

**5TH REPORT OF THE**  
**GOVERNANCE WORKING GROUP**

Meeting held on September 7, 2017, commencing at 1:34 PM, in Committee Room #4, Second Floor, London City Hall.

**PRESENT:** Councillor V. Ridley (Chair); Mayor M. Brown; and Councillors M. Cassidy, J. Helmer, J. Morgan and M. van Holst; and C. Saunders (Secretary).

**ABSENT:** Councillor P. Squire.

**ALSO PRESENT:** B. Coxhead, P. D'Hollander, A. Dunbar, L. Livingstone, K. Pawelec, J. Richardson, C. Smith and J. Smout.

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**I. CALL TO ORDER**

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

**II. CONSENT ITEMS**

None.

**III. ITEMS FOR DISCUSSION**

2. Council Policy Review of Chapters 22, 23, 24, 25, 26, 27 and 28

That the following actions be taken with respect to the Council Policy Manual Review:

- a) the attached proposed by-law (Appendix B) BE INTRODUCED at the Municipal Council Meeting to be held on September 19, 2017 to revoke and repeal the following Council policies related to: City Advertisements in Year Books; City of London Sump Pump Sewage Ejector and Storm Private Drain Connection Grant; Water Quality Sampling; Emergency Hostel Accommodation; Suspected Fraud; Job Searches; Long-term Hostel Accommodation; Course Attendance by Ontario Works Recipients; Ontario Works Replacement Cheques; Last Month's Rent; Consultation Process for Community Services Department & Community Organizations; Walkway Closing Prior to Subdivision Assumption; Private Street; Street Sale Permits; Use of City Streets (Marches & Parades); Tree Planting in New Subdivisions; Damage to Sidewalks by Utilities; 2001 Canada Summer Games Temporary Street Closures; Roads in New Subdivisions; Paying Interest on Tax Refunds; Costs Under Municipal Tax Sales Act; Traffic & Transportation Guidelines; Paratransit Service; Traffic Calming Policy; and
- b) the attached proposed by-laws (Appendix C) BE INTRODUCED at the Municipal Council Meeting to be held on September 19, 2017 to revoke, repeal and replace the following Council policies related to: Services for Special Events; City of London Community Suite Policy; Private Storm Water Connections; Sewer Clean-Outs; Cleaning of Sewer System; Catch Basins on Private Property; Connection to Water Services; Rear Yard Grading and Drainage; Servicing Dry Industrial Uses in the Annexed Area; Homemakers and Nurses Services; Special Assistance and Supplementary Aid; Purchased Service Agreements; Child Care Policies; Land Dedication; Banners Over City Streets; Street and Lane Closing; Street Naming - Streets of Honour; All-Way Stops; Noise Barriers on Arterial Roads; Temporary Road Closures; Responsibility for Installation and Maintenance of Driveway Culverts; New Traffic Signal Locations; Lane Maintenance Policy; Commemorative Street Naming Policy; School Crossing Guard Program Policy; Encroachment Policy; Coloured Crosswalk Policy; Tax Collection Policy; Treatment of Properties That Do Not Sell At Municipal Tax Sales; Minutes of Settlement for Assessment Appeals; Traffic By-law Amendments; Residential Front Yard and Boulevard Parking; Non-Enforcement of Parking Regulations; Free Downtown Parking During Christmas Season; Overnight Parking Pass Program Policy; Travel & Business Expenses; Council Members' Expense Account; Mayor's Expenses.

**IV. NEXT MEETING DATE**

The next meeting will be held on Monday, October 2, 2017.

**V. ADJOURNMENT**

The meeting adjourned at 2:01 PM.

## Appendix 'B' (Policies being repealed)

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policies related to: City Advertisements in Year Books; City of London Sump Pump Sewage Ejector and Storm Private Drain Connection Grant; Water Quality Sampling; Emergency Hostel Accommodation; Suspected Fraud; Job Searches; Long-term Hostel Accommodation; Course Attendance by Ontario Works Recipients; Ontario Works Replacement Cheques; Last Month's Rent; Consultation Process for Community Services Department & Community Organizations; Walkway Closing Prior to Subdivision Assumption; Private Street; Street Sale Permits; Use of City Streets (Marches & Parades); Tree Planting in New Subdivisions; Damage to Sidewalks by Utilities; 2001 Canada Summer Games Temporary Street Closures; Roads in New Subdivisions; Paying Interest on Tax Refunds; Costs Under Municipal Tax Sales Act; Traffic & Transportation Guidelines; Paratransit Service; Traffic Calming 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 revoke and repeal Council policies pertaining to; City Advertisements in Year Books; City of London Sump Pump Sewage Ejector and Storm Private Drain Connection Grant; Water Quality Sampling; Emergency Hostel Accommodation; Suspected Fraud; Job Searches; Long-term Hostel Accommodation; Course Attendance by Ontario Works Recipients; Ontario Works Replacement Cheques; Last Month's Rent; Consultation Process for Community Services Department & Community Organizations; Walkway Closing Prior to Subdivision Assumption; Private Street; Street Sale Permits; Use of City Streets (Marches & Parades); Tree Planting in New Subdivisions; Damage to Sidewalks by Utilities; 2001 Canada Summer Games Temporary Street Closures; Roads in New Subdivisions; Paying Interest on Tax Refunds; Costs Under Municipal Tax Sales Act; Traffic & Transportation Guidelines; Paratransit Service; Traffic Calming Policy;

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

1. Any policies of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to City Advertisements in Year Books; City of London Sump Pump Sewage Ejector and Storm Private Drain Connection Grant; Water Quality Sampling; Emergency Hostel Accommodation; Suspected Fraud; Job Searches; Long-term Hostel Accommodation; Course Attendance by Ontario Works Recipients; Ontario Works Replacement Cheques; Last Month's Rent; Consultation Process for Community Services Department & Community Organizations; Walkway Closing Prior to Subdivision Assumption; Private Street; Street Sale Permits; Use of City Streets (Marches & Parades); Tree Planting in New Subdivisions; Damage to Sidewalks by Utilities; 2001 Canada Summer Games Temporary Street Closures; Roads in New Subdivisions; Paying Interest on Tax Refunds; Costs Under Municipal Tax Sales Act; Traffic & Transportation Guidelines; Paratransit Service; Traffic Calming Policy; are hereby revoked.

2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts Council policies pertaining to City Advertisements in Year Books; City of London Sump Pump Sewage Ejector and Storm Private Drain Connection Grant; Water Quality Sampling; Emergency Hostel Accommodation; Suspected Fraud; Job Searches; Long-term Hostel Accommodation; Course Attendance by Ontario Works Recipients; Ontario Works Replacement Cheques; Last Month's Rent; Consultation Process for Community Services Department & Community Organizations; Walkway Closing Prior to Subdivision Assumption; Private Street; Street Sale Permits; Use of City Streets (Marches & Parades); Tree Planting in New Subdivisions; Damage to Sidewalks by Utilities; 2001 Canada Summer Games Temporary Street Closures; Roads in New Subdivisions; Paying Interest on Tax Refunds; Costs Under Municipal Tax Sales Act; Traffic & Transportation Guidelines; Paratransit Service; Traffic Calming Policy; are hereby repealed.

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

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C' (Policies being replaced)

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Services for Special Events and replace it with a new Council policy entitled Services for Special Events.

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 revoke and repeal Council policy related to Services for Special Events and replace it with a new Council policy entitled Services for Special Events;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Services for Special Events is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Services for Special Events is hereby repealed.
3. The policy entitled "Services for Special Events", attached hereto as Appendix 'C(1)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(1)'

### Services for Special Events

That the following policy be established with respect to the provision of municipal services for special events, namely:

- (a) funds be appropriated annually by the Council to cover the costs of municipal services for special events, such as garbage collection, barricade erection and removal, street cleaning, etc., and provided that funds are available within the appropriated amount, the provision of such services to be supplied at the cost of the City be approved by the City Manager, on the recommendation of the City Engineer, provided that, in their opinion, the event falls within the qualifying categories listed in Section (b) below;
  - (b) provided funds are available in the Current Budget, the following events be considered as qualifying for municipal services, namely:
    - (i) events are of International, National or Provincial significance, which meet the following criteria:
      - (1) are non-profit or non-commercial in nature;
      - (2) attract large numbers of spectators;
      - (3) may expect to gain local and national publicity for the municipality;
    - (ii) events sponsored by Local Organizations which meet both the following criteria:
      - (1) are non-profit or non-commercial in nature;
      - (2) are deemed to be in the interests of the community in that their main objectives are charitable or civic oriented in nature and contribute to the culture, entertainment, education or information of the citizens of London;
- provided, however, that approval under this program is not deemed to be an endorsement of any such event per se by the City of London;
- (c) the City Engineer be authorized to recommend refusal of all applications that do not qualify under this policy for municipal services, on the understanding that any applicant may appeal such decision in writing within ten (10) days after having received same; and on the further understanding that such services may be provided by the City at the applicant's expense, subject to the approval of the City Engineer.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to City of London Community Suite Policy and replace it with a new Council policy entitled City of London Community Suite 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 revoke and repeal Council policy related to City of London Community Suite Policy and replace it with a new Council policy entitled City of London Community Suite Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to City of London Community Suite Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to City of London Community Suite Policy is hereby repealed.
3. The policy entitled "City of London Community Suite Policy" attached hereto as Appendix 'C(2)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(2)'

### City of London Community Suite Policy

#### **OBJECTIVE**

The City of London Community Suite is available for all events, except east end stage events (small concert mode) to be held in the Downtown Entertainment and Sports Centre. The Suite includes ten tickets for all London Knights regular season games. Tickets for other events are purchased on an event basis.

The London Community Suite is available to charitable volunteer groups and to the City for community promotion and corporate use.

#### **COMMUNITY GROUPS ELIGIBLE**

Access to the Community Suite is limited to registered charities, incorporated non-profits, minor sports associations' administration, neighbourhood associations that are involved in fundraising for projects that are related to the repair, enhancement, construction or preservation of a City-owned or operated facility or the development and operation of a City-operated or supported program activity, and service clubs that are based in the City of London. Groups applying to use the Suite must provide a description of the group or organization, the legal name of the group, a contact and name of the person responsible for all costs associated with the use of the Suite, and the details on the proposed use of the Suite (e.g. fundraising, reward program for volunteers, etc.) Each group will be limited to one application. City schools are eligible for fundraising purposes only. A School may use the Suite only once. It is not the intent to draw individual classes within a School to utilize the Suite.

#### **Allocation of Dates**

- A list of events will be prepared, identifying community use event dates and City event dates in four month intervals.
- The standing committee whose mandate includes such matters, and the City Manager, will identify those dates that the Suite will be used for City business.
- The City Manager shall be authorized to approve use of the Community Suite in those circumstances where an international or national event requires the use of the Community Suite as a bid condition in order to secure the event, and the City Manager shall be required to advise the Municipal Council of any such approval upon his/her notification that the subject bid was successful.
- The dates not being utilized for City purposes will be allocated by way of a draw or random lottery. A group submitting an application will list its priority for available events. The selected group will confirm its selection within five business days of being notified of an available date. In allocating event dates, those groups requesting only hockey will be distinguished from those groups requesting non-hockey events.
- Any eligible group refusing a date, once selected, shall remain eligible for future draws.
- All eligible groups not selected shall remain eligible for future draws.
- Once a group has used the Suite, they will not be eligible for re-use of the Suite until all other eligible groups have been offered use of the Suite.

#### **Requirements of the User Group**

- The user groups will be responsible for the behaviour of their users and will be required to abide by the same rules as other Suite holders.
- Each group will be responsible for all food and beverage costs, ticket costs (except regular season London Knights hockey games) and damages associated with the use of the Suite.
- Each group will be required to pay a \$250 refundable cheque to be used as security for the use of the Suite and must sign a waiver form for liability.



- Where tickets are required to be purchased for an event, groups will be required to purchase those tickets 10 business days prior to the event.

### **City Use of the Suite**

- The City's use of the Suite will be governed by Municipal Council based on the recommendation of the standing committee whose mandate it is to deal with such matters, excluding those uses authorized by the City Manager for international or national events requiring the use of the Community Suite as a bid condition in order to secure those events.
- The City's use of the Suite is intended for community promotion, industrial and tourism promotion, and to recognize groups which may include persons serving on City committees and recipients of special recognition awards etc.
- The Suite will be available to affiliated Boards and Commissions for similar purposes as the City. Affiliated Boards and Commissions will not be considered an eligible community group for the use of the Suite, but under the policies that govern City use of the Suite.
- The cost of using the Suite by the City will be borne by the City and budgeted by the City Clerk and in the case of affiliated Boards and Commissions, or others that use the Suite, the cost will be borne by the user.

### **Administration of the Suite**

The City Clerk is the primary contact for user groups and is delegated responsibility to administer this policy.

### **Review of the Policy**

It is intended that this policy be reviewed annually to ensure it is meeting the City's objectives. The annual review will include a list of who uses the Suite, the benefit derived from the use, the status of the community use waiting list, the cost to the City of the use of the Suite and operational issues requiring a review.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Private Storm Water Connections and replace it with a new Council policy entitled Private Storm Water Connections.

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 revoke and repeal Council policy related to Private Storm Water Connections and replace it with a new Council policy entitled Private Storm Water Connections;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Private Storm Water Connections is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Private Storm Water Connections is hereby repealed.
3. The policy entitled "Private Storm Water Connections", attached hereto as Appendix 'C(3)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(3)'

### Private Storm Water Connections

That a policy be established whereby when a storm sewer is installed, a private storm water drain connection be required to be installed to all buildings, not being single family or semi-detached houses, and to all lots zoned for a use other than for single family or semi-detached housing.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Sewer Clean-Outs and replace it with a new Council policy entitled Sewer Clean-Outs.

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 revoke and repeal Council policy related to Sewer Clean-Outs and replace it with a new Council policy entitled Sewer Clean-Outs;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Sewer Clean-Outs is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Sewer Clean-Outs is hereby repealed.
3. The policy entitled "Sewer Clean-Outs", attached hereto as Appendix 'C(4)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(4)'

### Sewer Clean-Outs

That the following policy be established with respect to sewer clean-outs in new and existing buildings:

- (a) the Building Division of the Planning and Development Department be directed to require that the clean-out on the building drain immediately inside the wall foundation, to relieve a blockage in a building sewer, be constructed using a wye fitting and long sweep bend only;
- (b) the requirement outlined in part (a) above, shall apply to all new buildings and to existing buildings where a clean-out is installed during alterations to the internal plumbing;
- (c) all licensed plumbers and drain layers in the City of London be notified of the policy outlined herein;

it being pointed out that the wye type fitting as opposed to a tee fitting will accept either flexible or non-flexible sewer cleaning rods. The requirement for wye fittings will result in little or no increased cost to home builders and home owners.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Cleaning of Sewer System and replace it with a new Council policy entitled Cleaning of Sewer System.

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 revoke and repeal Council policy related to Cleaning of Sewer System and replace it with a new Council policy entitled Cleaning of Sewer System;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Cleaning of Sewer System is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Cleaning of Sewer System is hereby repealed.
3. The policy entitled "Cleaning of Sewer System", attached hereto as Appendix 'C(5)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

Appendix 'C(5)'

Cleaning of Sewer System

That a policy be established providing for the cleaning of the sanitary sewer system at least once every five years.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Catch Basins on Private Property and replace it with a new Council policy entitled Catch Basins on Private Property.

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 revoke and repeal Council policy related to Catch Basins on Private Property and replace it with a new Council policy entitled Catch Basins on Private Property;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Catch Basins on Private Property is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Catch Basins on Private Property is hereby repealed.
3. The policy entitled "Catch Basins on Private Property", attached hereto as Appendix 'C(6)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



## Appendix 'C(6)'

### Catch Basins on Private Property

That the following policy be established with respect to the maintenance, repair and replacement of rear lot catch basins and catch basin leads on private property:

- (a) on the recommendation of the Managing Director, Environmental and Engineering Services and City Engineer easements not be taken for rear lot catch basins and drains which provide drainage for lots in plans of subdivision;
- (b) private property owners be advised that cleaning catch basin grates and repairing any erosion around the rear yard catch basin located in their rear yards are their own responsibility; and
- (c) the City of London assume responsibility for the repair or replacement of the rear yard catch basins and leads that service rear yard catch basins on private property subject to the City being able to obtain the necessary consent of any private property owner to enter upon his lands and undertake such work when repair or replacement situations occur. Repair activities may include reparging of the rear yard catch basin and repairing the catch basin lead connection to the rear yard catch basin.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Connection to Water Services and replace it with a new Council policy entitled Connection to Water 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 revoke and repeal Council policy related to Connection to Water Services and replace it with a new Council policy entitled Connection to Water Services;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Connection to Water Services is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Connection to Water Services is hereby repealed.
3. The policy entitled "Connection to Water Services", attached hereto as Appendix 'C(7)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(7)'

### Connection to Water Services

That a policy be established to give the Managing Director, Environmental and Engineering Services and City Engineer the authority to permit water connection service to existing residential, commercial, industrial and institutional developments within those areas annexed to the City on January 1, 1993, on the understanding that any costs associated with such connections will be borne by the party receiving the water connection service and on the further understanding that should any such connection involve any cost to the City of London, a report thereon will be submitted to the Civic Works Committee for consideration before any work in such a situation is undertaken.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Rear Yard Grading and Drainage and replace it with a new Council policy entitled Rear Yard Grading and Drainage.

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 revoke and repeal Council policy related to Rear Yard Grading and Drainage and replace it with a new Council policy entitled Rear Yard Grading and Drainage;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Rear Yard Grading and Drainage is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Rear Yard Grading and Drainage is hereby repealed.
3. The policy entitled "Rear Yard Grading and Drainage", attached hereto as Appendix 'C(8)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(8)'

### Rear Yard Grading and Drainage

That a policy be established whereby establishment, maintenance and control of rear yard grading and drainage is not the responsibility of the City of London, except as provided in By-law No. WM-4, or when the lack of drainage creates a public health nuisance or public health hazard, but is a private matter involving only those persons who contribute storm run-off to any given drainage systems.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Servicing Dry Industrial Uses in the Annexed Area and replace it with a new Council policy entitled Servicing Dry Industrial Uses in the Annexed Area.

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 revoke and repeal Council policy related to Servicing Dry Industrial Uses in the Annexed Area and replace it with a new Council policy entitled Servicing Dry Industrial Uses in the Annexed Area;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Servicing Dry Industrial Uses in the Annexed Area is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Servicing Dry Industrial Uses in the Annexed Area is hereby repealed.
3. The policy entitled "Servicing Dry Industrial Uses in the Annexed Area", attached hereto as Appendix 'C(9)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

Appendix 'C(9)'

Servicing Dry Industrial Uses in the Annexed Area

That a policy be established such that where full municipal services are not available, the Municipal Council will consider recommending to the Minister of Municipal Affairs, on a case-by-case basis, allowing private servicing where the following conditions exist:

- (i) the use is a dry industrial use only, involving manufacturing and assembly and storage of a product or products which are not dependent on a high water usage;
- (ii) full municipal servicing of the subject lands is expected within five years; and
- (iii) the industrial user enter into a satisfactory agreement with the City to connect to municipal services at the time they become available.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Homemakers and Nurses Services and replace it with a new Council policy entitled Homemakers and Nurses 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 revoke and repeal Council policy related to Homemakers and Nurses Services and replace it with a new Council policy entitled Homemakers and Nurses Services;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Homemakers and Nurses Services is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Homemakers and Nurses Services is hereby repealed.
3. The policy entitled "Homemakers and Nurses Services", attached hereto as Appendix 'C(10)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



## Appendix 'C(10)'

### Homemakers and Nurses Services

That a policy be established whereby the Municipality will provide services under the legislation of the *Homemakers and Nurses Services Act*, R.S.O. 1990, Chapter H.10, through Purchased Services Agreements with suppliers and that such services be provided in accordance with the contract agreements at rates established taking into consideration Ministry of Community and Social Services' guidelines and the Municipal Council approved budget. In providing these services a waiting list is utilized where there are insufficient funds.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Special Assistance and Supplementary Aid and replace it with a new Council policy entitled Special Assistance and Supplementary Aid.

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 revoke and repeal Council policy related to Special Assistance and Supplementary Aid and replace it with a new Council policy entitled Special Assistance and Supplementary Aid;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Special Assistance and Supplementary Aid is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Special Assistance and Supplementary Aid is hereby repealed.
3. The policy entitled "Special Assistance and Supplementary Aid", attached hereto as Appendix 'C(11)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(11)'

### Special Assistance and Supplementary Aid

That a policy be established whereby the Discretionary Benefits budgets be used only in cases of extreme need. This program is administered at the discretion of the Municipality and is cost-shared with the Federal and Provincial Governments. Within established protocols, services are provided such as Emergency Dental service, transportation assistance, funerals, moving expenses and furniture in accordance with the current budget available and any contract agreements and rates in effect.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Purchased Service Agreements and replace it with a new Council policy entitled Purchased Service Agreements.

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 revoke and repeal Council policy related to Purchased Service Agreements and replace it with a new Council policy entitled Purchased Service Agreements;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Purchased Service Agreements is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Purchased Service Agreements is hereby repealed.
3. The policy entitled "Purchased Service Agreements", attached hereto as Appendix 'C(12)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

Appendix 'C(12)'

Purchased Service Agreements

That a policy be established authorizing the administration to require that organizations providing services to the Ontario Works Division through Purchased Services Agreements submit financial statements to support any claims, including those claims for an increase in rate.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Child Care Policies and replace it with a new Council policy entitled Child Care Policies.

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 revoke and repeal Council policy related to Child Care Policies and replace it with a new Council policy entitled Child Care Policies;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Child Care Policies is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Child Care Policies is hereby repealed.
3. The policy entitled "Child Care Policies", attached hereto as Appendix 'C(13)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(13)'

### Child Care Policies

#### GOAL

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.

#### DEFINITIONS

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.
2. Throughout this policy, the term "Administration" refers to the Managing Director, Neighbourhood, Children and Fire Services or an authorized designate.
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

#### OBJECTIVES

1. To provide immediate child care financial assistance for children who are considered to be at risk.
2. To provide immediate child care financial assistance to parents leaving the social assistance system.
3. To enable parents to obtain or maintain employment.
4. To provide opportunities for optimal growth and development, social/emotional, socialization and speech & language through child care financial assistance.
5. To enable parents to attend school or be involved in academic upgrading activities.
6. To provide child care financial assistance for parents or child need 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, THE APPLICATION PROCESS, SPECIAL CASES, REFERRALS

#### I. Eligibility

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

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).

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. Every six months the original referrals will be reviewed to ensure ongoing eligibility of each child. A second referral may be requested if additional information is required.

3. That parents be given the choice of signing a Release of Information form authorizing the Administration to release the name of a social service referring agency.
4. 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.
5. 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.
6. 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.
7. 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 Children's Services Department before implementing any subsidy changes.

## II. Application Process

1. That eligibility for child care subsidy be determined through the completion of an application and submission of applicable documentation.
2. That the Administration follow the Regulations of the Child Care and Early Years Act, 2014 Ontario Regulations 138/15 sections 8 and 10 to calculate subsidy for all subsidized children in licensed programs.
3. That the Administration will only authorize the transfer of children between child care and early years programs and services when the parent has made arrangements for the payment of outstanding fees at the former centre. In the case of extreme hardship or serious occurrence as defined by the Ontario Regulations 126/16 (9) the Administration will approve the transfer on a temporary basis upon advance notice by the parent.
4. That parents have the option of keeping or placing their children in child care and early years programs and services whose rates exceed the maximum provided they make arrangements with the child care and early years programs and services to pay any amounts above the maximum.
5. That parents reside within the City of London.
6. 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.
7. Families with needs will be considered at the written request of a recognized social services agency and/or health care professional.

## III. Special Cases

1. That the Administration be authorized to grant, under emergency conditions, child care financial assistance for parents to access child care and early years programs and to report such cases to the Child Care Advisory Committee on a predetermined schedule per year.

## IV. Referrals

1. That Children's Services 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

### I. General

1. That all Children's Services Funding Agreements will be contingent upon approval from the Administrator appointed by the City under the CCEYA or written designate.



2. That the City will provide child care services by subsidizing spaces through Children's Services Funding Agreements with licensed child care agencies and accredited recreation programs and camps.
3. 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. That child care policy and/or criteria changes be sent to all operators for their information as soon after approval as possible.

## II. Administration

1. That all agreements between the City and child care operators be established according to the Children's Services Funding Agreement guidelines.
2. That the City, when entering into new agreements with child care child care and early years programs and services, examine comparable child care and early years programs and services for the purpose of establishing rates and other contractual obligations.
3. That the child care operator be required to notify the municipality immediately when there are any changes in the family's circumstances (e.g. financial, address).
4. That the Administration be advised of the name of a new director of a centre within 10 days of their appointment.
5. That where a child is transferred from one provider to another or withdrawn from subsidized care without 10 days' notice, the City continue to reimburse the provider for the established notice period.
6. That the Administration shall terminate subsidy agreements with child care operators whose licenses have been withdrawn by the Ministry of Education.
7. That the Administration may review an agreement with a centre that has a provisional license.
8. That if the child care centre initiates the immediate withdrawal or suspension of a child without giving 10 days written notice to the parent, the City must be provided with an explanation for the withdrawal or suspension. Payment of the 10 days in lieu of notice will be authorized where the need for the withdrawal or suspension is, in the opinion of the Administration, warranted;
9. That when the City has not been notified by the child care centre that a child has been absent without explanation for a period of more than five consecutive days (not including the child's vacation time), the child will be withdrawn from the enrolment at that centre, the centre's invoice will be adjusted and 10 days payment in lieu of notice will not be paid to the centre;
10. That the Administration can agree with a child care centre and a parent to a temporary break in service of a child from a program for a period of time approved by the Administration. This absence must be documented in the child's file at the Children's Services Department. This temporary absence could also include a period of parental care (i.e. summer vacation). The subsequent placement of the child supersedes the priority of those children on the waiting list;
11. That on an annual basis, a child is entitled to a prorated number of paid days away during which the child care centre is open for business, without affecting the child's eligibility status.
12. The application process has been revised to provide for a mail-in, online or in person application, subject to the verification of financial and/or categorical information through documentation to the Children's Services Department;
13. That reviews are completed every twelve months or upon receipt of information that constitutes a change in the eligibility status or the level of the daily parent fee. Confirmation letters following this review will be sent to the parent and child care child care and early years programs and services only when the eligibility status or parent fee has changed.

14. That more frequent monitoring of the eligibility status occurs after a parent has failed to notify the Administration of a change in the circumstances affecting the eligibility status.

### III. Rates

1. That the approved rate be determined using, as a guide, prevailing free market rates being charged to privately placed children (with the free market rates constituting the upper limit) and compared to current similar rates supported in the community. All rates are contingent upon Administration approval or written designate.
2. That where a child attends a centre for six or more hours per day, the full day rate will be paid.
3. That where a child attends a centre on a partial day basis and does not receive a meal, a rate of 50% of the full day rate will be paid.
4. That where a child attends a centre on a partial day basis and receives a meal, a rate of 70% of the full day rate will be paid.
5. That, notwithstanding Subsections 3 and 4 above, the subsidized rate be provided on a percentage basis for extended hour care.

### SECTION C: THE CHILD CARE ADVISORY COMMITTEE

The following aligns with the Child Care Advisory Committee Terms of Reference December 2016

That the "Child Care Advisory Committee" provide recommendations, advice and information to Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

### SECTION D: CHILD CARE SERVICES POLICY STATEMENT

#### CONSOLIDATED MUNICIPAL SERVICE MANAGER FOR LONDON AND MIDDLESEX

That child care services in our communities be accessible and available to meet the diverse needs of all our citizens. 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 services, the City of London and County of Middlesex, in partnership with communities, are therefore committed to:

- a) **Equitable Access**  
working to ensure that all families have access to a range of appropriate 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 stakeholders, 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;

- 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.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Land Dedication and replace it with a new Council policy entitled Land Dedication.

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 revoke and repeal Council policy related to Land Dedication replace it with a new Council policy entitled Land Dedication;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Land Dedication is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Land Dedication is hereby repealed.
3. The policy entitled "Land Dedication", attached hereto as Appendix 'C(14)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(14)'

### Land Dedication

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.-1213-340 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 and as implemented by Z-1 Zoning Bylaw, 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 City Solicitor.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Banners Over City Streets and replace it with a new Council policy entitled Banners Over City Streets.

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 revoke and repeal Council policy related to Banners Over City Streets and replace it with a new Council policy entitled Banners Over City Streets;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Banners Over City Streets is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Banners Over City Streets is hereby repealed.
3. The policy entitled "Banners Over City Streets", attached hereto as Appendix 'C(15)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(15)'

### Banners Over City Streets

That the following policies be established to provide for the placement of banners over City streets and on street light standards:

- (a) banners be restricted to not for profit organizational events or other matters of municipal interest;
- (b) the content and location of each banner be reviewed and approved by the City Engineer;
- (c) the use of street lights, type of banner and the method of installing banners be approved by the City Engineer;
- (d) the party or organization wishing to install the banners provide liability insurance to the satisfaction of the City Treasurer.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Street and Lane Closing and replace it with a new Council policy entitled Street, Lane and Walkway Closings.

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 revoke and repeal Council policy related to Street and Lane Closing and replace it with a new Council policy entitled Street, Lane and Walkway Closings;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Street and Lane Closing is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Street and Lane Closing is hereby repealed.
3. The policy entitled "Street, Lane and Walkway Closings", attached hereto as Appendix 'C(16)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



## Appendix 'C(16)'

### Street, Lane and Walkway Closings

- (a) Closings of streets, lanes or walkways shall be by way of Council by-law, regardless of whether they are assumed by the City or not.
- (b) Applications to close streets, lanes or walkways must be made with the intention of purchasing the said street, lane or walkway.
- (c) Where required, easements shall be conveyed by the City to utility owners upon the closing of the street, lane or walkway.
- (d) The closing of a street that results in the total loss of a property's access to public highway shall require the consent of the property owner.
- (e) The process for closing a publically traveled street shall include public notice provisions satisfactory to the City Clerk.
- (f) In order to preserve and protect the existing streetscape, the City shall not approve the partial closing of boulevards.
- (g) The City shall not approve of the closing of a lane unless all of the lane in the block bounded by the four intersecting streets is included in the application.
- (h) The City shall not approve of the closing of any lanes that provide access to properties fronting on arterial or collector streets.
- (i) The City shall not approve the closing of any lanes that provide access to properties having inadequate sideyards which do not permit vehicles to be driven from the abutting street onto private property.
- (j) The closing of a lane shall require the consent of every property owner affected by the closing.
- (k) The City will not approve the closing of a public walkway unless land use changes in the immediate vicinity render the walkway redundant.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Street Naming – Streets of Honour and replace it with a new Council policy entitled Street Naming – Streets of Honour.

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 revoke and repeal Council policy related to Street Naming – Streets of Honour and replace it with a new Council policy entitled Street Naming – Streets of Honour;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Street Naming – Streets of Honour is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Street Naming – Streets of Honour is hereby repealed.
3. The policy entitled “Street Naming – Streets of Honour”, attached hereto as Appendix ‘C(17)’, is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(17)'

### Street Naming – Streets of Honour

- (a) That a policy be established to encourage the naming of new streets after City residents who served in the Armed Forces or the City Police or Fire Departments or Emergency Measures Services; City of London Employees, Council and Committee members who have served the City for a period of 25 years or more, and are retired and/or deceased; and recipients of the Mayor's Honour List;
- (b) Define Deceased Service People, being City residents who lost their lives in action while serving for the Armed Forces or the City Police or Fire Departments or Emergency Measures Services;
- (c) Define War Veteran, being that person who has served in a war or as a peacekeeper and is from the City of London, who served with distinction, but does not necessarily need to be deceased; and is nominated by a Veterans Organization;
- (d) Define the London Police Services, the London Fire Department and Emergency Measures Services to include names of deceased and/or retired members;
- (e) That Veteran Affiliates such as the Royal Canadian Legion, Canadian Armed Forces, etc., be requested to submit eligible names of people who have served at any time;
- (f) That the London Police Association, London Professional Fire Fighter's Association and City related Union Locals be requested to submit eligible names of people who have served at any time;
- (g) That a short list of names be randomly selected on an annual basis and reviewed for conflicts with existing street names;
- (h) That subdivision developers be encouraged to draw upon this list in their submissions for street name approval; and
- (i) That street names so chosen be identified by a poppy or a City logo on the street sign.
- (j) That the policy not be normally applied retroactively to any street names.
- (k) That where a development of 5 or more streets is being created, the developer be requested to name at least one street utilizing a street name on the Streets of Honour list.

NOTE: Additional information concerning the naming of streets may be obtained from the City's Development Services Division.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to All-Way Stops and replace it with a new Council policy entitled All-Way Stops.

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 revoke and repeal Council policy related to All-Way Stops and replace it with a new Council policy entitled All-Way Stops;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to All-Way Stops is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to All-Way Stops is hereby repealed.
3. The policy entitled "All-Way Stops", attached hereto as Appendix 'C(18)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(18)'

### All-Way Stops

That the following policy be established with regard to the installation of all-way stop signs:

- (a) in the case of freeways, arterials and primary collectors, all-way stop signs will not be installed unless:
  - (i) the surrounding area is in a state of development or redevelopment and the intersection is planned for eventual signalization;
  - (ii) the measure is temporary due to local road work construction activities;
  - (iii) the intersection meets the warrant guidelines;
  - (iv) the intersection was constructed in such a manner that it meets all the standards for signalization as it relates to pavement width and sight lines;
- (b) in the case of secondary collectors and local streets, all-way stops will automatically be installed by the administration when the intersection meets the warrants.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Noise Barriers on Arterial Roads and replace it with a new Council policy entitled Noise Barriers on Arterial Roads.

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 revoke and repeal Council policy related to Noise Barriers on Arterial Roads and replace it with a new Council policy entitled Noise Barriers on Arterial Roads;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Noise Barriers on Arterial Roads is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Noise Barriers on Arterial Roads is hereby repealed.
3. The policy entitled "Noise Barriers on Arterial Roads", attached hereto as Appendix 'C(19)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(19)'

### Noise Barriers on Arterial Roads

That the following guidelines be established for the installation of “retrofit” noise barriers in conjunction with arterial road widenings where adjacent residential development without noise mitigation currently exists:

(a) General Principle:

The installation of “retrofit” noise barrier walls is intended to ensure that existing residential backyards backing onto arterial roads which are widened to four motor vehicle lanes or greater are not subjected to significant noise level increases from levels that exist in the design year.

(b) Specific Requirements:

- (i) The property must be in residential use and have an exposed outdoor living area as defined by provincial guidelines. The property must be back lotted onto an arterial road where an additional motor vehicle lane is being positioned to cause an increase in noise at the residential outdoor living area.
- (ii) Walls with proven sound mitigation and durability characteristics or earth berms will be used and the design, placement and height will be determined through a noise study.
- (iii) Walls will be built within one foot of the property line on the road allowance. Private property working easements must be provided at no cost to the City.
- (iv) This policy does not apply to the provision of noise barriers associated with the development of new residential uses which back on to arterial roads or other noise generators. Such circumstances are subject to the development policies of the Official Plan.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Temporary Road Closures and replace it with a new Council policy entitled Temporary Road Closures.

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 revoke and repeal Council policy related to Temporary Road Closures and replace it with a new Council policy entitled Temporary Road Closures;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Temporary Road Closures is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Temporary Road Closures is hereby repealed.
3. The policy entitled "Temporary Road Closures", attached hereto as Appendix 'C(20)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



## Appendix 'C(20)'

### Temporary Road Closures

That a policy be established whereby the Civic Administration is hereby authorized to approve requests from local organizations for temporary road closures required to permit certain annual events provided that the City Council has given approval for the temporary road closure associated with the initial request for the event and further provided that similar circumstances to those already approved exist with respect to the said event.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Responsibility for Installation and Maintenance of Driveway Culverts and replace it with a new Council policy entitled Responsibility for Installation and Maintenance of Driveway Culverts.

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 revoke and repeal Council policy related to Responsibility for Installation and Maintenance of Driveway Culverts and replace it with a new Council policy entitled Responsibility for Installation and Maintenance of Driveway Culverts;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Responsibility for Installation and Maintenance of Driveway Culverts is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Responsibility for Installation and Maintenance of Driveway Culverts is hereby repealed.
3. The policy entitled "Responsibility for Installation and Maintenance of Driveway Culverts", attached hereto as Appendix 'C(21)' is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

Appendix 'C(21)'

Responsibility for Installation and Maintenance of Driveway Culverts

That a policy be established whereby the installation of new driveway culverts become the responsibility of the adjoining property owner and the maintenance of all culverts, including driveway culverts, located on City road allowances become the responsibility of the City.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to New Traffic Signal Locations and replace it with a new Council policy entitled New Traffic Signal Locations.

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 revoke and repeal Council policy related to New Traffic Signal Locations and replace it with a new Council policy entitled New Traffic Signal Locations;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to New Traffic Signal Locations is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to New Traffic Signal Locations is hereby repealed.
3. The policy entitled "New Traffic Signal Locations", attached hereto as Appendix 'C(22)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(22)'

### New Traffic Signal Locations

That following Council's approval of a new traffic signal or pedestrian signal location, the City Engineer or designate be authorized to approve the design, installation and operation of traffic signals at intersections on highways under the jurisdiction of the City of London.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Lane Maintenance Policy and replace it with a new Council policy entitled Lane Maintenance 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 revoke and repeal Council policy related to Lane Maintenance Policy and replace it with a new Council policy entitled Lane Maintenance Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Lane Maintenance Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Lane Maintenance Policy is hereby repealed.
3. The policy entitled "Lane Maintenance Policy", attached hereto as Appendix 'C(23)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(23)'

### Lane Maintenance Policy

**Application:** The following lane maintenance policy applies only to City owned public lanes that are currently traveled but are not formally assumed by bylaw for maintenance. Private driveways built on or across lanes or unimproved road allowances are specifically exempt from this policy. This policy does not contemplate formal assumption of public lanes, but rather establishes the criteria for performing limited surface maintenance by the City.

**Definition:** Limited surface maintenance may include such things as filling pot holes, grading, and the application of gravel or asphalt as necessary, but does not include full restoration, the installation of drainage systems or remedial drainage works, the removal of obstructions including snow removal or any other activities normally associated with formal assumption.

- (1) Unless a City owned public lane has been formally assumed by bylaw for maintenance, the City shall not be responsible for the lane's condition or usage.
- (2) Clause 1 notwithstanding, on an as-requested basis the City will attempt to perform limited maintenance in a manner commensurate with the lane's existing condition, provided that;
  - (a) maintenance activities shall not be construed as an intent to formally assume the lane for full-fledged maintenance;
  - (b) all lane maintenance shall be limited in nature and will not include full restoration or the installation of any underground or surface drainage works either on the lane or on private property;
  - (c) the lane must be traveled, dedicated for public usage, and owned by the City;
  - (d) the lane serves at least two abutting property owners;
  - (e) the lane is not being used as a private driveway;
  - (f) the lane is physically accessible with the equipment needed to perform the maintenance without the need to encroach onto private property;
  - (g) snow ploughing and snow removal services are expressly excluded from this policy; and
  - (h) the City Engineer or their designate, shall have the absolute discretion to determine the appropriate level, manner, extent and schedule for the requested work.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Commemorative Street Naming Policy and replace it with a new Council policy entitled Commemorative Street Naming 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 revoke and repeal Council policy related to Commemorative Street Naming Policy and replace it with a new Council policy entitled Commemorative Street Naming Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Commemorative Street Naming Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Commemorative Street Naming Policy is hereby repealed.
3. The policy entitled "Commemorative Street Naming Policy", attached hereto as Appendix 'C(24)' is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



## Appendix 'C(24)'

### Commemorative Street Naming Policy

- (a) That a policy be established for the naming of commemorative streets after person(s) associated with the City of London, commemorate local history, organizations, places, events or culture; demonstrate excellence, courage, or exceptional service to the citizens of the City of London; have made a significant financial contribution to a park or facility and the contribution significantly benefits the community that the park or facility serves that would not have been possible otherwise, strengthen neighbourhood identity and community commitment; and recognized native wildlife, flora, fauna or natural features related to the community and the City of London. Commemorative streets shall not use corrupted or modified names, or names which are discriminatory from the point of view of race, sex, colour, creed, political affiliation or other social factors;
- (b) That a short list of names be randomly selected on an annual basis and reviewed for conflicts with existing street names;
- (c) That streets so chosen be to identified as a Commemorative street shall bear an approved Commemorative street sign;
- (d) That approval of the proposed Commemorative Street name shall be the responsibility of the Manager of Development Services – Engineering Liaison, or their designate, in consultation with the Municipal Addressing Advisory Group (MAAG); and,
- (e) That this policy is not to be confused with, nor is a substitution of recognition for that of the Streets of Honour Street name Policy.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to School Crossing Guard Program Policy and replace it with a new Council policy entitled School Crossing Guard Program 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 revoke and repeal Council policy related to School Crossing Guard Program Policy and replace it with a new Council policy entitled School Crossing Guard Program Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to School Crossing Guard Program Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to School Crossing Guard Program Policy is hereby repealed.
3. The policy entitled "School Crossing Guard Program Policy", attached hereto as Appendix 'C(25)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(25)'

### School Crossing Guard Program Policy

The City provides school crossing guards at locations along pedestrian routes to elementary schools in accordance with Council-approved warrant criteria.

The City may receive requests for new school crossing guard locations from a school board (due to the planned opening of a new school or expansion to an existing school), or from an interested party (due to an existing condition).

#### **Purpose**

The purpose of the School Crossing Guard Program Policy is to outline a process for implementing and discontinuing school crossing guard locations with the City of London. The procedure applies to all municipal roadways and applicable elementary schools within the City.

#### **Approval Process**

The City Engineer (or designate) is the delegated authority to add and remove school crossing guard locations.

New school crossing guard location requests shall be reviewed as follows:

1. A warrant assessment shall be undertaken based upon projected (for future) or observed (for existing) pedestrian activity and other pertinent factors.
2. If the criteria are met, the new school crossing guard location is supported, administration shall:
  - a) request funding approval from Council for staffing the new crossing guard location (if required); and
  - b) subject to funding approval, notify the school board and/or interested party that the request has been approved.
3. If the criteria are not met, traffic engineering staff shall notify the school board and/or the interested party that the request for the new school crossing guard location is denied.

#### **Removal of Existing School Crossing Guard Locations**

1. Periodic monitoring of locations with school crossing guards will be undertaken and documented to ensure compliance with the warrant.
2. A location whose warrant compliance value is at, or below, 20% of the criteria shall undergo a supplementary review in the following year. If found to be at, or below, 20% of the criteria for two consecutive years the annual operating budget for that location, and the school crossing guard location itself, shall be removed for the forthcoming school year. During the current school year, administration shall notify the affected school, school board and the Ward Councillors of the school crossing guard location removal.
3. A location whose warrant compliance value falls in the range of 21% to 50% shall be placed on a watch list, monitored annually, and assessed for ongoing trends.
4. A location whose warrant compliance value is above 50% shall be monitored approximately once every 3 years.
5. Upon receipt of notification from a school board that a school crossing guard location is no longer required due to a school closure or boundary change, the school crossing guard location shall be removed.

#### **Warrant for Mid-block Crosswalks:**

Warrant	Description	Requirement	Compliance	
			Study Result	%
1. Pedestrian Volume	Volume of unassisted children attending Junior Kindergarten to Grade 6 during the highest peak hour of the three hour	>50		

	school study periods (am peak, mid-day peak, pm peak)			
2.	Safe Crossing Gaps	Number of safe crossing gaps in a 5-minute period.	<4	
OR				
3.	Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	>3	

- Notes: 1. Posted speed limit is less than or equal to 60 km/hr.  
2.

$$\text{Safe Gap} = \frac{\text{Width of Crossing}}{\text{Average Walking Speed (1.1m/sec)}} + \text{Perception \& Reaction Time (4 sec)}$$

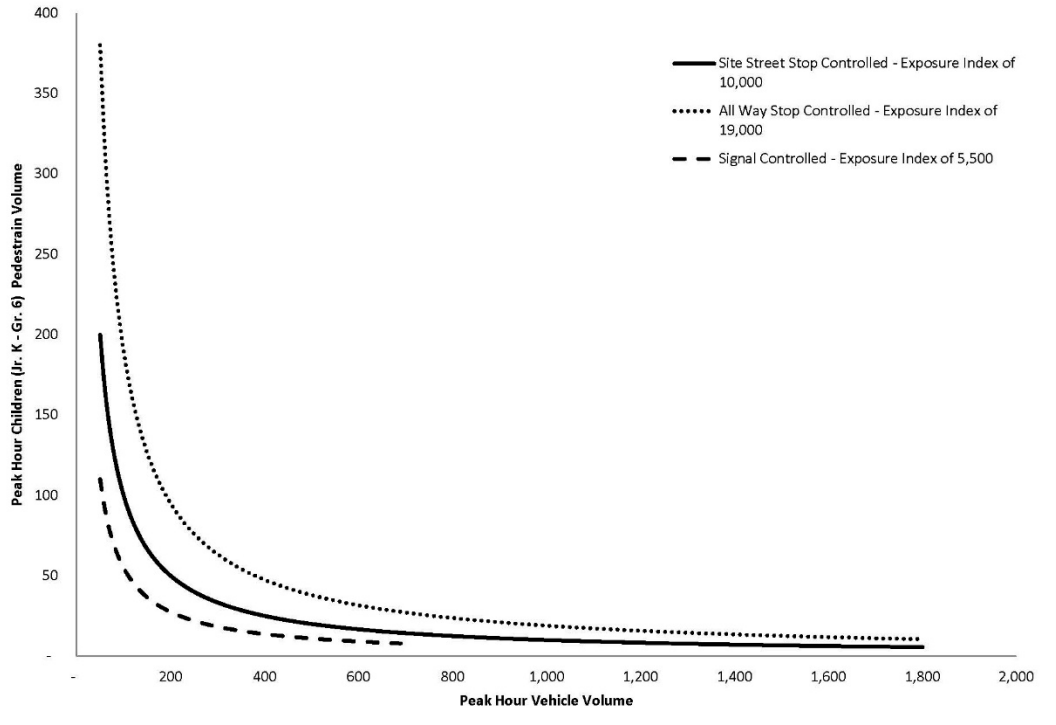
3. School Crossing Guard warrant is fulfilled if Warrant #1 and Warrant #2 or Warrant #1 and Warrant #3 are satisfied.

