strong credit rating

The City shall strive to maintain a strong credit rating. A strong credit rating is a key factor in minimizing the cost of debt and accessing capital markets in an efficient manner. In addition, a strong credit rating is required to meet the statutory requirements for entering into certain types of financing arrangements.

c) Intergenerational equity

The City shall structure debt financing in a way that is fair and equitable to those who pay and those who benefit from projects over time.

d) Managing long-term cost of financing

The City shall ensure that the debt program uses a systematic approach that minimizes the impact of debt servicing costs.

2. Definitions

2.1. **Annual Repayment Limit:** Under Regulation 403/02: Debt and Financial Obligation Limits, this limit represents the maximum amount which the municipality has available to commit to payments relating to debt and financial

obligations without seeking the approval of the Ontario Land Tribunal. This limit is provided annually to a municipality by the Ministry of Municipal Affairs and Housing, additionally this limit must be updated by the City Treasurer prior to Council authorizing any increase in debt financing for capital expenditures.

- 2.2. **Authorized Debt:** Council approved debt financing as a source of funding for capital projects. It is debt that has not yet been issued in the capital markets nor is it part of a formal obligation – it represents planned debt in the City’s capital budget.
- 2.3. **Capital Financing:** A generic term for the financing of capital assets. This can be achieved through a variety of sources such as tax levy/rates, grants, reserve funds and debt.
- 2.4. **Capital Plan:** The 10-year budget for capital projects i.e. the expenditures and resources required for capital projects.
- 2.5. **City Treasurer:** The individual appointed by the municipality as treasurer.
- 2.6. **Credit Rating:** A rating assigned by a credit rating agency as to the credit worthiness of an entity’s debt obligations.
- 2.7. **Debenture:** A formal written obligation to pay specific sums on certain dates. In the case of a municipality debentures are typically unsecured (i.e., backed by general credit rather than by specified assets).
- 2.8. **Debt Management Policy:** Refers to this document.
- 2.9. **Debt Program:** Refers to the practices related to authorizing debt, issuing debt and monitoring debt. For example, part of the debt program includes issuing debt and the particulars related to issuing debt specifically the amount, timing and structure of the issuance.
- 2.10. **Debt Servicing Costs:** Cash that is required to cover the repayment of interest and principal on a debt and other costs associated with issuing debt.
- 2.11. **Financial Guarantee:** An agreement whereby the City will take responsibility for the payment of debt in the event that the primary debtor fails to perform.
- 2.12. **Growth Project:** A capital project that will service growth and is included in the Development Charges Background Study.
- 2.13. **Intergenerational Equity:** In economic, psychological, and sociological contexts, is the concept or idea of fairness or justice between generations.
- 2.14. **Internal Debt Financing Cap:** The City’s internal limit on debt as a source of capital financing for capital projects which is set by the City Treasurer. This limit is not referring to limits imposed by the Act or regulations thereunder.
- 2.15. **Issued Debt:** A fixed obligation, such as a debenture, notes or other agreements between the issuer (the borrower) and the lender.
- 2.16. **Lease Financing Agreement:** A financial lease agreement for the purposes of obtaining long term financing of a capital undertaking of the municipality. For example, leasing of computer equipment.
- 2.17. **Letter of Credit:** A binding document from a bank guaranteeing that a buyer’s payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase (debt).
- 2.18. **Lifecycle Renewal Project:** A capital project for the rehabilitation or renewal of existing infrastructure due to obsolescence, health and safety concerns, or general deterioration of assets related to use or age.

- 2.19. **Service Improvement Project:** A capital project that provides a new or expanded level of service to the municipality or enhances an operational service area.

3. **Applicability**

This policy applies to all financial obligations made by the City on its own behalf and on behalf of its agencies, boards and commissions as well as the Elgin Area Primary Water Supply and Huron Primary Water Supply System in the City's capacity as the Administering Municipality, in accordance with the Transfer Orders issued September 15, 2000.

The following types of financial obligations are excluded from this policy;

- a) Lease Financing Agreements;
- b) Financial Guarantees; and
- c) Letters of Credit

4. **The Policy**

4.1. Strategy

4.1.1. Limiting and Reducing Authorized Debt

- a) The City shall limit the amount of debt authorized on an annual basis by applying debt financing to projects in the capital plan in a manner consistent with the following:
 - i) Debt financing may be utilized as a source of funding for growth projects;
 - ii) Debt financing may be utilized as a source of funding for service improvement projects after all other funding options have been applied and exhausted; and
 - iii) Debt financing shall only be authorized as a source of funding for lifecycle renewal projects after all other funding options have been applied and exhausted.
- b) The City Treasurer shall have the authority to change the above application of debt financing as a source of funding for projects in the capital plan.
- c) The City shall limit debt financing as a source of funding in the capital plan by way of an internal debt financing cap ("debt cap"). The City Treasurer shall have the authority to set and modify the debt cap such that the debt cap meets the City's long-term financing strategies and does not contravene the Act or regulations thereunder.
- d) Authorized debt shall be reduced as follows:
 - i) As prescribed by the Council approved Surplus/Deficit and Assessment Growth Policies.
 - ii) By the amount of surplus debt servicing costs in the operating budget and surplus debt financing in the capital budget, unless otherwise directed by the City Treasurer.

4.1.2. Minimizing Risk Associated with Issuing Debt

- a) The City shall not issue long-term financing on projects/capital works until they are substantially complete, or a significant milestone is achieved.
- b) The timing and amount of debt issued in a given year shall be at the

discretion of the City Treasurer or designate after consideration of cash flow requirements, budget constraints, market conditions and the City's presence in the market. This discretion must be exercised in accordance with the Act and the regulations.

- c) The City's general practice shall be to issue debt that is denominated in Canadian dollars with fixed interest rates over the term. Notwithstanding, if a borrowing structure is presented for which there is a material financial advantage and/or it is deemed prudent for the City to issue debt that is subject to interest rate fluctuations, the City may, at the discretion of the City Treasurer, consider entering into this type of arrangement. Variable interest rate structures must be in accordance with Ontario Regulation 247/01.
- d) Temporary financing instruments may be issued either for operating or capital purposes. Temporary financing for amounts that the City considers necessary to meet the expenses during the current fiscal year until the receipt of taxes and other revenues shall be in accordance with Section 407 of the Act and the temporary borrowing by-law passed by Council.

4.1.3. Managing Debt Servicing Costs

- a) The City Treasurer shall set debt servicing cost targets for each rate base (i.e., property tax supported, wastewater, water, and development charges) and these targets shall be a general guideline and utilized in the development of the City's budgets. These targets shall align with the City's long-term financing strategies and be subject to the requirements of the Act.
- b) The City shall strive to maintain a strong credit rating to assist in securing a favourable cost of borrowing.
- c) The City shall have a term preference of 10 years for debentures or other types of long-term financing for capital works. The term of long-term financing shall not extend beyond the lifetime of the capital work for which the debt was incurred and shall not exceed 40 years in accordance with Section 408 (3) of the Act. The term preference as well as structure of long-term financing instruments will be at the discretion of the City Treasurer or designate and subject to the requirements of the Act.
- d) The City shall monitor debt servicing costs and annual repayment limits as prescribed under Ontario Regulation 403/02: Debt and Financial Obligation Limits. The City shall also utilize other benchmarks, measures, indicators, ratios and limits as determined relevant and appropriate by the City Treasurer or designate to monitor debt levels and servicing costs.

4.2 Reporting

In addition to any information requested by Council, or any information that the City Treasurer considers appropriate, the following shall be reported to Council;

- a) The status of issued and authorized debt as well as debt servicing costs through the budget monitoring reports;
- b) Projections for debt levels and debt servicing costs through the budget process; and
- c) Debenture issuances.

Appendix C16

Bill No.
2023

By-law No. CPOL.-80()-____

A by-law to amend By-law No. CPOL.-80-312, as amended, being “Dedication of Fire Stations”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-80-312, as amended, being “Dedication of Fire Stations”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-80-312, as amended, being “Dedication of Fire Stations”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Dedication of Fire Stations

Policy Name: Dedication of Fire Stations

Legislative History: Enacted August 22, 2017 (By-law No. CPOL.-80-312); Amended June 26, 2018 (By-law No. CPOL.-287-278); Amended August 10, 2021 (By-law No. CPOL.-80(a)-246); Amended July 25, 2023 (By-law No. CPOL.-80(_____))

Last Review Date: July 25, 2023

Service Area Lead: Fire Chief, London Fire Department, Neighbourhood and Community-Wide Services

1. Policy Statement

That a policy be adopted to provide for the dedication of fire stations in memory of specific London Fire Department personnel that is agreed to by significant family member(s).

2. Definitions

Not applicable.

3. Applicability

This policy applies to as all Fire Stations within the City of London.

The Fire Stations with current dedications are:

- Station 1 - Memorial HQ
- Station 2 – DC Stanley Scruby & Lieutenant Arthur Hartop
- Station 3 – Chief John Roe
- Station 4 – Deputy Chief Peter Harding
- Station 5 – No dedication
- Station 6 – Chief Lawrence Clark
- Station 7 – No dedication
- Station 8 – No dedication
- Station 9 – R C McDonald
- Station 10 – No dedication
- Station 11 – No dedication
- Station 12 – Firefighter Rick Roman
- Station 13 – Captain David Moffitt
- Station 14 – No dedication
- Station 15 – No dedication

4. The Policy

That upon request and vetting by the Fire Chief, applicable fire stations be dedicated in memory of London Fire Department personnel.

- Who have lost their lives in the line of duty
- or
- Were an exemplary leader both to personnel and to the public, promoting the Department and conducting outstanding activities for Fire & Life Safety within the Community..

Appendix C17

Bill No.
2023

By-law No. CPOL.-165()-____

A by-law to amend By-law No. CPOL.-165-417, as amended, being “Demolition Control”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-165-417, as amended, being “Demolition Control”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-165-417, as amended, being “Demolition Control”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Demolition Control

Policy Name: Demolition Control

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-165-417); Amended June 26, 2018 (By-law No. CPOL.-333-324); Amended July 25, 2023 (By-law No. CPOL.-165(_____))

Last Review Date: July 25, 2023

Service Area Lead: Manager, Community Planning

1. Policy Statement

This policy outlines the process for applications for the demolition of properties designated under the *Ontario Heritage Act* or listed on the Register of Cultural Heritage Resources. It should be noted that a Notice of Intent to Demolish cannot be withdrawn.

2. Definitions

Not applicable.

3. Applicability

This policy applies to application for the demolition of buildings or structures on properties designated under the Ontario Heritage Act or listed on the Register of Cultural Heritage Resources.

4. The Policy

- 4.1. Buildings or structures on properties listed on the Register of Cultural Heritage Resources pursuant to Section 27(3) of the *Ontario Heritage Act*:
 - a) The applicant (property owner or authorized agent) contacts a Heritage Planner to notify staff of their intention to demolish the building(s) on their heritage listed property and to schedule a pre-consultation meeting;
 - b) Notice of intention to demolish or remove a building or structure from a property listed on the Register of Cultural Heritage Resources is made by the applicant, in writing, and provided to a Heritage Planner and the Clerks department;
 - c) The notice of intention to demolish is accompanied by such plans and information as Municipal Council may require, identified at the pre-consultation meeting by a Heritage Planner, including but not limited to: an evaluation of the property's cultural heritage value or interest using the criteria of O. Reg. 9/06 (Cultural Heritage Evaluation Report), a Heritage Impact Assessment, fully sized and scaled site plan and elevation drawings, a title search, structural assessment, and/or engineering reports;
 - d) Upon receiving the notice of intention to demolish, and accompanying plans and information, the Heritage Planner will determine if the submission is complete and will issue, in writing, notice of receipt of the request to initiate the 60-day review timeline mandated by Section 27(9) of the *Ontario Heritage Act*;
 - e) A notice of intention to demolish for a heritage property will not be deemed to be received or complete unless/until it is accompanied by any plans or information required by Heritage Planning staff, and as identified to the applicant in writing.
 - f) The Heritage Planner will notify the Building Division and the City Clerk's Office of the notice of intention to demolish and provide any accompanying information received;

- g) The Heritage Planner will schedule a public participation meeting and letters mailed out to property owners within 120 metres of the subject property advising of the notice of intention to demolish and to provide notice of the public participation meeting; notice of the request is also provided in The Londoner and on the City's website;
- h) The Heritage Planner will prepare a report for the Community Advisory Committee on Planning (CACP), with a recommendation either to remove the property from the Register of Cultural Heritage Resources or to designate the property under the *Ontario Heritage Act*, for the purposes of obtaining feedback from CACP on both the designation and demolition request;
- i) The Heritage Planner will present a report, including the feedback from CACP, with a recommendation to remove the property from the Register of Cultural Heritage Resources or designate the property under the *Ontario Heritage Act*, and a recommendation with respect to the demolition request, at a public participation meeting of the Planning & Environment Committee;
- j) Municipal Council will make the final decision on the designation and notice of intention to demolish:
 - i) If Municipal Council proceeds to designate the property under the *Ontario Heritage Act*, notice will be given in the manner prescribed in the legislation.
 - ii) If Municipal Council proceeds to designate the property, a decision will also be made with respect to the demolition, and notice will be given in the manner prescribed in the legislation.
 - iii) If Municipal Council does not proceed to designate the property, the property may be removed from the Register of Cultural Heritage Resources, and no decision with respect to the demolition will be required.
- k) An applicant (property owner or authorized agent) may object to the inclusion of a property on the Register of Cultural Heritage Resources pursuant to Section 27(3), *Ontario Heritage Act*. The same general process, including plans and information that may be required, as a demolition process will be followed but in accordance with the timelines prescribed in the legislation.

4.2. Buildings or structures on properties designated under Parts IV and/or V of the *Ontario Heritage Act*:

- a) The applicant (property owner or authorized agent) contacts a Heritage Planner to notify staff of their intention to demolish the building(s) on their heritage designated property and to schedule a pre-consultation meeting;
- b) Notice of intention to demolish or remove a building or structure from a designated property is made by the applicant, by completing an application form for a Heritage Alteration Permit, and provided to a Heritage Planner;
- c) The Heritage Alteration Permit application is accompanied by such information as Municipal Council may require, identified at the pre-consultation meeting by a Heritage Planner, including but not limited to: a Heritage Impact Assessment, fully sized and scaled site plan and elevation drawings, a title search, structural assessment, and/or engineering reports;
- d) Upon receiving the application, and accompanying information, the Heritage Planner will determine if the submission is complete and will

issue, in writing, the notice of receipt of the application to initiate the review timeline mandated by Section 33(4) and 42(4) of the *Ontario Heritage Act*;

- e) A notice of intention to demolish for a heritage property will not be deemed to be received or complete unless/until it is accompanied by any plans or information required by Heritage Planning staff, and as identified to the applicant in writing.
- f) The Heritage Planner will notify the Building Division and the City Clerk's Office of the notice of intention to demolish and provide any accompanying information received;
- g) The Heritage Planner will schedule a public participation meeting and letters mailed out to property owners within 120 metres of the subject property advising of the notice of intention to demolish and to provide notice of the public participation meeting; notice of the request is also provided in *The Londoner* and on the City's website;
- h) The Heritage Planner will prepare a report for the Community Advisory Committee on Planning (CACP), with a recommendation to either: approve the Heritage Alteration Permit, refuse the Heritage Alteration Permit, or approve the Heritage Alteration Permit with terms and conditions;
- i) The Heritage Planner will present a report, including the feedback from CACP, with a recommendation to either: approve the Heritage Alteration Permit, refuse the Heritage Alteration Permit, or approve the Heritage Alteration Permit with terms and conditions, at a public participation meeting of the Planning and Environment Committee;
- j) Municipal Council will make the final decision on the Heritage Alteration Permit in accordance with the legislated timeline, and either:
 - i) consent to the application;
 - ii) consent to the application, subject to terms and conditions as may be specified by the Municipal Council; or,
 - iii) refuse the application; and,

shall provide notice of decision and appeal rights, in accordance with the legislated requirements.

Please be advised that buildings or structures removed or demolished without the approval of the Municipal Council will result in prosecution or other enforcement in accordance with the *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

This policy is to be used only as guidance to owners wishing to demolish buildings or structures on heritage property and does not constitute legal advice. This policy is to be used in conjunction with the legislated requirements of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, to provide direction with respect to internal procedures.

Appendix C18

Bill No.
2023

By-law No. CPOL.-151()-___

A by-law to amend By-law No. CPOL.-151-403, as amended, being “Employee Service Recognition Program”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-151-403, as amended, being “Employee Service Recognition Program”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-151-403, as amended, being “Employee Service Recognition Program”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Employee Service Recognition Program

Policy Name: Employee Service Recognition Program

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-151-403); Amended July 24, 2018 (By-law No. CPOL.-151(a)-381); Amended July 25, 2023 (By-law No. CPOL.-151(_____));

Last Review Date: July 25, 2023

Service Area Lead: Manager, Rewards and Recognition

1. Policy Statement

1.1 This policy establishes programs recognizing those employees who retire from civic service and those with 25 years of continuous service with The Corporation of the City of London ("City") and the London Police Service.

2. Definitions

2.1 **Continuous Service** – Means there has been no break in service.

2.2 **OMERS** – Ontario Municipal Employees Retirement System.

2.3 **Retired** – When an employee has chosen to leave their position, stops working and elects to receive their pension.

3. Applicability

3.1 This policy applies to all employees of the City and employees of the London Police Service who have retired from civic service and those employees with 25 years of continuous service. Elected Officials and Members of the London Police Service Board are excluded from this policy.

4. The Policy

4.1 Employees who have retired from civic service in the current calendar year and are receiving an OMERS pension, will be recognized at an annual event held by the City. The retiring employee and their guest will be invited to attend the event where the retiring employee will be presented with a gift based on the following monetary value:

- Up to 19 years of service - \$175.00
- 20 – 29 years of service - \$200.00
- 30 – 39 years of service - \$265.00
- 40 years of service and over - \$300.00

4.2 Employees who have achieved 25 years of continuous service will be invited with one guest, to attend a regular meeting of the Municipal Council to be recognized for their years of service. The employee and their guest will also be invited to join the Members of Municipal Council for a reception before that meeting and will receive a gift selected by the employee based on a catalogue of gifts established by the City.

4.3 An annual reunion event will be held by the City for all retired employees and all employees who have achieved 25 years of continuous service.

Appendix C5

Bill No.
2023

By-law No. CPOL.-140()-____

A by-law to amend By-law No. CPOL.-140-392, as amended, being “Financial Assistance for Program Activity Fees”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-140-392, as amended, being “Financial Assistance for Program Activity Fees”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-140-392, as amended, being “Financial Assistance for Program Activity Fees”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Financial Assistance for Program Activity Fees

Policy Name: Financial Assistance for Program Activity Fees

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-140-392); Amended June 26, 2018 (By-law No. CPOL.-291-282); Amended August 10, 2021 (By-law CPOL.-140(a)-250); Amended July 25, 2023 (By-law CPOL.-140(____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Recreation and Sport

1. Policy Statement

The intent of the policy is to:

- 1.1 Ensure that a system of financial assistance, that is easy to access by low-income Londoners, exists for directly related participation costs for recreation and sport activities and programs offered by the City of London;
- 1.2 Provide a system of financial assistance that, within budget availability, helps as many low-income Londoners as possible to participate in recreation and sport opportunities offered by the City of London;
- 1.3 Provide a system of financial assistance that is simple to understand for all customers and is easy for staff to administer.

These goals are consistent with existing corporate strategies, including the Parks and Recreation Master Plan.

2. Definitions

Not applicable.

3. Applicability

This policy provides financial assistance with the cost of registration fees, identified program materials, supplies and equipment costs, assistive devices and related supports. All City of London, recreation programs, memberships and pass plans, and admissions offered through *PlayYourWay Online* are eligible for support.

4. The Policy

Policy Conditions:

- 4.1 London residents who consider themselves or their families unable to pay the full registration fee can apply for financial assistance (self-declaration).
- 4.2 Financial assistance is limited to a maximum value of \$300 per individual per 12 month period (from date of approval).
- 4.3 Financial assistance is available for all City of London, recreation programs, memberships and pass plans, and admissions offered through *PlayYourWay Online*.

Policy Fee Schedule:

- 4.4 A policy fee schedule based on Statistics Canada's Low-Income Cut Offs (LICO) will be used by staff to determine the amount of financial assistance provided to individuals or families. This schedule will be used for all recreation programs offered by the City of London. This policy fee schedule will be adjusted as required when new financial data becomes available from Statistics Canada.

PROCEDURE

Purpose:

- 4.5 To determine the process for and amount of financial assistance that may be provided for eligible persons to participate in the City of London's recreation and sport programs but who are unable to afford the associated program fees.

Application Process:

- 4.6 Requests to determine eligibility for financial assistance can be made in person, by telephone, mail or email. In person requests can be made at any Recreation Customer Service counter during regular business hours.
- 4.7 Documentation required to complete a request to determine eligibility for financial assistance includes:
- a) Identification for each eligible family member;
 - b) Proof of family income; and
 - c) Proof of residency.
- 4.8 No supporting documentation is copied or retained, and application documents are maintained securely for 1 year after which point they are destroyed.
- 4.9 Eligible participants may register for recreation and sport programs and activities through on-line registration, telephone or in person. Participants who are paying a percentage of the course fee must submit payment prior to receiving confirmation of registration in the program.
- 4.10 All applicants are to be advised at the time of the request that an appeal process exists and of the terms of the process (see Appeal Process).
- 4.11 Applicants currently receiving Ontario Works (OW) or Ontario Disability Support Program (ODSP) benefits are automatically eligible for financial assistance.

Funding Process:

- 4.12 Each year the City of London will establish a fund which will be used exclusively for the purpose of providing financial assistance to low-income Londoners who wish to participate in recreation and sport program activities offered by the City.
- 4.13 The amount of the fund may vary yearly as determined by the City's budgeting process.
- 4.14 The fund can be accessed prior to the start of each session on a "first-come, first-served basis" until it is exhausted. Once the fund is exhausted, applicants may have to wait until the following budget year and reapply when funding permits.
- 4.15 Demand for the fund and other indicators will be tracked and used for future forecasting of funding needs for financial assistance.

Communication Process:

- 4.16 Information about the existence of the policy and how to access it will be developed and updated as necessary for distribution to community agencies and other stakeholders that serve low-income Londoners.
- 4.17 City staff will continue to work with the community to monitor the accessibility of recreation and sport opportunities for low income Londoners.

Appeal Process:

- 4.18 At the time of application, each customer will be notified of the ability to appeal and, where necessary, the details of the process as outlined below. Customers requesting a reconsideration of their eligibility or their rate of financial assistance are required to submit a letter or email to the Supervisor, Recreation Customer Service, indicating the following:

- a) Full name, address, telephone number, date of initial application for financial assistance;
- b) Reason for request for reconsideration (e.g., extraordinary expenses); and
- c) All supporting documents (e.g. receipts, medical notes, etc.).

4.19 Requests will be forwarded to the Supervisor, Recreation Customer Service, within 5 days of receipt of the appeal. All requests for reconsideration will be examined by the Supervisor, Customer Service (or designate) in consultation with the customer. Appeal decisions will be considered final.

Appendix C20

Bill No.
2023

By-law No. CPOL.-29()-___

A by-law to amend By-law No. CPOL.-29-225, as amended, being “Grants to Centennial Hall”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-29-225, as amended, being “Grants to Centennial Hall”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-29-225, as amended, being “Grants to Centennial Hall”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Grants to Centennial Hall

Policy Name: Grants to Centennial Hall

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-29-225); Amended June 26, 2018 (By-law No. CPOL.-341-332); Amended August 10, 2021 (By-law No. CPOL.-29(a)-232); Amended July 25, 2023 (By-law No. CPOL.-29(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

The purpose of this policy is to formalize and clarify practices on grants to organizations utilizing Centennial Hall.

2. Definitions

Not Applicable.

3. Applicability

This policy applies to the use of Centennial Hall as it relates to organizations receiving financial assistance from the City of London.

4. The Policy

A policy establishing that should Municipal Council wish to support an organization using Centennial Hall, Municipal Council should give direct financial assistance to that organization without any reference to Centennial Hall.

It is noted that by following this procedure, the organization receiving the financial assistance from the City of London would be expected to deal directly with the Management of Centennial Hall on the same basis as any other individual or group wishing to use Centennial Hall and its facilities.

It is also noted that the following concepts and understandings are hereby accepted by Municipal Council with respect to Centennial Hall, namely:

- a) Centennial Hall was constructed as a multi-purpose building and because of this fact its diversity is its strength, permitting it to cater to a cross-section of the community; and
- b) the original intention of Municipal Council was that Centennial Hall would be managed as closely as possible in a private enterprise manner, and Municipal Council continues to support the Centennial Hall Management in this concept.

Appendix C21

Bill No.
2023

By-law No. A-6151()-___

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “B” - “Hiring of Employees Policy”

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “B” - “Hiring of Employees Policy”;

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

1. By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “B” - “Hiring of Employees Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “B”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "B"

Hiring of Employees Policy

Policy Name: Hiring of Employees Policy

Legislative History: Adopted December 17, 2007 (By-law No. A.-6151-17); Amended September 19, 2017 (By-law No. A.-6151(p)-333); Amended March 27, 2018 (By-law No. A.-6151(r)-120); Amended July 24, 2018 (By-law No. A.-6151(t)-380); Amended August 10, 2021 (By-law No. A.-6151(z)-219 (Schedule B)); Amended July 25, 2023 (By-law No. A.-6151(_____))

Last Review Date: July 25, 2023

Service Area Lead: Manager, Employee Relations and Recruitment

1. Policy Statement

- 1.1 The Corporation of the City of London ("City") commits to ensuring all matters related to recruitment and employment are carried out in a fair and unbiased manner, and all applicants will have an equal opportunity for employment in compliance with legislative provisions.

2. Definitions

Not applicable.

3. Applicability

- 3.1 This policy applies to individuals including employees of the City, who are applying for positions within the City and employees involved in the City's recruitment and selection process.

4. The Policy

- 4.1 As an employer, the City commits to workplace diversity and inclusion. Having a variety of people in our workplace helps our organization be more flexible, creative, and responsive. It helps us provide better service to our diverse community. The City commits to building a supportive and diverse workplace, representative of our community.
- 4.2 The City recognizes every applicant has a right to equal treatment with respect to recruitment and employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
- 4.3 The City commits to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.
- 4.4 Every bona fide application will be considered by the People Services Division.
- 4.5 Applicants having close relatives already employed by the City will not be excluded from consideration of employment with the City. Prospective new hires or candidates for transfer or promotion must declare during the recruitment and selection process any family relationships with individuals who directly or indirectly supervise or manage the position being applied to.
- 4.6 Existing employees must declare and not participate in or influence any part of the recruitment and selection process where another family member is an internal or external applicant for a position.
- 4.7 Council expects hiring practices and decision making will be centered on transparency, integrity, equal opportunity and will be free from any undue influence.

Appendix C22

Bill No.
2023

By-law No. CPOL.-39()-___

A by-law to amend By-law No. CPOL.-39-235, as amended, being “Investment Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-39-235, as amended, being “Investment Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-39-235, as amended, being “Investment Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Investment Policy

Policy Name: Investment Policy

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-39-235); Amended July 24, 2018 (By-law No. CPOL.-39(a)-371); Amended August 10, 2021 (By-law No. CPOL.-39(b)-237; Amended July 25, 2023 (By-law No. CPOL.-39(____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning and Business Support

1. Policy Statement

This policy establishes the objectives, standard of care, eligible investments, reporting requirements and responsibilities of the prudent management of investments held by Corporation of the City of London (the City).

2. Definitions

- 2.1. **Active Investment Management:** an investment strategy that uses expectations about individual securities and the overall investment environment to build a portfolio aligned with those expectations. Focus is on buying and selling specific securities based on current expectations.
- 2.2. **Asset Backed Securities:** fixed income securities (other than a government security) issued by a special purpose entity, comprised of a pool of underlying assets.
- 2.3. **City Treasurer:** the individual appointed by the municipality as treasurer.
- 2.4. **Diversification:** a process of investing assets among a range of security types by sector/category, maturity, and quality rating.
- 2.5. **Liquidity:** a measure of an asset's convertibility to cash.
- 2.6. **Market Value:** the market price of a security or portfolio of securities.
- 2.7. **Maturity:** the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder.
- 2.8. **One Investment:** a professionally managed group of investment funds composed of pooled investments that meet the eligibility criteria defined by O.Reg 438/97. The program is operated by LAS (Local Authority Services Ltd. a subsidiary of the Association of Municipalities of Ontario) and the CHUMS Financing Corporation (a subsidiary of the Municipal Finance Officers' Association of Ontario).
- 2.9. **Passive Investment Strategy:** an investment strategy that does not lead to individual or specific security changes when expectations change. Focus is on indexed investing or utilization of a buy and hold strategy.
- 2.10. **Purchasing Power:** the level of goods and services that can be purchased at current prices.
- 2.11. **Real Return Bonds:** a debt security with coupon payments and principal indexed to inflation
- 2.12. **Schedule I Banks:** domestic banks that are authorized under the Bank Act to accept deposits, which may be eligible for deposit insurance provided by the Canadian Deposit Insurance Corporation.
- 2.13. **Schedule II Banks:** foreign bank subsidiaries authorized under the Bank Act to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions.

- 2.14. **Schedule III Banks:** foreign bank branches of foreign institutions that have been authorized under the Bank Act to do banking business in Canada. These branches have certain restrictions.
- 2.15. **Supranational Bonds:** bonds issued by entities formed by two or more central governments.

3. Applicability

This investment policy shall govern the City's investment activities and portfolio which consists of:

- i) Operating Funds;
- ii) Reserves;
- iii) Reserve Funds; and
- iv) Trust Funds.

4. The Policy

4.1 Objectives

The primary objectives of this investment policy, in priority order, are as follows:

4.1.1 Adherence to statutory requirements

All investment activities shall be governed by the Ontario *Municipal Act*, 2001 as amended. Investments, unless further limited by Council, shall be those eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations.

4.1.2 Preservation of capital

Meeting this objective requires preserving the value of the invested principal. As such, this shall be achieved by investing in properly rated financial instruments in accordance with applicable legislation, by limiting the types of investments to a maximum percentage of the total portfolio, being mindful of the amount invested within individual institutions and utilizing a strategic asset allocation.

4.1.3 Maintenance of liquidity

The investment portfolio shall remain sufficiently liquid to meet daily operating cash flow requirements and limit temporary borrowing. The portfolio shall be structured to hold investments that, through marketability, a high level of price stability and the timing of maturities, can maintain adequate liquidity to meet the City's needs.

4.1.4 Achieving a rate of return sufficient to maintain the purchasing power of invested funds.

Within the boundaries set by the three preceding objectives, the investment portfolio shall strive to maximize total returns with the aim of maintaining the purchasing power of invested funds. The City and any Investment Manager(s) must consider current and future economic conditions, the role that each investment or course of action plays within the overall portfolio, the expected total return from income and the appreciation of capital and the need for liquidity, regularity of income and preservation or appreciation of capital.

4.2 Standard of Care

Investments shall:

- i) be made with judgment and care;
- ii) not be for speculation, but for investment;
- iii) be made with the best interests of the City.

Delegation of Authority and Authorization:

The City Treasurer shall have overall responsibility for the prudent investment of the City's investment portfolio. The City Treasurer shall have the authority to implement the investment program and establish procedures consistent with this policy. Such procedures shall include the explicit delegation of the authority needed to complete investment transactions; however, the City Treasurer shall remain responsible for ensuring that the investments are compliant with regulations and this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

The City Treasurer shall be authorized to enter into arrangements with banks, investment dealers/managers, custodians, brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities in a manner that conforms to the *Municipal Act, 2001* and the City's policy manual.

Investment transactions shall be authorized by two of the individuals listed below, one of whom must be City Treasurer or Deputy City Treasurer.

- i) City Treasurer
- ii) Director, Financial Planning & Business Support
- iii) Director, Financial Services
- iv) Manager, Financial Planning & Policy
- v) Division Manager, Taxation & Revenue

4.3 Investment Strategy

4.3.1. Diversification & Liquidity

To minimize portfolio risk and to maintain liquidity of the investment portfolio, investment diversification shall be guided by the following:

- i) Limiting investments to avoid over-concentration in securities from a specific issuer or sector/category where possible;
- ii) Investing in securities with varying maturities;
- iii) Investing in securities which have an active secondary market; and
- iv) Investing in various asset classes and sectors/categories.

4.3.2. Investment Type Limitations

Portfolio limitations shall apply at the time an investment is authorized and shall be evaluated based on market value. Cost shall be considered where either market value is not readily available or represents an approximation of market value.

All investments shall be expressed and payable in Canadian dollars.

i) Operating Funds:

Operating funds shall be maintained to support the daily working capital needs of the City. Any funds invested shall be limited to the following fixed income investments:

Category	Minimum Credit Rating ¹	Category Maximum	Security Term Maximum (Maturity or Redeemability)
Federal & Crown Corporations	N/A	100%	2 years
Provincial	N/A	100%	2 years
Municipal	N/A	100%	2 years
Banks – Schedule I	A-	100%	2 years
Banks – Schedule II, III	A-	10%	2 years

ii) Reserves:

Reserves, given the contingent nature of funds held, shall normally be maintained as cash and not invested. Reserves balances can be temporarily utilized for working capital needs for operating cash flow. Should any balances be invested, the strategy shall follow this policy, specifically the provisions and limitations as outlined under Operating Funds.

iii) Reserve Funds:

Sufficient Reserve Fund cash balances shall be maintained to support the daily working capital needs of the City's Reserve Funds.

Reserve Funds that are invested shall be limited by the following:

Asset Class	Minimum Credit Rating ²	Asset Class Maximum	Security Term Maximum (Maturity or Redeemability)
Fixed Income	See below for further breakdown	100%	See below for further breakdown
Equity	N/A	15%	N/A

Further limits on the fixed income asset class are:

Category	Minimum Credit Rating ³	Category Maximum	Security Term Maximum (Maturity or Redeemability)
Federal & Crown Corporations	N/A	100%	10 years
Federal - Real Return Bonds	N/A	10%	10 years
Provincial	N/A	100%	10 years
Municipal	N/A	80%	10 years
Banks – Schedule I	A-	75%	10 years

1 Rating as issued by Standard and Poor's (S&P). An equivalent or alternative rating from another Credit Rating Agency is permissible as listed in the *Municipal Act*.

2 Rating as issued by Standard and Poor's (S&P). An equivalent or alternative rating from another Credit Rating Agency is permissible as listed in the *Municipal Act*.

3 Rating as issued by Standard and Poor's (S&P). An equivalent or alternative rating from another Credit Rating Agency is permissible as listed in the *Municipal Act*.

Category	Minimum Credit Rating ³	Category Maximum	Security Term Maximum (Maturity or Redeemability)
Banks – Schedule II, III	A-	10%	10 years
Other Canadian Corporations	A-	50%	5 years
Asset Backed Securities	AAA	10%	10 years
Supranationals, International Bank of Reconstruction and Development	AAA	10%	10 years
Universities, Colleges, School Boards, Hospitals	AA-	10%	10 years
One Investment – High Interest Savings Account	N/A	100%	N/A
One Investment – Money Market Portfolio	N/A	100%	N/A
One Investment – Canadian Government Bond Portfolio	N/A	100%	N/A
One Investment – Canadian Corporate Bond Portfolio	N/A	50%	N/A

As per O.Reg 438/97, Equity holdings are limited to the ONE Investment Program and shall be held in the ONE Canadian Equity Portfolio.

iv) Trust Funds:

Trust funds by nature must be maintained in a separate account and invested separately. The investment strategy will be dictated by the terms of the trust agreement. In the absence of specific direction, the strategy shall follow this policy, specifically the provisions and limitations as outlined under Operating Funds.

4.3.3. Active and Passive Management

To achieve the primary objectives of this investment policy, internally managed funds shall, for the most part, follow a passive management strategy. Externally managed funds may utilize either an active or passive strategy while weighing the risk and return of employing one strategy over the other, in consultation with external investment managers and subject to confirmation of the City Treasurer or designate.

4.3.4. Performance Standards

The performance of investments shall be measured using applicable

benchmarks, performance indicators, and targets where applicable. Performance shall be reviewed at least quarterly.

4.3.5. Internal Borrowing

In developing the cash requirements for the year, sufficient cash shall be available to fund capital expenditures. Capital spending is supported (temporarily financed) by operating funds and reserves prior to securing long-term financing (primarily long-term debentures).

If operating funds or reserves do not have sufficient cash to support capital expenditures and operating expenditures during the year, the best option is to borrow from the Reserve Funds on a short-term basis in accordance with the Reserve and Reserve Fund Policy, rather than obtaining external financing. For this to occur, the Reserve Funds must have sufficient cash available. A fair rate of interest shall be applied on amounts borrowed.

4.4 Reporting

The City Treasurer shall provide an annual investment report to Council which includes, at a minimum, the requirements set forth in O. Reg. 438/97. Under the current regulations the investment report shall contain the following:

- i) a statement about the performance or the portfolio of investments of the municipality during the period covered by the report;
- ii) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investments of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- iii) a statement by the treasurer as to whether or not, in their opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
- iv) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
- v) such other information that the council may require or that in the opinion of the treasurer, should be included;
- vi) a statement by the treasurer as to whether any of the investments fall below the standard required for that investment during the period covered by the report; and
- vii) the details of the proposed use of funds realized in the disposition of an investment for which the City sold as a result of a decline in rating below the standard required by O.Reg. 438/97.

In addition to the annual report, the City Treasurer shall report to Council any investment that, in their opinion, is not consistent with this investment policy within thirty days after becoming aware of it.

4.5 Environmental, Social and Governance Considerations

As a Canadian municipality, the City has a duty to act responsibly and in the best interests of the City's constituents by ensuring the sustainability of the investment portfolio. As such, proactively considering Environmental, Social and Governance (ESG) risks and opportunities should be part of the City's investment strategy.

Appendix C23

Bill No.
2023

By-law No. CPOL.-205()-____

A by-law to amend By-law No. CPOL.-205-457, as amended, being “Land Dedication”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-205-457, as amended, being “Land Dedication”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-205-457, as amended, being “Land Dedication”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Land Dedication

Policy Name: Land Dedication

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-205-457); Amended June 26, 2018 (By-law No. CPOL.-319-310)

Last Review Date: August 10, 2021

Service Area Lead: Director – Transportation and Mobility

1. Policy Statement

This policy sets out the criteria for acquiring land dedications for road allowances relating to development approvals.

2. Definitions

Not applicable.

3. Applicability

Applies to all "development" as per in Section 41 of the *Planning Act*, R.S.O. 1990, and By-law C.P.-1455-541, as amended.

4. The Policy

The following policy be established and implemented in conjunction with development approvals and Consents

Development Requiring Road Widening

- a) All development as defined "development" in Section 41 of the *Planning Act*, R.S.O. 1990, and By-law C.P.- 1455-541, as amended, which implements it, or a Consent as defined in Section 53 (1) of the *Planning Act*, R.S.O. 1990, where the subject property is impacted by a road widening identified by the Official Plan, the widening will be conveyed immediately as a condition of development approval or Consent, as the case may be, other than land occupied by buildings or structures that will not otherwise be removed as part of the development, with the intent that the widening lands be conveyed unencumbered and at no cost to the City.

Use of Dedicated Land by Donor

- b) Where the conveyance of a road widening creates a parking or other encroachment, the City may consider entering into an agreement with the owner allowing for the continued use of the widening lands until such time as the widening is needed for Municipal purposes. Any such agreement will be made in accordance with City's bylaws, policies and practices at the time of the application or subsequent renewal.
- c) Upon receipt and acceptance of the road widening, a dedication bylaw will be passed as soon as practically possible. During the interim, the owner may continue to use the widening lands for ingress and egress to their property provided the access existed prior to the transfer.

Outstanding Deferred Road Widening Agreements

- d) In regards to outstanding deferred widening agreements currently registered on title, the City will be responsible for all technical requirements and have ultimate approval of the required widening and will provide the reference plan, if required, to convey the widening. The City will offer reimbursement of reasonable legal costs upon acceptance of the road widening and proof of legal expenses being paid provided such costs have been pre-approved by the Deputy City Manager, Legal Services.

Appendix C24

Bill No.
2023

By-law No. CPOL.-33()-____

A by-law to amend By-law No. CPOL.-33-229, as amended, being “Lessee Protection and Non-Competitive Clauses – Centennial Hall”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-33-229, as amended, being “Lessee Protection and Non-Competitive Clauses – Centennial Hall”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-33-229, as amended, being “Lessee Protection and Non-Competitive Clauses – Centennial Hall”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Lessee Protection and Non-Competitive Clauses – Centennial Hall

Policy Name: Lessee Protection and Non-Competitive Clauses – Centennial Hall

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-33-229); Amended June 26, 2018 (By-law No. CPOL.-345-336); Amended August 10, 2021 (By-law No. CPOL.-33(a)-235); Amended July 25, 2023 (By-law No. CPOL.-33(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

The purpose of this policy is to formalize and clarify practices for the negotiation of lessee protection or non-competitive clauses as it relates to events at Centennial Hall.

2. Definitions

Not Applicable.

3. Applicability

This policy applies to the planning of events at Centennial Hall.

4. The Policy

A policy establishing that the Manager of Centennial Hall is authorized to negotiate such lessee protection or non-competitive clauses, not exceeding thirty days, between events having the same or similar audience appeal, as may be appropriate in the sole discretion of the Manager.

Appendix C25

Bill No.
2023

By-law No. CPOL.-156()-____

A by-law to amend By-law No. CPOL.-156-408, as amended, being “Mayor – Contracted Staff”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-156-408, as amended, being “Mayor – Contracted Staff”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-156-408, as amended, being “Mayor – Contracted Staff”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Mayor – Contracted Staff

Policy Name: Mayor – Contracted Staff

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-156-408); Amended July 24, 2018 (By-law No. CPOL.-156(a)-385); Amended August 10, 2021 (By-law No. CPOL.-156(b)-252); Amended July 25, 2023 (By-law No. CPOL.-156(____))

Last Review Date: July 25, 2023

Service Area Lead: Manager, Employee Relations and Recruitment

1. Policy Statement

- 1.1 This policy ensures a consistent approach applies to the recruitment process when hiring contracted staff within the Mayor's Office.

