

<b>TO:</b>	<b>CHAIR AND MEMBERS STRATEGIC PRIORITIES AND POLICY COMMITTEE MEETING ON JUNE 23, 2014</b>
<b>FROM:</b>	<b>MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>LONDON POLICE SERVICES BOARD BUDGET BY-LAW</b>

**RECOMMENDATION**

That, on the recommendation of the Director of Financial Planning & Policy with the concurrence of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the attached proposed by-law (Appendix A) BE INTRODUCED at the Municipal Council meeting of June 24, 2014 to approve the form and detail of the budget estimates, attached as Schedule 1 to the by-law, of the London Police Services Board and the specific dates for which the budget is required to be submitted to The Corporation of the City of London.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

Services Review Committee – November 17, 2011 - London Police Services Board Business Cases and Budget Submissions

Strategic Priorities and Policy Committee - April 30, 2012 - Assessment Growth Policy

**BACKGROUND**

Municipal Council, at its session on February 21 and February 22, 2012 resolved that:

*“The City Treasurer, Chief Financial Officer be directed to consult with the London Police Services Board with a view to developing a by-law to provide for the form and detail of the estimates and dates they are to be submitted annually pursuant to s. 290(6) of the Municipal Act, 2001, and s. 39 of the Police Services Act.”*

During the 2014 Budget deliberations, Council further noted the need for additional information with respect to the London Police Services Board budget submission and that more detailed information be provided in a prescribed form outlined in a by-law.

Section 290(6) of the *Municipal Act, 2001*, states:

*“Despite any other Act, for the purpose of preparing and adopting its budget for a year, the local municipality may by by-law require that the year’s budget of every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money, be submitted to the municipality on or before a date specified by the local municipality, and that the budget shall be in such detail and form as the by-law provides.”*



Section 39 of the *Police Services Act, 1990 (Ontario)*, states:

- (1) *The board shall submit operating and capital estimates to the municipal council that will show, separately, the amounts that will be required,*
  - (a) *to maintain the police force and provide it with equipment and facilities; and*
  - (b) *to pay the expenses of the board's operation other than the remuneration of board members.*
- (2) *The format of the estimates, the period that they cover and the timetable for their submission shall be as determined by the council.*

The proposed by-law fulfills the Council direction by requiring the London Police Services Board to submit their budget on the specific dates and in a format that is consistent with the City's Civic Departments beginning for the 2015 budget year. Civic Administration will be working towards the development of additional budget by-laws to be implemented for the 2016 budget year and beyond, that will outline the form, detail and timetable of the budget submissions for all of the Corporation's various Boards and Commissions.

#### **Form and Detail of Submission**

Civic Administration has worked with the London Police Services Board to develop a more detailed budget submission template that provides additional budget information as requested by Council using the service based budget approach. Schedule 1 to the attached proposed by-law outlines the form and detail for the 2015 Operating and Capital Budget that would provide detail by each service area within the London Police Services Board's jurisdiction. In addition, the existing 10 year capital plan is updated as required to reflect revised estimates.

#### **Timetable for Submission**

The Financial Planning & Policy Division prepares and distributes annually before the end of May the "Operating and Capital Budget Development Guidelines". These Guidelines contain the necessary information and direction, including form, detail and a timetable outlining the key budget dates, to guide the users in the development and submission of the annual budget to Civic Administration through to City Council. The Guidelines are distributed and reviewed with all Civic Departments, Boards, Commissions and outside agencies.



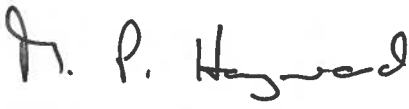
In order for Civic Administration to have sufficient time to review and develop the presentation of the City's annual consolidated property tax budget, detailed information supporting each budget request and future estimates must be provided in accordance with the timetable identified in the Guidelines. The submission date for the capital budget is the beginning of August and the submission date for the Operating Budget is the end of August. The Senior Leadership Team review is mid-October. Civic Administration tables the proposed property tax supported budget in December and Council approves the budget in late February.

The London Police Services Board are required to submit their completed 2015 budget documents and future estimates in draft form to Civic Administration no later than August 1<sup>st</sup> for the capital budget and August 31<sup>st</sup> for the operating budget noting that there are no scheduled Board meetings during the summer months. The London Police Services Board's approved 2015 Budget shall be submitted no later than September 30.

#### **Acknowledgements.**

This report was prepared with the assistance of Douglas Drummond, Financial Business Administrator and with consultation from Jennifer Smout, Solicitor, Legal and Corporate Services.

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<b>PREPARED BY:</b>	
	
<b>ANNA LISA BARBON SENIOR FINANCIAL BUSINESS ADMINISTRATOR</b>	
<b>RECOMMENDED BY:</b>	<b>CONCURRED BY:</b>
	
<b>LARRY PALARCHIO DIRECTOR OF FINANCIAL PLANNING &amp; POLICY</b>	<b>MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

c. Bradley Duncan, Chief of Police, London Police Services Board

Attach.



APPENDIX A

Bill No. XXX  
2014

By-law No.