### Warrant for Intersections:

Warrant	Description	Minimum Requirements			Compliance		
		Side Street Stop Control	All-way Stop Control	Traffic Signal	Study Result	%	
1.	Minimum Vehicular & Pedestrian Volume	Exposure Index of vehicle and pedestrian volume during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm peak)	10,000	19,000	5,500		
2.	Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	3				
3.	Combined Warrant	Warrant #1 and Warrant #2	≥ 80%				

- Notes: 1. Pedestrian Volume is unassisted children attending Jr. Kindergarten to Grade 6.  
2. Exposure Index = Vehicle Volume X Pedestrian Volume  
3. Posted speed limit is less than or equal to 60 km/hr.  
4. For traffic signals the volume of traffic is the number of turning vehicles that conflict with pedestrians in the crosswalk.

### School Crossing Guard Exposure Index



Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Encroachment Policy and replace it with a new Council policy entitled Encroachment 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 revoke and repeal Council policy related to Encroachment Policy and replace it with a new Council policy entitled Encroachment Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Encroachment Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Encroachment Policy is hereby repealed.
3. The policy entitled "Encroachment Policy", attached hereto as Appendix 'C(26)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(26)'

### Encroachment Policy

#### **Policy Statement**

All existing and proposed privately owned encroachments onto streets and road allowances under the jurisdiction of the City of London shall be subject to this Encroachment Policy. The City's Encroachment Policy governs the application and approval procedure for the authorization of encroachments onto municipal streets and road allowances. If approved, the property owner and The Corporation of the City of London shall enter into an Encroachment Agreement.

The Encroachment Policy establishes the process for terminating an existing Encroachment Agreement with the City.

#### **Purpose**

The Encroachment Policy is designed to act as a companion document to By-law S.-3775-94 ('Sign & Canopy By-law'), By-law S-1 ('Streets By-law') and By-law PS-6 ('Fence By-law').

The purpose of the Encroachment Policy is to formalize and clarify the procedure for granting encroachments onto City streets and road allowances. A codified policy mitigates the City's exposure to risk and liability and protects the City's rights and obligations with respect to the subject highway. Outlining the City's process for granting and terminating encroachments also serves to provide standards and guidelines for members of Civic Administration and transparency and simplicity for property owners.

#### **Definitions**

**"City Engineer"** means the employee of the Corporation of the City of London holding the title of City Engineer, or his or her designate.

**"City Solicitor"** means the employee of the Corporation of the City of London holding the title of City Solicitor.

**"City Treasurer"** means the employee of the Corporation of the City of London holding the title of City Treasurer.

**"City"** means The Corporation of the City of London.

**"Council"** means the Municipal Council of the Corporation/means the Council of the City.

**"Encroachment"** means any type of vegetation, man-made feature or object or item of personal property of a person which exists wholly or partly upon, or extends from a property owner's premises onto streets or road allowances and shall include any aerial, surface or subsurface encroachments;

**"Encroachment Agreement"** means a binding agreement between the City and the property owner, prepared by the City, granting authorization for a property owner to erect and maintain an encroachment on a City street or road allowance.

**"Property Owner"** means the registered owner of the property.

#### **Standards for Assessing Encroachments on Streets and Road Allowances**

The general nature of encroachments to be considered under this policy are that they are of a permanent or semi-permanent nature, not easily removable and that do not involve an area enclosed for exclusive use. Temporary encroachments, fence encroachments, area occupations and encroachments involving Condominium Corporations are to be processed as applications for licence agreement by Realty Services and are not covered under this policy.

The City of London considers the following non-exhaustive list of factors when considering the appropriateness of an encroachment:

- The encroachment interferes with the City's use, enjoyment or purpose in holding the City-owned highway;
- The creation of unsafe or hazardous conditions if the encroachment is permitted;
- The encroachment provides valuable commercial benefit;
- The encroachment interferes with any current or future plans, initiatives or works of the City to the subject highway;

- The encroachment interferes with a utility or similar installation located on the subject highway;
- The encroachment diminishes the right of public usage;
- The encroachment is deemed incompatible with established neighbourhood aesthetics, particularly in designated heritage districts;
- The encroachment creates liabilities for which the City cannot assign sufficient responsibility to the owner of said encroachment or threatens to nullify the City's blanket insurance coverage;
- Encroachments onto City owned lanes and walkways will generally not be approved due to the limited space available.
- Special consideration will be given to encroachments over the 40m wide road allowances on Crown Plan 30.

It should be noted that encroachments already under construction or recently constructed prior to receiving approval will not increase the likelihood of an approval being granted.

### **Approval Process**

Prior to making a formal application for permission to encroach onto a street or road allowance, property owners shall contact the City Engineer who shall determine if the encroachment can be approved. The proposed encroachment will be reviewed and assessed using the standards listed in "Standards for Assessing Encroachments on Streets and Road Allowances" and any other relevant criteria that may apply. Requests for encroachment agreements are carefully scrutinized and there are many situations where the City will not approve the requested encroachment. Encroachments may be allowed in some areas but prohibited in others due to local circumstances. The refusal to approve an existing encroachment may result in the owner having to remove the encroachment from the road allowance.

The City Engineer, at his or her complete discretion, may circulate the request to other members of Civic Administration including, but not limited to, the Chief Surveyor, the City Planner and the City Solicitor, where the City Engineer deems it necessary for the purposes of consultation and approval.

There are three possible outcomes:

1. Acceptable Encroachments that comply with City standards. The property owner will be advised that the proposed encroachment complies with City standards and that a formal application for encroachment agreement will be accepted subject to any applicable conditions.

2. Unacceptable Encroachments that do not comply with City Standards. Encroachments that create an unacceptable risk or otherwise interfere with the use of the street or road allowance by either the public, the City or utility company operations, now or in the future, will not be permitted and, if existing, must be removed by the owner forthwith. Examples include sight obstructions, any obstacle that creates a trip or fall or snow plough hazard near the publically travelled portion of the street, and anything that unduly interferes with access to or has the potential to damage existing or proposed City services or utility infrastructure.

3. Minor Encroachments that do not comply with City Standards. Encroachments that do not comply with City Standards that otherwise do not create a significant risk to the public or City or utility companies will not be considered for an encroachment agreement but may remain temporarily at the City's sole and absolute discretion, it being understood that the property owner is fully responsible for the encroachment and that neither the City nor utility companies will be responsible for damage caused thereto or for the complete loss of the encroachment no matter how caused. Examples of minor encroachments include irrigation systems, hedges, shrubbery and simple landscaping at grade.

### **Submitting a Formal Application**

Formal applications for encroachment agreements are to be made in writing to the Clerk's Office and include the following:

- A plan drawn to scale deemed acceptable by the Chief Surveyor that adequately depicts the extent of the encroachment onto the City road allowance fully dimensioned in both plan and profile including heights and underground footings and utility locations, if applicable.
- PIN (Property Identifier Number) printout for the property which will benefit from the agreement.
- Full name, address, telephone number and email address of the owner and owner's Solicitor.



- Application fee plus any one-time amount as determined by Realty Services. (Annual charges will be added to property taxes).

Property owners may make one application per proposed encroachment. Completed applications accompanied by the application fee should be delivered to:

City Clerk's Office  
City Hall, 3rd Floor  
300 Dufferin Avenue  
P.O. Box 5035  
London, ON N6A 4L9

### **Approved Applications and Encroachment Agreements**

The City Engineer is responsible for reviewing street encroachment applications and granting approvals. Before approving an application for an encroachment onto a street or road allowance, the City Engineer shall be satisfied that the encroachment meets City standards.

Upon approval by the City Engineer, the application will be forwarded to the City's Legal Department where the Encroachment Agreement will be drafted and sent to the applicant's lawyer for execution. Pending building permits or development approvals will not be issued until the executed agreement is returned from the applicant's lawyer complete with proof of insurance and payment for any charges owing.

The executed agreement is registered against the applicant's adjoining property after it is returned to the City. Registration fees are the responsibility of the City and are included in the application fee. Encroachment Agreements may be subject to an annual rental or one-time fee to be updated from time to time and listed in the Fees and Charges By-law.

Where the City Engineer deems it appropriate to approve an encroachment and depending upon the nature of the encroachment the agreement may contain a "removal clause" that requires the property owner remove the encroachment and restore the road allowance to its original condition upon written notice being given by the City Engineer.

### **Denied Applications**

If the City Engineer denies an application, the property owner can request a report explaining the application and reasons for denial be submitted to the appropriate standing committee and ultimately City Council for review.

### **Delegated Authority for Approving Encroachments**

The City Engineer shall have delegated authority to approve or reject applications, authorize encroachments, execute on behalf of the City Encroachment Agreements and terminate existing Encroachment Agreements, whether City initiated or upon property owner request, on streets and road allowances pursuant to Section 23.2(1)(c) and Section 23.2(4) of the *Municipal Act, 2001* SO 2001, c.25.

### **Insurance and Indemnity**

The encroacher must be capable of holding adequate insurance in perpetuity and indemnifying the City from all claims that may result by reason of the existence of the encroachment.

The applicant shall provide proof of insurance in a form and amount satisfactory to the Manager of Risk Management in the minimum amount of \$2 million or such other higher amount as determined by the Manager of Risk Management, naming The Corporation of the City of London as an additional insured. The Certificate of Insurance shall be submitted to the City at the time the executed Encroachment Agreement is returned to the City. The Certificate of Insurance must be satisfactory in form and content to the Manager of Risk Management. The onus is on the landowner to carry the insurance in perpetuity and to provide the City with proof of insurance at each renewal of coverage.

The applicant agrees to indemnify and hold harmless The Corporation of the City of London from and against all liability in respect to all claims that may arise or be made against the City resulting from the encroachment.

All approved encroachments are considered to be placed at the property owner's own risk. The City is not responsible for repairing or replacing an encroachment or providing damages arising as a result of clearing and removing litter, graffiti, posters, snow or ice, or as a result of repairs or reconstruction.

### **Termination of Existing Encroachment Agreement**

To terminate an existing Encroachment Agreement with the City the property owner must have their lawyer submit the appropriate Discharge of Agreement document along with proof that the encroachment no longer exists, to the City Engineer.

Where a property owner has removed the encroachment to the satisfaction of the City Engineer, the discharge document will be executed and returned to the property owner's lawyer for registration. Proof of registration must be provided to the City to delete any ongoing charges from the property's tax register. Charges relating to the agreement will continue until the City is formally advised. Any rental fees paid will not be refunded in whole or in part as the result of the termination of the agreement.

Where an existing encroachment agreement approved by by-law has been grandparented into this policy, the City Engineer will request the Clerks Office arrange to have the necessary rescinding by-law submitted directly to Council.

### **Form of Agreement**

Attached as Exhibit 'A' to this policy is the Form of Agreement to be used in cases where an encroachment has been approved. Minor deviations not impacting the nature of the agreement shall be allowed at the City Engineer's discretion.

### **Grandparenting**

Any approved outstanding non-registered agreements as of the date this policy is adopted will be accepted as-is and registered under the provisions of this policy. For termination purposes, all existing agreements are grandparented under this policy. Otherwise, the Encroachment Policy *does not* apply to encroachments approved before the date that the Encroachment Policy is adopted, provided that such encroachments continue to comply with the terms of their original approvals and agreements.

## **EXHIBIT 'A'**

THIS AGREEMENT made in duplicate this day of .

B E T W E E N:

THE CORPORATION OF THE CITY OF LONDON

(hereinafter called the "City")

OF THE FIRST PART

A N D

(hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS the Owner represent that they are the registered owner of certain lands and premises in the City of London, in the County of Middlesex, which abut on the side of [STREET], known municipally as [ADDRESS], in the City of London, County of Middlesex, and being more particularly described in Appendix "A" attached hereto;

AND WHEREAS [DESCRIBE ENCROACHMENT], hereinafter referred to as "Encroachment", has been wholly or partly constructed on the [STREET] road allowance by the Owner in the City of London;

AND WHEREAS the Owner has petitioned the Municipal Council of The Corporation of the City of London that they be allowed to maintain and use the said encroachment;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the sum of TWO DOLLARS (\$2.00) of lawful money of Canada, now paid by the Owner to the City, the receipt whereof is hereby acknowledged, the Owner covenants and agrees with the City as follows:

1. The Owner, his executors, administrators, successors and assigns, are hereby allowed to use and maintain the Encroachment, for so long as the Encroachment shall remain in its present location.
2. Upon demolition or removal of the Encroachment, all parts of the Encroachment upon the road allowance for [ADDRESS] shall be removed by the Owner to the satisfaction of the City at the expense of the Owner.
3. In the event of failure by the Owner to remove the encroachment as required by Clause 2 hereof, the same may be removed by the forces of the City and the cost of said removal shall be a first lien upon the Owner's lands abutting on the side of and may be recovered in a like manner as taxes.
4. The Owner shall pay to the City Treasurer, so long as the said encroachment is used and maintained upon the road allowance the sum of [\$SUM] as an [ANNUAL CHARGE OR ONE TIME FEE] for such privilege and such fee or charge shall form a charge upon the lands of the Owner of the said lands, his executors, administrators, successors and assigns, and upon default of payment after reasonable notice may be recovered as a lien upon the said lands in a like manner as taxes.
5. **[optional clause]** If, during the term of this Agreement, the City requires the use of part or all of the Encroachment lands for any municipal purpose, the City may terminate this Agreement and require the Owner to remove the Encroachment at the Owner's expense upon 90 days written notice being given to the Owner by the City Engineer. The Owner shall not make any claim against the City on account of such removal and will restore the Encroachment lands to a safe and proper condition satisfactory to the City Engineer. Provided that if the Owner neglects, refuses or fails so to do within the time specified, the City Engineer may remove the Encroachment and restore the lands to a safe and proper condition and may charge the cost thereof to the Owner of which cost the certificate of the City Engineer shall be final and the City may recover such cost from the Owner in any court of competent jurisdiction as a debt due by the Owner to the City. In addition, any fees due and any costs incurred upon termination of this Agreement shall be a first lien upon the said lands herein described and may be recovered in like manner as municipal taxes. No remedy conferred upon or reserved to the City is intended to be exclusive of any other remedy whether given herein or not, but every such remedy shall be cumulative and shall be in addition to every other remedy.
6. **for companies**

The Owner shall at their own expense obtain and maintain during the term of this Agreement, and provide the City with evidence of comprehensive general liability insurance for an amount not less than Five Million (\$5,000,000.00) Dollars and shall include the City as an additional insured with respect to the Owners' use and operations on the property described in this Agreement; such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, completed operations, contingent employers liability, cross liability and severability of interest clauses. The aforementioned policy will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the date of cancellation or expiry. The Owner will provide that evidence of such insurance shall be delivered to the City promptly at inception of this Agreement and thereafter on the insurance renewal date.

**for homeowners**

The Owner shall at their own expense obtain and maintain during the term of this Agreement, and provide the City with evidence of general liability insurance (homeowners) for an amount not less than Two Million (\$2,000,000.00) Dollars and shall include the City as an additional insured with respect to the Owners' use and operations on the property described in this Agreement. The aforementioned policy will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the date of cancellation or expiry. The Owner will provide that evidence of such insurance shall be delivered to the City promptly at inception of this Agreement and thereafter on the insurance renewal date.
7. The Owner, their heirs, executors, administrators, successors and assigns, as Owner and occupiers from time to time of the said lands described in Appendix "A" attached hereto, will at all times indemnify and save harmless the City of and from all loss, costs and damages which the City may suffer, be at or be put to, for or by reason of or on account of the existence of, use, maintenance or repair, or lack of repair of the said

encroachment or anything done or purported to be done pursuant to this Agreement, or any act or neglect in carrying out anything to be done pursuant to this Agreement.

8. Such sums as may become due or for which the Owner may be obligated under this Agreement respecting the said encroachment shall be a first lien and charge upon the said lands and premises described in Appendix "A" attached hereto in priority to all other claims, liens, mortgages or charges.
9. The Owner covenants and agrees that this Agreement shall cover the encroachment upon the road allowance for of the adjacent to the said lands described in Appendix "A" attached hereto, and shall not grant any permission to erect any part of any new building on the said encroachment, or enlarge or extend the said encroachment.
10. This agreement shall be binding upon the Owner, their heirs, executors, administrators, successors and assigns, as Owner and occupier from time to time of the lands and premises described in Appendix "A" attached hereto and the covenants herein contained shall be deemed to run with the lands and premises and bind the owners and occupiers thereof from time to time.

IN WITNESS WHEREOF the Owner hereto has hereunto set their hand and seal.

THE CORPORATION OF THE CITY  
OF LONDON

\_\_\_\_\_  
Name:  
Title:  
I have authority to bind the corporation  
  
(OWNER)

\_\_\_\_\_  
Name:  
Title:  
I have authority to bind the corporation

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Coloured Crosswalk Policy and replace it with a new Council policy entitled Coloured Crosswalk 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 revoke and repeal Council policy related to Coloured Crosswalk Policy and replace it with a new Council policy entitled Coloured Crosswalk Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Coloured Crosswalk Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Coloured Crosswalk Policy is hereby repealed.
3. The policy entitled "Coloured Crosswalk Policy", attached hereto as Appendix 'C(27)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(27)'

### Coloured Crosswalk Policy

#### **1.0 Policy Purpose**

- 1.1 The City of London standard for crosswalks is white durable pavement markings. This policy establishes the criteria for the implementation of coloured crosswalks when requested by community groups and organizations.

#### **2.0 Implementation Guidelines**

- 2.1 Individuals requesting coloured pavement markings on behalf of an organization must have the full support of the organization.
- 2.2 The coloured portion of the crosswalk will be applied to the longitudinal lines of the ladder crosswalk only. The transvers lines must be white as per the Ontario Traffic Manual (OTM) requirements.
- 2.3 The markings should be configured so that a pedestrian's first step is onto asphalt.
- 2.4 The markings should provide a visual contrast and be reflective as per the requirements of the Ontario Traffic Manual.
- 2.5 Only durable slip-resistant pavement marking materials shall be used.
- 2.6 No markings representing commercial, religious or political organizations shall be permitted.
- 2.7 No markings of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted.
- 2.8 The markings should celebrate our culture, history and events.
- 2.9 The markings should be maintained to address safety needs but also for the enjoyment of future generations.
- 2.10 Installation of the pavement marking is on a first-come first-served basis.
- 2.11 The requestor is responsible for the installation cost as outlined below:

Installation Cost	City Share	Requestor's Share
Existing non-ladder crossing at a traffic signal, pedestrian crossovers or school crossing guard locations	40%	60%
Existing ladder crossing (<= 3 yrs. old)	-	100%
Existing ladder crossing (> 3 yrs. old)	40%	60%
All other locations	-	100%

- 2.12 The requestor is responsible for the cost difference between white and coloured durable pavement markings when maintenance of the crosswalk is required. Failure to share in the maintenance cost will result in the replacement of the coloured crosswalk with white pavement markings.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Tax Collection Policy and replace it with a new Council policy entitled Tax Collection 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 revoke and repeal Council policy related to Tax Collection Policy and replace it with a new Council policy entitled Tax Collection Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Tax Collection Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Tax Collection Policy is hereby repealed.
3. The policy entitled "Tax Collection Policy", attached hereto as Appendix 'C(28)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

Appendix 'C(28)'

Tax Collection Policy

City staff are authorized to utilize all collection procedures as permitted by the *Municipal Act, 2001*, as amended.



Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Treatment of Properties That Do Not Sell at Municipal Tax Sales and replace it with a new Council policy entitled Treatment of Properties That Do Not Sell at Municipal Tax Sales.

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 revoke and repeal Council policy related to Treatment of Properties That Do Not Sell at Municipal Tax Sales and replace it with a new Council policy entitled Treatment of Properties That Do Not Sell at Municipal Tax Sales;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Treatment of Properties That Do Not Sell at Municipal Tax Sales is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Treatment of Properties That Do Not Sell at Municipal Tax Sales is hereby repealed.
3. The policy entitled "Treatment of Properties That Do Not Sell at Municipal Tax Sales", attached hereto as Appendix 'C(29)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(29)'

### Treatment of Properties That Do Not Sell at Municipal Tax Sales

1. After a failed tax sale, circulate the property to internal departments and external agencies in accordance with City policy for the sale of City-owned properties in order to determine if they have any interest in the property, should the City vest the property; (if there is internal or agency interest in a property, this interest will be presented to Council for a decision as to whether or not to take ownership for the department or agency after conducting a Phase 1 and Phase 2 ESA as considered appropriate).
2. Conduct a Phase 1 Environmental Site Assessment (ESA).
3. Conduct a Phase 2 Environmental Site Assessment where appropriate as indicated by the Phase 1 ESA and conduct any further environmental testing and review as may be indicated by phase 2 information.
4. Report to the appropriate Committee of Council and if there is no internal department or external agency interest in the property, market the property by either issuing a Request for Proposals or a Request for Tenders as deemed appropriate in the circumstance. A Request for Proposals shall include an evaluation criteria with weighted scoring. A draft Agreement of Purchase and Sale shall be included with either process.
5. In the case of a Request for Proposals, evaluate the submissions received and prepare a recommendation report for the appropriate Council Committee for the Proponent with the highest technical combined score for the property acquisition. In the case of a Request for Tenders, the award of the tender will be recommended to the highest bidder and shall also have a recommendation report prepared for the appropriate Council Committee.
6. Vest property and convey to the purchaser after approval of sale agreement by the Municipal Council.
7. Apply the proceeds of the sale against the tax arrears; deem any remaining tax arrears uncollectible and write off the remaining tax arrears upon registration of the notice of vesting of the property by the City.

#### NOTES:

- A. Clauses in a form satisfactory to the City Solicitor will be included in the Agreement of Purchase and Sale to clarify that the property is being sold by the City on an "as is, where is" basis and that the purchaser acknowledges that the City has regulatory liability limitation from MOE orders under the EPA for the time that it owns the property (for up to five (5) years).
- B. Where encumbrances of the Federal or Provincial Governments or their agencies exist, City staff will attempt to negotiate a resolution of the interest as part of or prior to step 4.
- C. Where it is determined that a property has no environmental risks or liabilities or where the estimated market value will exceed the estimated costs of clean up, City staff may vest the property at any time and follow standard procedures for the designation and sale of surplus City land.
- D. Where it is determined that environmental risks or liabilities are so severe with respect to a property that the City should not vest a property even for the purposes of immediate transfer, then a recommendation to take no action with respect to the property will be provided to Council by staff.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Minutes of Settlement for Assessment Appeals and replace it with a new Council policy entitled Minutes of Settlement for Assessment Appeals.

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 revoke and repeal Council policy related to Minutes of Settlement for Assessment Appeals and replace it with a new Council policy entitled Minutes of Settlement for Assessment Appeals;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Minutes of Settlement for Assessment Appeals is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Minutes of Settlement for Assessment Appeals is hereby repealed.
3. The policy entitled "Minutes of Settlement for Assessment Appeals", attached hereto as Appendix 'C(30)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

Appendix 'C(30)'

Minutes of Settlement for Assessment Appeals

In accordance with subsection 286(1) of the *Municipal Act, 2001*, the City Treasurer or their delegate is authorized to approve and sign minutes of settlement for assessment appeals filed under the *Assessment Act* or other legislation where the property owner/appellant and the Municipal Property Assessment Corporation have agreed to a settlement of the appeal.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Traffic By-law Amendments and replace it with a new Council policy entitled Traffic & Parking By-law Amendments.

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 revoke and repeal Council policy related to Traffic By-law Amendments and replace it with a new Council policy entitled Traffic & Parking By-law Amendments;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Traffic By-law Amendments is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Traffic By-law Amendments is hereby repealed.
3. The policy entitled "Traffic & Parking By-law Amendments", attached hereto as Appendix 'C(31)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(31)'

### Traffic & Parking By-law Amendments

That the City Engineer (or designate) be authorized to initiate changes to all schedules in the Traffic & Parking By-law directly through the City Clerk and City Council in the form of by-law amendments in accordance with Table "A" Traffic & Parking By-law Amendments and that staff continue to process supportive reports relating to changes to by-laws on all those matters where an awareness of public concern has been identified, or significant changes are contemplated which would normally require extensive public liaison and/or matters which involve significant expenditures in current or capital budgets.

### Table "A" Traffic & Parking By-law Amendments

<u>Item</u>	<u>Existing Policy, Criteria and/or Warrant</u>	<u>Council Approval Required</u>
New Traffic Signals	OTM and Council approved warrant	Yes
Pedestrian Crossover Systems	Council approved warrant	No
All-way Stops (new)	Council approved warrant	No
Speed Limits	Council approved policy	No
Truck Routes	Council adopted policy	No
One-way Designations	OTM	Yes
Turn Prohibitions	OTM	No
Stop/Yield Controls	OTM	No
School Bus Loading Zone	OTM	No
On-street Parking Regulations	See Appendix "B" Below	No

OTM = Ontario Traffic Manual  
\*where no objections are received.

### TABLE "B"

#### CRITERIA RELATING TO ON-STREET PARKING REGULATIONS

1. NO STOPPING

No stopping zones will be utilized where it has been determined that the stopping of vehicles on roadways is interfering with the safe and efficient movement of traffic.

2. NO PARKING

No Parking zones will be utilized to provide safe and efficient traffic movement and/or adequate site lines at intersections. The "No Parking" provisions in the By-law do permit short term stopping for the purposes of loading. The City's policies in the past have utilized 20 m No Parking zones for end zone clearance and parking has normally been banned on one side of streets with a width of less than 7.3 m.

3. LIMITED PARKING\METERED

Limited Parking zones ranging from 15 min. to 4 hrs. in duration will be utilized where studies have indicated a need to regulate on-street parking to ensure maximum utilization and turn-over. Limited Parking zones are normally initiated through inquiries or complaints

regarding all day parking and the time durations are established through parking reviews to identify the required interval of parking frequency.

4. LOADING ZONES

Loading Zone designations will be instituted where a review of loading practices has identified the need for such designations. Studies to determine Loading Zone requirements normally include liaison with the abutting businesses to establish business loading requirements.

5. TAXI ZONES

Taxi Zones will be established pursuant to requests and subsequent to studies which identify the need for the storage of taxis to assure the proper performance of their service. The zones are normally located in curb parking areas, where parking is already permitted and hence the zone in itself does not create an obstruction to the movement of traffic.

6. HOTEL OR THEATRE ZONES

Hotel or Theatre Zones are installed adjacent to the entrances to public facilities (mainly hotels and theatres) where it is considered essential that parked vehicles not obstruct emergency evacuation of buildings etc. Zone lengths are kept to a minimum but normally will permit occupancy by no less than two vehicles.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Residential Front Yard and Boulevard Parking and replace it with a new Council policy entitled Residential Front Yard and Boulevard Parking.

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 revoke and repeal Council policy related to Residential Front Yard and Boulevard Parking and replace it with a new Council policy entitled Residential Front Yard and Boulevard Parking;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Residential Front Yard and Boulevard Parking is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Residential Front Yard and Boulevard Parking is hereby repealed.
3. The policy entitled "Residential Front Yard and Boulevard Parking", attached hereto as Appendix 'C(32)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



## Appendix 'C(32)'

### Residential Front Yard and Boulevard Parking

That a policy be established to provide for residential front yard and boulevard parking and to provide for the following transitional provisions from the existing boulevard parking agreements to new ones where a "grandfathering" option is chosen by the property owners:

- (a) property owners with residential boulevard parking agreements be required to pay any outstanding rental charges for existing residential boulevard parking up to December 31, 1995 on the understanding that rental charges remitted to the City by that date will make those owners eligible for the "grandfathering" of existing residential boulevard parking agreements; and
- (b) eligible property owners with existing residential boulevard parking agreements wishing to "grandfather" such parking arrangements in order to allow them to be continued, be required to enter into a revised Standard Form Boulevard Parking Agreement on the understanding that the by-law authorizing the execution of these revised agreements will be registered by the City Clerk on the title of the abutting property at the expense of the owner involved as regards the payment of the \$50.00 registration fee.

### RESIDENTIAL FRONT YARD AND BOULEVARD PARKING POLICY

#### 1. PURPOSE OF POLICY

The purpose of this policy is to set out the Council's position with respect to the creation of Front Yard and Boulevard Parking in the City. These two types of parking are allowed by the City only on an "exception basis", and this policy includes criteria for consideration of such exceptions, standards relating to these types of parking, an approval process, a standard form agreement and an enforcement process.

#### Zoning or Minor Variance Exception

Front yard portions of private land may be used for parking areas according to the regulations and standards set out in the City of London Comprehensive Zoning By-law(s) or as a result of an approved minor variance.

#### Combined Zoning/Minor Variance and Boulevard Parking Agreement Exception

When a situation exists where the proposed parking area is partly on the owner's land and partly on the boulevard portion of the public highway, the owner must obtain both a minor variance and a boulevard parking agreement. In these cases if the Committee of Adjustment grants the minor variance it will contain a condition requiring the owner to enter into the boulevard parking agreement without a separate approval for it being required from the Council.

#### Boulevard Parking Agreement Exception

Boulevard portions of public highways may be used for parking areas with the approval of the Council and in accordance with terms and conditions set out in an agreement that is entered into between the City and the owner of the property adjoining the boulevard part of the highway/street.

The Corporation of the City of London generally prohibits the use of the front yard or of the boulevard for the parking of motor vehicles in single detached, semi-detached, duplex, triplex or street townhouse residential areas. Exceptions to this policy may only be granted where the applicant has obtained approval for a minor variance from the Committee of Adjustment or for use of the boulevard from Council, and where such parking complies with the policies outlined herein.

#### 2.0 DEFINITIONS

Boulevard shall mean that portion of every road allowance within the limits of the City of London that is not used as a sidewalk, driveway, travelled roadway or shoulder.

City shall mean the geographical area of the City of London.

Corporation shall mean The Corporation of the City of London.

Council shall mean the Municipal Council of the City of London.

Driveway shall mean the physically designated area lying between the roadway and the lot line on the boulevard and between the lot line and the parking area on the lot used primarily for vehicular ingress from the roadway to the private property or for vehicular egress from the property to the roadway.

Front Yard shall mean those lands extending across the full width of a lot between the front lot line and the nearest main wall of any building or structure on the lot.

Owner shall mean any property owner or his authorized agent who applies to the Corporation for permission to park on a portion of the Corporation's boulevard.

Parking Area shall mean that area which, in whole or part uses the front yard and/or boulevard for the temporary parking of motor vehicles accessory to a permitted use.

Roadway shall mean the part of a highway that is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, and where a highway includes two or more separate roadways, the term "Roadway" refers to any one road way separately and not to all the roadways collectively.

### 3.0 CRITERIA FOR CONSIDERATION OF EXCEPTIONS

#### 3.1 Suitable Alternatives

The approval of front yard or boulevard parking will not be supported by Council where a suitable alternative exists for parking entirely on the owner's property, as described in one or more of the following situations:

- (a) Tandem parking is available in a legal existing driveway when the land use is single detached dwellings;
- (b) The use of rear service lanes is possible where such lanes are accessible and in use by more than one property owner;
- (c) The removal of, alteration to or relocation of accessory buildings or structures, fences and landscaping will result in the accommodation of parking entirely on the owner's property; and/or
- (d) The side and/or rear yard of the lot can be used for a parking area, provided such parking area does not occupy more than 25% of the total lot area.

#### 3.2 Criteria for Approval of an Exception

The approval of a front yard or boulevard parking exception may be supported by Council where the application for an exception meets the following criteria:

- (a) None of the parking area alternatives described in Section 3.1 of this policy are available;
- (b) The parking area exception conforms to the general intent and purpose of the Official Plan policies and Zoning By-law regulations;
- (c) The parking area exception is generally in compliance with the purpose and intent of the Streets By-law;
- (d) The change to the Zoning By-law regulations for the residential parking area is minor;
- (e) The parking area is generally in keeping with the scale and form of parking on surrounding properties and will have minimal negative impact on existing vegetation and/or municipal services.

#### 3.3 Front Yard and Boulevard Parking Standards

The following minimum and maximum standards apply to parking area exceptions. They are intended to generally reflect the standards currently found in the Zoning By-law as

they apply to parking areas for single, semi-detached, duplex, converted two (2) unit type dwellings.

No parking area will be approved which conflicts with any by-laws or regulations of the City of London.

- (a) Number of Boulevard Parking Spaces (max.) - 1 per legal dwelling unit
- (b) Parking Area size (min.) - 2.7 meters (8.8 feet) wide by 5.5 meters (18.0 feet) long.
- (c) Parking Area and Driveway Width (max.) - maximum 6.0 m. (19.7 feet) or 40% of the front lot line whichever is less but in no case less than 2.7 meters (8.8 feet).
- (d) Parking Area Lot Coverage (max.) - 40% of the land area between the front of the main building and the roadway.
- (e) The Parking Area length shall not be permitted parallel to the street line.
- (f) The Parking Area shall not be permitted closer than 1.0 m. (3.0 feet) from an existing or future public sidewalk.
- (g) In the case of corner properties, where a driveway would be constructed within 10 meters (30 feet) from the intersecting road allowance, approval for permission will be at the discretion of the City Engineer subject to the provisions of the Streets By-law (By-law S-1).
- (h) All parking areas and driveways shall be provided and maintained with a stable surface, treated to prevent the raising of dust or loose particles, such as any asphalt, concrete or other hard-surfaced material.
- (i) The Corporation reserves the right to require landscaping, fencing and buffering on and around the parking area and/or to require the preparation by the owner of a site plan for the parking area.

#### 4.0 EXCEPTION POSSIBILITIES

- 4.1 Where the parking area is entirely in the front yard of private lands, an application to the Committee of Adjustment for a minor variance to the Zoning By-law is required. No Boulevard Parking Agreement is required for part of a driveway leading to a legal on-site parking space.
- 4.2 When any part of the parking area can be accommodated on private lands, this too requires an application to the Committee of Adjustment for a minor variance to the applicable Zoning By-law. In addition, as a condition of minor variance approval, the owner must enter into a Standard Form Boulevard Parking Agreement with the Corporation. The final approval of the minor variance will allow the City Clerk to prepare an agreement between the Corporation and the applicant without further approvals.
- 4.3 Where the parking area can only be accommodated entirely on the public boulevard, an application to the Planning and Environment Committee of the Council, through the City Clerk's Office for boulevard parking is required. Development Services will prepare and present a report to the Planning and Environment Committee at a public meeting. The Planning and Environment Committee will then recommend approval or refusal of the application to the Council, and the Council will make the final decision.

#### 5.0 PROCESS FOR CONSIDERATION OF EXCEPTIONS TO FRONT YARD AND BOULEVARD PARKING

The decision to grant front yard and/or boulevard parking is based on a process which includes comments from the applicant, municipal staff, neighbouring property owners, and

the public. This approach recognizes the standards set out in Section 3 of this policy and the possibility of unique neighbourhood expectations about the parking area.

- 5.1 The application fees for both a minor variance and a boulevard parking agreement are set in the Fees and Charges By-law, as amended from time to time. All application fees are non-refundable. Where the exception involves a boulevard parking agreement, the applicant must also provide the City Clerk with a cheque in the required amount made payable to the City Treasurer to cover the costs for the registration of the agreement on title through a by-law instrument.
- 5.2 Any application for front yard and boulevard parking must include a plan prepared to scale showing the location of the buildings, trees, public utilities, landscaping, adjoining properties and building locations where possible and the dimensions of the proposed parking area. This plan must be suitable for inclusion in the Standard Form Boulevard Parking Agreement to be entered into between the owner and the Corporation. It is strongly recommended that the plan be based on a survey drawing of the property because it is the responsibility of the owner to ensure that there are no encroachments onto adjacent properties.
- 5.3 Applications that are going to the Committee of Adjustment because they require a minor variance will be circulated by the Secretary-Treasurer of the said Committee in accordance with the Regulations under the *Planning Act* (to various Civic Departments, outside agencies and to all property owners within 60 meters (200 feet) of the applicant's property). Applications that are going to a public participation meeting of the Planning and Environment Committee because a boulevard parking agreement is required will also be circulated to all property owners within 60 meters (200 feet) of the applicant's property and to the Environmental and Engineering Services, and Development Services.
- 5.4 A public meeting of either the Committee of Adjustment or of the Planning Committee is normally held within 30 days of the application being received, at which the applicant and any interested surrounding property owners would be invited to comment on the appropriateness and desirability of the front yard or boulevard parking application.
- 5.5 For minor variance exceptions to front yard parking, the decision of the Committee of Adjustment may be appealed to the Ontario Municipal Board. For boulevard parking exception applications, the decision of Council is final and binding.

## 6.0 BOULEVARD PARKING AGREEMENT

- 6.1 The conditions of agreement will be those contained in the Standard Form Boulevard Parking Agreement adopted by City Council as amended from time to time.
- 6.2 When the Boulevard Parking Agreement has been fully executed by the applicant, the City Clerk will prepare and submit to the Council a standard form executory by-law to authorize the execution of the Boulevard Parking Agreement by the Corporation. Upon enactment of the by-law by the Council, the Corporation will sign the Agreement after which, and subject to
  - (1) the receipt from the applicant by the City Clerk of the registration fee referred to in section 5.1 of this Policy; and
  - (2) written advice from Development Services that it is appropriate to proceedthe City Clerk will register the Boulevard Parking By-law and Agreement on the title of the property. The City Clerk will provide the applicant with a copy of the registered by-law/agreement showing all the registration particulars.
- 6.3 Boulevard Parking Agreements will be without a term certain and will run with the land upon which they are registered provided the parties to the agreement are in accord, and all of the conditions of Corporation as set out in the agreement have been and are being complied with to the satisfaction of the City Engineer.

## 7.0 CONSTRUCTION OF THE PARKING AREA

- 7.1 The removal of a City curb is to be done by City Forces at the owner's expense after a curb cut permit is obtained from the City Engineer. Paving, removal of trees and relocation of utilities, or any other construction work is to be arranged by the owner through the affected City Department, utility or agency, at the owner's expense, on the understanding that the approval of the City Engineer must be obtained before commencement of any construction work that is required.
- 7.2 In the event that trees or utilities must be removed or relocated, written approval must be obtained by the owner from the appropriate authority before the application will be processed.
- 8.0 FRONT YARD AND BOULEVARD PARKING ENFORCEMENT
- 8.1 Parking on the boulevard or in the front yard shall not begin:
- (1) in the case of parking under a boulevard parking agreement, until the City Clerk has completed registration of the by-law/boulevard parking agreement instrument in the Registry Office, or
  - (2) in the case of parking under a minor variance, until the decision of the Committee of Adjustment (or of the Ontario Municipal Board where there is an appeal) is final.
- 8.2 Violations of any of the provisions in the Zoning By-law, the Traffic By-law or the Streets By-law with respect to front yard and boulevard parking shall be enforced at the discretion of the municipal enforcement agencies.
- 8.3 In situations where a decision is reached not to approve front yard or boulevard parking, the City Engineer may close illegal accesses with proper curbing and restore the appearance of the area as a proper boulevard at the expense of the offending property owner.
- 8.4 Where no boulevard parking agreement has been finalized on the basis outlined in paragraph 6.2 of this policy, the Corporation reserves the right to erect, temporarily, any obstacles necessary to prevent the use of the boulevard for parking, and, at the same time, the City Clerk may recommend to the Planning Committee that the original approval for such owner's agreement to park on the boulevard be rescinded.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Non-Enforcement of Parking Regulations and replace it with a new Council policy entitled Non-Enforcement of Parking Regulations.

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 revoke and repeal Council policy related to Non-Enforcement of Parking Regulations and replace it with a new Council policy entitled Non-Enforcement of Parking Regulations;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Non-Enforcement of Parking Regulations is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Non-Enforcement of Parking Regulations is hereby repealed.
3. The policy entitled "Non-Enforcement of Parking Regulations", attached hereto as Appendix 'C(33)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(33)'

### Non-Enforcement of Parking Regulations

That a policy be established directing staff not to enforce parking meters, municipal parking lots and time-limited parking zones on Easter Monday and on those days when City Hall is closed in lieu of a statutory holiday.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Free Downtown Parking During Christmas Season and replace it with a new Council policy entitled Free Downtown Parking During Christmas Season.

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 revoke and repeal Council policy related to Free Downtown Parking During Christmas Season and replace it with a new Council policy entitled Free Downtown Parking During Christmas Season;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Free Downtown Parking During Christmas Season is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Free Downtown Parking During Christmas Season is hereby repealed.
3. The policy entitled "Free Downtown Parking During Christmas Season", attached hereto as Appendix 'C(34)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017



Appendix 'C(34)'

Free Downtown Parking During Christmas Season

That a policy be established to provide free parking each year at on-street parking meters in Centretown on Saturdays only for the month of December.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Overnight Parking Pass Program Policy and replace it with a new Council policy entitled Overnight Parking Pass Program 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 revoke and repeal Council policy related to Overnight Parking Pass Program Policy and replace it with a new Council policy entitled Overnight Parking Pass Program Policy;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Overnight Parking Pass Program Policy is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Overnight Parking Pass Program Policy is hereby repealed.
3. The policy entitled "Overnight Parking Pass Program Policy", attached hereto as Appendix 'C(35)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(35)'

### Overnight Parking Pass Program Policy

#### **1.0 Policy Purpose**

1.1 The City's Traffic and Parking By-law PS-113 authorizes the City Engineer or his or her designate to issue Overnight Parking Passes in accordance with the Council Policy for the Overnight Parking Pass Program. This policy establishes the criteria for the Overnight Parking Pass Program.

#### **2.0 Definitions**

**"By-law"** means the City's Traffic and Parking By-law PS-113 as amended from time to time;

**"City"** means The Corporation of the City of London;

**"Overnight Parking Pass"** means a pass issued by the City Engineer under the By-law that permits overnight parking as provided in the By-law on City roadways; and

**"City Engineer"** means the Managing Director and City Engineer or any employee or agent of the Corporation designated by the said Managing Director and City Engineer to act on his or her behalf;"

#### **3.0 Issuance of Overnight Parking Passes**

3.1 The City Engineer may issue an Overnight Parking Pass based on the following criteria:

- (a) An Overnight Parking Pass will permit a person to park a vehicle on a roadway between the hours of 3:00 am and 5:00 am and for a period longer than 12 hours notwithstanding subsections 9(1)(k) and 9(1)(n) of the By-law.
- (b) All other provisions of the By-law apply. For clarity, an Overnight Parking Pass does not permit a person to park a vehicle on a roadway where parking is prohibited under the By-law including locations where signs indicating "no parking 3:00 am to 5:00 am" are posted. All other parking restrictions remain in effect, including without limitation prohibited parking and stopping areas, fire routes, the requirement to remove all vehicles from the street during snow clearing operations and posted on street parking restrictions relating to time limited and residential parking pass zones.
- (c) Overnight Parking Passes may be issued during the period commencing the day after Labour Day and ending on the Friday immediately prior to Victoria Day.
- (d) An Overnight Parking Pass will be issued in electronic form only.
- (e) An Overnight Parking Pass is valid:
  - (i) only for the vehicle to which it is issued based on the licence plate for the vehicle and is not transferable;
  - (ii) only for the date and time for which it is issued;
  - (iii) for a period of no longer than 24 hours commencing at 12:00 pm and expiring at 11:59 am the following day.
- (f) For clarity:
  - (i) Overnight Parking Pass applications submitted before 5:00 am will expire 11:59 am the same day;
  - (ii) Overnight Parking Passes applications submitted on or after 5:00 am will expire 11:59 am the following day;
  - (iii) Overnight Parking Passes are not retroactive and cannot be applied to dates or times prior to when the application is submitted.

- (g) A maximum of 15 Overnight Parking Passes per year may be issued for a vehicle based on its licence plate.

#### **4.0 Restriction on Issuance of Overnight Parking Passes**

4.1 Overnight Parking Passes will not be issued:

- (a) for commercial vehicles, trailers, inoperable vehicles or unlicensed vehicles or where the licence plate is invalid;
- (b) more than 48 hours in advance between November 1<sup>st</sup> and April 15<sup>th</sup>.

4.2 At the discretion of the City Engineer, an Overnight Parking Pass may not be issued where a weather event is forecast or occurring, in the event of an emergency or for any other roadway operational reason.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Travel & Business Expenses and replace it with a new Council policy entitled Travel & Business Expenses.

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 revoke and repeal Council policy related to Travel & Business Expenses and replace it with a new Council policy entitled Travel & Business Expenses;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Travel & Business Expenses is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Travel & Business Expenses is hereby repealed.
3. The policy entitled "Travel & Business Expenses", attached hereto as Appendix 'C(36)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(36)'

### Travel & Business Expenses

This policy addresses the methods and procedures by which the groups outlined below will be governed when attending to business related to their respective governing bodies, including but not limited to conferences, conventions, seminars, as well as business and business entertainment expenses either within the City limits or beyond; and provides for the associated compensation entitlements.

This policy applies to:

- Members of City Council
- Employees of the City of London
- Elected/Appointed Officials

Other members and administrators shall be governed by whatever policies are set from time to time by their respective governing bodies, provided that the said policies do not exceed those contained within this policy.

It is understood that authority for the expenditure of funds for any and all expenses covered by this policy extends only to the extent of the financial limitations imposed by the annual (current) budgets of the respective governing bodies.

It is understood where an active contract and/or collective bargaining agreement is in place that addresses items contained within this policy that the terms of the contract/collective bargaining agreement will be followed.

Any question involving the meaning or application of this policy is to be submitted to the City Treasurer or designate for clarification.

Where this policy contradicts an existing policy or corporate practice, the issue will be forwarded to the City Treasurer or designate for a final binding decision. The issue and decision will be documented to be placed into further revisions of this policy.

This policy includes the following sections:

- I. Definitions
- II. Expense Review Officer
- III. Appeal Committee
- IV. Release of Expense Information
- V. Responsibilities
- VI. General Guidelines
- VII. Travel – Out of Town Expenditures
- VIII. Business Expenditures – In Town, Team Building, Business Entertainment

Appendix A – Risk Management Policy – Personal Vehicles

Appendix B – Excerpt from Risk Management Manual – Rented Vehicles

### **I. DEFINITIONS**

Accommodation - commercial lodging facilities such as hotels, motels, corporate residences or apartments.

City - shall be used in this policy to mean The Corporation of the City of London

City Business - Attending an event as a representative of the City, to derive a benefit for the City, or to advance the interests of the City.

Expense Review Officer (ERO) - shall mean the person responsible for administering this policy, having budgetary control over the general ledger account to be expensed, and having authority over the Officials/Staff incurring the expenditure; as defined in Section II below.

Expense Reports - shall include both manual forms (e.g. Travel Advance / Expense Form) and corporate purchasing card statements, as applicable.

Governing Body - shall mean the City Council or a local board or commission.

Incidental/Personal Expenses - includes, but is not limited to: gratuities/tips, non-alcoholic beverages, personal phone calls, laundry and dry cleaning.