2. Definitions

Not applicable.

3. Applicability

- 3.1 The policy applies to the Office of the Mayor and potential contracted employees whose services may be retained.

4. The Policy

- 4.1 The Mayor authorizes to retain the services of contracted employees for periods not to exceed the current term of the Mayor, subject to the following:

- a) The selection of the contracted employees will be at the discretion of the Mayor or designate.
- b) The compensation of the contracted employees will be accommodated within the approved budget of the Mayor's office.

4.2 Benefits

- a) Subject to the eligibility requirements of the applicable plans, the employee will be entitled to participate in the City's extended health, dental, deluxe travel, life insurance, term LTD, AD&D and pension plan (the "Benefit Plans"), under the terms of the Benefit Plans and applicable procedures for management employees, as amended from time to time.

4.3 Sick Time

- a) The employee is eligible for sick leave in the amount of 26 consecutive weeks of disability subject to the provision of the Sick Leave Benefits and Long-Term Disability for Management Employees procedure.

Appendix C26

Bill No.
2023

By-law No. CPOL.-18()-____

A by-law to amend By-law No. CPOL.-18-214, as amended, being “Mayor’s New Year’s Honour List Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-18-214, as amended, being “Mayor’s New Year’s Honour List Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-18-214, as amended, being “Mayor’s New Year’s Honour List Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Mayor's New Year's Honour List Policy

Policy Name: Mayor's New Year's Honour List Policy

Legislative History: Adopted June 13, 2017 (By-law No. CPOL.-18-214); Amended April 24, 2018 (By-law No. CPOL.-18(a)-144); Amended July 24, 2018 (By-law No. CPOL.-18(b)-390); Amended October 15, 2019 (By-law No. CPOL.-18(c)-288); Amended August 10, 2021 (By-law No. CPOL.-18(d)-231); Amended July 5, 2022 (By-law No. CPOL.-18(e)-204; Amended July 25, 2023 (By-law No. CPOL.-18(____))

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the Mayor's New Year's Honour List for the recognition of individuals who have contributed in an outstanding manner to the community of London in one of the following categories: Accessibility, Age Friendly, Arts, Distinguished Londoner, Diversity and Race Relations, Environment, Heritage, Housing, Humanitarianism, Safety & Crime Prevention, and Sports.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy applies to all individuals who have contributed in an outstanding manner to the community of London in prescribed categories.

4. The Policy

4.1 Categories

Individuals may be recognized in any of the following categories:

- a) Accessibility (i.e. contributions to foster an environment of inclusion that embraces citizens of all abilities);
- b) Age Friendly (i.e. contributions to empowering older adults and advancing an age friendly community);
- c) Arts (i.e. contributions to fostering and/or the production of human creativity);
- d) Diversity and Race Relations (i.e. contributions to the elimination of hate and discrimination).
- e) Environment (i.e. contributions to the awareness, preservation and protection of the environment);
- f) Heritage (i.e. contributions to the awareness, preservation and protection of heritage resources);
- g) Housing (i.e. contributions to the provision of safe and accessible housing for all members of the community);
- h) Humanitarianism (i.e. contributions to human welfare through philanthropic and other efforts);
- i) Safety & Crime Prevention (i.e. contributions to a safe and secure community);

- j) Sports (i.e. contributions to the awareness of and participation in sports activity and/or demonstrated excellence within a particular sports activity); or,
- k) Distinguished Londoner (i.e., outstanding contribution to community collaboration or acts of good will by giving back to our City).

4.2 Nominating Committees/Organizations

The following Committees/Organizations shall nominate individuals in the respective categories:

- a) Accessibility – Accessibility Community Advisory Committee;
- b) Age Friendly – Age Friendly London Network;
- c) Arts – London Arts Council;
- d) Diversity and Race Relations – Diversity, Inclusion and Anti-Oppression Community Advisory Committee;
- e) Environment – Environmental Stewardship and Action Community Advisory Committee;
- f) Heritage – Community Advisory Committee on Planning;
- g) Housing – Community and Protective Services Committee;
- h) Humanitarianism – Diversity, Inclusion and Anti-Oppression Community Advisory Committee;
- i) Safety & Crime Prevention – Community and Protective Services Committee;
- j) Sports – London Sports Council; and,
- k) Distinguished Londoner – Each Council Member may submit one (1) name to the Mayor for consideration. The Mayor may select up to six (6) names for recommendation to Municipal Council.

4.3 Conditions

The following conditions shall apply to the nomination of individuals:

- a) no more than one individual in each category shall be named in any one year, except for the category of Distinguished Londoner, subject to:
 - i) an individual may not necessarily be named in each category each year;
 - ii) City Council may, at its sole discretion and on an exception basis, choose to recognize two individuals in any one category in a given year should the City Council determine that two individuals have inseparably partnered in contributing to their respective category, thereby increasing the aggregate amount of nominees beyond the usual maximum of ten individuals to be named in any one year;
- b) the recipients shall be chosen for long standing contributions in their respective categories;
- c) the name of any one individual shall be included on the Honour List only once in their lifetime;
- d) any individual currently serving as a member of any one of the Advisory Committees, City Council, Civic Administration or organizations referred to

in 4.2 shall not be eligible for naming to the list during their term of appointment or employment with the City; and,

- e) nominees being recommended by the Advisory Committees or organizations referred to in 4.2 shall receive at least seventy-five (75) percent of the total eligible votes on the respective Advisory Committee or organization.

4.4 Form of Recognition

- a) The recipients shall be honoured at the first meeting of City Council in January, with a reception for themselves and one guest, and presentation of an appropriately-worded certificate.
- b) A plaque shall be displayed in a prominent public area of City Hall honouring those individuals named each year to the Mayor's New Year's Honour List and shall be updated annually by the City Clerk.

Appendix C27

Bill No.
2023

By-law No. CPOL.-386()-____

A by-law to amend By-law No. CPOL.-386-93, being “Members of Council Public Registry Declaration of Interest”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-386-93, being “Members of Council Public Registry Declaration of Interest”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-386-93, being “Members of Council Public Registry Declaration of Interest”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Members of Council Public Registry Declaration of Interest

Policy Name: Members of Council Public Registry Declaration of Interest

Legislative History: Adopted on March 26, 2019 (By-law No. CPOL.-386-93);
Amended July 25, 2023 (By-law No. CPOL.-386()-___)

Last Review Date: August 10, 2021

Service Area Lead: City Clerk

1. Policy Statement

This Policy establishes a process to implement the requirement for Members of Council to submit written statements regarding disclosure of interests and the creation of a registry of the written statements to be available for public inspection in accordance with sections 5.1 and 6.1 of the *Municipal Conflict of Interest Act*.

2. Definitions

Not applicable.

3. Applicability

This Policy applies to all Members of Council.

4. The Policy

4.1 Any Member of Council who discloses an interest in accordance with section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50 shall, as soon as possible afterwards, file a written statement of the interest and its general nature, with the City Clerk.

4.2 The City Clerk shall establish and maintain a registry in which shall be kept:

- a) a copy of each statement filed by a Member of Council under section 5.1 or 5.3 of the *Municipal Conflict of Interest Act*; and
- b) a copy of each declaration of interest recorded by the City Clerk, or designate, under section 6 of the *Municipal Conflict of Interest Act*, in the minutes of a meeting that is open to the public.

4.3 The registry shall be available for public inspection in hard copy format in the City Clerks Office, 300 Dufferin Ave, London ON, 8:30 AM to 4:30 PM, Monday to Friday, with the exception of statutory holidays or other periods when City Hall is not open to the public.

4.4 The registry shall include a copy of each written statement that a Member of Council files with the City Clerk and a copy of each declaration of interest that the Clerk, or designate records in the minutes.

4.5 The registry will be made available for public inspection in both hard copy format and an electronic format uploaded to the City of London's website.

Appendix C28

Bill No.
2023

By-law No. CPOL.-45()-____

A by-law to amend By-law No. CPOL.-45-241, as amended, being “Multi-Year Budget Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-45-241, as amended, being “Multi-Year Budget Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-45-241, as amended, being “Multi-Year Budget Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Multi-Year Budget Policy

Policy Name: Multi-Year Budget Policy

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-45-241); Amended July 24, 2018 (By-law No. CPOL.-45(a)-374); Amended August 10, 2021 (By-law No. CPOL.-45(b)-239); Amended July 25, 2023 (By-law No. CPOL.-45()-____)

Last Review Date: July 17, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

Purpose

The purpose of the Multi-Year Budget policy is to define the approach to be used for multi-year budgeting and associated Council approvals.

Authority

Municipal Act, 2001, Section 291(1) authorizes a municipality to prepare and adopt a budget covering a period of two to five years in the first year to which the budget applies or in the year immediately preceding the first year to which the budget applies. The process for preparing and adopting a multi-year budget and the requirements for a municipality's budget are prescribed in the *Municipal Act, 2001*.

If a municipality chooses to adopt a multi-year budget, establishing an annual review process is mandatory as outlined in section 291(4) of the *Municipal Act, 2001*. The annual review process requires Council to readopt the budget for that year and subsequent years that the budget applies in order to ensure the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds, and amounts required for boards, commissions or other bodies. Also, pursuant to section 290(6) of the *Municipal Act, 2001* the passing of a multi-year budget does not limit the power of a municipality to amend or revoke a budget adopted under section 290 nor does it remove the obligation of a municipality to levy taxes/rates in each year.

2. Definitions

- 2.1. **Capital Budget** – A budget that funds new infrastructure projects as well as expands and maintains existing infrastructure. Some of the expenses could include: A new arena, widening roads, and roof replacement on an existing community centre.
- 2.2. **City of London** – The Corporation of the City of London
- 2.3. **City Treasurer** – The individual appointed by the municipality as treasurer.
- 2.4. **Civic Service Areas** – Service Areas that operate within the Corporation.
- 2.5. **Boards and Commissions** – Groups outside the Corporation, typically (although not always) funded by the municipal tax base, that provide specific and/or specialized services to the London community.
- 2.6. **Budget** – An estimated financial plan of revenue and expenditure for a set period of time.
- 2.7. **Multi-Year Budget** – Approval of a four year operating and capital budget.
- 2.8. **Multi-Year Budget Policy** – Refers to this policy.
- 2.9. **Municipal Act** – Refers to legislation that governs municipalities in Ontario.
- 2.10. **Net Budget** – The net budget is the cost to deliver the City of London's programs and services, after accounting for all non-tax/non-rate revenues and subsidies

received. This is the portion of the budget that is paid for through property taxes or utility rates. This may be referred to as Tax Levy Revenue/Rate Revenue where applicable.

- 2.11. **Operating Budget** – A budget that funds the day to day operations of the municipality. Some of the expenses could include personnel, utilities, and reserve fund contributions.

3. **Applicability**

The scope of multi-year budgeting, including both operating and capital, extends to all City of London Service Areas, boards, and commissions and applies to both the property tax supported as well as water and wastewater & treatment rate supported budgets.

4. **The Policy**

4.1. **Approvals / Adjustments to Multi-Year Budget:**

- 4.1.1. A Multi-Year Budget is developed covering a four year time period beginning in the second year of a new Council term. Annual updates for years two and three will be brought forward for Council consideration during the remaining Council term. The first year of a new Council term will reconfirm the fourth year of the Multi-Year Budget.
- 4.1.2. Early in a new Council term, Council will develop its Strategic Plan. Following that, Council will approve a Multi-Year Budget that includes a four year average annual tax levy adjustment from rates and four year water and wastewater rates that address municipal inflationary pressures and funding for additional investments that are aligned with Council's Strategic Plan.
- 4.1.3. After Council approves the Strategic Plan and the Multi-Year Budget, Civic Administration will prepare corporate business plans that clearly outline the current state and future direction of each service. The business plans will identify the strategies and priorities that are driving the strategic direction of the service. All strategies and priorities must be aligned with the Council's Strategic Plan and the funding approved through the Multi-Year Budget. Throughout the Multi-Year Budget process, business plans will be modified for material changes that result from any material amendments through annual updates.
- 4.1.4. Civic Administration will present to Council a budget that is in compliance with the *Municipal Act, 2001*. The budget will contain adjustments to reflect inflationary pressures and additional investments or disinvestments that would further adjust the budget requirement. Each additional investment or disinvestment submitted for Council consideration shall be supported with a comprehensive business case.
- 4.1.5. In the first year of a budget cycle, the Civic Administration will be seeking approval of a Multi-Year Budget for a four year period. Commencing in the second year and in each subsequent year of the multi-year budget, Council is required by the *Municipal Act, 2001* to review and readopt the budget for that year. As part of the review process, Council is required to make changes that are required for the purpose of making the budget compliant with the provisions of the *Act* which include ensuring that the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds and amounts required for boards, commissions or other bodies. As such, Council will have the opportunity to make other amendments to the budget annually. In addition to the matters required to be addressed by the *Municipal Act, 2001*, the scope of annual budget changes may include, but are not limited to, the following:
 - a) **New or Changed Regulation** – A new or changed legislation or

regulation with a financial impact to the municipality.

- b) **New Council Direction** – A new Council direction that has transpired after the approval of the Multi-Year Budget.
- c) **Cost or Revenue Driver** – A corporate or service area budget adjustment as a result of changes in economic conditions.

Proposed changes to future years' operating budgets should only be brought forward and approved once per year. Adjustments are limited to once per year, during the annual update period, to ensure that all requests are considered together.

- 4.1.6. The City Treasurer or designate is authorized to make adjustments considered "housekeeping" in nature including operating and capital budget transfers made by a service that do not change the net budget.
- 4.1.7. The City Treasurer or designate would be authorized to release budget funds prior to a new Multi-Year Budget or Annual Budget Update approval up to a prorated amount based on the previous fiscal year's approved budget. Such authorization will continue for a reasonable period of time until budget approval of a new Multi-Year Budget or Annual Budget Update.

Appendix C29

Bill No.
2023

By-law No. CPOL.-26()-____

A by-law to amend By-law No. CPOL.-26-222, as amended, being “Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-26-222, as amended, being “Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-26-222, as amended, being “Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy

Policy Name: Naming/Re-naming or Dedicating of Municipal Property, Buildings and Park Elements Policy

Legislative History: Adopted June 13, 2017 (By-law No. CPOL.-26-222); Amended July 24, 2018 (By-law No. CPOL.-26(a)-396); Amended July 25, 2023 (By-law No. CPOL.-26()-___)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy establishes the general guidelines for approving the naming/renaming or dedication of municipal property, buildings and park elements by Municipal Council.

2. Definitions

2.1 **Municipal Property and Buildings** – means all real property including unimproved lands, buildings and structures owned by the City including but not limited to dedicated parkland, open space, recreational facilities, bridges, operations facilities and administrative office buildings.

2.2 **Park Elements** – means substantial structures or recreational aspects of a park such as trails, ball diamonds, gardens, playgrounds, washrooms and water elements.

3. Applicability

3.1 This policy applies to the following five (5) main types of situations that could initiate a request for a naming/renaming or dedicating of municipal property, buildings or park elements:

- a) an opening or re-opening of a building or bridge, which may require donations;
- b) a civic recognition;
- c) international, national or provincial events/competitions;
- d) new park development; and,
- e) corporate sponsorship.

3.2 This policy does not apply to:

- a) the recognition of Fallen Fire Fighters or Fire Station namings; and/or,
- b) individual naming dedications; and/or,
- c) commemorative street naming.

4. The Policy

4.1 The intent of this policy is to:

- a) continue the current traditional practice of naming municipal property, buildings and park elements after significant geographical, neighbourhood and historical elements;
- b) recognize, on an exception basis, significant contributions that organizations (individuals may be considered in special circumstances

with the exception of elected officials currently in office) have made to the public life and the well-being of the people of London; and,

- c) provide direction on how to apply for approval to name, re-name or dedicate major external municipal property, buildings or park elements.

In instances where a naming request has been proposed as a result of receiving a significant donation toward the acquisition, creation or redevelopment of the property, building or element, consideration will be given to the sponsorship contribution being provided.

4.2 Naming Principles

- a) Names shall be unique; name duplication and similar sounding names shall be avoided.
- b) Names should give a sense of place, continuity, belonging and celebrate the distinguishing characteristics and uniqueness of London.
- c) Names should maintain a long standing local area identification with the residents of London.
- d) Names shall be understandable to the majority of Londoners.
- e) Names shall not be discriminatory, derogatory or political in nature.
- f) Names shall be consistent with any other applicable City of London policies and naming standards.
- g) Names shall assist with emergency response situations by being consistent with street names and geographical locations.
- h) The form of signage shall be consistent with corporate signage and plaque guidelines.
- i) The cost associated with signage will be the responsibility of the City when the naming/re-naming has been initiated by the City and will be the responsibility of the community when the naming/re-naming has been initiated by the community.
- j) The City of London makes all final decisions concerning what is placed or occurs on City property and in its buildings.
- k) Names associated with a sponsorship will be considered when a donation amount relates to the construction value of an element.
- l) Naming or renaming shall not be made after an elected official currently in office.
- m) Council shall retain the right not to name certain facilities of broad community importance such as (but not limited to) City Hall.

4.3 Naming Preferences

- a) Priority (in order of preference) shall be given to continuing the current naming/re-naming practice of City of London property and buildings after:
 - i) the area or planning district in which the property or building is located to provide a geographical association to help the public to locate a park, bridge or building more easily;
 - ii) the most dominant "constant feature either within or nearby" the selected site such as an associated significant ecological or natural resource feature;

- iii) a historical name related to London's heritage and/or historical folklore;
 - iv) an event or person of international, national or provincial significance; or,
 - v) an organization (or individual, with the exception of elected officials currently in office or fallen Fire Fighter) to recognize:
 - particular activities and significant contributions to the London community and/or society; and/or,
 - outstanding contributions and/or sponsorships made toward the development and/or enhancement of a property or building.
- b) Preference shall be given to naming City of London Elements (within parks or buildings) after an organization or an individual.
- c) When a name of an organization (or an individual) is being considered the following specific criteria should apply:
- i) the contribution they have made to the public life and the well-being of London;
 - ii) the sponsorship contribution made toward the acquisition, creation or redevelopment of the property, building or feature;
 - iii) a direct relationship or association that existed between the place of residence of the individual and the property, building or element to be named;
 - iv) where a property, building or element is named after a sports or entertainment celebrity the type of element shall be associated with the celebrity; and,
 - v) where the name of an individual or organization is so used, approval shall be obtained from the individual (their family) or the organization for such naming.

4.4 Types of Situations Applicable to Naming

- a) An Opening or Re-opening of a Building or Bridge

For the opening or re-opening of a building which may be the result of a capital building campaign, Council approves the proposed business plan which includes a plan for contribution recognition upon receipt of public donations. Citizens of London contribute to this campaign for numerous reasons including being recognized through receiving appreciation from the City and/or having their name located on a plaque board or on a particular feature of the building or park. Donations made for a building campaign are usually collected by a community group toward the project.

The names of the Mayor, the appropriate Standing Committee of Council and Members of Council may be noted on a recognition plaque when the names are those of the Council which approved the project.

- b) A Civic Recognition

A civic recognition may be requested by a member of the public or may be initiated by the City itself to recognize a group or an individual's outstanding accomplishments, involvement or work in the local community or in a provincial or national forum.

- c) International, National or Provincial Events/Competitions

A naming or re-naming of a building or an amenity within it in recognition of it being a venue for international, national or provincial events/competitions will occur to fulfill a condition agreed to by the City as part of its hosting obligations. Members of Council may also consider the naming or re-naming of such a facility or amenity to recognize an individual, group or corporation who donates significantly toward meeting

the cost of hosting the event/competition. The naming or re-naming may be for the duration of a specified number of years, at any time after which Members of Council in its sole discretion may re-name the building or amenity.

d) New Park Development

Planning and Economic Development is responsible for naming new parks which are developed as part of the subdivision development process. The names selected for new parks continue the current naming/re-naming practice adopting the area, subdivision or planning district name in which the park is located to provide a geographical association to help the public to locate the park more easily.

e) Corporate Sponsorship

The City's Corporate Sponsorship and Advertising Policy outlines the situations and specific application criteria. It applies to all business relationships between The Corporation of the City of London and businesses which contribute either financially or in-kind to City programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. Only for cases of sponsorship which have an associated sunset clause, will a corporate name or advertising brand be used.

4.5 Types of Naming Situations Not Covered by This Policy

The following situations are not covered by this Policy:

- a) the recognition of fallen Fire Fighters and Fire Stations; and/or,
- b) Individual naming dedications made to a person to celebrate a special occasion such as:
 - i) a birth;
 - ii) a marriage;
 - iii) an anniversary;
 - iv) an accomplishment; or,
 - v) a major landmark event, person(s) such as a retirement or happenings.

Options for individual naming dedications can be found for naming of park features covered under The Commemorative Park Bench and Tree Program and The Storybook Gardens Brick Naming Program. Commemorative street namings are addressed through the Commemorative Street Name Program. Requests for naming dedications will not be granted for memorial purposes normally found at cemeteries nor will they be granted for elected officials currently in office.

4.6 Application and Review Process

- a) Applicant(s) shall submit a written request for a civic naming to the City Clerk. The written request shall include the following:
 - i) background information concerning the rationale for consideration of the request;
 - ii) biographical information if named after an organization (or an individual); and,
 - iii) documentation including letters from organizations and individuals providing substantial support for the request. The applicant(s) is responsible for securing consensus within the community with respect to the application. Opposition to the application must be addressed and resolved by the applicant(s).

- b) Upon receipt of an application, the City Clerk shall:
- i) review the application for conformity with this policy;
 - ii) circulate the application for comment on the suitability of the application, which would include:
 - the Municipal Addressing Advisory Group (MAAG) which is comprised of representatives from Planning and Economic Development, City Clerk's Office, Environment and Infrastructure and Emergency Services (Fire, Police and Ambulance) to review all proposed external civic names for the purpose of minimizing confusion for emergency response situations;
 - Planning and Economic Development, Recreation and Sport, and Neighbourhood and Community-Wide Services - for new park development naming, park re-naming and park elements;
 - Environmental and Infrastructure - for bridge naming; and,
 - Recreation and Sport, and Neighbourhood and Community-Wide Services - for recreational facility naming.
 - iii) consult with the community and identify possible objections and/or positive responses and determine the level of support for the requested civic naming;
 - iv) determine whether or not a special event is planned to coincide with a formal naming ceremony; and,
 - v) submit a report with the appropriate recommendation to the appropriate Standing Committee of Council to either approve or not approve the naming/re-naming as requested by the applicant(s). The report shall include, as applicable, the following:
 - a recommendation;
 - rationale for recommended action;
 - confirmation of the individual's/organization's endorsement and community consensus;
 - whether or not a ceremony is required;
 - timing of the ceremony;
 - future contributions to financing and ongoing maintenance (if applicable);
 - the duration of time the name will be used (if applicable); and,
 - other associated expenses with respect to signs, ceremonies, record keeping and how these costs will be addressed.

4.7 Special Circumstances

There may be special occasions where the above noted review process would not be followed (i.e., for a surprise civic naming). As an example, contests for naming are considered as a special circumstance requiring approval by the appropriate Standing Committee of Council.

4.8 Civic Renaming

The City of London believes that existing names have a historical significance and place within the community and should not be changed unless it is an exceptional situation and it can be proven that the majority of the local community is in support of the change. Each application for re-naming will be examined on a case by case basis, and the following considerations shall apply:

- a) Priority for re-naming will be granted by City Council in instances where a re-naming is a condition of the awarding of an international, national or provincial event/competition and/or the duration of time agreed upon as part of this condition has expired.

- b) Civic names may be changed if there are specific circumstances that arise which warrant a review.
- c) The re-naming of an entire building or property could include:
 - i) adding another new name to the existing name; or,
 - ii) subdividing or portioning off a particular property or feature to be given a new name or sub name; or,
 - iii) placing the names of an organization (or individuals) on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.

4.9 Corporate Sponsorship Naming/Renaming

In addition to the general civic renaming considerations noted in part 4.8, above, corporate sponsorship naming/renaming initiatives shall:

- a) have a specific sunset clause associated with the length of time that the corporate name will be used, with no guarantee of perpetuity;
- b) consider the significance of the contribution made relative to the construction and operating cost of the property that is the subject of the naming;
- c) require the sponsor to pay for the signage, unless the City has requested the name change; and,
- d) not be limited to this policy in those circumstances where there are more appropriate ways of recognizing a sponsorship, such as internal facility naming, the dedication of plaques at a facility such as the use of donor plaque boards, or the purchase of park features such as trees, benches and picnic tables.

Appendix C30

Bill No.
2023

By-law No. CPOL.-172()-____

A by-law to amend By-law No. CPOL.-172-424, as amended, being “Naturalized Areas and Wildflower Meadows”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-172-424, as amended, being “Naturalized Areas and Wildflower Meadows”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-172-424, as amended, being “Naturalized Areas and Wildflower Meadows”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Naturalized Areas and Wildflower Meadows

Policy Name: Naturalized Areas and Wildflower Meadows

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-172-424); Amended June 26, 2018 (By-law No. CPOL.-338-329); Amended July 25, 2023 (By-law No. CPOL.-172()-___)

Last Review Date: July 25, 2023

Service Area Lead: Director, Municipal Compliance

1. Policy Statement

This policy ensures that Naturalized Areas and Wildflower Meadows are in compliance with the Yard and Lot Maintenance By-law.

2. Definitions

Buffer Strip – buffer strip means a border of a minimum of 0.9 m wide that delineates a wild flower meadow or naturalized area.

Naturalized Area – naturalized area means a portion of a lot where a lawn or perennial garden previously maintained by the owner which has been allowed to re-establish a reproducing population of native species, through a combination of natural regeneration and deliberate plantings of species or other species to emulate a natural area;

Wildflower Meadow – wildflower meadow means a specialized habitat within a naturalized area, which is dominated by native species of flowers and grasses. The area would require periodic mowing (once or twice per year) in order to prevent the growth and establishment of woody shrubs and trees;

3. Applicability

This policy applies to property owners who have received a Yard and Maintenance By-law Order and wish to continue to maintain or establish a Naturalized Area or Wildflower Meadow.

The Yard and Lot Maintenance By-law does not apply to a Wildflower Meadow or a Naturalized Area provided that those areas are managed in accordance with the Weed Control Act, provided that there is no waste, and provided that they do not encroach within the Buffer Strip.

4. The Policy

Where a property owner proposes or wishes to maintain a Naturalized Area or a Wildflower Meadow, in response to an Order issued under the Yard and Maintenance By-law, the owner shall provide a landscaping plan to Municipal Compliance Services seeking an exemption from the By-law. Municipal Law Enforcement Services may consult with appropriate staff and partner agencies to seek information as to the exemption request. The Director, Municipal Compliance or designate may accept the proposed plan submitted by the property owner and also reserves the right to deny or revise the proposed plan to meet the spirit and intent of the by-law.

Appendix C31

Bill No.
2023

By-law No. CPOL.-231()-___

A by-law to amend By-law No. CPOL.-231-555, as amended, being “Policy for the Establishment and Maintenance of Council Policies”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-231-555, as amended, being “Policy for the Establishment and Maintenance of Council Policies”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-231-555, as amended, being “Policy for the Establishment and Maintenance of Council Policies”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Policy for the Establishment and Maintenance of Council Policies

Policy Name: Policy for the Establishment and Maintenance of Council Policies

Legislative History: Adopted November 28, 2017 (By-law No. CPOL.-231-555); Amended July 24, 2018 (By-law No. CPOL.-231(a)-429); Amended July 25, 2023 (By-law No. CPOL.-231()-____)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the responsibilities and procedures for establishing and maintaining Council policies, including making Council policies available to Council, Civic Administration and the public in order to promote accountability, transparency, and openness.

2. Definitions

- 2.1 **Administrative Practice or Procedure** – shall mean an internal practice or procedure used by City of London employees to carry out the City's day-to-day business operations.
- 2.2 **Corporate or City-Wide significance** – shall mean a policy that impacts all or the majority of service areas or could impact a significant number of City of London residents.
- 2.3 **Council Policy** – shall mean a policy adopted by Council that provides high level direction to guide the actions of the City in carrying out its business operations.
- 2.4 **Council Policy Manual** – shall mean a consolidation of policies that have been adopted by Council.
- 2.5 **Service Area Lead** – shall mean the City of London staff person primarily responsible for the development and maintenance of a Council policy.
- 2.6 **Service Area Head** – shall mean the City of London department head to whom the Service Area Lead reports.
- 2.7 **Strategic Leadership Team** – shall mean the group of City administrators assembled by the City Manager to provide senior administrative oversight of the business operations of the City.

3. Applicability

- 3.1 This Council policy applies to all policies recommended for adoption by and/or adopted by Council.

4. The Policy

4.1 Roles and Responsibilities

- a) The Council is responsible for approving Council policies.
- b) The City Clerk, or their designate, is responsible for maintaining and making available to Council, Civic Administration and the public, a current consolidation of Council policies.
- c) The Service Area Lead is responsible for the development and maintenance of Council policies related to their respective business operations.
- d) The Service Area Head is responsible for recommending any new policies, amendments to existing policies or policies for repeal, related to

their respective business operations, for approval by Council.

4.2 Procedures

4.2.1 Developing, Amending or Repealing a Council Policy

- a) Council or the Civic Administration may identify a matter for which they wish to establish a new Council policy, an existing Council policy which requires amendment, or a policy which needs to be repealed.
- b) The appropriate Service Area Lead shall research, develop, and prepare proposed Council policies, proposed amendments to existing Council policies, or a proposed repeal of Council policies relevant to their business operations for the Service Area Head's recommendation to Council for consideration, through the appropriate Standing Committee.
- c) Council Policies that are being recommended for creation, amendment or repeal by the Civic Administration:
 - i) Must be recommended to the appropriate Standing Committee of Council by the Service Area Head.
 - ii) Must be reviewed by the Strategic Leadership Team for content and intent in the case of a policy with corporate and/or city-wide significance.
 - iii) Must be reviewed by the City Clerk, or their designate, for compliance with the provisions of this Policy.
 - iv) Must be reviewed using the Anti-Racism and Anti-Oppression Framework and Equity Tool, once training has been provided, no later than the 2025 Council Policy review.

4.2.2 Policy Template

Council policies shall be prepared using the following template:

Policy Name: (Council Policy Title)

Legislative History: (Provided by City Clerk's Office)

Last Review Date: (Provided by the City Clerk's Office based upon written notification by the Service Area Lead responsible for the maintenance of the Council policy)

Service Area Lead: (Title of the staff person responsible for the development and maintenance of the Council policy and the staff contact for information regarding the Council policy)

1. Policy Statement (states the objective of the Policy)
2. Definitions (if applicable)
3. Applicability (states who/what the Policy applies to)
4. The Policy

4.2.3 Publishing of Council Policies

The City Clerk, or their designate, shall be responsible for the retention and publication of Council policies.

4.2.4 Maintaining the Currency of Council Policies

It is the responsibility of Service Area Leads to maintain the currency of the Council policies that fall within their service area's jurisdiction.

The City Clerk shall by January 31 of each calendar year ending in an odd number, send a written notice to each Service Area Lead, with a copy to

the relevant Service Area Head, reminding them to ensure completion of their review of Council policies for which they have been designated responsibility, to ensure they continue to properly meet Council, corporate and other legislative requirements. This does not preclude any Service Area from being responsible for updating a policy prior to the review of all policies, should it become evident that a change in policy is required on a more immediate basis.

Service Area Leads shall:

- a) Review all Council policies within their service area's jurisdiction by no later than April 30 of each calendar year ending in an odd number.
- b) Ensure application of the Anti-Racism and Anti-Oppression Framework and Equity Tool on all Council Policies for which they have been designated responsibility.
- c) Ensure all Council Policies continue to properly meet Council, corporate and other legislative requirements.
- d) Advise their Service Area Head of the findings from their review.

Service Area Heads shall:

- a) Advise the City Clerk's staff person specified in the City Clerk's notice letter, of the date the review of the Council policies within their Service Area was completed, for those policies not requiring any change, so that review date can be reflected in the relevant policy.
- b) Bring forward any recommendations for revisions to existing Council policies arising from the Service Area's review by May 31 of each calendar year ending in an odd number, for consideration by the appropriate Standing Committee of Council. The review date for any policies recommended for change will be the date those changes are adopted or denied by the Municipal Council.

Appendix C32

Bill No.
2023

By-law No. A.-6151()-___

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “C” - “Procurement of Goods and Services Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “C” - “Procurement of Goods and Services Policy”;

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

1. By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “C” - “Procurement of Goods and Services Policy” to the By-law in its entirety and by replacing it with a new Schedule “C”, attached as Schedule “A” to this by-law.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Procurement of Goods and Services Policy

Policy Name: Procurement of Goods and Services Policy

Legislative History: Enacted December 17, 2007 (By-law No. A.-6151-17); Amended November 23, 2009 (By-law No. A.-6151(b)-347); Amended October 4, 2010 (By-law No. A.-6151(c)-264); Amended December 6, 2011 (By-law No. A.-6151(d)-4); Amended October 30, 2012 (By-law No. A.-6151(e)-307); Amended December 11, 2012 (By-law No. A.-6151(f)-2); Amended December 19, 2016 (By-law No. A.-6151(n)-25); Amended March 21, 2017 (By-law No. A.-6151(o)-96); Amended June 26, 2018 (By-law No. A.-7742-237); Amended October 1, 2019 (By-law No. A.-6151(y)-268); Amended February 15, 2022 (By-law No. A.-6151(ae)-59); Amended May 16, 2023 (By-law No. A.-6151(ag)-103 (Schedule C)); Amended July 25, 2023 (By-law No. A.-6151()-___)

Last Review Date: July 25, 2023

Service Area Lead: Senior Manager, Procurement and Supply

1. Policy Statement

This Policy outlines the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London.

2. Definitions

Please refer to Section 3 of the attached Appendix A.

3. Applicability

Procurement activities shall be subject to all applicable City policies and by-laws, any specific provisions of the *Municipal Act*, and all other applicable Federal and Provincial legislation.

4. The Policy

Please refer to the attached Appendix A.

Appendix A

**Bylaw No. A.-6151(____), Schedule
“C”**

**Procurement of Goods and Services
Policy**

**The Corporation of the City of
London**

Revised: July 25, 2023



Table of Contents

1. Procurement Goals and Objectives	146
2. General Provisions	150
3. Definitions.....	152
4. Responsibilities.....	156
5. Conflict of Interest.....	158
6. Prohibitions.....	158
7. Procurement Documentation	160
8. Approval Authority and Reporting Requirements.....	160
9. Low Dollar Value Procurements (under \$15,000) – as per Schedule “A”	163
10. Informal Request For Quotation (IRFQ) (From \$15,000 to \$50,000) – as per Schedule “A”	163
11. Request For Quotation (RFQ) (\$50,000 to \$100,000) – As Per Schedule “A”..	164
12. Request for Proposal (RFP) – As Per Schedule “A”	164
13. Request for Tender (RFT) (Greater than \$100,000) – As Per Schedule “A”.....	166
14. Non-Competitive Purchases (Emergency, Sole Source, Single Source).....	166
15. Appointment of Professional Consulting Services	168
16. Blanket Purchase Contracts	170
17. Requirement for Approved Funds.....	171
18. Purchasing Cards	171
19. Bid Administration.....	174
20. Contract Administration	176
21. General.....	179
SCHEDULE “A” – Levels of Contract Approval Authority	181
SCHEDULE “B” – Goods and/or Services NOT Subject to this Policy.....	184
SCHEDULE “C” – Irregularities Contained in Bids.....	186
SCHEDULE “D” - Statement of Ethics for Public Purchasers	188
SCHEDULE “E” – Materials Management Guidelines	189

1. Procurement Goals and Objectives

Mission:

To obtain the right goods and/or services when needed while achieving best value through a transparent, fair and competitive process with a high focus on Customer Service.

- 1.1. This Policy outlines the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London (herein after known as 'City').
- 1.2. The guiding principle is that procurement decisions will be made using a competitive process that is open, transparent and fair.
- 1.3. The City encourages innovation and the use of technology which meets City specifications and industry standards in order to ensure the utilization of the most efficient and effective procurement processes and practices.
- 1.4. The City will consider the total costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs in evaluating competitive bids from responsive and responsible bidders. Where costs are submitted for more than one year, the net present value of the annual costs will be used to evaluate the costs at a discount value concurred by the City Treasurer.

The Procurement and Supply function fully embraces the philosophy of continuous improvement and will continue to be a leader in advanced public procurement solutions that are quality focused and consider the 'Total Cost of Ownership' where possible.

The City encourages its supply chain partners to have similar quality considerations with their procurement of goods and services.

1.5. Sustainable Procurement

Sustainable Procurement is a framework for procurement decision-making that will contribute to the City of London's procurement objective to achieve best value for the City by considering the full life cycle of products and their complete economic, environmental and social costs and benefits.

The City of London recognizes that through its procurement function it has the power to bring about environmental and social improvements both locally and globally while maximizing economic benefits. The City is committed to maximizing sustainability benefits by engaging with the public marketplace and increasing the efficiency of procurement procedures and practice.

Sustainable Procurement Purpose

The purpose is to:

- Embed environmental and ethical criteria into the City's procurement procedures and supply chain management processes and ensure cost effectiveness and competitive pricing.
- Set specifications for goods and services that achieve environmental benefits such as waste reduction, water conservation, energy conservation, and pollution prevention and increase the development and awareness of environmentally sound procurement, efficient and durable products, reusable products and products that contain post-consumer, recyclable, non-toxic, and/or nonpetroleum content.
- Ensure safe and healthy workplaces for the people who produce goods or supply services to the City of London by requiring suppliers to adhere to minimum performance standards with respect to fair labour practices and

human rights, based on core labour conventions of the International Labour Organization (ILO), Canadian laws and other applicable environmental and ethical standards as defined in the City's Supplier Code of Conduct.

- Evaluate, as appropriate, products and services based on a full life cycle or total cost of ownership perspective that considers their complete economic, environmental and social costs and benefits.
- Evaluate, as appropriate, the sustainability performance of suppliers' internal operations and rewarding leadership and innovation among Suppliers who contribute to healthy, fair and safe workplaces and practice environmental stewardship.
- Strive to reduce the overall consumption of goods and services, where possible, through more efficient procurement procedures and practices.
- Enhance procurement practices to align with existing City sustainability initiatives, such as Leadership in Energy and Environmental Design (LEED) green building design and E3 Fleets.
- Advance a corporate culture at the City that recognizes and places a priority on sustainability.
- Adhere to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive and complying with all applicable trade agreements such as The Canadian Free Trade Agreement (CFTA).

Scope

This applies to the procurement of goods, services and construction by all Service Areas. Full implementation of the policy will be phased in over time.

Guidelines

A. Responsibilities

All City Service Areas, Offices and Agencies shall identify and purchase the most environmentally and socially responsible products and services that are available for the intended purpose at a competitive price and that meet the performance requirements. Environmental and social factors that should be considered include, but are not limited to:

- Minimization of virgin material use in product or service life cycle;
- Maximization of recycled products used in product or service life cycle;
- Environmental cost of entire product or service life cycle;
- Reuse of existing products or materials in product or service life cycle;
- Recyclability of product;
- Minimization of packaging;
- Reduction of energy/water consumption;
- Toxicity reduction or elimination;
- Elimination of uncertified hardwoods in product or service life cycle;
- Durability and maintenance requirements;
- Ultimate disposal of the product; and
- Adherence to the minimum social performance standards of the *Supplier Code of Conduct*

Procurement and Supply staff shall adhere to the guidelines set forth in this policy when making Procurement decisions. Procurement and Supply will be responsible for ensuring Suppliers comply with the minimum performance standards of the *Supplier Code of Conduct* and will participate in establishing annual action plans and targets, developing relevant tools and procedures, and reporting on annual performance.

City Service Areas shall assist Procurement and Supply in its implementation of this policy by supporting training, information gathering, developing of environmental specifications, and evaluation of products and services and supplier sustainability performance. End Users shall work with Procurement and Supply to set product and service specifications and evaluate products and services based on these specifications.

B. Metrics and Reporting System

Sustainable procurement performance indicators and annual targets will be defined. A reporting system will track performance against these indicators and report on achievement of targets.

C. Program Resourcing

Adequate resourcing (e.g., human and financial) will be assessed regularly to ensure successful implementation of the Sustainable Procurement Policy.

D. Phased Implementation

Sustainable Procurement will be phased in over time through the selection of priority products and service based on a defined set of selection criteria (e.g., cost saving potential, sustainability impacts, market availability).

1.6. Supplier Code of Conduct

The Supplier Code of Conduct sets the minimum performance standards for Suppliers and their subcontractors and supports the City of London's Sustainable Procurement. The goal of the Supplier Code of Conduct is to ensure safe and healthy workplaces for the people who make goods, services and construction for the City, where human and civil rights conditions meet internationally agreed upon standards.

The Supplier Code of Conduct will ensure that Suppliers are in compliance with the International Labour Standards (i.e., core labour conventions) of the International Labour Organization (ILO), Canadian laws and other applicable environmental and ethical standards. The City will apply the Supplier Code of Conduct as one of the criteria used in its selection of Suppliers. It is a requirement that City Suppliers and their sub-contractors follow this code.

Compliance Requirements

City Suppliers and their sub-contractors must strive to comply with all national and other applicable laws of the country(ies) of operations or applicable to the manufacturing of goods or delivery of services, including, but not limited to those laws relating to working conditions, human rights, health and safety and the environment. For goods and services produced in Canada, Canadian laws will apply. For goods and services produced outside of Canada, and where foreign national laws and the Supplier Code of Conduct address the same issue, the standard that is most stringent will apply, thereby ensuring that all Suppliers, regardless of their place of operation, are meeting a consistent set of minimum performance standards related to human rights and fair workplace practices. The application of the Supplier Code of Conduct will be phased in over time.