A by-law to authorize the form and detail of the budget of the London Police Services Board and the specific dates for which the London Police Services Board is required to submit its budget to The Corporation of the City of 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 that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 290 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that for the purpose of preparing and adopting its budget for a year, the local municipality may by by-law require that the year's budget of every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money, be submitted to the municipality on or before a date specified by the local municipality, and that the budget shall be in such detail and form as the by-law provides;

AND WHEREAS the Municipal Council, at its session held on February 21 and February 22, 2012, instructed the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer to develop a by-law to provide for the form and detail of future estimates of the London Police Services Board;

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

1. The form and detail for the submission of the London Police Services Board's operating and capital budget, attached as Schedule 1 to this by-law, are hereby approved.
2. The London Police Services Board's draft 2015 budget documents and future estimates shall be submitted to the City Treasurer by no later than August 1<sup>st</sup> for the Capital budget and August 31<sup>st</sup> for the Operating Budget.
3. The London Police Services Board's approved 2015 Budget shall be submitted to the City Treasurer by no later than September 30.
4. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First Reading –  
Second Reading –  
Third Reading –

SCHEDULE 1

**London Police Service**  
Summary of Submitted 2015 Budget From Rates

Service	2014 Revised Budget			2015 Draft Budget			Increase / (Decrease) Over Previous Year			
	Expense	Non Tax Revenue	Net Tax Supported	Expense	Non Tax Revenue	Net Tax Supported	Expense	Non Tax Revenue	Net Tax Supported	Tax Supported (%)
<Service A >			0			0	0	0	0	
<Service B >			0			0	0	0	0	
			0			0	0	0	0	
Totals	0	0	0	0	0	0	0	0	0	
<b>2015 LONDON POLICE SERVICE AS SUBMITTED</b>										

Note: All figures are subject to rounding.

2015 Budget Highlights:		\$	%
Increase/ (Decrease) over prior year budget		0	%

**London Police Service**  
2015 Budget and 2016 - 2018 Forecast From Rates

Object	2014 Revised Budget	2015 Requested Budget	2016 Forecast	2017 Forecast	2018 Forecast	2016 to 2018 Projected
<b>Expenditures</b>						
Personnel Costs						0
Administrative Expenses						0
Financial Expenses						0
Purchased Services						0
Materials & Supplies						0
Furniture & Equipment						0
Other Expenses						0
Recovered Expenses						0
<b>Total Expenditures</b>	0	0	0	0	0	0
<b>Revenue</b>						
Government Grants & Subsidies						0
User Fees						0
Other Municipal Revenues						0
<b>Sub-total - Non Property Tax Revenue</b>	0	0	0	0	0	0
<b>Net Budget / Forecast</b>	0	0	0	0	0	0
<b>Increase / (Decrease) Over Prior Year</b>			0.0%	0.0%	0.0%	0.0%
<b>Increase / (Decrease) Over Prior Year %</b>			0.0%	0.0%	0.0%	0.0%
			<b>Annual Average Increase:</b>			<b>0.0%</b>
<b>Additional Information / Commentary With Respect To The Forecast:</b>						

**<Service A>**  
**2015 Budget As Submitted From Rates**

Object	2013 Actual	2014 Revised Budget	Changes	2015 Requested Budget	Increase/ (Decrease) Over 2014	Over 2014
					\$	%
<b>Expenditures</b>						
Personnel Costs				0	0	0.0%
Administrative Expenses				0	0	0.0%
Financial Expenses				0	0	0.0%
Purchased Services				0	0	0.0%
Materials & Supplies				0	0	0.0%
Furniture & Equipment				0	0	0.0%
Other Expenses				0	0	0.0%
Recovered Expenses				0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Revenue</b>						
Government Grants & Subsidies				0	0	0.0%
User Fees				0	0	0.0%
Other Municipal Revenues				0	0	0.0%
<b>Sub-total - Non Property Tax Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Additional Information / Commentary With Respect To The 2015 Draft Budget</b>						

**<Service B>**  
**2015 Budget As Submitted From Rates**

Object	2013 Actual	2014 Revised Budget	Changes	2015 Requested Budget	Increase/ (Decrease) Over 2014	%
<b>Expenditures</b>					\$	%
Personnel Costs				0	0	0.0%
Administrative Expenses				0	0	0.0%
Financial Expenses				0	0	0.0%
Purchased Services				0	0	0.0%
Materials & Supplies				0	0	0.0%
Furniture & Equipment				0	0	0.0%
Other Expenses				0	0	0.0%
Recovered Expenses				0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Revenue</b>						
Government Grants & Subsidies				0	0	0.0%
User Fees				0	0	0.0%
Other Municipal Revenues				0	0	0.0%
<b>Sub-total - Non Property Tax Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Additional Information / Commentary With Respect To The 2015 Draft Budget</b>						



## London Police Service 2015 - 2018 Staffing

	2014 Revised Budget	2015 Requested Budget	2016 Forecast	2017 Forecast	2018 Forecast
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**Service A**

Full-Time Equivalents #					
Full-Time Employees #					

**Service B**

Full-Time Equivalents #					
Full-Time Employees #					

**Total Staffing**

Full-Time Equivalents #		0.0	0.0	0.0	0.0
Increase / (Decrease) Over Previous Year		0.0	0.0	0.0	0.0
Full-Time Employees #		0	0	0	0
Increase / (Decrease) Over Previous Year		0	0	0	0

**Additional Staffing Information / Commentary:**

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# London Police Service

## Performance Measures 2013 - 2018

Performance Measures Activity Measures	2013	2014	2015	2016	2017	2018	Explanation
	Actual	Expected	Requested	Forecast			
<b>Efficiency Measures</b>							
<b>Effectiveness / Quality / Satisfaction Measures</b>							



# Project Detail Record

## 2015 Capital Budget with Forecasts

Department name	Division	Date prepared/revised
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Project number (BU)	Project title	Project manager	Entity	HST rate 1.3%	Company	BU type	FIR	Classification								
					00061	J										
Service category		Service bundle		Service												
Project description	Need for project (justification)															
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Beyond 2024	
<b>Expenditures</b>																
Consulting																
Land																
Construction																
Utilities																
City related																
Communication costs																
Other (specify):																
<b>Total &gt;</b>																
<b>Sources of Financing</b>																
Capital levy																
Debenture																
Reserve fund-tax supported:																
Provincial subsidy (specify):																
Other (specify):																
<b>Total &gt;</b>																