Local Mileage - defined as travel within the city limits of London, Ontario.

Officials - shall mean a Member of the City Council or an elected or appointed member of the governing body of a local board or commission or an advisory committee of the City Council.

Per Diem - an allowance to cover out-of-pocket personal living expenses exclusive of accommodation or transportation. This allowance is intended to include meals, taxes, gratuities and all other qualifying incidental/personal expenses.

Receipt - original document showing the name of the vendor, as well as the date, amount and description of the expenditure paid by the Officials/Staff.

Staff - shall mean an employee of the City of London or a staff member of a local board or commission.

Travel - is defined as going beyond the city limits of London, Ontario.

## **II. EXPENSE REVIEW OFFICER**

The following are designated "Expense Review Officers" (ERO) for the jurisdictions referred to and shall be responsible for administering this policy within their particular areas of jurisdiction, addressing any justifiable exceptions; and for auditing and processing all expense reports in accordance with this policy, while maintaining the right to request additional explanations, documentation or justification of any or all of the expense reports:

<b>Jurisdiction</b>	<b>ERO</b>
Mayor	City Treasurer or designate
Members of City Council	City Clerk or designate
Appointed Members of Advisory Committees	City Clerk or designate
City Manager	Mayor
Senior administrative official of each of the local boards or commissions	The chair of the respective local board or commission
Managing Directors	City Manager or designate
City of London Employees	Managing Directors or designates

## **III. APPEAL COMMITTEE**

The City Council and each local board or commission shall appoint an Appeal Committee for the purpose of dealing with disputes. The Appeal Committee shall be comprised of the senior administrative official, and the ERO of the governing body. Decisions of the Appeal Committee shall be final.

If the individual with a dispute is the senior administrative official; the City Treasurer will serve as part of the Appeal Committee.

## **IV. RELEASE OF EXPENSE INFORMATION**

All expense information is considered to be public information and shall be made available, upon request, by the ERO. Annually, prior to March 31, the City Treasurer or designate will submit to the City Council, a list of expenses incurred during the previous calendar year for the members of City Council, all City of London staff at level SME-02 or above, elected and appointed officials and members of the Senior Administration of the following local boards and commissions: London Transit Commission, London Convention Centre Corporation; London Public Library Board and the London Police Services Board.

## **V. RESPONSIBILITIES**

### **Officials / Staff Role**

The Officials/Staff are responsible for adhering to the provisions of this policy, in addition to the completion of the expense report and submitting it for approval. Supporting documentation, as outlined in this policy, must be attached to the expense report. To avoid duplicate payments and

to facilitate appropriate reviews; copies of credit card/interact slips, and credit card statements are not acceptable as receipts; however, may be required to provide proof of purchase.

### **ERO Role**

The ERO is responsible for reviewing and authorizing the expense report. Under no circumstances may an ERO authorize expenses incurred on their own behalf.

The ERO's signature indicates that:

- The expense is a legitimate business expense; and funds are available within the approved budget;
- The purchasing method does not violate the purchasing policy;
- Appropriate supporting documentation, as outlined in this policy, is attached; and,
- The expense has been charged to the correct cost centre and expense code.

The ERO is responsible for pre-approving individual travel and business expenses expected to be reimbursed at an amount greater than \$3,000 and to approve local mileage claims in excess of \$1,000 (City Council members are not entitled to claim local mileage).

### **Finance Role**

Approved expense reports are to be forwarded to Financial Services / Accounts Payable for processing on a timely basis. Finance and/or Audit may conduct reviews at any time, without notice, to assess compliance with this policy. Failure to comply may result in corrective and/or disciplinary action up to and including dismissal.

## **VI. GENERAL**

1. Travel, business and local mileage expenditures are to be based on sound judgement and proper regard for economy.
2. Where travel and business expense payments are made using a corporate purchasing card; all provisions within this policy and the corporate purchasing card policy must be followed.
3. Travel, business and local mileage expenditures are subject to examination by City administration and/or the City's external auditors and must be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.
4. Where an individual travel expense is expected to be reimbursed at an amount greater than \$3,000; a Travel Expense Authorization Form must be completed and approved by the ERO in advance of the date of travel. The Travel Expense Authorization Form must be attached to the expense report for submission to Finance.
5. When more than one traveller is attending the same event, all attendees must where practical/possible:
  - i) Coordinate travel arrangements
  - ii) Take advantage of group rates
  - iii) Individually submit a separate expense report for reimbursement
6. When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses will not be reimbursed for spouse and/or other guests.
7. When attending a course, conference, or seminar an outline/itinerary must be provided.
8. Where travel is delayed or cancelled due to circumstances beyond the traveller's control, effort must be made to notify the ERO immediately; the individual should attempt to secure complimentary lodging and/or meals where available. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.



9. Expense reports must be submitted within forty five days from return to work from travel or the date from which the business expense was incurred.
10. The City will not reimburse for any personal items lost.
11. Where a staff member's primary place of business is in a Municipality other than the City of London; for the purposes of this policy:
  - i) Local travel/local mileage will be within the limits of the Municipality where their work is conducted (for example: if the staff member conducts business in Toronto then local travel and mileage will be within the city limits of Toronto)
  - ii) Per diem - an overnight stay in association with a one-day meeting or business event out-of town is justified depending on the start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres from their primary place of business

All other items in this policy are applicable as outlined.

## **VII. TRAVEL**

### **1. AUTHORIZED TRAVEL**

- (a) Officials are entitled to receive reimbursement for expenses while attending the following:
  - (i) Annual conferences of municipal associations of which the governing body is a member;
  - (ii) Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the official is a director, committee or task force member within the sponsoring organization;
  - (iii) Annual conferences or board meetings of any organization on which an official sits as a director/committee member representing the governing body and where the governing body is entitled to voting delegate status because of its membership;
  - (iv) Out-of-town business as a representative of the City or of a local board or commission, provided that prior approval has been received from the governing body; and,
  - (v) One conference in addition to those mentioned in (i) and (iii) above in any given year, provided that the said conference has a direct relationship to municipal concerns or interests, and subject to the approval of the governing body and the availability of funds in the budget.
- (b) Staff are entitled to receive reimbursement for expenses while attending the following:
  - (i) Annual conferences of municipal associations of which the governing body is a member;
  - (ii) Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the staff member is a director, committee or task force member within the sponsoring organization;
  - (iii) Annual conferences or board meetings of any organization on which a staff member sits as a director/committee member representing the governing body or is part of a professional association or membership;
  - (iv) Out-of-town business as a representative of the City or of a local board or commission provided that prior approval has been obtained;
  - (v) Out-of-town business to meet with peers to discuss best practices; and,

- (vi) Out-of-town training courses provided that such training is of benefit to the staff member's position or necessary to retain licensing/designations and that prior approval has been obtained.

## 2. TRAVEL ADVANCES

- (a) Travel advance requests must be made to the appropriate ERO at least one week prior to departure for domestic travel and two weeks prior to international travel (where the advance is required to be in US funds).
- (b) The amount advanced will be calculated by the ERO, based on the estimated expenses associated with each individual circumstance.
- (c) No advance will be provided for amounts less than \$200.00.
- (d) Travel Advances resulting in \$0.00 balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, payment (reimbursement) must be made within forty five days from the date of return from travel. The cashier's receipt must be attached to the final expense report.
- e) Any Officials/Staff that has an outstanding travel claim that is not submitted to Finance within forty five days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

## 3. REGISTRATION FEES

Registration fees for attendance at a convention, conference, seminar, workshop or annual meeting will be reimbursed in full by the governing body upon submission of an invoice from the appropriate organization and an official receipt indicating payment.

## 4. TRAVEL ALLOWANCES

### (a) Per Diem Allowance

- (i) The per diem rate shall be as established by the governing body from time to time, provided that, in the case of a local board or commission, it shall not exceed that established by the City Council for elected and appointed officials. The per diem rate will be paid in Canadian funds unless a there is a requirement for U.S. funds. An Officials/Staff who receives a per diem allowance may not claim additional personal expenses. To simplify reporting, receipts are not required for per diem expenses.

A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.

- (ii) The per diem allowance is intended to cover the following normal daily expenses:

-meals and snacks	-gratuities
-cleaning expenses	-telephone calls (personal)
-miscellaneous personal expenses	-non-alcoholic beverages

- (iii) The per diem rate of \$70 will be applied to a twenty-four hour period, provided that at least one overnight stay is involved. At the discretion of the ERO, a partial per diem may be paid to cover costs associated with partial days away. (Proration will be based on actual departure/arrival times as outlined in VII.4. (a)(vi) below).

- (iv) Where meals have been provided, the per diem rate will be reduced by the amount reflected below:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

- (v) An overnight stay in association with a one-day meeting or business event out-of-town is justified (and therefore the per diem rate applied) depending on the scheduled start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres.

- (vi) Where an overnight stay is not involved but the Officials/Staff is required to attend out-of-town meetings for the entire day, the per diem rate of \$60 will be applied. (Where meals are provided at the attended function, the per diem rate will be reduced by the amount reflected in VII.4. (a) (iv) above).

Where a partial day per diem is applicable the following proration will be applied:

Breakfast	\$10.00 - If an employee is required to depart before 6:00 am
Lunch	\$20.00 - If an employee is required to depart before 12:00 noon
Dinner	\$30.00 - If an employee is unable to return home until after 6:00pm

No other expenses will be reimbursed; receipts are not required for per diem expenses

(b) Transportation

- (i) Officials and Staff may choose their own method of transportation on the understanding that the most direct route, the most economical and most practical method must be used. The loss of productive time must be minimized.

(ii) Air

Economy class airfare is normally to be used, however, business class may be authorized by the ERO if:

- less expensive seats are not available, or
- the departure time is not acceptable, or
- the individual is travelling on a continuous flight in excess of five hours

The cost of an additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided that the cost of the extra accommodation is not greater than the savings realized from the discounted airfare.

(iii) Rail

With prior approval from their ERO, Officials and Staff may be reimbursed for business class rail transportation, provided that they actually travel business class, and provided that the trip extends over a normal meal period (breakfast, lunch or dinner). Otherwise, only economy rail transportation costs will be reimbursed. The per diem will be reduced by the amounts noted in VII.4. (a) (iv).

(iv) Private vehicles

Private vehicles may be used by Officials and Staff for out-of-town transportation when it is the most economical and practical method of travel. The mileage rate, approved by the governing body from time to time, will be reimbursed provided that, in the case of a local board or commission, the said rate shall not exceed the mileage rate established from time to time by the City Council for elected and appointed officials.

- Expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard or extra), accident deductibles or tickets, etc. will not be reimbursed.
- 407 ETR charges are a reimbursable expense (receipt/proof of payment is required)
- Please refer to Appendix A regarding insurance requirements for use of personal vehicles on city business.

(v) City vehicles

Use of a City vehicle where available is encouraged. Fuel will be reimbursed with supporting receipts.

(vi) Rental vehicles

Rental vehicles may be used by Officials and Staff where it is demonstrated that this method of transportation is more economical and practical than the use of taxis, limousines, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

The rental contract must be registered under the name "Corporation of the City of London – Applicant Name."

Officials/Staff who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage of the vehicle. Please refer to the Appendix B (excerpt from the Risk Management Manual) for further details regarding insurance coverage.

(vii) Taxis/Limos

Officials and Staff may be reimbursed for the actual costs of taxicabs, airport limousines, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. Reimbursement will also be made for actual and reasonable costs incurred for such vehicles on approved City business whether within the City of London or at an approved location.

(c) Local/Out of Town Mileage

(i) Local Mileage

Local mileage expenses cover all individuals that this policy applies to with the exception of:

- 1) Members of Council who have local mileage expenses provided for in the Council Members' Expense Account Policy
- 2) Any Official or Staff (other than those in #1 above) who receive a monthly vehicle allowance

The mileage rate, approved by the governing body, will be reimbursed for local travel. Officials and Staff must complete the Car Allowance Statement (Form #0086 on City Connect/Cit-eforms) and submit the form to Accounts Payable at the minimum of a quarterly basis. The Car Allowance Statements will be delivered to payroll weekly for reimbursement on the next available payroll direct deposit.

(ii) Out of Town mileage

The mileage rate, approved by the governing body, will be reimbursed for out of town travel. Officials and Staff must complete the Accounts Payable Voucher – Travel Advance/Expense Report (Form #0627) and submit the form to Accounts Payable

- When more than one Officials/Staff is travelling in the same motor vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses as provided by this policy.

Officials/Staff, excluding Council Members, that are provided with a vehicle allowance are only entitled to an out of town mileage reimbursement when the travel exceeds 200 kilometres.

Council Members that are provided with a monthly transportation allowance, as provided for in the Council Members' Expense Account Policy, are entitled to an out of town mileage reimbursement for the full distance travelled when the distanced travelled exceeds 150 kilometres.

(d) Accommodation

(i) The name of "The City of London" or of the appropriate governing body must appear on all hotel (room) registrations and in each case available government or corporate rates should be requested. Individuals may be reimbursed for either single or double room base rates (including applicable taxes) depending on individual circumstances.

(ii) With approval from the appropriate ERO, hospitality accommodation, such as suites, parlours, etc. may be obtained when necessary for entertainment or hosting purposes.

If an Officials/Staff chooses to stay overnight with friends or relatives while on business related to the governing body instead of at a hotel, accommodation expenses will not be reimbursed, however the per diem allowance will still apply as required.

(iii) In the event of travel cancellation, the Officials/Staff may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.

(e) Telephone Calls

Officials and Staff will be reimbursed for all telephone calls (local or long distance) that are directly related to City business. Reimbursement for personal calls is provided under the per diem allowance.

(f) Spousal Expenses

Officials and Staff shall be responsible for all additional expenses incurred as a result of a spouse or companion travelling with them, save and except the cost of accommodation as referred to in section VII.4. (d)(i) above.

(g) Parking Expenses

(i) Officials and Staff will be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out-of-town on business, subject to the submission of appropriate receipts and provided that the cost of the parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the governing body.

(ii) Officials and Staff will be reimbursed for the cost of parking their motor vehicle overnight while they are out-of-town on business, subject to the submission of appropriate receipts. Loss or damage to the vehicle, while parked, shall not be the responsibility of the governing body.

## 5. TRAVEL EXPENSE REPORTS

(a) Officials and Staff are responsible for filing their respective travel expense reports with their respective ERO within forty five days of their return to office from an out-of-town event or from the date of the business expense incurred as covered by this policy.

(b) Original individual detailed receipts must be filed with the expense report for all travel expenses not covered by the per diem allowance and for all hotel (room) accommodations. To avoid duplicate payments, copies, credit card slips, statements and/or Interac payment slips are not acceptable as receipts, however may be required to provide proof of payment.

(c) Any funds owed to the governing body as a result of cash advances or claims for expenses of a personal nature not reimbursed by this policy, etc. shall be submitted to the City. A receipt should be attached to the travel expense report. Any funds owing to the City beyond a 45 day period from the date of return from an out-of-town event may be deducted from the individual's next pay cheque.

## 6. FOREIGN EXCHANGE

All claims shall be reimbursed in Canadian Funds.

The exchange rate used in calculation of the reimbursement will be the Bank of Canada rate during the travel period except in the following circumstances:

- If the Officials/Staff provide evidence of the rate obtained at the time of travel, such as bank/currency exchange office or ATM receipts; or,
- In cases where a credit card has been used, the rate used on the credit card purchase(s) will be used for those purchases only. A copy of the credit card statement must be submitted.

## **VIII. BUSINESS EXPENDITURES**

### **1. Corporate Purchasing Cards**

Where payments are made using a corporate purchasing card for items covered under this section of the policy; all provisions within this policy and the corporate purchasing card policy must be followed.

### **2. Hosting (City and/or Non-City employees in attendance)**

- (i) On occasions when it becomes necessary for an Officials/Staff to host or entertain individuals relating to the advancement of the affairs of the City, such hosting or entertaining shall not be extended solely to an individual(s) who is employed by the City or solely to the spouse or companion of the Officials or Staff member, unless the individual, spouse or companion is attending in an official or business related capacity. In such cases, all expenses must be accompanied by receipts plus a written explanation setting out the following:
  - the purpose for the hosting and the particular circumstances;
  - the names and the positions held of the person(s) hosted;
  - the location at which the hosting took place.
- (ii) Hospitality such as beverages, meals, tours or other entertainment is only to be provided to Officials/Staff that have been identified by prior approval to act as hosts to guests of the City.
- (iii) Reasonable expenses associated with the hosting of business contacts, such as business lunches or dinners, may be reimbursed when the expense is considered to be necessary for the advancement of the interests of the City (Officials or Staff members alone are not considered "business contacts"). The request for reimbursement must include the purpose of the hosting, and the name(s) of the individual(s) hosted.

With pre-approval from the ERO, alcoholic beverages purchased during these business events may be reimbursed. It is the responsibility of the ERO to determine whether the expense should be reimbursed, given the particular circumstances. Officials/Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.

- (iv) When two or more Officials or Staff members are present for a business/hosting event, the highest ranking person present must pay for the expenditure and prepare the respective expense report. If this is not feasible, the resultant expense report must still be approved by the ERO of the highest ranking person present.

### **3. Meals In-town (Only Officials/Staff in Attendance)**

- (i) It may be necessary for Officials or Staff to conduct City business over a meal, or an Officials or Staff may incur meal expenses in conjunction with attending a function on City business. It is the responsibility of the ERO to determine whether the meal expense should be reimbursed, given the particular circumstances. Receipts must be detailed and include a description of the purpose of the meal and a list of all persons in attendance.

Alcohol will not be reimbursed.

- (ii) When two or more Officials or Staff are present for a meal in-town, the highest ranking person present must pay for the expenditure and prepare the respective

expense report. If this is not feasible, the resultant expense report must still be approved by the ERO of the highest ranking person present.

4. Business Expenditures (Non City Staff in Attendance)

Expenses associated with events such as committee meetings, award banquets, a political speech/address or other business related events where the purchase of a ticket or meal is required; will be reimbursed when such expense is considered to have a direct relationship to municipal concerns or interests. Additional reasonable expenses related to these types of events may be reimbursed. Official receipts must be provided.

5. Working Meetings/Life Events (Only Officials/Staff Present)

- (i) Non-alcoholic beverages and snacks may be offered to Officials or Staff required to work through "breaks" (otherwise called "coffee breaks"). Such hospitality should be restricted to occasions where the dispersal of participants during a break period is not desirable (e.g. training workshops). Managerial discretion and due regard for economy should be used in identifying such occasions.
- (ii) Non-alcoholic refreshments, meals, or both may be offered to Officials or Staff required to work through meal hours. Such hospitality should be restricted to occasions where the dispersal of participants during the meal hour is not desirable. Managerial discretion and due regard for economy should be used in identifying such occasions.
- (iii) Expenses will be reimbursed for employee events such as: team building events, general staff appreciation or celebrations, recognition of project milestones, or recognition of the extra efforts of employees. It is the responsibility of the ERO to exercise good judgment to ensure that the expense is warranted and reasonable, and that the type of event or award is appropriate for the purpose. Officials and Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.
- (iv) Expenses associated with functions for departing staff may NOT be charged to a service area's budget. All expenses related to this type of function are the responsibility of those hosting the function.
- (v) Cash awards are considered taxable benefits under income tax regulations.
- (vi) It is NOT permissible to use City funds to purchase flowers or gifts in recognition of any individual or group of individuals unless required within the business context in such circumstances as:
  - A) In the event of the death of an employee, an employee's spouse or an employee's child, Human Resources may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, Human Resources may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
  - B) In the event of the death of a current Member of Council, a current Member of Council's spouse or a current Member of Council's child, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
  - C) In the event of the death of a current local Member of Parliament or current local Member of the Legislative Assembly of Ontario, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
  - D) Gifts for employees in keeping with the Council and Corporate Policies and Procedures related to the Employee Service Recognition Program.

## 6. Attending Public Functions

When Officials/Staff are officially requested to attend functions at public expense at which there are guests who are not Officials/Staff, the number of Officials/Staff must not exceed the number needed to conduct City business.

Expenses incurred at or for political fundraising events where the Officials/Staff have been requested to attend are not reimbursable.

### **Appendix A – Risk Management Policy**

– Insurance coverage for personal vehicles used for City Business

#### **PURPOSE**

From time to time, it is necessary for City staff to use a personal vehicle on City business. This policy establishes the requirements of City employees, who receive travel expense reimbursement, are aware of expectations and insurance requirements when using a personal vehicle while on City business.

#### **POLICY**

##### **1.0 Automobile Liability Insurance Coverage**

The Ontario Insurance Act directs that automobile passengers injured during a no fault accident will file the claim with his/her own insurance company. If he/she does not hold a policy, he/she will then file a claim against the policy of his/her spouse or parent(s) or guardian(s). When a passenger has no access to any other insurance policy they may have a claim made against the insurance policy covering the vehicle that they were a passenger in.

- 1.1** The City purchases “Non-Owned Automobile Liability” insurance. This provides coverage for legal liability arising out of automobile accidents while an employee is using their vehicle for City business. (It does not provide insurance for vehicles operated by employees under contract for snow ploughing.)

Non-Owned Auto protects the City against claims arising out of the use by employees of their own personal vehicles. It does not protect the owner of the vehicle who must by law carry owner's insurance. If the owner's policy does not cover part or all of, a claim when a vehicle is operated on behalf of the City, this 'non-owned' policy provides insurance to the City.

- 2.0** Employees who use their vehicles on City business must maintain a minimum of \$1,000,000.00 automobile liability and statutory accident benefits insurance coverage as required under the Ontario Insurance Act.

##### **2.1 Injury/Incident Reporting Procedures**

Employees will report all automobile accidents that occur while on City business to his/her Director/Manager as soon as possible.

- 2.2** The Director/Manager will inform Human Resources of injuries involving City employees and Risk Management of injuries to non-employees. The Director/Manager will also complete the appropriate WSIB and Automobile Accident report forms as appropriate.

### **Appendix B – Excerpt from the Risk Management Manual**

#### **INSURANCE ON RENTED VEHICLES GUIDELINES**

When vehicles are rented for business purposes they *must be rented in employer's name* in order that the blanket auto insurance policy provides coverage. This is because the *renter's own insurance policy* responds first to claims by injured claimants. Employees who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage of the vehicle. For example, when an accident arises out of the use or operation of a leased or rented vehicle the priority of those responsible for costs is:

1. The renter's own automobile insurance policy,
2. Next is the policy of the driver of the vehicle, (for example, if you rented a vehicle but let a friend drive it), and



3. The policy of the vehicle owner (the rental company).

### **PHYSICAL DAMAGE TO RENTED VEHICLES**

The Collision Damage Waiver (CDW) on short-term vehicle rental contracts should be declined as the probability of loss is less than the cost of purchasing insurance. Rental car agencies normally charge in between \$10.00 and \$20.00 per day in addition to the daily rental charge. This cost, relative to the risk involved, is considered to be excessive. In the case of the City and insured Boards, it is not necessary to purchase insurance for physical damage to the vehicles rented when the vehicles rented are valued at less than \$100,000.00.

### **RESTRICTIONS ON USE**

Rental agreements all contain restrictions on certain uses and drivers that, if violated, may affect insurance coverage and make the renter fully responsible for the loss. Renters should pay particular attention to the following typical rental agency restrictions:

- no driver under age 21
- no driver under the influence of alcohol or drugs
- no use inconsistent with normal business travel (see detailed list in rental agreement)

### **PERSONAL USE OF RENTAL AUTOS**

These guidelines and procedures apply only to vehicles rented for use on the business of the City or insured Board. Some personal automobile insurers allow you to add coverage for rented vehicles to your own personal auto insurance policy for a nominal annual fee (approximately \$50.00). This allows individuals to decline the CDW and have collision coverage through your personal auto insurance policy. Interested employees should check with their insurance agent/broker.

### **REPORTING REQUIREMENTS**

All accidents must be reported promptly to the rental agency, to the local police and to Risk Management. See Section 11.3 - Automobile Accident Report - Form No. 1005(rev.2003.11).

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Council Members' Expense Account and replace it with a new Council policy entitled Council Members' Expense Account.

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 revoke and repeal Council policy related to Council Members' Expense Account and replace it with a new Council policy entitled Council Members' Expense Account;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Council Members' Expense Account is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Council Members' Expense Account is hereby repealed.
3. The policy entitled "Council Members' Expense Account", attached hereto as Appendix 'C(37)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(37)'

### Council Members' Expense Account

The following policy is established to allocate an annual sum of \$15,000.00 to each Member of Council to support Councillors in performing their diverse roles and representing their constituents. The allocation is subject to the following conditions:

- (a) This policy does not apply to:
  - (i) the Head of Council;
  - (ii) any travel-related expenses that are not eligible for reimbursement under the Council Policy related to Travel and Business Expenses;
  - (iii) travel expenses incurred by any Member of Council who has been nominated by the Municipal Council to represent it as a member of a committee or of the Board of Directors of the Federation of Canadian Municipalities or the Association of Municipalities of Ontario; it being noted that the latter expenses will be subject to Council approval of a source of financing;
  - (iv) elected officials' salaries and related payroll costs;
  - (v) expenses related to telephone, mobile devices and computers issued by the Corporation; noting that the standards for the aforementioned equipment are established by the City Clerk in consultation with Information Technology Services and are reflected in the Issuance of Computer Equipment to Council Members Policy;
  - (vi) City of London business cards, letterhead and envelopes;
  - (vii) a limited general supply of pens, pencils, erasers, highlighters, markers, scribble pads, message pads, post-it notes, paperclips, tape, staples, etc.
  - (viii) expenses for goods or services of a personal nature;
  - (ix) election-related expenses, including expenses incurred to produce or distribute campaign literature or materials, in accordance with the Travel and Business Expenses Policy;
  - (x) expenses incurred by delegates who the Mayor may, from time to time and at his/her discretion, request to attend meetings with federal, provincial or municipal organizations, or of the Mayors and Regional Chairs of Ontario (MARCO) and the Large Urban Mayors Caucus of Ontario (LUMCO) on his/her behalf; and,
  - (xi) any donations or grants as these items are covered under the City of London Municipal Granting program.
- (b) The annual allocation shall be subject to annual Budget approval;
- (c) The allocated sum may be used by Members of Council for any of the following purposes:
  - (i) any conference, seminar or workshop having a direct relationship to municipal concerns or interests; such expenses to be in accordance with the Travel and Business Expenses Policy;
  - (ii) educational courses which would assist the elected official in the completion of their Council-related duties and responsibilities;
  - (iii) gifts and souvenirs for protocol and City of London promotional purposes up to a maximum value of \$1200 annually;
  - (iv) the expenses of a spouse or companion when claiming business hosting expenses, at the discretion of the elected official, when such an expense is considered to be necessary for the advancement of the interests of the City and is in accordance with the Travel and Business Expenses Policy;

- (v) office and computer equipment, furniture and supplies exceeding corporate issue, subject to the following conditions:
- A) purchases of single items exceeding \$750.00 (excluding HST) in value will require the pre-approval of the Expense Review Officer (or designate) and it must be demonstrated that such purchases are necessary in order to effectively represent and serve the constituents;
  - B) purchases of single items exceeding \$750.00 (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate reuse or redistribution, should the Councillor not be returning for an additional term;
  - C) notwithstanding part B), above, out-going Councillors may purchase a piece of equipment, originally purchased with "City" funds, using personal funds payable to the City, at present-market value;
  - D) purchases of single items exceeding \$750.00 (excluding HST) in value in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above;
- (vi) publication of newspaper notices to extend Seasons Greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations, convey Council actions on matters of public interest up to a maximum value of \$1,000 annually;
- (vii) expenses related to ward matters and the operation of a "ward office", including such expenses as: neighbourhood or constituent meetings, notices, lease of constituency office space within the ward, printing, etc.;
- (viii) expenses related to the hosting of educational forums related to the business of the Municipal Council, for the benefit of the public (eg. Speaker's fees and travel expenses, venue rental for the forum, etc.);
- (ix) transportation expenses for business-related travel within the City of London, to be paid by one of the following means at the discretion of individual Members of Council for the balance of 2015 (November and December), and for each entire fiscal year thereafter:
- A) a monthly transportation allowance in the amount of up to \$150.00 maximum; OR
  - B) a per kilometer rate, based upon submission and approval of a "Corporate Car Allowance Statement" claim form, which provides for both parking and kilometre usage;
- (x) contracting of temporary, part time office assistants subject to the following conditions:
- Members of Council will be responsible for the contracting and supervision of office assistants who will be under a purchase of service agreement with the Council member.
  - Members of Council shall arrange for their assistants to submit an invoice for work performed at the agreed upon rate. All invoices will be approved by the contracting Council Member prior to submission to the City Treasurer for payment. All payments will be subject to the availability of funding in the Council Member's Expense Account;
  - temporary office assistants contracted by members of Council will not be provided with access to the City Hall computer system, but could be provided with access to any offsite service provided by an outside service provider, at the discretion of the Council member;
  - office assistants working for Members of Council will be provided keys and security card access from 8:00 a.m. to 5:30 p.m., Monday to Friday, to the office of the Council member for which they are providing services; and,

- the Code of Conduct policy for Members of Council will be followed in supervising these assistants including the protection of confidential information.

- (xi) community event ticket purchases, for the individual Councillor.
- (d) for expenses not included in (c), above, elected officials may, at their discretion, submit a request, on the required form, through the Corporate Services Committee for approval of an expense, on an exception basis;
- (e) no goods or services shall be purchased in excess of what the Council Members require to complete their term of office, and all expense claims will require the submission of original, detailed receipts and clear explanation of the City/Ward-related purpose.
- (f) the City Treasurer will provide an annual report to the Municipal Council detailing elected official remuneration and all expenses incurred against each elected official's expense account, such report to be prepared on or before March 31st of each calendar year;
- (g) all elected official expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis; and,
- (h) all eligible claim receipts shall be submitted for processing within 45 (forty-five) days from the date the expense occurred, in order to be considered for reimbursement.

Bill No.  
2017

By-law No. CPOL.-

A by-law to revoke and repeal Council policy related to Mayor's Expenses and replace it with a new Council policy entitled Mayor's Expenses.

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 revoke and repeal Council policy related to Mayor's Expenses and replace it with a new Council policy entitled Mayor's Expenses;

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

1. Any policy of The Corporation of the City of London approved, adopted, or amended by Municipal Council on a day prior to the day this by-law is in force and effect, pertaining to Mayor's Expenses is hereby revoked.
2. Any by-law of The Corporation of the City of London in force and effect on a day prior to the day this by-law is in force and effect, which approves, amends or adopts a Council policy pertaining to Mayor's Expenses is hereby repealed.
3. The policy entitled "Mayor's Expenses", attached hereto as Appendix 'C(38)', is hereby adopted.
4. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on September 19, 2017.

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First Reading – September 19, 2017  
Second Reading – September 19, 2017  
Third Reading – September 19, 2017

## Appendix 'C(38)'

### Mayor's Expenses

The following shall apply to the Mayor's expenses:

- a) the City Treasurer will provide an annual report to the Municipal Council detailing the Mayor's remuneration and expenses, such report to be prepared on or before March 31st of each calendar year in accordance with applicable legislation;
- b) the Mayor's expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis;
- c) purchases of single items exceeding \$750.00 (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate reuse or redistribution, should the Mayor not be returning for an additional term;
- d) notwithstanding part c) above, the out-going Mayor may purchase a piece of equipment, originally purchased with "City" funds, using personal funds payable to the City, at a present-market value; and,
- e) purchases of single items exceeding \$750.00 in value (excluding HST), in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above.

## Appendix 'D' (Policy Updates)

### 22(1) City Advertisements in Year Books

**Service Area Lead:** City Manager's Office (Communications)

**Type of Change:** Repeal

**Repeal Rationale:**

It is recommended that this Policy be repealed to allow the City of London to evaluate and determine advertising opportunities and needs as they arise.

**Original Policy:**

That a policy be established that the City of London will not participate in placing advertisements in special editions of newspapers, year books and other such publications.

ADOPTED JULY 3, 1973 [22(1) AUG 1999]

### 22(2) Services for Special Events

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy is updated to reflect current operational practices and committee titles.

**Original Policy:**

That the following policy be established with respect to the provision of municipal services for special events, namely:

- (a) funds be appropriated annually by the Council on the recommendation of the Board of Control to cover the costs of municipal services for special events, such as garbage collection, barricade erection and removal, street cleaning, etc., and provided that funds are available within the appropriated amount, the provision of such services to be supplied at the cost of the City be approved by the City Manager, on the recommendation of the General Manager of Environmental Services & City Engineer, provided that, in their opinion, the event falls within the qualifying categories listed in Section (b) below;
- (b) provided funds are available in the Current Budget, the following events be considered as qualifying for municipal services, namely:
  - (i) events are of International, National or Provincial significance, which meet the following criteria:
    - (1) are non-profit or non-commercial in nature;
    - (2) attract large numbers of spectators;
    - (3) may expect to gain local and national publicity for the municipality;
  - (ii) events sponsored by Local Organizations which meet both the following criteria:
    - (1) are non-profit or non-commercial in nature;
    - (2) are deemed to be in the interests of the community in that their main objectives are charitable or civic oriented in nature and contribute to the culture, entertainment, education or information of the citizens of London;

provided, however, that approval under this program is not deemed to be an endorsement of any such event per se by the City of London;

- (c) the General Manager of Environmental Services & City Engineer be authorized to recommend refusal of all applications that do not qualify under this policy for municipal



services, on the understanding that any applicant may appeal such decision in writing to the Board of Control within ten (10) days after having received same; and on the further understanding that such services may be provided by the City at the applicant's expense, subject to the approval of the General Manager of Environmental Services & City Engineer;

- (d) the General Manager of Environmental Services & City Engineer shall report annually through the City Manager to the Board of Control on the disposition of the monies in the "Promotional Assistance Services Program" Account.

ADOPTED MAY 16, 1977 [12(2) AUG 1999]  
ADOPTED APRIL 3, 2002 [22(3) MARCH 2003]

**Updated Policy:**

That the following policy be established with respect to the provision of municipal services for special events, namely:

- (a) funds be appropriated annually by the Council ~~on the recommendation of the Board of Control~~ to cover the costs of municipal services for special events, such as garbage collection, barricade erection and removal, street cleaning, etc., and provided that funds are available within the appropriated amount, the provision of such services to be supplied at the cost of the City be approved by the City Manager, on the recommendation of the ~~General Manager of Environmental Services & City Engineer~~, provided that, in their opinion, the event falls within the qualifying categories listed in Section (b) below;
- (b) provided funds are available in the Current Budget, the following events be considered as qualifying for municipal services, namely:
  - (i) events are of International, National or Provincial significance, which meet the following criteria:
    - (1) are non-profit or non-commercial in nature;
    - (2) attract large numbers of spectators;
    - (3) may expect to gain local and national publicity for the municipality;
  - (ii) events sponsored by Local Organizations which meet both the following criteria:
    - (1) are non-profit or non-commercial in nature;
    - (2) are deemed to be in the interests of the community in that their main objectives are charitable or civic oriented in nature and contribute to the culture, entertainment, education or information of the citizens of London;

provided, however, that approval under this program is not deemed to be an endorsement of any such event per se by the City of London;

- (c) the ~~General Manager of Environmental Services & City Engineer~~ be authorized to recommend refusal of all applications that do not qualify under this policy for municipal services, on the understanding that any applicant may appeal such decision in writing to ~~the Board of Control~~ within ten (10) days after having received same; and on the further understanding that such services may be provided by the City at the applicant's expense, subject to the approval of the ~~General Manager of Environmental Services & City Engineer~~;
- ~~(d) the General Manager of Environmental Services & City Engineer shall report annually through the City Manager to the Board of Control on the disposition of the monies in the "Promotional Assistance Services Program" Account.~~

22(3) City of London Community Suite Policy

**Service Area Lead:** Clerks  
**Type of Change:** Replace (No Change)

**Original Policy:**

## **OBJECTIVE**

The City of London Community Suite is available for all events, except east end stage events (small concert mode) to be held in the Downtown Entertainment and Sports Centre. The Suite includes ten tickets for all London Knights regular season games. Tickets for other events are purchased on an event basis.

The London Community Suite is available to charitable volunteer groups and to the City for community promotion and corporate use.

## **COMMUNITY GROUPS ELIGIBLE**

Access to the Community Suite is limited to registered charities, incorporated non-profits, minor sports associations' administration, neighbourhood associations that are involved in fundraising for projects that are related to the repair, enhancement, construction or preservation of a City-owned or operated facility or the development and operation of a City-operated or supported program activity, and service clubs that are based in the City of London. Groups applying to use the Suite must provide a description of the group or organization, the legal name of the group, a contact and name of the person responsible for all costs associated with the use of the Suite, and the details on the proposed use of the Suite (e.g. fundraising, reward program for volunteers, etc.) Each group will be limited to one application. City schools are eligible for fundraising purposes only. A School may use the Suite only once. It is not the intent to draw individual classes within a School to utilize the Suite.

## **Allocation of Dates**

- A list of events will be prepared, identifying community use event dates and City event dates in four month intervals.
- The standing committee whose mandate includes such matters, and the City Manager, will identify those dates that the Suite will be used for City business.
- The City Manager shall be authorized to approve use of the Community Suite in those circumstances where an international or national event requires the use of the Community Suite as a bid condition in order to secure the event, and the City Manager shall be required to advise the Municipal Council of any such approval upon his/her notification that the subject bid was successful.
- The dates not being utilized for City purposes will be allocated by way of a draw or random lottery. A group submitting an application will list its priority for available events. The selected group will confirm its selection within five business days of being notified of an available date. In allocating event dates, those groups requesting only hockey will be distinguished from those groups requesting non-hockey events.
- Any eligible group refusing a date, once selected, shall remain eligible for future draws.
- All eligible groups not selected shall remain eligible for future draws.
- Once a group has used the Suite, they will not be eligible for re-use of the Suite until all other eligible groups have been offered use of the Suite.

## **Requirements of the User Group**

- The user groups will be responsible for the behaviour of their users and will be required to abide by the same rules as other Suite holders.
- Each group will be responsible for all food and beverage costs, ticket costs (except regular season London Knights hockey games) and damages associated with the use of the Suite.

- Each group will be required to pay a \$250 refundable cheque to be used as security for the use of the Suite and must sign a waiver form for liability.
- Where tickets are required to be purchased for an event, groups will be required to purchase those tickets 10 business days prior to the event.

### **City Use of the Suite**

- The City's use of the Suite will be governed by Municipal Council based on the recommendation of the standing committee whose mandate it is to deal with such matters, excluding those uses authorized by the City Manager for international or national events requiring the use of the Community Suite as a bid condition in order to secure those events.
- The City's use of the Suite is intended for community promotion, industrial and tourism promotion, and to recognize groups which may include persons serving on City committees and recipients of special recognition awards etc.
- The Suite will be available to affiliated Boards and Commissions for similar purposes as the City. Affiliated Boards and Commissions will not be considered an eligible community group for the use of the Suite, but under the policies that govern City use of the Suite.
- The cost of using the Suite by the City will be borne by the City and budgeted by the City Clerk and in the case of affiliated Boards and Commissions, or others that use the Suite, the cost will be borne by the user.

### **Administration of the Suite**

The City Clerk is the primary contact for user groups and is delegated responsibility to administer this policy.

### **Review of the Policy**

It is intended that this policy be reviewed annually to ensure it is meeting the City's objectives. The annual review will include a list of who uses the Suite, the benefit derived from the use, the status of the community use waiting list, the cost to the City of the use of the Suite and operational issues requiring a review.

ADOPTED APRIL 3, 2002; AMENDED OCTOBER 30, 2012 (By-law No. A.-6878-308) [22(3) MARCH 2003]; AMENDED DECEMBER 3, 2013 (A.-7042-6)

### **23(1) Private Storm Water Connections**

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (No Change)

#### **Original Policy:**

That a policy be established whereby when a storm sewer is installed, a private storm water drain connection be required to be installed to all buildings, not being single family or semi-detached houses, and to all lots zoned for a use other than for single family or semi-detached housing.

ADOPTED NOVEMBER 16, 1970 [23(1) AUG 1999]

### **23(2) Sewer Clean-Outs**

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

#### **Amendment Rationale:**

This policy is updated to reflect the current department name.

**Original Policy:**

That the following policy be established with respect to sewer clean-outs in new and existing buildings:

- (a) the Building Controls Division of the Planning and Development Department be directed to require that the clean-out on the building drain immediately inside the wall foundation, to relieve a blockage in a building sewer, be constructed using a wye fitting and long sweep bend only;
- (b) the requirement outlined in part (a) above, shall apply to all new buildings and to existing buildings where a clean-out is installed during alterations to the internal plumbing;
- (c) all licensed plumbers and drain layers in the City of London be notified of the policy outlined herein;

it being pointed out that the wye type fitting as opposed to a tee fitting will accept either flexible or non-flexible sewer cleaning rods. The requirement for wye fittings will result in little or no increased cost to home builders and home owners.

ADOPTED DECEMBER 5, 1977 [23(2) AUG 1999]

**Updated Policy:**

That the following policy be established with respect to sewer clean-outs in new and existing buildings:

- (a) the Building ~~Controls~~ Division of the Planning and Development Department be directed to require that the clean-out on the building drain immediately inside the wall foundation, to relieve a blockage in a building sewer, be constructed using a wye fitting and long sweep bend only;
- (b) the requirement outlined in part (a) above, shall apply to all new buildings and to existing buildings where a clean-out is installed during alterations to the internal plumbing;
- (c) all licensed plumbers and drain layers in the City of London be notified of the policy outlined herein;

it being pointed out that the wye type fitting as opposed to a tee fitting will accept either flexible or non-flexible sewer cleaning rods. The requirement for wye fittings will result in little or no increased cost to home builders and home owners.

23(3) Cleaning of Sewer System

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

Sewer Operations staff no longer use a bucket machine to clean sewers.

**Original Policy:**

That a policy be established providing for the cleaning of the sanitary sewer system by bucket machine at least once every five years.

ADOPTED APRIL 2, 1981 [23(3) AUG 1999]

**Updated Policy:**

That a policy be established providing for the cleaning of the sanitary sewer system ~~by bucket machine~~ at least once every five years.

## 23(4) City of London Sump Pump Sewage Ejector and Storm Private Drain Connection Grant

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Repeal

### **Repeal Rationale:**

As this Policy is governed by by-law a repeal is recommended.

Municipal Council, at its meeting held on May 16, 2017 resolved that, on the recommendation of the Managing Director of Environmental and Engineering Services and City Engineer, the following actions be taken with respect to the Grants for Sump Pump, Sewage Ejector, and Storm Private Drain Connection By-law: the proposed by-law appended to the staff report dated May 9, 2017 as Appendix 'A' BE INTRODUCED at the Municipal Council Meeting on May 16, 2017, to repeal and replace the existing Grants for Sump Pump, Sewage Ejector, and Storm Private Drain Connection By-law A-7015-285 in order to reflect the following changes to the grants available for owners of single detached, semi-detached and duplex dwellings deemed eligible to participate in the grant program.

### **Original Policy:**

That a policy be established to provide a grant to residential home owners, condominium corporations for units used for residential purposes, and to non-profit housing co-operatives, who have experienced sanitary sewer surcharging in their basements and who have installed an approved sump pump system in accordance with this by-law; to provide a grant to owners, condominium corporations for units used for residential purposes, or non-profit housing co-operatives, who are experiencing or are in an area likely to experience basement flooding caused by a surcharged sanitary or storm sewer and who subsequently disconnect the footing tiles from either the sanitary or storm sewer and install a sump pump system for disposal of footing tile water to a suitable outlet other than the sanitary sewer system.

### **Definitions**

“*City Engineer*” means the General Manager of Environmental and Engineering Services & City Engineer, or designate;

“condominium corporations” means condominium corporations under the *Condominium Act, 1998* for units used for residential purposes;

“non-profit housing co-operatives” means a non-profit housing co-operative under the *Co-operative Corporations Act*

“*dwelling unit*” has the same meaning as contained in the City's Zoning By-law;

“*owner*” means an owner in fee simple under the *Land Titles Act, R.S.O. 1990, c. L.5*;

“*property*” means a separate parcel of land which has been assigned a property identifier under section 141 of the *Land Titles Act, R.S.O. 1990, c. L.5*;

“residential homes” means residential semi-detached dwelling, single detached dwelling and duplex dwelling, as defined in the City's Zoning By-law.

### **Funding**

This Program will be funded in an amount determined by Council in its sole discretion from time to time. Grant commitments will be provided subject to funding availability as determined by Council at its sole discretion from time to time.

### **Eligible Work**

A) For residential homes, upon completion of the installation and subject to funding being available in the yearly budget allocation for this purpose, the City pay to the owner up to 75% of the demonstrated cost established as follows:

- (i) up to a maximum of \$1,875.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain inside the basement; or

- (ii) up to a maximum of \$2,650.00 for out-of-pocket expenses to disconnect the footing tiles when they are connected to the main drain outside the basement;
- (iii) up to a maximum of \$575.00 for out-of-pocket expenses when a full port type backwater valve is installed in a residential home that already has an approved sump pump;
- (iv) up to a maximum of \$1,525.00 for out-of-pocket expenses incurred when, in lieu of a full port type backwater valve being installed with the sump pump, a sewage ejector and holding tank is installed for the disposal of effluent from basement plumbing fixtures;
- (v) up to a maximum of \$3,775.00 for out of pocket expenses incurred by an owner for the construction of a storm private drain connection within the City road allowance or within a City easement where the owner extends the storm P.D.C. onto the property and connects it to a catch basin, pumped footing tile water or both, it being pointed out that this subsidy applies only to the construction of a storm P.D.C. within a City road allowance or within a City easement;
- (v) the owner execute an appropriate liability release document, approved by the Manager of Risk Management and the City Solicitor's Office; and
- (vii) that eligibility for this grant will be based on a demonstrable need for such work, as determined solely by the General Manager of Environmental Services & City Engineer.

B) For condominium corporations, and non-profit housing co-operatives upon completion of the installation and subject to funding being available in the yearly budget allocation for this purpose, the City pay to a condominium corporation, or non-profit housing co-operative up to 75% of the demonstrated cost established as follows:

- (i) up to a maximum of \$2,000.00 for out-of-pocket expenses for an Engineering Report;
- (ii) up to a maximum of \$900.00 (per condominium unit, or non-profit housing co-operative unit) for out-of-pocket expenses for lot grading, sump pump systems, backflow prevention systems, and certification;
- (iii) that any grants provided to condominium corporations or non-profit housing co-operatives will be payable only if the entirety of the Engineering Report is implemented;
- (iv) the City assume no liability whatsoever relating to the work undertaken by the condominium corporation, or non-profit housing co-operative;
- (v) the condominium corporation, or non-profit housing co-operative execute an appropriate liability release document, approved by the Manager of Risk Management and the City Solicitor's Office; and
- (vi) that eligibility for this grant will be based on a demonstrable need for such work, as determined solely by the General Manager of Environmental Services & City Engineer.