Minimum Performance Standards

The following nine standards are based on the ILO International Labour Standards (i.e., labour conventions) that directly support the Universal Declaration of Human Rights and address the worst forms of child and forced labour. These core conventions set out reasonably achievable minimum standards for working conditions in manufacturing facilities and factories

internationally. The [ILO International Labour Standards](http://www.ilo.org) are available online at: <http://www.ilo.org>.

a. Freely Chosen Employment

The Supplier shall employ workers who choose to be employed by the Supplier's company. The Supplier shall not use any forced, bonded or indentured labour or involuntary prison labour. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.

b. Child Labour

The Supplier shall commit to a zero-tolerance policy toward the use of child labour in any stage of manufacturing. The term "child" refers to any person under the age of 15 (or 14 where the law of the country of manufacture allows). Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is permitted.

c. Non-discrimination and Diversity

The Supplier shall promote cooperation, individual responsibility and acceptance of diversity among its employees. The Supplier and its employees shall not engage in discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, place of origin, ancestry, source of income, pregnancy, religion, political affiliation, union membership, family status or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be unlawfully used in a discriminatory way.

d. Health and Safety

Workers will be provided with a safe and healthy work environment. Conditions in all work and residential facilities shall be safe, clean, and consistent with all applicable laws and regulations regarding occupational health and safety. The Supplier shall adequately inform employees of their health and safety guidelines in terms of equipment, training, management, and work practices.

e. Employee Treatment, Harassment and Abuse

The Supplier's employees shall be treated with respect and dignity and Supplier's disciplinary policies and procedures shall be clearly defined and communicated to employees before application. There shall be no harsh and inhumane treatment, including any physical, sexual, psychological, verbal harassment or abuse, or corporal punishment; nor is there to be the threat of any such treatment.

f. Freedom of Association and Collective Bargaining

The Supplier shall work directly with employees to find solutions to any outstanding legal and employment issues while at all times respecting worker rights to obtain representation, join labour unions, and/or bargain collectively. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

g. Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate. Deductions from wages as a disciplinary manner is not permitted and payment shall occur in a timely manner with record of payment (e.g., pay stub).

h. Hours of Work

The Supplier shall ensure regular working hours do not exceed forty-eight (48) hours per week, and that the combination of regular hours and required overtime hours do not exceed sixty (60) hours per week except in emergency circumstances.

i. Environmental Responsibility

Suppliers shall take responsibility to reduce the environmental impact of their products and services as well as their overall operations or 'in-house' practices (e.g., energy conservation in their buildings). Suppliers must not be in violation of any national environmental regulations and should be striving to meet third-party standards.

2. General Provisions

- 2.1 Unless otherwise provided in accordance with this Policy, the Senior Manager, Procurement and Supply and the authorized employees of Procurement and Supply shall act for the City, for the purchase and disposal of all goods and/or services and shall be responsible for providing necessary advice and services required for such purchases and/or disposals in accordance with the method of purchase authorized by this Policy.
- 2.2 No purchase of goods and/or services shall be authorized unless it is in compliance with this Policy. Goods and/or services that are obtained without following the provisions of this Policy will not be accepted, and any invoices received may not be processed for payment.
- 2.3 Unless otherwise provided in accordance with this Policy, the purchase of all goods and/or services shall be authorized in accordance with the provisions of Schedule "A" to this Policy.
- 2.4 Requisitions or purchase orders shall not be arbitrarily structured to alter the relationship of the price to the preauthorized expenditure limit.
- 2.5 The procedures prescribed in this Policy shall be followed to make an award or to make a recommendation of an award to Committee and City Council.
- 2.6 Wherever possible, it should be the intent of the client service areas to procure goods and/or services of like nature as a combined effort in order to benefit from economies of scale.
- 2.7 During the public procurement process, internal City bids will not be considered as the analysis of in-house versus out-source (procurement) will be made prior to any such process.
- 2.8 Definitions specific to this Policy are documented in Section 3.
- 2.9 The City recognizes that mistakes and misunderstandings may occur; bidders may feel aggrieved and may seek to dispute the recommendation of an award of a contract. To maintain the integrity of the process, bidders who believe they have been treated unfairly can make this known by contacting the Senior Manager, Procurement and Supply prior to the award of the contract. The bidder must file the formal dispute for an appeal in writing within two (2) City of London business days of notification to the bidder by the City that their bid is not acceptable and request a hearing meeting with the Senior Manager, Procurement and Supply (or delegate). This meeting must be held within seven (7) City of London business days of notification. If the bidder disagrees with the decision of the hearing meeting the next step is to formally appeal to the City Treasurer (or delegate) in writing within seven (7) City of London business days. If the bidder disagrees with the decision of the City Treasurer, the next step is to formally appeal in writing to the City Clerk within seven (7) City of London business days. The Corporate Services Committee will hear the appeal and make a recommendation to Council regarding the dispute. City Council's decision on the Committee's recommendation is final.

The City may, in its absolute sole discretion, reject any other bids submitted if the bidder, or any officer or Deputy City Manager of the bidder is or has been

engaged, either directly or indirectly through another Corporation or personally, in/or during a dispute appeal of decision for the contract award action against the City.

In determining whether or not to reject a bid under this clause, the City will consider delays in awards of this or subsequent City contracts and whether the dispute or appeal is likely to affect the bidder's ability to work with the City, its consultants and representatives, and whether the City's experience with the bidder indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder. The City will also consider delays in awards of subsequent City contracts with other contractors and the potential for those additional costs resulting in delays associated with this dispute/appeal.

There are strict time limits to file a dispute appeal. If the bidder is unsure of the deadline for appeal, they must seek direction from the Senior Manager, Procurement and Supply. Failure to seek and follow these directions will result in the appeal being dismissed.

- 2.10 This Policy will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five (5) years or more frequently as required.
- 2.11 Goods and/or services NOT subject to this Policy are listed in Schedule "B". The final determination of whether goods and/or services qualify for exemption under Schedule "B" shall be determined by the City Treasurer (or delegate).
- 2.12 Additional information on the administration of the procurement process can be found in Schedule "E" entitled Materials Management Guidelines.
- 2.13 Where a Service Area does not involve the complete utilization of the City's Procurement and Supply Division as the procurement agent (e.g., small value contracting, or call-ups under the standing offer agreement, or user-administered tenders) then the Service Area is responsible for: Disclosing designated substances; Including designated substance and asbestos clauses in the tender/contract documents (Refer to Asbestos Management Program Appendices), and providing Pre-Demolition, Alteration or Renovation surveys to include pre-existing designated substance information.
- 2.14 In accordance with Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) as amended, the City of London shall consider accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not practicable to do so. In which case, an explanation will be provided upon request.
- 2.15 No purchase of goods and services associated with computer software, hardware and/or telecommunications equipment will be authorized without the completion of appropriate Information Technology reviews as determined by Information Technology Services and the authorization, in writing, of the Director, Information Technology Services (or delegate).
- 2.16 When Grants or Stimulus Funding are received by the City, the use of that funding for Procurements is subject to the Procurement of Goods and Services Policy, notwithstanding any specific conditions placed by the provider.

3. Definitions

In this Policy, unless a contrary intention appears,

‘Acting’ means the formal delegation of approval authority by the person in the position of authority to the person acting in that role on a temporary basis.

‘Addendum’ (Addenda) means the form of a document used to officially change, add and/or delete information contained within a Competitive Bid. By issuing an Addendum, the Competitive Bid itself changes to incorporate the Addendum.

‘Agreement’ means a formal written legal agreement or contract for the supply of goods, services, equipment or construction.

‘Award’ means the City and has obtained the required approval as defined in Section 8.5 and Schedule “A” to officially enter into a Purchase Order, Contract Record or formal Agreement with a selected supplier.

‘Best Value’ means the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan. Best value may include a time horizon that reflects the overall life cycle of a given asset.

‘Bid’ means a response to a competitive bid issued by the City.

‘Bidder’ means a person, corporation or other entity that responds, or intends to respond to a competitive bid.

‘Bid Deposit’ means currencies, certified cheques, bid bond issued by a surety company licensed to operate by the Government of Canada or the Province of Ontario or another form of negotiable instrument acceptable to the City to compensate the City if the successful bidder does not enter into a contract.

‘Blanket Purchase Contract’ means any contract for the purchase of goods and/or services which will be required frequently or repetitively but where the exact quantity of goods and/or services required may not be precisely known or the time period during which the goods and/or services are to be delivered may not be precisely determined.

‘Canadian Free Trade Agreement’ (CFTA) is a Canadian intergovernmental trade agreement signed by Canadian Ministers that entered into force on July 1st, 2017.

‘City’ means The Corporation of the City of London.

‘City Manager’ means a person, or person ‘acting’ in this capacity serving as the head of Civic Administration. The City Manager may also exercise the approval authority of a Deputy City Manager.

‘City Treasurer’ means a person, or person ‘acting’ in this capacity with chief responsibility for Corporate Finances at the City (Deputy City Manager, Finance Supports and City Treasurer).

‘Certificate of Clearance’ from the Workplace Safety and Insurance Board means a certificate issued by an authorized official of the Workplace Safety and Insurance Board certifying that the Board waives its rights under Subsection 141(10) of the Workplace Safety and Insurance Act, R.S.O. 1997, as amended.

‘Committee’ means the authorizing body (as amended by City Council) that provides initial approval prior to seeking Council approval.

‘Competitive Bid’ means REOI, RFI, RFPQ, RFP, IRFQ, RFQ or RFT as further defined in this section.

‘Comprehensive Economic and Trade Agreement’ (CETA) is a free-trade agreement between Canada and the European Union and its member states.

‘Consultant’ means an external subject matter expert that provides advisory services and/or direction to City Staff when the City requires competency and/or capacity for a particular procurement that is not available in-house, excluding legal, employment and labour relations services.

‘Contract’ means any formal or deliberate written agreement for the purchase of goods, services, equipment or construction including but not limited to Purchase Order and Agreement. Standard contracts are used for the acquisition of goods and/or services for a specific requirement. Corporate contracts are used for the acquisition of goods and/or services for a group of specific requirements.

‘Contracting’ means any formal or deliberate written agreement for the purchase of goods, services, equipment or construction including but not limited to Purchase Order and Agreement. Standard contracts are used for the acquisition of goods and/or services for a specific requirement. Corporate contracts are used for the acquisition of goods and/or services for a group of specific requirements.

‘Contract Amendment’ means a change, correction, clarification or deletion to a purchase agreement that has already been executed.

‘Contract Renewal’ is the extension of an existing contract for a new term, the duration of which is specified in the contract as optional periods.

‘Conflict of Interest’ means a situation in which the personal interests of Deputy City Managers, officers and key staff members come into conflict, or appear to come into conflict, with the interests of the City.

‘Contract Record’ means a document which summarizes the goods and/or services to be purchased.

‘Declaration Respecting Workers’ Compensation Act, R.S.O.

1990/Corporations Tax Act’ means a declaration that the bidder has paid all assessments or compensation payable and has otherwise complied with all requirements of the Workplace Safety and Insurance Board and that the bidder has paid all taxes and/or penalties imposed on it pursuant to the Corporations Tax Act, R.S.O. 1990, CHAPTER C.40, as amended.

‘Delegate’ means a person who has been delegated approval authority by a position with authority under this Policy (Section 8.7).

‘Delegation of Approval Authority’ means the formal delegation of authority to perform a specific task or approval by a person in a position with authority under this Policy (Section 8.7), resulting in a ‘delegate’.

‘Delegation of Approval Authority List’ means a list prepared by the Deputy City Manager granting the formal delegation of authority to perform a task or approval (Section 8.7).

‘Deputy City Manager’ means a person, or person ‘acting as a delegate’ in this capacity responsible for a service area at the City.**‘Dispute Committee’** means a committee comprised of the Senior Manager, Procurement and Supply (or delegate), the City Treasurer (or delegate), the City Manager (or delegate), and the Deputy City Manager of the client service area involved.

‘Elected Official’ means a member of (London) City Council.

‘Emergency’ means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

‘Employee - Employer Relationship’ means a worker agrees to work for the City, on a full-time or part-time basis, for a specified or indeterminate period of time, in return for wages or a salary. The City has the right to decide where, when and how the work is to be done.

‘Executed Agreement’ means a formal agreement, either incorporated in the bid documents or prepared by the City or its agents, to be executed by the successful bidder and the City.

‘Fairness Advisor’ means an external resource who focuses on the procurement process and the case law for a procurement but is also required to have a business perspective and may provide advice to the City.

‘Fairness Commissioner’ means an external resource who works concurrently with the City’s procurement process to proactively make the process fairer and certifies the work at the conclusion. The Commissioner will provide direction to the City as required.

‘Fairness Monitor’ means an external resource who oversees a procurements’ procedural fairness, transparency and adherence, particularly as it relates to the procurement process and provides feedback to the City.

‘Goods and/or Services’ means supplies, services, materials and equipment of every kind required to be used to carry out the operations of a service area.

‘Group Procurement Organization’ (GPO) means an entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors based on the collective buying power of the GPO members.

‘Informal Request for Quotation’ or **‘IRFQ’** means a request for prices on specific goods and/or services from selected suppliers which are submitted in writing, or as specified in the Informal Request for Quotation.

‘Insurance Documents’ means official original documents issued by an insurance company acceptable to the City and, preferably, licensed to operate by the Government of Canada or the Province of Ontario certifying that the bidder is insured in accordance with the City’s insurance requirements and completed on the City standard insurance form(s); as contained in the bid document.

‘Irregular Result’ is defined in Section 8.10.

‘Irregularities Contained in Bids’ is defined in Schedule “C” and includes the appropriate response to those irregularities.

‘Irrevocable Letter of Credit’ means an irrevocable letter on the financial institution’s standard form containing a request that the party to whom it is addressed pay the bearer or a person named therein money as a result of failure to perform or fulfill all the covenants, undertakings, terms, conditions and agreements contained in a contract.

‘Labour and Material Bond’ means a bond issued by a surety company on the City standard Form of Bond to ensure that the contractor will fulfill its obligations to its employees, subcontractors and suppliers and thereby protects the City.

‘Letter of Agreement to Bond’ means a letter or other form issued by a surety company licensed to operate by the Government of Canada or the Province of Ontario advising that, if the bidder is successful the bonding agency will issue the required bonds.

‘Senior Manager, Procurement and Supply’ means a person responsible for the Procurement and Supply section at the City. For the purposes of this Policy, when ‘Senior Manager, Procurement and Supply’ appears it does not include staff that has been delegated approval authority by the ‘Senior Manager, Procurement and Supply’, unless otherwise noted.

‘Obsolete’ means City assets that are no longer current or have no functional use due to being replaced by newer assets and still may have some economic value.

‘Ontario Public Buyers Association’ (OPBA) is a not-for-profit professional association representing public procurement professionals throughout Ontario. We promote the ethical and effective expenditure of public funds and encourage excellence in public purchasing through our continuing professional development opportunities, the encouragement of certification programs and through networking among our members.

‘Pecuniary Interest’ means the opportunity, directly or indirectly, to profit or share in any profit derived from a competitive bid or agreement.

‘Performance Bond’ means a bond issued by a surety company on the City standard Form of Bond executed in connection with a contract and which secures the performance and fulfillment of the undertakings, covenants, terms, conditions

and agreements contained in the contracts. These may also be in the form of renewable performance bonds.

‘Professional Consulting Services’ means a consulting firm, engineer or architect providing professional knowledge or construction design or technical expertise.

‘Program Administrator’ means a person who has been given the responsibility to maintain and monitor the purchasing card program at the City.

‘Proponent’ means the respondent to a Request for Proposal (RFP).

‘Purchase Order’ means the standard City procurement document issued by Procurement and Supply to formalize a purchasing transaction with a supplier.

‘Purchasing Card’ means a credit card provided by the City’s Finance area and its use is bound by the provisions of the Procurement of Goods and Services Policy.

‘Purchase Requisition’ means a duly authorized written or electronically produced request in an approved format to obtain goods or services.

‘Request for Expression of Interest’ or ‘REOI’ means a focused market research tool used to determine supplier interest in a proposed procurement. It may be issued simultaneously with a Request for Pre-Qualification (RFPQ) when the proposed procurement is well defined, and the purchaser has clear expectations for the procurement.

‘Request for Information’ or ‘RFI’ means a general market research tool to determine which products and services are available, scope out business requirements, and/or estimate project costs which may be used prior to issuing another type of competitive bid.

‘Request for Proposal’ or ‘RFP’ means a process where a need is identified, but the method by which it will be achieved is not prescribed at the outset. This process allows prospective suppliers to propose solutions or methods to arrive at the desired result.

‘Request for Pre-Qualification’ or ‘RFPQ’ means a request for a list of qualified suppliers and firms who have an interest in providing services to the City, typically through a two-stage process.

‘Request for Quotation’ or ‘RFQ’ means a request for prices on specific goods and/or services as specified in the Request for Quotation.

‘Request for Tender’ or ‘RFT’ means a request for sealed bids which contain an offer in writing to execute some specified services, or to supply certain specific goods, at a certain price, in response to a publicly advertised request for bids.

‘Scrap’ means City assets that no longer have the ability to function for their original design in their current state and have minimal economic value other than primarily for recycling value.

‘Sealed Bid’ means a formal sealed response received as a part of a competitive bid.

‘Single Source’ means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications. Further qualifications appear in the definition in Section 14.4.

‘Sole Source’ means that the goods and/or services are available from only one supplier. Further qualifications appear in the definition in Section 14.3.

‘Substantive Objection’ means an unsuccessful bidder request moving to the third stage of dispute resolution as prescribed in Section 2.9.

‘Supplier’ means any individual or organization providing goods or services to the City including but not limited to contractors, consultants, suppliers, service organizations etc.

‘Surplus’ means City assets that exceed the portion that is utilized by the City, may be current, may have functional use and still have some economic value.

‘Tender’ means a sealed bid which contains an offer in writing to execute some specified services, or to supply certain specified goods, at a certain price, in response to a publicly advertised request for bids.

‘Trade Agreements’ are intended to reduce and eliminate, to the extent possible, barriers to the free movement of labour, goods, services, and investments. Supports rules requiring open, fair and transparent competition in government procurements.

‘Triggering Event’ means an occurrence resulting from an unforeseen action or consequence of an unforeseen event, which must be remedied on a time sensitive basis to avoid a material financial risk to the City or serious or prolonged risk to persons or property.

‘Unsolicited proposal’ is a written application for a new or innovative idea submitted to the City on the initiative of the offeror for the purpose of obtaining a contract

‘Value Analysis’ means a life cycle costing approach to valuing a given alternative, which calculates the long term expected impacts of implementing the particular option.

4. Responsibilities

4.1. General Responsibilities

- a. All City staff delegated with approval authority (Section 8.7) shall follow the guidelines as set out in Schedule “D” ‘A Statement of Ethics for Public Purchasers’ established by the Ontario Public Buyers’ Association, as well as the City’s Conflict of Interest Policy, and Section 5 below.
- b. Procurement activities shall be subject to all applicable City policies and by-laws, any specific provisions of the *Municipal Act*, and all other applicable Federal and Provincial legislation.
- c. Failure to adhere to the requirements outlined in this Policy may lead to disciplinary action up to and including termination of employment.
- d. No provision of this Policy precludes a Deputy City Manager or the Senior Manager, Procurement and Supply, with the concurrence of the City Manager, from recommending an award to Committee and City Council where:
 - i. in the opinion of a Deputy City Manager, it is in the best interest of the City to do so; or
 - ii. it is a matter of procurement procedure and, in the opinion of the Senior Manager, Procurement and Supply, it is in the best interest of the City to do so.

4.2. City Manager

The City Manager has the authority to instruct the Deputy City Managers not to award contracts and to submit recommendations to Committee and City Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interest of the City.

4.3. Deputy City Managers

- a. Have responsibility for all procurement activities within their service areas and are accountable for achieving best value while following the Procurement of Goods and Services Policy;
- b. Have the authority to delegate approval authority to staff at the appropriate levels within their service areas (Section 8.7);
- c. The Deputy City Managers have the authority to award contracts in the circumstances specified in this Policy provided that the delegated power is

exercised within the limits prescribed in Schedule “A” and the requirements of this Policy are met; and

- d. When the Deputy City Manager is of the opinion that a Triggering Event has occurred, the Deputy City Manager may authorize the purchase of such goods and/or services as is considered necessary to remedy the situation without regard to the requirement for a competitive bid and may approve the necessary contract amendment. The relevant details surrounding the Triggering Event shall be included in a report and submitted to Committee and City Council as soon as possible.

4.4. City Treasurer

The City Treasurer is responsible for:

- a. Overseeing the Procurement and Supply function;
- b. Maintaining ownership over the Procurement of Goods and Services Policy; and
- c. Approval authority as outlined in Schedule “A” and 8.5.

4.5. Senior Manager, Procurement and Supply

The Senior Manager, Procurement and Supply is responsible for:

- a. The integrity of the procurement process with the exception of those items listed in Schedule “B”;
- b. Providing professional procurement advice and service to City staff.
- c. Awards within the authority of the Deputy City Manager (or delegate) for which the Senior Manager, Procurement and Supply may award a contract on behalf of these positions provided that Procurement and Supply is in receipt of a funded requisition and the requirements of this Policy are met;
- d. Monitoring compliance with this Policy;
- e. Notifying the Senior Leadership Team, in advance, if possible, of non-compliance with this Policy;
- f. Rejecting any Purchase Requisitions for services where the services could result in the establishment of an employee – employer relationship; and
- g. Creating and revising administrative procedures and directions respecting:
 - i. the preparation and development of specifications;
 - ii. the requirements and form of bid deposits;
 - iii. other securities and documentation required or advisable for sealed bids;
 - iv. procedures for the opening, evaluation and recommendation of bid documents; and
 - v. such other matters of an ancillary or incidental nature to more fully carry out the intent and purpose of this Policy.

4.6. Committee and City Council Approval

Despite any other provision of this Policy, the following contracts are subject to Committee and City Council approval:

- a. Any contract requiring approval from the Ontario Municipal Board;
- b. Any contract prescribed by Statute to be made by City Council;
- c. Where a recommendation is being made to amend the total value of a contract in excess of the original bid (plus contingency), and;

- i. it is an amount greater than \$50,000 or 3% of the original contract value;
or
 - ii. in the opinion of the City Treasurer, funds are not available for the additional expenditure.
- d. Where a Substantive Objection (see definition in Section 3), emanating from the competitive bid has been filed with the City Treasurer prior to award of the contract;
 - e. Where there is an irregular result (see Section 8.10); and
 - f. Where authority to approve has not been expressly delegated.

5. Conflict of Interest

- 5.1 No elected official, appointed officer or employee of the City shall have any pecuniary or controlling interest either direct or indirect in any competitive bid or contract for the supply of goods or services to the City, unless such pecuniary interest is disclosed by the contractor, bidder or person submitting a quotation, as the case may be, or unless such pecuniary interest would be exempt under the Municipal Conflict of Interest Act.
- 5.2 Competitive bid documents shall include a section that requires and provides for the disclosure of any pecuniary interest prior to submission of the bid. Should a conflict of interest arise after the award of a contract, the conflict shall immediately be disclosed in writing to the Senior Manager, Procurement and Supply. Further, all competitive bid documents and agreements shall provide that in the event that a contract is awarded to a person who has not, during the bidding or contracting process, disclosed the pecuniary interest of an elected official, appointed officer or employee of the City in the contract, the contract may be cancelled at any time by the City in its entire discretion without damages or penalty.
- 5.3 In this section, 'controlling interest' means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than ten percent (10%) of the voting rights attached to all equity shares of the corporation for the time being outstanding.
- 5.4 For the purposes of this section, a person has an indirect pecuniary interest in any competitive bid or agreement entered into by a corporation, if:
 - a. The person or his or her nominee is a shareholder in or a Director or senior officer of a corporation that does not offer in securities to the public; or
 - b. Has a controlling interest in or is a Director or senior officer of a corporation that offers securities to the public.
- 5.5 For the purposes of this section, an elected official, appointed officer or employee of the City has an indirect pecuniary interest if the person is a partner of a person or is in the employment of a person or body that has entered into a tender, proposal, quotation or contract with the City.
- 5.6 For the purposes of this section, the pecuniary interest in a Tender, Proposal, Quotation or contract of a parent or spouse or any child of an elected official, appointed officer or employee shall, if known to the person, be deemed to be also the pecuniary interest of the elected official, appointed officer or employee as the case may be.

6. Prohibitions

6.1 Division of Contracts

No employee of the City shall divide a purchase or a contract to avoid the requirements of the Tender, Proposal, Quotation or Purchasing Card procedures.

Nor shall purchases be split in order to circumvent prescribed spending authority dollar limits as outlined in this Policy.

6.2 Interference in the Procurement Process

- a. Elected officials, appointed officers and employees shall not knowingly cause or permit anything to be done or communicated to anyone in a manner which is likely to cause any potential supplier to have an unfair advantage or disadvantage in obtaining a contract for the supply of goods and/or services to the City. This also includes a contract with any other municipality, local board or public body involved in the purchase of goods and/or services either jointly or in cooperation with the City.
- b. Elected officials shall separate themselves from the procurement process and have no involvement whatsoever in specific procurements. Elected officials should not see any documents or receive any information related to a particular procurement while the procurement process is ongoing. Elected officials who receive inquiries from suppliers related to any specific procurement shall immediately direct those inquiries to the Senior Manager, Procurement and Supply, or the City Treasurer.
- c. The only exception to the above relates to selection of internal auditors or an integrity commissioner whereby elected officials are specifically part of the evaluation team.

6.3 Official Point of Procurement Contact and Lobbying Prohibition

- a. The City is committed to the highest standards of integrity with respect to the purchase of goods and/or services and managing the processes by which goods and/or services are acquired. The official point of Procurement contact shall be a member of the Procurement and Supply Team. Should it be necessary or desirable to have a contact person to respond to technical issues that person shall be named in the competitive bid documents. All communications will be made by these individuals and during the procurement process, no bidder or person acting on behalf of the bidder or group of bidders shall contact any elected official, consultant or any employee of the City to attempt to seek information or to influence the award of the contract. Any activity designed to influence the decision process, including, but not limited to, contacting any elected official, consultant or employee of the City for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, shall result in disqualification of the bidder for the project to which the influential activity is deemed to be directed.

Notwithstanding the foregoing, this prohibition does not apply to meetings specifically scheduled by the City Procurement and Supply group for presentations or negotiations. Any bidder found to be in breach of this Policy shall be subject to immediate disqualification from the procurement process and may be prohibited from future opportunities at the discretion of City Council.

- b. In addition, no bidder who has been awarded the contract shall engage in any contact or activities in an attempt to influence any elected official or any employee of the City with respect to the purchase of additional enhancements, options, or modules. However, a contractor may communicate with the appropriate member of the Procurement and Supply Team, the Senior Manager, Procurement and Supply or the City Treasurer for purposes of administration of the contract during the term of the contract.
- c. The determination of what constitutes influential activity is in the sole discretion of the Senior Manager, Procurement and Supply, acting reasonably, and not subject to appeal.
- d. Contract award decisions shall be based on clear, transparent and objective criteria that is applied free from political considerations or political interference.

7. Procurement Documentation

- 7.1 In order to maintain consistency, Procurement and Supply shall provide guidelines to the City Manager and/or Deputy City Manager on procurement policies and procedures and on the structure, format and general content of procurement documentation.
- 7.2 Procurement and Supply shall review proposed procurement documentation to ensure clarity, reasonableness and quality and shall advise the City Manager and/or Deputy City Manager of suggested improvements.
- 7.3 Procurement documentation shall avoid use of specific products or brand names.
- 7.4 Notwithstanding Section 7.3, a Deputy City Manager (or delegate) may specify a specific product, brand name or approved equal for essential functionality purposes (with consideration for operating and maintenance costs) to avoid unacceptable risk or for some other valid purpose. In such instances, the Deputy City Manager (or delegate) and Procurement and Supply shall manage the procurement to achieve a competitive situation whenever possible.
- 7.5 The use of standards in procurement documentation that have been certified, evaluated, qualified, registered or verified by independent nationally recognized and industry-supported organizations such as, but not limited to, the Standards Council of Canada, shall be preferred.
- 7.6 Deputy City Managers (or delegate) shall:
 - a. Give consideration to Value Analysis, Sustainable Procurement and Supplier Code of Conduct;
 - b. Ensure that adequate Value Analysis comparisons are conducted to provide assurance that the specification(s) will provide best value;
 - c. Forward the Value Analysis to Procurement and Supply for documentation in the procurement file; and
 - d. Ensure specification(s) are set to allow for an open competitive process.
- 7.7 All substantive changes to standard clauses in competitive bid documents and standard agreements shall be reviewed and approved by the City Solicitor (or delegate).
- 7.8 Unless otherwise noted in this Policy, the Senior Manager, Procurement and Supply (or delegate) in conjunction with the Deputy City Manager (or delegate) shall issue bid documents for goods and/or services. Procurement and Supply shall give notice of the issuance of a competitive bid electronically via the internet as well as any other means as appropriate.
- 7.9 Internal Auditor shall review compliance with the Procurement of Goods and Services Policy, and report to the Audit Committee as set out in their audit plan.

8. Approval Authority and Reporting Requirements

- 8.1 Any person delegated approval authority pursuant to this Policy shall ensure that an approved budget, as described in Section 17 of this Policy, exists for the proposed procurement and that such procurement does not violate any City policies or any applicable law. Any such procurement shall also satisfy any applicable audit and documentation requirements of the City.
- 8.2 All applicable taxes, duties and shipping shall be excluded in determining the procurement limit of authorized delegates and the type of procurement process to be followed.
- 8.3 The dollar values identified in this section represent the annual estimated procurement value for a good and/or service to be procured. The annual estimated procurement value is the cumulative value spent over a twelve (12) month period for a particular good and/or service.

- 8.4 In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract.
- 8.5 The following body and persons shall have the respective approval authority as set out below (see summary in Schedule "A"). All dollar values are based on annual amounts and must be within pre-approved budgeted limits.
- a. **Committee and City Council** must approve the following awards:
- i. RFP greater than \$100,000;
 - ii. RFT greater than \$6,000,000;
 - iii. RFQ, RFP and RFT with an irregular result greater than \$100,000 (section 8.10);
 - iv. Sole Source or Single Source greater than \$50,000;
 - v. Contract Amendments exceeding \$50,000 or 3% of original contract value, whichever is greater (Section 20.3 d)
 - vi. Contract renewals greater than \$6,000,000 (section 20.2); and
 - vii. Appointment of Professional Consulting Services (Section 15) greater than \$100,000.
- b. **Deputy City Managers or any employee exercising delegated authority approval and Senior Manager, Procurement and Supply (jointly)** are authorized to approve the following awards:
- i. RFQ (formal quotations) greater than \$50,000 but not exceeding \$100,000;
 - ii. RFP up to \$100,000;
 - iii. RFT up to \$6,000,000;
 - iv. Sole Source or Single Source up to \$50,000; and
 - v. Contract renewals up to \$6,000,000, for Council approved agreements that have clearly defined options to extend (Section 20.2).
- c. **Deputy City Managers or any employee exercising delegated authority approval** are authorized to approve the following awards;
- i. Informal quotations up to \$50,000;
 - ii. Appointment of Professional Consulting Services not exceeding \$100,000 (Section 15); and
 - iii. Contract Amendments not exceeding \$50,000 or 3% of original contract value, whichever is greater (Section 20.3 d)

8.6 Section 8.5 approvals may be overridden in the case of an 'emergency' as defined in Section 14.2 of this Policy.

8.7 **Delegation of Approval Authority**

Delegation of Approval Authority means the formal delegation of authority to perform a task or approval by a person in a position with authority under this Policy, resulting in a 'delegate'.

- a. The method for the Deputy City Managers delegating approval authority is as follows:
- i. The Deputy City Managers shall prepare a Delegation of Approval Authority List within their respective areas;
 - ii. The list will provide evidence that the staff listed have been delegated approval authority by the Deputy City Manager;

- iii. The list at minimum, shall include the staff person's name, title and approval limit, the list will also include any acting roles;
 - iv. The list shall be updated immediately upon any change in staff or position;
 - v. A copy of the list shall be sent to the Senior Manager, Procurement and Supply each time there is a revision;
 - vi. The Senior Manager, Procurement and Supply will ensure the delegation of approval authority lists are available to all Procurement and Supply Staff; and
 - vii. Procurement and Supply staff will review the list prior to completing tasks that require approval.
- b. The Deputy City Managers and Senior Manager, Procurement and Supply shall develop a Delegation of Approval Authority list for the approvals and tasks they are responsible for under this Policy.
- 8.8 Only the Deputy City Managers may further delegate approval authority to their staff at the procurement values deemed appropriate. Staff that has been delegated approval authority from the Deputy City Managers to approve procurements shall have no authority to delegate this approval authority to any other person.
- 8.9 City Council may explicitly delegate further approval authority as it considers necessary from time to time, including but not limited to, any extended time periods during which City Council does not meet.
- 8.10 Irregular Result
- If an irregular award value is less than \$100,000, the Deputy City Manager, or delegate, with the concurrence of the Senior Manager, Procurement and Supply, or delegate, may approve the award.
- If an irregular award of a competitive bid is greater than \$100,000, the client Service Area, in conjunction with Procurement and Supply, shall submit a report to Committee and City Council and receive their approval if any of the following conditions apply:
- a. The value of the lowest compliant bid, or highest scoring proposal, exceeds the City Council approved budget, including any contingency allowance;
 - b. The specifications of an entire competitive bid cannot be met by two (2) or more suppliers; as per Section 19.4, Only One Bid Received;
 - c. The award is not being made to a compliant bidder(s) offering the Best Value to the City;
 - d. Where a Substantive Objection has been filed with the City Treasurer prior to award of a competitive bid; or
 - e. Where in the opinion of the Senior Manager, Procurement and Supply, the client Service Area award recommendation is not in the best interest of the City.
- 8.11 Reporting to Committee and City Council
- a. The Deputy City Managers shall submit an informational report on an annual basis, no later than March 15th to the Senior Manager, Procurement and Supply containing the details of the contract awards made under Section 8.5.c for their respective Service Areas.
 - b. The Senior Manager, Procurement and Supply shall coordinate data collection and prepare an annual report for submission to City Council including the awards made under section 8.5 b and 8.5 c, no later than May 31st. The report will only include awards that were not processed through Procurement and Supply, unless otherwise directed by Council. Procurement and Supply shall certify that the awards are in compliance with this Policy and where non-conformances are identified, corrective action will be taken.

- c. The Senior Manager, Procurement and Supply (or delegate) shall prepare a report of all Civic Administratively Awarded Tenders for the reporting year.

9. Low Dollar Value Procurements (under \$15,000) – as per Schedule “A”

- 9.1 Procurements under \$15,000 shall be considered low dollar value procurements.
- 9.2 All low dollar value procurements shall utilize applicable City contracts and shall otherwise be in accordance with this Policy.
- 9.3 A corporate Purchasing Card may be used for low dollar value procurements provided the user complies with Section 18 of this Policy.
- 9.4 The Deputy City Managers may delegate approval authority to their staff for low dollar value procurements and it is their responsibility to ensure that this Policy is adhered to.
- 9.5 All information on low dollar value procurements must be documented and maintained on file.
- 9.6 Low dollar value procurements do not require an RFQ, RFP or RFT. Obtaining competitive quotes is considered a good business practice and should be obtained. An authorized Purchase Requisition submitted to Procurement and Supply is the preferred method.

10. Informal Request For Quotation (IRFQ) (From \$15,000 to \$50,000) – as per Schedule “A”

- 10.1 Procurements of \$15,000 but not exceeding \$50,000 are eligible to be completed through an Informal Quotation process. The Deputy City Manager or any employee exercising delegated authority is authorized to award the contract.
- 10.2 All Informal Quotations shall utilize standard applicable Service Area contracts and/or corporate contracts and shall otherwise be in accordance with the Procurement of Goods and Services Policy.
- 10.3 For procurements where there are no applicable Service Area contracts or corporate contracts, informal quotations shall be obtained by the client Service Area in the following manner:
 - a. Three (3) written (use of the electronic bidding system is encouraged) bids obtained from three (3) separate potential suppliers;
 - b. A ‘No Bid’ response shall not be considered as a valid bid;
 - c. All suppliers shall receive the same informal quotation written information;
 - d. The informal quotation shall be awarded to the lowest compliant bid; and
 - e. Documentation on all bids, including but not limited to, bidder information, bid document, bid responses and decisionmaking rationale shall be retained in the client Service Area files in accordance with City Council approved by-laws for records retention, or a minimum of two (2) years.
- 10.4 Staff is encouraged to seek three (3) bids to ensure a more competitive process. If staff has exhausted all efforts to obtain three (3) bids and can support this with documented evidence under Section 10.3 e., a minimum of two (2) written bids is acceptable.
- 10.5 Procurement and Supply shall assist as requested by the client Service Area, or when deemed necessary, with the Informal Quotation process. To request Procurement and Supply to assist, the Deputy City Manager, or delegate, shall provide a completed and signed Procurement Initiation Approval Form. Procurement and Supply may also conduct reviews to ensure the requirements of this section and all other applicable sections of this Policy have been met.
- 10.6 When a client Service Area requires an RFP in lieu of an Informal Quotation, the RFP shall be issued by Procurement and Supply using the RFP process detailed in Section 12 and subject to the approval authority in Section 8.5.b.

- 10.7 Since the informal quotation process does not necessarily go through Procurement and Supply, the City's standard insurance form must be completed and forwarded by the client Service Area to Insurance and Risk Management for review and input into the Insurance Program. WSIB Certificates of Clearance must be submitted to Accounts Payable at the commencement of the project and periodically as the work is completed and before final payment is released.
- 10.8 An authorized Purchase Requisition is to be sent to Procurement and Supply and include copies of the bids received. A Purchase Order, Contract Record or Agreement will be issued to formalize the contract with selected supplier.

11. Request For Quotation (RFQ) (\$50,000 to \$100,000) – As Per Schedule “A”

- 11.1 RFQ procedures shall be used where:
 - a. The item is greater than \$50,000 but not exceeding \$100,000;
 - b. The requirement can be fully defined; and
 - c. Best value for the City will be achieved by an award selection made on the basis of the total lifecycle cost that meets all terms, conditions and specifications.
- 11.2 The Deputy City Manager or any employee exercising delegated authority approval and the Senior Manager, Procurement and Supply must jointly approve this award.
- 11.3 The Deputy City Manager or any employee exercising delegated authority approval shall provide to Procurement and Supply a completed and signed Procurement Initiation Approval Form containing the relevant description, budget authorization, and approval authority for the purchase of goods, services consulting or construction.
- 11.4 The client Service Area shall be responsible to review the competitive bid and verify that all terms, conditions and specifications of the bid are met.
- 11.5 Procurement and Supply shall forward to the Deputy City Manager (or delegate) a summary of the bids and recommend the award of contract to the lowest compliant bid subject to review by the Deputy City Manager (or delegate) regarding specifications and contractor performance.
- 11.6 When a client Service Area requires the issuance of an RFP in lieu of a RFQ, the RFP shall be issued by Procurement and Supply as described in Section 12 of this Policy and subject to the approval authority in Section 8.5.b.
- 11.7 The City reserves the right in its absolute sole discretion to accept or reject any submission.

12. Request for Proposal (RFP) – As Per Schedule “A”

- 12.1 The RFP procedure shall be used where:
 - a. The requirement is best described in a general performance specification;
 - b. Innovative solutions are sought; and
 - c. To achieve best value, the award selection will be made on an evaluated point per item or other method involving a combination of mandatory and desirable requirements.
- 12.2 Awards under the RFP process require the following approval:
 - a. The Deputy City Manager or any employee exercising delegated authority approval and the Senior Manager, Procurement and Supply must jointly approve an RFP award for purchases up to \$100,000;
 - b. Committee and City Council must approve an RFP award for purchases greater than \$100,000;

- c. Committee and City Council must approve an RFP award with an irregular result greater than \$15,000.
- 12.3 The RFP process is a competitive method of procurement that may or may not include supplier pre-qualification.
 - 12.4 An RFI, REOI or RFPQ may be issued in advance of an RFP to assist in the development of a more definitive set of terms and conditions, scope of work/service and the selection of qualified suppliers.
 - 12.5 An RFI, REOI and RFPQ shall follow the same award approvals as an RFP, if applicable.
 - 12.6 Procurement and Supply shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation method for use in an RFP. This may include but not be limited to factors such as qualifications and experience, strategy, approach, methodology, scheduling and past performance, facilities, equipment, pricing, life cycle costing, standardization of product, and aspects that would support environmental procurement. Also see sections 1.5 and 1.6.
 - 12.7 Deputy City Managers or any employee exercising delegated authority approval shall identify appropriate evaluation criteria from the list maintained by Procurement and Supply for use in an RFP but are not limited to criteria from the list. Cost will always be included as a factor, as best value includes but is not limited to quality and cost.
 - 12.8 The Deputy City Manager or any employee exercising delegated authority approval shall provide Procurement and Supply with a completed and signed Procurement Initiation Approval Form containing the relevant description, budget authorization, and approval authority for the purchase of goods, services, consulting or construction.
 - 12.9 A representative from Procurement and Supply will be the lead in the RFP process. An evaluation committee will be formed with a minimum of three evaluators and be comprised of at least one representative from the client Service Area and one representative from Procurement and Supply. The evaluators shall review all compliant proposals against the established criteria, reach consensus on the final rating results, and ensure that the final rating results with supporting documents, are kept in the procurement file. The Procurement and Supply representative may or may not participate in the scoring of the proposals.
 - 12.10 During the proposal process all communication with proponents shall be through Procurement and Supply.
 - 12.11 Procurement and Supply shall forward to the Deputy City Manager (or delegate) an evaluation summary of the procurement, as well as the evaluation committee's recommendation for award of contract to the proponent meeting all mandatory requirements and providing best value as stipulated in the RFP. The representative from Procurement and Supply is responsible for documenting the determination of best value. The criteria and analysis to determine best value will be included (if applicable) in the report to Committee and City Council.
 - 12.12 With respect to all reports initiated for RFP, a report on the sources of financing, and other financial commentary as considered appropriate, shall be prepared.
 - 12.13 Reporting will not include financial summaries of bids as this information will remain confidential. Any disclosure of information shall be made by the appropriate officer in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.
 - 12.14 Unsuccessful proponents may, upon their request, attend a debriefing session with a Procurement and Supply representative to review their competitive bid. Any discussions relating to any submissions other than that of the proponent present will be strictly prohibited. This debriefing session is intended to provide general feedback regarding the proponent's rating on various criteria in order to allow the proponent to understand where future improvements might be

available. Debriefings will not occur until after Council award of the project in question.

- 12.15 The City reserves the right in its absolute sole discretion to accept or reject any submission.

13. Request for Tender (RFT) (Greater than \$100,000) – As Per Schedule “A”

- 13.1 RFT procedures shall be used where:
- a. The total cost is expected to be greater than \$100,000;
 - b. The requirement can be fully defined; and
 - c. Best value for the City can be achieved by an award selection made on the basis of the lowest bid that meets all terms, conditions and specifications.
- 13.2 Awards under the RFT process require the following approval:
- a. Committee and City Council must approve award of tenders greater than \$6,000,000;
 - b. Committee and City Council must approve award of contracts when a tender result is irregular as per Section 8.10 of this Policy; and
 - c. Results from \$100,000 to \$6,000,000 that do NOT have an Irregular Result may be awarded administratively by the Deputy City Manager, or delegate.
- 13.3 The Deputy City Manager or any employee exercising delegated authority shall provide to Procurement and Supply a completed and signed Procurement Initiation Approval Form containing the relevant description, budget authorization, and approval authority for the purchase of goods, services, consulting or construction.
- 13.4 The Senior Manager, Procurement and Supply shall be responsible for arranging for the public disclosure of bid submissions at the time and date specified by the bid call.
- 13.5 Procurement and Supply shall forward to the Deputy City Manager (or delegate) a summary of the bids and recommend award of the contract to the lowest compliant bidder.
- 13.6 With respect to all reports initiated for tenders, there shall be a recommendation report to Committee and City Council containing the sources of financing, and other financial commentary as considered appropriate.
- The City reserves the right in its absolute sole discretion to accept or reject any submission.
- 13.7 An RFI, REOI or RFPQ may be issued in advance of an RFT to assist in the development of a more definitive set of terms and conditions and scope of work.
- 13.8 An RFI, REOI and RFPQ shall follow the same award approvals as an RFP, if applicable.

14. Non-Competitive Purchases (Emergency, Sole Source, Single Source)

- 14.1 The requirement for a competitive bid process for the selection of a supplier for goods, services and construction (except for Emergencies – see 14.2) may be waived under authority of the City Manager and replaced with direct negotiations by the Deputy City Manager (or delegate) and Senior Manager, Procurement and Supply (or delegate) under the following circumstances.
- a. The procurement qualifies as ‘Sole Source’ as defined in Section 14.3;
 - b. The procurement qualifies as a ‘Single Source’ as defined in Section 14.4.
- 14.2 Procurement in Emergencies

For the purposes of this section, “Emergency” means an event or occurrence that the City Manager or Deputy City Manager deem as an immediate threat to:

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

In the event of an Emergency the City Manager or Deputy City Manager and their respective delegates, Fire Chief or a Deputy Fire Chief, or Chief Building Official or Deputy Chief Building Official, are authorized to enter into a purchase agreement without the requirement for a formal competitive process.

A list of pre-qualified suppliers will be used to select the suppliers, whenever possible.

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

14.3 Sole Source

The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

- a. Statutory or market-based monopoly;
- b. Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material; or
- c. The complete item, service, or system is unique to one supplier and no alternative or substitute exists.

14.4 Single Source

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

- a. An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify any compliant suppliers;
- b. The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids;
- c. Construction, renovations, repairs, maintenance etc. in respect of a building leased by the City may only be done by the lessor of the building, in accordance with a lease agreement;
- d. There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contract renewal);

- e. The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience;
- f. The goods are purchased under circumstances which are exceptionally advantageous to the City, such as in the case of a bankruptcy or receivership;
- g. It is advantageous to the City to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body or a Group Procurement Organization (GPO);
- h. It is advantageous to the City to acquire the goods or services directly from another public body or public service body;
- i. Another organization is funding or substantially funding the acquisition and has determined the supplier, and the terms and conditions of the commitment into which the City will enter are acceptable to the City;
- j. The acquisition is for a particular brand of goods or services that are intended solely for resale to the public and no other brand is desirable, and the brand is not available from any other source; or
- k. Where due to abnormal market conditions, the goods, services or construction required are in short supply.

14.5 Sole Source and Single Source – Approval and Reporting

- a. Awards which qualify to be considered as a Single Source or Sole Source process require the following approval, as per 8.5 b iv:
 - i. the Deputy City Manager, or delegate, and Senior Manager, Procurement and Supply, must jointly approve an award not exceeding \$50,000;
 - ii. Committee and City Council must approve an award greater than \$50,000, unless otherwise permitted by this Policy.
- b. For awards under Section 14.5.a.ii, the Deputy City Manager (or delegate), is responsible for submitting a report to Committee and City Council detailing the rationale supporting their decision and the Senior Manager, Procurement and Supply Services shall be made aware.

15. Appointment of Professional Consulting Services

15.1 General

- a. Senior management staff will be involved in the selection process for Professional Consulting Services. Specifically, Division Managers and/or Senior Managers are to be involved with all projects, and Deputy City Managers and the City Manager should be involved, as appropriate, with high-profile projects of increasing complexity or expense.
- b. Under no circumstances shall an extension, renewal or expansion of a consulting engagement preclude the required approvals. This includes splitting the project or scope of work into multiple phases or sections. City Council has sole authority to approve and award contracts greater than \$100,000.
- c. If a consulting engagement that has been awarded administratively exceeds the approval threshold of \$100,000, the Deputy City Manager shall immediately prepare a report to City Council providing a status update and requesting approval to proceed (if applicable).
- d. The Deputy City Manager shall be responsible for ensuring that any substantive clause changes to the standard consulting services agreement are reviewed by the City Solicitor (or delegate) and the agreement is executed by the Mayor and Clerk.
- e. The Deputy City Manager shall be responsible for obtaining and submitting the appropriate insurance and WSIB documents to Risk Management.

- f. The Deputy City Manager shall be responsible for ensuring that all proposal responses and decision-making rationale are retained in the client Service Area files in accordance with City Council approved by-laws for records retention, or a minimum of two (2) years.
- g. The Deputy City Managers shall provide the Senior Manager, Procurement and Supply, on an annual basis, no later than March 1, administrative awards made in their area to any Professional Consulting Service firms (Sections 15.2 and 15.3) with an aggregate total greater than \$100,000. The Senior Manager, Procurement and Supply shall coordinate data collection and prepare an annual Appointment of Professional Consulting Services report for submission to City Council, no later than April 30.

15.2 Consulting Engineers, Architects, Landscape Architects and Environmental Consultants

The selection of Professional Consulting Services will follow the requirements of Section 15.1; and

- a. The City's appointment of Consulting Engineers, Architects, Landscape Architects and Environmental Consultants Policy is adapted from the National Best Practice for Consultant Selection as described in more detail in the current council adopted City of London Grouped Consultant Selection Process.
- b. A list of pre-approved firms (Consulting Engineers, Architects, Landscape Architects and Environmental Consultants) that provide professional consulting services shall be established by the Deputy City Manager for their respective areas. This candidate firm list shall be supplied to the Senior Manager, Procurement and Supply on a bi-annual basis, no later than March 1st and September 1st.
- c. Assignments for projects which have estimated fees of less than \$100,000 shall be awarded by the Deputy City Manager or delegate, as per 8.5 c, to listed candidate firms based on an evaluation of the firm's competency, expertise, costs, past performance on City projects, available capacity, and the size of their operation and the particulars of the work to be done.
- d. Assignments for projects which are more complex in nature but which are within the capability of firms included on the above-mentioned pre-approved list and have estimated fees between \$100,000 and the CFTA threshold for goods and services limit as amended, shall be assigned on the basis of a proposal submitted by a minimum of three (3) qualified firms from the list stating their approach to the proposed project and their experience and knowledge of projects of a similar nature. Grouped Consultant Selection process may be undertaken for more than one project if the projects are similar in nature, the consultants possess the skills necessary to undertake this type of work and efficiencies are realized by the City. The process for undertaking grouped consultant selections is further described in the latest version of the council adopted City of London Grouped Consultant Selection Process.
- e. Assignments for complex projects, or projects with estimated consulting fees greater than the CFTA threshold for goods and services limit as amended, shall be awarded based on a two (2) stage process with the first stage being an open, publicly advertised expression of interest/pre-qualification stage (REOI/RFPQ), and the second being a RFP of the short-listed firms, of which there shall be a minimum of three (3) qualified firms stating their approach to the proposed project and their experience and knowledge of projects similar in nature.
- f. The assignments outlined in parts d) and e) above and their related budget shall be subject to the approval of City Council. Prior to award by City Council, City staff will negotiate with the recommended consultant to establish estimated personnel costs and other charges required for these assignments. It is anticipated that an upset fee will be established for the first phase of the

project as directed by the Deputy City Manager. City Council approval will be for the entire project noting that the consultant shall obtain the approval of the appropriate Deputy City Manager to proceed with subsequent phases to upset limits as appropriate to the work within the limit of the budget.

- g. A consulting firm which has satisfactorily partially completed a project may be recommended for award of the balance of a project without competition subject to satisfying all financial, reporting and other conditions contained within this Policy. This should be to the financial advantage of the City due to the fact that such a consultant has specific knowledge of the project and has undertaken work for which duplication would be required if another firm were to be selected.

15.3 Other Professional Consulting Services

The selection of Professional Consulting Services which are not included under Section 15.2 will follow the requirements of Section 15.1; and

- a. Projects which have estimated fees of less than \$100,000 may be awarded by the Deputy City Manager in consultation with the Senior Manager, Procurement and Supply under the following circumstances:
 - i. the project requires special knowledge, skills, expertise or experience; or
 - ii. another organization is funding or substantially funding the project and has already selected a preferred firm and/or strict timelines have been placed on the funding; or
 - iii. the confidential nature of the project is such that it would not be in the public interest to solicit competitive bids; or
 - iv. the preferred firm has already been selected through a formal procurement process by another public body to provide same or similar services; or
 - v. the project requirement meets the definition of Sole Source, Section 14.3.
- b. The Deputy City Manager is responsible for detailing the rationale supporting their decision to award the recommended firm.
- c. Under this section, all professional consultant proposals must include, at minimum:
 - i. Schedule of fees;
 - ii. Methodology and timeline to complete project;
 - iii. Demonstrated experience and qualifications required to perform project; and
 - iv. List of personnel who will be directly involved in the completion of the project.
- d. All requirements for Other Professional Consulting Services (section 15.3) not meeting the selection requirements of section 15.3 a. shall follow the RFP process outlined in section 12.0.

16. Blanket Purchase Contracts

16.1 A Request for a Blanket Purchase Contract may be used where:

- a. One (1) or more clients repetitively order the same goods or services and the actual demand is not known in advance; and
- b. A need is anticipated for a range of goods and/or services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises.

16.2 Procurement and Supply shall establish and maintain Blanket Purchase Contracts that define source and price with selected suppliers for all frequently used goods or services.

- 16.3 To establish prices and select sources, Procurement and Supply shall employ the provisions contained in this Policy for the acquisition of goods and/or services and construction labour and materials.
- 16.4 More than one (1) supplier may be selected for the supply of goods or services where it is in the best interests of the City.
- 16.5 Where procurement action is initiated by a Service Area for frequently used goods or services, it is to be made with the supplier or suppliers listed in the Blanket Purchase Contract.
- 16.6 In a Request for Blanket Purchase Contract, the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.

17. Requirement for Approved Funds

- 17.1 The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within City Council approved budget.
- 17.2 Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
 - a. The identification and availability of sufficient funds in appropriate accounts for the current year within City Council approved budget;
 - b. The requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the City Treasurer, the required funding can reasonably be expected to be made available; and
 - c. The contract containing a provision that the supply of goods or services in subsequent years is subject to the approval by Committee and City Council of the Service Area estimates to meet the proposed expenditures.
- 17.3 **Construction Tender Call Before and After Approvals**
 - a. Following the adoption of the capital budget by City Council, the Senior Manager, Procurement and Supply is authorized to call tenders for municipal construction projects and the acquisition of equipment.
 - b. Notwithstanding Section 17.3.a., the Senior Manager, Procurement and Supply is authorized to obtain sealed bids for material construction projects and equipment, prior to the adoption of the capital budget by City Council, provided that the documents include a clause specifically stating that the acceptance of a bid and placing of the order is subject to budget approval by Committee and City Council and the items specified are subject to change in quantity and/or deletion.

18. Purchasing Cards

- 18.1 **General**
 - a. Service Area approved employees will be issued Purchasing Cards to use for low-dollar purchases of goods and/or services in support of sound business practices. Purchasing Card provision is based on the need to purchase goods and services for the City and the card may be revoked based on change of assignment or location. The provision of a Purchasing Card is not an entitlement nor reflective of title or position. Cardholders should be mindful that the Purchasing Card is a credit card and the transactions charged to it are ultimately paid for with public funds.
 - b. Benefits of the Corporate Purchasing Card program accrue at the Corporate Finance level by reducing the number of invoices and cheques processed at

the supplier level by reducing their invoicing to the City, and the turnaround time for payment.

- c. No employee shall use a Purchasing Card to purchase goods and/or services unless appointed and authorized by the employee's Deputy City Manager (or delegate). Any use of a Purchasing Card shall be in accordance with the Procurement of Goods and Services Policy and all other applicable City by-laws and policies. The requirements for low dollar purchases are specifically covered under Section 9 of the Procurement of Goods and Services Policy. Deputy City Managers are ultimately responsible for ensuring that purchases within their Service Area are made in accordance with the applicable by-laws and policies.
- d. A Purchasing Card will be issued once the employee has read, signed and submitted the Cardholder Responsibility-Acknowledgement Form to the Program Administrator, which sets out in writing the employee's responsibilities and restrictions regarding the use of the Purchasing Card.
- e. All Purchasing Cards issued will have a predetermined single transaction limit, a monthly credit limit and blocked commodities as determined and authorized by the applicable Deputy City Manager (or delegate) and the City Treasurer. All Purchasing Cards will be blocked from obtaining cash advances. (Cash advances may be permitted in the event of an emergency as deemed necessary and pre-approved by the Cardholder's Deputy City Manager).
- f. The dollar limit for individual purchases and monthly spending limit for each employee will be determined by the Deputy City Manager (or delegate) of their Service Area based on their expected level of procurement and type of procurement. Cardholder limits for single or monthly transactions exceeding the low dollar procurement threshold set out in section 9 of this policy must be approved in writing by the Senior Manager, Procurement and Supply and fall within a predetermined limit structure.
- g. Suppliers will not be rejected for refusing to accept the Purchasing Card.
- h. The City assumes liability for all authorized charges on the Purchasing Cards, not the individual cardholder.

18.2 Program Administration, Audit and Monthly Reconciliation

- a. Oversight and administration of the Purchasing Card program is the responsibility of Financial Services and a Program Administrator has been identified in this area. The Program Administrator will maintain a master list of all Purchasing Cards and their limits. In addition, the Program Administrator will establish reporting mechanisms for monthly reconciliation of accounts.
- b. All transactions are subject to review by internal and/or external audit groups. Quarterly reviews to ensure compliance with the Procurement of Goods and Services Policy will be performed by the Senior Manager, Procurement and Supply. Periodic reviews to ensure compliance with other approved Council by-laws and policies will be performed by Financial Services. All serious compliance issues will be reported to the City Treasurer and Internal Auditor. Less significant compliance issues will be directed to the cardholder's supervisor/manager. A record of all compliance issues will be maintained by the Program Administrator.
- c. All requests for Purchasing Cards, maintenance forms and other documents are to be submitted to the Program Administrator for review and processing. Cardholder or cardholder representatives are not permitted to submit forms directly to the bank. All original cardholder agreements and other cardholder maintenance forms are to be maintained by the Program Administrator.

- d. Payment will automatically be withdrawn from the General Operating Bank Account following the monthly statement date. If individual cards have not been reconciled and approved for payment by the deadline each month, expenditures will be charged directly to the default cost center attached to the card. The Cardholder, with the assistance of Service Area representatives; are responsible to ensure that the statement is submitted and the expenditures are allocated to the correct general ledger accounts.
- e. Reconciled and authorized monthly statements are to be submitted to Corporate Finance no later than the last working day of the month. Each transaction must include an explanation or purpose of the expenditure. Prior to approval, the Cardholder is responsible for detecting and addressing merchant errors or fraudulent activity appearing on the monthly statement.
- f. Cardholders shall provide original detailed and itemized receipts for each transaction with the monthly cardholder statement. If circumstances arise where a detailed receipt cannot be obtained, a Declaration Form may be submitted in place of a detailed receipt. Declaration Form limits and procedures shall be determined by the City Treasurer (or delegate).

18.3 Responsibilities and Restrictions

- a. The Purchasing Card shall not be used:
 - i. for any purchase of goods and/or services that are prohibited under the Procurement of Goods and Services Policy or any other City by-law or policy;
 - ii. for personal use other than incidental personal use as part of a business expense, which must be reimbursed at the time of the monthly reconciliation;
 - iii. when the total purchase price exceeds the single purchase limit on the card;
 - iv. when an exclusive contract with another supplier is in effect for the goods and/or service (unless pre-authorized in writing by the Senior Manager, Procurement and Supply);
 - v. for items which are stocked at Supply Services except under extenuating circumstances;
 - vi. for any computer software, hardware and/or telecommunications equipment such as telephones, cellular phones, tablets and mobile radios except by designated staff in the Information Technology Services Division as authorized by the Director, Information Technology Services (or delegate); and
 - vii. for the purchase of services involving contractors.
- b. The following items require pre-authorized written approval by the cardholder's Deputy City Manager:
 - i. The purchase of prepaid gift cards, prepaid gift certificates, prepaid grocery cards, or any other prepaid merchant cards; or
 - ii. The purchase of alcohol while on City business, team building, employee appreciation, or otherwise. Note: alcohol purchased for resale to the public at City facilities (e.g., Golf Courses) is exempted from this specific restriction.

A copy of the written approval must be included with the monthly statement when submitted to Financial Services.

- c. Individual transactions are not to be subject to splitting or stringing, which is the practice of committing multiple purchasing card transactions to circumvent delegated authority levels and thus bypassing the City's competitive bidding process, nor are Purchasing Cards to be used on a repetitive basis to circumvent prescribed approval authority limits. With the appropriate approvals, cardholder limits may be increased either temporarily or

permanently based on need by contacting the Program Administrator or submitting an authorized Cardholder Maintenance Form.

- d. All refunds and credits must be applied to the original Purchasing Card. Where supplier return policies allow, cardholders are not to return products for refunds in the form of cash, gift cards or other prepaid cards.
- e. Permanent full-time employment status is required to obtain a Purchasing Card. Students, contractors, consultants or seasonal employees will not be granted a card except under special circumstances and approved in writing by the City Manager.
- f. The Purchasing Card is user-specific and therefore no employee shall attempt to purchase an item using a card issued to another employee. Delegation of authority is not permitted in making transactions.
- g. The cardholder's supervisor/manager is responsible for notifying the Program Administrator immediately upon any change in the cardholder's employment status. This includes, but is not limited to termination, layoff, leave of absence and long-term disability. If applicable, the plastic card should also be returned to the Program Administrator.
- h. Employees will adhere to the Corporation's Code of Conduct, An example of prohibited behaviour includes using one's position with the Corporation to secure advantage, benefit, favour, additional compensation and/or service for including but not limited to, oneself, relatives, friends or associates. This includes the selection of a supplier based upon 'air miles' or 'reward points' that reward customers for purchases.
- i. When a Purchasing Card is used to procure goods and/or services (including meals or items that would be considered personal in nature) and two (2) or more City employees are present, the most senior person in organizational authority must pay for the expenditure and prepare the respective monthly cardholder statement. If this is not feasible, the cardholder statement listing the expenditure shall be approved by the manager or Expense Review Officer, as outlined in the Corporate Travel and Business Expense Policy of the most senior person in authority present.

18.4 Purchasing Card Security and PIN

Cardholders must protect and maintain security on the Purchasing Card by:

- a. safeguarding the Purchasing Card and PIN;
- b. not sharing the Purchasing Card with another individual;
- c. not leaving the Purchasing Card information with merchants unless authorized by the Senior Manager, Procurement and Supply; and
- d. not referencing Purchasing Card account numbers and expiry dates in emails.

18.5 Misuse and/or Failure to Meet Cardholder's Responsibilities

Misuse of the Purchasing Card and/or failure to meet any of the Cardholder's responsibilities may result in cancellation of the employee's authority to use a Purchasing Card and/or further disciplinary action up to and including termination of employment.

19. Bid Administration

19.1 Submission of Bids

The City uses an electronic bidding system. The bidding rules are contained within the system.

19.2 Bid Irregularities

Where a bid is received that includes irregularities, the City will follow the protocol as appropriate for the particular irregularity. The protocol for bid irregularities and their associated responses are detailed in Schedule "C". Mandatory Requirements MUST be met or there will be an Automatic rejection.

19.3 No Acceptable Bids or Equal Bids

- a. Where bids are received that exceed budget, are not responsive to the requirement, or do not represent fair market value, a revised competitive bid shall be issued in an effort to obtain an acceptable bid unless Section 19.3.b applies.
- b. The Deputy City Manager and the Senior Manager, Procurement and Supply jointly may waive the need for a revised competitive bid and enter into negotiations with the lowest responsive bidder, emanating from a competitive bid, under the following circumstances:
 - i. the total cost of the lowest responsive bid is in excess of the funds appropriated by City Council for the project; and
 - ii. the Deputy City Manager and the Senior Manager, Procurement and Supply agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the competitive bid.
- c. The method of negotiation shall be those accepted as standard negotiating procedures that employ ethical public procurement practices in consultation with the Senior Manager, Procurement and Supply.
- d. In the case of building construction contracts, where the total cost of the lowest responsive bid is in excess of the appropriation made by City Council, negotiations shall be made in accordance with the guidelines established by the Canadian Construction Documents Committee and in consultation with the Senior Manager, Procurement and Supply.
- e. The City reserves the right in its absolute and sole discretion to cease negotiations and reject any offer.
- f. In the unlikely event that two (2) or more compliant equal bids are submitted during a competitive bid process, Procurement and Supply will offer an opportunity for bidders to re-bid. Should a tie persist, the following factors will be considered:
 - i. payment discount;
 - ii. when delivery is an important factor, the bidder offering the best delivery date is given preference;
 - iii. a bidder in a position to offer better after sales service, with a good record in this regard shall be given preference;
 - iv. a bidder with an overall satisfactory performance record shall be given preference over a bidder known to have an unsatisfactory performance record or no previous experience with the City; and
 - v. if the considerations above do not break the tie, equal bidders shall draw straws in no preferential order held by the Senior Manager, Procurement and Supply (or delegate) and witnessed by a member of the Procurement and Supply Team. The bidder who draws the longest straw will be the winner, and thus breaking the tie.

19.4 Only One Bid Received

- a. In the event only one bid is received in response to a competitive bid, the Senior Manager, Procurement and Supply may return the unopened bid to the bidder when, in the opinion of the Deputy City Manager (or delegate) and the Senior Manager, Procurement and Supply (or delegate), using criteria, based on the number of bids which might reasonably be expected on a given type of bid, additional bids could be secured. In returning the unopened bid,

the Senior Manager, Procurement and Supply shall inform the bidder that the City may be re-issuing the competitive bid at a later date.

- b. In the event that only one bid is received in response to a request for competitive bid, the bid may be opened and evaluated in accordance with the City's usual procedures when, in the opinion of the Deputy City Manager (or delegate) and the Senior Manager, Procurement and Supply (or delegate), the bid should be considered by the City. If, after evaluation by the Deputy City Manager (or delegate) and the Senior Manager, Procurement and Supply (or delegate), the bid is acceptable, an award will follow the irregular result process described in Section 8.10. If the bid is found not to be acceptable the procedures set out in Section 19.3.a. may be followed, with necessary modifications.
- c. In the event that the bid received is found acceptable, it will be awarded as an Irregular Result under Schedule "A" of this Policy.

19.5 Exclusion of Bidders Due to Poor Performance

- a. The City Treasurer may, in consultation with the City Solicitor, prohibit unsatisfactory suppliers and contractors from bidding on any future competitive bids for a time period appropriate with the results of the performance evaluation process as outlined in Section 20.5.
- b. Suppliers may also be prohibited from bidding on any future contract if they maintain offices, Managing Directors, or employees who are also officers, Managing Directors or employers of suppliers who have already been prohibited from bidding based on the results of the performance evaluation process as outlined in Section 20.5 of this Policy.

19.6 Exclusion of Bidders in Litigation and disputes or appeals of contract awards

- a. The City may, in its absolute sole discretion, reject a bid submitted if the bidder, or any officer or Managing Director of the bidder is or has been engaged, either directly or indirectly through another Corporation or personally, in a legal action against the City, its elected or appointed officers and employees in relation to:
 - i. any other contract or services; or
 - ii. any matter arising from the City's exercise of its powers, duties, or functions; or
 - iii. a dispute and/or an appeal of contract awards as per section 2.9.
- b. In determining whether or not to reject a bid under this clause, the City will consider whether the litigation is likely to affect the bidder's ability to work with the City, its consultants and representatives, and whether the City's experience with the bidder indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder.

20. Contract Administration

20.1 Contractual Agreement

- a. The award of a contract may be made by way of an Agreement, Contract Record or Purchase Order.
- b. A Purchase Order or Contract Record is to be used when the resulting contract is straightforward and will contain the City's standard terms and conditions.
- c. Agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the City's standard terms and conditions.
- d. It shall be the responsibility of the Deputy City Manager (or delegate) with the Senior Manager, Procurement and Supply and/or the City Solicitor to

determine if it is in the best interest of the City to establish an agreement with the supplier.

- e. Where it is determined that Section 20.1.d is to apply, the agreement shall be reviewed for execution by the City Solicitor.
- f. Where an agreement is required, as a result of the award of a contract by delegated authority, the Mayor and City Clerk shall execute the agreement in the name of the City.
- g. Where an agreement is issued, Procurement and Supply may issue a Purchase Order or Contract Record incorporating the formal agreement.
- h. Where an agreement is not required, Procurement and Supply shall issue an authorized Purchase Order or Contract Record incorporating the terms and conditions relevant to the award of contract.

20.2 Exercise of Contract Renewal Options

- a. Where a contract contains an option for renewal, the Deputy City Manager, or delegate, may authorize Procurement and Supply to exercise such option, as per 8.5 b, provided that all of the following apply:
 - i. the supplier's performance in supplying the goods and/or services or construction is considered to have met the requirements of the contract;
 - ii. any price increases are consistent with the prevailing market conditions for the goods or services being purchased;
 - iii. the facts justifying the decision to award this supplier previously are still relevant at the time of contract renewal;
 - iv. funds are available or will be available in appropriate accounts within City Council approved budget, including authorized revisions, to meet the proposed expenditure;
 - v. The report to Committee and City Council, if applicable, clearly identified the options to extend;
 - vi. the Deputy City Manager, or delegate, and the Senior Manager, Procurement and Supply, or delegate, agree that the exercise of the option is in the best interest of the City; and
 - vii. compliance with Sections i. through v. is documented, authorized by the Deputy City Manager, and forwarded to Procurement and Supply.
- b. Approval for contract renewals shall be governed by Section 8.5 and Schedule "A".

20.3 Contract Amendments

- a. No amendment to a contract shall be made unless the amendment is in the best interest of the City.
- b. No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.
- c. Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within City Council approved budgets including authorized amendments.
- d. Deputy City Managers or delegates may authorize amendments, as per 8.5 c, when:
 - i. the total amended value of the contract (original contract plus amendment) is within the approval limit as noted in Schedule "A"; or
 - ii. the contract amendment will not exceed the Council approved source of financing by an amount greater than \$50,000 or 3% of original contract value, whichever is greater, and there are funds available.

- e. City Council must authorize contract amendments, as per 8.5 a, when:
 - i. the total amended value of the contract will be greater than the administrative (Deputy City Manager) approval threshold; or
 - ii. the total amended value of the contract will exceed the Council approved source of financing by an amount greater than \$50,000 or 3% of original contract value, whichever is greater, and there are funds available.

20.4 Execution and Custody of Documents

- a. The Mayor and City Clerk are authorized as per By-law A-1 or resolution by Council to execute formal agreements in the name of the City for which the award was made by delegated authority.
- b. Procurement and Supply shall have the authority to execute Purchase Orders and/or Contract Records issued in accordance with this Policy.
- c. Procurement and Supply shall be responsible for the safeguarding of all original procurement and contract documents/records for the contracting of goods, services or construction for which the award is made by delegated authority.
- d. Deputy City Managers are responsible for executing and retaining all documents in accordance with Section 10.3.e of this Policy.

20.5 Performance Evaluation

- a. At the outset of a project, the client Service Area manager shall institute a performance evaluation process in contracts where the Manager and/or Procurement and Supply determine that a performance evaluation would be appropriate.
- b. The performance evaluation shall rate the performance of the supplier, contractor or consultant on standard criteria adopted from time to time (i.e. failure to meet contract specifications, terms and conditions, health and safety violations, etc.). A copy of the introductory letter and performance evaluations shall be provided to the supplier, contractor or consultant in advance of the contract, and shall remain constant for the duration of the contract. Performance issues must be noted in writing with a copy to the supplier, Procurement and Supply and a copy to the Service Area project file. Performance issues must also be noted in any project meeting minutes.
- c. On completion of the project, the client Service Area manager will meet with Procurement and Supply to review the evaluation. All supporting documents pertaining to any substandard performance and comments must be attached to the evaluation document. Procurement and Supply will forward a copy of the completed evaluation to the supplier, contractor or consultant for their records. The supplier, contractor or consultant may request a meeting with the client Service Area manager and a representative from Procurement and Supply to discuss the evaluation and shall have twenty (20) calendar days following delivery of the evaluation to request an appeal. This appeal shall be forwarded to Procurement and Supply.
- d. The appeal shall be conducted by a dispute committee which will hear from both City staff or its consultants and the supplier at a time and place appointed in writing by the Committee. The decision of the Dispute Committee shall be in writing and it shall be final.
- e. The performance evaluation shall determine whether a supplier, contractor or consultant will:
 - i. be allowed to renew a contract with the City;
 - ii. be placed on a probationary list for a minimum of two (2) years during which time they shall be permitted to bid or propose work for the City with the understanding that the work will be closely monitored; or

- iii. be prohibited from bidding on any contracts with the City during a three (3) year period, followed by a one (1) year probationary period after reinstatement as provided for in Section 19.5.
- f. In reaching a decision, the Dispute Committee shall rely upon the evaluation criteria determined in advance of the project and the results of prior performance evaluations relating to other contracts performed by the same supplier.
- g. No tender, proposal or quotation will be accepted from any supplier during the term of the suspension.

21. General

21.1 Cooperative Procurement

- a. The City may participate with other government agencies or public authorities in cooperative Procurement where it is in the best interests of the City to do so.
- b. The decision to participate in cooperative Procurement agreements will be made by the Senior Manager, Procurement and Supply.
- c. The individual policies of the government agencies or public authorities participating in the cooperative competitive bid are to be the accepted by-law for that particular competitive bid.

21.2 Direct Solicitation

- a. Unsolicited proposals received by the City shall be referred to the Senior Manager, Procurement and Supply, or delegate, for review.
- b. Any procurement activity resulting from the receipt of an unsolicited proposal shall comply with the provisions of this Policy.
- c. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement complies with the requirements of a non-competitive procurement, as detailed in Section 14, or is exempt from the Policy as per Schedule B.

21.3 Resolution of Questions

Any question involving the meaning or application of this Policy is to be submitted to the City Treasurer who will resolve the question.

21.4 Access to Information

- a. The disclosure of information received relevant to the issue of competitive bids or the award of contracts emanating from competitive bids shall be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.
- b. All records and information pertaining to competitive bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:
 - i. significantly prejudice the competitive position or significantly interfere with the contractual or other negotiations of a person, corporation or other entity that responds, or intends to respond to a request for bids;
 - ii. result in similar information no longer being supplied to the City where it is in the public interest that similar information continues to be so supplied;
 - iii. result in undue loss or gain to any person, group, committee or financial institution or agency; or
 - iv. result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the City.

21.5 Local or Geographical Preference

The City shall not give any local or geographical preference during the competitive bid process. The City may mandate certain bona fide on-site response time requirements for specific situations.

21.6 Terms and Conditions

All standard City Terms and Conditions for all procurement activities will govern unless there is written approval for the proposed changes from the Client Deputy City Manager and the City Solicitor.

21.7 Receipt of Goods

- a. Deputy City Managers or any employee exercising delegated authority approval shall:
 - i. arrange for the prompt inspection of goods on receipt to confirm conformance with the terms of the contract; and
 - ii. inform Procurement and Supply of discrepancies immediately.
- b. Procurement and Supply shall coordinate an appropriate course of action with the Deputy City Manager for any non-performance or discrepancies.

21.8 Application of Trade Agreements

This Policy is subject to applicable Trade Agreements, including the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA)

SCHEDULE “A” – Levels of Contract Approval Authority

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

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$15,000	Purchasing Card or Purchase Order	Deputy City Manager or any employee exercising delegated authority approval	9
\$15,000 up to \$50,000	IRFQ (Informal Request for Quotation) – three written quotes. Note: A copy of the quotes must be provided to Procurement and Supply for their records.	Deputy City Manager or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000	RFQ	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	11
Up to \$100,000	RFP – note that Irregular Results greater than \$15,000 require Committee and City Council Approval.	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	12
Greater than \$100,000 to \$6,000,000	RFT without an Irregular Result	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	13
Greater than \$6,000,000	RFT	Committee and City Council	13
Greater than \$100,000	All RFP and RFQ/RFT with an Irregular Result	Committee and City Council	11, 12, 13 & 8.10
Up to \$50,000	Single Source or Sole Source	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	14.3, 14.4 & 14.5
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3, 14.4 & 14.5

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$6,000,000	Contract Renewals – previously approved by City Council	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	20.2
Greater than \$6,000,000	Contract Renewals – previously approved by City Council	Committee and City Council	20.2
Up to \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Deputy City Manager or any employee exercising delegated authority approval OR Committee and City Council	20.3, 4.6
Exceeding \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Committee and City Council	20.3, 4.6

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

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

SCHEDULE “A” – Levels of Contract Approval Authority [Continued]

For the Appointment of Professional Consulting Services:

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$100,000	Appointment from Pre- approved List	Deputy City Manager, or delegate	15.2(c)
\$100,000 to the CFTA threshold for goods and services limit as amended.	Proposals invited from 3 Firms on Pre-approved List	City Council	15.2(d)
Greater than the CFTA threshold for goods and services limit as amended.	Two stages: REOI/RFPQ and RFP	City Council	15.2(e)

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

SCHEDULE “B” – Goods and/or Services NOT Subject to this Policy. Qualification for exemption shall be determined by the City Treasurer (or delegate). As per Section 2.11.

1. Training and Education including:
 - i. Conferences, Seminars, Courses and Conventions;
 - ii. Magazines, Subscriptions, Periodicals;
 - iii. Memberships;
 - iv. Staff Development;
 - v. Staff Workshops; and
 - vi. Staff Relations
2. Refundable Employee Expenses in accordance with the Travel and Business Expense Policy.
3. Corporate General Expenses including:
 - i. Payroll and Payroll Deductions;
 - ii. Medicals;
 - iii. Insurance Premiums, Claim Settlements and Adjuster Services;
 - iv. Tax Remittances, GST/HST Cost Recovery Reviews and WSIB Remittances;
 - v. Charges to and from Other Government Agencies;
 - vi. Development Charges;
 - vii. Postage;
 - viii. Advertising as required by the *Municipal Act*;
 - ix. Retirement Recognition Awards;
 - x. Investment Management Services; and
 - xi. Employee Group Benefits, Compensation, Programs, Consulting and Reviews
4. Licenses, certificates and other approvals required.
5. Election materials - The City Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act, R.S.O. 1996, as amended. The City Clerk shall wherever possible be guided by the provisions of this Policy.
6. Ongoing maintenance and actions to maintain present functionality of existing computer hardware and software. All requests for purchases of computer systems (new or additional hardware and software that will be connected to the corporate network) must be reviewed by Information Technology Services and expressly authorized, in writing, by the Director, Information Technology Services (or delegate)
7. Professional and skilled services provided to individuals as part of approved programs within Corporate or Community Services including but not limited to medical services, home care services, counseling services and childcare.
8. Professional and special services up to \$100,000, or defined more specifically in another City by-law or Council Policy, including, but not limited to:
 - i. Additional Non-recurring Accounting and Auditing Services;
 - ii. Public Debenture Sales;

- iii. Realty Services for Lease, Acquisition, Demolition, Sale and Appraisal of Land and Property, including Appraisal and Consulting Services relating to matters of Expropriation;
- iv. Performance / Artist's Fees;
- v. Property Tax Bill Printing and Mailing Services; and
- vi. Integrity Commissioner Services

Professional and special services exceeding \$100,000 must follow the approval process outlined in Schedule "A".

- 9. Utilities - Water and Waste Water, Electricity, Electrical Inspection Services, Phone and Natural Gas.
- 10. Construction work completed by Railways (CN and CP) and billed to the City.
- 11. Urgent Facilities and/or Infrastructure Maintenance/Repairs/Renovations as deemed appropriate by the City Treasurer and/or City Engineer with the concurrence of the City Manager.
- 12. Legal Services and Labour Relations Services as deemed appropriate by the City Solicitor and/or the Deputy City Manager, Enterprise Supports (or delegate) up to \$ 250,000.
- 13. Construction relocations as approved by the City Utilities Co-ordination Committee.
- 14. Services provided for City construction projects within a railway right-of-way as required by the rail authority having jurisdiction.
- 15. Revenue Generation Services provided to or by the City of London with the intent to generate revenue for the City.
- 16. Planning and Development or Re-development Projects to purchase, sell or repurpose property or other City assets.
- 17. Banking Services where covered by agreements and provided either directly by the City's contracted Banking Services provider or by one of the contracted Banking Services provider's strategic partners, affiliates or holdings as deemed appropriate by the City Treasurer and with the concurrence of the City Manager.
- 18. Acquisition, Lease or Sale/Disposal of Real Property are not subject to this Policy. Existing council policies; Real Property Acquisitions Policy, Lease Financing Policy, and Sale and Other Disposition of Land Policy are in place to guide these processes.
- 19. Grant Funding, given to or paid out by the City as per current Council approved Policies for Grants and/or agreements entered into by Council, which provides the criteria for how City of London Grant funding is provided. Grants not covered by these Policies or agreements must be approved by Council.

SCHEDULE “C” – Irregularities Contained in Bids

Irregularity	Response
1. Late bids.	Automatic rejection
2. Insufficient financial security (no bid deposit or insufficient bid deposit).	Automatic rejection
3. Failure to insert the name of the bonding company in the space provided for in the bid documents.	Automatic rejection
4. Failure to provide a letter of agreement to bond/ letter of guarantee where required.	Automatic rejection
5. Incomplete, illegible or obscure bids or bids which contain additions not called for, erasures, alterations, errors or irregularities of any kind.	May be rejected as informal – Mandatory Requirements must be met or Automatic rejection
6. Documents, in which all addenda have not been acknowledged.	Automatic rejection
7. Failure to attend mandatory site visit.	Automatic rejection
8. Bids received on documents other than those provided by the City.	Automatic rejection
9. Failure to insert the bidder’s business name in one of the two spaces provided in the bid documents.	Automatic rejection
10. Conditions placed by the bidder on the total contract price.	Automatic rejection
11. Bids containing minor mathematical errors	<p>a) In a Price per Item bid, if the total price submitted for an item does not agree with the unit price, or the total price is blank, the unit price shall govern, and the total price will be corrected to agree with the unit price multiplied by the quantity.</p> <p>b) If both the unit price and the total price are left blank, then both shall be considered as zero.</p> <p>c) If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity.</p> <p>d) If the total price is left blank for a lump sum item, it shall be considered as zero.</p> <p>e) If the bid documents contain an error in addition and/or subtraction and/or transcription in the approved competitive bid documentation format requested (i.e., not the additional supporting documentation supplied), the error shall be corrected and the corrected total price shall supersede the erroneous total</p>

Irregularity	Response
	price submitted. f) Bid documents containing prices which appear to be so unbalanced as to likely affect the interests of the City adversely may be rejected.

SCHEDULE “D” - Statement of Ethics for Public Purchasers

The Ontario Public Buyers Association’s Code of Ethics is based upon the following tenets and all employees who are authorized to purchase goods and/or services on behalf of the City are to adhere to the following:

1. **Open and Honest Dealings with Everyone who is Involved in the Procurement Process.** This includes all businesses with which this City contracts or from which it purchases goods and/or services, as well as all members of our staff and of the public who utilize the services of the Procurement and Supply Team.
2. **Fair and Impartial Award Recommendations for All Contracts and Tenders.** This means that we do not extend preferential treatment to any supplier, including local companies. Not only is it against the law, but it is also not good business practice, since it limits fair and open competition for all potential suppliers and is therefore a detriment to obtaining the best possible value for each tax dollar.
3. **An Irreproachable Standard of Personal Integrity on the Part of All Those Delegated as Procurement Representatives for This City.** Absolutely no gifts or favours are accepted by the Procurement representatives of this City in return for business or the consideration of business. Also, the Procurement representatives of this City do not publicly endorse one company in order to give that company an advantage over others.
4. **Cooperation with Other Public Agencies in Order to Obtain the Best Possible Value for Every Tax Dollar.** The City is a member of a cooperative Procurement group. Made up of several public agencies, this group pools its expertise and resources in order to practice good Value Analysis and to purchase goods and/or services in volume and save tax dollars.
5. **Continuous Development of Purchasing Skills and Knowledge.** All members of the Procurement and Supply Team take advantage of the many opportunities provided by the Ontario Public Buyers Association to further their knowledge of good public purchasing principles and to maintain excellent skills.