### **Eligibility for Grant**

The applicant(s) for the grant must meet the following criteria in order to qualify for the Program:

- must be the owner(s) of the property, a condominium corporation, or a non-profit housing co-operative;
- has not commenced work prior to grant approval;
- there must be no other outstanding debts to the City of London;
- the owner(s), condominium corporation, or non-profit housing co-operative must meet all conditions of this Program.

Approval of all grant applications is also subject to availability of funding at any given time, as determined solely by Council.

Manufacturing businesses or industrial or commercial enterprises are not eligible for this Program.

### **Grant Details**

Grants will not be available to cover any other associated costs.

The maximum amount of each grant will be determined in each case by the City Engineer, based on the City Engineer's determination of the reasonable cost and scope of the proposed work.

Grant approvals are subject to the availability of funding at any given time, as determined by Council. Grant applications will be processed in chronological order based on the date of receipt of applications.

Grant approvals will be valid for six months and will expire if the work is not completed within that time period (unless extended at the City Engineer's discretion).

### **Application Procedure**

1. The applicant owner(s), condominium corporation, or non-profit housing co-operative will be required to complete an application form provided by the City Engineer.

In addition to the completed application form the applicant owner(s), condominium corporation, or non-profit housing co-operative must provide:

- A minimum of 3 quotes for the work from *bona fide* qualified Contractors, for costs above \$10,000.00, to the City Engineer's satisfaction;
- A minimum of 2 quotes for the work from *bona fide* qualified Contractors, for costs between \$5,000.00 and \$10,000.00, to the City Engineer's satisfaction;
- One quote for the work from *bona fide* qualified Contractors, for costs below \$5,000.00, to the City Engineer's satisfaction;
- The quotes must detail what work is to be done, and separate out costs for each portion of work;
- Such other further information or documentation as may be required by the City Engineer.

Under the discretion of the City Engineer, any work that is started or completed prior to the grant application approval may be deemed ineligible under this Program.

2. City reviews application and supporting documentation and decides whether to approve the grant amount, and determines approximately how much the grant amount will be. City advises applicant in writing of its decision.
3. Applicant or Contractor obtains any necessary permits, including a plumbing permit from the City's Building Division (7<sup>th</sup> Floor, City Hall, 300 Dufferin Avenue, London, 519-661-4555) prior to work commencing. Failure to obtain a plumbing permit prior to work commencing will result in cancellation of any approved grant amounts.
4. The Contractor must co-ordinate work with the City well in advance. The Contractor is responsible to obtain all utility locates for the work for both private property and City property.
5. The Contractor or the applicant must arrange for an inspection by the City with respect to the plumbing permit. Plumbing permits that have not had an inspection by the City will result in cancellation of any approved grant amounts.
6. Within six months of receiving grant approval, the owner(s), condominium corporation, or non-profit housing co-operative must submit to the City the final paid invoice from the Contractor setting out the amount due and paid for the work. Any owner, condominium corporation, or non-profit housing co-operative submitting an invoice six months after the grant approval will be ineligible for payment of the grant (subject to the discretion of the City Engineer). The City will not provide a grant for an amount greater than the approximate grant amount set out in paragraph 2 above, even where the final invoice is greater than the approximate grant amount.
7. The City may advance either 75% of the invoice amount submitted by the Contractor, or the amount of the approximate grant amount as set out in paragraph 2 above, whichever is less, to the applicant owner(s), condominium corporation, or non-profit housing co-operative.

### **Information to Accompany Application**

- Complete application form signed by owner(s), condominium corporation, or non-profit housing co-operative;

- A minimum of 3 quotes for the work from *bona fide* qualified Contractors, for costs above \$10,000.00, to the City Engineer's satisfaction. The quotes must detail what work is to be done, and separate out costs for each portion of work.
- A minimum of 2 quotes for the work from *bona fide* qualified Contractors, for costs between \$5,000.00 and \$10,000.00, to the City Engineer's satisfaction. The quotes must detail what work is to be done, and separate out costs for each portion of work.
- One quote for the work from *bona fide* qualified Contractors, for costs below \$5,000.00, to the City Engineer's satisfaction. The quote must detail what work is to be done, and separate out costs for each portion of work.
- Such other further information or documentation as may be required by the City Engineer.

### **Not Retroactive**

The Program will not be retroactive to apply to works started before the commencement of the Program.

### **Discontinuation of Program**

The terms of the Program are subject to change. Council may periodically review the Program Guidelines to determine if the Program should continue, be modified, or cease to issue any new grants. The City may discontinue the Program at any time, without notice.

### **City Not Liable**

In order to qualify for a grant, the owner, condominium corporation, or non-profit housing co-operative agrees that the City shall not be liable for any damages to the owner's property or property for which the condominium corporation, or non-profit housing co-operative is responsible as a result of any of these installations.

ADOPTED JANUARY 21, 1985; AMENDED FEBRUARY 11, 2003,  
AUGUST 5, 1986; APRIL 6, 1987; DECEMBER 7, 1992  
MARCH 19, 2001, AUGUST 31, 2009 [23(4) AUG 1999]

## **23(5) Catch Basins on Private Property**

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

### **Amendment Rationale:**

This policy is updated to the Managing Director's current title as recently requested by management. Wording is included to specify cleaning and maintenance activities.

### **Original Policy:**

That the following policy be established with respect to the maintenance, repair and replacement of rear lot catch basins and catch basin leads on private property:

- on the recommendation of the General Manager of Environmental Services & City Engineer easements not be taken for rear lot catch basins and drains which provide drainage for lots in plans of subdivision;
- private property owners be advised that the maintenance and cleaning of catch basins which may be located in their rear yards are their own responsibility; and
- the City of London assume responsibility for the repair or replacement of leads that service rear yard catch basins on private property subject to the City being able to obtain the necessary consent of any private property owner to enter upon his lands and undertake such work when repair or replacement situations occur.

ADOPTED OCTOBER 15, 1990 [23(5) AUG 1999]

### **Updated Policy:**

That the following policy be established with respect to the maintenance, repair and replacement of rear lot catch basins and catch basin leads on private property:

- on the recommendation of the ~~General Manager of Environmental Services & City Engineer~~



Managing Director, Environmental and Engineering Services and City Engineer easements not be taken for rear lot catch basins and drains which provide drainage for lots in plans of subdivision;

- (b) private property owners be advised that cleaning catch basin grates and repairing any erosion around the rear yard catch basin ~~which may be~~ located in their rear yards are their own responsibility; and
- (c) the City of London assume responsibility for the repair or replacement of the rear yard catch basins and leads that service rear yard catch basins on private property subject to the City being able to obtain the necessary consent of any private property owner to enter upon his lands and undertake such work when repair or replacement situations occur. **Repair activities may include reparging of the rear yard catch basin and repairing the catch basin lead connection to the rear yard catch basin.**

#### 23(6) Connection to Water Services

**Service Area Lead:** Environmental & Engineering Services  
**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy is updated to reflect Managing Director's titles and the fact that the Board of Control no longer exists.

**Original Policy**

That a policy be established to give the General Manager of Environmental Services & City Engineer in consultation with the General Manager of Planning and Development, the authority to permit water connection service to existing residential, commercial, industrial and institutional developments within those area that will be annexed to the City on January 1, 1993, on the understanding that any costs associated with such connections will be borne by the party receiving the water connection service and on the further understanding that should any such connection involve any cost to the City of London, a report thereon will be submitted to the Board of Control for consideration before any work in such a situation is undertaken.

ADOPTED DECEMBER 7, 1992 [23(6) AUG 1999]

**Updated Policy:**

That a policy be established to give the ~~General Manager of Environmental Services & City Engineer~~ **Managing Director, Environmental and Engineering Services and City Engineer** in consultation with the ~~General Manager of Planning and Development~~, the authority to permit water connection service to existing residential, commercial, industrial and institutional developments within those areas ~~that will be~~ annexed to the City on January 1, 1993, on the understanding that any costs associated with such connections will be borne by the party receiving the water connection service and on the further understanding that should any such connection involve any cost to the City of London, a report thereon will be submitted to the ~~Board of Control~~ **Civic Works Committee** for consideration before any work in such a situation is undertaken.

#### 23(7) Rear Yard Grading and Drainage

**Service Area Lead:** Environmental & Engineering Services  
**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy is updated for a grammatical correction.

**Original Policy:**

That a policy be established whereby establishment, maintenance and control of rear yard grading and drainage is not the responsibility of the City of London, excepting as provided in By-law No. WM-4, or when the lack of drainage creates a public health nuisance or public health

hazard, but is a private matter involving only those persons who contribute storm run-off to any given drainage systems.

ADOPTED SEPTEMBER 23, 1992 [23(7) AUG 1999]

**Updated Policy:**

That a policy be established whereby establishment, maintenance and control of rear yard grading and drainage is not the responsibility of the City of London, excepting as provided in By-law No. WM-4, or when the lack of drainage creates a public health nuisance or public health hazard, but is a private matter involving only those persons who contribute storm run-off to any given drainage systems.

23(8) Servicing Dry Industrial Uses in the Annexed Area

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (No Change)

**Original Policy:**

That a policy be established such that where full municipal services are not available, the Municipal Council will consider recommending to the Minister of Municipal Affairs, on a case-by-case basis, allowing private servicing where the following conditions exist:

- (i) the use is a dry industrial use only, involving manufacturing and assembly and storage of a product or products which are not dependent on a high water usage;
- (ii) full municipal servicing of the subject lands is expected within five years; and
- (iv) the industrial user enter into a satisfactory agreement with the City to connect to municipal services at the time they become available.

ADOPTED FEBRUARY 23, 1998 [23(8) AUG 1999]

23(9) Water Quality Sampling

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Repeal

**Rationale:**

Section 11 of *Ontario Regulation 170/03, Drinking Water Systems* defines the structure for reporting water sample test results as well as any corrective actions taken as a result of adverse test results. A copy of the City of London's Annual Report is provided to Council each year, along with the Summary Report required by Schedule 22 of Ontario Regulation 170/03. Ontario Regulation 170/03 supersedes *Council Policy 23 (9) – Water Quality Sampling*, and therefore this policy is not required.

**Original Policy:**

That the current protocol for reporting water quality sample results be as follows:

- (a) only water quality incidents which are not the result of sampling or laboratory error be reported to the Municipal Council; and
- (b) the Civic Administration continue to follow all standard procedures in the legislation relating to sampling methodology and reporting through the Middlesex-London Health Unit as required.

ADOPTED JANUARY 20, 2003

24(1) Homemakers and Nurses Services

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy was amended to remove the supplier names, the supplier can change depending on the outcome of the Purchased Service Agreement (RFP).

**Original Policy:**

That a policy be established whereby the Municipality will provide services under the legislation of the *Homemakers and Nurses Services Act*, R.S.O. 1990, Chapter H.10, through Purchased Services Agreements with suppliers including V.O.N., Comcare, Red Cross and Para-med and that such services be provided in accordance with the contract agreements at rates established taking into consideration Ministry of Community and Social Services' guidelines and the Municipal Council approved budget. In providing these services a waiting list is utilized where there are insufficient funds.

ADOPTED MARCH 5, 1962; AMENDED JUNE 18, 1984 [24(1) AUG 1999]

**Policy Update:**

That a policy be established whereby the Municipality will provide services under the legislation of the *Homemakers and Nurses Services Act*, R.S.O. 1990, Chapter H.10, through Purchased Services Agreements with suppliers ~~including V.O.N., Comcare, Red Cross and Para-med~~ and that such services be provided in accordance with the contract agreements at rates established taking into consideration Ministry of Community and Social Services' guidelines and the Municipal Council approved budget. In providing these services a waiting list is utilized where there are insufficient funds.

24(2) Emergency Hostel Accommodation

**Service Area Lead:** Neighbourhood, Children & Fire Services

**Type of Change:** Repeal

**Repeal Rationale:**

The *Housing Services Act, 2011*, S.O. 2011, c. 6, Sched. 1. provides local service managers with the flexibility to establish, administer and fund housing and homelessness programs and services. The Ontario Housing Act does not require that the municipality ensures the provision of emergency hostel accommodation.

London currently operates within Homeless Prevention and Housing Plan 2010 to 2024, approved by Council at its meeting of December 3, 2013. This ten year plan (2010 – 2024) forms the basis for the annual submission of the investment plan and results report. The Homeless Prevention System Implementation Plan has also been approved by the Province of Ontario, Government of Canada and local London Homeless Coalition. This Plan is used to enter into agreements to receive funds from the Government of Canada, Province of Ontario, and to apply any municipal contribution as approved by Council.

**Original Policy:**

That a policy be established whereby the Municipality will ensure the provision of emergency hostel accommodation as permitted under the *Ontario Works Act, 1997, (Section 74(1))* through Purchased Service Agreements

and that such services be provided in accordance with the contract agreements at rates established taking into consideration Ministry of Community and Social Services' guidelines and the Municipal Council approved budget. The maximum length of stay is 42 days with administrative approval for an extension upon verification of special circumstances and where it is expected that the extension is time limited. Where individuals utilize these hostels on a long-term basis, the rate of payment shall be no greater than the maximum Ontario Works Assistance rate. Allowance for personal needs of residents in emergency hostels is not provided directly to the client by the municipality."

ADOPTED OCTOBER 21, 1963; AMENDED JUNE 18, 1984; MAY 21, 1985 [24(2) FEB 2004]

24(3) Suspected Fraud

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant and is superseded by the Ontario Works Act.

**Original Policy:**

That a policy be established such that the administration will have in place procedures by which suspected cases of fraud are referred to the London Police Department.

ADOPTED AUGUST 16, 1971; AMENDED JUNE 18, 1984 [24(3) AUG 1999]

24(4) Job Searches

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant and is superseded by the Ontario Works Act.

**Original Policy:**

That a policy be established whereby the General Manager of Community Services be directed to ensure that employable welfare recipients carry out 5 to 7 job searches per week.

ADOPTED MARCH 6, 1972; AMENDED JUNE 18, 1984; SEPTEMBER 5, 1984 [24(4) AUG 1999]

24(5) Special Assistance and Supplementary Aid

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy was amended to reflect current practices and language.

**Original Policy**

That a policy be established whereby the Special Assistance/Supplementary Aid budgets be used only in cases of extreme need. These programs are administered at the discretion of the Municipality and are cost-shared with the Federal and Provincial Governments. Within maximum ceilings, services are provided such as Emergency Dental service, transportation assistance, funerals, moving expenses and furniture in accordance with the current budget available. Optical and Emergency Dental services are provided in accordance with the contract agreements and rates in effect. Levels of service for these programs do not include coverage for items such as rent deposits, second tier shelter supplements and blood tests.

ADOPTED APRIL 16, 1973; AMENDED JUNE 18, 1984 [24(5) AUG 1999]

**Updated Policy:**

That a policy be established whereby the ~~Special Assistance/Supplementary Aid budgets~~ **Discretionary Benefits budgets** be used only in cases of extreme need. ~~These~~ **This** programs ~~are is~~ administered at the discretion of the Municipality and ~~are is~~ cost-shared with the Federal and Provincial Governments. Within ~~maximum~~ **established protocols** ceilings, services are provided such as Emergency Dental service, transportation assistance, funerals, moving expenses and furniture in accordance with the current budget available ~~and any~~ **Optical and Emergency Dental services are provided in accordance with the** contract agreements and rates in effect. ~~Levels of service for these programs do not include coverage for items such as rent deposits, second tier shelter supplements and blood tests.~~

24(6) Long-term Hostel Accommodation

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Repeal

**Repeal Rationale:**

This policy does not reflect current practices. Ontario Works no longer provides this service.

**Original Policy:**

1. That a policy be established whereby assistance will be provided to eligible clients in a Nursing Home as per the *General Welfare Assistance Act*, R.S.O. 1990, Chapter G.6.
2. That a policy be established whereby the Municipality will provide long-term hostel accommodation under the *General Welfare Assistance Act*, R.S.O. 1990, Chapter G.6, through Purchased Services Agreements with suppliers including Nelgor Castle, Meadowpark Nursing Home, Mt. Brydges Rest Home and Ridgetown Centennial Manor.

ADOPTED DECEMBER 17, 1973; AMENDED JUNE 18, 1984 [24(6) AUG 1999]

24(7) Purchased Service Agreements

**Service Area Lead:** Housing, Social Services & Dearness Home  
**Type of Change:** Replace (No Change)

**Original Policy:**

That a policy be established authorizing the administration to require that organizations providing services to the Ontario Works Division through Purchased Services Agreements submit financial statements to support any claims, including those claims for an increase in rate.

ADOPTED MAY 31, 1974; AMENDED JUNE 18, 1984 [24(7) AUG 1999]

24(8) Child Care Policies

**Service Area Lead:** Neighbourhood, Children, & Fire Services  
**Type of Change:** Replace (Major Amendment)

**Amendment Rationale:**

These amendments include updates to legislation, local business practices and functions of the Child Care Advisory Committee, and removal of redundancies or items no longer within the authority of the municipality. This includes: changes resulting from the *Child Care and Early Years Act S.O. 2014*; the City's current Children's Services Funding Agreements form, process and approval authorities; and eligibility criteria in the Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016.

**Original Policy:**

That child care policies be established as set out in [Appendix 24\(8A\)](#).

ADOPTED OCTOBER 21, 1991; AMENDED JUNE 1, 1998; NOVEMBER 15, 1999 [24(8)AUG 1999]

24(8A) Appendix to Child Care Policy

GOAL

To assist families with children (0 to 12 years) requiring financial assistance to access early childhood development programs which are part of our healthy communities.

DEFINITIONS

1. Throughout this policy, "centres" refers to centres and private day care agencies.
2. Throughout this policy, the term "Administration" refers to the General Manager of Community Services, the Child Care Administrator or an authorized designate.

OBJECTIVES

1. To provide immediate child care services for children who are considered to be at risk.

2. To provide immediate child care services to parents leaving the social assistance system.
3. To enable parents to obtain or maintain employment.
4. To provide opportunities for children with social or emotional problems to receive appropriate child care services.
5. To enable parents to attend school or be involved in academic upgrading activities.
6. To provide opportunities for children who require socialization to receive appropriate child care services.

## SECTION A: POLICIES RELATING TO ELIGIBILITY, THE APPLICATION PROCESS, SPECIAL CASES, REFERRALS

### I. Eligibility

1. For parents determined to be eligible through the financial needs test:
  - (i) Priority No. 1 - 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.

Within the approved annual budget for the child care fee subsidy program, children be placed in child care programs in the following order of priority (noting that children who qualify in one of the following categories be provided either full- or part-time child care fee subsidy depending on need and that this placement be based on their order of application using their date of eligibility):

- (ii) Priority No. 2 - Children whose parent or parents are employed or are working toward improving their employability. This includes working, academic upgrading, a job-oriented training program or active job search.
- (iii) Priority No. 3 - Children who have been referred to a child care program by a recognized referral agency/physician because they are in need of socialization.
- (iv) Priority No. 4 - Children for whom a placement may enhance their quality of care and development.

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).

2. That all parents must satisfy the Provincial and Municipal income criteria determining eligibility.
3. That children eligible for subsidy based on their social or emotional needs must be referred to the City by a recognized social service agency or health care professional. Every six months the original referrals will be reviewed to ensure ongoing eligibility of each child. A second referral may be requested if additional information is required.
4. That parents be given the choice of signing a Release of Information form authorizing the Administration to release the name of a referring agency.
5. That the Administration be authorized to provide immediate child care subsidy to eligible clients who cease to receive Ontario Works because they have found employment. The Administration will report such cases to the Community and Protective Services Committee on an annual basis.
6. 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 5 and 10 years of age and would only be available during the school summer vacation.
7. That all child care fee subsidy cases be reviewed, at a minimum, once every twelve months (from date of application), or more often at the discretion of the Administration.

8. That the following changes in circumstances may affect a parents' eligibility/priority for subsidized child care; it being pointed out that the stability or the affect of the change in the priority on the child's and/or the family's well being will be taken into consideration by the Community Services Department before implementing any subsidy changes:

**Child/Parent No Longer at Risk (Priority No. 1)** - At the time of review, the staff of the Community Services Department determine if the priority still exists, in consultation with the parent and the referring agency. Once the staff member has reviewed the case, if the risk is determined to be minimized or nil, the parent must still meet criteria for priority #2, #3 or #4 (according to the outlined parameters) to continue in placement beyond the 10 day notice period.

**Parent Unemployed or Parent Withdraws/Completes Improving their Employability (Priority No.2)** - Once a parent(s) is no longer employed or working towards his/her employability, he/she must continue to meet the criteria for priority #3 or #4 (according to the outlined parameters) to continue in placement beyond the 10 day notice period.

**Child No Longer in Need of Socialization (Priority No. 2)** - At the time of review, the staff of the Community Services Department determine if the priority still exists, in consultation with the parent and the referring agency. Once the staff member has reviewed the case, if the risk is determined to be minimized or nil, the parent must still meet criteria for priority #4 to continue in placement beyond the 10 day notice period.

If a parent(s) continues to meet the criteria for the Priority No. 4, the child or children will not be withdrawn from the child care space. Instead of being withdrawn, the child or children will be moved into the priority #4 category and will have to continue to meet the criteria as defined by their new category.

## II. Application Process

1. That eligibility for child care subsidy be determined through the completion of the Provincial Form 0726.
2. That the Administration follow the policy of the Ministry of Community and Social Services to calculate subsidy for all subsidized children in licensed programs using the enrolment based approach.
3. That budgetary allowances be determined according to the criteria outlined below:

<u>ALLOWABLE COSTS</u>	<u>CEILINGS</u>
Shelter	Actual not to exceed the maximum as determined by the highest average/bedroom type as noted in the CMHC Rental Market Report Apartment Rents section - "Average Rents by Bedroom Type and Sub-market Area" table.
Mortgage/Property Tax/Condo Fees	Actual not to exceed the maximum as determined by the average/bedroom type as noted in the CMHC Rental Market Report Row Housing Rents section - "Average Rents by Age of Building, Bedroom Type and Sub-Market" table.
Debt Payments	Actual to a \$500 maximum (including student loans). Allowable amount based on minimum payments with documentation.
Travel and Transportation	\$100 for families with 1 adult \$200 for families with 2 adults
Other	Actual not to exceed a \$250 maximum, allowing for the following items: <ul style="list-style-type: none"> <li>- car insurance</li> <li>- legal fees (family issues only)</li> <li>- life insurance</li> </ul>

- house insurance
- laundry
- memberships in professional associations
- additional child care
- cable
- school supplies
- course fees (if not on OSAP)

If family has high costs in the areas of additional child care and course fees the CMSM may approve actual to a maximum of \$400.

Support Payments                      Actual to maximum contained in the Federal Child Support Guidelines.

<u>Exemption on Net Earnings</u>	<u>Monthly Net Earnings</u>
25%	\$ 0 - 1,999
15%	\$2,000 - 2,499
10%	\$2,500 - 2,999
5%	\$3,000 - 3,499
0%	\$3,500 - higher

4. That a user fee, calculated annually and approved by City Council, will be charged for all children in care, whether or not there is available income based on the completion of the Form 0726. At the discretion of the Administration, in cases of extreme hardship, the minimum user fee may be decreased or waived.

That the Administration will only authorize the transfer of children between child care centres when the parent has made arrangements for the payment of outstanding fees at the former centre. In the case of extreme hardship or serious occurrence as defined by the *Day Nurseries Act*, R.S.O. 1990, Chapter D.2, the Administration will approve the transfer on a temporary basis upon advance notice by the parent.

5. That parents have the option of keeping or placing their children in centres whose rates exceed the maximum provided they make arrangements with the centres to pay any amounts above the maximum.
6. That applications shall not be considered unless the applicant has resided within the City of London for six months prior to application. (See Special Cases, Item 2)
7. 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.
8. That applications will be considered at the written request of a recognized social services agency and/or health care professional.

### III. Special Cases

1. That the Administration be authorized to grant, under emergency conditions, subsidy for nursery or child care, and to report such cases to the Community and Protective Services Committee on an annual basis.
2. That the Administration be authorized to consider, on an individual basis, those applicants who have not resided within the City of London for six months prior to application. That the Administration be requested to report annually to the Community and Protective Services Committee on all those special cases which are approved except those cases where a parent who is accepted for Canada Employment and Immigration Commission retraining or those who have already secured employment.



#### IV. Referrals

1. That the Department recognize the need to make referrals to the appropriate agencies to assist with family matters such as hygiene, budgeting and diet to enhance the well-being of our clientele.

#### SECTION B: POLICIES RELATING TO CHILD CARE OPERATORS

##### I. General

1. That all purchase of service agreements will be contingent upon approval from City Council.
2. That the City will provide child care services by subsidizing spaces through purchase of service agreements with commercial and non-profit centre-based care and private home child care.
3. That the City of London will not assume transportation costs but rather will continue to enter into agreements with centres throughout the City in a variety of localized areas to ensure that child care is available for children near their homes or their parent(s)' workplace.
4. That child care policy and/or criteria changes be sent to all operators for their information as soon after approval as possible.

##### II. Administration

1. That all agreements between the City and child care operators be established according to the agreement form developed with the Province.
2. That only directors who are approved by the Provincial Supervisor of Day Nurseries may operate day nurseries under purchase of service agreements with the municipality.
3. That the City, when entering into new agreements with child care centres, examine comparable centres for the purpose of establishing rates and other contractual obligations.
4. That the child care operator be required to notify the municipality immediately when there are any changes in the family's circumstances (e.g. financial, address).
5. That the Administration be advised of the name of a new director of a centre within ten days of his/her appointment.
6. That where a child is transferred from one provider to another or withdrawn from subsidized care without 10 days notice, the City continue to reimburse the provider for the established notice period.
7. That the provincially issued operating license be displayed in a prominent location in the centre.
8.
  - (a) That where certain conditions requiring improvement are placed against a centre by the Ministry of Community and Social Services, the Administration may continue to place children in that centre until the conditions so placed are lifted by the Provincial Supervisor.
  - (b) That the City shall terminate subsidy agreements with child care operators whose licenses have been withdrawn by the Ministry of Community and Social Services.
  - (c) That the City shall review an agreement with a centre that has a provisional license.
9. That if the child care centre initiates the immediate withdrawal or suspension of a child without giving ten days written notice to the parent, the City must be provided with an explanation for the withdrawal or suspension. Payment of the ten days in lieu of notice will be authorized where the need for the withdrawal or suspension is, in the opinion of the Administration, warranted;

10. That when the City has not been notified by the child care centre that a child has been absent without explanation for a period of more than five consecutive days (not including the child's vacation time), the child will be withdrawn from the enrolment at that centre, the centre's invoice will be adjusted and 10 days payment in lieu of notice will not be paid to the centre;
11. That a parent may request a temporary absence from the program or a change from full-time care to part-time care for the birth or adoption of a child, as well as, to have a sibling spend time with a new family member. The subsequent placement of the child supersedes the priority of those children on the waiting list;
12. That the Administration can agree with a child care centre and a parent to a temporary absence of a child from a program for a period of time approved by the Administration. This absence must be documented in the child's file at the Community Services Department. This temporary absence could also include a period of parental care (ie. summer vacation). The subsequent placement of the child supersedes the priority of those children on the waiting list;
13. That on an annual basis, a child is entitled to up to ten days leave for vacation during which the child care centre is open for business, without affecting the child's eligibility status. A further five days leave for vacation with a separated parent or with grandparents can be arranged by contacting Administration;
14. The application process has been revised to provide for a mail-in or telephone application, subject to the verification of financial and/or categorical information through the mail or by a drop-in visit to the Community Services Department, Child Care Services Branch;
15. That reviews are completed every twelve months or upon receipt of information that constitutes a change in the eligibility status or the level of the daily parent fee. Confirmation letters following this review will be sent to the parent and child care centres only when the eligibility status or parent fee has changed.
16. That more frequent monitoring of the eligibility status occurs after a client has failed to notify the Administration of a change in the circumstances affecting the eligibility status. For employed parents, there will be two, three-month reviews of eligibility; and for a student, there will be a monthly re-confirmation of regular attendance for a period of six months;

### III. Rates

1. That the base rate be determined using, as a guide, prevailing free market rates being charged to privately placed children with the free market rates constituting the upper limit. All rates are contingent upon Council approval.
2. That where a child attends a centre for six or more hours per day, the full day rate will be paid.
3. That where a child attends a centre on a partial day basis and does not receive a meal, a rate of 50% of the full day rate will be paid.
4. That where a child attends a centre on a partial day basis and receives a meal, a rate of 70% of the full day rate will be paid.
5. That, notwithstanding Subsections 3 and 4 above, the subsidized rate be provided on a percentage basis for extended hour care.

### SECTION C: THE CHILD CARE ADVISORY COMMITTEE

1. That the "Child Care Advisory Committee" inform City Council of child care issues in the community.
2. That a member of the Planning and Development Department be designated to liaise with the Child Care Advisory Committee to determine how the planning process could be amended to assist in meeting child care needs.
3. The Terms of Reference of the Child Care Advisory Committee are:

### COMPOSITION:

Twenty representatives nominated by:

Child Care users:

Children's Aid Society

Middlesex-London Health Unit  
U.W.O. Student Services  
Fanshawe College Student Services  
Other OSAP Eligible Institutions  
Thames Valley District School Board  
London District Catholic School Board  
Information London

Community Groups Concerned with Child Care:

Association for Early Childhood Education, Ontario, London Branch  
Co-ordinating Council for Children and Youth  
Child Care Planning Committee for London and Middlesex  
Child Care Resource Centre Network

London Child Care Providers:

City or potentially-city subsidized centres - two representatives  
Provincially subsidized centres  
Licensed private home child care  
School-aged child care agencies  
London In Home Child Care Providers Network

Parent Users/Representatives - two representatives

TERM OF OFFICE: Concurrent with the term of the Municipal Council making the appointment.

QUALIFICATIONS: The representatives should be members of the organizations they represent. Each representative should bring his or her special knowledge, expertise and commitments to the Committee.

APPOINTMENT: The organizations nominate their representatives and Municipal Council makes the appointments. Through local newspaper advertisements, parent users are invited to apply for appointment to the Advisory Committee as parent user/representatives. The Board of Control nominates the parent user/representatives and the Municipal Council makes the appointments.

The Chair and Vice-Chair are elected by the Committee from the voting members.

MEETINGS: Quarterly, as required, at the call of the Chair.

DUTIES: To provide information, advice and recommendations to City Council through the Community and Protective Services Committee on childcare issues. To provide an opportunity for information sharing between Municipal, Provincial and Federal social service administrations and the childcare community.

VACANCIES: Organizations nominate new representatives for appointment by City Council.

REMUNERATION: No remuneration is paid to the members.

#### SECTION D: CHILD CARE SERVICES POLICY STATEMENT

#### CONSOLIDATED MUNICIPAL SERVICE MANAGER FOR LONDON AND MIDDLESEX

That child care services in our communities be accessible and available to meet the diverse needs of all our citizens. 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 services, the City of London and County of Middlesex, in partnership with communities, are therefore committed to:

- a) Equitable Access  
working to ensure that all families have access to a range of appropriate 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/Community Involvement  
ensuring that key stakeholders, 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 client and local needs;
- 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.

#### **Updated Policy:**

#### GOAL

To assist families with children (0 to 12 years) requiring financial assistance to access ~~childhood development~~ **child care and early years** programs which are part of our healthy communities.

#### DEFINITIONS

1. Throughout this policy, "~~centres~~" refers to ~~centres and private day care agencies~~ **"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.**
2. Throughout this policy, the term "Administration" refers to the ~~General Manager of Community Services, the Child Care Administrator~~ **Managing Director, Neighbourhood, Children and Fire Services** or an authorized designate.
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**

#### OBJECTIVES

1. To provide immediate child care ~~services~~ **financial assistance** for children who are considered to be at risk.
2. To provide immediate child care ~~services~~ **financial assistance** to parents leaving the social assistance system.
3. To enable parents to obtain or maintain employment.
4. To provide opportunities for children ~~with social or emotional problems to receive appropriate child care services~~ **optimal growth and development, social/emotional, socialization and speech & language through child care financial assistance.**
5. To enable parents to attend school or be involved in academic upgrading activities.

6. To provide opportunities for children who require socialization to receive appropriate child care services **child care financial assistance for parents or child need 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, THE APPLICATION PROCESS, SPECIAL CASES, REFERRALS**

**Eligibility**

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

1. For **parent(s)** determined to be eligible through the financial needs **income** test:
  - (i) ~~Priority No. 1 – 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.~~ **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 in the following order of priority (noting that children who qualify in one of the following categories be provided either full or part-time child care fee subsidy depending on need) and that this placement be based on their order of application using their date of eligibility):
    - ~~(ii) Priority No. 2 – Children whose parent or parents are employed or are working toward improving their employability. This includes working, academic upgrading, a job-oriented training program or active job search.~~
    - ~~(iii) Priority No. 3 – Children who have been referred to a child care program by a recognized referral agency/physician because they are in need of socialization.~~
    - ~~(iv) Priority No. 4 – Children for whom a placement may enhance their quality of care and development.~~

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).

2. ~~That all parents must satisfy the Provincial and Municipal income criteria determining eligibility.~~
3. That **parent(s)** eligible for subsidy based on their **child(ren)'s** social or emotional needs or parental needs must be referred to the City by a recognized social service agency or health care professional. Every six months the original referrals will be reviewed to ensure ongoing eligibility of each child. A second referral may be requested if additional information is required.
4. That parents be given the choice of signing a Release of Information form authorizing the Administration to release the name of a **social service** referring agency.
5. That the Administration be authorized to provide immediate child care subsidy to eligible clients parents who cease to receive Ontario Works because they have found employment **or are attending post-secondary education.** The Administration will report such cases to the Community and Protective Services Committee on an annual basis.

6. 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 5 and 10 **0 and 12** years of age, and would only be available during the school summer vacation.
7. That all child care fee subsidy cases be reviewed, at a minimum, once every twelve months (from date of application **placement**), or more often at the discretion of the Administration.
8. That the following changes in circumstances may affect a parents' eligibility/priority for subsidized child care; **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 affect **effect** of the change in the priority on the child's and/or the family's well-being will be taken into consideration by the **Community Children's** Services Department before implementing any subsidy changes.

**Child/Parent No Longer at Risk (Priority No. 1)** – At the time of review, the staff of the Community Services Department determine if the priority still exists, in consultation with the parent and the referring agency. Once the staff member has reviewed the case, if the risk is determined to be minimized or nil, the parent must still meet criteria for priority #2, #3 or #4 (according to the outlined parameters) to continue in placement beyond the 10-day notice period.

**Parent Unemployed or Parent Withdraws/Completes Improving their Employability (Priority No.2)** – Once a parent(s) is no longer employed or working towards his/her employability, he/she must continue to meet the criteria for priority #3 or #4 (according to the outlined parameters) to continue in placement beyond the 10-day notice period.

**Child No Longer in Need of Socialization (Priority No. 2)** – At the time of review, the staff of the Community Services Department determine if the priority still exists, in consultation with the parent and the referring agency. Once the staff member has reviewed the case, if the risk is determined to be minimized or nil, the parent must still meet criteria for priority #4 to continue in placement beyond the 10-day notice period.

If a parent(s) continues to meet the criteria for the Priority No. 4, the child or children will not be withdrawn from the child care space. Instead of being withdrawn, the child or children will be moved into the priority #4 category and will have to continue to meet the criteria as defined by their new category.

## II. Application Process

1. That eligibility for child care subsidy be determined through the completion of the Provincial Form 0726 **an application and submission of applicable documentation.**
2. That the Administration follow the policy **Regulations of the Child Care and Early Years Act, 2014 Ontario Regulations 138/15 sections 8 and 10** to calculate subsidy for all subsidized children in licensed programs, using the enrolment based approach.
3. That budgetary allowances be determined according to the criteria outlined below:

<u>ALLOWABLE COSTS</u>	<u>CEILINGS</u>
Shelter	Actual not to exceed the maximum as determined by the highest average/bedroom type as noted in the CMHC Rental Market Report Apartment Rents section – "Average Rents by Bedroom Type and Sub-market Area" table.
Mortgage/Property Tax/Condo Fees	- Actual not to exceed the maximum as determined by the average/bedroom type as noted in the CMHC Rental Market Report Row

	<del>Housing Rents section – "Average Rents by Age of Building, Bedroom Type and Sub-Market" table.</del>
	<del>-</del>
<del>Debt Payments</del>	<del>Actual to a \$500 maximum (including student loans). Allowable amount based on minimum payments with documentation.</del>
	<del>-</del>
<del>Travel and Transportation</del>	<del>\$100 for families with 1 adult \$200 for families with 2 adults</del>
	<del>-</del>
<del>Other</del>	<del>Actual not to exceed a \$250 maximum, allowing for the following items:</del>
	<del>- car insurance</del>
	<del>- legal fees (family issues only)</del>
	<del>- life insurance</del>
	<del>- house insurance</del>
	<del>- laundry</del>
	<del>- memberships in professional associations</del>
	<del>- additional child care</del>
	<del>- cable</del>
	<del>- school supplies</del>
	<del>- course fees (if not on OSAP)</del>
	<del>-</del>
	<del>If family has high costs in the areas of additional child care and course fees the CMSM may approve actual to a maximum of \$400.</del>
<del>Support Payments</del>	<del>Actual to maximum contained in the Federal Child Support Guidelines.</del>

<u>Exemption on Net Earnings</u>	<u>Monthly Net Earnings</u>
	<del>-</del>
<del>25%</del>	<del>\$ 0 – 1,999</del>
<del>15%</del>	<del>\$2,000 – 2,499</del>
<del>10%</del>	<del>\$2,500 – 2,999</del>
<del>5%</del>	<del>\$3,000 – 3,499</del>
<del>0%</del>	<del>\$3,500 – higher</del>

~~That a user fee, calculated annually and approved by City Council, will be charged for all children in care, whether or not there is available income based on the completion of the Form 0726. At the discretion of the Administration, in cases of extreme hardship, the minimum user fee may be decreased or waived.~~

- ~~3.~~ That the Administration will only authorize the transfer of children between child care and early years programs and services when the parent has made arrangements for the payment of outstanding fees at the former centre. In the case of extreme hardship or serious occurrence as defined by the *Day Nurseries Act*, R.S.O. 1990, Chapter D.2 **Ontario Regulations 126/16 (9)** the Administration will approve the transfer on a temporary basis upon advance notice by the parent.
- ~~4.~~ That parents have the option of keeping or placing their children in child care and early years programs and services whose rates exceed the maximum provided they make arrangements with the child care and early years programs and services to pay any amounts above the maximum.
- ~~5.~~ **That parents reside within the City of London.**

~~That applications shall not be considered unless the applicant has resided within the City of London for six months prior to application. (See Special Cases, Item 2)~~

- ~~6.~~ 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.

7. That applications **Families with needs** will be considered at the written request of a recognized social services agency and/or health care professional.

### III. Special Cases

1. That the Administration be authorized to grant, under emergency conditions, ~~subsidy for nursery or child care, and to report such cases to the Community and Protective Services Committee on an annual basis.~~ **child care financial assistance for parents to access child care and early years programs and to report such cases to the Child Care Advisory Committee on a predetermined schedule per year.**

~~That the Administration be authorized to consider, on an individual basis, those applicants who have not resided within the City of London for six months prior to application. That the Administration be requested to report annually to the Community and Protective Services Committee on all those special cases which are approved except those cases where a parent who is accepted for Canada Employment and Immigration Commission retraining or those who have already secured employment.~~

### IV. Referrals

1. That the Department **Children's Services** recognize the need to make referrals to the appropriate agencies to assist with **any** family matters such as hygiene, budgeting and diet to enhance the well-being of our clientele.

## SECTION B: POLICIES RELATING TO CHILD CARE OPERATORS

### I. General

1. That all purchase of service agreements **Children's Services Funding Agreements** will be contingent upon approval from City Council **the Administrator appointed by the City under the CCEYA or written designate.**
2. That the City will provide child care services by subsidizing spaces through purchase of service agreements **Children's Services Funding Agreements** with commercial and non-profit centre based care and private home child care **licensed child care agencies and accredited recreation programs and camps.**
3. 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 ~~ensure~~ **so** that child care is available for children near their homes or their parent(s)' workplace.
4. That child care policy and/or criteria changes be sent to all operators for their information as soon after approval as possible.

### II. Administration

1. That all agreements between the City and child care operators be established according to the ~~agreement form developed with the Province~~ **Children's Services Funding Agreement guidelines.**

~~That only directors who are approved by the Provincial Supervisor of Day Nurseries may operate day nurseries under purchase of service agreements with the municipality.~~

2. That the City, when entering into new agreements with child care child care and early years programs and services, examine comparable child care and early years programs and services for the purpose of establishing rates and other contractual obligations.



3. That the child care operator be required to notify the municipality immediately when there are any changes in the family's circumstances (e.g. financial, address).
4. That the Administration be advised of the name of a new director of a centre within ~~ten~~ **10** days of his/her their appointment.
5. That where a child is transferred from one provider to another or withdrawn from subsidized care without 10 days' notice, the City continue to reimburse the provider for the established notice period.  
  
~~That the provincially issued operating license be displayed in a prominent location in the centre.~~  
  
~~That where certain conditions requiring improvement are placed against a centre by the Ministry of Community and Social Services, the Administration may continue to place children in that centre until the conditions so placed are lifted by the Provincial Supervisor.~~
6. That the City **Administration** shall terminate subsidy agreements with child care operators whose licenses have been withdrawn by the Ministry of ~~Community and Social Services~~ **Education**.
7. That the City shall **Administration may** review an agreement with a centre that has a provisional license.
8. That if the child care centre initiates the immediate withdrawal or suspension of a child without giving ~~ten~~ **10** days written notice to the parent, the City must be provided with an explanation for the withdrawal or suspension. Payment of the ~~ten~~ **10** days in lieu of notice will be authorized where the need for the withdrawal or suspension is, in the opinion of the Administration, warranted;
9. That when the City has not been notified by the child care centre that a child has been absent without explanation for a period of more than five consecutive days (not including the child's vacation time), the child will be withdrawn from the enrolment at that centre, the centre's invoice will be adjusted and 10 days payment in lieu of notice will not be paid to the centre;  
  
~~That a parent may request a temporary absence from the program or a change from full-time care to part-time care for the birth or adoption of a child, as well as, to have a sibling spend time with a new family member. The subsequent placement of the child supersedes the priority of those children on the waiting list;~~
10. That the Administration can agree with a child care centre and a parent to a temporary absence **break in service** of a child from a program for a period of time approved by the Administration. This absence must be documented in the child's file at the ~~Community~~ **Children's** Services Department. This temporary absence could also include a period of parental care (i.e. summer vacation). The subsequent placement of the child supersedes the priority of those children on the waiting list;
11. That on an annual basis, a child is entitled to ~~up to ten days leave for vacation~~ **a prorated number of paid days away** during which the child care centre is open for business, without affecting the child's eligibility status. ~~A further five days leave for vacation with a separated parent or with grandparents can be arranged by contacting Administration;~~
12. The application process has been revised to provide for a mail-in ~~or telephone,~~ **online or in person** application, subject to the verification of financial and/or categorical information through the mail ~~or by a drop-in visit to the Community Services Department, Child Care Services Branch~~ **documentation to the Children's Services Department;**
13. That reviews are completed every twelve months or upon receipt of information that constitutes a change in the eligibility status or the level of the daily parent fee. Confirmation letters following this review will be sent to the parent and child care child care and early years programs and services only when the eligibility status or parent fee has changed.

- 14.** That more frequent monitoring of the eligibility status occurs after a ~~client~~ **parent** has failed to notify the Administration of a change in the circumstances affecting the eligibility status. ~~For employed parents, there will be two, three-month reviews of eligibility; and for a student, there will be a monthly re-confirmation of regular attendance for a period of six months;~~

### III. Rates

1. That the ~~base~~ **approved** rate be determined using, as a guide, prevailing free market rates being charged to privately placed children ~~(with the free market rates constituting the upper limit)~~ **and compared to current similar rates supported in the community.** All rates are contingent upon Council **Administration approval or written designate.**
2. That where a child attends a centre for six or more hours per day, the full day rate will be paid.
3. That where a child attends a centre on a partial day basis and does not receive a meal, a rate of 50% of the full day rate will be paid.
4. That where a child attends a centre on a partial day basis and receives a meal, a rate of 70% of the full day rate will be paid.
5. That, notwithstanding Subsections 3 and 4 above, the subsidized rate be provided on a percentage basis for extended hour care.

## SECTION C: THE CHILD CARE ADVISORY COMMITTEE

The following aligns with the Child Care Advisory Committee Terms of Reference December 2016

That the "Child Care Advisory Committee" **provide recommendations, advice and information to Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law** inform City Council of child care issues in the community.

~~That a member of the Planning and Development Department be designated to liaise with the Child Care Advisory Committee to determine how the planning process could be amended to assist in meeting child care needs.~~

~~The Terms of Reference of the Child Care Advisory Committee are:~~

### ~~COMPOSITION:~~

~~Twenty representatives nominated by:~~

#### ~~Child Care users:~~

~~Children's Aid Society  
Middlesex-London Health Unit  
U.W.O. Student Services  
Fanshawe College Student Services  
Other OSAP Eligible Institutions  
Thames Valley District School Board  
London District Catholic School Board  
Information London~~

#### ~~Community Groups Concerned with Child Care:~~

~~Association for Early Childhood Education, Ontario, London Branch  
Co-ordinating Council for Children and Youth  
Child Care Planning Committee for London and Middlesex  
Child Care Resource Centre Network~~

#### ~~London Child Care Providers:~~

~~City or potentially city subsidized child care and early years programs and services – two representatives  
Provincially subsidized child care and early years programs and services  
Licensed private home child care  
School-aged child care agencies  
London In Home Child Care Providers Network~~

~~Parent Users/Representatives – two representatives~~

~~TERM OF OFFICE: Concurrent with the term of the Municipal Council making the appointment.~~

~~QUALIFICATIONS: The representatives should be members of the organizations they represent. Each representative should bring his or her special knowledge, expertise and commitments to the Committee.~~

~~APPOINTMENT: The organizations nominate their representatives and Municipal Council makes the appointments. Through local newspaper advertisements, parent users are invited to apply for appointment to the Advisory Committee as parent user/representatives. The Board of Control nominates the parent user/representatives and the Municipal Council makes the appointments.~~

~~The Chair and Vice Chair are elected by the Committee from the voting members.~~

~~MEETINGS: Quarterly, as required, at the call of the Chair.~~

~~DUTIES: To provide information, advice and recommendations to City Council through the Community and Protective Services Committee on childcare issues. To provide an opportunity for information sharing between Municipal, Provincial and Federal social service administrations and the childcare community.~~

~~VACANCIES: Organizations nominate new representatives for appointment by City Council.~~

~~REMUNERATION: No remuneration is paid to the members.~~

## SECTION D: CHILD CARE SERVICES POLICY STATEMENT

### CONSOLIDATED MUNICIPAL SERVICE MANAGER FOR LONDON AND MIDDLESEX

That child care services in our communities be accessible and available to meet the diverse needs of all our citizens. 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 services, the City of London and County of Middlesex, in partnership with communities, are therefore committed to:

- a) Equitable Access  
working to ensure that all families have access to a range of appropriate 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 stakeholders, 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 client **parent** and local needs;
- 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.

#### 24(9) Course Attendance by Ontario Works Recipients

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant and is superseded by the Ontario Works Act.

**Original Policy:**

That a policy be established permitting Ontario Works Assistance recipients and new applicants to attend community college courses and educational courses as outlined in the new General Welfare Assistance regulation amendments and guidelines effective July 1, 1984. The following is the guideline the Ontario Works Administrator will be using in applying discretion for allowing single persons, male heads of families with dependent spouse and dependent adults, who are otherwise eligible, to receive Ontario Works benefits while attending certain upgrading programs offered by institutions other than Boards of Education, namely:

"That the approval by the Ontario Works Administrator of the attendance of an employable recipient or dependent adult as a full-time student under Section 6(1) of the Regulations under the *General Welfare Assistance Act*, R.S.O. 1990, Chapter G.6, will be given where the Ontario Works Administrator is satisfied that:

1. such person has resided in the City of London during the six month period immediately prior to the commencement of the course of education or program of training approved by the Ontario Works Administrator for such person;
2. such person has been in receipt of general assistance for at least three consecutive months immediately prior to the course or program;
3. all other applicable statutory and regulatory provisions have been or are being met or complied with."

ADOPTED JULY 3, 1984; AMENDED OCTOBER 1, 1984 [24(9) AUG 1999]

#### 24(10) Ontario Works Replacement Cheques

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Repeal

**Repeal Rationale:**

This policy does not reflect current policies, the Ontario Works program no longer produces mid-month cheques.

**Original Policy:**

That the policy directing the General Manager of Community Services to make the mid-month replacement cheques for clients receiving social assistance available on the 4th day after a cheque is not received by a client or is lost and that when the recipients are given information on these mid-month cheques, they be given the option of picking the cheque up or having it mailed, **BE RESCINDED.**

ADOPTED AUGUST 6, 1985 [24(10) AUG 2004]

## 24(11) Last Month's Rent

**Service Area Lead:** Housing, Social Services & Dearness Home

**Type of Change:** Repeal

### **Repeal Rationale:**

This policy no longer reflects current practices as last month rent is not issued through the Ontario Works Act. The Salvation Army Centre of Hope Housing Stability Bank offers financial assistance to low income Londoners to obtain their housing.

### **Original Policy:**

That with respect to the payment of "last month's rent" for social assistance recipients in emergency situations, the following policy be established, effective November 1, 1985:

- (i) The Ontario Works Administrator will grant an additional actual month's rent to persons in an emergency situation. Examples of emergency may include: eviction, fire, physical abuse, building overcrowding, condemned building, children returned to parents or disabled clients requiring accessible accommodation. The need should be created by circumstances beyond the person's control and shall be evaluated on a case by case basis.
- (ii) The granting of such payments shall be administered through the *General Welfare Assistance Act*, R.S.O. 1990, Chapter G.6, and will be provided to those persons who are eligible for General Welfare Assistance only.
- (iii) The amount of payment for an actual additional month's rent shall not exceed the maximum averages as determined bi-annually by the C.M.H.C. rental survey. These maximum should reflect the family size and should be within the financial means of the client on a long term basis.
- (iv) An additional month's rent shall only be granted once unless there are special circumstances as determined by the Ontario Works Administrator. Should a person in need receive an additional month's rent more than once, it shall be recovered as an overpayment.

ADOPTED OCTOBER 7, 1985 [24(11) AUG 1999]

## 24(12) Consultation Process for Community Services Department & Community Organizations

**Service Area Lead:** Neighbourhood, Children, & Fire Services

**Type of Change:** Repeal

### **Repeal Rationale:**

A repeal is recommended given that the content in this policy is included in, or superseded by the (updated) Community Engagement Policy. In addition, the London Social Planning Council referred to in the policy no longer exists.

### **Original Policy:**

That the following policy for setting out a consultation process for the Community Services Department and community organizations be established:

1. That where there is a Provincial directive and the Department has little or no discretion in the development of a municipal policy, the Community Services Department will ensure accurate, timely distribution of this information to relevant agencies and the Community and Protective Services Committee;
2. That where there is some municipal discretion, the members of the Community and Protective Services Committee (via a discussion paper) and selected/relevant community agencies/members will be invited to provide input. The London Social Planning Council will be asked to advise the Community Services Department on the matter including with whom and how consultation should take place. Whenever time and resources permit, the divisions will provide information on what other municipalities are doing with respect to these discretionary policies;

3. That where there is full municipal discretion, or where the item warrants full public consultation, the Community Services Department will endeavour to have full public consultation. This could be co-facilitated by another outside organization such as the London Social Planning Council, or some other coalition of interested groups;
4. That the London Social Planning Council access, review and monitor Council Committee agendas;
5. That the Department's London Social Planning Council representative provide regular reports on current policy and procedure developments;
6. That the determination of the amount of public consultation will generally be based on the first three categories, with the final determination, however, at the discretion of the General Manager of Community Services within the prevailing constraints and the urgency of the issue; and
7. That this process be evaluated at the end of one year to determine whether or not it is addressing the community's concerns and achieving effective and timely decision making.

ADOPTED MAY 2, 1994 [24(12) AUG 1999]

### 25(1) Walkway Closing Prior to Subdivision Assumption

**Service Area Lead:** Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant as it is included in the Subdivision Agreement where required.

The Land Registry Office no longer allows public walkways to be dedicated as public highway on the face of Plans of Subdivision; as a result walkways must be dedicated explicitly by bylaw after the plan is registered. Since the act of dedication by bylaw also includes assumption, once dedicated the only way a walkway can be subsequently closed is also by bylaw – Judges Order's called for in the policy cannot be used. The walkway closing process now requires that a report and bylaw be submitted to Municipal Council for approval, which renders this policy redundant.

**Original Policy:**

That a policy be established to provide that in the event that City Council has approved the closing of a walkway in an unassumed subdivision, the subdivider shall be required to initiate the closing of the walkway by Judge's Order before he requests the City to assume the roads and services in the subdivision, and that the closing of the walkway be a condition precedent to the assumption.

ADOPTED MARCH 3, 1969 [25(1) AUG 1999]

### 25(2) Land Dedication

**Service Area Lead:** Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Replace (Major Amendment)

**Amendment Rationale:**

The modest \$500 reimbursement amount has not been updated for five years and no longer reflects escalating legal costs. Experience has demonstrated that when the City notifies the current property owner of the need to convey the widening as per the terms of the agreement – an owner that often was not involved in the development process that led to the agreement -- it is helpful to be able to offer expense compensation since the only alternative in a case of non-compliance is to initiate a court action which is much more costly for the City. In addition, any delays in obtaining deferred widenings can interfere with project scheduling and lead to increased construction costs. The proposed policy amendment makes the City Solicitor

responsible for ensuring the reimbursement of legal fees are reasonable under the circumstances, it being noted that the City will still not be paying for the actual value of the widening lands which is in keeping with the spirit and intent of Deferred Widening Agreements. Deferred Widening Agreements are no longer offered by the City but there are hundreds of existing agreements registered against properties throughout the City that need to be triggered from time to time in support of public works projects.

### **Original 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.-1213-340 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 and as implemented by Z-1 Zoning Bylaw, 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; In the case of residential properties or properties owned by registered non-profit organizations, the City will offer limited cost contribution not to exceed \$500 for the legal costs upon acceptance of the road widening and proof of legal expenses being paid. In all other cases the property owner shall be responsible for all costs of the conveyance of the widening in accordance with the terms of the agreement.

ADOPTED DECEMBER 7, 1981; AMENDED FEBRUARY 20, 1984; JULY 7, 1986; APRIL 11, 2012 (By-law No. A.-6806-110)  
[25(2) AUG 1999]

### **Updated 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.-1213-340 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 and as implemented by Z-1 Zoning Bylaw, 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; ~~In the case of residential properties or properties owned by registered non-profit organizations, The City will offer limited cost contribution not to exceed \$500 for the~~ **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 City Solicitor**; ~~In all other cases the property owner shall be responsible for all costs of the conveyance of the widening in accordance with the terms of the agreement.~~

#### 25(3) Private Street

**Service Area Lead:** Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Repeal

#### **Repeal Rationale:**

This policy is redundant as it is now covered in Vacant Land Condo Approval.

#### **Original Policy:**

That the following policies be established for private streets:

- (a) all developments of this type must be served by public streets designed to acceptable standards and to the specification of the General Manager of Environmental Services & City Engineer. Council will not approve private roads to serve free-hold (individually owned) lots or blocks as their sole access except as indicated below;
- (b) the General Manager of Environmental Services & City Engineer may consider some deviation from current City Standards for public streets where warranted by a specific development proposal where site constraints exist. Any application of reduced standards for a public street is to be reviewed on an individual basis where site constraints exist and subsequently be approved to the satisfaction of the General Manager of Environmental Services & City Engineer;
- (c) Council will consider for approval private access for residential and non-residential developments provided that the developments, including the accessway, are under ownership of a Condominium Corporation, under the relevant Provincial Act, and that the private accesses are designed to current standards as set out in the "Site Plan Control By-law and Policies" and to the specifications of the General Manager of Environmental Services & City Engineer;
- (d) private road development will only be considered as a last resort where it is demonstrated that a parcel of land cannot be integrated into a plan of subdivision because of site constraints, including but not limited to, desire to preserve topographical, and historical, vegetative or environmental features; where it promotes efficient land utilization; and where development may otherwise be precluded given current municipal standards, policies or regulations, or acceptable deviations to municipal standards, policies or regulations;
- (e) where the subdivision of land occurs through the consent approval process, the administration will request that a condition be put on Title to make it clear that the road is private and will not be assumed for maintenance purposes by the City;



- (f) the private road is designed to current standards as set out in the "Site Plan Control By-law and Policies" and to the specifications of the General Manager of Environmental Services & City Engineer;
- (g) a sign identifying the road as "Private" shall be required to be installed and maintained by the property owner(s);
- (h) the name of the "Private Road" shall be approved by the General Manager of Planning and Development prior to its use; and
- (i) assignment of a municipal address shall be subject to the approval of the General Manager of Planning and Development

ADOPTED JULY 4, 1983; AMENDED DECEMBER 19, 1983; MAY 6, 1996 [25(3) AUG 1999]

#### 25(4) Banners Over City Streets

**Service Area Lead:** Culture

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

The policy is being updated to reflect current position titles and minor modifications to the banner approval process. Part (e) is deleted since banners can now be installed city-wide.

**Original Policy:**

That a policy be established to provide that the placement of banners over City streets and on street light standards be permitted subject to the following conditions:

- (a) banners be restricted to those advertising special municipal events or other matters of municipal interest;
- (b) the content of each banner be reviewed and approved by the General Manager of Tourism London;
- (c) the location, type of banner and the method of installing banners be approved by the General Manager of Environmental Services & City Engineer;
- (d) the party or organization wishing to install the banners provide liability insurance to the satisfaction of the City Treasurer;
- (e) the use of the street light poles within the London Downtown Improvement Area for banners be granted, with all of the conditions outlined herein, to the London Downtown Business Association until such time as other requests are received and approved.

ADOPTED MAY 30, 1988; AMENDED OCTOBER 7, 1991 [25(4) AUG 1999]

**Updated Policy:**

That ~~the following policies~~ a policy be established to provide ~~for~~ that the placement of banners over City streets and on street light standards be permitted subject to the following conditions:

- (a) banners be restricted to **not for profit organizational** ~~those advertising special municipal events or other matters of municipal interest;~~
- (b) the content **and location** of each banner be reviewed and approved by the **City Engineer** ~~General Manager of Tourism London;~~
- (c) the **use of street lights**, ~~location, type of banner and the method of installing banners be approved by the General Manager of Environmental Services & City Engineer;~~
- (d) the party or organization wishing to install the banners provide liability insurance to the satisfaction of the City Treasurer;
- ~~(e) the use of the street light poles within the London Downtown Improvement Area for banners be granted, with all of the conditions outlined herein, to the London Downtown Business Association until such time as other requests are received and approved.~~

## 25(5) Street Sale Permits

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant and now covered by the Special Events Policy.

**Original Policy:**

That a policy be established whereby no Street Sale Permits will be issued by the City of London for the sale of non-food items within the Municipality.

ADOPTED DECEMBER 15, 1986 [25(5) AUG 1999]

## 25(6) Use of City Streets (Marches & Parades)

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant as the "2017 Special Events Policies and Procedures Manual" and the Streets By-law S-1 encompasses the old policy.

**Original Policy:**

That the following policies relating to the use of City streets for marches, parades, processions, street dances, neighbourhood functions and street sales be established:

- (a) the General Manager of Environmental Services & City Engineer, in consultation with the Chief of Police, is hereby given the authority to grant approvals to applications for street closings of not more than six (6) hours to accommodate requests to hold such events as street dances or other neighbourhood functions on City streets, such approval to be given through the issuance by the General Manager of Environmental Services & City Engineer of the necessary permit and in accordance with the provisions of section 6 of City of London By-law No. S-1, the Streets By-law;
- (b) the Chief of Police, in consultation with the General Manager of Environmental Services & City Engineer, is hereby given the authority to grant approvals to applications to use City streets for parades, marches and processions that will take place on the traveled portion of the road allowance (not on the sidewalks - no permit required to use sidewalks for these events), such approvals to be given through the issuance by the Chief of Police of a "Special Event Permit" and in accordance with the provisions of section 6 of City of London By-law No. S-1, the Streets By-law;
- (c) all applicants seeking Street Sale Permits from the City of London be required, before such permits are issued by the City Clerk, to provide the City of London (to be filed with the City Treasurer) with liability insurance coverage in the amount of \$1 million for each such sale event, the coverage to be provided by the use of the City of London's standard "Insurance Certificate Form" appended hereto as Schedule "A" [Appendix 25(6A)] and forming a part of this policy; and
- (d) charitable organizations who are requesting temporary street closures shall be permitted to pick up from the Department of Environmental Services and return to the Department of Environmental Services all signage and barricading equipment which is required in connection with the temporary street closure; and that a deposit shall be required to cover the normal costs associated with the replacement and/or damage to signage and barricading equipment, on the understanding that the deposit will be returned to the charitable organization upon inspection of the signage and barricading equipment being in satisfactory condition when returned; it being noted that should pick up and delivery of the signage and/or barricading equipment be requested by the charitable organization then all costs associated therewith will be borne by the charitable organization.

ADOPTED AUGUST 4, 1987; AMENDED NOVEMBER 20, 1989, JUNE 21, 1993 [25(6) AUG 1999]

25(6A) Appendix to Parades and Marches Policy



# Certificate of Insurance

This is to certify that the Insured, named below is insured as described below.

**\*\*\* This form must be completed and signed by your insurer or insurance broker.\*\*\***  
**Note:** 1. Proof of liability insurance will be accepted on this form only (with no amendments).  
 2. If a facsimile has been transmitted, the original certificate must follow.  
 3. Insurance company must be licensed to operate in Canada.

Name of Insured	Telephone No. (including area code)	Fax No.
Insured's Address (Street Name, City, Province and Postal Code)		

Type of Insurance	Insurance Company (Full legal name)	Policy Number	Effective Date Year Month Day	Expiry Date Year Month Day	Limits of Liability (Body Injury & Property Damage - Inclusive)
Commercial General Liability					\$
<input type="checkbox"/> Umbrella					\$
<input type="checkbox"/> Excess					\$
<input type="checkbox"/> Other (Explain.)					\$

Commercial General Liability: Occurrence Basis, Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenant's Legal Liability:  NO or  YES . (Limit) \$ \_\_\_\_\_  
 Liquor Liability:  NO or  YES

<b>MOTOR VEHICLE LIABILITY</b>					\$
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Motor Vehicle Liability - must cover all vehicles owned, or operated by, or on behalf of the insured.

THE CORPORATION OF THE CITY OF LONDON, the London Convention Centre, Covent Garden Market Corporation, Museum London o/b London Regional Art & Historical Museums, London Public Library Board, Middlesex-London Health Unit and the Police Services Board have been added as an additional Insured but only with respect to their interest in the operations of the Named Insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time.

If cancelled or changed in any manner, that would affect the City of London as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of London  
 Attention: Risk Management Division  
 300 Dufferin Avenue, Room 1010  
 P O Box 5035  
 London, ON N6A 4L9  
 Fax: (519) 661-4631

This certificate is executed and issued to the aforesaid Corporation of the City of London, the day and date herein written below.

Name of Insurance Company or Broker (completing form)	Telephone Number with area code
Address	Fax Number with area code
Name of Authorized Representative or Official (Please print.)	Signature of Authorized Representative or Official
	Date (Year, Month, Day)

Form No. 0788 (Rev. 2002.02)

## 25(7) Street and Lane Closing

**Service Area Lead:** Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Replace (Major Amendment)

### Amendment Rationale:

The proposed street, lane and walkway closing policy has been updated to reflect current Provincial regulations and law, expedite the closing process and reduce costs for the applicant. The approval of the Minister of Municipal Affairs and Housing is no longer required to close streets, and court decisions have held that lanes formerly thought to be private are to be considered public lanes owned by the City. One significant policy change is the elimination of the use of Judge's Orders to close unassumed streets and lanes – going forward all closings shall be by way of Council by-law which is faster and less expensive for the applicant, and leaves Council in full control of the closing process which provides greater transparency of the public process. The principles in the proposed policy reflects the City's current practices and ensures property owner's rights to public highway are considered throughout the process.

### Original Policy:

That the street and lane closing policy as set out in Appendix 25(7A) be established.

ADOPTED SEPTEMBER 21, 1987 [25(7) AUG 1999]

25(7A) Appendix to Street & Lane Closing Policy

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1. GENERAL

1.1. Definitions

In this policy,

- (a) "Utility" means storm or sanitary sewers (Water, Sewer & Drainage Division - Department of Environmental Services), water mains (Water, Sewer & Drainage Division - Environmental Services Department), electric power lines (London Hydro), gas mains (Union Gas), telephone wires (Bell Canada), steam conduits (Trigen Energy Corporation) or television cable lines (Rogers Cable TV).
- (b) "Public lane" means a lane or walkway laid out by a plan of subdivision registered after January 1, 1920 or specifically dedicated by the owner to public use.
- (c) "Private lane" means all other lanes or walkways and, in general, means a lane laid out by a plan of subdivision registered before 1920.
- (d) "Street" means a "highway" as defined in Section 1 of the *Municipal Act*, R.S.O., 1990, Chapter M.45.

1.2. Closing Categories

There are four separate types of street or lane closings:

- (a) Closing by by-law with the consent of the Minister of Municipal Affairs for assumed streets or public lanes (or walkways) created by plans of subdivision registered after March 27, 1946.
- (b) Closing by by-law for all other assumed streets or public lanes (or walkways).
- (c) Closing by Judge's Order with the consent of the Minister of Municipal Affairs for unassumed streets or lanes (or walkways) created by plans of subdivision which were approved by the Minister pursuant to the *Planning Act*, R.S.O. 1990, Chapter P.13.
- (d) Closing by Judge's Order for all other unassumed streets or lanes (or walkways).

2. POLICY

### 2.1. Arterial Streets

The City shall not approve of the closing of any lane that provides access to properties fronting on arterial or collector streets.

### 2.2. Boulevard Parking

The City shall not approve of the closing of any lanes that provide access to properties having inadequate sideyards which do not permit vehicles to be driven from the abutting street onto the private property.

### 2.3. Public Lane in City Block

The City shall not approve of the closing of a public lane unless all of the lane in the block bounded by four intersecting streets is included in the application.

### 2.4. Easements for Utilities

The City shall not approve of the closing of any street, lane or walkway before the requirements of the utility authorities for easements for existing or necessary future utilities have been determined.

### 2.5. Private Lanes Direct to Court

The Administration may authorize, on behalf of the City, the closing of any private lane without reference to Council subject to the requirements for easements as set out in paragraph 2.4 and subject to the provisos in paragraphs 2.1 and 2.2.

## 3. PRACTICE AND PROCEDURE

### 3.1. Applications

- (a) All applications for closings shall be made to the City Clerk. The City Clerk, with the advice of the Chief Surveyor, shall determine the closing category, and, depending on the category, whether or not the application is in a form suitable for processing.
- (b) If the application is for the closing of a lane of the type in policy paragraphs 2.1 or 2.2, the applicant will be advised immediately by the City Clerk that the requested closing is contrary to city policy and is refused.
- (c) An application for a Judge's Order closing must include the name of a solicitor willing to act on behalf of the City as "its" Solicitor for such a closing. An application requiring the approval of the Minister must be accompanied by three copies of the registered plan showing outlined in red the portion of street or lane to be closed.
- (d) If the application is in suitable form, the City Clerk will forward it to the Chief Surveyor for processing and, if the closing is of a public lane or street, to the General Manager of Planning and Development for comment.
- (e) Applicants should note that abutting owners to whom closed streets, lanes or walkways are being conveyed may be required to pay for the lands being conveyed such sums as the Council deems appropriate pursuant to the provisions of Section 315 of the *Municipal Act*, R.S.O. 1990, Chapter M.45, as amended (by Bill 179 enacted in 1987).

### 3.2. Easements

The Chief Surveyor will circulate the application to all utility authorities asking for the easement requirements, if any, for each utility. A written response must be returned to the Chief Surveyor by each utility within four weeks. If the proposed closing is of a private lane, the Chief Surveyor will then advise the City Clerk that the closing may proceed subject to the applicant agreeing to the easement requirements.

### 3.3. Report to Council

If the closing is of a public lane (includes walkway) or of a street, the Chief Surveyor will prepare a report, including the views of the Commissioner of Planning and Development, for submission by the General Manager of Environmental Services & City Engineer to the Environment and Transportation Committee. The report will provide specific details of the utility easement

requirements, and copies of this report will be sent to the utilities involved at the same time that the report is submitted to the Environment and Transportation Committee for consideration.

### 3.4. By-law Closings

- (a) If the closing is approved under 3.3 by the Environment and Transportation Committee and Council, the City Clerk will then commence the four-week advertising required by Section 300 of the *Municipal Act*, R.S.O. 1990, Chapter M.45. The applicant will be advised that approval of the closing seems likely and be asked to commence negotiations with the Realty Services Division as to the compensation to be paid to the city for the closed portion of street.
- (b) At the conclusion of the advertising period, the City Clerk will prepare a report for the Environment and Transportation Committee and the Committee will hear objectors (if any) to the closing and recommend to Council the disposition of the closing. If the closing is to proceed, the Chief Surveyor will advise the applicant of the requirements for a reference plan showing the area to be closed and the portion thereof to be subject to easement(s). Once the reference plan is received, the Chief Surveyor will prepare and forward to the City Clerk a description to be used in the closing by-law. When the by-law has been passed and registered, the City Clerk will forward copies to the Chief Surveyor and the General Manager of Legal Services & City Solicitor.
- (c) The Chief Surveyor shall be responsible for preparing descriptions of each of the utility easements required as well as descriptions of the portions of the closed street or lane (includes walkway) to be conveyed to abutting owners. The descriptions and any reference plan that might be required shall be forwarded to the General Manager of Legal Services & City Solicitor.
- (d) The General Manager of Legal Services & City Solicitor shall prepare and register conveyances of any required utility easements and shall then prepare and register conveyances, if any, to abutting owners, reserving therein also any required sewer easements.
- (e) If there is to be no conveyance of the closed portion(s) of the street or lane, the General Manager of Legal Services & City Solicitor shall prepare grants of easement for each of the easements required for any utility and these documents, when executed, shall be forwarded to the respective utility authority for immediate registration.

### 3.5. Judge's Order Closings

- (a) If the closing is approved under 3.3, the Council resolution will be in the following form:

"That, on the recommendation of the General Manager of Environmental Services & City Engineer, \_\_\_\_\_ (name) \_\_\_\_\_

the solicitor for the applicant, \_\_\_\_\_ (name) \_\_\_\_\_, be appointed the City's solicitor to appear before the District Court Judge to obtain an order for the closing of \_\_\_\_\_ (describe site details) \_\_\_\_\_

upon the following terms and conditions:

- (i) all costs associated with this application be borne by the applicant;
  - (ii) the applicant agrees that any conveyance of the portion of closed street or lane shall be subject to the following easements, namely...
  - (iii) the application to the District Court be made within four months of the date herein, otherwise this appointment shall be null and void; and
  - (iv) the applicant and solicitor expressly agree that the application shall be made in accordance with the City's street and lane closing procedure in effect from time to time."
- (b) The solicitor so appointed shall submit to the City's Chief Surveyor a draft copy of the proposed Judge's Order including the description of the portion of street or lane to be closed and the draft reference plan, if any, to ensure among other things that any required utility easements have been reserved. The Chief Surveyor will at this stage submit the

draft reference plan to the utilities for review and comment with respect to their easement requirements.

- (c) Once the draft order has been approved, the solicitor shall proceed with the application for the Order. If obtained, the solicitor shall submit to the General Manager of Legal Services & City Solicitor (1) a registered copy of the order, (2) draft conveyances for any utility easements, (3) draft conveyances to each of the abutting owners and (4) a certificate that the conveyances to the abutting owners are made out to those who are legally entitled to receive a conveyance.
- (d) When the General Manager of Legal Services & City Solicitor is satisfied that the Judge's Order is correct and that the certificate relating to the conveyances is in order, and when he has approved the conveyances relating to the easements and to lands themselves that are to be conveyed, he will then forward the conveyances to the City Clerk for execution. The City Clerk shall return the conveyance documents to the appointed solicitor for registration. The solicitor shall be responsible for providing to the City Clerk the duplicate originals of the conveyances with registration particulars and providing also a copy of the Judge's Order. The appointed solicitor shall, as well, send a photocopy of any registered easements to London Hydro, to Union Gas, to Bell Canada and to Cities Heating, as appropriate.

### 3.6. Minister's Consent

If the closing is one to which the consent of the Minister of Municipal Affairs and Housing is required, the Council resolution approving the closing will include the following paragraph:

"That the Minister of Municipal Affairs and Housing be requested to grant his consent pursuant to the provisions of the *Registry Act*, R.S.O. 1990, Chapter R.20, (or of the *Municipal Act*, R.S.O. 1990, Chapter M.45, as the case may be) to the closing of a portion of \_\_\_\_\_, Registered Plan \_\_\_\_\_ as shown outlined in red on the copies of the registered plan, and that the copies of the plan be forwarded to the Minister along with this resolution; it being noted that the closing of \_\_\_\_\_ is required for the following reason(s):"

The applicant for the closing shall be responsible for the preparation and submission of the marked-up prints of the registered plan.

## **Updated Policy**

### 25(7) Street, Lane and Walkway Closings

- (a) Closings of streets, lanes or walkways shall be by way of Council by-law, regardless of whether they are assumed by the City or not.
- (b) Applications to close streets, lanes or walkways must be made with the intention of purchasing the said street, lane or walkway.
- (c) Where required, easements shall be conveyed by the City to utility owners upon the closing of the street, lane or walkway.
- (d) The closing of a street that results in the total loss of a property's access to public highway shall require the consent of the property owner.
- (e) The process for closing a publically traveled street shall include public notice provisions satisfactory to the City Clerk.
- (f) In order to preserve and protect the existing streetscape, the City shall not approve the partial closing of boulevards.
- (g) The City shall not approve of the closing of a lane unless all of the lane in the block bounded by the four intersecting streets is included in the application.
- (h) The City shall not approve of the closing of any lanes that provide access to properties fronting on arterial or collector streets.
- (i) The City shall not approve the closing of any lanes that provide access to properties having inadequate sideyards which do not permit vehicles to be driven from the abutting street onto private property.

- (j) The closing of a lane shall require the consent of every property owner affected by the closing.
- (k) The City will not approve the closing of a public walkway unless land use changes in the immediate vicinity render the walkway redundant.

### 25(8) Tree Planting in New Subdivisions

**Service Area Lead:** Planning and Development

**Type of Change:** Repeal

**Repeal Rationale:**

The process to plant trees in subdivisions has changed to be a City-led process, with developer support and funding. This has resolved most issues with delayed planting, decreased mortality of trees and ensured a better asset base for the City long term.

As this relates to development procedures, the current process is outlined in the City's Design Specifications & Requirements Manual, and is not needed to be duplicated elsewhere.

**Original Policy:**

That the following action be taken in regard to the implementation of a tree planting policy for new subdivisions, namely:

- (a) the standard subdivision agreement clause pertaining to boulevard tree planting be revised to read as follows:

"The Subdivider agrees to plant boulevard trees in accordance with the requirements and specifications of the Operations Division of the Environmental Services Department and the City's Tree Planting Guidelines."
- (b) a policy be established whereby the subdivider shall undertake, at the Subdivider's expense, the planting of trees on boulevards in new subdivisions and that the planting of trees be in accordance with the requirements and specifications of the Operations Division of the Environmental Services Department and with the following conditions:
  - (i) trees will be planted on the boulevards of all streets within the limits of the subdivision with the exception of arterial road boulevards where tree planting for buffer purposes is otherwise required under the provisions of the subdivision agreement;
  - (ii) trees will be planted in accordance with a tree planting plan prepared by the subdivider and approved by the Urban Forester of the Operations Division of the Environmental Services Department. The tree planting plan shall specify the location, species and size of trees to be planted, and the planting method and schedule to be followed. The plan shall be prepared in consultation with the Urban Forester and the Operations Division of the Environmental Services Department having regard for the placement of driveways and utilities and the requirements and specifications of the Forestry Unit of the Operations Division of the Environmental Services Department;
  - (iii) the general guideline for the spacing of boulevard trees shall be one per lot or a minimum spacing of one per 15 metres (49.2 feet), whichever is the lesser, except where it can be demonstrated that the location of driveways and underground utilities necessitates a greater separation;
  - (iv) the planting of four trees of the same species and of approximately the same size in a row and matched on the opposite side of the street is permitted;
  - (v) trees to be planted shall have a minimum calliper of 40 millimetres (1.6 inches);
  - (vi) "bare root" or "balled and burlapped" planting methods may be used provided that the planting method proposed is determined by the Urban Forester to be appropriate based on tree species, street and soil conditions, and time of planting;



- (vii) the required warranty period for trees that are planted will be of sufficient length to provide evidence of two consecutive seasons of leaf growth;
- (viii) trees that are vandalized or damaged (after they have been planted and before the subdivision has been assumed) through no fault of the subdivider, will be replaced with the same species and size of trees where possible, by the Operations Division of the Environmental Services Department;
- (vx) prior to the assumption of roads and services by the City, the Urban Forester will carry out an inspection of boulevard trees to determine compliance with the tree planting plan and the planting policy.

ADOPTED APRIL 5, 1988; AMENDED JUNE 20, 1988; MAY 15, 1989; SEPTEMBER 16, 1991; DECEMBER 15, 1997  
[25(8) AUG 1999]

### 25(9) Street Naming – Streets of Honour

**Service Area Lead:**

Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy is updated to reflect departmental descriptions and gender neutrality. A comprehensive review of policy will be undertaken in the next phase of manual update.

**Original Policy:**

- (a) That a policy be established to encourage the naming of new streets after City residents who served in the Armed Forces or the City Police or Fire Departments or Emergency Measures Services; City of London Employees, Council and Committee members who have served the City for a period of 25 years or more, and are retired and/or deceased; and recipients of the Mayor's Honour List;
- (b) Define Deceased Service People, being City residents who lost their lives in action while serving for the Armed Forces or the City Police or Fire Departments or Emergency Measures Services;
- (c) Define War Veteran, being that man or woman who has served in a war or as a peacekeeper and is from the City of London, who served with distinction, but does not necessarily need to be deceased; and is nominated by a Veterans Organization;
- (d) Define the London Police Services, the London Fire Department and Emergency Measures Services to include names of deceased and/or retired members;
- (e) That Veteran Affiliates such as the Royal Canadian Legion, Canadian Armed Forces, etc., be requested to submit eligible names of people who have served at any time;
- (f) That the London Police Association, London Professional Fire Fighter's Association and City related Union Locals be requested to submit eligible names of people who have served at any time;
- (g) That a short list of names be randomly selected on an annual basis and reviewed for conflicts with existing street names;
- (h) That subdivision developers be encouraged to draw upon this list in their submissions for street name approval; and
- (i) That street names so chosen be identified by a poppy or a City logo on the street sign.
- (j) That the policy not be normally applied retroactively to any street names.
- (k) That where a development of 5 or more streets is being created, the developer be requested to name at least one street utilizing a street name on the Streets of Honour list.

ADOPTED DECEMBER 4, 1989; AMENDED OCTOBER 1, 1990, January 23, 2006 [25(9) AUG 1999]

NOTE: Additional information concerning the naming of streets may be obtained from the City's Department of Planning and Development.

**Updated Policy:**

- (a) That a policy be established to encourage the naming of new streets after City residents who served in the Armed Forces or the City Police or Fire Departments or Emergency Measures Services; City of London Employees, Council and Committee members who have served the City for a period of 25 years or more, and are retired and/or deceased; and recipients of the Mayor's Honour List;
- (b) Define Deceased Service People, being City residents who lost their lives in action while serving for the Armed Forces or the City Police or Fire Departments or Emergency Measures Services;
- (c) Define War Veteran, being that ~~man or woman~~ **person** who has served in a war or as a peacekeeper and is from the City of London, who served with distinction, but does not necessarily need to be deceased; and is nominated by a Veterans Organization;
- (d) Define the London Police Services, the London Fire Department and Emergency Measures Services to include names of deceased and/or retired members;
- (e) That Veteran Affiliates such as the Royal Canadian Legion, Canadian Armed Forces, etc., be requested to submit eligible names of people who have served at any time;
- (f) That the London Police Association, London Professional Fire Fighter's Association and City related Union Locals be requested to submit eligible names of people who have served at any time;
- (g) That a short list of names be randomly selected on an annual basis and reviewed for conflicts with existing street names;
- (h) That subdivision developers be encouraged to draw upon this list in their submissions for street name approval; and
- (i) That street names so chosen be identified by a poppy or a City logo on the street sign.
- (j) That the policy not be normally applied retroactively to any street names.
- (k) That where a development of 5 or more streets is being created, the developer be requested to name at least one street utilizing a street name on the Streets of Honour list.

NOTE: Additional information concerning the naming of streets may be obtained from the City's Department of Planning and Development **Development Services Division**.

25(10) All-Way Stops

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (No Change)

**Original Policy:**

That the following policy be established with regard to the installation of all-way stop signs:

- (a) in the case of freeways, arterials and primary collectors, all-way stop signs will not be installed unless:
  - (i) the surrounding area is in a state of development or redevelopment and the intersection is planned for eventual signalization;
  - (ii) the measure is temporary due to local road work construction activities;
  - (iii) the intersection meets the warrant guidelines;

- (iv) the intersection was constructed in such a manner that it meets all the standards for signalization as it relates to pavement width and sight lines;
- (b) in the case of secondary collectors and local streets, all-way stops will automatically be installed by the administration when the intersection meets the warrants.

ADOPTED DECEMBER 18, 1989; AMENDED FEBRUARY 1, 1993 [25(10) AUG 1999]

### 25(11) Damage to Sidewalks by Utilities

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Repeal

**Repeal Rationale:**

The need for this policy has not arisen in the recent past and is not forecasted. Existing permit processes enable more appropriate remedies. City forces would not have the capacity to undertake this work.

**Original Policy:**

That a policy be established to provide that where a utility company in the course of replacing or expanding underground services damages or destroys a sidewalk and/or curb and gutter as a consequence of its work, and the damage to the concrete extends over a length of 500 feet or more in one continuous operation and the concrete is more than 40 years old, then the sidewalk and/or curb and gutter will be replaced by City Forces and the utility company billed for 50% of the cost.

ADOPTED AUGUST 5, 1970 [25(11) AUG 1999]

### 25(12) Noise Barriers on Arterial Roads

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

The following updates have been made: distinguish motor vehicle lanes from bicycle lanes which are not noise generators; improve consistency with noise mitigation associated with new development requirements; and update associated Official Plan policy references.

**Original Policy:**

That the following guidelines be established for the installation of “retrofit” noise barriers in conjunction with arterial road widenings where adjacent residential development currently exists:

- (a) General Principle:

The installation of “retrofit” noise barrier walls is intended to ensure that existing residential backyards backing onto arterial roads which are widened to four lanes or greater are not subjected to significant noise level increases from levels that exist in the design year.

- (b) Specific Requirements:

- (i) The property must be in residential use. The property must be back lotted onto an arterial road
- (ii) Masonry walls or other suitable materials or earth berms will be used and the design, placement and height will be determined through a noise study.
- (iii) The wall will be built within one foot of the property line on the road allowance. Private property working easements must be provided at no cost to the City.
- (iv) This policy does not apply to the provision of noise barriers associated with the development of new residential uses which back on to arterial roads. Such

circumstances are subject to the policies under Section 19.9.5. and 19.9.6. of the Official Plan.

ADOPTED APRIL 3, 1991, AMENDED MARCH 7, 2005 [25(12) AUG 1999]

#### **Updated Policy:**

That the following guidelines be established for the installation of “retrofit” noise barriers in conjunction with arterial road widenings where adjacent residential development **without noise mitigation** currently exists:

(a) General Principle:

The installation of “retrofit” noise barrier walls is intended to ensure that existing residential backyards backing onto arterial roads which are widened to four **motor vehicle** lanes or greater are not subjected to significant noise level increases from levels that exist in the design year.

(b) Specific Requirements:

- (i) The property must be in residential use **and have an exposed outdoor living area as defined by provincial guidelines**. The property must be back lotted onto an arterial road **where an additional motor vehicle lane is being positioned to cause an increase in noise at the residential outdoor living area**.
- (ii) ~~Masonry~~ Walls **with proven sound mitigation and durability characteristics** ~~or other suitable materials~~ or earth berms will be used and the design, placement and height will be determined through a noise study.
- (iii) ~~The~~ Walls will be built within one foot of the property line on the road allowance. Private property working easements must be provided at no cost to the City.
- (iv) This policy does not apply to the provision of noise barriers associated with the development of new residential uses which back on to arterial roads **or other noise generators**. Such circumstances are subject to the **development** policies ~~under Section 19.9.5. and 19.9.6.~~ of the Official Plan.

ADOPTED APRIL 3, 1991, AMENDED MARCH 7, 2005 [25(12) AUG 1999]

#### 25(13) Temporary Road Closures

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (No Change)

#### **Original Policy:**

That a policy be established whereby the Civic Administration is hereby authorized to approve requests from local organizations for temporary road closures required to permit certain annual events provided that the City Council has given approval for the temporary road closure associated with the initial request for the event and further provided that similar circumstances to those already approved exist with respect to the said event.

ADOPTED NOVEMBER 16, 1992 [25(13) AUG 1999]

#### 25(14) Responsibility for Installation and Maintenance of Driveway Culverts

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (No Change)

#### **Original Policy:**

That a policy be established whereby the installation of new driveway culverts become the responsibility of the adjoining property owner and the maintenance of all culverts, including driveway culverts, located on City road allowances become the responsibility of the City.

ADOPTED NOVEMBER 20, 1995 [25(14) AUG 1999]

## 25(15) New Traffic Signal Locations

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

The policy is being updated to reflect current position titles and to include pedestrian signals which were not an option in 1997.

**Original Policy:**

That a policy be established whereby following the Council's approval of a new traffic signal location, the General Manager of Environmental Services & City Engineer or designate be authorized to approve the design, installation and operation of traffic signals at intersections on highways under the jurisdiction of the City of London.

ADOPTED APRIL 21, 1997 [25(15) AUG 1999]

**Updated Policy:**

~~That a policy be established whereby following the Council's approval of a new traffic signal~~ **or pedestrian signal** location, the ~~General Manager of Environmental Services & City Engineer~~ or designate be authorized to approve the design, installation and operation of traffic signals at intersections on highways under the jurisdiction of the City of London.

## 25(16) 2001 Canada Summer Games Temporary Street Closures

**Service Area Lead:**

Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy was intended for a specific event and applicable during the period from April 1, 2000 to September 30, 2001. It is redundant and no longer applicable.

**Original Policy:**

That the following 2001 Canada Summer Games Temporary Lane and Street Closure Policy and Procedure be established:

1. For the purposes of this policy and procedure,
  - (a) "Event Organization" means,
    - (i) the Host Society, or
    - (ii) an organizing committee or other body duly recognized by the Host Society in connection with a sport participating in the 2001 Canada Summer Games or a non-sport event connected with or in aid of the 2001 Canada Summer Games;
  - (b) "Host Society" means The 2001 London Alliance Canada Summer Games Host Society Inc.;
  - (c) "temporary closure" means a temporary lane or street closure.
2. This policy and procedure applies to any temporary closure in respect of pre-Games and Games sport and non-sport events,
  - (a) which are held by or under the auspices of the Host Society, or
  - (b) which are held by or under the auspices of an Event Organization and which are sanctioned or approved by the Host Society as events in connection with or in aid of the 2001 Canada Summer Games.

3. The Host Society is to be the "point of entry" or first point of contact by the Event Organization requiring a temporary closure for the event. With the approval of and in conjunction with the Host Society, the Event Organization may submit a request to the City for the temporary closure.
4. The Program Manager in the Community Services Department, Departmental Management Division, responsible for the internal coordination of City services for the 2001 Canada Summer Games is the principal contact to be used by the Host Society and an Event Organization for a temporary closure request. The Program Manager will shepherd the request through the Environmental Services Department for processing and approval and the listing on Council's Orders of the Day of any by-law required for the temporary closure.
5. A temporary closure is subject to the following:
  - (a) A report is to be submitted to the Environment and Transportation Committee, with copies to the Councillors in whose Ward the temporary closure is to occur, providing notification and particulars of the event and the temporary closure.
  - (b) A letter is to be mailed six weeks prior to the event to residents and commercial, institutional, and industrial property owners or occupants on the lane or street being temporarily closed providing notification and particulars of the event and the temporary closure.
  - (c) A notice is to be published once a week for two weeks in The London Free Press commencing six weeks prior to the event providing notification and particulars of the event and the temporary closure.
  - (d) Signage is to be strategically posted four weeks prior to the event and maintained until the conclusion of the event on the lane or street being temporarily closed providing notification and particulars of the temporary closure.
  - (e) In the case of high traffic ingress and egress properties on the lane or street to be closed temporarily, direct contact is to be made with the properties' owners or occupants for the purpose of developing a strategy to minimize the impact of the reduced traffic flow during the temporary closure.
  - (f) Adequate liability insurance in a form satisfactory to the General Manager of Legal Services & City Solicitor is to be provided.
  - (g) Specific requirements of the London Police, the London Fire Department, the London Transit Commission, and the Transportation Division of the Environmental Services Department are to be complied with.
  - (h) All fire hydrants within the subject area are to remain visible and accessible.
  - (i) Emergency vehicles are to be ensured access to the area within the boundaries of the temporary closure.
  - (j) Provision is to be ensured of adequate clean-up of properties adjacent to the temporary closure.
6. This policy and procedure applies during the period from April 1, 2000 to September 30, 2001 in place of the procedure for lane and street closure in the Special Events Policies & Procedures Manual applicable in 2000 and 2001.

ADOPTED MARCH 20, 2000

25(17) Roads in New Subdivisions:

**Service Area Lead:**

Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy is redundant as it is covered in Subdivision Agreement General Provisions.

**Original Policy:**

That the following policy be established with respect to roads in new subdivisions:

- (a) where new subdivision roads do not depend on existing roads for construction access and/or when temporary construction access is available for new subdivision construction, the preferred construction traffic control measures for existing local roads extending into the new subdivision shall include physical barricades and 0.3 metre reserves at the ends of the existing local road;
- (b) where the new subdivision construction access depends on the use of existing local roads, the preferred construction traffic control measures shall include increased enforcement of the *Highway Traffic Act*; and
- (c) new subdivision agreements shall include clauses to address parts (a) and (b) above.

ADOPTED DECEMBER 2, 2002

25(18) Lane Maintenance Policy

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (No Change)

**Rationale:**

This policy is updated to establish gender neutral language.

**Original Policy:**

**Application:** The following lane maintenance policy applies only to City owned public lanes that are currently traveled but are not formally assumed by bylaw for maintenance. Private driveways built on or across lanes or unimproved road allowances are specifically exempt from this policy. This policy does not contemplate formal assumption of public lanes, but rather establishes the criteria for performing limited surface maintenance by the City.

**Definition:** Limited surface maintenance may include such things as filling pot holes, grading, and the application of gravel or asphalt as necessary, but does not include full restoration, the installation of drainage systems or remedial drainage works, the removal of obstructions including snow removal or any other activities normally associated with formal assumption.

- (1) Unless a City owned public lane has been formally assumed by bylaw for maintenance, the City shall not be responsible for the lane's condition or usage.
- (2) Clause 1 notwithstanding, on an as-requested basis the City will attempt to perform limited maintenance in a manner commensurate with the lane's existing condition, provided that:
  - (a) maintenance activities shall not be construed as an intent to formally assume the lane for full-fledged maintenance;
  - (b) all lane maintenance shall be limited in nature and will not include full restoration or the installation of any underground or surface drainage works either on the lane or on private property;
  - (c) the lane must be traveled, dedicated for public usage, and owned by the City;
  - (d) the lane serves at least two abutting property owners;
  - (e) the lane is not being used as a private driveway;
  - (f) the lane is physically accessible with the equipment needed to perform the maintenance without the need to encroach onto private property;
  - (g) snow ploughing and snow removal services are expressly excluded from this policy; and
  - (h) the City Engineer or his/her designate, shall have the absolute discretion to determine the appropriate level, manner, extent and schedule for the requested work.

ADOPTED JANUARY 21, 2008

### Updated Policy:

**Application:** The following lane maintenance policy applies only to City owned public lanes that are currently traveled but are not formally assumed by bylaw for maintenance. Private driveways built on or across lanes or unimproved road allowances are specifically exempt from this policy. This policy does not contemplate formal assumption of public lanes, but rather establishes the criteria for performing limited surface maintenance by the City.