SCHEDULE “E” – Materials Management Guidelines

1. Materials Management and Inventory Control

The Senior Manager, Procurement and Supply (or delegate) shall be solely responsible for the Supply Services of all inventory and warehouse operations at Greenway Pollution Control Plant, A.J. Tyler and Exeter Road Operations centers. A system of materials management and inventory control methods shall be used to maintain an adequate level of commodities to support and supply all Service Areas.

2. Inventory Control System

- a. A physical inventory of stock items shall be taken on a periodic basis.
- b. An adequate allowance for inventory obsolescence shall be maintained.

3. Control of Goods in Use

The Senior Manager, Procurement and Supply (or delegate) may periodically perform a physical count of all goods that are not in inventory but are used and stored by various Service Areas. The Deputy City Manager shall provide any necessary assistance required. As a result of such a review, goods may be placed into inventory, transferred, declared surplus or otherwise disposed.

4. No Separate Procurement of Commodities in Inventory

Commodities which are available from Supply Services inventory, and are suitable for the intended end use, shall not be requisitioned or purchased on a direct charge basis.

5. Disposal of Materials and Equipment Considered to be Obsolete and/or Surplus

- a. All Service Areas shall notify the Senior Manager, Procurement and Supply (or delegate) when items become obsolete or surplus to their requirements. Options to allow for trade-in allowance will be considered when purchasing new equipment, however any trade-in value or salvage value recoverable from a project cannot be used to offset, reduce or change the value of the procurement for purposes of determining the appropriate procurement process to be followed under the Procurement Policy.
- b. The Senior Manager, Procurement and Supply (or delegate) shall be responsible for ascertaining if the items can be of use to another civic Service Area rather than disposed of.
- c. Items that are not claimed for use by another Service Area may be disposed of by:
 - i. General advertising to secure sealed bids,
 - ii. public sale or auction,
 - iii. direct negotiation where proceeds will not be less than net book value of asset, or
 - iv. other disposition options most suitable for the equipment or material involved in the opinion of the Senior Manager, Procurement and Supply (or delegate).
- d. Auctions are held as required dependent upon individual circumstances such as delivery of replacement items and storage capacity.
- e. The revenue from the sale of obsolete material shall be credited to the appropriate account(s).

6. Periodic Bids for Auctioneer Services

The Senior Manager, Procurement and Supply (or delegate) is authorized to obtain sealed bids for auctioneer services on a periodic basis from qualified auctioneers.

7. Disposal of Materials and Equipment Considered to be Scrap

- a. Where scrap material is available for disposal, the relevant area Manager shall inform the Senior Manager, Procurement and Supply (or delegate) who shall be responsible for the disposal of all scrap material belonging to the City.
- b. The Senior Manager, Procurement and Supply (or delegate), after determining the value and possible alternate uses of the scrap material, may dispose of the material by:
 - i. general advertising to secure sealed bids;
 - ii. direct contact with the appropriate dealers to view the scrap and submit offers to purchase;
 - iii. public sale or auction; or
 - iv. other disposition methods as deemed appropriate.
- c. The revenue from the sale of scrap material shall be credited to the appropriate account(s).

Appendix C33

Bill No.
2023

By-law No. CPOL.-123()-____

A by-law to amend By-law No. CPOL.-123-375, as amended, being “Promotion of Products or Services to City Employees”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-123-375, as amended, being “Promotion of Products or Services to City Employees”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-123-375, as amended, being “Promotion of Products or Services to City Employees”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Promotion of Products or Services to City Employees

Policy Name: Promotion of Products or Services to City Employees

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-123-375); Amended July 24, 2018 (By-law No. CPOL.-123(a)-378); Amended August 10, 2021 (By-law No. CPOL.-123(b)-248); Amended July 25, 2023 (By-law No. CPOL.-123()-____)

Last Review Date: July 25, 2023

Service Area Lead: Manager, Rewards and Recognition

1. Policy Statement

- 1.1 To establish a consistent approach to promote products or services to employees of The Corporation of the City of London ("City").

2. Definitions

Not applicable.

3. Applicability

- 3.1 This policy applies to individuals, groups, and companies wishing to promote products or services to City employees.
- 3.2 City sponsored programs such as corporate wellness programs, technology purchasing programs, or any other promotions or sponsorships approved in writing by the City Manager are excluded under this policy.

4. The Policy

4.1 General Guidelines

- a) Individuals, groups, and companies wishing to promote products or services must request and complete a [Request to Promote Products or Services to City Employees](#) form.
- b) Completed forms must be submitted to the People Services Division for review. A cross-functional team, which may include representatives from Finance, Communications, People Services and Legal, will review the forms quarterly for suitability and ensuring any offer:
- i) Is made available to all employees.
 - ii) Adheres to City Policies; including, but not limited to, the [Procurement of Goods and Services Policy](#), [Code of Ethics](#), [Respectful Workplace Policy](#) and [Corporate Identity Policy](#).
 - iii) Does not place the City in any type of financial risk.
- c) The cross-functional team approves the notice of any promotion for posting on the City's intranet.
- d) Promotional events or direct solicitation is not allowed in City owned or occupied facilities.

Appendix C34

Bill No.
2023

By-law No. CPOL.-273()-____

A by-law to amend By-law No. CPOL.-273-251, as amended, being “Public Access During Council and Standing Committee Meetings”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-273-251, as amended, being “Public Access During Council and Standing Committee Meetings”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-273-251, as amended, being “Public Access During Council and Standing Committee Meetings”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Public Access During Council and Standing Committee Meetings

Policy Name: Public Access During Council and Standing Committee Meetings

Legislative History: Adopted June 26, 2018 (By-law No. CPOL.-273-251); Amended July 25, 2023 (By-law No. CPOL.-273()-___)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes the responsibilities and procedures for public access during City Council and Standing Committee meetings, in order to ensure the safety of all attendees and proper decorum during meetings.

2. Definitions

For the purposes of this policy,

- 2.1 **Chair** – means the person presiding at a Council or a Standing Committee meeting.
- 2.2 **City** – means The Corporation of the City of London.
- 2.3 **Council** – means the Council of The Corporation of the City of London.
- 2.4 **Meeting** – means any regular, special or other meeting of the Council or standing committee, where:
- a) a quorum of members is present; and
 - b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or standing committee.
- 2.5 **Meeting Room** – means the room in which a Council or Standing Committee meeting is being held.
- 2.6 **Standing Committee** – refers to one or more of the following committees: the Civic Works Committee, the Community and Protective Services Committee, the Corporate Services Committee, the Planning and Environment Committee and the Strategic Priorities and Policy Committee.

3. Applicability

- 3.1 This policy applies to all persons attending a public City Council or Standing Committee meeting.

4. The Policy

4.1 Roles and Responsibilities

- a) The Chair is responsible for ensuring that meeting attendees conduct themselves with proper decorum at all times, and that there is a safe and respectful meeting environment, pursuant to the procedures outlined in the Council Procedure By-law.
- b) The City Clerk, or their designate, is responsible for providing legislative and secretariat support at a City Council or Standing Committee meeting.
- c) The Director, Emergency Management and Security, or their designate, is responsible for ensuring the physical safety of the meeting room and its

occupants.

4.2 Procedures

4.2.1 Prior to the Commencement of a Meeting

- a) Approximately 15 minutes prior to the commencement of a meeting the City Clerk, or their designate, shall ensure that the entry door(s) to the public viewing area of the room in which the meeting is being held is unlocked.
- b) Corporate Security shall ensure that the entry door(s) to the public viewing area of the room in which the meeting is being held is propped open, once it is unlocked by the City Clerk, or their designate.

4.2.2 Decorum During a Meeting

In the event that any person(s) attending a meeting conducts themselves in a manner that is not in keeping with proper decorum, the Chair shall follow the steps outlined in Part 2 section 9 and/or section 17 of the Council Procedure By-law, as applicable, in order to restore decorum, which could ultimately result in the removal of that person(s) from the meeting.

4.2.3 Immediate or Impending Threat to Safety

- a) If, at any time, the Director, Emergency Management and Security, or their designate, identifies an individual(s) as being an immediate or impending threat to the safety of themselves or other meeting attendees, steps will be taken to neutralize the threat and remove the individual(s) from the meeting, without warning. The Chair shall suspend the meeting until the immediate threat is contained and order is restored. No other person(s) shall be permitted to enter the meeting until such time as the threat is contained and order is restored, in order to mitigate risk to the safety of other persons. Members of the public wishing to enter the meeting will be advised by a City representative that there is a disruption and that entry to the meeting is temporarily suspended, for their personal safety. Once the disruption has been resolved, meeting attendees will be permitted to enter the meeting and the meeting shall resume.
- b) If, at any time, there is an immediate or impending fire, structural failure, weather event or other environmental threat to the safety of meeting attendees, the Chair shall suspend the meeting, the meeting room will be evacuated so that attendees can move to a safe location, and no further individuals shall be permitted into the meeting room until such time as the threat to safety has been resolved. In the event the threat is likely to be present for an extended period of time, the Chair, upon consultation with the City Clerk, or their designate, and the Director, Emergency Management and Security, or their designate, may postpone consideration of any unfinished business to a future date and/or time.

4.2.4 Room Capacity

- a) For purposes of compliance with the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4 O. Reg 213/07 the five committee meeting rooms in City Hall have a capacity of 60 people. Council Chambers on the main level has a capacity of 90 people, while the Council Chambers public gallery has capacity for an additional 90 people.

- b) In accordance with the Council Procedure By-law, no person shall be allowed to enter the main floor of the Council Chambers during meetings without the leave of the Chair, except members, employees of the Corporation, individuals invited to the main floor, and those representatives of the media who have appropriate identification to the satisfaction of the City Clerk.
- c) The Director, Emergency Management and Security, or their designate, shall advise the City Clerk, or their designate, if the meeting room capacity has been exceeded. If such is the case, the City Clerk, or their designate, shall make the necessary arrangements to have an overflow room(s), if available, opened for members of the public, who would otherwise exceed the meeting room capacity, to observe the meeting via live video stream. Security personnel will then direct any members of the public in excess of meeting room capacity, to the overflow room(s).
- d) In the event that an overflow room(s) is not available, or has reached its capacity, the Director, Emergency Management and Security, or their designate, shall create a staging area in an appropriate area within the building the meeting is being held, where members of the public will be held until such time as room becomes available in either the meeting room or an overflow room.
- e) In the event that the number of members of the public waiting to enter a meeting is of a size that is too large to be accommodated as provided for in part d), above, the Director, Emergency Management and Security, or their designate, after consultation with the City Clerk or their designate, will advise members of the public that the indoor staging area, overflow rooms(s) and meeting room are at capacity and request members of the public to wait outside of the building until such time as capacity becomes available.
- f) No group of individuals will be allowed to enter a meeting if the number of individuals within that group will create a situation where the room capacity is exceeded. The group may be divided into smaller groups in order to ensure that, upon being granted entry, room capacity is not exceeded.
- g) The Director, Emergency Management and Security, or their designate, shall inform the City Clerk, or their designate, of the status of capacity throughout the meeting, unless it is otherwise evident that capacity is not being exceeded. The City Clerk, or their designate, will keep the Chair apprised if capacity is exceeded, so that the Chair can, if necessary, encourage members of the public to leave once their item is addressed, in order to make room for other members of the public to enter the meeting for their item(s) of interest.

4.2.5 Protests

In the event that the Director, Emergency Management and Security, or their designate, have reasonable grounds to believe that a person or group of persons may be attending a meeting in order to disrupt its proceedings or threaten the safety of meeting participants, the Director, Emergency Management and Security, or their designate, may take reasonable measures, including, but not limited to prohibiting that person or group of persons from entering the building and will, as soon as is reasonably possible, advise the Chair via the City Clerk, or their designate, of this action.

4.2.6 Prohibited Objects

- a) The following objects are prohibited from being brought into meetings, due to safety concerns:
 - i) weapons (guns, knives, slingshots, explosives, etc.)
 - ii) projectiles
 - iii) large, unwieldy objects (i.e. sign posts)
 - iv) any other item determined by the Director, Emergency Management and Security, or their designate, to pose a risk to the safety of meeting attendees.

- b) Any person who arrives to attend a meeting with a prohibited object(s) may be denied entry to the meeting. The Director, Emergency Management and Security, or their designate, may, at their own discretion, agree to hold the prohibited object(s), if that object(s) is otherwise legal to carry, for the person for the duration of the individual's attendance at the meeting, thus permitting the individual to enter the meeting. The prohibited object(s) will be returned to the individual after the individual has left the meeting.

4.2.7 Prohibited Access

Prohibition of access to a meeting by banning entry to the building and/or meeting room shall be authorized by the Director, Emergency Management and Security, or their designate and who will, as soon as is reasonably possible, seek the concurrence of the meeting Chair, via consultation with the City Clerk, or their designate, of this action.

4.2.8 Off-Site Meetings

When it is necessary to hold meetings at a venue outside of City Hall, a crowd control plan will be developed specific to the alternate venue by the Director, Emergency Management and Security, or their designate, in consultation with the City Clerk, or their designate. The City Clerk shall ensure the meeting Chair is advised of the crowd control plan.

4.2.9 Trespass Notices

The Director, Emergency Management and Security, or their designate, has the authority to issue Trespass Notices pursuant to the *Trespass to Property Act, 1990, c.T.21*, as amended, to restrict access to individuals who are deemed to be of a safety risk to the Members of Council, the Civic Administration or members of the public, to any property owned, leased or otherwise occupied by the City.

4.3 General Provisions

Nothing in this policy restricts the Director, Emergency Management and Security, or their designate, from taking reasonable measures to ensure the safety and security of any property owned, leased or otherwise occupied by the City, and the persons occupying that property. Where such measures relate to a meeting, the Director, Emergency Management and Security will consult with the applicable meeting Chair, via the City Clerk or their designate, with respect to the safety and security measures being put in place for the protection of all meeting participants.

Appendix C35

Bill No.
2023

By-law No. CPOL.-295()-____

A by-law to amend By-law No. CPOL.-295-286, being “Public Art / Monument Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-295-286, being “Public Art / Monument Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-295-286, being “Public Art / Monument Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Public Art / Monument Policy

Policy Name: Public Art / Monument Policy

Legislative History: Enacted June 26, 2018 (By-law No. CPOL.-295-286); Amended July 25, 2023 (By-law No. CPOL.-295(_____))

Last Review Date: July 25, 2023

Service Area Lead: Manager of Culture Services

1. Policy Statement

1.1. The City of London supports the display of art/monuments on municipally owned or occupied public space that will strengthen the natural assets of the city, provide unique attractions and act as a constant delight to residents and visitors to London. Public art/monuments celebrate and honour our culture, history, people, events, and locations while enhancing our economic vibrancy. Public art/monuments impact many aspects of community living. Public art/monuments enrich daily life through visual experiences and attracts people to art-enriched places.

1.2. Principles

Public art/monuments are significant to the City of London because they:

- enrich public spaces for the enjoyment of all;
- serve the city as a whole;
- engage the community, and visitors;
- promote London as a unique destination;
- can yield proven economic benefits;
- demonstrate excellence and a wide range of artistic expression;
- may provide opportunities for local/provincial/national/international artists/creators/practitioners of traditional arts and historians to participate in public art/monument projects;
- are integrated conceptually and physically into the local context;
- may foster opportunities for shared experiences;
- are relevant to London and Londoners;
- are accessible with daily living, work, and play;
- support place making and neighbourhood revitalization;
- commemorate events of local, national and provincial significance;
- are a part of major capital investment projects in London;
- recognize outstanding achievements of Londoners or their community;
- are presented in a manner that responds to their unique requirements for care, conservation and safety; and,
- are preserved for the enjoyment of future generations through the City of London ten-year Capital Lifecycle Maintenance Program and the use of specialized consultant conservators and/or artist/creators.

1.3. Purpose of Public Art / Monument Policy

The primary purpose of this Policy is to provide a mechanism through which the City of London acquires significant pieces of public art/monuments for municipally owned public space through their purchase, commission, or donation. The City may authorize public art/monuments that it does not own to be placed on municipally owned public space through an agreement between the City of London and the owner of the public art/monuments.

2. Definitions

2.1. **Municipally owned public space** – areas frequented by the general public that are owned or occupied by the City of London. Municipally owned public space includes, but is not limited to, parks, road allowances, tunnels, boulevards,

streets, courtyards, squares and bridges, as well as building exteriors, foyers, concourses and significant interior public areas of municipal buildings.

- 2.2. **Professional Artist** – a person who is critically recognized as an artist: they possess skill, training and/or experience in an artistic discipline, are active in and committed to their art practice and has a history of public presentation.
- 2.3. **Public Art/Monuments** – works that are displayed on municipally-owned public space.

Public art/monuments are intended to contribute positively to London's urban space by providing landmarks, defining meeting places, injecting humour, speaking of history and reminding us of greatness. It is hoped that works of public art/monuments on municipally owned public space will be viewed by citizens and visitors with a keen sense of pleasure, community pride, wonder or curiosity and lend a feeling of satisfaction that these works are "ours", that they help to define "us" and that they belong to this community.

Public art/monuments may include, but are not limited to:

- a) sculpture;
- b) murals;
- c) memorials, monuments, historic objects or artifacts such as the Cenotaph, cannons etc.;
- d) fountains or water features that contribute aesthetically to their surroundings (i.e. not spray pads);
- e) hard and soft landscaping components which are not a mere extension of the landscape architecture;
- f) special engineering or architectural features of existing capital projects that contribute aesthetically to their surroundings; and,
- g) community public art related to neighbourhood beautification.

Public art/monuments may be integrated into the design of the site, buildings and landscapes in publicly accessible and visible areas of a site. These areas can include the walls, floors and ceilings or other publicly accessible open space such as plazas, forecourts, courtyards, colonnades or setbacks.

When integrated, public art must retain an interpretative aspect, as determined by the commissioned artist, and not be a mere extension of the design of the architecture, landscape architecture, interior design, etc. of the new development.

3. Applicability

- 3.1. This Policy is applicable to both permanent and temporary installations of public art/monuments. Permanent works include fixed works which, due to their weight and size, become an integral component of any municipally owned public space, in terms of structure, design context, or neighbourhood. Temporary works include works created for a specific event or place for a specific occasion and timeframe. The City of London has the authority to determine the length of time works will be displayed on municipally owned public space.

3.2. Public Art/Monument Exclusions

Examples of public art/monuments that are excluded under the scope of this policy are:

- a) directional elements such as super graphics, signage or colour coding, except where these elements are integral parts of the original works or public art/monuments project;
- b) objects which are mass-produced of standard design such as playground equipment, or statuary objects; and,
- c) landscape architecture and landscape gardening except where these

elements are an integral part of the original work of art/monument or are the result of collaboration among design professionals including at least one artist.

4. The Policy

4.1. Administering Public Art/Monuments Program

The Public Art/Monuments Program will be administered by the City of London's Culture Services Division. Culture Services may delegate responsibility for specific aspects of the program such as the selection process, implementation, maintenance and conservation/restoration to other City service areas or knowledgeable community cultural organizations.

4.2. Maintenance and Conservation/Restoration

Culture Services, in conjunction with Environment and Infrastructure, will oversee the maintenance, conservation/restoration of public art/monuments through the City of London ten-year Capital Lifecycle Maintenance Program and the use of specialized consultant conservators and/or artist/creators.

4.3. De-Accessioning Public Art/Monuments

Culture Services will consider candidates for the de-accessioning of permanent and temporary public art/monuments. The de-accessioned art/monuments may be moved, sold, returned to the artist or destroyed, with any monies received through the sale of art/monuments being placed in the Cultural Prosperity Reserve Fund.

4.4. Placement of Outdoor Art/Monuments on Privately-Owned Space

Though not addressed specifically in this Policy, the City of London believes in encouraging the inclusion of outdoor art/monuments in privately-owned space across the city. It is recognized that these works have significant appeal and can contribute to the identity and character of our community. The City will encourage the private sector through bonusing and other donation mechanisms to contribute to the Public Art/Monuments Program.

Appendix C36

Bill No.
2023

By-law No. A.-6151()-____

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “E” - “Public Notice Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “E” - “Public Notice Policy”;

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

1. By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “E” - “Public Notice Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “E” to this by-law.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule “E”

Public Notice Policy

Policy Name: Public Notice Policy

Legislative History: Adopted December 17, 2007 (By-law No. A.-6151-17); Amended July 22, 2008 (By-law No. A.-6151(a)-267); Amended October 3, 2017 (By-law No. A.-6151(q)-486); Amended (By-law No. A.-6151(u)-419); Amended August 10, 2021 (By-law No. A.-6151(aa)-220 (Schedule E)); Amended July 25, 2023 (By-law No. A.-6151()-____)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

1.1 City Council and the Civic Administration acknowledge the importance of having an informed public. This commitment is delineated in the City Council’s values of:

- Inclusivity and Respect
- Accountability and Trust
- Compassion
- Teamwork and Collaboration
- Commitment and Drive
- Learning
- Financial Stewardship.

This policy describes the circumstances in which notice shall be provided to the public and the form, manner, and times notice shall be given as required under section 270(1)4 of the *Municipal Act, 2001*, S.O. 2001, c. 25

2. Definitions

For the purpose of this policy,

2.1 “**City**” –means The Corporation of the City of London

2.2 “**Council**” - means the Council of The Corporation of the City of London

2.3 “**Newspaper**” - means a document that:

- a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public; and
- b) consists primarily of news of current events of general interest

2.4 “**Website**” means the City of London official website at www.london.ca

3. Applicability

3.1 This policy shall apply to notice provided by the City to the public on various matters.

4. The Policy

4.1 Notice to the public shall be provided in the circumstances and in the form, manner, and times as follows:

- a) All circumstances set out in Appendix “A”, attached, in the form, manner and times as set out in Appendix “A”;
- b) If required by any Act or Regulation, in the form, manner and times as prescribed in the Act or Regulation;
- c) If required by another by-law, in the form, manner and times as set out in the said by-law;

- d) If directed by City Council, in the form, manner and times as specified by City Council; or
 - e) In circumstances where, in the opinion of the City Clerk, notice is reasonable and necessary, in the form, manner and times as determined by the City Clerk.
- 4.2 No additional notice shall be required for subsequent meetings where a matter has been deferred or referred to a subsequent meeting by the Council or a Standing Committee of the Council.
- 4.3 The notice requirements under this policy are minimum requirements and the City Clerk may give notice to the public in an extended manner if, in the opinion of the City Clerk, the extended manner is reasonable and necessary in the circumstances.
- 4.4 Where any of the form, manner or times of notice are not specified in Appendix "A", an Act, Regulation or by-law, or where City Council directs that notice be given under section 4.1(d), or the City Clerk determines that notice be given under section 4.1(e), the form, manner or times of notice shall be determined by the City Clerk.

PUBLIC NOTICE POLICY - APPENDIX A

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<p>BUDGET (Section 291 <i>Municipal Act, 2001</i>)</p> <p>Adoption of Multi-year Operating, Capital, Water and Wastewater Budgets of the City</p> <p>Budget public participation meeting(s)</p>	<p>Notice of Intent to adopt the budget.</p> <p>Notice of public participation meeting(s) with respect to the adoption of the budget.</p>	<p>Notice of intent to adopt the budget shall be posted on the City’s website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Council meeting at which the budget will be considered for adoption.</p> <p>Notice of any public participation meetings with respect to the budget shall be posted on the City’s website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the public participation meeting.</p>
<p>SCHEDULE OF MEETINGS – REGULAR AND SPECIAL (Section 238(2)(2.1), <i>Municipal Act, 2001</i>)</p> <p>Annual Schedule of Regular Council, and Standing Committee Meetings</p> <p>(Section 240, <i>Municipal Act, 2001</i>)</p> <p>Special meetings of Council and Special Standing Committee Meetings</p>	<p>Public notice to advise of the annual schedule of regular meetings of Council and Standing Committees.</p> <p>Public notice to advise of special meetings of Council, and/or Standing Committees.</p>	<p>Notice of the annual schedule of regular meetings of Council and Standing Committees shall be posted on the City’s website in accordance with the Council Procedure By-law.</p> <p>Notice of any special meetings of Council and/or Standing Committees outside of the annual schedule of regular meetings shall be posted on the City’s website in accordance with the Council Procedure By-law.</p>

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<p>FEE OR CHARGE BY-LAW (Section 391, 400(f), <i>Municipal Act</i>, 2001)</p>	<p>Public notice required to advise of a minimum of one Standing Committee meeting to consider the enactment of a fee or charge by-law. The notice shall specify when and where information in regard to such a by-law may be obtained.</p> <p>Public notice required to advise of a Council meeting to consider the enactment of fees and charges by-laws regarding items in the Multi-year Property Tax-Supported Budget and Multi-year Water Services and Wastewater and Treatment Budgets.</p>	<p>Notice to advise of a Standing Committee meeting to consider the enactment of a fee or charge by-law shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the meeting at which the fee or charge by-law is to be considered.</p> <p>Notice to advise of a Council meeting to consider the enactment of fees and charges by-laws regarding items in the Multi-year Property Tax-Supported Budget and Multi-year Water Services and Wastewater and Treatment Budgets shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Council meeting at which the fee or charge by-law is to be considered.</p>
<p>SEIZURE OF PERSONAL PROPERTY – PUBLIC AUCTION Seizure of Personal Property by City Treasurer to recover taxes and costs of the seizure. (Section 351(8), <i>Municipal Act</i>, 2001)</p>	<p>Subject to certain conditions, the Treasurer or their agent may seize personal property to recover taxes and costs of the seizure. The Treasurer or their agent is required to give the public notice of the time and place of public auction and of the name of the person whose personal property is to be sold.</p>	<p>The Treasurer or Treasurer's agent shall give notice of the time and place of public auction of seized personal property to recover taxes and costs of the seizure, together with the name of the person whose personal property has been seized. Notice shall be published once in a newspaper of general circulation in the City of London at least 14 days prior to the auction.</p> <p>One notice sent by regular pre-paid mail to the sheriff, bailiff, assignee, liquidator, trustee or licensed trustee in bankruptcy a minimum of 21 days prior to the auction.</p>

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<p>PROPOSAL TO RESTRUCTURE THE MUNICIPALITY (Section 173, <i>Municipal Act, 2001</i>)</p>	<p>Public notice to advise of the holding of a public meeting before Council votes on whether to support or oppose a restructuring proposal.</p>	<p>Notice to advise of a public meeting to consider a restructuring proposal shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the public meeting at which the restructuring is to be considered.</p>
<p>CHANGE OF NAME OF MUNICIPALITY (Section 187, <i>Municipal Act, 2001</i>)</p>	<p>Public notice to advise of the holding of a Standing Committee meeting to consider the enactment of a by-law to change the municipality's name.</p>	<p>Notice to advise of a Standing Committee meeting to consider the enactment of a by-law to change the municipality's name shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.</p>
<p>DISSOLUTION OR CHANGE TO LOCAL BOARD (Section 216, <i>Municipal Act, 2001</i>)</p>	<p>Notice to a local board required to advise of Standing Committee meeting to consider the enactment of a by-law to dissolve or change the local board.</p>	<p>One notice sent by regular, prepaid mail to the local board a minimum of 14 days prior to the Standing Committee meeting.</p>
<p>CHANGES TO COMPOSITION OF COUNCIL (Section 217, <i>Municipal Act, 2001</i>)</p>	<p>Public notice required to advise of the holding of a public meeting by the Standing Committee designated by Council to consider the matter prior to Council's consideration of changes to the composition of Council.</p>	<p>Notice to advise of the holding of a public meeting by the Standing Committee designated by Council to consider the matter prior to Council's consideration of changes to the composition of Council, shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.</p>

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<p>ESTABLISHMENT OF WARDS (Section 222, <i>Municipal Act, 2001</i>)</p>	<p>Public notice required to advise of the Standing Committee designated to first consider the matter prior to the Council's consideration of the enactment of a by-law dividing or re-dividing the wards or dissolving wards.</p>	<p>Notice to advise of a meeting of the Standing Committee designated to first consider the matter prior to the Council's consideration of the enactment of a by-law dividing or re-dividing the wards or dissolving wards, shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.</p> <p>Notice advising of the passing of a by-law dividing or re-dividing the wards or dissolving wards shall be published once in a newspaper of general circulation in the City of London within 15 days of the passing of the by-law, specifying the last day for filing a notice of appeal.</p>
<p>NEW PROCEDURE BY-LAW (Section 238, <i>Municipal Act, 2001</i>)</p>	<p>Public notice required to advise of a Standing Committee meeting to consider enactment of a new Council Procedure By-law or revisions to the existing Council Procedure By-law.</p>	<p>Notice to advise of a Standing Committee meeting to consider the enactment of a new Council Procedure By-law or revisions to the existing Council Procedure By-law shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.</p>

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
LICENSING BY-LAW (Section 151, <i>Municipal Act, 2001</i>)	Public notice required to advise of the intention to consider the enactment of a licensing by-law.	Notice to advise of a Standing Committee meeting to consider the enactment of a licensing by-law shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter is to be considered.
NAMING OR RENAMING OF A HIGHWAY OR PRIVATE ROAD (Section 11(3), <i>Municipal Act, 2001</i>)	Public notice required to advise of the intention to pass a by-law naming or re-naming a private road.	Notice of the intention to pass a by-law to name or rename a private road shall be posted on the City's website and shall also be published once in a newspaper of general circulation in the City of London at least 7 days in advance of the Standing Committee meeting at which the matter will be considered.
HIGHWAY CLOSURE OR PERMANENT ALTERATION – ACCESS DENIED TO ANY PROPERTY	Public notice required to advise all affected property owners of a Standing Committee meeting to consider the enactment of a by-law to close or permanently alter a highway when such closure or permanent alternation would deny access to a property.	One notice sent by registered mail to the last known address of the affected property owner(s), a minimum of 14 days before the Standing Committee meeting.
SALE AND OTHER DISPOSITION OF LAND	Public notice required to advise of the intention to sell or otherwise dispose of municipally owned land.	Notice shall be in accordance with the Sale and Other Disposition of Land Policy.

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<p>LOW IMPACT PLANNED LIFECYCLE RENEWAL/REPLACEMENT/MAINTENANCE FOR RECREATION FACILITIES AND PARKS INITIATIVES, PROJECTS AND DEVELOPMENTS - AMENITIES AND/OR SMALL STRUCTURES THAT REQUIRE CANCELLATION OF EVENT(S) OR PROGRAM(S) OR RESULTS IN A TEMPORARY CLOSURE OF MORE THAN ONE DAY</p>	<p>Public notice to advise users and/or public of the commencement of construction and temporary closure of the space.</p>	<p>Signage onsite a minimum of 2 weeks prior to commencement of work. Notice will indicate nature of work, estimated timing of construction and contact information.</p>
<p>REPURPOSING OF EXISTING RECREATION FACILITIES OR PARKS ON A LONG TERM OR PERMANENT BASIS.</p>	<p>Public notice to advise users and public of the commencement of construction and temporary closure of the facility or park and of the intended repurposing.</p>	<p>Signage on site, notice posted on the City's website, written notice to the Ward Councillor, Community Association and neighbours within 200 meters of site 6 weeks prior to commencement of work.</p> <p>Notice will indicate nature of work, estimated timing of construction and contact information.</p>
<p>NEW PARKS</p>	<p>Public notice to advise users, the public and neighbours of the commencement of construction of new parks.</p>	<p>Signage on site, notice posted on the City's website, written notice to the Ward Councillor, Community Association and neighbours within 200 meters of site a minimum of 2 weeks prior to commencement of work.</p>
<p>NEW RECREATIONAL FACILITIES</p>	<p>Public notice to advise of the commencement of construction of a new facility.</p>	<p>Signage onsite and notice on the City's website indicating the intention to construct a new facility 3 months in advance of commencement of construction.</p>

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
PARKS AND RECREATION MASTER PLAN AND SPORT STRATEGIES (e.g., SKATEPARK STRATEGY, DOGS OFF LEASH STRATEGY)	Public notice to advise of the intention to develop a city-wide initiative or strategy.	Notification published once in a newspaper of general circulation in the City of London and on the City's website of the intention to start development of an initiative or strategy.
UNUSUAL CIRCUMSTANCES – RECREATIONAL FACILITIES, PARKS OR STRUCTURES Emergency situations may occur, and in particular when a health and safety concern arises, immediate action is necessary and notification cannot occur prior to the commencement of such work.	No requirement of notice in emergency circumstances.	No notification will be given prior to commencement of emergency work.
ENVIRONMENTAL ASSESSMENT TERMS OF REFERENCE	Public notice to advise of a Standing Committee meeting to consider the approval of Terms of Reference for an Environmental Assessment and to make the draft Terms of Reference available to the public. Terms of Reference for Environmental Assessments are undertaken when required by provincial legislation.	Notice to advise of a Standing Committee meeting to consider the approval of draft Terms of Reference for an Environmental Assessment shall be posted on the City's website at least 30 days in advance of the Standing Committee meeting at which the matter is to be considered, and a copy of the draft Terms of Reference shall be available on the City's website during the notice period.
MUNICIPAL MANAGEMENT OF NEW PRIVATE COMMERCIAL PARKING LOT (Traffic and Parking By-law PS-114)	Public notice to advise of intention to implement new municipally managed private commercial parking lot.	Notice of intent shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least seven days in advance of the committee meeting.

Circumstance	Summary of Requirement	Form, Manner and Times Notice to be Given
<p>NOTICES REQUIRED UNDER THE ONTARIO HERITAGE ACT Part IV and Part V)</p>	<p>Any notice required under Part IV or Part V of the Ontario Heritage Act shall be published in a newspaper having general circulation in the municipality.</p>	<p>Notice shall be published once in a newspaper of general circulation in the City of London for the first available publishing date after Council's decision.</p>
<p>LOCAL IMPROVEMENT CHARGES BY-LAW <i>(Municipal Act; O.Reg 586/06)</i></p>	<p>Before passing a by-law to undertake a work as a local improvement under section 5 or section 36.6(1) of the <i>Municipal Act</i>, the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged.</p>	<p>Notice of intent shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least seven days in advance of the Council meeting.</p>

Appendix C37

Bill No.
2023

By-law No. CPOL.-387()-____

A by-law to amend By-law No. CPOL.-387-94, being “Public Registry Declaration of Interest for Local Boards”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-387-94, being “Public Registry Declaration of Interest for Local Boards”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-387-94, being “Public Registry Declaration of Interest for Local Boards”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Public Registry Declaration of Interest for Local Boards

Policy Name: Public Registry Declaration of Interest for Local Boards

Legislative History: Adopted March 26, 2019 (By-law No. CPOL.-387-94); Amended July 25, 2023 (By-law No. CPOL.-387()-___)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes a process to implement the requirement for Members of Local Boards to submit written statements regarding disclosure of interests and the creation of a registry of the written statements to be available for public inspection in accordance with sections 5.1 and 6.1 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy applies to all Members of Local Boards.

4. The Policy

- 4.1 Any Member of a Local Board who discloses an interest in accordance with section 5 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50 shall, as soon as possible afterwards, file a written statement of the interest and its general nature, with the Secretary of the Local Board.
- 4.2 The Secretary of the Local Board shall establish and maintain a registry in which shall be kept:
- a) a copy of each statement filed by a Member of a Local Board under section 5.1 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50; and,
 - b) a copy of each declaration of interest recorded by the Secretary of the Local Board under section 6 of the *Municipal Conflict of Interest Act*, RSO 1990, c M.50 in the minutes of a meeting that is open to the public.
- 4.3 The registry shall be available for public inspection 8:30 AM to 4:30 PM, Monday to Friday, with the exception of statutory holidays or other periods when the Local Board's Office is not open to the public.
- 4.4 The registry will be made available for public inspection in both hard copy format and an electronic format uploaded to the Local Board's website, where applicable.

Appendix C38

Bill No.
2023

By-law No. CPOL.-30()-____

A by-law to amend By-law No. CPOL.-30-226, as amended, being “Reduced Rental Rates for Non-Profit Groups”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-30-226, as amended, being “Reduced Rental Rates for Non-Profit Groups”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-30-226, as amended, being “Reduced Rental Rates for Non-Profit Groups”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Reduced Rental Rates for Non-Profit Groups

Policy Name: Reduced Rental Rates for Non-Profit Groups

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-30-226); Amended June 26, 2018 (By-law No. CPOL.-342-333); Amended August 10, 2021 (By-law No. CPOL.-30(a)-233); Amended July 25, 2023 (By-law No. CPOL.-30()-____)

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

The purpose of this policy is to formalize and clarify practices on the rental of Centennial Hall to non-profit groups.

2. Definitions

Not Applicable.

3. Applicability

This policy applies to all non-profit organizations that are booking events at Centennial Hall.

4. The Policy

A policy establishing that the rental of the auditorium to non-profit organizations which book a series of events, in advance, (at least six events per calendar year) and which require a very limited amount of set-up and maintenance is at a reduced rate. Such reduced rates will be included in the Fees & Charges By-law as approved annually by City Council.

Appendix C39

Bill No.
2023

By-law No. CPOL.-70()-___

A by-law to amend By-law No. CPOL.-70-302, as amended, being “Remuneration for Elected Officials and Appointed Citizen Members Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-70-302, as amended, being “Remuneration for Elected Officials and Appointed Citizen Members Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-70-302, as amended, being “Remuneration for Elected Officials and Appointed Citizen Members Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Remuneration for Elected Officials and Appointed Citizen Members Policy

Policy Name: Remuneration for Elected Officials and Appointed Citizen Members Policy

Legislative History: Adopted August 22, 2017 (By-law No. CPOL.-70-302); Amended July 24, 2018 (By-law No. CPOL.-70(a)-408); Amended July 25, 2023 (By-law No. CPOL.-70()___)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy establishes how the remuneration for City of London elected officials and appointed citizen members of local boards and commissions, where such remuneration is paid by the City of London, is adjusted.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to City of London elected officials and appointed citizen members of local boards and commissions whose remuneration is paid by the City of London.

4. The Policy

- 4.1 The remuneration for City of London appointed citizen members of local boards and commissions, where stipends are paid by the City of London, shall be adjusted annually on January 1st by the percentage increase reflected in the Labour Index (monthly Index, Table 3), on the understanding that:
- a) if such an index reflects a negative percentage, the annual adjustment to the remuneration for City of London appointed citizen members will be 0%; and
 - b) if the Labour Index (monthly Index, Table 3) has increased by a percentage greater than the Consumer Price Index, Ontario, the annual percentage increase in the remuneration for appointed citizen members will be no greater than the increase in the Consumer Price Index, Ontario; and
 - c) in those years where non-union staff wages are frozen, no increase shall be applied.
- 4.2 The remuneration for City of London elected officials shall be adjusted annually on January 1st by the average annual variation in median full-time employment income determined from published Census data over the most recent census period, on the understanding that:
- a) if such an average reflects a negative percentage, the annual adjustment to the remuneration for City of London elected officials will be 0%; and
 - b) in those years where non-union staff wages are frozen, no increase shall be applied.

Appendix C40

Bill No.
2023

By-law No. CPOL.-182()-____

A by-law to amend By-law No. CPOL.-182-434, as amended, being “Rental of Lands for Billboards”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-182-434, as amended, being “Rental of Lands for Billboards”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-182-434, as amended, being “Rental of Lands for Billboards”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Rental of Lands for Billboards

Policy Name: Rental of Lands for Billboards

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-182-434); Amended July 24, 2018 (By-law No. CPOL.-182(a)-441); Amended July 25, 2023 (By-law No. CPOL.-182()-____)

Last Review Date: July 25, 2023

Service Area Lead: Director, Realty Services

1. Policy Statement

The purpose of this policy is to formalize and clarify practices on the rental of City-owned properties and all other properties in the City of London for billboards.

2. Definitions

Not Applicable.

3. Applicability

This policy applies to all City-owned properties and all other properties in the City of London.

4. The Policy

The rental of City-owned properties for billboards and all other properties in the City of London, shall be subject to the following guidelines:

- a) Such use should be in conformity with the Zoning By-law and should respect the height and setback regulations for structures.
- b) Such use should be in conformity with the Official Plan policies which relate to billboards.
- c) Such use should be in conformity with the Sign By-law.
- d) Billboard locations which were in conformity with the Zoning By-law when originally leased but which are now not in conformity with the Zoning By-law or the Official Plan shall be phased out at the termination of the lease so that the billboard industry can adjust to the situation and make alternate plans.
- e) City owned Lands that are eligible for a Billboard sign installation in compliance with the Sign Bylaw will be leased in compliance with the City's Sale and Other Disposition of Land Policy in a fair, open and transparent method. This may include a formal tender process supported through Procurement and Supply in compliance with the Procurement of Goods and Services Policy.

Appendix C41

Bill No.
2023

By-law No. CPOL.-145()-____

A by-law to amend By-law No. CPOL.-145-397, as amended, being “Request to Waive or Reduce Facility Rental Fees”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-145-397, as amended, being “Request to Waive or Reduce Facility Rental Fees”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-145-397, as amended, being “Request to Waive or Reduce Facility Rental Fees”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Request to Waive or Reduce Facility Rental Fees

Policy Name: Request to Waive or Reduce Facility Rental Fees

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-145-397); Amended June 26, 2018 (By-law No. CPOL.-286-277); Amended June 15, 2021 (By-law No. CPOL.-____); Amended July 25, 2023 (By-law No. CPOL.-145()-____)

Last Review Date: July 25, 2023

Service Area Lead: Director, Recreation and Sport

1. Policy Statement

Request to Waive or Reduce Facility Rental Fees Policy will assist in determining if rental fees for facility rental may be waived or reduced for an organization requesting this in connection to booking space in City recreation facilities including pools, sport fields, arenas, community centres and parks.

2. Definitions

Rental Fees - Refers to the fees approved by the City's Fees and Charges by-law to cover the fee for use of a space and does not apply to other 'extra fees', tariffs, licences, and insurance costs that may be required by the nature of the activity.

3. Applicability

3.1 Certain community and recreation groups may be eligible to apply for a waiver or reduction of rental fees for recreation spaces if they meet all of the following conditions of eligibility of application:

- a) must be a non-profit corporation, OR must be a newly created organization (established within 12 months of applying for the waiver or reduction of fees) which can prove they are operating on a not-for-profit basis;
- b) must be a London-based organization and at least 80% of participants/members are London residents;
- c) must provide evidence that regular rental fees constitute a real barrier or hardship;
- d) activity meets a recreation or community development priority of the City of London (physical activity, healthy eating, literacy, poverty reduction, community engagement or capacity building, activities for under-served groups);
- e) activity does not duplicate an existing program or activity;
- f) activity is open to the public, or membership in the requesting organization is open to the public;
- g) activity must not be for the purpose of generating revenue, including fundraising; and
- h) activity must comply and conform with applicable legislation, Council policies and by-laws, and is not contrary to law, including but not limited to the Ontario Human Rights Code, and the Criminal Code.
- i) The request to waive or reduce fees may be approved for up to a maximum of 15 bookings within one calendar year, or in exceptional circumstances such further bookings as approved by the Deputy City Manager, Neighbourhood and Community-Wide Services.

4. The Policy

- 4.1. The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services, or their written designate (“Deputy City Manager”). Deputy City Manager shall generally perform all of the administrative functions under this Policy, and without limitation may:
 - a) receive and process all applications for waiving or reducing fees;
 - b) issue approvals for waiving or reducing fees in accordance with the provisions of this Policy and applicable By-laws;
 - c) impose terms and conditions on approvals in accordance with this Policy; and
 - d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this policy.
- 4.2. The approval of a waiver or reduction of fees, along with entering into a Facility Rental Contract, shall constitute authorization of the Deputy City Manager, for the purposes of the City of London’s Parks & Recreation Area By-law.
- 4.3. Requests for use of space as approved under this Policy will be accommodated within un-booked capacity within regular operating hours of facilities.

Authority of the Deputy City Manager- Waiver or Reduction of Fees

- 4.4. The power and authority to refuse to issue an approval to waive or reduce fees, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Deputy City Manager.
- 4.5. Notwithstanding any other provision of this Policy, the Deputy City Manager may impose terms and conditions on any approval any time during the term of the approval, as are necessary in the opinion of the Deputy City Manager to give effect to this Policy.
- 4.6. The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for a waiver or reduction of fees for an event on City of London Property.

Appendix C42

Bill No.
2023

By-law No. CPOL.-368()-____

A by-law to amend By-law No. CPOL.-368-372, as amended, being “Reserve and Reserve Fund Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-368-372, as amended, being “Reserve and Reserve Fund Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-368-372, as amended, being “Reserve and Reserve Fund Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Reserve and Reserve Fund Policy

Policy Name: Reserve and Reserve Fund Policy

Legislative History: Adopted July 24, 2018 (By-law No. CPOL.-368-372); Amended August 10, 2021 (By-Law No. CPOL.-368(a)-259); Amended July 25, 2023 (By-law No. CPOL.-368()-___)

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

A Policy governing the management and administration of reserves and reserve funds.

The purpose of the Policy is to establish guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for reserves and reserve funds managed by the City.

2. Definitions

- 2.1. **Budget:** An estimated financial plan of revenue and expenditure for a set period of time.
- 2.2. **Capital Asset Renewal & Replacement:** A category of reserve funds established to provide funding for the repair and maintenance of existing City assets to ensure city-owned assets do not deteriorate over time.
- 2.3. **Capital Asset Growth:** A category of reserve funds established to provide funding to new capital initiatives while allowing the City to stabilize the cost of purchasing major capital assets by spreading the cost over multiple years.
- 2.4. **City:** The Corporation of the City of London.
- 2.5. **City Treasurer:** The individual appointed by the municipality as treasurer.
- 2.6. **Contingencies/Stabilization & Risk Management:** A category of reserves and reserve funds designed to fund future obligations which are based on calculated estimates and to mitigate unforeseen events or one-time unanticipated revenue losses and expenses.
- 2.7. **Debt:** Any obligation for the payment of money. For Ontario municipalities, debt would normally consist of debentures as well as either notes or cash from financial institutions, but could also include loans from discretionary reserves and reserve funds.
- 2.8. **Development Charges Background Study:** The background study undertaken by the City for its current Development Charges By-law.
- 2.9. **Discretionary Reserves and Reserve Funds:** A reserve or reserve fund created by Council to set aside revenue to finance a future expenditure for which Council has the authority to spend money.
- 2.10. **GFOA:** Refers to the Government Finance Officers Association of the United States and Canada, a professional association of state, provincial and local finance officers dedicated to the sound management of financial resources.
- 2.11. **Intergenerational Equity:** In economic, psychological, and sociological contexts, is the concept or idea of fairness or justice between generations.
- 2.12. **Liquidity:** A measure of an asset's convertibility to cash.
- 2.13. **MFOA:** Refers to Municipal Finance Officers Association of Ontario, a professional association which promotes the interests of its members in carrying out their statutory and financial responsibilities by initiating studies and

sponsoring seminars to review, discuss and develop positions on important policy and financial management issues.

- 2.14. **Obligatory Reserve Funds:** A reserve fund created when senior government statute or agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the purpose prescribed for them by statute or agreement.
- 2.15. **PSAB:** Refers to the Public Sector Accounting Board, an independent board with the authority to set accounting standards for the public sector.
- 2.16. **Reserve:** An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Municipal Councils may set up reserves for any purpose for which they have the authority to spend money.
- 2.17. **Reserve Fund:** Funds that have been set aside either by a by-law of the municipality or by a requirement of senior government statute or agreement to meet a future event. As a result, reserve funds are either “discretionary” being those set up by Council, or “obligatory” being those set up by virtue of a requirement of senior government statute or agreement. Municipal councils may set up reserve funds for any purpose for which they have the authority to spend money.
- 2.18. **Revolving Reserves and Reserve Funds:** Reserves and reserve funds used to fund normal course operating requirements or cash flow deficiencies that do not require Council approval provided they conform with the intent of the originating resolution or by-law.
- 2.19. **Specific Projects & New Initiatives:** A category of reserves and reserve funds established for planned savings within the budget to fund projects or expenses either identified at the time the reserve or reserve fund is set-up or after, which allows the City to save for planned or unanticipated projects or expenses that may arise and do not have another funding source.

3. **Applicability**

This Policy applies to all reserves and reserve funds administered by the City, including those administered for any of the City’s Local Boards, Commissions, Agencies, or Corporations.

Furthermore, the Policy applies to all City employees who are responsible for the establishment, monitoring, administration and management of the City’s reserves and reserve funds.

4. **The Policy**

4.1. **Principles**

The guiding principles for reserves and reserve funds shall be:

a) **Budget and Strategic Financial Plan**

Reserves and reserve funds shall form an integral component of the City’s budget and strategic financial plan.

b) **Liquidity**

Reserves and reserve funds shall be kept at an adequate level to ensure the City has sufficient cash flow to meet its financial obligations; including but not limited to:

- i) Replace and rehabilitate capital infrastructure assets as required;

- ii) Supply funds for new capital assets identified in the City's long-term plans, or needs that arise from time-to-time;
- iii) Fund long-term contingencies and potential liabilities; and
- iv) Provide a buffer for significant unanticipated expenditures, or loss of revenues beyond the control of the City.

c) Intergenerational Equity

Reserve and reserve fund balances shall be maintained to support the principle of intergenerational equity whereby the generation of citizens who benefit from an investment are also responsible for financing it to the greatest extent possible.

d) Credit Rating and Cost of Borrowing

Reserve and reserve fund balances impact the City's credit rating and associated cost of borrowing thus, at a minimum, the City will strive to maintain reserve and reserve fund balances at the established target balances, where applicable.

e) Reserve and Reserve Fund Types

The type of reserves and reserve funds the City shall maintain are as follows:

- i) **Obligatory** - A *reserve fund* created when a senior government statute and/or contractual agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the intended purpose prescribed for them by statute or contractual agreement.
- ii) **Discretionary** - A *reserve or reserve fund* created by Council to set aside revenue and/or cost savings to finance a future expenditure for which Council has the authority to spend money.

4.2. Objectives

The primary objectives for reserves and reserve funds shall be in priority order:

a) Adherence to Statutory Requirements

- i) It shall be the City's practice to establish and maintain segregated reserve funds that meet all statutory obligations.
- ii) Reserves and reserve funds shall be managed in accordance with the *Municipal Act, 2001, as amended*, this includes:
 - Section 10 (2) authorizing single-tier municipalities to pass by-laws respecting accountability, transparency and financial management;
 - Section 290 (2) indicating that the budget shall set out the estimated revenues and expenditures of reserves and reserve funds contained within a municipality's budget;
 - Section 291 covering multi-year budget requirements of municipalities;
 - Section 417 (3) noting that money raised for a reserve fund shall be paid into a special account and shall be invested only in securities or classes of securities prescribed;
 - Section 418 (3) indicating that, as allowed by the Corporation, money held in any fund (including General, Capital and Reserves and Reserve Funds) may be combined for investment purposes; and
 - Section 418 (4) indicating that earnings from combined investments shall be credited to each segregated fund in proportion to the amount invested in it.
- iii) Reserves shall be established by Council resolution which governs the

purpose, funding sources, and drawdowns of the fund.

- iv) Reserve funds shall be established by Council by-law which governs the purpose, funding sources, drawdowns, and investment of the fund.

b) Promotion of Financial Stability and Flexibility

- i) It shall be the City's practice to maintain adequate reserves and reserve funds within the following categories to achieve long-term financial stability and flexibility (see definitions for detailed description of categories):
- Obligatory,
 - Capital Asset Renewal and Replacement,
 - Capital Asset Growth,
 - Special Projects and New Initiatives, and
 - Contingencies/Stabilization and Risk Management.
- ii) The City shall strive to maintain reserve and reserve fund levels in line with public service associations' best practices (Municipal Finance Officers Association (MFOA), Government Finance Officers Association (GFOA), Public Sector Accounting Board (PSAB), etc.), bond rating agencies standards and other municipalities with comparable credit ratings.

c) Provision for Major Capital Expenditures

- i) It shall be the City's goal to maintain adequate reserves and reserve funds to replace and rehabilitate major capital assets, as required, and to provide for new capital assets that have been identified in the long-term capital plan. To achieve this goal, the following budget practices will be applied where applicable:
- Reserve funds for the full cost of replacement or rehabilitation of major assets will be funded from ongoing operations at a rate which reflects the consumption of that asset by current ratepayers. Contributions to these funds will commence in the fiscal year that the asset is acquired or put into service and will be based on an estimate of the useful life of the asset.
 - Obligatory reserve funds will be maintained for growth, parkland and gas tax related capital projects and may also be required for other purposes as necessary
 - The growth related obligatory reserve funds will be fully funded from developer contributions. Components of the growth related projects which benefit the existing ratepayers or for which a discount has been given, shall be funded from tax/rate funding sources in the year the project is built. Notwithstanding, debt may be issued for growth projects when required in accordance with the *Development Charges Act, 1997, as amended*, and other pertinent City policies.

d) Reduce Tax/Rate Supported Debt

- i) As per the principles of the Council approved Capital Budget and Financing Policy, the City shall use reserve and reserve fund balances as a source of financing for capital projects.
- ii) When appropriate, the City shall use reserve and reserve fund balances as a source of debt substitution for capital projects which were previously approved with debt financing.
- iii) If discretionary reserves and reserve funds are below established targets, all or a portion of the future debt servicing cost savings resulting from

reserve and reserve fund balances applied towards debt substitution shall be considered for future contributions to discretionary reserves or reserve funds at the discretion of the City Treasurer, it being noted that such contributions are subject to Council approval through the City's budgetary process.

4.3. Reserve and Reserve Fund Management

a) Establishment and Modification of Reserves and Reserve Funds:

- i) Reserves and reserve funds shall only be established or modified if they are supported by a financial plan identifying the funding needs, targets, contribution sources, projected drawdowns and investment of funds.
- ii) Target funding levels shall be established for every reserve and reserve fund. Methods for calculating reserve and reserve fund targets shall be determined on a case-by-case basis considering the following:
 - Purpose of fund,
 - Certainty of end needs,
 - Best practices/standards regarding the identification of need and target balance levels (MFOA, GFOA, PSAB, etc.), and
 - Economic factors.
- iii) Reserve and reserve fund balances and associated targets shall be reviewed periodically to ensure adequate reserve and reserve fund levels are maintained for a ten year period.

b) Investment of Reserves and Reserve Funds:

- i) Reserves and reserve funds shall be invested, subject to market conditions, while ensuring adequate liquidity is maintained;
- ii) Reserves and reserve funds invested shall be in accordance with the Council approved Investment Policy;
- iii) Investment income on reserves shall be recognized as revenue in the operating budget;
- iv) Realized and accrued investment income earned on reserve funds shall be recognized as revenue in each specific reserve fund according to its proportionate share of the investment portfolio. Unrealized investment income shall be recognized as required per applicable accounting policies but generally remain unallocated to specific reserve funds.

c) Contributions To/Drawdowns From Reserves and Reserve Funds:

- i) Contributions to/drawdowns from reserves and reserve funds shall be made in accordance with applicable resolution, by-law and this Policy.
- ii) Contributions to/drawdowns from reserves and reserve funds shall be approved by Council as part of the annual budget process, or specifically by resolution with the following exceptions:
 - Direct contributions to/drawdowns from reserves and reserve funds such as development charges revenue, or Dearness Home gift donations;
 - Contributions to/drawdowns from that are a direct result of Council approved by-laws or resolutions such as Surplus/Deficit Policy;
 - Transfer of funds between reserves and reserve funds based upon adequacy analysis or other related information, at the discretion of the City Treasurer, or designate; and
 - Use of "revolving" reserves and reserve funds for the purpose approved

by Council such as Workplace Safety Insurance Board claims.

- iii) Council approved drawdowns from reserves and reserve funds not realized in the life to date capital budget shall be reported to Council as part of the budget monitoring reports, or budgetary process.
- iv) Contributions to/drawdowns from reserves and reserve funds shall take into account intergenerational equity between current and future tax/rate payers.

d) Lending/Temporary Borrowing of Reserves and Reserve Funds:

- i) Intra-fund lending between reserves and reserve funds shall be permitted to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs provided that all loans/transfers bear the City's internal rate of return and principal and interest are credited to the appropriate reserve or reserve fund source.
- ii) External loans are generally discouraged due to the administrative effort associated with managing those loans. However, should Council elect to approve a loan to an external party, the loan should be in accordance with Section 107 of the *Municipal Act, 2001, as amended*. Prior to approving such loans, the following principles should be considered:
 - External loans shall only be made to public agencies/groups and shall benefit the public unless part of a council approved community improvement plan program;
 - The term of external loans should not exceed five years;
 - Appropriate security shall be provided to protect the interests of the City;
 - The financial profile of the borrower shall be reviewed;
 - Adequate reserves and reserve funds should be available for the term of the external loan; and
 - An appropriate interest rate shall be applied, noting that principal and interest shall be credited to the appropriate reserve or reserve fund source.
- iii) All lending/temporary borrowing shall be provided from discretionary reserve and reserve fund balances as the loaning of obligatory reserve funds is prohibited under the *Development Charges Act, 1997, as amended*.
- iv) Under the *Development Charges Act, 1997, as amended*, debt may be included as a capital cost to leverage development charge (DC) revenue while waiting for DC collections to catch up to growth-related spending. Intra-fund borrowing between DC reserve funds is also permitted. In both cases, amounts borrowed must be repaid at the City's internal rate of return and principal and interest are credited to the appropriate reserve or reserve fund source.

e) Termination of Reserves and Reserve Funds:

- i) A discretionary reserve or reserve fund shall be terminated (wound down and closed) when the program or project it supports meets any of the following criteria:
 - No longer in the scope of the City's strategic plans;
 - Program commitments have been completed and no future commitments are expected; and
 - The City Treasurer is confident that balances in other areas can mitigate the need to hold any remaining reserve or reserve fund

balance.

- ii) Reserves or reserve funds identified for termination shall be reported to Council for review and approval. Reports to Council shall include recommendations regarding the timing of wind down, closure and the allocation of fund balances.

4.4. Standard of Care

a) Delegation of Authority

- i) Once Council approves reserves by resolution and reserve funds by by-law, the City Treasurer shall have overall authority for the reserves and reserve funds managed by the City.
- ii) The City Treasurer may delegate management authority over the reserves and reserve funds managed by the City to a designate.
- iii) The City Treasurer, or designate, has the responsibility for setting reserve and reserve fund targets, it being noted targets will be periodically reported to Council through reserve and reserve fund reports (see Reporting Requirements below).
- iv) The City Treasurer, or designate, shall have overall responsibility for this Policy, and the authority to implement a program for reserves and reserve funds and establish procedures consistent with the content of this Policy. Administrative responsibilities shall include, but are not limited to the following:
 - Determines need for reserves and reserve funds for operating and capital budgets.
 - Sets targets for reserves and reserve funds in line with directives contained in this Policy and other pertinent policies.
 - As part of the reporting to Council, reviews and reports on the adequacy and continuing need for reserves and reserve funds managed by the City.
 - Preparation and presentation of reports and/or by-laws associated with the establishment, monitoring, or termination of reserves and reserve funds.
 - Develops appropriate practices, procedures and processes for the investment of reserves and reserve funds in line with legislative requirements, the City's Investment Policy and other pertinent policies.
 - Prepares the City's long-term strategic financial plan with consideration of appropriate reserves and reserve funds to effectively meet the City's operating and capital budget financing needs.
 - Ensures reserves and reserve funds managed by the City are in line with senior government statutes and agreements and other pertinent policies.

b) Reporting Requirements:

- i) The City Treasurer, or designate, shall prepare the following reports regarding reserves and reserve funds managed by the City:
 - Annual Audited Financial Statements - the annual audited financial statements shall be prepared in accordance with Public Sector Accounting Standards.
 - Reserve and Reserve Fund Reports - periodic reports illustrating the financial health of the City's reserves and reserve funds, including but not limited to, forecasting reserve and reserve fund balances, comparisons to

target balances, and may also include the establishment of new and/or modification and termination of existing reserves and reserve funds.

- Budget Reports - reserve and reserve fund balances, projected contributions and planned drawdowns for a ten year period shall be presented in each Multi-Year Budget. Annual changes to reserve and reserve fund balances shall be presented with each Annual Budget Update, or specifically by resolution if required.
- DC Reserve Funds Report - an annual report detailing pertinent information regarding DC reserve funds shall be presented to Council as required by the *Development Charges Act, 1997, as amended*.
- Other reports in line with this Policy shall be brought forward to Council as needed.

Appendix C43

Bill No.
2023

By-law No. CPOL.-370()-____

A by-law to amend By-law No. CPOL.-370-379, being “Retirement Dinners for Service Area Leads”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-370-379, being “Retirement Dinners for Service Area Leads”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-370-379, being “Retirement Dinners for Service Area Leads”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Retirement Dinners for Service Area Leads

Policy Name: Retirement Dinners for Service Area Leads

Legislative History: Enacted July 24, 2018 (By-law No. CPOL.-370-379); Amended July 25, 2023 (By-law No. CPOL.-370()-____)

Last Review Date: July 25, 2023

Service Area Lead: Manager, Rewards and Recognition

1. Policy Statement

- 1.1 Service Area Leads who retire from The Corporation of the City of London ("City") will be recognized at an annual retirement event for all retiring employees.

2. Definitions

Not applicable.

- 2.1 **Service Area Lead** – As defined in the Civic Administration By-law.

3. Applicability

- 3.1 This policy applies to the City and its role regarding providing retirement dinners for Service Area Leads.

4. The Policy

- 4.1 Service Area Leads will be recognized at the Annual City of London Retirement Event held for all retiring employees of the municipality. As a result, the City is excluded from providing individual retirement dinners for Service Area Leads.

Appendix C44

Bill No.
2023

By-law No. CPOL.-144()-___

A by-law to amend By-law No. CPOL.-144-396, as amended, being “Rzone Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-144-396, as amended, being “Rzone Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-144-396, as amended, being “Rzone Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Rzone Policy

Policy Name: Rzone Policy

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-144-396); Amended June 26, 2018 (By-law No. CPOL.-294-285); Amended July 25, 2023 (By-law No. CPOL.-144()-___)

Last Review Date: July 25, 2023

Service Area Lead: Director, Recreation and Sport

1. Policy Statement

The City of London gratefully acknowledges the permission of the Town of Oakville to adopt and adapt the Rzone concept mark and policy for use in the City of London recreation facilities.

Purpose of Rzone Policy

1.1. The City of London (the "City") wishes to promote:

- a) City recreation facilities that are free from violence, disrespect, racism, discrimination and other inappropriate behaviours;
- b) the safety, security and dignity of attendees and employees at City recreation facilities;
- c) an environment of **Respect** for others, and **Responsibility** for one's actions for all those attending City recreation facilities;
- d) reduced vandalism, violence and other inappropriate behaviours at City recreation facilities, through enforcement of the *Trespass to Property Act*; and
- e) positive individual and community benefits of recreation for City residents and visitors.

Legislative Authority

1.2. The actions of the City that may be taken under this Policy arise from the City's authority as owner or occupier of its property pursuant to the *Trespass to Property Act*, and the *Occupiers' Liability Act*.

2. Definitions

- 2.1. **Attendees** - means those attending a facility or an event, and includes patrons, guests, clients, visitors, spectators, coaches, officials, players, members, parents, volunteers, invitees, participants and users;
- 2.2. **Ban** - means the prohibition of an individual from entering or attending specific City facilities for a specific duration;
- 2.3. **Harassment** - means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known, to be unwelcome;
- 2.4. **Trespass Notice** - is authorized under the *Trespass to Property Act*, and is a written notice prohibiting an individual from entering specific City facilities for a specific duration and is issued to an individual for the purpose of imposing a ban.
- 2.5. **Vandalism** - means the malicious, willful, and deliberate destruction, damage or defacing of property.

3. Applicability

- 3.1. The Rzone Policy applies to all recreation facilities owned or occupied by the City, including recreation centres, seniors and community centres, parks, sports fields, sports parks, pools, golf courses and arenas.
- 3.2. The Rzone Policy applies to all attendees at City recreation facilities.
- 3.3. This Policy does not affect the application of any other City policies (including the *Workplace Harassment and Discrimination Prevention Policy*, *Code of Conduct for Employees*, and the *Workplace Violence Prevention Policy*) or any other City By-laws (including the Parks By-laws and the Noise By-law).
- 3.4. There shall be no obligation on the City to take any action under this Policy or under the *Trespass to Property Act*. Any action taken by the City under this Policy will be on a complaint basis.
- 3.5. Nothing in this Policy shall affect any person's obligations under a contract with the City, or under any applicable law.

4. The Policy

Prohibited Inappropriate Behaviour

- 4.1. The Rzone Policy prohibits inappropriate behaviour at City facilities. For the purpose of this Policy, prohibited inappropriate behaviours include:
 - a) Violence or harassment, including:
 - i) the exercise of physical force by a person against another person that causes or could cause physical injury to the other person;
 - ii) an attempt to exercise physical force against another person that could cause physical injury to the other person;
 - iii) a statement or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person;
 - iv) the use of profane or abusive language and racial or ethnic slurs;
 - v) threats and/or attempts to intimidate;
 - vi) throwing of articles or objects in a deliberate or aggressive manner that endangers or causes injury or damage to any person or property;
 - vii) attempts to goad or incite violence;
 - viii) bullying, mistreatment, or teasing which intimidates, humiliates or demeans another person;
 - b) Vandalism, including vandalism to buildings, contents or personal property;
 - c) Possession of weapons or firearms prohibited under the *Criminal Code*;
 - d) Possession or consumption of illegal drugs, or of alcohol except as authorized by law;
 - e) Any contravention of other Federal or Provincial laws, Regulations, City By-laws or policies that constitute inappropriate behaviour;
 - f) Refusal to follow the rules established by the City for use of its facilities.

Pursuant to the *Trespass to Property Act*, entry on land may be prohibited if a person engages, or intends to engage, in prohibited inappropriate behaviour under this Policy.

RECREATION FACILITIES AND PROGRAMS

Education about the Policy

- 4.2. The City, with community sport organizations and other stakeholders, will conduct promotional and educational campaigns with the goals of:
- Raising awareness of the Policy for attendees, and appropriate City employees, contractors or agents
 - Outlining how Londoners can support the Rzone Policy (e.g. through Londoners setting positive examples, encouraging organizations to have internal policies consistent with Rzone; how Londoners can report inappropriate behaviour; etc.)
 - Outlining the potential consequences of non-compliance with Rzone
- 4.3. Promotional and educational campaigns will include:
- Posting Rzone Policy and related information on the City Web-site
 - Posting Rzone signage at City recreation facilities
 - Making information pamphlets available at City recreation facilities
 - Including Rzone Policy awareness in City recreation employee training programs.

Responsibilities under the Policy

- 4.4. Attendees at City recreation facilities are **responsible** for behaving in a manner that **respects** the rights of others and enables the enjoyment of individual and community benefits of recreation.
- 4.5. **Organizations and User Groups** making use of City recreation facilities are responsible for:
- educating their attendees about Rzone and appropriate behaviour
 - complying with requirements of City contracts and permits regarding RZone
 - applying Rzone to their programs, including being willing to address Rzone violations with their attendees.
- 4.6. **The City of London** will work collaboratively and in consultation with community sport and recreation organizations/groups to create Rzone environments at City recreation facilities.

Reporting Rzone Violations

NOTE: Any collection, use or disclosure of personal information by the City of London shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

- 4.7. City of London employees should report incidents of prohibited inappropriate behaviour to Corporate Security and/or their immediate supervisor (who may subsequently report the incident to Corporate Security).
- 4.8. Attendees at City recreation facilities who observe prohibited inappropriate behavior under the Rzone Policy should report same to a City employee or to Corporate Security as soon as possible upon witnessing the behaviour. City employees who are advised of or receive a complaint of prohibited inappropriate behaviour shall report same to Corporate Security as soon as possible, and all other City employees should report same to their supervisor.
- 4.9. All acts of a criminal nature must be reported to the police.

ACTION TAKEN TO ADDRESS INCIDENTS OF PROHIBITED INAPPROPRIATE BEHAVIOUR

IMPORTANT NOTES:

- 4.10. Under no circumstances should City employees or attendees at City recreation facilities place themselves at risk in the event they observe or are advised of a perceived Rzone violation.

The City's primary concern is the safety of City employees and attendees. If at any time attendees or employees feel personally threatened or that their personal safety or that of others may be at risk, they are to call the London Police at "911" immediately.

- 4.11. In an effort to successfully achieve the Rzone Policy goals and purpose, the City of London will make efforts to:
- a) educate attendees of City recreational facilities (that are not 'rented' under permit or licence) about Rzone expectations of behaviour and penalties for inappropriate behaviours
 - b) establish and maintain cooperative relationships with outside organizations committed to supporting Rzone
 - c) include Rzone compliance clauses in contracts and permits for use of City facilities
 - d) consider appropriate penalties

- 4.12. When a designated City employee (including, for the purpose of this Policy only, persons providing security services to the City) observes prohibited inappropriate behaviour, or has reason to believe that prohibited inappropriate behaviour has occurred on a City recreational property or facility, they will, where possible and/or appropriate, first explain to the individual that their behaviour is unacceptable, and ask that the behaviour cease.

Designated City employees should contact Corporate Security if an individual refuses to cease the behaviour when asked.

Corporate Security or a Manager of Recreation and Sport, Neighbourhood and Community-Wide Services are authorized to ask the individual(s) to leave the facility or property for all or part of that day. In addition, Corporate Security is authorized to issue a verbal or written ban for a specified period of time.

Whenever possible, a written Trespass Notice will be issued at the time of the ban, or following notice of a verbal ban. The Manager of Corporate Security will also ensure delivery of the written Trespass Notice.

VIOLATION OF THE POLICY – ACTIONS THAT MAY BE TAKEN

- 4.13. Where a finding has been made of a violation of the Rzone Policy, possible penalties may include the following: letter of warning, short term ban, long term ban or a written trespass notice. In addition, charges may be laid under the *Trespass to Property Act*.

Where applicable, the City may seek compensation for the cost of damages, including materials, labour and an administrative charge.

Appendix C45

Bill No.
2023

By-law No. A.-6151()-____

A by-law to amend By-law No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “A” - “Sale and Other Disposition of Land Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting and replacing Schedule “A” - “Sale and Other Disposition of Land Policy”;

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

1. By-law No. No. A.-6151-17, as amended, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*”, by deleting Schedule “A” - “Sale and Other Disposition of Land Policy” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.

2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Sale and Other Disposition of Land Policy

Policy Name: Sale and Other Disposition of Land Policy

Legislative History: Enacted December 17, 2007 (By-law No. A.-6151-17); Repealed and replaced March 28, 2014 (By-law No. A.-6151(j)-100); Repealed and replaced August 30, 2016 (By-law No. A.-6151(m)-220); Amended July 24, 2018 (By-law No. A.-6151(s)-364 and By-law No. A.-6151(x)-446); Amended December 7, 2021 (By-law No. A.-6151(ad)-8); Amended May 24, 2022 (By-law No. A.-6151(af)-139); Amended June 27, 2023 (By-law No. A.-6151(ah)-131); Amended July 25, 2023 (By-law No. A.-6151()-____)

Last Review Date: July 25, 2023

Service Area Lead: Director, Realty Services

1. Policy Statement

The City will dispose of surplus land in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the City.

2. Definitions

2.1. **Appraisal** - means a fair market valuation of the land that is satisfactory to the Director, Realty Services.

2.2. **Disposition** - means the sale, transfer, conveyance or exchange of the fee simple interest in land or the granting of a lease for a term of twenty-one (21) years or longer, and does not include the granting of an easement or right of way, and "disposal" shall have a similar meaning;

2.3. **Land** - means real property owned by the City;

2.4. **Surplus** - means property that the City no longer requires to meet its current or future needs;

3. Applicability

This policy applies to the sale or other disposal of land by The Corporation of the City of London (the City).

4. The Policy

The following procedures shall apply to the disposal of real property by the City. Prior to the disposal of any real property by the City of London which has the potential for development as affordable housing, the Municipal Housing Division will be provided with the opportunity to advise Council if the property should be retained by the City for affordable housing purposes.

4.1. Declaration of Surplus Property

- a) Prior to the disposal of land by the City, the Municipal Council shall declare the land to be surplus in the following manner:
 - i) the City Treasurer, upon the advice of the Director, Realty Services will submit a report to the appropriate Standing Committee recommending that the land in question be declared surplus to the needs of the City;
 - ii) where the appropriate Standing Committee deems it advisable to adopt the recommendation of the City Treasurer with respect to declaring any land owned by the City to be surplus, the Standing Committee will submit a recommendation to the Municipal Council recommending that the land in question be declared surplus to the needs of the City;

- iii) where the Municipal Council deems it advisable to adopt any recommendation from the Standing Committee with respect to declaring any land owned by the City surplus;
 - iv) the Municipal Council will, in a meeting open to the public, pass a resolution declaring any such land surplus to the needs of the City.
- b) Notwithstanding the foregoing, the following classes of land are exempt from the requirement to declare such land surplus prior to its disposal:
- i) all land owned by the City that is zoned for industrial uses;
 - ii) all cemetery plots owned by the City;
 - iii) any land transferred to the City for security or for temporary roads or other works in connection with any agreement to which the City is a party under the *Planning Act*, R.S.O. 1990, c. P. 13 as amended.

4.2. Appraisal

- a) The City, before disposing of land, shall obtain at least one appraisal of the land to be disposed of.
- b) Notwithstanding the foregoing, the following classes of land are exempt from the requirement to obtain an appraisal prior to its disposal:
- i) land 0.3 metres or less in width acquired in connection with an approval or decision under the *Planning Act*;
 - ii) closed highways, roads and road allowances;
 - iii) land formerly used for railway branch lines if sold to an owner of land abutting the former railway land;
 - iv) land that does not have direct access to a highway if sold to the owner of land abutting that land;
 - v) land repurchased by an owner in accordance with Section 42 of the *Expropriations Act*;
 - vi) Industrial land to be used for sites for the establishment and carrying on of industries and of industrial operations and incidental uses;
 - vii) cemetery plots;
 - viii) disposal to a local board as defined in the *Municipal Affairs Act*;
 - ix) disposal to an authority under the *Conservation Authorities Act*; and
 - x) disposal to the Crown in Right of Ontario or of Canada and their agencies.

4.3. Notice

- a) Upon the Municipal Council having declared land surplus to the needs of the City but before any such land is disposed of by the City, the City Clerk will give notice to the public of the intention of the City to dispose of the land in question.
- b) Where the land to be disposed of is, in the opinion of the Director, Realty Services, developable as a separate parcel of land, the notice referred to in paragraph 4.3. a) shall be in the following forms:
- i) publication once of an advertisement in a newspaper of general circulation;
 - ii) the posting of a "For Sale" sign on the land in question; and
 - iii) posting a notice on the City of London "Web Site", or third-party website such as bids&tenders which is administered by Purchasing.

- c) Where the land being disposed of is, in the opinion of the Director, Realty Services, not developable except in conjunction with other adjacent land, the notice referred to in paragraph 4.3. a) may be in one or more of the forms identified in paragraph 4.3. b) of this Policy.
- d) Notwithstanding the foregoing, no notice to the public of the proposed disposal of any land zoned for industrial uses is required, other than the general marketing of such land by the Director, Realty Services and London Economic Development Corporation.

4.4. Methods of Sale

Depending on the nature of the land, various methods may be employed for the disposal of land including, public auction; tender process; listing through the Multiple Listing Service, direct advertising; through direct negotiations with an abutting property owner(s); or through other direct negotiations when authorized by Municipal Council. The City Treasurer, upon the advice of the Director, Realty Services, shall be responsible for determining the appropriate method of sale.

4.5. Procedures for Disposal of Industrial Land

- a) In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of serviced industrial land owned by the City will be undertaken in accordance with the applicable part or parts of the Sale of Land Procedures set out in Section 4.10. of the policy.
- b) The sale price for serviced industrial land as adopted by Municipal Council is as set out in Section 4.11. of this policy.
- c) The fee to be paid to Real Estate Agents properly involved in the disposition of City-owned industrial land shall be as set out in Section 4.12. of this policy.

4.6. Procedures for Disposal of Proposal Call

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by proposal call shall be in accordance with the procedures set out in Section 4.13. of the policy.

4.7. Procedures for Disposal of Public Tender

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by public tender shall be in accordance with the procedures set out in Attachment "E" of the policy.

4.8. Procedures for Disposal by Direct Negotiation

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by direct negotiation shall be in accordance with the procedures set out in Section 4.15. of this policy.

4.9. Procedure for Disposal by Public Auction

In addition to the requirements set out in Sections 4.1. to 4.6. inclusive of this policy, the disposal of land by public auction shall be in accordance with the procedures set out in Section 4.16. of this policy.

4.10. Attachment "A"

Disposal of Industrial Land Procedures

- 4.10.1. The purpose of this policy is to establish the terms upon which City-owned serviced industrial land is to be sold and transferred.
- 4.10.2. This policy is to be read and applied fairly and beneficially with such variations as circumstances or the nature of the subject matter require

provided the general purpose, intent, meaning and spirit of the policy are maintained.

- 4.10.3. In this policy,
- a) Commencement of construction means the date upon which a building permit is issued by the City;
 - b) Completion of construction is reached when the building or structure or a substantial part thereof is ready for use or is being used for the purpose intended, and;
 - c) Coverage has the meaning ascribed to it under the applicable zoning by-law.

Class 1 Sale

4.10.4. A class 1 sale is a sale of a land for the purpose of the construction thereon of a building or structure for a detached industrial use.

4.10.5. A class 1 sale shall be subject to the following conditions:

- a) The purchaser shall commence construction within one year of the registration of the deed or transfer and shall diligently complete construction of the building or structure, in default of which the purchaser shall in the sole discretion of the City reconvey the land to the City in accordance with Section 4.10.17. of this policy and free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the purchaser from the City.

In the event of a default, the City will provide any existing approved mortgagee of the land 120 days notice of the City's intention to exercise its option to repurchase under Section 4.10.17 and the mortgagee may enter into terms with the City, as approved by the Director, Realty Services, to permit the mortgagee to commence enforcement proceedings against the land prior to the option to repurchase being fully exercised.

- b) The minimum coverage of the building shall be 20 per cent, provided however that, where the maximum coverage permitted under the applicable zoning by-law is 20 percent or less, the maximum coverage under the zoning by-law shall be deemed to be the minimum coverage required by this condition. Depending on land parcel availability, optimized land use, and the proposed development by the Purchaser, the Director, Realty Services, may require a higher minimum coverage ratio stated in this provision herein while ensuring the zoning by-law policies are adhered to. Failure for the purchaser to meet the minimum 20 percent coverage stated herein may result in the City exercising their right to repurchase the lands as per section 4.10.17.
- c) The purchaser shall not within 10 years of the registration of the deed or transfer convey any vacant part of the land by deed, transfer, grant, assignment, appointment, mortgage, charge, lease or sub-lease (Planning Act, R.S.O. 1990, Chapter P .13), without first notifying the City and, where it has been so notified, the City may either grant its consent (which shall not be unreasonably withheld) to the conveyance or application or may in its sole discretion require the purchaser to reconvey the vacant part to the City in accordance with Section 4.10.17. of this policy and free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the purchaser from the City.
- d) The purchaser shall pay local improvement charges and any other special levies assessed at any time against the land on and after

completion of the purchase. The purchaser is further responsible for any municipal service connection charges to the land from the main services, in addition to any charges levied by 3rd party utilities which includes but is not limited to electricity, telecom, gas, and other service providers.

- 4.10.6. The Director, Realty Services may grant a maximum of one (1) further extension (which in total shall not exceed two years including the original time period as per paragraph (a) in Section 4.10.5) of the time set out in paragraph (a) of Section 4.10.5. of this policy within which construction of a building or structure is to be commenced provided the purchaser has filed a written request with the Director, Realty Services for the extension and providing reasons the purchaser's building is not under construction.

Class 2 Sale

- 4.10.7. A class 2 sale is a sale of a land for the purpose of the extension or enlargement of a building or structure erected or to be erected upon land of the purchaser abutting the land.
- 4.10.8. A class 2 sale shall be subject to conditions (a), (b), (c) and (d) of Section 4.10.5 of this policy and the further condition that the land shall not be used for any purpose other than the extension or enlargement of a building or structure erected or to be erected upon lands of the purchaser abutting the land.

Class 3 Sale

- 4.10.9. A class 3 sale is a sale that is not a class 1 or class 2 sale and that is a sale of a land for the purpose of a use ancillary to a building or structure erected or to be erected upon land of the purchaser abutting the parcel.
- 4.10.10. A class 3 sale shall be subject to conditions (a), (b), (c) and (d) of Section 4.10.5. of this policy and the further condition that the land shall not be used for any purpose other than a use ancillary to a building or structure erected or to be erected upon land of the purchaser abutting the parcel.

General

- 4.10.11. At least annually, the Director, Realty Services shall review the pricing of industrial land and if a change in pricing is recommended, shall make a recommendation to the appropriate Standing Committee as to the price per acre at which land should be offered for sale during the ensuing year.
- 4.10.12. Pending receipt of an offer to purchase from a prospective purchaser, land may be reserved for a period of 30 days, provided however that, if during the reserve period the City receives an offer to purchase the same land in accordance with this policy from another prospective purchaser, the first prospective purchaser shall be allowed 5 days after notification within which to submit an offer to purchase at the same price and on the same terms; otherwise the City shall be at liberty to accept the second offer to purchase.
- 4.10.13. A prospective purchaser shall complete and execute an offer to purchase in the form provided by the City accompanied by a deposit payable to the City Treasurer by cash or certified cheque equal to 10 per cent of the total purchase price, and the balance shall be payable subject to usual adjustments upon completion of the transaction.

In the event a purchase has been firmed up by a purchaser however is unable to close, the purchase agreement termination is subject to Council approval. Should Council approve the purchase agreement termination, the deposit shall not be returned to the purchaser.

- 4.10.14. The Director, Realty Services may submit an offer to purchase for acceptance by the City.
- 4.10.15. The transaction shall be completed within 90 days of the passing of the by-law accepting the offer to purchase or within such further period as may be agreed to between the City Solicitor and the purchaser's solicitor in the best interests of the City.
- 4.10.16. Where, in the City's opinion, land is properly sold through a real estate agent, the City shall pay a fee to the agent not exceeding the scale established by the City upon completion of the transaction but no fee shall be payable if the purchaser is permitted to withdraw from the agreement of purchase and sale prior to the completion of the transaction.
- 4.10.17. Where the whole or any part of land is reconveyed by the purchaser to the City pursuant to a condition of sale or otherwise, the amount payable upon the reconveyance shall be 80 per cent of either the original purchase price, if the whole land is reconveyed, or the portion thereof that is in the same ratio as the area of the reconveyed part is to the whole land, subject to adjustments as of the date of reconveyance for taxes, local improvements and other rates and subject, where the City considers necessary, to the City's withholding until a new purchaser is found, an amount sufficient to compensate the City for the cost of restoring the land to its original condition if so required by the new purchaser. As part of the original sale and transfer, the purchaser agrees to the registration of a notice to a repurchase agreement on title which repurchase agreement shall be executed between the purchaser by the City as time of closing.
- 4.10.18. The development of the property will be subject to the requirements of the Architectural Control Guidelines as published by the City of London from time to time and the purchaser acknowledges the contents thereof and agrees to conform to those Guidelines.
- 4.10.19. The cost of service connections from the main to the property line is the responsibility of the purchaser.
- 4.10.20. The purchaser accepts the current condition of the site and the cost of removal of topsoil from the site if required is the responsibility of the purchaser.