**Definition:** Limited surface maintenance may include such things as filling pot holes, grading, and the application of gravel or asphalt as necessary, but does not include full restoration, the installation of drainage systems or remedial drainage works, the removal of obstructions including snow removal or any other activities normally associated with formal assumption.

- (1) Unless a City owned public lane has been formally assumed by bylaw for maintenance, the City shall not be responsible for the lane's condition or usage.
- (2) Clause 1 notwithstanding, on an as-requested basis the City will attempt to perform limited maintenance in a manner commensurate with the lane's existing condition, provided that;
  - (a) maintenance activities shall not be construed as an intent to formally assume the lane for full-fledged maintenance;
  - (b) all lane maintenance shall be limited in nature and will not include full restoration or the installation of any underground or surface drainage works either on the lane or on private property;
  - (c) the lane must be traveled, dedicated for public usage, and owned by the City;
  - (d) the lane serves at least two abutting property owners;
  - (e) the lane is not being used as a private driveway;
  - (f) the lane is physically accessible with the equipment needed to perform the maintenance without the need to encroach onto private property;
  - (g) snow ploughing and snow removal services are expressly excluded from this policy; and
  - (h) the City Engineer or ~~his/her~~ **their** designate, shall have the absolute discretion to determine the appropriate level, manner, extent and schedule for the requested work.

### 25(19) Commemorative Street Naming Policy

#### **Service Area Lead:**

Environmental & Engineering Services & Development & Compliance Services

**Type of Change:** Replace (No Change)

#### **Original Policy:**

- (a) That a policy be established for the naming of commemorative streets after person(s) associated with the City of London, commemorate local history, organizations, places, events or culture; demonstrate excellence, courage, or exceptional service to the citizens of the City of London; have made a significant financial contribution to a park or facility and the contribution significantly benefits the community that the park or facility serves that would not have been possible otherwise, strengthen neighbourhood identity and community commitment; and recognized native wildlife, flora, fauna or natural features related to the community and the City of London. Commemorative streets shall not use corrupted or modified names, or names which are discriminatory from the point of view of race, sex, colour, creed, political affiliation or other social factors;
- (b) That a short list of names be randomly selected on an annual basis and reviewed for conflicts with existing street names;
- (c) That streets so chosen be to identified as a Commemorative street shall bear an approved Commemorative street sign;
- (d) That approval of the proposed Commemorative Street name shall be the responsibility of the Manager of Development Services – Engineering Liaison, or their designate, in consultation with the Municipal Addressing Advisory Group (MAAG); and,



- (e) That this policy is not to be confused with, nor is a substitution of recognition for that of the Streets of Honour Street name Policy.

ADOPTED JANUARY 29, 2013 (By-law No. A.-6911-58).

### 25(20) School Crossing Guard Program Policy

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

The policy is being updated to reflect current position titles.

**Original Policy:**

The City provides school crossing guards at locations along pedestrian routes to elementary schools in accordance with Council-approved warrant criteria.

The City may receive requests for new school crossing guard locations from a school board (due to the planned opening of a new school or expansion to an existing school), or from an interested party (due to an existing condition).

**Purpose**

The purpose of the School Crossing Guard Program Policy is to outline a process for implementing and discontinuing school crossing guard locations with the City of London. The procedure applies to all municipal roadways and applicable elementary schools within the City.

**Approval Process**

The Managing Director of Environmental & Engineering Services and-City Engineer (or designate) is the delegated authority to add and remove school crossing guard locations.

New school crossing guard location requests shall be reviewed as follows:

1. A warrant assessment shall be undertaken based upon projected (for future) or observed (for existing) pedestrian activity and other pertinent factors.
2. If the criteria are met, the new school crossing guard location is supported, administration shall:
  - a) request funding approval from Council for staffing the new crossing guard location (if required); and
  - b) subject to funding approval, notify the school board and/or interested party that the request has been approved.
3. If the criteria are not met, traffic engineering staff shall notify the school board and/or the interested party that the request for the new school crossing guard location is denied.

**Removal of Existing School Crossing Guard Locations**

1. Periodic monitoring of locations with school crossing guards will be undertaken and documented to ensure compliance with the warrant.
2. A location whose warrant compliance value is at, or below, 20% of the criteria shall undergo a supplementary review in the following year. If found to be at, or below, 20% of the criteria for two consecutive years the annual operating budget for that location, and the school crossing guard location itself, shall be removed for the forthcoming school year. During the current school year, administration shall notify the affected school, school board and the Ward Councillors of the school crossing guard location removal.
3. A location whose warrant compliance value falls in the range of 21% to 50% shall be placed on a watch list, monitored annually, and assessed for ongoing trends.

4. A location whose warrant compliance value is above 50% shall be monitored approximately once every 3 years.
5. Upon receipt of notification from a school board that a school crossing guard location is no longer required due to a school closure or boundary change, the school crossing guard location shall be removed.

**Warrant for Mid-block Crosswalks:**

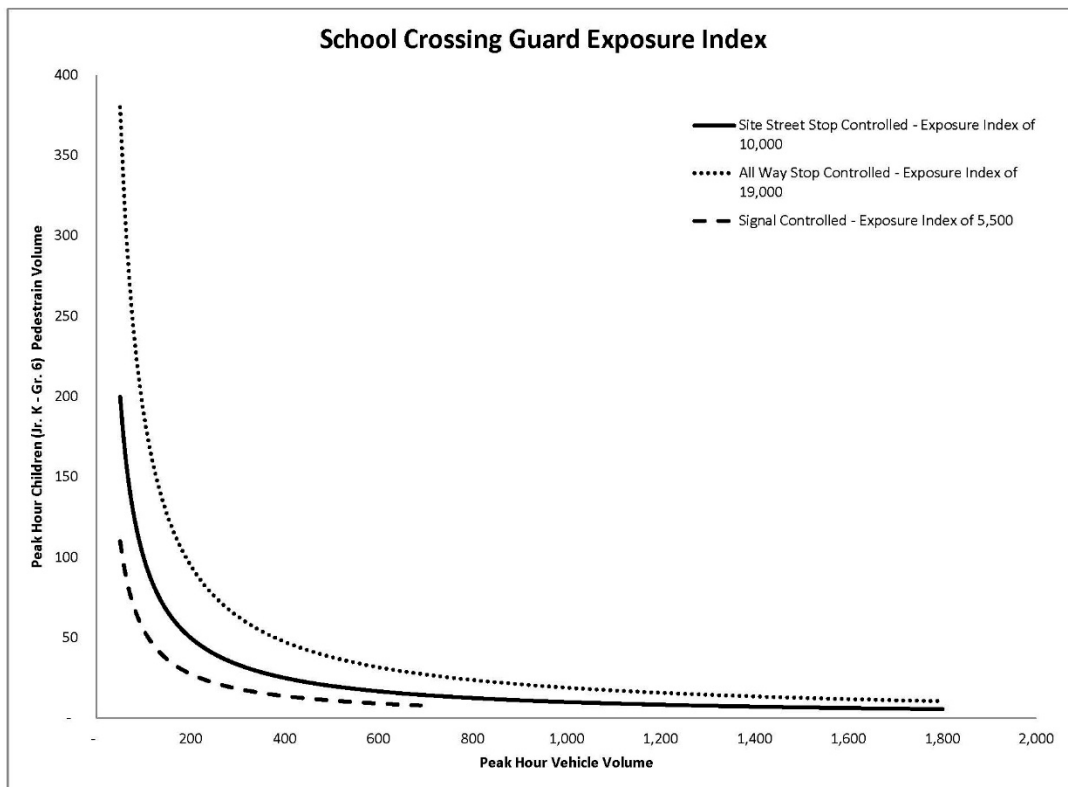
Warrant	Description	Requirement	Compliance	
			Study Result	%
1. Pedestrian Volume	Volume of unassisted children attending Junior Kindergarten to Grade 6 during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm peak)	>50		
2. Safe Crossing Gaps	Number of safe crossing gaps in a 5-minute period.	<4		
OR				
3. Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	>3		

- Notes: 1. Posted speed limit is less than or equal to 60 km/hr.  
 2. 
$$\text{Safe Gap} = \frac{\text{Width of Crossing}}{\text{Average Walking Speed (1.1m/sec)}} + \text{Perception \& Reaction Time (4 sec)}$$
  
 3. School Crossing Guard warrant is fulfilled if Warrant #1 and Warrant #2 or Warrant #1 and Warrant #3 are satisfied.

**Warrant for Intersections:**

Warrant	Description	Minimum Requirements			Compliance	
		Side Street Stop Control	All-way Stop Control	Traffic Signal	Study Result	%
1. Minimum Vehicular & Pedestrian Volume	Exposure Index of vehicle and pedestrian volume during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm peak)	10,000	19,000	5,500		
2. Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	3				
3. Combined Warrant	Warrant #1 and Warrant #2	≥ 80%				

- Notes: 1. Pedestrian Volume is unassisted children attending Jr. Kindergarten to Grade 6.  
 2. Exposure Index = Vehicle Volume X Pedestrian Volume  
 3. Posted speed limit is less than or equal to 60 km/hr.  
 4. For traffic signals the volume of traffic is the number of turning vehicles that conflict with pedestrians in the crosswalk.



ADOPTED JUNE 25, 2013 (By-law No. A.- )

### Updated Policy:

The City provides school crossing guards at locations along pedestrian routes to elementary schools in accordance with Council-approved warrant criteria.

The City may receive requests for new school crossing guard locations from a school board (due to the planned opening of a new school or expansion to an existing school), or from an interested party (due to an existing condition).

### Purpose

The purpose of the School Crossing Guard Program Policy is to outline a process for implementing and discontinuing school crossing guard locations with the City of London. The procedure applies to all municipal roadways and applicable elementary schools within the City.

### Approval Process

The ~~Managing Director of Environmental & Engineering Services~~ and City Engineer (or designate) is the delegated authority to add and remove school crossing guard locations.

New school crossing guard location requests shall be reviewed as follows:

1. A warrant assessment shall be undertaken based upon projected (for future) or observed (for existing) pedestrian activity and other pertinent factors.
2. If the criteria are met, the new school crossing guard location is supported, administration shall:
  - a) request funding approval from Council for staffing the new crossing guard location (if required); and
  - b) subject to funding approval, notify the school board and/or interested party that the request has been approved.
3. If the criteria are not met, traffic engineering staff shall notify the school board and/or the interested party that the request for the new school crossing guard location is denied.

## Removal of Existing School Crossing Guard Locations

1. Periodic monitoring of locations with school crossing guards will be undertaken and documented to ensure compliance with the warrant.
2. A location whose warrant compliance value is at, or below, 20% of the criteria shall undergo a supplementary review in the following year. If found to be at, or below, 20% of the criteria for two consecutive years the annual operating budget for that location, and the school crossing guard location itself, shall be removed for the forthcoming school year. During the current school year, administration shall notify the affected school, school board and the Ward Councillors of the school crossing guard location removal.
3. A location whose warrant compliance value falls in the range of 21% to 50% shall be placed on a watch list, monitored annually, and assessed for ongoing trends.
4. A location whose warrant compliance value is above 50% shall be monitored approximately once every 3 years.
5. Upon receipt of notification from a school board that a school crossing guard location is no longer required due to a school closure or boundary change, the school crossing guard location shall be removed.

## Warrant for Mid-block Crosswalks:

Warrant	Description	Requirement	Compliance	
			Study Result	%
1. Pedestrian Volume	Volume of unassisted children attending Junior Kindergarten to Grade 6 during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm peak)	>50		
2. Safe Crossing Gaps	Number of safe crossing gaps in a 5-minute period.	<4		
OR				
3. Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	>3		

Notes: 1. Posted speed limit is less than or equal to 60 km/hr.

2.

$$\text{Safe Gap} = \frac{\text{Width of Crossing}}{\text{Average Walking Speed (1.1m/sec)}} + \text{Perception \& Reaction Time (4 sec)}$$

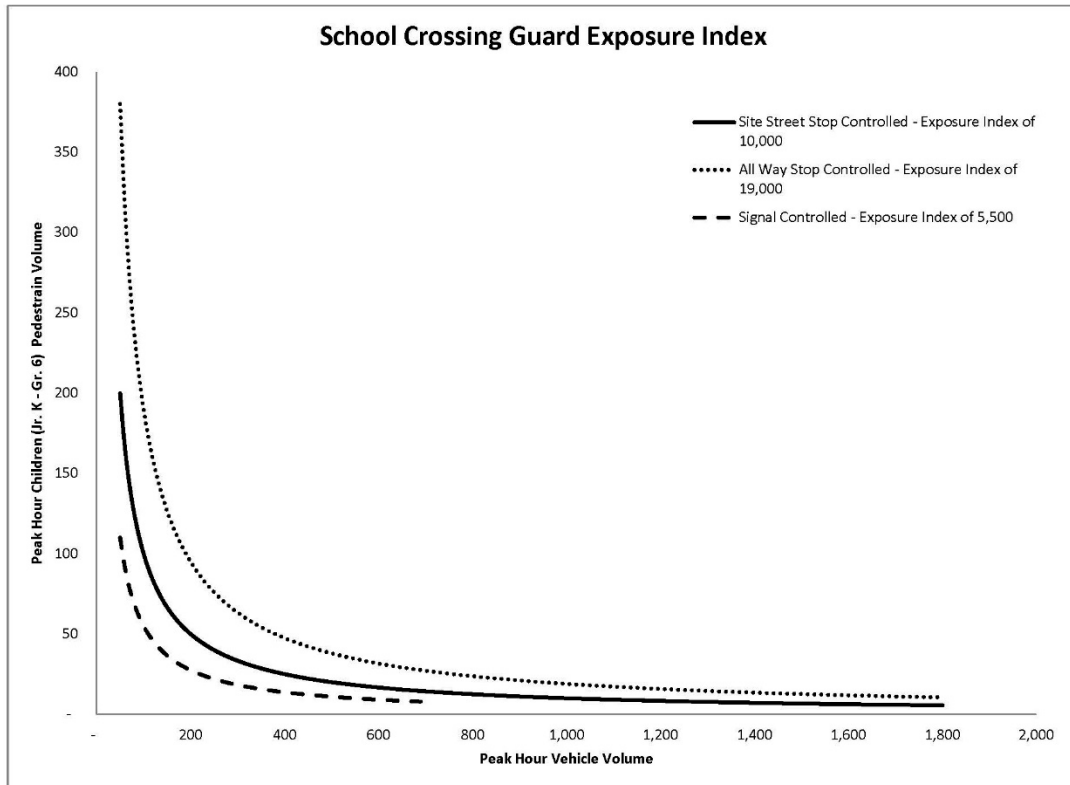
3. School Crossing Guard warrant is fulfilled if Warrant #1 and Warrant #2 or Warrant #1 and Warrant #3 are satisfied.

## Warrant for Intersections:

Warrant	Description	Minimum Requirements			Compliance	
		Side Street Stop Control	All-way Stop Control	Traffic Signal	Study Result	%
1. Minimum Vehicular & Pedestrian Volume	Exposure Index of vehicle and pedestrian volume during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm peak)	10,000	19,000	5,500		
2. Collision History	The average number of reported collisions that are susceptible to correction by a	3				

	School Crossing Guard over a 3 year period.			
3. Combined Warrant	Warrant #1 and Warrant #2	≥ 80%		

- Notes:
1. Pedestrian Volume is unassisted children attending Jr. Kindergarten to Grade 6.
  2. Exposure Index = Vehicle Volume X Pedestrian Volume
  3. Posted speed limit is less than or equal to 60 km/hr.
  4. For traffic signals the volume of traffic is the number of turning vehicles that conflict with pedestrians in the crosswalk.



25(21) Encroachment Policy

**Service Area Lead:** Environmental & Engineering Services  
**Type of Change:** Replace (No Change)

**Original Policy:**

**Policy Statement**

All existing and proposed privately owned encroachments onto streets and road allowances under the jurisdiction of the City of London shall be subject to this Encroachment Policy. The City's Encroachment Policy governs the application and approval procedure for the authorization of encroachments onto municipal streets and road allowances. If approved, the property owner and The Corporation of the City of London shall enter into an Encroachment Agreement.

The Encroachment Policy establishes the process for terminating an existing Encroachment Agreement with the City.

**Purpose**

The Encroachment Policy is designed to act as a companion document to By-law S.-3775-94 ('Sign & Canopy By-law'), By-law S-1 ('Streets By-law') and By-law PS-6 ('Fence By-law').

The purpose of the Encroachment Policy is to formalize and clarify the procedure for granting encroachments onto City streets and road allowances. A codified policy mitigates the City's exposure to risk and liability and protects the City's rights and obligations with respect to the subject highway. Outlining the City's process for granting and terminating encroachments also

serves to provide standards and guidelines for members of Civic Administration and transparency and simplicity for property owners.

### **Definitions**

**“City Engineer”** means the employee of the Corporation of the City of London holding the title of City Engineer, or his or her designate.

**“City Solicitor”** means the employee of the Corporation of the City of London holding the title of City Solicitor.

**“City Treasurer”** means the employee of the Corporation of the City of London holding the title of City Treasurer.

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

**“Council”** means the Municipal Council of the Corporation/means the Council of the City.

**“Encroachment”** means any type of vegetation, man-made feature or object or item of personal property of a person which exists wholly or partly upon, or extends from a property owner’s premises onto streets or road allowances and shall include any aerial, surface or subsurface encroachments;

**“Encroachment Agreement”** means a binding agreement between the City and the property owner, prepared by the City, granting authorization for a property owner to erect and maintain an encroachment on a City street or road allowance.

**“Property Owner”** means the registered owner of the property.

### **Standards for Assessing Encroachments on Streets and Road Allowances**

The general nature of encroachments to be considered under this policy are that they are of a permanent or semi-permanent nature, not easily removable and that do not involve an area enclosed for exclusive use. Temporary encroachments, fence encroachments, area occupations and encroachments involving Condominium Corporations are to be processed as applications for licence agreement by Realty Services and are not covered under this policy.

The City of London considers the following non-exhaustive list of factors when considering the appropriateness of an encroachment:

- The encroachment interferes with the City’s use, enjoyment or purpose in holding the City-owned highway;
- The creation of unsafe or hazardous conditions if the encroachment is permitted;
- The encroachment provides valuable commercial benefit;
- The encroachment interferes with any current or future plans, initiatives or works of the City to the subject highway;
- The encroachment interferes with a utility or similar installation located on the subject highway;
- The encroachment diminishes the right of public usage;
- The encroachment is deemed incompatible with established neighbourhood esthetics, particularly in designated heritage districts;
- The encroachment creates liabilities for which the City cannot assign sufficient responsibility to the owner of said encroachment or threatens to nullify the City’s blanket insurance coverage;
- Encroachments onto City owned lanes and walkways will generally not be approved due to the limited space available.
- Special consideration will be given to encroachments over the 40m wide road allowances on Crown Plan 30.

It should be noted that encroachments already under construction or recently constructed prior to receiving approval will not increase the likelihood of an approval being granted.

### **Approval Process**

Prior to making a formal application for permission to encroach onto a street or road allowance, property owners shall contact the City Engineer who shall determine if the encroachment can be approved. The proposed encroachment will be reviewed and assessed using the standards listed in “Standards for Assessing Encroachments on Streets and Road Allowances” and any other relevant criteria that may apply. Requests for encroachment agreements are carefully

scrutinized and there are many situations where the City will not approve the requested encroachment. Encroachments may be allowed in some areas but prohibited in others due to local circumstances. The refusal to approve an existing encroachment may result in the owner having to remove the encroachment from the road allowance.

The City Engineer, at his or her complete discretion, may circulate the request to other members of Civic Administration including, but not limited to, the Chief Surveyor, the City Planner and the City Solicitor, where the City Engineer deems it necessary for the purposes of consultation and approval.

There are three possible outcomes:

1. Acceptable Encroachments that comply with City standards. The property owner will be advised that the proposed encroachment complies with City standards and that a formal application for encroachment agreement will be accepted subject to any applicable conditions.

2. Unacceptable Encroachments that do not comply with City Standards. Encroachments that create an unacceptable risk or otherwise interfere with the use of the street or road allowance by either the public, the City or utility company operations, now or in the future, will not be permitted and, if existing, must be removed by the owner forthwith. Examples include sight obstructions, any obstacle that creates a trip or fall or snow plough hazard near the publically travelled portion of the street, and anything that unduly interferes with access to or has the potential to damage existing or proposed City services or utility infrastructure.

3. Minor Encroachments that do not comply with City Standards. Encroachments that do not comply with City Standards that otherwise do not create a significant risk to the public or City or utility companies will not be considered for an encroachment agreement but may remain temporarily at the City's sole and absolute discretion, it being understood that the property owner is fully responsible for the encroachment and that neither the City nor utility companies will be responsible for damage caused thereto or for the complete loss of the encroachment no matter how caused. Examples of minor encroachments include irrigation systems, hedges, shrubbery and simple landscaping at grade.

### **Submitting a Formal Application**

Formal applications for encroachment agreements are to be made in writing to the Clerk's Office and include the following:

- A plan drawn to scale deemed acceptable by the Chief Surveyor that adequately depicts the extent of the encroachment onto the City road allowance fully dimensioned in both plan and profile including heights and underground footings and utility locations, if applicable.
- PIN (Property Identifier Number) printout for the property which will benefit from the agreement.
- Full name, address, telephone number and email address of the owner and owner's Solicitor.
- Application fee plus any one-time amount as determined by Realty Services. (Annual charges will be added to property taxes).

Property owners may make one application per proposed encroachment. Completed applications accompanied by the application fee should be delivered to:

City Clerk's Office  
City Hall, 3rd Floor  
300 Dufferin Avenue  
P.O. Box 5035  
London, ON N6A 4L9

### **Approved Applications and Encroachment Agreements**

The City Engineer is responsible for reviewing street encroachment applications and granting approvals. Before approving an application for an encroachment onto a street or road allowance, the City Engineer shall be satisfied that the encroachment meets City standards.

Upon approval by the City Engineer, the application will be forwarded to the City's Legal Department where the Encroachment Agreement will be drafted and sent to the applicant's lawyer for execution. Pending building permits or development approvals will not be issued until the executed agreement is returned from the applicant's lawyer complete with proof of insurance and payment for any charges owing.

The executed agreement is registered against the applicant's adjoining property after it is returned to the City. Registration fees are the responsibility of the City and are included in the application fee. Encroachment Agreements may be subject to an annual rental or one-time fee to be updated from time to time and listed in the Fees and Charges By-law.

Where the City Engineer deems it appropriate to approve an encroachment and depending upon the nature of the encroachment the agreement may contain a "removal clause" that requires the property owner remove the encroachment and restore the road allowance to its original condition upon written notice being given by the City Engineer.

### **Denied Applications**

If the City Engineer denies an application, the property owner can request a report explaining the application and reasons for denial be submitted to the appropriate standing committee and ultimately City Council for review.

### **Delegated Authority for Approving Encroachments**

The City Engineer shall have delegated authority to approve or reject applications, authorize encroachments, execute on behalf of the City Encroachment Agreements and terminate existing Encroachment Agreements, whether City initiated or upon property owner request, on streets and road allowances pursuant to Section 23.2(1)(c) and Section 23.2(4) of the *Municipal Act, 2001* SO 2001, c.25.

### **Insurance and Indemnity**

The encroacher must be capable of holding adequate insurance in perpetuity and indemnifying the City from all claims that may result by reason of the existence of the encroachment.

The applicant shall provide proof of insurance in a form and amount satisfactory to the Manager of Risk Management in the minimum amount of \$2 million or such other higher amount as determined by the Manager of Risk Management, naming The Corporation of the City of London as an additional insured. The Certificate of Insurance shall be submitted to the City at the time the executed Encroachment Agreement is returned to the City. The Certificate of Insurance must be satisfactory in form and content to the Manager of Risk Management. The onus is on the landowner to carry the insurance in perpetuity and to provide the City with proof of insurance at each renewal of coverage.

The applicant agrees to indemnify and hold harmless The Corporation of the City of London from and against all liability in respect to all claims that may arise or be made against the City resulting from the encroachment.

All approved encroachments are considered to be placed at the property owner's own risk. The City is not responsible for repairing or replacing an encroachment or providing damages arising as a result of clearing and removing litter, graffiti, posters, snow or ice, or as a result of repairs or reconstruction.

### **Termination of Existing Encroachment Agreement**

To terminate an existing Encroachment Agreement with the City the property owner must have their lawyer submit the appropriate Discharge of Agreement document along with proof that the encroachment no longer exists, to the City Engineer.

Where a property owner has removed the encroachment to the satisfaction of the City Engineer, the discharge document will be executed and returned to the property owner's lawyer for registration. Proof of registration must be provided to the City to delete any ongoing charges from the property's tax register. Charges relating to the agreement will continue until the City is formally advised. Any rental fees paid will not be refunded in whole or in part as the result of the termination of the agreement.

Where an existing encroachment agreement approved by by-law has been grandparented into this policy, the City Engineer will request the Clerks Office arrange to have the necessary rescinding by-law submitted directly to Council.

### **Form of Agreement**

Attached as Exhibit 'A' to this policy is the Form of Agreement to be used in cases where an encroachment has been approved. Minor deviations not impacting the nature of the agreement shall be allowed at the City Engineer's discretion.

### **Grandparenting**

Any approved outstanding non-registered agreements as of the date this policy is adopted will be accepted as-is and registered under the provisions of this policy. For termination purposes,



all existing agreements are grandparented under this policy. Otherwise, the Encroachment Policy *does not* apply to encroachments approved before the date that the Encroachment Policy is adopted, provided that such encroachments continue to comply with the terms of their original approvals and agreements.

ADOPTED JANUARY 12, 2016 (By-law No. S.-5776-44)

### EXHIBIT 'A'

THIS AGREEMENT made in duplicate this day of .

B E T W E E N:

THE CORPORATION OF THE CITY OF LONDON

(hereinafter called the "City")

OF THE FIRST PART

A N D

(hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS the Owner represent that they are the registered owner of certain lands and premises in the City of London, in the County of Middlesex, which abut on the side of [STREET], known municipally as [ADDRESS], in the City of London, County of Middlesex, and being more particularly described in Appendix "A" attached hereto;

AND WHEREAS [DESCRIBE ENCROACHMENT], hereinafter referred to as "Encroachment", has been wholly or partly constructed on the [STREET] road allowance by the Owner in the City of London;

AND WHEREAS the Owner has petitioned the Municipal Council of The Corporation of the City of London that they be allowed to maintain and use the said encroachment;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the sum of TWO DOLLARS (\$2.00) of lawful money of Canada, now paid by the Owner to the City, the receipt whereof is hereby acknowledged, the Owner covenants and agrees with the City as follows:

1. The Owner, his executors, administrators, successors and assigns, are hereby allowed to use and maintain the Encroachment, for so long as the Encroachment shall remain in its present location.
2. Upon demolition or removal of the Encroachment, all parts of the Encroachment upon the road allowance for [ADDRESS] shall be removed by the Owner to the satisfaction of the City at the expense of the Owner.
3. In the event of failure by the Owner to remove the encroachment as required by Clause 2 hereof, the same may be removed by the forces of the City and the cost of said removal shall be a first lien upon the Owner's lands abutting on the side of and may be recovered in a like manner as taxes.
4. The Owner shall pay to the City Treasurer, so long as the said encroachment is used and maintained upon the road allowance the sum of [\$SUM] as an [ANNUAL CHARGE OR ONE TIME FEE] for such privilege and such fee or charge shall form a charge upon the lands of the Owner of the said lands, his executors, administrators, successors and assigns, and upon default of payment after reasonable notice may be recovered as a lien upon the said lands in a like manner as taxes.
5. **[optional clause]** If, during the term of this Agreement, the City requires the use of part or all of the Encroachment lands for any municipal purpose, the City may terminate this Agreement and require the Owner to remove the Encroachment at the Owner's expense upon 90 days written notice being given to the Owner by the City Engineer. The Owner

shall not make any claim against the City on account of such removal and will restore the Encroachment lands to a safe and proper condition satisfactory to the City Engineer. Provided that if the Owner neglects, refuses or fails so to do within the time specified, the City Engineer may remove the Encroachment and restore the lands to a safe and proper condition and may charge the cost thereof to the Owner of which cost the certificate of the City Engineer shall be final and the City may recover such cost from the Owner in any court of competent jurisdiction as a debt due by the Owner to the City. In addition, any fees due and any costs incurred upon termination of this Agreement shall be a first lien upon the said lands herein described and may be recovered in like manner as municipal taxes. No remedy conferred upon or reserved to the City is intended to be exclusive of any other remedy whether given herein or not, but every such remedy shall be cumulative and shall be in addition to every other remedy.

6. **for companies**

The Owner shall at their own expense obtain and maintain during the term of this Agreement, and provide the City with evidence of comprehensive general liability insurance for an amount not less than Five Million (\$5,000,000.00) Dollars and shall include the City as an additional insured with respect to the Owners' use and operations on the property described in this Agreement; such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, completed operations, contingent employers liability, cross liability and severability of interest clauses. The aforementioned policy will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the date of cancellation or expiry. The Owner will provide that evidence of such insurance shall be delivered to the City promptly at inception of this Agreement and thereafter on the insurance renewal date.

**for homeowners**

The Owner shall at their own expense obtain and maintain during the term of this Agreement, and provide the City with evidence of general liability insurance (homeowners) for an amount not less than Two Million (\$2,000,000.00) Dollars and shall include the City as an additional insured with respect to the Owners' use and operations on the property described in this Agreement. The aforementioned policy will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the date of cancellation or expiry. The Owner will provide that evidence of such insurance shall be delivered to the City promptly at inception of this Agreement and thereafter on the insurance renewal date.

7. The Owner, their heirs, executors, administrators, successors and assigns, as Owner and occupiers from time to time of the said lands described in Appendix "A" attached hereto, will at all times indemnify and save harmless the City of and from all loss, costs and damages which the City may suffer, be at or be put to, for or by reason of or on account of the existence of, use, maintenance or repair, or lack of repair of the said encroachment or anything done or purported to be done pursuant to this Agreement, or any act or neglect in carrying out anything to be done pursuant to this Agreement.
8. Such sums as may become due or for which the Owner may be obligated under this Agreement respecting the said encroachment shall be a first lien and charge upon the said lands and premises described in Appendix "A" attached hereto in priority to all other claims, liens, mortgages or charges.
9. The Owner covenants and agrees that this Agreement shall cover the encroachment upon the road allowance for of the adjacent to the said lands described in Appendix "A" attached hereto, and shall not grant any permission to erect any part of any new building on the said encroachment, or enlarge or extend the said encroachment.
10. This agreement shall be binding upon the Owner, their heirs, executors, administrators, successors and assigns, as Owner and occupier from time to time of the lands and premises described in Appendix "A" attached hereto and the covenants herein contained shall be deemed to run with the lands and premises and bind the owners and occupiers thereof from time to time.

IN WITNESS WHEREOF the Owner hereto has hereunto set their hand and seal.

THE CORPORATION OF THE CITY  
OF LONDON

\_\_\_\_\_  
Name:  
Title:  
I have authority to bind the corporation  
  
(OWNER)

\_\_\_\_\_  
Name:  
Title:  
I have authority to bind the corporation

25(22) Coloured Crosswalk Policy

**Service Area Lead:** Environmental & Engineering Services  
**Type of Change:** Replace (No Change)

**Original Policy:**

**3.0 Policy Purpose**

1.1 The City of London standard for crosswalks is white durable pavement markings. This policy establishes the criteria for the implementation of coloured crosswalks when requested by community groups and organizations.

**4.0 Implementation Guidelines**

- 2.1 Individuals requesting coloured pavement markings on behalf of an organization must have the full support of the organization.
- 2.2 The coloured portion of the crosswalk will be applied to the longitudinal lines of the ladder crosswalk only. The transvers lines must be white as per the Ontario Traffic Manual (OTM) requirements.
- 2.3 The markings should be configured so that a pedestrian's first step is onto asphalt.
- 2.4 The markings should provide a visual contrast and be reflective as per the requirements of the Ontario Traffic Manual.
- 2.5 Only durable slip-resistant pavement marking materials shall be used.
- 2.6 No markings representing commercial, religious or political organizations shall be permitted.
- 2.7 No markings of a group or organization whose undertakings or philosophy are contrary to City of London policies or by-laws, or espouse hatred, violence or racism shall be permitted.
- 2.8 The markings should celebrate our culture, history and events.
- 2.9 The markings should be maintained to address safety needs but also for the enjoyment of future generations.
- 2.11 Installation of the pavement marking is on a first-come first-served basis.
- 2.11 The requestor is responsible for the installation cost as outlined below:

Installation Cost	City Share	Requestor's Share
Existing non-ladder crossing at a traffic signal, pedestrian crossovers or school crossing guard locations	40%	60%
Existing ladder crossing (<= 3 yrs. old)	-	100%

Existing ladder crossing (> 3 yrs. old)	40%	60%
All other locations	-	100%

- 2.12 The requestor is responsible for the cost difference between white and coloured durable pavement markings when maintenance of the crosswalk is required. Failure to share in the maintenance cost will result in the replacement of the coloured crosswalk with white pavement markings.

#### 26(1) Tax Certificates – Uncertified Cheques

REPEALED ADOPTED JANUARY 2, 1962 [26(1) AUG 1999] REPEALED JUNE 23, 2014 (By-law No. A.-7127-226)

#### 26(2) Tax Collection Policy

**Service Area Lead:** Finance & Corporate Services

**Type of Change:** Replace (No Change)

**Original Policy:**

City staff are authorized to utilize all collection procedures as permitted by the *Municipal Act, 2001*, as amended.

ADOPTED MARCH 6, 1972 [26(2) AUG 1999]; AMENDED JUNE 23, 2014 (By-law No. A.-7127-226)

#### 26(3) Paying Interest on Tax Refunds

**Service Area Lead:** Finance & Corporate Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy should be repealed since this policy is unnecessary and is governed by Provincial legislation. Subsections 345(6) and 345(9) of the *Municipal Act, 2001* set out the rules municipalities must follow in paying interest on assessment appeal refunds. Therefore, this policy is no longer relevant and should be repealed.

**Original Policy:**

That a by-law not be passed by the City of London to provide for the paying of interest on tax refunds emanating from successful assessment appeals.

ADOPTED APRIL 15, 1985 [26(3) AUG 1999]

#### 26(4) Treatment of Properties That Do Not Sell at Municipal Tax Sales

**Service Area Lead:** Finance & Corporate Services

**Type of Change:** Replace (No Change)

**Original Policy:**

1. After a failed tax sale, circulate the property to internal departments and external agencies in accordance with City policy for the sale of City-owned properties in order to determine if they have any interest in the property, should the City vest the property; (if there is internal or agency interest in a property, this interest will be presented to Council for a decision as to whether or not to take ownership for the department or agency after conducting a Phase 1 and Phase 2 ESA as considered appropriate).
2. Conduct a Phase 1 Environmental Site Assessment (ESA).
3. Conduct a Phase 2 Environmental Site Assessment where appropriate as indicated by the Phase 1 ESA and conduct any further environmental testing and review as may be indicated by phase 2 information.
4. Report to the appropriate Committee of Council and if there is no internal department or external agency interest in the property, market the property by either issuing a Request for Proposals or a Request for Tenders as deemed appropriate in the circumstance. A

Request for Proposals shall include an evaluation criteria with weighted scoring. A draft Agreement of Purchase and Sale shall be included with either process.

5. In the case of a Request for Proposals, evaluate the submissions received and prepare a recommendation report for the appropriate Council Committee for the Proponent with the highest technical combined score for the property acquisition. In the case of a Request for Tenders, the award of the tender will be recommended to the highest bidder and shall also have a recommendation report prepared for the appropriate Council Committee.
6. Vest property and convey to the purchaser after approval of sale agreement by the Municipal Council.
7. Apply the proceeds of the sale against the tax arrears; deem any remaining tax arrears uncollectible and write off the remaining tax arrears upon registration of the notice of vesting of the property by the City.

NOTES:

- A. Clauses in a form satisfactory to the City Solicitor will be included in the Agreement of Purchase and Sale to clarify that the property is being sold by the City on an “as is, where is” basis and that the purchaser acknowledges that the City has regulatory liability limitation from MOE orders under the EPA for the time that it owns the property (for up to five (5) years).
- B. Where encumbrances of the Federal or Provincial Governments or their agencies exist, City staff will attempt to negotiate a resolution of the interest as part of or prior to step 4.
- C. Where it is determined that a property has no environmental risks or liabilities or where the estimated market value will exceed the estimated costs of clean up, City staff may vest the property at any time and follow standard procedures for the designation and sale of surplus City land.
- D. Where it is determined that environmental risks or liabilities are so severe with respect to a property that the City should not vest a property even for the purposes of immediate transfer, then a recommendation to take no action with respect to the property will be provided to Council by staff.

AMENDED NOVEMBER 7, 2011 (By-law No. A.-6745-314); AMENDED DECEMBER 19, 2016 (By-law No. CPOL.-3-28)

26(5) Minutes of Settlement for Assessment Appeals

**Service Area Lead:** Finance & Corporate Services

**Type of Change:** Replace (No Change)

**Original Policy:**

In accordance with subsection 286(1) of the *Municipal Act, 2001*, the City Treasurer or their delegate is authorized to approve and sign minutes of settlement for assessment appeals filed under the *Assessment Act* or other legislation where the property owner/appellant and the Municipal Property Assessment Corporation have agreed to a settlement of the appeal.

ADOPTED DECEMBER 19, 2016 (By-law No. CPOL.-4-29)

26(6) Costs Under Municipal Tax Sales Act

**Service Area Lead:** Finance & Corporate Services

**Type of Change:** Repeal

**Repeal Rationale:**

This policy should be repealed as the legislation referred to in this policy no longer exists. This Policy was superseded by subsequent by-laws and should have been removed from the City's policy manual. Therefore, this policy is no longer relevant and should be repealed.

**Original Policy:**

That a policy be adopted to establish an administrative charge of \$300.00 with respect to costs incurred for each property involved in the application of procedures authorized in the *Municipal Tax Sales Act*, R.S.O. 1990, Chapter M.60. These costs will be recovered as part of the "cancellation price".

ADOPTED MARCH 18, 1985 [20(23) ]

27(1) Traffic By-law Amendments

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

The policy is being updated to reflect current position titles and correct the name of the by-law. This includes minor changes to Appendix 27(1A) to reflect that Ontario Traffic Manual (OTM) has replaced UTCDM.

**Original Policy:**

That a policy be established authorizing the Division Head - Transportation to initiate changes to all schedules in the Traffic By-law directly through the City Clerk and City Council in the form of by-law amendments in accordance with Appendix 27(1A) and that staff continue to process supportive reports relating to changes to by-laws on all those matters where an awareness of public concern has been identified, or significant changes are contemplated which would normally require extensive public liaison and/or matters which involve significant expenditures in current or capital budgets.

ADOPTED SEPTEMBER 7, 1982 [27(1) AUG 1999]

27(1A) Appendix to Policy on Traffic By-law Amendments

<u>Item</u>	<u>Existing Policy, Criteria and/or Warrant</u>	<u>E.T.C. Approval Required</u>
New Traffic Signals	M.T.O. and Council approved warrant	Yes
Pedestrian Crossover Systems	Council approved warrant	No
All-way Stops (new)	Council approved warrant	No
Speed Limits	85th percentile criteria	No
Truck Routes	Council adopted policy	No
One-way Designations	UTCDCM, M.T.O.	Yes
Turn Prohibitions	UTCDCM, M.T.O.	No
Stop/Yield Controls	UTCDCM, M.T.O.	No
School Bus Loading Zone	UTCDCM, M.T.O.	No
On-street Parking Regulations	See Appendix "B" Below	No

UTCDCM = Uniform Traffic Control Devices Manual

\* where no objections are received.

APPENDIX "B"

CRITERIA RELATING TO ON-STREET PARKING REGULATIONS

1. NO STOPPING

No stopping zones will be utilized where it has been determined that the stopping of vehicles on roadways is interfering with the safe and efficient movement of traffic.

2. NO PARKING

No Parking zones will be utilized to provide safe and efficient traffic movement and/or adequate site lines at intersections. The "No Parking" provisions in the By-law do permit short term stopping for the purposes of loading. The City's policies in the past have utilized 20 m No Parking zones for end zone clearance and parking has normally been banned on one side of streets with a width of less than 7.3 m.

3. LIMITED PARKING\METERED

Limited Parking zones ranging from 15 min. to 4 hrs. in duration will be utilized where studies have indicated a need to regulate on-street parking to ensure maximum utilization and turn-over. Limited Parking zones are normally initiated through inquiries or complaints regarding all day parking and the time durations are established through parking reviews to identify the required interval of parking frequency.

4. LOADING ZONES

Loading Zone designations will be instituted where a review of loading practices has identified the need for such designations. Studies to determine Loading Zone requirements normally include liaison with the abutting businesses to establish business loading requirements.

5. TAXI ZONES

Taxi Zones will be established pursuant to requests and subsequent to studies which identify the need for the storage of taxis to assure the proper performance of their service. The zones are normally located in curb parking areas, where parking is already permitted and hence the zone in itself does not create an obstruction to the movement of traffic.

6. HOTEL OR THEATRE ZONES

Hotel or Theatre Zones are installed adjacent to the entrances to public facilities (mainly hotels and theatres) where it is considered essential that parked vehicles not obstruct emergency evacuation of buildings etc. Zone lengths are kept to a minimum but normally will permit occupancy by no less than two vehicles.

7. BOOKMOBILE STOPS

Bookmobile Stops are instituted upon request at locations where the designation will best serve the mobile bookmobiles operated through the Library. The zones are normally not permitted on streets where it is determined that the placement of the Bookmobile will obstruct the safe and effective movement of the traffic.

**Updated Policy:**

That a policy be established authorizing the City Engineer (or designate) **be authorized** Division Head – Transportation to initiate changes to all schedules in the Traffic **& Parking** By-law directly through the City Clerk and City Council in the form of by-law amendments in accordance with Table “A” Traffic & Parking By-law Amendments and that staff continue to process supportive reports relating to changes to by-laws on all those matters where an awareness of public concern has been identified, or significant changes are contemplated which would normally require extensive public liaison and/or matters which involve significant expenditures in current or capital budgets.

Table “A” Traffic & Parking By-law Amendments

<u>Item</u>	<u>Existing Policy, Criteria and/or Warrant</u>	<u>Council E.T.C. Approval Required</u>
New Traffic Signals	M.T.O. <b>OTM</b> and Council approved warrant	Yes

Pedestrian Crossover Systems	Council approved warrant	No
All-way Stops (new)	Council approved warrant	No
Speed Limits	<b>Council approved policy</b> 85th percentile criteria	No
Truck Routes	Council adopted policy	No
One-way Designations	<b>OTM</b> <del>UTC</del> DM, M.T.O.	Yes
Turn Prohibitions	<b>OTM</b> <del>UTC</del> DM, M.T.O.	No
Stop/Yield Controls	<b>OTM</b> <del>UTC</del> DM, M.T.O.	No
School Bus Loading Zone	<b>OTM</b> <del>UTC</del> DM, M.T.O.	No
On-street Parking Regulations	See Appendix "B" Below	No

~~UTC~~DM = Uniform Traffic Control Devices Manual

**OTM = Ontario Traffic Manual**

\* where no objections are received.

## TABLE "B"

### CRITERIA RELATING TO ON-STREET PARKING REGULATIONS

#### 1. NO STOPPING

No stopping zones will be utilized where it has been determined that the stopping of vehicles on roadways is interfering with the safe and efficient movement of traffic.

#### 2. NO PARKING

No Parking zones will be utilized to provide safe and efficient traffic movement and/or adequate site lines at intersections. The "No Parking" provisions in the By-law do permit short term stopping for the purposes of loading. The City's policies in the past have utilized 20 m No Parking zones for end zone clearance and parking has normally been banned on one side of streets with a width of less than 7.3 m.

#### 3. LIMITED PARKING\METERED

Limited Parking zones ranging from 15 min. to 4 hrs. in duration will be utilized where studies have indicated a need to regulate on-street parking to ensure maximum utilization and turn-over. Limited Parking zones are normally initiated through inquiries or complaints regarding all day parking and the time durations are established through parking reviews to identify the required interval of parking frequency.

#### 4. LOADING ZONES

Loading Zone designations will be instituted where a review of loading practices has identified the need for such designations. Studies to determine Loading Zone requirements normally include liaison with the abutting businesses to establish business loading requirements.

#### 5. TAXI ZONES

Taxi Zones will be established pursuant to requests and subsequent to studies which identify the need for the storage of taxis to assure the proper performance of their service. The zones are normally located in curb parking areas, where parking is already permitted and hence the zone in itself does not create an obstruction to the movement of traffic.

#### 6. HOTEL OR THEATRE ZONES

Hotel or Theatre Zones are installed adjacent to the entrances to public facilities (mainly hotels and theatres) where it is considered essential that parked vehicles not obstruct



emergency evacuation of buildings etc. Zone lengths are kept to a minimum but normally will permit occupancy by no less than two vehicles.

7. BOOKMOBILE STOPS

~~Bookmobile Stops are instituted upon request at locations where the designation will best serve the mobile bookmobiles operated through the Library. The zones are normally not permitted on streets where it is determined that the placement of the Bookmobile will obstruct the safe and effective movement of the traffic.~~

27(2) Traffic & Transportation Guidelines

**Service Area Lead:** Environmental & Engineering Services

**Type of Change:** Repeal

**Repeal Rationale:**

These individual items are addressed in other documents including the Access Management Guidelines, Complete Streets Guideline currently in development and The London Plan.

**Original Policy:**

That the following traffic and transportation guidelines be adopted:

- (a) prohibit new accesses to arterial roads except where none now exists;
- (b) limit access to arterial roads to one per property and discourage land severances that would require new access;
- (c) require joint accesses where possible and on corner lots, require that access be from the side street;
- (d) require where possible, deed or agreement conditions that would limit objection by abutting property owners to future raised medians;
- (e) prohibit any structure within the future required property lines of designated intersections;
- (f) adhere to accepted technical warrants for all way stops, traffic signals, pedestrian crossovers and cul-de-sac length;
- (g) discourage the isolation of neighbourhoods by requiring that interconnecting streets be provided in subdivisions;
- (h) discourage structures and accesses within the fill or cut lines approaching any major railway crossing; and
- (i) acquire property for future road needs on an as available basis.

ADOPTED JUNE 5, 1989 [27(2) AUG 1999]

27(3) Paratransit Service

**Service Area Lead:** Environmental and Engineering Services

**Type of Change:** Repeal

**Repeal Rationale:**

This service is administered and provided by London Transit Commission.

**Original Policy:**

That definitions, guidelines and policies be established for the London Paratransit Service as set out in Appendix 27(3A).

ADOPTED APRIL 15, 1991; [27(3) NOV 1991]

## 27(3A) Appendix to Paratransit Service Policy

### Definitions

- Cancellation Each scheduled one-way trip for a registered passenger, which was later cancelled by the passenger or the service at least ½ hour prior to the scheduled pick-up.
- No-show Each scheduled one-way trip for which the registered passenger did not show when the vehicle arrived at the scheduled pick-up time or the customer cancelled when the driver arrived and which trip had not been cancelled by the customer at least ½ hour before the scheduled pick-up time.

### Guidelines

- No-show That the maximum number of no-shows be held to within 1% of the actual number of trips provided.
- Cancellation Due to the nature of the service being provided and the reasons for cancellations, no guideline has been established.

### Policies

#### No-show:

- (a) That, whenever feasible, the Paratransit van driver leave a "notice of no-show" form at the scheduled pick-up location for any customer who is to be recorded as a "no-show."
- (b) That any customer with at least three recorded "no-shows" within any two month period or with a consistent pattern of "no-shows" over a longer period of time be sent a letter advising that continued "no-shows" are considered to be an abuse of the use of the Paratransit service and that the customer's record must improve.
- (c) That, should the customer's record of abuse not improve after the warning letter referred to in part (b) above, the London Paratransit Service Advisory Committee review the situation and give consideration to the suspension of the customer's registration.

#### Subscription Service:

- (a) shall be limited to work, post-secondary school and certain medical appointments;
- (b) may be put on "hold" for a period of up to 6 months;
- (c) upon 1 week's notice by the customer, the subscription service may be reactivated;
- (d) any request resulting in a subscription booking being held for a period longer than 6 months will be reviewed by the Paratransit Service Advisory Committee;
- (e)
  - (i) the contractor may provide another customer with a temporary subscription booking for any time period which is "on hold" after making it clear to the customer that the service is being provided on a temporary basis and will have to be given up when the original customer returns to the service; in all cases, no temporary subscription will be given for at least two weeks from the time the permanent subscription was placed "on hold";
  - (ii) should the permanent subscription become available, the customer with the temporary subscription booking for that time period shall have the opportunity to receive the permanent booking;
- (f) any subscription trip which the customer has advised the contractor at least 7 days in advance will not be required, will not be considered as a cancellation;
- (g) abuse of the subscription service, including repeated cancellations made more than 7 days in advance, will be reviewed by the London Paratransit Service Advisory Committee;

- (h) neither the pick-up location nor the destination of a subscription service booking may be altered unless it is to be a permanent change and the change in service can be accommodated.

Return Bookings:

Return bookings for medical and other professional trips such as lawyers, social workers, etc. may be made by calling the dispatcher after the completion of the appointment; however, the pick-up location must be the same as the drop-off location.

Fares:

Anyone five years of age or under accompanying a registered user of the Paratransit Service shall not be charged the regular Paratransit fee.

27(4) Residential Front Yard and Boulevard Parking

**Service Area Lead:** Development & Compliance Services & Clerks

**Type of Change:** Replace (Technical Amendment)

**Amendment Rationale:**

This policy is updated to reflect current positions and committee names. A comprehensive review of policy will be undertaken in the next phase of the Council Policy Manual update.

**Original Policy:**

That a policy be established as set out in Appendix 27(4A) to provide for residential front yard and boulevard parking and to provide for the following transitional provisions from the existing boulevard parking agreements to new ones where a "grandfathering" option is chosen by the property owners:

- (a) property owners with residential boulevard parking agreements be required to pay any outstanding rental charges for existing residential boulevard parking up to December 31, 1995 on the understanding that rental charges remitted to the City by that date will make those owners eligible for the "grandfathering" of existing residential boulevard parking agreements; and
- (b) eligible property owners with existing residential boulevard parking agreements wishing to "grandfather" such parking arrangements in order to allow them to be continued, be required to enter into a revised Standard Form Boulevard Parking Agreement on the understanding that the by-law authorizing the execution of these revised agreements will be registered by the City Clerk on the title of the abutting property at the expense of the owner involved as regards the payment of the \$50.00 registration fee.

ADOPTED OCTOBER 2, 1995 [27(4) AUG 1999]

27(4A) Appendix to Residential Front Yard and Boulevard Parking Policy

RESIDENTIAL FRONT YARD AND BOULEVARD PARKING POLICY

1. PURPOSE OF POLICY

The purpose of this policy is to set out the Council's position with respect to the creation of Front Yard and Boulevard Parking in the City. These two types of parking are allowed by the City only on an "exception basis", and this policy includes criteria for consideration of such exceptions, standards relating to these types of parking, an approval process, a standard form agreement and an enforcement process.

Zoning or Minor Variance Exception

Front yard portions of private land may be used for parking areas according to the regulations and standards set out in the City of London Comprehensive Zoning By-law(s) or as a result of an approved minor variance.

Combined Zoning/Minor Variance and Boulevard Parking Agreement Exception

When a situation exists where the proposed parking area is partly on the owner's land and partly on the boulevard portion of the public highway, the owner must obtain both a minor variance and a boulevard parking agreement. In these cases if the Committee of Adjustment grants the minor variance it will contain a condition requiring the owner to enter into the boulevard parking agreement without a separate approval for it being required from the Council.

#### Boulevard Parking Agreement Exception

Boulevard portions of public highways may be used for parking areas with the approval of the Council and in accordance with terms and conditions set out in an agreement that is entered into between the City and the owner of the property adjoining the boulevard part of the highway/street.

The Corporation of the City of London generally prohibits the use of the front yard or of the boulevard for the parking of motor vehicles in single detached, semi-detached, duplex, triplex or street townhouse residential areas. Exceptions to this policy may only be granted where the applicant has obtained approval for a minor variance from the Committee of Adjustment or for use of the boulevard from Council, and where such parking complies with the policies outlined herein.

## 2.0 DEFINITIONS

Boulevard shall mean that portion of every road allowance within the limits of the City of London that is not used as a sidewalk, driveway, travelled roadway or shoulder.

City shall mean the geographical area of the City of London.

Corporation shall mean The Corporation of the City of London.

Council shall mean the Municipal Council of the City of London.

Driveway shall mean the physically designated area lying between the roadway and the lot line on the boulevard and between the lot line and the parking area on the lot used primarily for vehicular ingress from the roadway to the private property or for vehicular egress from the property to the roadway.

Front Yard shall mean those lands extending across the full width of a lot between the front lot line and the nearest main wall of any building or structure on the lot.

Owner shall mean any property owner or his authorized agent who applies to the Corporation for permission to park on a portion of the Corporation's boulevard.

Parking Area shall mean that area which, in whole or part uses the front yard and/or boulevard for the temporary parking of motor vehicles accessory to a permitted use.

Roadway shall mean the part of a highway that is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, and where a highway includes two or more separate roadways, the term "Roadway" refers to any one road way separately and not to all the roadways collectively.

## 3.0 CRITERIA FOR CONSIDERATION OF EXCEPTIONS

### 3.1 Suitable Alternatives

The approval of front yard or boulevard parking will not be supported by Council where a suitable alternative exists for parking entirely on the owner's property, as described in one or more of the following situations:

- (a) Tandem parking is available in a legal existing driveway when the land use is single detached dwellings;
- (b) The use of rear service lanes is possible where such lanes are accessible and in use by more than one property owner;
- (c) The removal of, alteration to or relocation of accessory buildings or structures, fences and landscaping will result in the accommodation of parking entirely on the owner's property; and/or

- (d) The side and/or rear yard of the lot can be used for a parking area, provided such parking area does not occupy more than 25% of the total lot area.

### 3.2 Criteria for Approval of an Exception

The approval of a front yard or boulevard parking exception may be supported by Council where the application for an exception meets the following criteria:

- (a) None of the parking area alternatives described in Section 3.1 of this policy are available;
- (b) The parking area exception conforms to the general intent and purpose of the Official Plan policies and Zoning By-law regulations;
- (c) The parking area exception is generally in compliance with the purpose and intent of the Streets By-law;
- (d) The change to the Zoning By-law regulations for the residential parking area is minor;
- (e) The parking area is generally in keeping with the scale and form of parking on surrounding properties and will have minimal negative impact on existing vegetation and/or municipal services.

### 3.3 Front Yard and Boulevard Parking Standards

The following minimum and maximum standards apply to parking area exceptions. They are intended to generally reflect the standards currently found in the Zoning By-law as they apply to parking areas for single, semi-detached, duplex, converted two (2) unit type dwellings.

No parking area will be approved which conflicts with any by-laws or regulations of the City of London.

- (a) Number of Boulevard Parking Spaces (max.) - 1 per legal dwelling unit
- (b) Parking Area size (min.) - 2.7 meters (8.8 feet) wide by 5.5 meters (18.0 feet) long.
- (c) Parking Area and Driveway Width (max.) - maximum 6.0 m. (19.7 feet) or 40% of the front lot line whichever is less but in no case less than 2.7 meters (8.8 feet).
- (d) Parking Area Lot Coverage (max.) - 40% of the land area between the front of the main building and the roadway.
- (e) The Parking Area length shall not be permitted parallel to the street line.
- (f) The Parking Area shall not be permitted closer than 1.0 m. (3.0 feet) from an existing or future public sidewalk.
- (g) In the case of corner properties, where a driveway would be constructed within 10 meters (30 feet) from the intersecting road allowance, approval for permission will be at the discretion of the General Manager of Environmental Services & City Engineer subject to the provisions of the Streets By-law (By-law S-1).
- (h) All parking areas and driveways shall be provided and maintained with a stable surface, treated to prevent the raising of dust or loose particles, such as any asphalt, concrete or other hard-surfaced material.
- (i) The Corporation reserves the right to require landscaping, fencing and buffering on and around the parking area and/or to require the preparation by the owner of a site plan for the parking area.

#### 4.0 EXCEPTION POSSIBILITIES

- 4.1 Where the parking area is entirely in the front yard of private lands, an application to the Committee of Adjustment for a minor variance to the Zoning By-law is required. No Boulevard Parking Agreement is required for part of a driveway leading to a legal on-site parking space.
- 4.2 When any part of the parking area can be accommodated on private lands, this too requires an application to the Committee of Adjustment for a minor variance to the applicable Zoning By-law. In addition, as a condition of minor variance approval, the owner must enter into a Standard Form Boulevard Parking Agreement with the Corporation. The final approval of the minor variance will allow the City Clerk to prepare an agreement between the Corporation and the applicant without further approvals.
- 4.3 Where the parking area can only be accommodated entirely on the public boulevard, an application to the Planning Committee of the Council, through the City Clerk's Office for boulevard parking is required. The Planning and Development Department will prepare and present a report to the Planning Committee at a public meeting. The Planning Committee will then recommend approval or refusal of the application to the Council, and the Council will make the final decision.

#### 5.0 PROCESS FOR CONSIDERATION OF EXCEPTIONS TO FRONT YARD AND BOULEVARD PARKING

The decision to grant front yard and/or boulevard parking is based on a process which includes comments from the applicant, municipal staff, neighbouring property owners, and the public. This approach recognizes the standards set out in Section 3 of this policy and the possibility of unique neighbourhood expectations about the parking area.

- 5.1 The application fees for both a minor variance and a boulevard parking agreement are set by By-law CP-6, as amended from time to time. (The 1995 fee for each process is \$525) All application fees are non-refundable. Where the exception involves a boulevard parking agreement, the applicant must also provide the City Clerk with a cheque in the amount of \$50.00 made payable to the Minister of Finance of Ontario to cover the costs for the registration of the agreement on title through a by-law instrument.
- 5.2 Any application for front yard and boulevard parking must include a plan prepared to scale showing the location of the buildings, trees, public utilities, landscaping, adjoining properties and building locations where possible and the dimensions of the proposed parking area. This plan must be suitable for inclusion in the Standard Form Boulevard Parking Agreement to be entered into between the owner and the Corporation. It is strongly recommended that the plan be based on a survey drawing of the property because it is the responsibility of the owner to ensure that there are no encroachments onto adjacent properties.
- 5.3 Applications that are going to the Committee of Adjustment because they require a minor variance will be circulated by the Secretary-Treasurer of the said Committee in accordance with the Regulations under the *Planning Act* (to various Civic Departments, outside agencies and to all property owners within 60 meters (200 feet) of the applicant's property). Applications that are going to a public participation meeting of the Planning Committee because a boulevard parking agreement is required will also be circulated to all property owners within 60 meters (200 feet) of the applicant's property and to the Environmental Services Department (i.e. General Manager of Environmental Services & City Engineer) and the Planning and Development Department.
- 5.4 A public meeting of either the Committee of Adjustment or of the Planning Committee is normally held within 30 days of the application being received, at which the applicant and any interested surrounding property owners would be invited to comment on the appropriateness and desirability of the front yard or boulevard parking application.

5.5 For minor variance exceptions to front yard parking, the decision of the Committee of Adjustment may be appealed to the Ontario Municipal Board. For boulevard parking exception applications, the decision of Council is final and binding.

## 6.0 BOULEVARD PARKING AGREEMENT

6.1 The conditions of agreement will be those contained in the Standard Form Boulevard Parking Agreement adopted by City Council as amended from time to time.

6.2 When the Boulevard Parking Agreement has been fully executed by the applicant, the City Clerk will prepare and submit to the Council a standard form executory by-law to authorize the execution of the Boulevard Parking Agreement by the Corporation. Upon enactment of the by-law by the Council, the Corporation will sign the Agreement after which, and subject to

- (1) the receipt from the applicant by the City Clerk of the registration fee referred to in section 5.1 of this Policy; and
- (2) written advice from the General Manager of Planning and Development (i.e. Site Plan Administrator) that it is appropriate to proceed

the City Clerk will register the Boulevard Parking By-law and Agreement on the title of the property. The City Clerk will provide the applicant with a copy of the registered by-law/agreement showing all the registration particulars.

6.3 Boulevard Parking Agreements will be without a term certain and will run with the land upon which they are registered provided the parties to the agreement are in accord, and all of the conditions of Corporation as set out in the agreement have been and are being complied with to the satisfaction of the General Manager of Environmental Services & City Engineer.

## 7.0 CONSTRUCTION OF THE PARKING AREA

7.1 The removal of a City curb is to be done by City Forces at the owner's expense after a curb cut permit is obtained from the General Manager of Environmental Services & City Engineer. Paving, removal of trees and relocation of utilities, or any other construction work is to be arranged by the owner through the affected City Department, utility or agency, at the owner's expense, on the understanding that the approval of the General Manager of Environmental Services & City Engineer must be obtained before commencement of any construction work that is required.

7.2 In the event that trees or utilities must be removed or relocated, written approval must be obtained by the owner from the appropriate authority before the application will be processed.

## 8.0 FRONT YARD AND BOULEVARD PARKING ENFORCEMENT

8.1 Parking on the boulevard or in the front yard shall not begin:

- (1) in the case of parking under a boulevard parking agreement, until the City Clerk has completed registration of the by-law/boulevard parking agreement instrument in the Registry Office, or
- (2) in the case of parking under a minor variance, until the decision of the Committee of Adjustment (or of the Ontario Municipal Board where there is an appeal) is final.

8.2 Violations of any of the provisions in the Zoning By-law, the Traffic By-law or the Streets By-law with respect to front yard and boulevard parking shall be enforced at the discretion of the municipal enforcement agencies.

8.3 In situations where a decision is reached not to approve front yard or boulevard parking, the General Manager of Environmental Services & City Engineer may close illegal accesses with proper curbing and restore the appearance of the area as a proper boulevard at the expense of the offending property owner.

- 8.4 Where no boulevard parking agreement has been finalized on the basis outlined in paragraph 6.2 of this policy, the Corporation reserves the right to erect, temporarily, any obstacles necessary to prevent the use of the boulevard for parking, and, at the same time, the City Clerk may recommend to the Planning Committee that the original approval for such owner's agreement to park on the boulevard be rescinded.

#### **Updated Policy:**

That a policy be established to provide for residential front yard and boulevard parking and to provide for the following transitional provisions from the existing boulevard parking agreements to new ones where a "grandfathering" option is chosen by the property owners:

- (a) property owners with residential boulevard parking agreements be required to pay any outstanding rental charges for existing residential boulevard parking up to December 31, 1995 on the understanding that rental charges remitted to the City by that date will make those owners eligible for the "grandfathering" of existing residential boulevard parking agreements; and
- (b) eligible property owners with existing residential boulevard parking agreements wishing to "grandfather" such parking arrangements in order to allow them to be continued, be required to enter into a revised Standard Form Boulevard Parking Agreement on the understanding that the by-law authorizing the execution of these revised agreements will be registered by the City Clerk on the title of the abutting property at the expense of the owner involved as regards the payment of the \$50.00 registration fee.

### RESIDENTIAL FRONT YARD AND BOULEVARD PARKING POLICY

#### 1. PURPOSE OF POLICY

The purpose of this policy is to set out the Council's position with respect to the creation of Front Yard and Boulevard Parking in the City. These two types of parking are allowed by the City only on an "exception basis", and this policy includes criteria for consideration of such exceptions, standards relating to these types of parking, an approval process, a standard form agreement and an enforcement process.

##### Zoning or Minor Variance Exception

Front yard portions of private land may be used for parking areas according to the regulations and standards set out in the City of London Comprehensive Zoning By-law(s) or as a result of an approved minor variance.

##### Combined Zoning/Minor Variance and Boulevard Parking Agreement Exception

When a situation exists where the proposed parking area is partly on the owner's land and partly on the boulevard portion of the public highway, the owner must obtain both a minor variance and a boulevard parking agreement. In these cases if the Committee of Adjustment grants the minor variance it will contain a condition requiring the owner to enter into the boulevard parking agreement without a separate approval for it being required from the Council.

##### Boulevard Parking Agreement Exception

Boulevard portions of public highways may be used for parking areas with the approval of the Council and in accordance with terms and conditions set out in an agreement that is entered into between the City and the owner of the property adjoining the boulevard part of the highway/street.

The Corporation of the City of London generally prohibits the use of the front yard or of the boulevard for the parking of motor vehicles in single detached, semi-detached, duplex, triplex or street townhouse residential areas. Exceptions to this policy may only be granted where the applicant has obtained approval for a minor variance from the Committee of Adjustment or for use of the boulevard from Council, and where such parking complies with the policies outlined herein.

#### 2.0 DEFINITIONS



Boulevard shall mean that portion of every road allowance within the limits of the City of London that is not used as a sidewalk, driveway, travelled roadway or shoulder.

City shall mean the geographical area of the City of London.

Corporation shall mean The Corporation of the City of London.

Council shall mean the Municipal Council of the City of London.

Driveway shall mean the physically designated area lying between the roadway and the lot line on the boulevard and between the lot line and the parking area on the lot used primarily for vehicular ingress from the roadway to the private property or for vehicular egress from the property to the roadway.

Front Yard shall mean those lands extending across the full width of a lot between the front lot line and the nearest main wall of any building or structure on the lot.

Owner shall mean any property owner or his authorized agent who applies to the Corporation for permission to park on a portion of the Corporation's boulevard.

Parking Area shall mean that area which, in whole or part uses the front yard and/or boulevard for the temporary parking of motor vehicles accessory to a permitted use.

Roadway shall mean the part of a highway that is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, and where a highway includes two or more separate roadways, the term "Roadway" refers to any one road way separately and not to all the roadways collectively.

### 3.0 CRITERIA FOR CONSIDERATION OF EXCEPTIONS

#### 3.1 Suitable Alternatives

The approval of front yard or boulevard parking will not be supported by Council where a suitable alternative exists for parking entirely on the owner's property, as described in one or more of the following situations:

- (a) Tandem parking is available in a legal existing driveway when the land use is single detached dwellings;
- (b) The use of rear service lanes is possible where such lanes are accessible and in use by more than one property owner;
- (c) The removal of, alteration to or relocation of accessory buildings or structures, fences and landscaping will result in the accommodation of parking entirely on the owner's property; and/or
- (d) The side and/or rear yard of the lot can be used for a parking area, provided such parking area does not occupy more than 25% of the total lot area.

#### 3.2 Criteria for Approval of an Exception

The approval of a front yard or boulevard parking exception may be supported by Council where the application for an exception meets the following criteria:

- (a) None of the parking area alternatives described in Section 3.1 of this policy are available;
- (b) The parking area exception conforms to the general intent and purpose of the Official Plan policies and Zoning By-law regulations;
- (c) The parking area exception is generally in compliance with the purpose and intent of the Streets By-law;
- (d) The change to the Zoning By-law regulations for the residential parking area is minor;

- (e) The parking area is generally in keeping with the scale and form of parking on surrounding properties and will have minimal negative impact on existing vegetation and/or municipal services.

### 3.3 Front Yard and Boulevard Parking Standards

The following minimum and maximum standards apply to parking area exceptions. They are intended to generally reflect the standards currently found in the Zoning By-law as they apply to parking areas for single, semi-detached, duplex, converted two (2) unit type dwellings.

No parking area will be approved which conflicts with any by-laws or regulations of the City of London.

- (a) Number of Boulevard Parking Spaces (max.) - 1 per legal dwelling unit
- (b) Parking Area size (min.) - 2.7 meters (8.8 feet) wide by 5.5 meters (18.0 feet) long.
- (c) Parking Area and Driveway Width (max.) - maximum 6.0 m. (19.7 feet) or 40% of the front lot line whichever is less but in no case less than 2.7 meters (8.8 feet).
- (d) Parking Area Lot Coverage (max.) - 40% of the land area between the front of the main building and the roadway.
- (e) The Parking Area length shall not be permitted parallel to the street line.
- (f) The Parking Area shall not be permitted closer than 1.0 m. (3.0 feet) from an existing or future public sidewalk.
- (g) In the case of corner properties, where a driveway would be constructed within 10 meters (30 feet) from the intersecting road allowance, approval for permission will be at the discretion of the ~~General Manager of Environmental Services & City Engineer~~ subject to the provisions of the Streets By-law (By-law S-1).
- (h) All parking areas and driveways shall be provided and maintained with a stable surface, treated to prevent the raising of dust or loose particles, such as any asphalt, concrete or other hard-surfaced material.
- (i) The Corporation reserves the right to require landscaping, fencing and buffering on and around the parking area and/or to require the preparation by the owner of a site plan for the parking area.

### 4.0 EXCEPTION POSSIBILITIES

- 4.1 Where the parking area is entirely in the front yard of private lands, an application to the Committee of Adjustment for a minor variance to the Zoning By-law is required. No Boulevard Parking Agreement is required for part of a driveway leading to a legal on-site parking space.
- 4.2 When any part of the parking area can be accommodated on private lands, this too requires an application to the Committee of Adjustment for a minor variance to the applicable Zoning By-law. In addition, as a condition of minor variance approval, the owner must enter into a Standard Form Boulevard Parking Agreement with the Corporation. The final approval of the minor variance will allow the City Clerk to prepare an agreement between the Corporation and the applicant without further approvals.
- 4.3 Where the parking area can only be accommodated entirely on the public boulevard, an application to the Planning **and Environment** Committee of the Council, through the City Clerk's Office for boulevard parking is required. ~~The Planning and Development Department~~ **Development Services** will prepare and present a report to the Planning **and Environment** Committee at a public meeting. The Planning **and Environment** Committee will then recommend approval or

refusal of the application to the Council, and the Council will make the final decision.

## 5.0 PROCESS FOR CONSIDERATION OF EXCEPTIONS TO FRONT YARD AND BOULEVARD PARKING

The decision to grant front yard and/or boulevard parking is based on a process which includes comments from the applicant, municipal staff, neighbouring property owners, and the public. This approach recognizes the standards set out in Section 3 of this policy and the possibility of unique neighbourhood expectations about the parking area.

5.1 The application fees for both a minor variance and a boulevard parking agreement are set by ~~By-law CP-6~~ **in the Fees and Charges By-law**, as amended from time to time. ~~(The 1995 fee for each process is \$525)~~ All application fees are non-refundable. Where the exception involves a boulevard parking agreement, the applicant must also provide the City Clerk with a cheque in the **required** amount of ~~\$50.00~~ made payable to the ~~Minister of Finance of Ontario~~ **City Treasurer** to cover the costs for the registration of the agreement on title through a by-law instrument.

5.2 Any application for front yard and boulevard parking must include a plan prepared to scale showing the location of the buildings, trees, public utilities, landscaping, adjoining properties and building locations where possible and the dimensions of the proposed parking area. This plan must be suitable for inclusion in the Standard Form Boulevard Parking Agreement to be entered into between the owner and the Corporation. It is strongly recommended that the plan be based on a survey drawing of the property because it is the responsibility of the owner to ensure that there are no encroachments onto adjacent properties.

5.3 Applications that are going to the Committee of Adjustment because they require a minor variance will be circulated by the Secretary-Treasurer of the said Committee in accordance with the Regulations under the *Planning Act* (to various Civic Departments, outside agencies and to all property owners within 60 meters (200 feet) of the applicant's property). Applications that are going to a public participation meeting of the Planning **and Environment** Committee because a boulevard parking agreement is required will also be circulated to all property owners within 60 meters (200 feet) of the applicant's property and to the Environmental **and Engineering** Services, **and Development Services** Department (i.e. ~~General Manager of Environmental Services & City Engineer~~) and the ~~Planning and Development Department~~.

5.4 A public meeting of either the Committee of Adjustment or of the Planning Committee is normally held within 30 days of the application being received, at which the applicant and any interested surrounding property owners would be invited to comment on the appropriateness and desirability of the front yard or boulevard parking application.

5.5 For minor variance exceptions to front yard parking, the decision of the Committee of Adjustment may be appealed to the Ontario Municipal Board. For boulevard parking exception applications, the decision of Council is final and binding.

## 6.0 BOULEVARD PARKING AGREEMENT

6.1 The conditions of agreement will be those contained in the Standard Form Boulevard Parking Agreement adopted by City Council as amended from time to time.

6.2 When the Boulevard Parking Agreement has been fully executed by the applicant, the City Clerk will prepare and submit to the Council a standard form executory by-law to authorize the execution of the Boulevard Parking Agreement by the Corporation. Upon enactment of the by-law by the Council, the Corporation will sign the Agreement after which, and subject to

(1) the receipt from the applicant by the City Clerk of the registration fee referred to in section 5.1 of this Policy; and

(2) written advice from ~~the General Manager of Planning and Development Services~~ **Services** (i.e. ~~Site Plan Administrator~~) that it is appropriate to proceed

the City Clerk will register the Boulevard Parking By-law and Agreement on the title of the property. The City Clerk will provide the applicant with a copy of the registered by-law/agreement showing all the registration particulars.

- 6.3 Boulevard Parking Agreements will be without a term certain and will run with the land upon which they are registered provided the parties to the agreement are in accord, and all of the conditions of Corporation as set out in the agreement have been and are being complied with to the satisfaction of the ~~General Manager of Environmental Services & City Engineer~~.
- 7.0 CONSTRUCTION OF THE PARKING AREA
- 7.1 The removal of a City curb is to be done by City Forces at the owner's expense after a curb cut permit is obtained from the ~~General Manager of Environmental Services & City Engineer~~. Paving, removal of trees and relocation of utilities, or any other construction work is to be arranged by the owner through the affected City Department, utility or agency, at the owner's expense, on the understanding that the approval of the ~~General Manager of Environmental Services & City Engineer~~ must be obtained before commencement of any construction work that is required.
- 7.2 In the event that trees or utilities must be removed or relocated, written approval must be obtained by the owner from the appropriate authority before the application will be processed.
- 8.0 FRONT YARD AND BOULEVARD PARKING ENFORCEMENT
- 8.1 Parking on the boulevard or in the front yard shall not begin:
- (1) in the case of parking under a boulevard parking agreement, until the City Clerk has completed registration of the by-law/boulevard parking agreement instrument in the Registry Office, or
  - (2) in the case of parking under a minor variance, until the decision of the Committee of Adjustment (or of the Ontario Municipal Board where there is an appeal) is final.
- 8.2 Violations of any of the provisions in the Zoning By-law, the Traffic By-law or the Streets By-law with respect to front yard and boulevard parking shall be enforced at the discretion of the municipal enforcement agencies.
- 8.3 In situations where a decision is reached not to approve front yard or boulevard parking, the ~~General Manager of Environmental Services & City Engineer~~ may close illegal accesses with proper curbing and restore the appearance of the area as a proper boulevard at the expense of the offending property owner.
- 8.4 Where no boulevard parking agreement has been finalized on the basis outlined in paragraph 6.2 of this policy, the Corporation reserves the right to erect, temporarily, any obstacles necessary to prevent the use of the boulevard for parking, and, at the same time, the City Clerk may recommend to the Planning Committee that the original approval for such owner's agreement to park on the boulevard be rescinded.

#### 27(5) Non-Enforcement of Parking Regulations

**Service Area Lead:** Development & Compliance Services

**Type of Change:** Replace (No Change)

**Original Policy:**

That a policy be established directing staff not to enforce parking meters, municipal parking lots and time-limited parking zones on Easter Monday and on those days when City Hall is closed in lieu of a statutory holiday.

## 27(6) Free Downtown Parking During Christmas Season

**Service Area Lead:** Development & Compliance Services

**Type of Change:** Replace (Major Amendment)

### **Amendment Rationale:**

At the request of Downtown London, Council approved excluding Richmond Row and Downtown London as it was not being used exclusively by shoppers to park.

### **Original Policy:**

That a policy be established to provide free parking each year at on-street parking meters and municipal parking lots in the Downtown, Centretown and Richmond Row areas on Saturdays only, starting on the weekend of the Santa Claus Parade and continuing through to the end of December.

ADOPTED APRIL 23, 1996

### **Updated Policy:**

That a policy be established to provide free parking each year at on-street parking meters in Centretown on Saturdays only for the month of December.

## 27(7) Traffic Calming Policy

**Service Area Lead:** Environment & Engineering Services

**Type of Change:** Repeal

### **Repeal Rationale:**

A traffic calming guideline and procedures document was approved by Council on March 26, 2013. This document deems the current policy, including the appendices, redundant. The new document is available on the City website at: <http://www.london.ca/residents/Roads-Transportation/traffic-management/Documents/City-of-London-Traffic-Calming-Policy.pdf>.

Future updates to the current traffic calming document will include a modification to the document title to better reflect its structure as a procedures document.

### **Original Policy:**

That a policy be established that prohibits the installation of Traffic Calming Devices until approved by Council through a warranted Traffic Calming study as set out in Appendices 27(7A) and 27(7B), and that recommended devices be implemented in accordance with the Local Improvement Policy.

ADOPTED AUGUST 4, 1998 [27(7) OCT 2004]

### 27(7A) Appendix to Traffic Calming Policy – Criteria for Initiating a Traffic Calming Study

#### Criteria for Initiating a Traffic Calming Study

- a) The study area, as determined by the City Engineer, meets at least two of the four warrants set out in Appendix 27(7B);
- b) More than 25% of traffic has a measured speed greater than the posted speed limit, or, more than 40% of the measured traffic volume is through traffic and total traffic is at least 75% of the design volume for the road classification;
- c) A study area support rate of 60% is measured by a mail back survey with a minimum 40% response rate;
- d) Council approves the initiation of the Traffic Calming Study as a Class Environmental Assessment Study under the Environmental Assessment Act.

### 27(7B) Appendix to Traffic Calming Policy – Screening Criteria for Candidate Traffic Calming Neighbourhoods

#### Screening Criteria for Candidate Traffic Calming Neighbourhoods

There are four warrants to be considered:

a) Potential for Infiltration Concerns

If there are direct connections to a major street network at both ends of the study area, further study of this component is warranted. Three additional considerations are:

- Is the distance to parallel major streets greater than one kilometre?
- Does the street provide obvious access to community features or major traffic generators outside the study area?
- Does the street provide an obvious by-pass to an arterial/arterial or arterial/highway intersection?

If any of these three additional conditions are true the warrant passes. If none of these three conditions are true, the warrant fails.

b) Potential for High Levels of Local Traffic

Two conditions are considered in determining the potential for high levels of local traffic:

- Are there 100 or more residential units abutting/fronting or three or more local roads intersecting the street?
- Are there other land uses in/near the study area that could generate significant vehicle volumes?

If either of these two conditions is true the warrant passes. If neither of the conditions is true, the warrant fails.

c) Potential for High Speeds

Two conditions are considered in determining the potential for high speeds:

- Is the street relatively straight?
- Is the paved surface on the street wider than 9.0 metres?

If either of these conditions is true, the warrant passes. If both of these conditions are false, the warrant fails.

d) Risk of Unacceptable Levels of Pedestrian-Vehicle Conflicts

If less than 75% of the length of roads in the study area has sidewalks on at least one side, further study of this component is warranted, otherwise the warrant fails.

If further study is warranted, three additional conditions are considered:

- Are there schools, parks, or seniors' residences abutting or adjacent to the study area?
- Are there 100 or more residential units abutting/fronting onto the street?
- Are there other land uses in/near the study area that could generate significant pedestrian volumes?

If any of the three additional conditions is true, the warrant passes. If none of the three additional conditions are true, the warrant fails.

27(8) Overnight Parking Pass Program Policy

**Service Area Lead:** Environment & Engineering Services

**Type of Change:** Replace (No Change)

**Original Policy:**

## **1.0 Policy Purpose**

- 1.1 The City's Traffic and Parking By-law PS-111 authorizes the City Engineer or his or her designate to issue Overnight Parking Passes in accordance with the Council Policy for the Overnight Parking Pass Program. This policy establishes the criteria for the Overnight Parking Pass Program.

## **2.0 Definitions**

“**By-law**” means the City's Traffic and Parking By-law PS-111 as amended from time to time;

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

“**Overnight Parking Pass**” means a pass issued by the City Engineer under the By-law that permits overnight parking as provided in the By-law on City roadways; and

“**City Engineer**” means the Managing Director and City Engineer or any employee or agent of the Corporation designated by the said Managing Director and City Engineer to act on his or her behalf;”

## **3.0 Issuance of Overnight Parking Passes**

- 3.1 The City Engineer may issue an Overnight Parking Pass based on the following criteria:
- (a) An Overnight Parking Pass will permit a person to park a vehicle on a roadway between the hours of 3:00 am and 5:00 am and for a period longer than 12 hours notwithstanding subsections 9(1)(k) and 9(1)(n) of the By-law.
  - (b) All other provisions of the By-law apply. For clarity, an Overnight Parking Pass does not permit a person to park a vehicle on a roadway where parking is prohibited under the By-law including locations where signs indicating “no parking 3:00 am to 5:00 am” are posted. All other parking restrictions remain in effect, including without limitation prohibited parking and stopping areas, fire routes, the requirement to remove all vehicles from the street during snow clearing operations and posted on street parking restrictions relating to time limited and residential parking pass zones.
  - (c) Overnight Parking Passes may be issued during the period commencing the day after Labour Day and ending on the Friday immediately prior to Victoria Day.
  - (d) An Overnight Parking Pass will be issued in electronic form only.
  - (e) An Overnight Parking Pass is valid:
    - (i) only for the vehicle to which it is issued based on the licence plate for the vehicle and is not transferable;
    - (ii) only for the date and time for which it is issued;
    - (iii) for a period of no longer than 24 hours commencing at 12:00 pm and expiring at 11:59 am the following day.
  - (f) For clarity:
    - (i) Overnight Parking Pass applications submitted before 5:00 am will expire 11:59 am the same day;
    - (ii) Overnight Parking Passes applications submitted on or after 5:00 am will expire 11:59 am the following day;
    - (iii) Overnight Parking Passes are not retroactive and cannot be applied to dates or times prior to when the application is submitted.
  - (g) A maximum of 15 Overnight Parking Passes per year may be issued for a vehicle based on its licence plate.

#### **4.0 Restriction on Issuance of Overnight Parking Passes**

4.1 Overnight Parking Passes will not be issued:

- (a) for commercial vehicles, trailers, inoperable vehicles or unlicensed vehicles or where the licence plate is invalid;
- (b) more than 48 hours in advance between November 1<sup>st</sup> and April 15<sup>th</sup>.

4.2 At the discretion of the City Engineer, an Overnight Parking Pass may not be issued where a weather event is forecast or occurring, in the event of an emergency or for any other roadway operational reason.

ADOPTED JULY 26, 2016 (By-law No. A.-7432-197)

#### **27(9) Coloured Cross Walk Policy – REPEALED**

ADOPTED AUGUST 30, 2016 (By-law No. A.-7441-222); REPEALED SEPTEMBER 13, 2016 (By-law No. A.-7449-245)

#### **28(1) Travel & Business Expenses**

**Service Area Lead:** Finance & Corporate Services

**Type of Change:** Replace (Technical Amendment)

**Rationale:**

This update removes outdated hyperlinks and reference to the outdated policy numbers. This policy may be amended during the modernization phase of the update to the Council Policy Manual as it is not best practice to have both Council and administrative expenses included in one policy.

**Original Policy:**

This policy addresses the methods and procedures by which the groups outlined below will be governed when attending to business related to their respective governing bodies, including but not limited to conferences, conventions, seminars, as well as business and business entertainment expenses either within the City limits or beyond; and provides for the associated compensation entitlements.

This policy applies to:

- Members of City Council
- Employees of the City of London
- Elected/Appointed Officials

Other members and administrators shall be governed by whatever policies are set from time to time by their respective governing bodies, provided that the said policies do not exceed those contained within this policy.

It is understood that authority for the expenditure of funds for any and all expenses covered by this policy extends only to the extent of the financial limitations imposed by the annual (current) budgets of the respective governing bodies.

It is understood where an active contract and/or collective bargaining agreement is in place that addresses items contained within this policy that the terms of the contract/collective bargaining agreement will be followed.

Any question involving the meaning or application of this policy is to be submitted to the City Treasurer or designate for clarification.

Where this policy contradicts an existing policy or corporate practice, the issue will be forwarded to the City Treasurer or designate for a final binding decision. The issue and decision will be documented to be placed into further revisions of this policy.

This policy includes the following sections:

- IX. Definitions
- X. Expense Review Officer



- XI. Appeal Committee
- XII. Release of Expense Information
- XIII. Responsibilities
- XIV. General Guidelines
- XV. Travel – Out of Town Expenditures
- XVI. Business Expenditures – In Town, Team Building, Business Entertainment

Appendix A – Risk Management Policy – Personal Vehicles

Appendix B – Excerpt from Risk Management Manual – Rented Vehicles

**I. DEFINITIONS**

Accommodation – commercial lodging facilities such as hotels, motels, corporate residences or apartments.

City – shall be used in this policy to mean The Corporation of the City of London

City Business – Attending an event as a representative of the City, to derive a benefit for the City, or to advance the interests of the City.

Expense Review Officer (ERO) - shall mean the person responsible for administering this policy, having budgetary control over the general ledger account to be expensed, and having authority over the Officials/Staff incurring the expenditure; as defined in Section II below.

Expense Reports – shall include both manual forms (e.g. Travel Advance / Expense Form) and corporate purchasing card statements, as applicable.

Governing Body - shall mean the City Council or a local board or commission.

Incidental/Personal Expenses – includes, but is not limited to: gratuities/tips, non-alcoholic beverages, personal phone calls, laundry and dry cleaning.

Local Mileage – defined as travel within the city limits of London, Ontario.

Officials - shall mean a Member of the City Council or an elected or appointed member of the governing body of a local board or commission or an advisory committee of the City Council.

Per Diem – an allowance to cover out-of-pocket personal living expenses exclusive of accommodation or transportation. This allowance is intended to include meals, taxes, gratuities and all other qualifying incidental/personal expenses.

Receipt – original document showing the name of the vendor, as well as the date, amount and description of the expenditure paid by the Officials/Staff.

Staff - shall mean an employee of the City of London or a staff member of a local board or commission.

Travel – is defined as going beyond the city limits of London, Ontario.

**II. EXPENSE REVIEW OFFICER**

The following are designated "Expense Review Officers" (ERO) for the jurisdictions referred to and shall be responsible for administering this policy within their particular areas of jurisdiction, addressing any justifiable exceptions; and for auditing and processing all expense reports in accordance with this policy, while maintaining the right to request additional explanations, documentation or justification of any or all of the expense reports:

<b>Jurisdiction</b>	<b>ERO</b>
Mayor	City Treasurer or designate
Members of City Council	City Clerk or designate
Appointed Members of Advisory Committees	City Clerk or designate
City Manager	Mayor
Senior administrative official of each of the local boards or commissions	The chair of the respective local board or commission
Managing Directors	City Manager or designate

<b>Jurisdiction</b>	<b>ERO</b>
City of London Employees	Managing Directors or designates

### **III. APPEAL COMMITTEE**

The City Council and each local board or commission shall appoint an Appeal Committee for the purpose of dealing with disputes. The Appeal Committee shall be comprised of the senior administrative official, and the ERO of the governing body. Decisions of the Appeal Committee shall be final.

If the individual with a dispute is the senior administrative official; the City Treasurer will serve as part of the Appeal Committee.

### **IV. RELEASE OF EXPENSE INFORMATION**

All expense information is considered to be public information and shall be made available, upon request, by the ERO. Annually, prior to March 31, the City Treasurer or designate will submit to the City Council, a list of expenses incurred during the previous calendar year for the members of City Council, all City of London staff at level SME-02 or above, elected and appointed officials and members of the Senior Administration of the following local boards and commissions: London Transit Commission, London Convention Centre Corporation; London Public Library Board and the London Police Services Board.

### **V. RESPONSIBILITIES**

#### **Officials / Staff Role**

The Officials/Staff are responsible for adhering to the provisions of this policy, in addition to the completion of the expense report and submitting it for approval. Supporting documentation, as outlined in this policy, must be attached to the expense report. To avoid duplicate payments and to facilitate appropriate reviews; copies of credit card/interact slips, and credit card statements are not acceptable as receipts; however, may be required to provide proof of purchase.

#### **ERO Role**

The ERO is responsible for reviewing and authorizing the expense report. Under no circumstances may an ERO authorize expenses incurred on their own behalf.

The ERO's signature indicates that:

- The expense is a legitimate business expense; and funds are available within the approved budget;
- The purchasing method does not violate the purchasing policy;
- Appropriate supporting documentation, as outlined in this policy, is attached; and,
- The expense has been charged to the correct cost centre and expense code.

The ERO is responsible for pre-approving individual travel and business expenses expected to be reimbursed at an amount greater than \$3,000 and to approve local mileage claims in excess of \$1,000 (City Council members are not entitled to claim local mileage).

#### **Finance Role**

Approved expense reports are to be forwarded to Financial Services / Accounts Payable for processing on a timely basis. Finance and/or Audit may conduct reviews at any time, without notice, to assess compliance with this policy. Failure to comply may result in corrective and/or disciplinary action up to and including dismissal.

### **VI. GENERAL**

1. Travel, business and local mileage expenditures are to be based on sound judgement and proper regard for economy.
2. Where travel and business expense payments are made using a corporate purchasing card; all provisions within this policy and the corporate purchasing card policy must be followed.
3. Travel, business and local mileage expenditures are subject to examination by City administration and/or the City's external auditors and must be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.

4. Where an individual travel expense is expected to be reimbursed at an amount greater than \$3,000; a Travel Expense Authorization Form must be completed and approved by the ERO in advance of the date of travel. The Travel Expense Authorization Form must be attached to the expense report for submission to Finance.
5. When more than one traveller is attending the same event, all attendees must where practical/possible:
  - i) Coordinate travel arrangements
  - ii) Take advantage of group rates
  - iii) Individually submit a separate expense report for reimbursement
6. When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses will not be reimbursed for spouse and/or other guests.
7. When attending a course, conference, or seminar an outline/itinerary must be provided.
8. Where travel is delayed or cancelled due to circumstances beyond the traveller's control, effort must be made to notify the ERO immediately; the individual should attempt to secure complimentary lodging and/or meals where available. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.
9. Expense reports must be submitted within forty five days from return to work from travel or the date from which the business expense was incurred.
10. The City will not reimburse for any personal items lost.
11. Where a staff member's primary place of business is in a Municipality other than the City of London; for the purposes of this policy:
  - i) Local travel/local mileage will be within the limits of the Municipality where their work is conducted (for example: if the staff member conducts business in Toronto then local travel and mileage will be within the city limits of Toronto)
  - i) Per diem – an overnight stay in association with a one-day meeting or business event out-of town is justified depending on the start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres from their primary place of business

All other items in this policy are applicable as outlined.

## **VII. TRAVEL**

### **1. AUTHORIZED TRAVEL**

- (a) Officials are entitled to receive reimbursement for expenses while attending the following:
  - (i) Annual conferences of municipal associations of which the governing body is a member;
  - (ii) Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the official is a director, committee or task force member within the sponsoring organization;
  - (iii) Annual conferences or board meetings of any organization on which an official sits as a director/committee member representing the governing body and where the governing body is entitled to voting delegate status because of its membership;

- (iv) Out-of-town business as a representative of the City or of a local board or commission, provided that prior approval has been received from the governing body; and,
  - (v) One conference in addition to those mentioned in (i) and (iii) above in any given year, provided that the said conference has a direct relationship to municipal concerns or interests, and subject to the approval of the governing body and the availability of funds in the budget.
- (b) Staff are entitled to receive reimbursement for expenses while attending the following:
- (i) Annual conferences of municipal associations of which the governing body is a member;
  - (ii) Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the staff member is a director, committee or task force member within the sponsoring organization;
  - (iii) Annual conferences or board meetings of any organization on which a staff member sits as a director/committee member representing the governing body or is part of a professional association or membership;
  - (iv) Out-of-town business as a representative of the City or of a local board or commission provided that prior approval has been obtained;
  - (v) Out-of-town business to meet with peers to discuss best practices; and,
  - (vi) Out-of-town training courses provided that such training is of benefit to the staff member's position or necessary to retain licensing/designations and that prior approval has been obtained.

## 2. TRAVEL ADVANCES

- (a) Travel advance requests must be made to the appropriate ERO at least one week prior to departure for domestic travel and two weeks prior to international travel (where the advance is required to be in US funds).
- (b) The amount advanced will be calculated by the ERO, based on the estimated expenses associated with each individual circumstance.
- (c) No advance will be provided for amounts less than \$200.00.
- (d) Travel Advances resulting in \$0.00 balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, payment (reimbursement) must be made within forty five days from the date of return from travel. The cashier's receipt must be attached to the final expense report.
- e) Any Officials/Staff that has an outstanding travel claim that is not submitted to Finance within forty five days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

## 3. REGISTRATION FEES

Registration fees for attendance at a convention, conference, seminar, workshop or annual meeting will be reimbursed in full by the governing body upon submission of an invoice from the appropriate organization and an official receipt indicating payment.