4.11. Attachment "B"

The current pricing levels of all City owned industrial parks be established effective September 1, 2023, as follows:

Innovation Park (Phases 1 to 4) and Huron Industrial Park (all phases):

- Lots up to 4.99 acres - \$225,000 per acre
- 5.00 acres and up - \$200,000 per acre

Pricing for serviced industrial land in Trafalgar Industrial Park will be:

- All lot sizes - \$200,000 per acre

Pricing for serviced industrial land in Innovation Park Phase V:

- All lot sizes – \$300,000 per acre;

Surcharges are as follows:

- Highway 401 Exposure – 15%;

Veteran's Memorial Parkway Exposure – 5%.

The cost of service connections from the main services, including any 3rd party utility connections for gas, telecom, and electricity, to the property is the responsibility of the purchaser. Industrial lots are sold on a where is, as is basis, with grading, stripping and removal of excess topsoil being the purchaser's responsibility and cost. The City will strive to provide grading of the municipal industrial parks on a level-graded basis. Site specific final grading is the responsibility of a purchaser. In the event an industrial lot has frontages on both Highway 401 and Veteran's Memorial Parkway, the Highway 401 Exposure surcharge of 15% shall apply.

The cost of service connections from the main services to the property being the responsibility of the purchaser.

Industrial lots are sold on a where is, as is basis, with grading, stripping and removal of excess topsoil being the purchaser's responsibility and cost. The City will strive to provide grading of the municipal industrial parks on a level-graded basis. Site specific final grading is the responsibility of the purchaser.

4.12. Attachment "C"

Real Estate Commissions for Industrial Land

The fee payable to Real Estate Agents properly involved in the disposal of City owned industrial land be as follows:

- a) Transactions up to \$100,000 - 5%
- b) Transactions up to \$200,000 - 5% for the first \$100,000
3% above \$100,000 to \$200,000
- c) Transactions over \$200,000 - 5% for the first \$100,000
3% above \$100,000 to \$200,000
2% above \$200,000 for remainder

4.13. Attachment "D"

Disposal of Land – Proposal Call Procedure

- 4.13.1. Where land, in the opinion of the Director, Realty Services, may be suitable for major redevelopment, the City Treasurer will recommend that proposal call documents be drafted.
- 4.13.2. When the document has been prepared, notice of the proposal call will be in accordance with the notice provisions of this policy.
- 4.13.3. Sealed proposal calls will be opened at the appointed time in accordance with the City's tendering policy and referred to the Civic Administration for its consideration and recommendation through the City Treasurer to the appropriate standing committee.
- 4.13.4. Further direct negotiations with proponents will be at the direction of the appropriate Standing Committee and Municipal Council.

4.14. Attachment "E"

Disposal of Land – Public Tender Procedure

- 4.14.1. The Realty Services Division will forward inquiries to each City Department, local Board or Commission, requesting their opinions as to the potential sale of the land.
- 4.14.2. Where, subject to the inquiry procedure, land is deemed to be surplus to City requirements, the Realty Services Division will suggest a market value for the land and recommend through the City Treasurer to the

appropriate Standing Committee that the Manager of Purchasing be authorized to call tenders for the sale of the land.

- 4.14.3. Notice of the tender call will be in accordance with the notice provisions of this policy.
- 4.14.4. Offers to Purchase will be opened at the appointed time in accordance with the City's tendering policy.
- 4.14.5. The terms of sale of such properties will be a deposit of 10% or other amount deemed appropriate by the Director, Realty Services, in the form of a certified cheque and/or cash to accompany the offer and cash on closing.
- 4.14.6. The offers will be referred to the Realty Services Division for review and recommendation through the City Treasurer to the appropriate Standing Committee.
- 4.14.7. If the successful tenderer is introduced to the land by a realtor, a commission may be payable if appropriate as follows:
 - a) Transactions up to \$100,000 - 5%
 - b) Transactions up to \$200,000 - 5% first \$100,000
3% between \$100,000 and \$200,000
 - c) Transactions over \$200,000- 5% first \$100,000
3% between \$100,000 and \$200,000
2% all amounts above \$200,000, or
 - d) As otherwise approved by Municipal Council.
- 4.14.8. The payment of commission as provided for in paragraph 8 be payable only in the event that the realtor has:
 - a) Completed and deposited with the Director, Realty Services, the Realtor Registration Form approved by the City not prior to the calling of each tender and not later than the closing of each tender;
 - b) Obtained the signature of the proposed tenderer on the Realtor Registration Form approved by the City as an acknowledgement of the registration and on the understanding that the payment of the real estate commission may lower the net amount payable to the City which may result in the tender not being accepted;

4.15. Attachment "F"

Disposal of Land – Direct Negotiation Procedure

- 4.15.1. The Realty Services Division will send the appropriate inquiries to each relevant City Department, local Board or Commission, regarding their opinions as to the potential sale of the land.
- 4.15.2. When it has been established through the inquiry procedure that a land is surplus to City requirements and when, in the opinion of the Director, Realty Services, considering the current market value of the land as well as the value of the said lands to the abutting land owners or other prospective purchasers, it is advisable to dispose of the land through direct negotiations, the Realty Services Division will conduct direct negotiations with the abutting owner(s) or other prospective purchasers and report the results and recommendations to the appropriate Standing Committee through the City Treasurer.

4.16. Attachment "G"

Disposal of Land – Public Auction Procedure

- 4.16.1. Where, in the opinion of the Director, Realty Services, it is advisable to dispose of real property through a public auction, the following procedures shall apply.
- 4.16.2. The Director, Realty Services shall be authorized to retain a licenced real estate auctioneer to conduct the auction.
- 4.16.3. All costs of advertising being borne by the City on the understanding that the method and format of advertising will be agreed to by the auctioneer and approved by the Director, Realty Services, prior to publication.
- 4.16.4. The City shall maintain the right to establish a reserve bid based on the results of an internal appraisal on the subject land by City staff, or an external appraisal carried out by an independent appraiser assigned by the City, and on the understanding that the reserve bid will remain confidential until the conclusion of the auction.
- 4.16.5. The conditions of sale being established, in each case, by the City, in conjunction with the Director, Realty Services and the City Treasurer.
- 4.16.6. The Director, Realty Services shall report the results of the auction to the appropriate Standing Committee.

Appendix C46

Bill No.
2023

By-law No. CPOL.-142()-____

A by-law to amend By-law No. CPOL.-142-394, as amended, being “Special Events Policies and Procedures Manual”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-142-394, as amended, being “Special Events Policies and Procedures Manual”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-142-394, as amended, being “Special Events Policies and Procedures Manual”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Special Events Policies and Procedures Manual

Policy Name: Special Events Policies and Procedures Manual

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-142-394); Amended June 26, 2018 (By-law No. CPOL.-293-284); Amended January 29, 2019 (By-law No. CPOL.-142(a)-40); Amended October 13, 2020 (By-law No. CPOL.-142(b)-214); April 12, 2022 (By-law No. CPOL.-142(c)-114); Amended July 25, 2023 (By-law No. CPOL.-142()-___)

Last Review Date: July 25, 2023

Service Area Lead: Director, Community Development & Grants

1. Policy Statement

Purpose

- 1.1. Background - Each year The Corporation of the City of London receives many requests from individuals and groups to operate Special Events on City of London property
- 1.2. Support Statement - The Corporation of the City of London recognizes Special Events as an important part of London's quality of life and as providers of affordable entertainment to its citizens. It is also recognized that Special Events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the City of London.
- 1.3. Special Events Policies are designed to help the Special Event Operator effectively use the requirements that are in place to plan and execute a successful Special Event.

Successful events do not just happen; they are a result of:
 - Responsible leadership;
 - Careful planning;
 - Good organization;
 - Provisions against the unexpected; and,
 - Methodical 'follow through' and evaluation.
- 1.4. Purpose - The purpose of the Special Events Policies is to incorporate into one document the Council. Approved policies for operating Special Events on City of London property, streets and roadways.

The Policies may also be used at the discretion of the Deputy City Manager, applied to other non-Special Events that occur on City property.
- 1.5. In addition to the Special Events Council Policies, the Special Event Operator shall comply with all of the applicable requirements contained in the current Special Events Administrative Procedures Manual ("Administrative Procedures"), which can be found on the City of London website at [City of London - Special Event Planning](#). The Special Event Operator shall ensure the required certificates/documents are available for review by the City, and/or appropriate agency, when requested. If the Special Event Operator fails to comply with this requirement, they may be subject to appropriate action as determined by the Deputy City Manager, including terminating the Facility Rental Contract to use City property.
- 1.6. This Policy will align with the City of London's Strategic Plan.
- 1.7. Goals - The primary goal for the Special Events Council Policies and the Administrative Procedures is to create an "event friendly" atmosphere for the delivery of events in the City of London.

1.8. Objectives - The specific objectives are as follows:

- a) Ensure all City interests are met to protect public assets and citizens of London;
- b) Ensure that all Federal and Provincial laws and regulations and Municipal by-laws are observed;
- c) To work closely with Tourism London in promoting London as the premiere place to hold Special Events;
- d) Provide logistical assistance to Special Events operation on City of London property, streets and roadways;
- e) Ensure that Special Event applications are treated fairly and in an equitable manner;
- f) To establish contracts for the use of City of London property, streets and roadways, between the Special Event Operator and The Corporation of the City of London;
- g) To seek advice through the Special Events Co-ordinating Committee on Special Events applications, as required, and conduct an annual review of the Special Events Policies.

2. Definitions

- 2.1. **Amplified Sound** - is any sound created by any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers intended for the production, reproduction or amplification of sound, including but not limited to a radio, television, amplifier, loud speaker, public address system, sound equipment.
- 2.2. **Crescendo** - means a passage gradually increasing in loudness or intensity
- 2.3. **Non-amplified Sound** - for purposes of this policy, when a Special Event or bandshell booking does not use sound equipment, other than a public address system to increase the volume of natural sound levels.
- 2.4. **Performance** - means an act or successive acts having a break of less than one hour between the acts, per stage. For greater clarity, this means there could be several performances per day (examples: multiple stages happening at one time in the park, and/or a break longer than an hour in duration at a specific stage).
- 2.5. **Special Event** - a one-time, annual, or infrequently occurring event on City of London property that is reserved for exclusive use, which raises the City's profile, supports its arts and culture agenda, and adds economic benefit to the City from a tourism perspective.

No Special Event may occur unless the City approves of the Special Event, and the Special Event Operator enters into a Facility Rental Contract for the use of the City facility.

The Special Event Operator must also comply with applicable legislation, including municipal By-laws (including the Zoning By-law, the Parks & Recreation Area By-law, and the Streets By-law). The City may require the applicant to comply with any or all of the sections in this Policy.

Special Events can include:

- 2.5.1. **Bandshell Rental** - Event Bandshell bookings (Harris Park, Springbank Gardens and Victoria Park) may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience.

- 2.5.2. **March, Parade or Walk** - A one-off or recurring sporting, cultural or other type of march, parade, walk or run that does not utilize the City of London's properties as the start or finish of the event.
- 2.5.3. **Neighbourhood Park Event** - Information on how to book a Neighbourhood Park Event can be found at [City of London - Neighbourhood Event Booking](#).
- 2.5.4. **Neighbourhood Street Closure Event** - A Neighbourhood Street Closure Event, where members of a single street(s) congregate, either to observe an event of some importance or simply for mutual enjoyment. Members of the general public are not invited to attend.
- These events will not be permitted during the annual week-long Western Fair, annual orientation events and campus life events that are held at the University of Western Ontario, affiliated colleges and on campus at Fanshawe College, during the duration of Home Coming Activities or on Saint Patrick's Day.
- 2.5.5. **Signature Event** - A one-off sporting, cultural or other type of event that impacts the municipality or region and attracts a large number of international and domestic visitors and participants with a high global media profile with a substantial economic and business benefit for the host destination (Examples: World Figure Skating Championship, Sesquifest)

3. Applicability

Powers of the Deputy City Manager

- 3.1. Administration – The administration of this Policy is assigned to the Deputy City Manager, Neighbourhood and Community-Wide Services, or their written designate.** The Deputy City Manager shall generally perform all of the administrative functions under this By-law, and without limitation may:
- a) receive and process all applications for Special Events ;
 - b) issue approvals for Special Events in accordance with the provisions of this Policy and applicable By-laws;
 - c) impose terms and conditions on approvals in accordance with this Policy;
 - d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this Policy.
- **The Deputy City Manager has designated the Manager of Special Events for the purpose of administering this Council Policy.
- 3.2. The approval of a Special Event along with entering into a Facility Rental Contract shall constitute authorization of the Deputy City Manager for the purposes of the City of London's Parks & Recreation Area By-law.
- 3.3. The power and authority to refuse to issue an approval, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Deputy City Manager.
- 3.4. The Deputy City Manager may refuse to issue an approval, or may revoke or suspend an approval, or impose a term or condition on an approval, on any one or more of the following grounds:
- a) the event endorses views and ideas that are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status,

family status, or disability,

- b) there is another event booked at the venue;
- c) the event conflicts with the City of London's Strategic Plan or adversely impacts on the City's identity;
- d) in the Deputy City Manager's opinion, event participants and patrons have not been or will not be adequately safeguarded;
- e) in the Deputy City Manager's opinion, the security and protection of all venues have not been or will not be adequately safeguarded;
- f) in the Deputy City Manager's opinion, activities which are contrary to City policies or by-laws, or provincial or federal laws will be conducted or promoted;
- g) all regulatory approvals have not been obtained (i.e. alcohol, lottery licence, etc.);
- h) the application was not submitted in a timely manner, as determined by the Deputy City Manager (with the minimum submission deadline being at least two weeks prior to the event);
- i) the applicant or Special Event Operator does not have or will not provide evidence of required insurance;
- j) the applicant or Special Event Operator does not have or will not provide evidence of any required liquor licence;
- k) the applicant or Special Event Operator will not provide documentation or information as may be required in any other part of this Policy, or by the Manager of Special Events (including but not limited to event financial statements);
- l) the conduct of the applicant, or any partner, officer, director, employee or agent of the applicant, affords reasonable cause to believe that the applicant will not carry on his or her business in accordance with the law or with honesty or integrity;
- m) the applicant is carrying on activities that are contrary to the Special Events Policies, Special Events Administrative Procedures Manual or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, "Streets By-law", "Boulevard Tree Protection By-law", or any other applicable law;
- n) the applicant is carrying on activities that are contrary to the Special Events Policies, Special Events Administrative Procedures Manual or are in contravention of the Zoning By-law, Parks & Recreation Area By-law, Streets By-law, or any other applicable law;
- o) there are reasonable grounds to believe that an application or other documents provided to the Deputy City Manager by or on behalf of the applicant contains a false statement;
- p) any information contained in the original application form, or any other information provided to the Deputy City Manager, has ceased to be accurate and the Special Event Operator has not provided up-to-date accurate information to the Deputy City Manager to allow the Deputy City Manager to conclude that the approval should continue;
- q) an applicant or Special Event Operator does not meet, at any time, one or more of the requirements of the Special Events Policies, Special Events Administrative Procedures Manual, applicable By-law, or any conditions

imposed on the approval;

- r) the applicant or Special Event Operator is not in compliance with a federal or provincial law, or City By-law;
 - s) the applicant, Special Event Operator, or any partner, officer or director has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences), VII (Offences Against Persons) or IX (Offences Against Property) of the Criminal Code of Canada, R.S.C. 1985, c. C-46, as amended, or any other criminal convictions in the preceding five (5) years;
 - t) the applicant or Special Event Operator has been convicted of any other criminal offence for which, in the opinion of the Deputy City Manager, it would not be in the interest of public safety to issue an approval.
- 3.5. Notwithstanding any other provision of this Policy, the Deputy City Manager may impose terms and conditions on any approval any time during the term of the approval, including special conditions, as are necessary in the opinion of the Deputy City Manager's to give effect to this Policy.
- 3.6. The City of London reserves the right to refuse to enter into a Facility Rental Contract with respect to any application for an event on the City of London property.

4. The Policy

General Policies

- 4.1. All legislation, by-laws and regulations must be adhered to by the Special Event Operator.
- 4.2. The Special Event Operator is required to adhere to all Special Events policies. In the interest of public safety, a zero tolerance policy is enforced for all Special Events. This means failure to comply with standards will result in ticketing and/or closure of event, including termination of the Facility Rental Contract.
- 4.3. The Special Event Operator is required to provide evidence of all necessary licenses/permits required to operate the event.
- 4.4. Major Special Events will be allocated a maximum of 40 combined support hours per event for electrical hook ups. The Special Event Operator will be billed for each hour of work thereafter at the appropriate rate. This policy does not apply to the Budweiser Gardens venue.
- 4.5. Solicitation of funds during Special Events is prohibited without written permission from the City of London. Permission to collect donations may be granted for not-for-profit agencies, charities or events provided that evidence can be demonstrated that donations will be solicited on an unobtrusive, strictly voluntary basis.
- 4.6.
 - a) If an event operates successfully and in compliance with the requirements of this Policy, the Special Event will be given priority consideration to reserve the use of the City of London property, streets, roadways, showmobile for the same date(s) and/or weekend the following year (however if there are extenuating circumstances, the City may be unable to provide such priority consideration).
 - b) Occasionally an event is operated in proximity to a specific weekend or holiday. The City will attempt to honour these dates as a priority each year (for example an event that is held the weekend following Canada Day will have priority for that weekend the following year but the City does not

guarantee the availability of any requested dates for subsequent years).

- c) The City of London does not accept tentative bookings or hold facilities and any request must include a specific date and time frame to a maximum of three.

4.7.

- a) In the event a Special Event is sold or discontinued and a new Special Event Operator wants to purchase or revive the event, the property and date(s) are not automatically transferred to the new Special Event Operator. The new Special Event Operator must make a new application for the event. The City does not guarantee the availability of any requested dates for subsequent years.

The Special Events review process will take into consideration the new Special Event Operator's request to continue on the same date and location.

- b) In the event a Special Event is discontinued and the existing Special Event Operator wishes to operate a new event, the Operator must make a new application to the City for the proposed new event. The property and date(s) are not automatically transferred to the existing Operator. The Special Events Coordinating Committee will take into consideration the existing Special Event Operator's request to continue on the same date and location with a new Special Event; however, it will be treated as a new application.

4.8. Hot air balloons will not be allowed to launch from any City of London property adjacent to the City of London property used during a Special Event without the permission of the City of London and the Special Event Operator.

4.9. When having inflatables at a Special Event: The Operator must show copies/proof of the insurance and licenses (item a, b, c, d) from the inflatable provider to the City 7 days prior to their event.

- a) Evidence of \$5 million dollars in general liability insurance, including bodily injury and property damage. The coverage contains no exclusionary clauses with respect to the use of the devices(s) at the rental event and is valid throughout the date of the event.
- b) Copy of Ontario Amusement Device License which is valid throughout the date of the event.
- c) Copy of Ontario Amusement Device Permit (one permit per device) which is valid throughout the date of the event.
- d) Copy of Ontario Amusement Devices Mechanic Certificate, with an ADM-I Certification, issued under the Technical Standards and Safety Act, which is valid throughout the date of the event.
- e) Inflatable amusement devices will be installed by the Provider by a licensed mechanic or by a mechanic-in-training under the supervision of the licensed mechanic.
- f) Supervision of inflatable amusement devices will be provided on site for each device operated, from set up until tear down by trained attendants provided by the Provider of the device.
- g) All employees of the Provider are insured under Workplace Safety and Insurance board coverage.
- h) It is understood and agreed the Facility or Park Supervisor has the right to shut down the inflatable device or the rental if compliance of any of the

above conditions is not evident during the rental period.

- 4.10. The Special Event Operator is required to submit an Emergency Plan at least 10 days prior to their event. The emergency plan should identify potential risks and provide information on how the Operator will respond to those risks (e.g. severe weather and notification system and evacuation plan).
- 4.11. Special Events that feature performances on a bandshell or main stage should provide access and provide a designated wheelchair accessible area for viewing by patrons with a disability. (Special Events Administrative Procedures Manual - How to Plan Accessible Outdoor Events).
- 4.12. In order to mitigate the potential for aggressive behavioural issues that might arise at Special Events booked through the City of London, the London Police Service in conjunction with the Special Event Operator and the Deputy City Manager may develop security strategies appropriate for the event. The Deputy City Manager may require the Special Event Operator to hire paid duty uniformed police officers and/or licensed security personnel in numbers reflecting the risk level established in the event evaluation or as determined by the Deputy City Manager.
- 4.13.
 - a) Groups who intend to gather at the Cenotaph for a purpose and decorum consistent with the symbolism of the Cenotaph, and Council Policy, must notify the City of London, City Clerk's Office, by letter, no later than two weeks in advance of the Special Event.
 - b) From November 1 to November 11, the issuance of special events permits related to parades on public streets, or city owned property will be restricted to those activities which are directly related to the honouring of Canada's veterans and organized in partnership with veteran's organizations.
- 4.14. No person shall carry on retail sales within the vicinity of the Cenotaph, more particularly described as the portion of the northerly half of the road allowance for Dufferin Avenue lying 30 meter west of the centre line of the road allowance for Wellington Street and that portion of the westerly half of the road allowance for Wellington Street lying 30 meters north of the centre line of the road allowance for Dufferin Avenue. (City of London Bylaw S-1).
- 4.15. In order to reduce the environmental impacts of balloon releases into the atmosphere: the release of mylar balloons at permitted events hosted on City properties (parklands, parking lots, streets) is not permitted. The release of latex balloons only if they have biodegradable attachments or closures is permitted.

City of London Restrictions on Use of Certain Parks

- 4.16. Only Neighbourhood Association/Community Associations will be permitted to use Neighbourhood Parks (as defined in the City's Planning Division, Parks Planning List of Park Class) for Special Events.
- 4.17. McKillop Park: Events in McKillop Park associated with the Cancer Survivor Garden, must obtain written approval from the London Home Builders Association. Such events must be open to the public, must allow for entry and access without cost, and must be approved by the Deputy City Manager. The individual, group or association must enter into the Facility Rental Contract for such events and will be required to provide the required insurance coverage and fees for those events.
- 4.18. Queens Park: Only the Western Fair Association can rent Queens Park.

Any additional amenities, garbage bins, picnic tables required for the site will be requested by the Western Fair on behalf of the event and charged to the Special

Event Operator. Any additional permitting, SOP's, exemptions, tent permits, etc., would still be the responsibility of the Operator.

The Western Fair will provide the City of London a courtesy communication to keep them informed on what is occurring.

- 4.19. Peace Garden: Rental of the Peace Garden will be limited to events associated with Tolpuddle, and/or the First Nations Community.

Policies for the Use of Victoria Park

In order to minimize site impacts in Victoria Park due to Special Events, the following policies are adopted and must be implemented by the Special Event Operator:

- 4.20. Victoria Park will be limited to nine major Special Events with produced amplified concerts per year between June 1st and Labour Day in September.
- 4.21. An Event Site Plan will be developed in conjunction with each Special Event Operator to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health.
- 4.22. Alcoholic beverages may be allowed in Victoria Park under the following conditions:
- a) The Special Event Operator will work with staff to identify preapproved locations for the beer garden(s) in the park.
 - b) The Operator will work with City staff to incorporate an unobstructed unlicensed viewing area representing a minimum of 25% of the unobstructed viewing area for all ages, including accessible viewing and emergency response.
 - c) Any beer garden inside the park must be all ages unless a restriction has been placed on the permit by the Registrar of Alcohol and Gaming.
 - d) There is a limit of a total of 1,440 m² of licensed area inside the park, how the square meters is divided up is at the discretion of the Operator in consultation with the City.
 - e) The Operator must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations.
 - f) Compliance with the City of London's Alcohol Policy
 - g) Having a beer tent in the park does not preclude the Special Event Operator from having one on the road.
 - h) All orders for liquor must be served before 10:45 pm (11:45 pm for New Year's Eve). All liquor must be cleared by 11:30 pm (12:30 am for New Year's Eve). This includes the clearing of all glasses and bottles off the tables.
- 4.23. In order for the park to rejuvenate, the City of London will strive to allow 10 days between each major event in Victoria Park.
- 4.24. Parking of cars, trucks, food stock trailers, or sleeping quarters are not allowed in Victoria Park.
- 4.25. All vehicular traffic must cease within Victoria Park one hour before start of any part of the event. (e.g. sale by vendors, opening of exhibits, etc.) Any vehicles in Victoria Park without permission/permit from the Manager of Special Events or designate will be towed from Victoria Park at the owners risk and expense. The Special Event Operator will be subject to a \$50 per vehicle administration fee for each vehicle towed or vehicles left parked in the park at the start of an event, and

owners or drivers of the vehicles may be subject to a ticket from Parking Enforcement.

- 4.26. No mechanical or electrical rides will be permitted on the grass; ONLY inflatables or games may be permitted.

Vehicle and trailers associated with amusement devices/inflatables will not be permitted inside the park (must be parked on the road or in parking lot).

Policies for the Use of Springbank and Harris Park

4.27. Springbank Park:

- a) No events may be staged in Springbank Park from June 1st to Labour Day. Springbank Park may not be used as the start/finish of a walk/run/wheel/roll-a-thon route from June 1st to Labour Day, however it may still be used as part of the walk/run/wheel/roll-a-thon route during this time.
- b) Will be limited to five non-amplified concerts per year (not more than two hours in length) and they will not occur on consecutive weekends. Non-amplified Sound: for purposes of this policy, when a Special Event or bandshell booking does not use sound equipment, other than a public address system to increase the volume of natural sound levels.
- c) No amplified concerts are allowed in Springbank Park (with the exception of Storybook Gardens).
- d) Non-amplified sound for a Special Event will not start before 9 a.m.
- e) Alcoholic beverages are not allowed in the park for any event.

4.28. Springbank Gardens Site:

- a) All events with sound and/or pre-recorded sound will not exceed a sound decibel pressure 70 decibels beyond 30m (100 feet) from the stage. The decibel level within the 30m zone, shall be at the discretion of the Special Event Operator, however sound equipment and speaker placement should be designed such that the 70 decibel level is not exceeded at the 30m (100 feet) limit.
- b) Sound and pre-recorded sound shall not start before 9:00 a.m. and shall end by 11:00 p.m.
- c) The Corporation of the City of London staff will monitor and document the decibel levels with a decibel sound meter once every ½ hour during the event. Non-compliance could result in cancellation of future events held by that Special Event Operator.

4.29. Harris Park:

- a) Will be limited to 5 major Special Events (4 consecutive days in length) totaling no more than 12 days combined of amplified concerts per year. (Example: 24 hour relay, event #1, 1 concert day; Canada Day, event #2, 3 concert days; Rock the Park event #3, 3 concert days with 5 days remaining).
- b) Harris Park may be used for a gated event only under the criteria as set out in Section 12 of this Policy.
- c) The Type of Use of the Harris Park Pavilion must be approved prior to the event by the Manager of Special Events.

Insurance, Indemnity & Financial Security

4.30.

- a) The Special Event Operator must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance form. Evidence of insurance must be provided to the Special Events Manager or designate no less than 10 days prior to the event. The Special Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on City property in connection with the Special Event.

An amount between \$5 million and \$2 million may be permitted at the sole discretion of the Special Events Manager or designate in consultation with the Manager of Risk Management.

The Corporation of the City of London reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).

- b) The Special Event Operator may be required to post a security bond 60 days prior to the event. The amount of the security bond will reflect the size and scope of the event and/or the performance of the Special Event Operator in making timely payments in past events.
- c) Any Special Event Operator using the City of London property may be required to submit an audited event statement.

Sound Policy

4.31. The sound for Special Events will be limited to the hours of 9:00 a.m. to 11:00 p.m. allowing for a fifteen minute grace period to end at 11:15 p.m.

Exemption:

- a) *New Year's Eve Event will be limited to the hours of 9:00 a.m. – 12:00 midnight*
- b) *New Year's Eve Event in Victoria Park is exempt from subsections 11.1(a), and 11.2 of the Special Events Policies with respect to posting security for noise violations and with respect to exceeding decibel levels*
- c) *Announcements for the gathering of participants, on your mark, get set go and the singing of the national anthem at sporting events (note sound level not to exceed 90 db between 8:00 am –9:00 am). All other sound (i.e.: music could not begin until 9:00 am)*
- d) *Sound on March 14, 15, 16, 17, 2019 from the outdoor stage at Budweiser Gardens Parking Lot during 2019 JUNO Week will be limited to the hours of 9:00 a.m. to 2:00 a.m. of the following day*

4.32.

- a) All Operators of Special Events having sound will be required to post \$500 security (cash or letter of credit). If there are no noise violations during the Special Event, the security will be returned. However, if there are noise violations during the Special Event (as determined solely by the City), the

security will be forfeited.

- b) If sound arising from a Special Event does not comply with the Special Events Policy, the provisions of the City of London's Sound By-law apply, and any person failing to comply with the Sound By-law shall be subject to By-law prosecution.
- 4.33. All concerts shall not exceed a sound pressure 90 decibels beyond 30m (100 feet) from the front edge of the stage, with the allowance for a maximum of 5 crescendos, per performance. The decibel level within the 30m zone, shall be at the discretion of the Special Event Operator, however sound equipment and speaker placement should be designed such that the 90 decibel is not exceeded at the 30m limit, with the allowance for a maximum of 5 crescendos, per performance.
- 4.34. The Corporation of the City of London staff may monitor and document the decibel levels with a decibel sound meter at least once every ½ hour during the concert. Non-compliance could result in cancellation of future events held by that Special Event Operator and forfeiture of the security (cash or letter of credit).
- 4.35. Labatt Park: Will not be used for amplified concerts.
- 4.36. Harris Park:
- a) Will be limited to 5 major Special Events (4 consecutive days in length) totalling no more than 12 days combined of amplified concerts per year.
 - b) To limit sound carrying along the river, staging of all amplified concerts will be directed to set-up at the north end of the park with staging facing to the south.
 - c) No sound from the Special Event shall project straight out over the crowd and park property. Special Events staff reserves the right to order adjustments to speakers.
 - d) Notwithstanding part (a) above, the "*Rock the Park 17- July 2022*" event is permitted the use of Harris Park for 5 consecutive days July 13 to July 17, 2022.
- 4.37. Victoria Park:
- a) Will be limited to nine Special Events with produced amplified concerts between June 1st and Labour Day in September.
- 4.38. Springbank Park:
- a) Will be limited to five non-amplified concerts per year (not more than two hours in length) and they will not occur on consecutive weekends.
 - b) Non-amplified sound for a Special Event shall not start before 9:00 a.m.
 - c) No amplified concerts will be allowed in Springbank Park (with the exception of Storybook Gardens).
- See section 4.28 for sound provisions for Springbank Gardens.
- 4.39. At the Deputy City Manager's discretion, the Special Event Operator may be required to do a mail-out to surrounding neighbours. The mail-out would include the following information:
- a) a contact name and telephone number that the public can reach during each event so that the Operators can immediately address any neighbourhood concerns;
 - b) a synopsis of the history, purpose and not-for-profit/charitable and

economic benefits of the event.

- 4.40. The Manager of Special Events, or written delegate, is authorized to extend the hours of amplified sound for Special Events beyond 11:00 p.m., to a maximum extension of 45 minutes, if one or more of the following has caused a delay to the start of the performances:
- a) a rain delay occurs on the day of the Special Event;
 - b) a power failure delay occurs on the day of the Special Event;
 - c) other uncontrollable circumstances (evaluated on a case by case basis) occur on the day of the Special Event

Any extension granted shall not go beyond 45 minutes, on any single night, or cumulative throughout a single festival.

Admission Policy

- 4.41. Admission charges are permitted for the following:
- a) Amusement rides and carnival games;
 - b) One entertainment tent no larger than 60 ft. x 100 ft. (20m x 30m) when in conjunction with a major Special Event involving a registered local charity/not for profit organization.
- 4.42. An admission or gate fee may be charged for a Special Event at Harris Park only under the following criteria:
- a) An admission/gate fee will only be considered for local registered charities or not-for-profit groups or organizations;
 - b) A business plan may be required to be submitted demonstrating why admission/gate fee charge is required to support their event;
 - c) A financial report must be submitted to The Corporation of the City of London, Special Events Manager, within 60 days after the event;
 - d) Any event that is permitted to charge an admission/gate fee will not receive any direct financial assistance from The Corporation of the City of London;
 - e) The Special Event Operator must maintain free access at all times to a portion of the park used for events;
 - f) The Special Event Operator must maintain, at all times during the event, unrestricted and unimpeded public access to all public pathways and bike paths that runs through the City of London parks;

The Special Event Operator must ensure that some components of the event are open to the public free of charges at all times during the event and that these free components reflect the nature of the event and site consideration, all to the satisfaction of the Deputy City Manager of Neighbourhood and Community-Wide Services.

- 4.43. Sale of tickets to a Special Event or concert held on the City of London properties must be through a bonded ticket agent (e.g. Centennial Hall Box Office, TicketMaster, and Children's Festival Box Office).

Policy for Street Closure and Bagging of Meters

- 4.44. Applicants requesting a temporary street (meaning any part of the municipal road allowance) closure, for any Special Event, must complete the "Request for Temporary Street Closure" form. The City of London Road Closure form can be

found on the City of London website at: [City of London - Planning Your Special Event.](#)

4.45.

- a) The Manager of Special Events, is the principal contact to be used by the applicant for a Special Event Temporary Street Closure. They will initiate the process to approve a Temporary Street Closure via the Environmental Programs and Customer Relations Division, City Hall.
- b) The City Engineer may temporarily close to vehicular traffic any street or portion of a street for a period of not more than 7 consecutive days for social, recreation, community, athletic, or cinematographic purposes, or combination of such purposes (by-law S.7.1.1) and can only be done by the City Engineer or designate.
- c) Where a street or portion of a street has been temporarily closed under the Streets By-law the common law right of passage by the public over the street and the common law right of access to the street by an owner of land abutting the street are restricted, as determined by the City Engineer Streets By-law S.7.1.2.

4.46. To request a temporary street closure, the applicant will be asked to submit a petition signed and approved by:

- a) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners on the street(s) or blocks(s) proposed to be closed; and/or
- b) 66% of the residents, and/or by 66% of the business owners, and/or by 66% or the property owners located in adjacent blocks that may be affected by the temporary street closure.

The decision whether the residents, business owners or property owners are to be petitioned for the road closure and whether the petition is considered successful will lay solely with the Manager of Customer Relations and Compliance with input from the Manager of Special Events . In the event that the road closure spans more than one block, each block must be petitioned separately unless otherwise approved by the Manager, Zoning and Public Property Compliance.

4.47. The applicant will be required to submit a site plan, prepared to scale, showing the road closure. The site plan will indicate the required 6 metre (20 feet) accessible lane for the Fire, Police and emergency vehicles. This lane will remain unobstructed during the event unless otherwise agreed upon by Fire Prevention and the Police Department. – Field Services Division. The site plan shall indicate what will be located on the road (amusement rides, stages, booths, etc.) and must be shown to scale. Sign off approval of the plan will be required from Fire Prevention, Police Department – Field Services Division and the Manager, Zoning and Public Property Compliance prior to set up of the event. The site plan should be available to the area residents/owners who are required to sign the road closure compliance form.

4.48. Special Event Operators requesting the closure of any section of Dufferin Ave. (Waterloo to Richmond) will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Manager of Special Events or designate.

4.49. The approval is contingent upon ensuring adequate signage and barricades and providing adequate emergency access at all times to the satisfaction of the Fire Department, the Police, the Emergency (Ambulance) Services, and the City Engineer or designate. Additional permits may be required from the Building Division, City Hall, for erecting tents, booths, etc., within the road allowance

- 4.50. Where parking meters exist within the portion of the street being closed there will be an additional fee that the event holder will pay the appropriate fee per day per space. – a “Meter Bagging Request” form will be filled out by administration. These meters are to be allocated to food vendors first. Exception: Major Special Events which operate for a period of more than one but less than six days and which produce attendance in excess of 5,000 persons for each day of the event may apply to be exempt from the meter bagging charges at Victoria Park.
- 4.51. In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition as provided in sections 13.3 (a) and 13.3 ((b) above unless the area being requested for closure is outside or partially outside of the boundaries of the organization.
- 4.52. In order to close the entrance and egress to Centennial Hall, the Special Event Operator must secure a letter of support from both Centennial Hall and London Life.
- 4.53. Street closures will not be allowed on Central Avenue (between Richmond Street to the west and Wellington Street to the east) for the use of midways/amusement rides/or carnivals.
- 4.54. The Special Event Operator, or designate, must be present on the site during the entire duration of the street closure and have a signed copy of the approved site plan with them.
- 4.55. Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of a Special Occasion Permit by the Alcohol & Gaming Commission of Ontario.
- 4.56. The Special Event Operators are encouraged to approach parking lot Operators, located downtown, to provide assistance for parking during Special Events.
- 4.57. The Special Event Operators are encouraged to advertise parking locations in the vicinity of the event.
- 4.58. Event organizations requesting the closure of Talbot Street between Dundas St. and King St. will not be permitted to close the road prior to 9 a.m. on set-up day (extenuating circumstances may be granted by the Manager of Special Events or designate).
- 4.59. A Special Event Operator will be required to purchase signage decals from the City of London to advertise their street closure. The street closure should be advertised at least two weeks in advance of the Special Event unless otherwise approved by the Manager Relations and Compliance.

Neighbourhood Street Closure Event

The Neighbourhood Street Closure Event Application Form can be found on the City's website at: [City of London - Planning Your Special Event.](#)

All Street Closings must be in conformance with the requirements outlined in the Policy for Street Closure and Bagging of Meters of the Special Events Policies.

- 4.60. The Neighbourhood Street Closure Event Operator/organization must maintain public liability insurance of no less than \$5,000,000. Evidence of this insurance is only acceptable on The Corporation of the City of London Certificate of Insurance, evidence of insurance must be provided to the Manager of Special Events or designate no less than 10 days prior to the event. The Special Event Operator shall indemnify and hold The Corporation of the City of London, the London Police Services Board and the Middlesex-London Health Unit harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-named, their officers, agents, employees,

volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on City property in connection with the Special Event. A blank copy of the certificate can be obtained at the City of London website:

[City of London - Insurance Certificates.](#)

- 4.61. Fee - An administration fee will be applied to each contract.
- 4.62. No person shall have or consume liquor in contravention of the Liquor Licence Act, nor be in an intoxicated condition in contravention of the Liquor Licence Act. It is fully understood that by allowing the closing of this road, no approval is given for the consumption of alcoholic beverages contrary to that Act, or being in an intoxicated condition in contravention of that Act. If alcohol is being served at the event the Operator must apply for a liquor license and comply with all the Alcohol and Gaming Commission regulations and comply with the City of London's Alcohol Policy.
- 4.63. Should an emergency arise, the Special Event Operator will ensure clear access for emergency vehicles. All street party activities will cease and resume only when the emergency has been resolved.
- 4.64. Barricades are to be removed at the completion of the street party (as per the contractual agreement) and normal access to your street is to be restored without delay.
- 4.65. The Special Event Operator will ensure that all affected residents will receive advance notification of the temporary street closure so that alternative access arrangements can be made for essential deliveries and/or visits i.e. scheduled medical house calls, etc.
- 4.66. No tents, awnings, or other similar structures shall be installed, or located on the traveling portion of any public roadway, or on any private roadway/laneway serving a multi-unit development that is designated and posted as a Fire Access Route. Immediate access must be provided upon demand to all emergency vehicles. Should the Special Event Operator wish to erect such a structure on private property. Please note the following:
 - a) The Special Event Operator must apply for a tent permit through the Building Division of The Corporation of the City of London at least 10 days prior to the event. If it is a previously approved situation, the minimum lead time is 48 hrs. for a permit. When the tent exceeds 60m² (645 sq. ft.), where bleachers are provided in tents they will also need an approval for compliance with the Ontario Building Code. Engineered designs are required to be submitted for all bleachers.
 - b) If the following size tent is standing alone they do not require a building permit: 10'x10', 15'x15', 10'x20', 10'x 30', 20'x20', and 20'x30'. If the Special Event Operator is grouping any of these tents together, the total square footage will require a building permit if it exceeds 645 sq. ft. or a space of 10 ft. must be left prior to the starting the next cluster. A permit is required when an individual tent exceeds 60m² (645 sq.). Please Note: While the code requires a 3m clearance between tents, it may be reduced at the discretion of the Chief Building Official; however, one would need to prove to the Chief Building Official that there is no hazard created to the public.
- 4.67. Fire Safety Plan: A Fire Safety Plan is required for tents in excess of 30m² (320 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience. Fire Safety Plans shall be approved prior to the event by the London Fire Department.

Portable Fire Extinguishers: Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, deep frying activities require an appropriate class K type that has been serviced in the past 12 months.

Exit Signs: Exit signs are required for each designated exit. Commercially available card type signs are acceptable. **Emergency Lighting:** Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

Fire Watch: Where a fire alarm system is not provided in conformance with the Fire Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clear and to enforce the requirements of the Fire Safety Plan.

Smoking and Open Flame: Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

- 4.68. Consideration should be given to not closing too many streets in one area, and that main arterial and collector roads not be closed without further consultation with the Fire Department.
- 4.69. The discharging of unauthorized fireworks and pyrotechnics is in violation of City By-law and, dependent on the type of effect being discharged, could also be in contravention of the Ontario Fire Code. Any applicants proposing this are to consult directly with the Fire Prevention Division at 519.661.2489 x 5222. The discharge of fireworks without prior approval of the Fire Department is strictly prohibited.
- 4.70. The Noise Policy as outlined in Section 11 of the Special Events Policies will apply to the neighbourhood street closure event.
- 4.71. Middlesex Health Unit

All Operators of a Special Event at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

- a) Contact the Special Events Coordinator of the Middlesex-London Health Unit and notify them of the date of the event and the expected number of food vendors that will be attending.
- b) Provide the Special Events Coordinator of the Middlesex-London Health Unit with a final list of food vendors at least two (2) weeks prior to the event.

All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided and/or offered to the public, must:

Contact the Special Events Coordinator of the Middlesex-London Health Unit

Middlesex-London Health Unit
Environmental Health Division
50 King Street Email: health@mlhu.on.ca
London, Ontario, N6A 5L7 Website: www.healthunit.com
519 663-5317 Ext. 2300 Fax: 519 663-9276

Budweiser Gardens/Jubilee Square

The following policies, in conjunction with the other policies in this Policy, will apply for the use of the Budweiser Gardens Special Events Area (King St. Parking Lot) and Jubilee Square.

4.72.

- a) A letter of support from the management of the Budweiser Gardens confirming the event dates and times is required.
- b) The property rental fee will be waived when an event requires both the inside Budweiser Gardens and outside of the Budweiser Gardens Special Event Area (King St. Parking Lot) and Jubilee Square as part of the event site. The Operator may be required to provide a Certificate of Insurance and enter into a contract with the City of London at no charge.
- c) If an event inside the Budweiser Gardens requires additional spaces for parking they will be subject to the municipal lot fees unless approved/waived by the Division Manager of Parking & Traffic Signals or designate.
- d) All electrical hook-ups will be performed by the Budweiser Gardens staff and charged to the Special Event Operator.
- e) The Special Event's Admission Policy does not apply to the Budweiser Gardens Special Events Area (King St. Parking Lot).
- f) If Talbot Street is rented/closed for an event the City of London will not book another event in the adjacent Jubilee Square.

Appendix C47

Bill No.
2023

By-law No. CPOL.-46()-___

A by-law to amend By-law No. CPOL.-46-242, as amended, being “Surplus/Deficit Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-46-242, as amended, being “Surplus/Deficit Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-46-242, as amended, being “Surplus/Deficit Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Surplus/Deficit Policy

Policy Name: Surplus/Deficit Policy

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-46-242); Amended October 16, 2018 (By-law CPOL.-46(a)-500); Amended August 10, 2021 (By-law No. CPOL.-46(b)-240); Amended July 25, 2023 (By-law No. CPOL.-46(_____))

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

The purpose of this policy is to establish a priority framework for the allocation of any operating surpluses and funding for any operating deficits.

2. Definitions

- 2.1 **Authorized Debt:** Council approved debt financing as a source of funding for capital projects.
- 2.2 **City Treasurer:** The individual appointed by the municipality as treasurer.
- 2.3 **Deficit:** In the operating budget, when there is an excess of expenditures over revenues.
- 2.4 **Multi-Year Budget:** Approval of a four year operating and capital budget.
- 2.5 **Operating Budget:** A budget that funds day to day operations. Some of the expenses could include personnel, utilities, and reserve fund contributions.
- 2.6 **Property Tax Supported Budget:** A budget that includes property taxes as a primary source of revenue used to fund City programs and services.
- 2.7 **Reserve:** An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Municipal Councils may set up reserves for any purpose for which they have the authority to spend money.
- 2.8 **Reserve Fund:** Funds that have been set aside either by a by-law of the municipality or by a requirement of senior government statute or agreement to meet a future event. Municipal Councils may set up reserve funds for any purpose for which they have the authority to spend money.
- 2.9 **Reserve Fund Policy:** A policy governing the management and administration of reserve and reserve funds, establishing guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for reserves and reserve funds managed by the City.
- 2.10 **Surplus:** In the operating budget, when there is an excess of revenues over expenditures.
- 2.11 **Wastewater & Treatment Rate Supported Budget:** A budget to fund services exclusively related to the collection and treatment of wastewater and stormwater through rates charged to users of the system.
- 2.12 **Water Rate Supported Budget:** A budget to fund services exclusively related to the distribution of potable water through rates charged to users of the system.

3. Applicability

This policy applies to the annual operating budgets for the Property Tax Supported Budget, Water Rate Supported Budget, and Wastewater & Treatment Rate Supported

Budget, unless otherwise stated.

4. The Policy

4.1. Principles

4.1.1. All surpluses and deficits be treated as one-time in nature.

4.1.2. The year-end operating surplus or deficit for the Property Tax Supported Budget, Water Rate Supported Budget, and Wastewater & Treatment Rate Supported Budget will only be allocated (surplus) or funded (deficit) within the operations and reserves and reserve funds of each respective Budget.

Property Tax Supported Budget – In a Year of Surplus

- a) The City Treasurer, or designate, is authorized to contribute an amount to the Operating Budget Contingency Reserve (OBCR) not to exceed the reserve target balance established through the Reserve and Reserve Fund Policy, subject to the contribution to the OBCR being confirmed by the Municipal Council.
- b) The City Treasurer, or designate, is authorized to contribute an amount to the Unfunded Liability Reserve Fund not to exceed:
 - i) The Reserve Fund target balance established through the Reserve and Reserve Fund Policy; and
 - ii) Operational savings realized from personnel and contingency budgets at year-end.
- c) Remaining surplus to be reported to Municipal Council in the Operating Budget Year-End Monitoring Report with the surplus contributed to the OBCR to balance year-end operations. The remaining surplus allocations shall be drawn down from the OBCR and allocated in accordance with the following proportions:
 - i) 50% of any operating surplus shall be applied to reduce future debt issuance, it being noted that debt reduction will reduce future years' debt servicing costs.
 - ii) 25% of any operating surplus shall be contributed to the Community Investment Reserve Fund to be allocated at the discretion of Municipal Council.
 - iii) 25% of any operating surplus shall be contributed to the Capital Infrastructure Gap Reserve Fund (or other reserve fund to mitigate infrastructure needs at the discretion of the City Treasurer) to address future infrastructure needs.

Property Tax Supported Budget – In a Year of Deficit

- d) The City Treasurer, or designate is authorized to drawdown from the OBCR to balance year-end operations.

Wastewater & Treatment Rate Supported Budget – In a Year of Surplus

- e) The City Treasurer, or designate is authorized to contribute an amount to the Wastewater Budget Contingency Reserve not to exceed the reserve target balance established through the Reserve and Reserve Fund Policy, subject to the contribution to the Wastewater Budget Contingency Reserve being confirmed by the Municipal Council.
- f) Remaining surplus to be reported in the Operating Budget Year-End Monitoring Report with the surplus contributed to the Wastewater Budget

Contingency Reserve to balance year-end operations. The remaining surplus allocations shall be drawn down from the Wastewater Budget Contingency Reserve and allocated in accordance with the following proportions:

- i) 50% of any operating surplus shall be applied to reduce Wastewater & Treatment future debt issuance, it being noted that debt reduction will reduce future years' debt servicing costs.
- ii) 50% of any operating surplus shall be contributed to the Sewage Works Reserve Fund to address future infrastructure needs.

Wastewater & Treatment Rate Supported Budget – In a Year of Deficit

- g) The City Treasurer, or designate is authorized to drawdown from the Wastewater Budget Contingency Reserve to balance year-end operations.

Water Rate Supported Budget – In a Year of Surplus

- h) The City Treasurer, or designate is authorized to contribute an amount to the Water Budget Contingency Reserve not to exceed the reserve target balance established through the Reserve and Reserve Fund Policy, subject to the contribution to the Water Budget Contingency Reserve being confirmed by the Municipal Council.
- i) Remaining surplus to be reported in the Operating Budget Year-End Monitoring Report with the surplus contributed to the Water Budget Contingency Reserve to balance year-end operations. The remaining surplus allocations shall be drawn down from the Water Budget Contingency Reserve and allocated in accordance with the following proportions:
 - i) 50% of any operating surplus shall be applied to reduce Water future debt issuance, it being noted that debt reduction will reduce future years' debt servicing costs.
 - ii) 50% of any operating surplus shall be contributed to the Waterworks Reserve Fund to address future infrastructure needs.

Water Rate Supported Budget – In a Year of Deficit

- j) The City Treasurer, or designate is authorized to drawdown from the Water Budget Contingency Reserve to balance year-end operations.

4.2 Reporting

The City Treasurer, or designate shall provide the following reports related to year-end projected or actual surplus or deficit positions:

- i) Operating Budget Mid-Year Monitoring Report (January 1st to June 30th)
- ii) Operating Budget Year-End Monitoring Report (January 1st to December 31th)

Appendix C48

Bill No.
2023

By-law No. CPOL.-371()-____

A by-law to amend By-law No. CPOL.-371-452, being “Use of the City Hall Cafeteria Policy”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-371-452, being “Use of the City Hall Cafeteria Policy”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-371-452, being “Use of the City Hall Cafeteria Policy”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Use of the City Hall Cafeteria Policy

Policy Name: Use of the City Hall Cafeteria Policy

Legislative History: Adopted July 24, 2018 (By-law No. CPOL.-371-452); Amended July 25, 2023 (By-law No. CPOL.-371()-___)

Last Review Date: July 25, 2023

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy establishes the general guidelines for use of the Cafeteria at City Hall.

2. Definitions

Not applicable.

3. Applicability

3.1 This policy applies to any individual or group seeking use of the Cafeteria at City Hall.

4. The Policy

4.1 The Cafeteria may only be accessed by current City of London employees, elected officials, or invited guests during regular business hours or in the case of a private event.

4.2 Booking of the Cafeteria for an event pertaining to City business shall be completed through the City Clerk.

4.3 The Cafeteria may only be booked for private events with prior approval from the City Clerk. Private events may include (but are not limited to): Receptions, Council or City Related Recognition Receptions, Staff Events, or Board Meetings.

4.4 Fees for the use of the Cafeteria may be charged in accordance with the City of London's Fees and Charges By-law, as amended from time to time.

4.5 Any individual or group accessing the cafeteria shall conduct themselves in a manner consistent with that of a professional business operation and in accordance with City of London policies and by-laws.

Appendix C49

Bill No.
2023

By-law No. CPOL.-32()-___

A by-law to amend By-law No. CPOL.-32-228, as amended, being “Using Centennial Hall for City Sponsored Events”, by deleting and replacing Schedule “A”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-32-228, as amended, being “Using Centennial Hall for City Sponsored Events”, by deleting and replacing Schedule “A”;

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

1. By-law No. CPOL.-32-228, as amended, being “Using Centennial Hall for City Sponsored Events”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Schedule "A"

Using Centennial Hall for City Sponsored Events

Policy Name: Using Centennial Hall for City Sponsored Events

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-32-228); Amended June 26, 2018 (By-law No. CPOL.-344-335); Amended July 25, 2023 (By-law No. CPOL.-32()-___)

Last Review Date: July 25, 2023

Service Area Lead: Director, Financial Planning & Business Support

1. Policy Statement

The purpose of this policy is to formalize and clarify practices on the use of Centennial Hall for City-sponsored or co-sponsored receptions or gatherings.

2. Definitions

Not Applicable.

3. Applicability

This policy applies to the use of Centennial Hall for City-sponsored or co-sponsored receptions or gatherings.

4. The Policy

A policy establishing that the use of Centennial Hall for all City-sponsored or co-sponsored receptions or gatherings would be encouraged, where reasonable, and provided that the facility is competitive in price, available and capable of accommodating the event.

Appendix D1

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-16-212, as amended, being “Athletic Travel Grants”, as the funds for this initiative were eliminated in 2022.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-16-212, as amended, being “Athletic Travel Grants”, as the funds for this initiative were eliminated in 2022;

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

1. By-law No. CPOL.-16-212, as amended, being “Athletic Travel Grants” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D2

Bill No.
2021

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-369-375, as amended, being “City of London Race Relations Anti-Racism Policy”, as the Policy has been replaced by the new policy “Anti-Racism and Anti-Oppression Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-369-375, as amended, being “City of London Race Relations Anti-Racism Policy”, as the Policy has been replaced by the new policy “Anti-Racism and Anti-Oppression Policy”;

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

1. By-law No. CPOL.-369-375, as amended, being “City of London Race Relations Anti-Racism Policy” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D3

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-119-371, as amended, being “Diversity and Inclusion Policy for the City of London”, as the Policy has been replaced by the new policy “Anti-Racism and Anti-Oppression Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-119-371, as amended, being “Diversity and Inclusion Policy for the City of London”, as the Policy has been replaced by the new policy “Anti-Racism and Anti-Oppression Policy”;

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

1. By-law No. CPOL.-119-371, as amended, being “Diversity and Inclusion Policy for the City of London” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D4

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-78-310, being “Enforcement of City Personnel”, as the Policy has been replaced by the new policy “Municipal Compliance Services”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-78-310, being “Enforcement of City Personnel”, as the Policy has been replaced by the new policy “Municipal Compliance Services”;

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

1. By-law No. CPOL.-78-310, being “Enforcement of City Personnel” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D5

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-139-391, as amended, being “Gender Equity in Recreation Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-139-391, as amended, being “Gender Equity in Recreation Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework;

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

1. By-law No. CPOL.-139-391, as amended, being “Gender Equity in Recreation Services” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D6

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-141-393, as amended, being “Inclusion in Recreation Facilities, Parks and Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-141-393, as amended, being “Inclusion in Recreation Facilities, Parks and Services”, as the Policy has been replaced by the new Anti-Racism and Anti-Oppression Framework;

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

1. By-law No. CPOL.-141-393, as amended, being “Inclusion in Recreation Facilities, Parks and Services” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D7

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-109-361, as amended, being “Landing of Helicopters Policy”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-109-361, as amended, being “Landing of Helicopters Policy”, as the Municipal Council has determined that this Council Policy is no longer required as it has been replaced with an Administrative Procedure;

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

1. By-law No. CPOL.-109-361, as amended, being “Landing of Helicopters Policy”, is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D8

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-186-438 and subsequent amendments, being “Protocol for Unapproved Aboriginal Burial Sites”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-186-438 and subsequent amendments, being “Protocol for Unapproved Aboriginal Burial Sites”, as the Municipal Council has determined that this Council Policy is no longer required and Council will review and consult in such cases;

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

1. By-law No. CPOL.-186-438 and subsequent amendments, being “Protocol for Unapproved Aboriginal Burial Sites” is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix D9

Bill No.
2023

By-law No. A.-xxx-xxx

A by-law to repeal By-Law No. CPOL.-382-26,
being "Siting of Cannabis Retail Stores in
London".

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-382-26, being "Siting of Cannabis Retail Stores in London", as the Municipal Council has determined that this Council Policy is no longer required as it is redundant with provincial regulations;

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

1. By-law No. CPOL.-382-26, being "Siting of Cannabis Retail Stores in London", is hereby repealed.
2. This by-law comes into force and effect on the day it is passed subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

PASSED in Open Council on July 25, 2023 subject to the provisions of PART VI.1 of the *Municipal Act, 2001*.

Josh Morgan
Mayor

Michael Schulthess
City Clerk

First Reading – July 25, 2023
Second Reading – July 25, 2023
Third Reading – July 25, 2023

Appendix E1: to be repealed

Athletic Travel Grants

Policy Name: Athletic Travel Grants

Legislative History: Enacted June 13, 2017 (By-law No. CPOL.-16-212); Amended June 26, 2018 (By-law No. CPOL.-288-279)

Last Review Date: December 7, 2021

Service Area Lead: Director, Recreation and Sport

1. Policy Statement

This policy provides direction on application criteria and process for applying for travel grants.

2. Definitions

Not applicable.

3. Applicability

This policy applies to London Athletes eligible under the criteria.

4. The Policy

That a policy be established whereby the City will consider giving traveling grants to local amateur sporting teams or individuals who win championships in the current year, or the immediately preceding year, or attain standards prescribed by the Provincial and/or National and/or International governing body, which qualify them to enter Provincial, National or International championship competitions in sports under the auspices of other than educational institutions, subject to the following guidelines all on the understanding that the Athletic Travel Grants Program is only a supportive grants program and not intended to wholly support an individual or team for travel expenses in quest of a championship and, in fact, it may be prudent to reject an application if it were proven that an individual or team had total financial support for their championship play:

- a) the amount to be provided for each team member or individual competitor shall be \$100.00 (providing the event is being held at a location beyond a 160.9 km (100 mile) distance from the City of London);
- b) the amount to be provided to any team shall not exceed \$500.00;
- c) subject to the \$500.00 limitation, one coach per team shall be eligible for the travel grant;
- d) in the case of individualistic sporting events, such as swimming, diving, track and field, boxing, wrestling, skating, rowing, one coach shall be eligible for the Travel Grant, to accompany the individual, or group of individuals in one sport (e.g. - two or more swimmers attending the same event - one coach; eight track and field athletes attending the same event - one coach.)
- e) applications must be filed prior to the event or where the event immediately follows the trials or qualifying events, applications must then be filed within two weeks of achieving the championship or prescribed standards;
- f) the Director, Recreation and Sport is authorized to approve the payment of grants to applicants whose applications are within the above guidelines and on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services provided that sufficient funds are available in the Current Budget;
- g) the Deputy City Manager, Neighbourhood and Community-Wide Services will report only exceptions to the appropriate Standing Committee of Council; and
- h) should the funds budgeted in any year for Athletic Travel Grants be depleted, the Deputy City Manager, Neighbourhood and Community-Wide Services shall be authorized to refuse any further applications subject to the submission of a list of the refused applications to the appropriate Standing Committee of Council at its last meeting in November of each year.

Appendix E2: to be repealed

City of London Race Relations/Anti-Racism Policy

Policy Name: City of London Race Relations/Anti-Racism Policy

Legislative History: Enacted July 24, 2018 (By-law No. CPOL.-369-375)

Last Review Date: May 2, 2019

Service Area Lead: Specialist, Diversity and Inclusion

1. Policy Statement

Racism will not be accepted or tolerated in London. The people of The City of London honour and believe in the dignity and worth of every person and are committed to tearing down racism. The citizens acknowledge and reinforce that each person has the right to live, work, receive services, and participate fully in an environment free of discrimination and harassment based on bias, bigotry or prejudice against a race or racialization of an individual or a group within the society.

2. Definitions

2.1. **Corporation** – refers to The Corporation of the City of London

2.2. **Race** – shall include: race, ancestry, place of origin, colour, ethnic origin, citizenship and creed (religion), in accordance with the prohibited grounds of Ontario's *Human Rights Code*, as well as expression through language, accent and dress.

3. Applicability

This Policy applies to The Corporation of the City of London ("Corporation"), including its Advisory Committees, Agencies, Boards and Commissions and provides expressed values for enabling the entire community to work toward the elimination of racism. This policy applies to:

- all levels of Civic Administration, all employees, visitors and vendors on record;
- individuals of The City of London; and,
- the community of The City of London including its agencies, organizations and businesses;

4. The Policy

Racism is alive and thrives in our community; we begin by acknowledging that racism exists. It is a learned behaviour based on fear and ignorance of the unknown and personalized perceptions and assumptions. Racism can be blatant, subtle or hidden, internalized and is often denied. It can be practiced culturally, environmentally, structurally, and institutionalized. Racism will destroy the fabric of our pluralistic, multi-cultural society we live in, if it remains unchallenged and it is not stopped.

Our challenges are to:

- recognize racist attitudes and behaviours
- recognize attitudes and behaviours that encourage racism
- unlearn racism
- unite against racism
- eliminate racism

The purpose of this Policy is:

- to promote The City of London as a city that is welcoming and safe for all people;
- to strengthen city-wide awareness of the existence of racism in London, in order that we can eliminate it; and
- to provide an evolving community model, which provides the framework for all

Londoners to work together to achieve the Strategic Directions of this Policy.

The London Community including individuals, and the Corporation, will work toward achieving the following:

- **CORPORATION**

1. **Develop an Implementation Plan for this Policy** by taking the lead, providing the required resources, and by making it a priority to work in partnership with individuals and the community to realize the intent of this Policy for the elimination of racial discrimination and harassment.
2. **Promote mutual Awareness, Inclusion, Understanding and Appreciation of all people** so that everyone, regardless of race, can have a full and meaningful participation in our community.
3. **Develop and Implement Race Relations Communication and Public Education Strategies** designed to identify and raise awareness of the existence of racism and eliminate all types of racial barriers.
4. **Ensure that Employment Policies and Practices** are free of racially discriminatory barriers in the workplace.
5. **Enhance the Training, and Education of Staff and Volunteers** to provide them with the skills, and awareness about attitudes, policies, procedures, and practices that may or may not be intentionally discriminatory, but have the impact of being discriminatory.
6. **Involve Londoners in Planning for, Accessing, Providing, and Evaluating Services** which are respectful of the needs of our various racial communities.
7. **Establish Mechanisms to ensure that Racial Discrimination and Racial Harassment are not Encouraged or Allowed**, which could apply both internally and externally to any person, business or organization that deals with the Corporation.

- **INDIVIDUALS/COMMUNITY**

1. **Support the Development of an Implementation Plan For this Policy** by working in partnership with the Corporation, individuals and the community to realize the intent of this Policy for the elimination of racial discrimination and harassment.
2. **Promote mutual Awareness, Inclusion, Understanding and Appreciation of all people** so that everyone, regardless of race, can have a full and meaningful participation in our community.
3. **Develop & Implement Race Relations Communication and Public Education Strategies** designed to identify and to raise awareness of the existence of racism and eliminate all types of racial barriers.
4. **Ensure that Employment Policies and Practices** are free of racially discriminatory barriers in the workplace.
5. **Enhance the Training, and Education of Staff and Volunteers** to provide them with the skills, and awareness about attitudes, policies, procedures, and practices that may or may not be intentionally discriminatory, but have the impact of being discriminatory.
6. **Participate in Planning for, Accessing, Providing, and Evaluating Services** which are respectful of the needs of our various racial communities.

7. **Endeavor to Establish Mechanisms to ensure that Racial Discrimination and Racial Harassment are not Encouraged or Allowed**, which could apply both internally and externally.

Appendix E4: to be repealed

Enforcement of City Personnel

- (a) That the following policy be established with respect to the method of enforcement of those statutes, regulations and municipal by-laws ("municipal laws") which City personnel are responsible to enforce:
- (i) enforcement of the Traffic and Parking By-law and building regulations continue to be carried out by the "general enforcement method" (enforcement over a predetermined beat or route or as part of another predetermined task);
 - (ii) enforcement of all other municipal laws continue to be carried out by the "responsive enforcement method" (enforcement in response to complaints received for the purpose of achieving compliance in each individual situation);
 - (iii) enforcement by the "selective enforcement method" (enforcement concentrated significantly on a particular problem in a particular locality, whether or not in a high profile manner, in order to achieve greater compliance by the public in general) be carried out only after assessing, among other things, the availability of City personnel and budgeted funds, the complexity of the contemplated enforcement, the time period during which enforcement has to be carried out, and the degree of compliance likely to be achieved; and
 - (iv) enforcement of properties containing vacant buildings, which due to their condition are causing demands for City services including, but not limited to emergency and municipal law enforcement services, City personnel be given the discretion, to proactively undertake inspections on properties containing vacant buildings, for purposes of nuisance control, public safety and quality of life issues, on at least a quarterly basis, to ensure compliance with municipal laws;
- (b) That with regard to providing the Corporation with municipal law enforcement services outside the normal work day of City enforcement personnel, the Civic Administration be given the discretion, having regard to the availability of trained City personnel and budgeted funds, to use any of the methods of standby, call out or overtime that are currently available under the City's Collective Agreements;
- (c) That the following policy be established respecting the time for corrective measures and the initiation of enforcement process:
- (i) where a contravention of a municipal law (other than a zoning by-law) is a first offence and can be dealt with by remedial action or abandonment (such as obtaining a license or discontinuing an unauthorized sidewalk sale), regardless of the source of the complaint, the responsible civic department will not issue an offence notice or lay a charge until the department has given the alleged offender appropriate notice of the contravention and has given the alleged offender a reasonable opportunity to bring the situation into conformity;
 - (ii) where a contravention of a municipal law (other than a zoning by-law) cannot be dealt with by remedial action or abandonment (such as an unlawful discharge into a sewer), the responsible department shall issue an offence notice or lay a charge forthwith for contravening the municipal law;

- (iii) where a contravention of a zoning by-law is a first offence and appears to the responsible department to be inadvertent or unintentional, regardless of the source of the complaint, the department not lay a charge until the department has given the alleged offender written notice of the contravention and has given the alleged offender a reasonable opportunity to bring the situation into conformity; and
 - (iv) where a contravention of a zoning by-law appears to the responsible department to result from a conscious disregard of the zoning by-law, regardless of the duration of the contravention, the department lay a charge forthwith for contravening the by-law;
- (d) That offences under municipal laws (except zoning by-laws and the property standards by-law) be prosecuted by issuance of offence notices rather than continuing with the present practice of laying information and serving summonses to Court, it being noted that those offences, where the nature of the offence or the number of previous similar offences justifies, would still be prosecuted by the laying of an information and it being further noted that because of their complexity, zoning by-laws would continue to be prosecuted by the laying of an information and the serving of a summons;
- (e) That the City Solicitor's Office continue with the practice that, once a charge is laid, the charge be continued through to and including the conviction stage unless there is a technical reason for not doing so and any steps initiated by the offender after a charge is laid be considered in relation to penalty, not to the withdrawal of the charge, and that the withdrawal of a complaint to the affected department, after a charge has been laid, will have no relevance to the continuation of the prosecution of the charge;
- (f) That the repetition or continuation of a offence on which a first conviction has been obtained be dealt with by the laying of further charges and, on conviction, the seeking of increased fines, rather than relying exclusively on prohibition orders and proceedings for contempt of Court; and
- (g) That, subject to the terms of the POA Transfer Agreement, the City Solicitor's Office be authorized to continue, for the foreseeable future, with the previous position taken by the department with the local Crown Attorney's Office that the Department will not assume prosecution of charges laid by non-City personnel.

Appendix E5: to be repealed

Gender Equity in Recreation Services

Policy Name: Gender Equity in Recreation Services

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-139-391); Amended June 26, 2018 (By-law No. CPOL.-284-275); Amended August 10, 2021 (By-law No. CPOL.-139(a)-249)

Last Review Date: August 10, 2021

Service Area Lead: Deputy City Manager, Neighbourhood and Community-Wide Services

1. Policy Statement

This policy addresses the Corporation of the City of London's commitment to providing welcoming and equitable recreation opportunities for everyone, regardless of gender, gender expression, or gender identity.

2. Definitions

2.1. **Equity** - The rights of the individual to an equitable share of the goods and services in society. However, equality of treatment will not guarantee equal results. Creating equal results sometimes requires treating people differently from each other. Focusing on the results instead of the treatment is the concept of equity.

2.2. **Gender** - Whereas sex is a person's physical characteristics, gender can refer to the individual and/or social experience of being a man, a woman, or neither. Social norms, expectations, and roles related to gender vary across time, space, culture, and individuals.

2.3. **Gender Expression** - How a person publicly presents or expresses their gender. This can include behaviour and outward appearance, such as dress, hair, make-up, body language, and voice. A person's chosen name and pronoun are also common ways people express their gender. All people, regardless of their gender identity, have a gender expression and they may express it in any number of ways.

2.4. **Gender Identity** - Each person's internal and individual experience of gender. It is a person's sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex.

3. Applicability

This policy applies to all City of London recreation programs, parks, facilities, and services. Accordingly, it applies to all recreation employees, volunteers, users, and individuals or businesses contracted by the Corporation to provide or support recreation programs, parks, facilities, and services.

4. The Policy

Gender equity in recreation will be provided within the community, regardless of gender identity and gender expression. Recognizing the many personal, social, economic and environmental benefits to health and quality of life that are derived by participating in physical activity and through positive leisure lifestyle development, the City of London is therefore committed to:

- i) ensuring that a full range and variety of gender equitable recreation opportunities are available in all areas of the community and are accessible in safe and welcoming environments for all Londoners, regardless of gender identity and gender expression;
- ii) working with the community to provide gender equitable recreation opportunities, projects, programs, services, staffing and facilities which are consistent with this policy
- iii) removing gender-related barriers that may prevent Londoners from participating in recreation; and

Appendix E6: to be repealed

Inclusion in Recreation Facilities, Parks and Services

Policy Name: Inclusion in Recreation Facilities, Parks and Services

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-141-393); Amended June 26, 2018 (By-law No. CPOL.-292-283)

Last Review Date: August 10, 2021

Service Area Lead: Division Manager, Recreation and Sport

1. Policy Statement

That recreation facilities, parks and services in our community be accessible and available to meet the diverse needs of all our citizens. Recognizing the many personal, social, economic, and environmental benefits to health and quality of life that are derived by participating in recreation and leisure, the City of London in consultation with the community is therefore committed to:

i) Equitable Opportunities

working to ensure that all citizens have opportunities to experience the benefits of recreation and active living through equitable access to a full range of recreation facilities, parks and services regardless of disability, age, sex (including pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, family or marital status;

ii) Elimination of Barriers

working with the community toward the elimination of barriers to participation, including but not limited to, physical, economic, cultural, transportation, language and attitudinal barriers;

iii) Allocation of Resources

working to ensure the allocation of appropriate resources to accomplish this above noted commitment; and,

iv) Continued Monitoring and Evaluation

working to ensure the continued monitoring and evaluation of our efforts to work toward the achievement of this Policy through ongoing measurement of progress toward inclusion.

2. Definitions

Not applicable.

3. Applicability

This policy applies to all users of the City of London's recreation facilities.

4. The Policy

STRATEGIC DIRECTIONS (Not listed in order of priority)

THE CITY OF LONDON WILL, IN CONSULTATION WITH THE LONDON COMMUNITY (including the involvement of people with disabilities):

- i) develop an Implementation Plan for this Policy which will include mechanisms for public input and suggestions for improvement, monitoring, evaluation and reporting (e.g. an annual statement of progress to City Council);
- ii) promote an accepting and welcoming environment for people with disabilities through public education designed to raise awareness and eliminate attitudinal barriers in the public and private sectors;

- iii) promote the continuous improvement of information sharing which will include a variety of methods to inform people with disabilities about recreational opportunities and supports;
- iv) work toward ensuring choice by providing a full range of accessible and affordable recreation programs and supports across the city;
- v) work toward ensuring that the hiring, training and education of program staff and volunteers meets the needs and protects the safety of participants;
- vi) ensure physical accessibility through barrier free design for new and modified recreational facilities, and parks for all residents; and,
- vii) work toward the elimination of transportation barriers which prohibit participation in recreation programs.

Appendix E7: to be repealed

Landing of Helicopters Policy

Policy Name: Landing of Helicopters Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-109-361);
Amended July 24, 2018 (By-law No. CPOL.-109(a)-415)

Last Review Date: August 10, 2021

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy details the delegation of authority for granting permission to land a helicopter within the limits of the City of London.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to those instances where permission is being sought to land a helicopter within the limits of the City of London.

4. The Policy

- 4.1 At such times permission is sought from the City of London to land a helicopter within the City limits, the City Clerk shall be authorized to give permission, subject to applicable legislative requirements and consultation with the London Police Service.

Appendix E8: to be repealed

Protocol for Unapproved Aboriginal Burial Sites

Policy Name: Protocol for Unapproved Aboriginal Burial Sites

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-186-438);
Amended July 24, 2018 (By-law No. CPOL.-186(a)-425)

Last Review Date: August 10, 2021

Service Area Lead: Deputy City Manager, Legal Services

1. Policy Statement

- 1.1 The objective of this policy is to establish a protocol available to private land owners in the City of London and First Nations communities as options for stewardship of unapproved aboriginal burial sites discovered on land within the boundary of the City of London. The City of London encourages consultation with First Nations communities, recognizing and respecting traditional First Nations customs. Traditional First Nations' customs should be accommodated and consultations between First Nations communities and private/public land owners should be encouraged.

2. Applicability

- 2.1. The protocol described in this policy is available to private land owners in the City of London and First Nations communities as options for stewardship of unapproved aboriginal burial sites discovered on land within the boundary of the City of London.

3. Definitions

Not applicable.

4. The Policy

Protocol for Unapproved Aboriginal Burial Sites

PROTOCOL STATEMENT:

The City of London encourages consultation with First Nations communities, recognizing and respecting traditional First Nations customs.

PROTOCOL PURPOSE:

It is the goal to establish a protocol available to private land owners in the City of London and First Nations communities as options for stewardship of unapproved aboriginal burial sites discovered on land within the boundary of the City of London.

SCOPE:

Traditional First Nations' customs should be accommodated and consultations between First Nations communities and private/public land owners should be encouraged.

APPLICATION:

The protocol is available as a framework for negotiations towards an agreement for stewardship of an unapproved aboriginal burial site.

BACKGROUND:

As the urban development of the City of London has expanded, human burial sites have been discovered in land that had previously been natural or used for agricultural purposes. Some of these burial sites include remains of aboriginal persons; some of the burial sites include the remains of persons who were settlers in the area.

The Province of Ontario enacted legislation for the protection of discovered unapproved burial sites including unapproved aboriginal burial sites: the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33 (the "*Funeral, Burial and Cremation Services Act, 2002*" or the "*Act*") and its regulations. The Act and the regulations provide procedures for the identification of sites as "unapproved aboriginal peoples' cemetery", the representation of the people whose remains are located, for either establishing the lands either as a cemetery or for entering into a site disposition agreement between the land owner and the representative, and a dispute resolution mechanism.

The Act and its regulations also expressly provide that, unless consent is given by a representative of the person whose remains were discovered, the remains shall not be removed from the site nor shall scientific analysis of the remains or associated artifacts be conducted.

Historically, when human remains, regardless of cultural origin, have been discovered in the municipal boundaries of the City of London during urban development, the remains were typically removed to local approved cemeteries (and in the case of aboriginal remains, may have been removed to a an aboriginal cemetery located within the municipal boundaries of the City of London or a cemetery located on a nearby First Nations reserve).

Traditional practices and customs with respect to the stewardship of burial sites may vary depending on the First Nations community involved. The protocol seeks to engage the parties in notifying potential modern representatives of the find and providing them with any evidence regarding the culture of the interred persons.

One stewardship option available to the private land owner and the representative of the aboriginal person whose remains have been discovered is the participation of the City of London in a joint ownership programme with the representative with respect to those burial sites located within the boundaries of the City of London.

Recognizing that the private land owner is entitled to the rights and remedies available under the *Funeral, Burial and Cremation Services Act, 2002* as described above, this protocol is available to private land owners as a guide to resolving a site disposition agreement between the relevant parties.

Two of the highlights of this protocol are:

- 1) it acknowledges that, depending on the nominee, there may be a question as to legal capacity nominee of the representative of the aboriginal person whose remains have been discovered, in respect of conveying title. One of the options of stewardship is joint ownership of the burial site between the City of London and the representative. In the joint ownership option, in the event that future title of the lands should ever fail for any reason, title to the lands would revert to the City of London and the lands will remain as a burial site for the aboriginal person whose remains were discovered; and
- 2) the protocol requires the consensus and participation of all parties including the private land owner, the representative of the aboriginal person whose remains have been discovered, and, where relevant to the stewardship option chosen, the City of London.

THE PROTOCOL:

The protocol is generally a non-binding framework intended to guide private land owners who discover remains on their property. The roles and responsibilities are to be

interpreted in the context of the framework's underlying principles of consultation, accommodation, and negotiation.

Nothing in this protocol is intended to abrogate the rights or obligations of any party under the *Funeral, Burial and Cremation Services Act, 2002*.

If the site is identified as an unapproved aboriginal peoples' cemetery, and if the private land owner wishes to invoke this protocol, the private land owner may enter into negotiations with the representative of the person whose remains have been discovered (and the City if a joint ownership option is pursued) for a site disposition agreement that may include the following matters:

- a) for the delivery of a copy of any documents connected with or related to investigations conducted in accordance with the *Funeral, Burial and Cremation Services Act, 2002*, if requested by the parties to the agreement;
- b) in addition to any notice requirements under the *Funeral, Burial and Cremation Services Act, 2002*, to send notice to potentially interested parties of the discovery of the human remains that are of aboriginal origin;
- c) for delivery of a copy any notices given under this protocol, including any responses, if requested by the parties to the agreement;
- d) for the cost of rezoning, if necessary, of the subject lands to a zone that is appropriate for cemetery use;
- e) for obtaining an up to date survey of the lands that are the subject of the burial site;
- f) for the preparation and registration of a reference plan showing the lands that is the subject of the site disposition agreement;
- g) for providing reasonable and appropriate landscaping of the burial site and to allocate the cost of such landscaping;
- h) for providing for the manner in which the human remains may be disinterred and reinterred;
- i) for conveying title to the burial including but not limited to conveying title to the Corporation of the City of London in joint ownership with the representative of the person whose remains have been discovered;
- j) for providing for future stewardship of the burial site.

A sample draft agreement is set out at Appendix "A" attached for the joint ownership option.

If the joint ownership option is pursued, then title to the lands shall be transferred from the private land owner to the Corporation of the City of London, and then transferred from the Corporation of the City of London to the nominee of the representative and the Corporation jointly.

In so far as the City has the power to do so, will treat the lands as exempt from taxation pursuant to sections 3(2) and 3(9) of the *Assessment Act*, R.S.O. 1990, c. A.31 as amended, and any other enabling successor legislation or regulation.

If the parties wish to amend the draft form of site disposition agreement as attached as Appendix "A", any and all amendments shall be on the consent of all parties to the agreement.

If the parties are unable to resolve the draft form of site disposition agreement, the parties shall be entitled to the arbitration remedies available under the *Funeral, Burial and Cremation Services Act, 2002*.

APPENDIX "A"

Sample Draft Site Disposition Agreement

This site disposition agreement was made this day of , 20__ between [name of private land owner] as Owner, [name of the representative] as the representative of the aboriginal person(s) whose remains are interred, as the Representative, and the Corporation of the City of London as the City.

WHEREAS the Owner has uncovered the remains of a person or persons whose cultural identity has determined upon investigation as an aboriginal person with a close cultural affinity to the Representative;

AND WHEREAS the Representative is willing to act as a representative in defined by the *Funeral, Burial and Cremation Services Act, 2002*, R.S.O. 1990, c. C.4, as amended;

AND WHEREAS the Representative desires to have the remains of the person interred left in proximity to where they are interred and the Owner can accommodate such an intention;

AND WHEREAS the City and the Representative have agreed to take title in the subject lands identified below jointly;

AND IN CONSIDERATION of the payment of two dollars (\$2.00) by the Owner each to the City and the Representative, in addition to other consideration, the receipt and sufficiency of which is hereby acknowledged;

THE PARTIES AGREE as follows:

1. LEGAL DESCRIPTION OF THE LANDS

[insert legal description]

2. MANNER IN WHICH THE REMAINS ARE TO BE DISINTERRED AND REINTERRED

[insert agreement as to internment]

3. PROVISIONS FOR FUTURE MAINTENANCE

The Representative shall assume the stewardship of the burial area and shall ensure that the area continues to be protected, respected, and used in ways that are consistent with the dignity and integrity of a burial ground.

4. ALLOCATION OF COSTS

The parties agree that costs shall be allocated on the following basis:

- a) the Owner shall bear the costs of:
 - i) obtaining a survey of the lands;
 - ii) preparing and registering a reference plan that shows the lands that are the subject of this agreement;
 - iii) obtaining rezoning of the lands;
 - iv) providing for the disinterment and reinterment of the person(s) whose remains are interred on the lands, as set out in paragraph 2 above, including any landscaping as agreed by the parties; and
 - v) preparation, execution and delivery of all documents necessary to convey title in the subject lands from the Owner to the Corporation of the City of London.
- b) the Representative shall bear the costs of: stewardship and future maintenance of the subject site.
- c) the City shall bear the costs of:

- i) preparation, execution and delivery of all documents necessary to convey title in the subject lands from the City to the Representative and the Corporation of the City of London jointly; and
- ii) registration of this site disposition agreement with the Registrar as provided below.

Following transfer of the lands from the Owner to the City, in so far as the City has the power to do so, the City will treat the lands as exempt from taxation pursuant to sections 3(2) and 3(9) of the *Assessment Act*, R.S.O. 1990, c. A.31 as amended, and any other enabling successor legislation or regulation.

5. OTHER MATTERS

The parties further agree as follows:

- a) The agreement is a site disposition agreement as contemplated by *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33 as amended, or any successor legislation, and shall be filed with the Registrar;
- b) The parties acknowledge that the Owner intends to develop the lands adjoining or abutting the subject lands for the purposes of [type of use]. Subject to final approval of the development by the necessary authorities including the City and the Ontario Municipal Board, the Representative shall not object to the said development;
- c) This agreement is binding on the parties and their successors;
- d) This agreement cannot be assigned by any party without the written consent of the other parties;
- e) Notice pursuant to this agreement shall be delivered in writing by registered lettermail to the following addresses:

[name of representative]
[address of representative]

[name of land owner]
[address of land owner]

The Corporation of the City of London
300 Dufferin Avenue
P.O. Box 5035
London, Ontario
N6A 4L9
Attention: Legal Services Department

Service of any notice shall be effective five (5) business days after the date of mailing.

IN WITNESS WHEREOF the undersigned have hereunto executed this agreement by representatives duly authorized and affixing their seals,

[witness] signature of land owner
[typed name of land owner]

[witness] signature of representative
[typed name of representative]

[witness] signature of Mayor

[witness] signature of City Clerk
The Corporation of the City of London

Appendix E9: to be repealed

Siting of Cannabis Retail Stores in London

Policy Name: Siting of Cannabis Retail Stores in London

Legislative History: Enacted by Council Resolution on January 15, 2019 (By-law No. CPOL.-382-26)

Last Review Date: August 10, 2021

Service Area Lead: Manager, Long Range Planning, Research & Ecology

1. Policy Statement

- 1.1 This policy is to establish a Council policy for the location and design for proposed locations of cannabis retail stores.

2. Definitions

- 2.1 Not applicable

3. Applicability

- 3.1 This policy applies to the matters to be considered by the Province or its Agents in the siting of cannabis retail stores in London.

4. The Policy

- 4.1 It is a policy of the City of London that the following location and design measures be considered when siting a new cannabis retail store in London:
- a) The property line of any cannabis retail store site be a minimum of 150m away from the property line of any municipal library, pool, arena and/or community centre; and,
 - b) A cannabis retail store site be designed to incorporate CPTED (Crime Prevention Through Environmental Design) principles into the site design of the facility and the entire site on which it is located.