## 4. TRAVEL ALLOWANCES

- (a) Per Diem Allowance
  - (i) The per diem rate shall be as established by the governing body from time to time, provided that, in the case of a local board or commission, it shall not exceed that established by the City Council for elected and appointed officials. The per diem rate will be paid in Canadian funds unless a there is a requirement for U.S. funds. An Officials/Staff who receives a per diem allowance may not

claim additional personal expenses. To simplify reporting, receipts are not required for per diem expenses.

A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.

(ii) The per diem allowance is intended to cover the following normal daily expenses:

-meals and snacks	-gratuities
-cleaning expenses	-telephone calls (personal)
-miscellaneous personal expenses	-non-alcoholic beverages

(iii) The per diem rate of \$70 will be applied to a twenty-four hour period, provided that at least one overnight stay is involved. At the discretion of the ERO, a partial per diem may be paid to cover costs associated with partial days away. (Proration will be based on actual departure/arrival times as outlined in VII.4. (a)(vi) below).

(iv) Where meals have been provided, the per diem rate will be reduced by the amount reflected below:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

(v) An overnight stay in association with a one-day meeting or business event out-of-town is justified (and therefore the per diem rate applied) depending on the scheduled start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres.

(vi) Where an overnight stay is not involved but the Officials/Staff is required to attend out-of-town meetings for the entire day, the per diem rate of \$60 will be applied. (Where meals are provided at the attended function, the per diem rate will be reduced by the amount reflected in VII.4. (a) (iv) above).

Where a partial day per diem is applicable the following proration will be applied:

Breakfast	\$10.00 - If an employee is required to depart before 6:00 am
Lunch	\$20.00 - If an employee is required to depart before 12:00 noon
Dinner	\$30.00 - If an employee is unable to return home until after 6:00pm

No other expenses will be reimbursed; receipts are not required for per diem expenses

(b) Transportation

(i) Officials and Staff may choose their own method of transportation on the understanding that the most direct route, the most economical and most practical method must be used. The loss of productive time must be minimized.

(ii) Air

Economy class airfare is normally to be used, however, business class may be authorized by the ERO if:

- less expensive seats are not available, or
- the departure time is not acceptable, or
- the individual is travelling on a continuous flight in excess of five hours

The cost of an additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided that the cost of the extra accommodation is not greater than the savings realized from the discounted airfare.

(iii) Rail

With prior approval from their ERO, Officials and Staff may be reimbursed for business class rail transportation, provided that they actually travel business class, and provided that the trip extends over a normal meal period (breakfast, lunch or dinner). Otherwise, only economy rail transportation costs will be reimbursed. The per diem will be reduced by the amounts noted in VII.4. (a) (iv).

(iv) Private vehicles

Private vehicles may be used by Officials and Staff for out-of-town transportation when it is the most economical and practical method of travel. The mileage rate, approved by the governing body from time to time, will be reimbursed provided that, in the case of a local board or commission, the said rate shall not exceed the mileage rate established from time to time by the City Council for elected and appointed officials.

- Expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard or extra), accident deductibles or tickets, etc. will not be reimbursed.
- 407 ETR charges are a reimbursable expense (receipt/proof of payment is required)
- Please refer to Appendix A regarding insurance requirements for use of personal vehicles on city business.

(v) City vehicles

Use of a City vehicle where available is encouraged. Fuel will be reimbursed with supporting receipts.

(vi) Rental vehicles

Rental vehicles may be used by Officials and Staff where it is demonstrated that this method of transportation is more economical and practical than the use of taxis, limousines, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

The rental contract must be registered under the name "Corporation of the City of London – Applicant Name."

Officials/Staff who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage of the vehicle. Please refer to the Appendix B (excerpt from the Risk Management Manual) for further details regarding insurance coverage.

(vii) Taxis/Limos

Officials and Staff may be reimbursed for the actual costs of taxicabs, airport limousines, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. Reimbursement will also be made for actual and reasonable costs incurred for such vehicles on approved City business whether within the City of London or at an approved location.

(c) Local/Out of Town Mileage

(i) Local Mileage

Local mileage expenses cover all individuals that this policy applies to with the exception of:

1) Member's of council who have local mileage expenses provided for in council policy 28(2) – Council Member's Expense Account

2) Any Official or Staff (other than those in #1 above) who receive a monthly vehicle allowance

The mileage rate, approved by the governing body, will be reimbursed for local travel. Officials and Staff must complete the Car Allowance Statement (Form #0086 on City Connect/Cit-eforms) and submit the form to Accounts Payable at the minimum of a quarterly basis. The Car Allowance Statements will be delivered to payroll weekly for reimbursement on the next available payroll direct deposit.

(ii) Out of Town mileage

The mileage rate, approved by the governing body, will be reimbursed for out of town travel. Officials and Staff must complete the Accounts Payable Voucher – Travel Advance/Expense Report (Form #0627) and submit the form to Accounts Payable

- When more than one Officials/Staff is travelling in the same motor vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses as provided by this policy.

Officials/Staff, excluding Council Members, that are provided with a vehicle allowance are only entitled to an out of town mileage reimbursement when the travel exceeds 200 kilometres.

Council Members as provided for in council policy 28(2) that are provided with a monthly transportation allowance are entitled to an out of town mileage reimbursement for the full distance travelled when the distanced travelled exceeds 150 kilometres.

(d) Accommodation

(i) The name of "The City of London" or of the appropriate governing body must appear on all hotel (room) registrations and in each case available government or corporate rates should be requested. Individuals may be reimbursed for either single or double room base rates (including applicable taxes) depending on individual circumstances.

(ii) With approval from the appropriate ERO, hospitality accommodation, such as suites, parlours, etc. may be obtained when necessary for entertainment or hosting purposes.

If an Officials/Staff chooses to stay overnight with friends or relatives while on business related to the governing body instead of at a hotel, accommodation expenses will not be reimbursed, however the per diem allowance will still apply as required.

(iii) In the event of travel cancellation, the Officials/Staff may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.

(e) Telephone Calls

Officials and Staff will be reimbursed for all telephone calls (local or long distance) that are directly related to City business. Reimbursement for personal calls is provided under the per diem allowance.

(f) Spousal Expenses

Officials and Staff shall be responsible for all additional expenses incurred as a result of a spouse or companion travelling with them, save and except the cost of accommodation as referred to in section VII.4. (d)(i) above.

(g) Parking Expenses

(i) Officials and Staff will be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out-of-town on business, subject to the submission of appropriate receipts and provided that the cost of the parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the governing body.

- (ii) Officials and Staff will be reimbursed for the cost of parking their motor vehicle overnight while they are out-of-town on business, subject to the submission of appropriate receipts. Loss or damage to the vehicle, while parked, shall not be the responsibility of the governing body.

## 5. TRAVEL EXPENSE REPORTS

- (a) Officials and Staff are responsible for filing their respective travel expense reports with their respective ERO within forty five days of their return to office from an out-of-town event or from the date of the business expense incurred as covered by this policy.
- (b) Original individual detailed receipts must be filed with the expense report for all travel expenses not covered by the per diem allowance and for all hotel (room) accommodations. To avoid duplicate payments, copies, credit card slips, statements and/or Interac payment slips are not acceptable as receipts, however may be required to provide proof of payment.
- (c) Any funds owed to the governing body as a result of cash advances or claims for expenses of a personal nature not reimbursed by this policy, etc. shall be submitted to the City. A receipt should be attached to the travel expense report. Any funds owing to the City beyond a 45 day period from the date of return from an out-of-town event may be deducted from the individual's next pay cheque.

## 6. FOREIGN EXCHANGE

All claims shall be reimbursed in Canadian Funds.

The exchange rate used in calculation of the reimbursement will be the Bank of Canada rate during the travel period except in the following circumstances:

- If the Officials/Staff provide evidence of the rate obtained at the time of travel, such as bank/currency exchange office or ATM receipts; or,
- In cases where a credit card has been used, the rate used on the credit card purchase(s) will be used for those purchases only. A copy of the credit card statement must be submitted.

## VIII. BUSINESS EXPENDITURES

### 1. Corporate Purchasing Cards

Where payments are made using a corporate purchasing card for items covered under this section of the policy; all provisions within this policy and the corporate purchasing card policy must be followed.

### 2. Hosting (City and/or Non-City employees in attendance)

- (i) On occasions when it becomes necessary for an Officials/Staff to host or entertain individuals relating to the advancement of the affairs of the City, such hosting or entertaining shall not be extended solely to an individual(s) who is employed by the City or solely to the spouse or companion of the Officials or Staff member, unless the individual, spouse or companion is attending in an official or business related capacity. In such cases, all expenses must be accompanied by receipts plus a written explanation setting out the following:
  - the purpose for the hosting and the particular circumstances;
  - the names and the positions held of the person(s) hosted;
  - the location at which the hosting took place.
- (ii) Hospitality such as beverages, meals, tours or other entertainment is only to be provided to Officials/Staff that have been identified by prior approval to act as hosts to guests of the City.
- (iii) Reasonable expenses associated with the hosting of business contacts, such as business lunches or dinners, may be reimbursed when the expense is considered to be necessary for the advancement of the interests of the City. (Officials or Staff members alone are not considered "business contacts".) The request for reimbursement must include the purpose of the hosting, and the name(s) of the individual(s) hosted.



With pre-approval from the ERO, alcoholic beverages purchased during these business events may be reimbursed. It is the responsibility of the ERO to determine whether the expense should be reimbursed, given the particular circumstances. Officials/Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.

- (iv) When two or more Officials or Staff members are present for a business/hosting event, the highest ranking person present must pay for the expenditure and prepare the respective expense report. If this is not feasible, the resultant expense report must still be approved by the ERO of the highest ranking person present.

### 3. Meals In-town (Only Officials/Staff in Attendance)

- (i) It may be necessary for Officials or Staff to conduct City business over a meal, or an Officials or Staff may incur meal expenses in conjunction with attending a function on City business. It is the responsibility of the ERO to determine whether the meal expense should be reimbursed, given the particular circumstances. Receipts must be detailed and include a description of the purpose of the meal and a list of all persons in attendance.

Alcohol will not be reimbursed.

- (ii) When two or more Officials or Staff are present for a meal in-town, the highest ranking person present must pay for the expenditure and prepare the respective expense report. If this is not feasible, the resultant expense report must still be approved by the ERO of the highest ranking person present.

### 4. Business Expenditures (Non City Staff in Attendance)

Expenses associated with events such as committee meetings, award banquets, a political speech/address or other business related events where the purchase of a ticket or meal is required; will be reimbursed when such expense is considered to have a direct relationship to municipal concerns or interests. Additional reasonable expenses related to these types of events may be reimbursed. Official receipts must be provided.

### 5. Working Meetings/Life Events (Only Officials/Staff Present)

- (i) Non-alcoholic beverages and snacks may be offered to Officials or Staff required to work through "breaks" (otherwise called "coffee breaks"). Such hospitality should be restricted to occasions where the dispersal of participants during a break period is not desirable (e.g. training workshops). Managerial discretion and due regard for economy should be used in identifying such occasions.
- (ii) Non-alcoholic refreshments, meals, or both may be offered to Officials or Staff required to work through meal hours. Such hospitality should be restricted to occasions where the dispersal of participants during the meal hour is not desirable. Managerial discretion and due regard for economy should be used in identifying such occasions.
- (iii) Expenses will be reimbursed for employee events such as: team building events, general staff appreciation or celebrations, recognition of project milestones, or recognition of the extra efforts of employees. It is the responsibility of the ERO to exercise good judgment to ensure that the expense is warranted and reasonable, and that the type of event or award is appropriate for the purpose. Officials and Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.
- (iv) Expenses associated with functions for departing staff may NOT be charged to a service area's budget. All expenses related to this type of function are the responsibility of those hosting the function.
- (v) Cash awards are considered taxable benefits under income tax regulations.
- (vi) It is NOT permissible to use City funds to purchase flowers or gifts in recognition of any individual or group of individuals unless required within the business context in such circumstances as:

- A) In the event of the death of an employee, an employee's spouse or an employee's child, Human Resources may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, Human Resources may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
- B) In the event of the death of a current Member of Council, a current Member of Council's spouse or a current Member of Council's child, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
- C) In the event of the death of a current local Member of Parliament or current local Member of the Legislative Assembly of Ontario, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
- D) Gifts for employees in keeping with the Council and Corporate Policies and Procedures related to the Employee Service Recognition Program.

## 6. Attending Public Functions

When Officials/Staff are officially requested to attend functions at public expense at which there are guests who are not Officials/Staff, the number of Officials/Staff must not exceed the number needed to conduct City business.

Expenses incurred at or for political fundraising events where the Officials/Staff have been requested to attend are not reimbursable.

### **Appendix A – Risk Management Policy**

– Insurance coverage for personal vehicles used for City Business

#### **PURPOSE**

From time to time, it is necessary for City staff to use a personal vehicle on City business. This policy establishes the requirements of City employees, who receive travel expense reimbursement, are aware of expectations and insurance requirements when using a personal vehicle while on City business.

#### **POLICY**

##### **1.0 Automobile Liability Insurance Coverage**

The Ontario Insurance Act directs that automobile passengers injured during a no fault accident will file the claim with his/her own insurance company. If he/she does not hold a policy, he/she will then file a claim against the policy of his/her spouse or parent(s) or guardian(s). When a passenger has no access to any other insurance policy they may have a claim made against the insurance policy covering the vehicle that they were a passenger in.

- 1.1 The City purchases "Non-Owned Automobile Liability" insurance. This provides coverage for legal liability arising out of automobile accidents while an employee is using their vehicle for City business. (It does not provide insurance for vehicles operated by employees under contract for snow ploughing.)

Non-Owned Auto protects the City against claims arising out of the use by employees of their own personal vehicles. It does not protect the owner of the vehicle who must by law carry owner's insurance. If the owner's policy does not cover part or all of, a claim when a vehicle is operated on behalf of the City, this 'non-owned' policy provides insurance to the City.

**2.0** Employees who use their vehicles on City business must maintain a minimum of \$1,000,000.00 automobile liability and statutory accident benefits insurance coverage as required under the Ontario Insurance Act.

### **2.1 Injury/Incident Reporting Procedures**

Employees will report all automobile accidents that occur while on City business to his/her Director/Manager as soon as possible.

**2.2** The Director/Manager will inform Human Resources of injuries involving City employees and Risk Management of injuries to non-employees. The Director/Manager will also complete the appropriate WSIB and Automobile Accident report forms as appropriate.

\*Please refer to:

<http://docs/livelink/livelink.exe?func=ll&objID=16095295&objaction=XmlExport&scope=one&stylesheet=2094807&transform&followaliases> for the most current information.

## **Appendix B – Excerpt from the Risk Management Manual**

### **2.3.2 INSURANCE ON RENTED VEHICLES GUIDELINES**

When vehicles are rented for business purposes they *must be rented in employer's name* in order that the blanket auto insurance policy provides coverage. This is because the *renter's own insurance policy* responds first to claims by injured claimants. Employees who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage of the vehicle. For example, when an accident arises out of the use or operation of a leased or rented vehicle the priority of those responsible for costs is:

1. The renter's own automobile insurance policy,
2. Next is the policy of the driver of the vehicle, (for example, if you rented a vehicle but let a friend drive it), and
3. The policy of the vehicle owner (the rental company).

### **PHYSICAL DAMAGE TO RENTED VEHICLES**

The Collision Damage Waiver (CDW) on short-term vehicle rental contracts should be declined as the probability of loss is less than the cost of purchasing insurance. Rental car agencies normally charge in between \$10.00 and \$20.00 per day in addition to the daily rental charge. This cost, relative to the risk involved, is considered to be excessive. In the case of the City and insured Boards, it is not necessary to purchase insurance for physical damage to the vehicles rented when the vehicles rented are valued at less than \$100,000.00.

### **RESTRICTIONS ON USE**

Rental agreements all contain restrictions on certain uses and drivers that, if violated, may affect insurance coverage and make the renter fully responsible for the loss. Renters should pay particular attention to the following typical rental agency restrictions:

- no driver under age 21
- no driver under the influence of alcohol or drugs
- no use inconsistent with normal business travel (see detailed list in rental agreement)

### **PERSONAL USE OF RENTAL AUTOS**

These guidelines and procedures apply only to vehicles rented for use on the business of the City or insured Board. Some personal automobile insurers allow you to add coverage for rented vehicles to your own personal auto insurance policy for a nominal annual fee (approximately \$50.00). This allows individuals to decline the CDW and have collision coverage through your personal auto insurance policy. Interested employees should check with their insurance agent/broker.

### **REPORTING REQUIREMENTS**

All accidents must be reported promptly to the rental agency, to the local police and to Risk Management. See Section 11.3 - Automobile Accident Report - Form No. 1005(rev.2003.11).

\*Please refer to <http://docs/livelink/livelink.exe?func=ll&objId=16669282&objAction=viewheader> for the most current information.

ADOPTED SEPTEMBER 3, 1968; AMENDED MARCH 12, 1973, OCTOBER 17, 1977, FEBRUARY 8, 1979; NOVEMBER 7, 1983; JUNE 15, 1987; DECEMBER 6, 1993; MARCH 4, 1996; AMENDED APRIL 11, 2012 (By-law No. A.-6800-104) [28(1) AUG 1999]; AMENDED DECEMBER 8, 2015 (By-law No. A.-7329-2)

## Updated Policy

This policy addresses the methods and procedures by which the groups outlined below will be governed when attending to business related to their respective governing bodies, including but not limited to conferences, conventions, seminars, as well as business and business entertainment expenses either within the City limits or beyond; and provides for the associated compensation entitlements.

This policy applies to:

- Members of City Council
- Employees of the City of London
- Elected/Appointed Officials

Other members and administrators shall be governed by whatever policies are set from time to time by their respective governing bodies, provided that the said policies do not exceed those contained within this policy.

It is understood that authority for the expenditure of funds for any and all expenses covered by this policy extends only to the extent of the financial limitations imposed by the annual (current) budgets of the respective governing bodies.

It is understood where an active contract and/or collective bargaining agreement is in place that addresses items contained within this policy that the terms of the contract/collective bargaining agreement will be followed.

Any question involving the meaning or application of this policy is to be submitted to the City Treasurer or designate for clarification.

Where this policy contradicts an existing policy or corporate practice, the issue will be forwarded to the City Treasurer or designate for a final binding decision. The issue and decision will be documented to be placed into further revisions of this policy.

This policy includes the following sections:

- XVII. Definitions
- XVIII. Expense Review Officer
- XIX. Appeal Committee
- XX. Release of Expense Information
- XXI. Responsibilities
- XXII. General Guidelines
- XXIII. Travel – Out of Town Expenditures
- XXIV. Business Expenditures – In Town, Team Building, Business Entertainment

Appendix A – Risk Management Policy – Personal Vehicles

Appendix B – Excerpt from Risk Management Manual – Rented Vehicles

### I. **DEFINITIONS**

Accommodation - commercial lodging facilities such as hotels, motels, corporate residences or apartments.

City - shall be used in this policy to mean The Corporation of the City of London

City Business - Attending an event as a representative of the City, to derive a benefit for the City, or to advance the interests of the City.

Expense Review Officer (ERO) - shall mean the person responsible for administering this policy, having budgetary control over the general ledger account to be expensed, and having authority over the Officials/Staff incurring the expenditure; as defined in Section II below.

Expense Reports - shall include both manual forms (e.g. Travel Advance / Expense Form) and corporate purchasing card statements, as applicable.

Governing Body - shall mean the City Council or a local board or commission.

Incidental/Personal Expenses - includes, but is not limited to: gratuities/tips, non-alcoholic beverages, personal phone calls, laundry and dry cleaning.

Local Mileage - defined as travel within the city limits of London, Ontario.

Officials - shall mean a Member of the City Council or an elected or appointed member of the governing body of a local board or commission or an advisory committee of the City Council.

Per Diem - an allowance to cover out-of-pocket personal living expenses exclusive of accommodation or transportation. This allowance is intended to include meals, taxes, gratuities and all other qualifying incidental/personal expenses.

Receipt - original document showing the name of the vendor, as well as the date, amount and description of the expenditure paid by the Officials/Staff.

Staff - shall mean an employee of the City of London or a staff member of a local board or commission.

Travel - is defined as going beyond the city limits of London, Ontario.

## **II. EXPENSE REVIEW OFFICER**

The following are designated "Expense Review Officers" (ERO) for the jurisdictions referred to and shall be responsible for administering this policy within their particular areas of jurisdiction, addressing any justifiable exceptions; and for auditing and processing all expense reports in accordance with this policy, while maintaining the right to request additional explanations, documentation or justification of any or all of the expense reports:

<b>Jurisdiction</b>	<b>ERO</b>
Mayor	City Treasurer or designate
Members of City Council	City Clerk or designate
Appointed Members of Advisory Committees	City Clerk or designate
City Manager	Mayor
Senior administrative official of each of the local boards or commissions	The chair of the respective local board or commission
Managing Directors	City Manager or designate
City of London Employees	Managing Directors or designates

## **III. APPEAL COMMITTEE**

The City Council and each local board or commission shall appoint an Appeal Committee for the purpose of dealing with disputes. The Appeal Committee shall be comprised of the senior administrative official, and the ERO of the governing body. Decisions of the Appeal Committee shall be final.

If the individual with a dispute is the senior administrative official; the City Treasurer will serve as part of the Appeal Committee.

## **IV. RELEASE OF EXPENSE INFORMATION**

All expense information is considered to be public information and shall be made available, upon request, by the ERO. Annually, prior to March 31, the City Treasurer or designate will submit to the City Council, a list of expenses incurred during the previous calendar year for the members of City Council, all City of London staff at level SME-02 or above, elected and appointed officials and members of the Senior Administration of the following local boards and commissions: London Transit Commission, London Convention Centre Corporation; London Public Library Board and the London Police Services Board.

## **V. RESPONSIBILITIES**

### **Officials / Staff Role**

The Officials/Staff are responsible for adhering to the provisions of this policy, in addition to the completion of the expense report and submitting it for approval. Supporting documentation, as outlined in this policy, must be attached to the expense report. To avoid duplicate payments and to facilitate appropriate reviews; copies of credit card/interact slips, and credit card statements are not acceptable as receipts; however, may be required to provide proof of purchase.

## **ERO Role**

The ERO is responsible for reviewing and authorizing the expense report. Under no circumstances may an ERO authorize expenses incurred on their own behalf.

The ERO's signature indicates that:

- The expense is a legitimate business expense; and funds are available within the approved budget;
- The purchasing method does not violate the purchasing policy;
- Appropriate supporting documentation, as outlined in this policy, is attached; and,
- The expense has been charged to the correct cost centre and expense code.

The ERO is responsible for pre-approving individual travel and business expenses expected to be reimbursed at an amount greater than \$3,000 and to approve local mileage claims in excess of \$1,000 (City Council members are not entitled to claim local mileage).

## **Finance Role**

Approved expense reports are to be forwarded to Financial Services / Accounts Payable for processing on a timely basis. Finance and/or Audit may conduct reviews at any time, without notice, to assess compliance with this policy. Failure to comply may result in corrective and/or disciplinary action up to and including dismissal.

## **VI. GENERAL**

1. Travel, business and local mileage expenditures are to be based on sound judgement and proper regard for economy.
2. Where travel and business expense payments are made using a corporate purchasing card; all provisions within this policy and the corporate purchasing card policy must be followed.
3. Travel, business and local mileage expenditures are subject to examination by City administration and/or the City's external auditors and must be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.
4. Where an individual travel expense is expected to be reimbursed at an amount greater than \$3,000; a Travel Expense Authorization Form must be completed and approved by the ERO in advance of the date of travel. The Travel Expense Authorization Form must be attached to the expense report for submission to Finance.
5. When more than one traveller is attending the same event, all attendees must where practical/possible:
  - i) Coordinate travel arrangements
  - ii) Take advantage of group rates
  - iii) Individually submit a separate expense report for reimbursement
6. When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses will not be reimbursed for spouse and/or other guests.
7. When attending a course, conference, or seminar an outline/itinerary must be provided.
8. Where travel is delayed or cancelled due to circumstances beyond the traveller's control, effort must be made to notify the ERO immediately; the individual should attempt to secure complimentary lodging and/or meals where available. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.
9. Expense reports must be submitted within forty five days from return to work from travel or the date from which the business expense was incurred.\
10. The City will not reimburse for any personal items lost.

11. Where a staff member's primary place of business is in a Municipality other than the City of London; for the purposes of this policy:
- i) Local travel/local mileage will be within the limits of the Municipality where their work is conducted (for example: if the staff member conducts business in Toronto then local travel and mileage will be within the city limits of Toronto)
  - ii) Per diem - an overnight stay in association with a one-day meeting or business event out-of town is justified depending on the start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres from their primary place of business

All other items in this policy are applicable as outlined.

## **VII. TRAVEL**

### **1. AUTHORIZED TRAVEL**

- (a) Officials are entitled to receive reimbursement for expenses while attending the following:
- (i) Annual conferences of municipal associations of which the governing body is a member;
  - (ii) Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the official is a director, committee or task force member within the sponsoring organization;
  - (iii) Annual conferences or board meetings of any organization on which an official sits as a director/committee member representing the governing body and where the governing body is entitled to voting delegate status because of its membership;
  - (iv) Out-of-town business as a representative of the City or of a local board or commission, provided that prior approval has been received from the governing body; and,
  - (v) One conference in addition to those mentioned in (i) and (iii) above in any given year, provided that the said conference has a direct relationship to municipal concerns or interests, and subject to the approval of the governing body and the availability of funds in the budget.
- (b) Staff are entitled to receive reimbursement for expenses while attending the following:
- (i) Annual conferences of municipal associations of which the governing body is a member;
  - (ii) Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the staff member is a director, committee or task force member within the sponsoring organization;
  - (iii) Annual conferences or board meetings of any organization on which a staff member sits as a director/committee member representing the governing body or is part of a professional association or membership;
  - (iv) Out-of-town business as a representative of the City or of a local board or commission provided that prior approval has been obtained;
  - (v) Out-of-town business to meet with peers to discuss best practices; and,
  - (vi) Out-of-town training courses provided that such training is of benefit to the staff member's position or necessary to retain licensing/designations and that prior approval has been obtained.

### **2. TRAVEL ADVANCES**

- (a) Travel advance requests must be made to the appropriate ERO at least one week prior to departure for domestic travel and two weeks prior to international travel (where the advance is required to be in US funds).
- (b) The amount advanced will be calculated by the ERO, based on the estimated expenses associated with each individual circumstance.
- (c) No advance will be provided for amounts less than \$200.00.
- (d) Travel Advances resulting in \$0.00 balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, payment (reimbursement) must be made within forty five days from the date of return from travel. The cashier's receipt must be attached to the final expense report.
- e) Any Officials/Staff that has an outstanding travel claim that is not submitted to Finance within forty five days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

3. REGISTRATION FEES

Registration fees for attendance at a convention, conference, seminar, workshop or annual meeting will be reimbursed in full by the governing body upon submission of an invoice from the appropriate organization and an official receipt indicating payment.

4. TRAVEL ALLOWANCES

(a) Per Diem Allowance

- (i) The per diem rate shall be as established by the governing body from time to time, provided that, in the case of a local board or commission, it shall not exceed that established by the City Council for elected and appointed officials. The per diem rate will be paid in Canadian funds unless a there is a requirement for U.S. funds. An Officials/Staff who receives a per diem allowance may not claim additional personal expenses. To simplify reporting, receipts are not required for per diem expenses.

A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.

- (ii) The per diem allowance is intended to cover the following normal daily expenses:

- meals and snacks
- cleaning expenses
- miscellaneous personal expenses
- gratuities
- telephone calls (personal)
- non-alcoholic beverages

- (iii) The per diem rate of \$70 will be applied to a twenty-four hour period, provided that at least one overnight stay is involved. At the discretion of the ERO, a partial per diem may be paid to cover costs associated with partial days away. (Proration will be based on actual departure/arrival times as outlined in VII.4. (a)(vi) below).

- (iv) Where meals have been provided, the per diem rate will be reduced by the amount reflected below:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

- (v) An overnight stay in association with a one-day meeting or business event out-of-town is justified (and therefore the per diem rate applied) depending on the scheduled start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres.
- (vi) Where an overnight stay is not involved but the Officials/Staff is required to attend out-of-town meetings for the entire day, the per diem rate of \$60 will be applied. (Where meals are provided at the attended function, the per diem rate will be reduced by the amount reflected in VII.4. (a) (iv) above).



Where a partial day per diem is applicable the following proration will be applied:

Breakfast	\$10.00 - If an employee is required to depart before 6:00 am
Lunch	\$20.00 - If an employee is required to depart before 12:00 noon
Dinner	\$30.00 - If an employee is unable to return home until after 6:00pm

No other expenses will be reimbursed; receipts are not required for per diem expenses

(b) Transportation

(i) Officials and Staff may choose their own method of transportation on the understanding that the most direct route, the most economical and most practical method must be used. The loss of productive time must be minimized.

(ii) Air  
Economy class airfare is normally to be used, however, business class may be authorized by the ERO if:

- less expensive seats are not available, or
- the departure time is not acceptable, or
- the individual is travelling on a continuous flight in excess of five hours

The cost of an additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided that the cost of the extra accommodation is not greater than the savings realized from the discounted airfare.

(iii) Rail

With prior approval from their ERO, Officials and Staff may be reimbursed for business class rail transportation, provided that they actually travel business class, and provided that the trip extends over a normal meal period (breakfast, lunch or dinner). Otherwise, only economy rail transportation costs will be reimbursed. The per diem will be reduced by the amounts noted in VII.4. (a) (iv).

(iv) Private vehicles

Private vehicles may be used by Officials and Staff for out-of-town transportation when it is the most economical and practical method of travel. The mileage rate, approved by the governing body from time to time, will be reimbursed provided that, in the case of a local board or commission, the said rate shall not exceed the mileage rate established from time to time by the City Council for elected and appointed officials.

- Expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard or extra), accident deductibles or tickets, etc. will not be reimbursed.
- 407 ETR charges are a reimbursable expense (receipt/proof of payment is required)
- Please refer to Appendix A regarding insurance requirements for use of personal vehicles on city business.

(v) City vehicles

Use of a City vehicle where available is encouraged. Fuel will be reimbursed with supporting receipts.

(vi) Rental vehicles

Rental vehicles may be used by Officials and Staff where it is demonstrated that this method of transportation is more economical and practical than the use of taxis, limousines, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

The rental contract must be registered under the name "Corporation of the City of London – Applicant Name."

Officials/Staff who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage of the vehicle. Please refer to the Appendix B (excerpt from the Risk Management Manual) for further details regarding insurance coverage.

(vii) Taxis/Limos

Officials and Staff may be reimbursed for the actual costs of taxicabs, airport limousines, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. Reimbursement will also be made for actual and reasonable costs incurred for such vehicles on approved City business whether within the City of London or at an approved location.

(c) Local/Out of Town Mileage

(i) Local Mileage

Local mileage expenses cover all individuals that this policy applies to with the exception of:

1) Members of Council who have local mileage expenses provided for in ~~council policy 28(2)~~ – **the Council Members' Expense Account Policy**

2) Any Official or Staff (other than those in #1 above) who receive a monthly vehicle allowance

The mileage rate, approved by the governing body, will be reimbursed for local travel. Officials and Staff must complete the Car Allowance Statement (Form #0086 on City Connect/Cit-eforms) and submit the form to Accounts Payable at the minimum of a quarterly basis. The Car Allowance Statements will be delivered to payroll weekly for reimbursement on the next available payroll direct deposit.

(ii) Out of Town mileage

The mileage rate, approved by the governing body, will be reimbursed for out of town travel. Officials and Staff must complete the Accounts Payable Voucher – Travel Advance/Expense Report (Form #0627) and submit the form to Accounts Payable

- When more than one Officials/Staff is travelling in the same motor vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses as provided by this policy.

Officials/Staff, excluding Council Members, that are provided with a vehicle allowance are only entitled to an out of town mileage reimbursement when the travel exceeds 200 kilometres.

Council Members ~~as provided for in council policy 28(2)~~ that are provided with a monthly transportation allowance, **as provided for in the Council Members' Expense Account Policy**, are entitled to an out of town mileage reimbursement for the full distance travelled when the distanced travelled exceeds 150 kilometres.

(d) Accommodation

- (i) The name of "The City of London" or of the appropriate governing body must appear on all hotel (room) registrations and in each case available government or corporate rates should be requested. Individuals may be reimbursed for either single or double room base rates (including applicable taxes) depending on individual circumstances.

- (ii) With approval from the appropriate ERO, hospitality accommodation, such as suites, parlours, etc. may be obtained when necessary for entertainment or hosting purposes.

If an Officials/Staff chooses to stay overnight with friends or relatives while on business related to the governing body instead of at a hotel, accommodation expenses will not be reimbursed, however the per diem allowance will still apply as required.

- (iii) In the event of travel cancellation, the Officials/Staff may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.

(e) Telephone Calls

Officials and Staff will be reimbursed for all telephone calls (local or long distance) that are directly related to City business. Reimbursement for personal calls is provided under the per diem allowance.

(f) Spousal Expenses

Officials and Staff shall be responsible for all additional expenses incurred as a result of a spouse or companion travelling with them, save and except the cost of accommodation as referred to in section VII.4. (d)(i) above.

(g) Parking Expenses

- (i) Officials and Staff will be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out-of-town on business, subject to the submission of appropriate receipts and provided that the cost of the parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the governing body.

- (ii) Officials and Staff will be reimbursed for the cost of parking their motor vehicle overnight while they are out-of-town on business, subject to the submission of appropriate receipts. Loss or damage to the vehicle, while parked, shall not be the responsibility of the governing body.

5. TRAVEL EXPENSE REPORTS

- (a) Officials and Staff are responsible for filing their respective travel expense reports with their respective ERO within forty five days of their return to office from an out-of-town event or from the date of the business expense incurred as covered by this policy.
- (b) Original individual detailed receipts must be filed with the expense report for all travel expenses not covered by the per diem allowance and for all hotel (room) accommodations. To avoid duplicate payments, copies, credit card slips, statements and/or Interac payment slips are not acceptable as receipts, however may be required to provide proof of payment.
- (c) Any funds owed to the governing body as a result of cash advances or claims for expenses of a personal nature not reimbursed by this policy, etc. shall be submitted to the City. A receipt should be attached to the travel expense report. Any funds owing to the City beyond a 45 day period from the date of return from an out-of-town event may be deducted from the individual's next pay cheque.

6. FOREIGN EXCHANGE

All claims shall be reimbursed in Canadian Funds.

The exchange rate used in calculation of the reimbursement will be the Bank of Canada rate during the travel period except in the following circumstances:

- If the Officials/Staff provide evidence of the rate obtained at the time of travel, such as bank/currency exchange office or ATM receipts; or,

- In cases where a credit card has been used, the rate used on the credit card purchase(s) will be used for those purchases only. A copy of the credit card statement must be submitted.

## VIII. **BUSINESS EXPENDITURES**

### 1. Corporate Purchasing Cards

Where payments are made using a corporate purchasing card for items covered under this section of the policy; all provisions within this policy and the corporate purchasing card policy must be followed.

### 2. Hosting (City and/or Non-City employees in attendance)

- (i) On occasions when it becomes necessary for an Officials/Staff to host or entertain individuals relating to the advancement of the affairs of the City, such hosting or entertaining shall not be extended solely to an individual(s) who is employed by the City or solely to the spouse or companion of the Officials or Staff member, unless the individual, spouse or companion is attending in an official or business related capacity. In such cases, all expenses must be accompanied by receipts plus a written explanation setting out the following:
  - the purpose for the hosting and the particular circumstances;
  - the names and the positions held of the person(s) hosted;
  - the location at which the hosting took place.
- (ii) Hospitality such as beverages, meals, tours or other entertainment is only to be provided to Officials/Staff that have been identified by prior approval to act as hosts to guests of the City.
- (iii) Reasonable expenses associated with the hosting of business contacts, such as business lunches or dinners, may be reimbursed when the expense is considered to be necessary for the advancement of the interests of the City (Officials or Staff members alone are not considered "business contacts"). The request for reimbursement must include the purpose of the hosting, and the name(s) of the individual(s) hosted.

With pre-approval from the ERO, alcoholic beverages purchased during these business events may be reimbursed. It is the responsibility of the ERO to determine whether the expense should be reimbursed, given the particular circumstances. Officials/Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.

- (iv) When two or more Officials or Staff members are present for a business/hosting event, the highest ranking person present must pay for the expenditure and prepare the respective expense report. If this is not feasible, the resultant expense report must still be approved by the ERO of the highest ranking person present.

### 3. Meals In-town (Only Officials/Staff in Attendance)

- (i) It may be necessary for Officials or Staff to conduct City business over a meal, or an Officials or Staff may incur meal expenses in conjunction with attending a function on City business. It is the responsibility of the ERO to determine whether the meal expense should be reimbursed, given the particular circumstances. Receipts must be detailed and include a description of the purpose of the meal and a list of all persons in attendance.

Alcohol will not be reimbursed.

- (ii) When two or more Officials or Staff are present for a meal in-town, the highest ranking person present must pay for the expenditure and prepare the respective expense report. If this is not feasible, the resultant expense report must still be approved by the ERO of the highest ranking person present.

### 4. Business Expenditures (Non City Staff in Attendance)

Expenses associated with events such as committee meetings, award banquets, a political speech/address or other business related events where the purchase of a ticket or meal is required; will be reimbursed when such expense is considered to have a direct relationship to municipal concerns or interests. Additional reasonable expenses related to these types of events may be reimbursed. Official receipts must be provided.

5. Working Meetings/Life Events (Only Officials/Staff Present)

- (i) Non-alcoholic beverages and snacks may be offered to Officials or Staff required to work through "breaks" (otherwise called "coffee breaks"). Such hospitality should be restricted to occasions where the dispersal of participants during a break period is not desirable (e.g. training workshops). Managerial discretion and due regard for economy should be used in identifying such occasions.
- (ii) Non-alcoholic refreshments, meals, or both may be offered to Officials or Staff required to work through meal hours. Such hospitality should be restricted to occasions where the dispersal of participants during the meal hour is not desirable. Managerial discretion and due regard for economy should be used in identifying such occasions.
- (iii) Expenses will be reimbursed for employee events such as: team building events, general staff appreciation or celebrations, recognition of project milestones, or recognition of the extra efforts of employees. It is the responsibility of the ERO to exercise good judgment to ensure that the expense is warranted and reasonable, and that the type of event or award is appropriate for the purpose. Officials and Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.
- (iv) Expenses associated with functions for departing staff may NOT be charged to a service area's budget. All expenses related to this type of function are the responsibility of those hosting the function.
- (v) Cash awards are considered taxable benefits under income tax regulations.
- (vi) It is NOT permissible to use City funds to purchase flowers or gifts in recognition of any individual or group of individuals unless required within the business context in such circumstances as:
  - A) In the event of the death of an employee, an employee's spouse or an employee's child, Human Resources may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, Human Resources may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
  - B) In the event of the death of a current Member of Council, a current Member of Council's spouse or a current Member of Council's child, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
  - C) In the event of the death of a current local Member of Parliament or current local Member of the Legislative Assembly of Ontario, the City Clerk may purchase flowers on behalf of the City. Where a donation is requested in lieu of flowers, the City Clerk may make a contribution up to a maximum of \$100.00. Any flowers or donations shall be clearly marked as having come from the "Municipal Council and Staff of The Corporation of the City of London".
  - D) Gifts for employees in keeping with the Council and Corporate Policies and Procedures related to the Employee Service Recognition Program.

6. Attending Public Functions

When Officials/Staff are officially requested to attend functions at public expense at which there are guests who are not Officials/Staff, the number of Officials/Staff must not exceed the number needed to conduct City business.

Expenses incurred at or for political fundraising events where the Officials/Staff have been requested to attend are not reimbursable.

## **Appendix A – Risk Management Policy**

– Insurance coverage for personal vehicles used for City Business

### **PURPOSE**

From time to time, it is necessary for City staff to use a personal vehicle on City business. This policy establishes the requirements of City employees, who receive travel expense reimbursement, are aware of expectations and insurance requirements when using a personal vehicle while on City business.

### **POLICY**

#### **1.0 Automobile Liability Insurance Coverage**

The Ontario Insurance Act directs that automobile passengers injured during a no fault accident will file the claim with his/her own insurance company. If he/she does not hold a policy, he/she will then file a claim against the policy of his/her spouse or parent(s) or guardian(s). When a passenger has no access to any other insurance policy they may have a claim made against the insurance policy covering the vehicle that they were a passenger in.

- 1.1** The City purchases “Non-Owned Automobile Liability” insurance. This provides coverage for legal liability arising out of automobile accidents while an employee is using their vehicle for City business. (It does not provide insurance for vehicles operated by employees under contract for snow ploughing.)

Non-Owned Auto protects the City against claims arising out of the use by employees of their own personal vehicles. It does not protect the owner of the vehicle who must by law carry owner's insurance. If the owner's policy does not cover part or all of, a claim when a vehicle is operated on behalf of the City, this 'non-owned' policy provides insurance to the City.

- 2.0** Employees who use their vehicles on City business must maintain a minimum of \$1,000,000.00 automobile liability and statutory accident benefits insurance coverage as required under the Ontario Insurance Act.

#### **2.1 Injury/Incident Reporting Procedures**

Employees will report all automobile accidents that occur while on City business to his/her Director/Manager as soon as possible.

- 2.2** The Director/Manager will inform Human Resources of injuries involving City employees and Risk Management of injuries to non-employees. The Director/Manager will also complete the appropriate WSIB and Automobile Accident report forms as appropriate.

## **Appendix B – Excerpt from the Risk Management Manual**

### **INSURANCE ON RENTED VEHICLES GUIDELINES**

When vehicles are rented for business purposes they *must be rented in employer's name* in order that the blanket auto insurance policy provides coverage. This is because the *renter's own insurance policy* responds first to claims by injured claimants. Employees who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage of the vehicle. For example, when an accident arises out of the use or operation of a leased or rented vehicle the priority of those responsible for costs is:

1. The renter's own automobile insurance policy,
2. Next is the policy of the driver of the vehicle, (for example, if you rented a vehicle but let a friend drive it), and
3. The policy of the vehicle owner (the rental company).

### **PHYSICAL DAMAGE TO RENTED VEHICLES**

The Collision Damage Waiver (CDW) on short-term vehicle rental contracts should be declined as the probability of loss is less than the cost of purchasing insurance. Rental car agencies

normally charge in between \$10.00 and \$20.00 per day in addition to the daily rental charge. This cost, relative to the risk involved, is considered to be excessive. In the case of the City and insured Boards, it is not necessary to purchase insurance for physical damage to the vehicles rented when the vehicles rented are valued at less than \$100,000.00.

### **RESTRICTIONS ON USE**

Rental agreements all contain restrictions on certain uses and drivers that, if violated, may affect insurance coverage and make the renter fully responsible for the loss. Renters should pay particular attention to the following typical rental agency restrictions:

- no driver under age 21
- no driver under the influence of alcohol or drugs
- no use inconsistent with normal business travel (see detailed list in rental agreement)

### **PERSONAL USE OF RENTAL AUTOS**

These guidelines and procedures apply only to vehicles rented for use on the business of the City or insured Board. Some personal automobile insurers allow you to add coverage for rented vehicles to your own personal auto insurance policy for a nominal annual fee (approximately \$50.00). This allows individuals to decline the CDW and have collision coverage through your personal auto insurance policy. Interested employees should check with their insurance agent/broker.

### **REPORTING REQUIREMENTS**

All accidents must be reported promptly to the rental agency, to the local police and to Risk Management. See Section 11.3 - Automobile Accident Report - Form No. 1005(rev.2003.11).

## 28(2) Council Members' Expense Account

**Service Area Lead:** Clerks

**Type of Change:** Replace (Technical Amendment)

### **Rationale:**

This policy is updated to remove reference to outdated policy numbers.

### **Original Policy:**

The following policy is established to allocate an annual sum of \$15,000.00 to each Member of Council to support Councillors in performing their diverse roles and representing their constituents. The allocation is subject to the following conditions:

- (a) This policy does not apply to:
- (i) the Head of Council;
  - (ii) any travel-related expenses that are not eligible for reimbursement under Council Policy 28(1) related to Travel and Business Expenses;
  - (iii) travel expenses incurred by any Member of Council who has been nominated by the Municipal Council to represent it as a member of a committee or of the Board of Directors of the Federation of Canadian Municipalities or the Association of Municipalities of Ontario; it being noted that the latter expenses will be subject to Council approval of a source of financing;
  - (iv) elected officials' salaries and related payroll costs;
  - (v) expenses related to telephone, mobile devices and computers issued by the Corporation; noting that the standards for the aforementioned equipment are established by the City Clerk in consultation with Information Technology Services and are reflected in Council Policy 5(29);
  - (vi) City of London business cards, letterhead and envelopes;
  - (vii) a limited general supply of pens, pencils, erasers, highlighters, markers, scribble pads, message pads, post-it notes, paperclips, tape, staples, etc.
  - (viii) expenses for goods or services of a personal nature;

- (ix) election-related expenses, including expenses incurred to produce or distribute campaign literature or materials, in accordance with Council Policy 5(28);
  - (x) expenses incurred by delegates who the Mayor may, from time to time and at his/her discretion, request to attend meetings with federal, provincial or municipal organizations, or of the Mayors and Regional Chairs of Ontario (MARCO) and the Large Urban Mayors Caucus of Ontario (LUMCO) on his/her behalf; and,
  - (xi) any donations or grants as these items are covered under the City of London Municipal Granting program.
- (b) The annual allocation shall be subject to annual Budget approval;
- (c) The allocated sum may be used by Members of Council for any of the following purposes:
- (i) any conference, seminar or workshop having a direct relationship to municipal concerns or interests; such expenses to be in accordance with Council Policy 28(1) Travel and Business Expenses;
  - (ii) educational courses which would assist the elected official in the completion of their Council-related duties and responsibilities;
  - (iii) gifts and souvenirs for protocol and City of London promotional purposes up to a maximum value of \$1200 annually;
  - (iv) the expenses of a spouse or companion when claiming business hosting expenses, at the discretion of the elected official, when such an expense is considered to be necessary for the advancement of the interests of the City and is in accordance with Council Policy 28 (1) Travel and Business Expenses;
  - (v) office and computer equipment, furniture and supplies exceeding corporate issue, subject to the following conditions:
    - A) purchases of single items exceeding \$750.00 (excluding HST) in value will require the pre-approval of the Expense Review Officer (or designate) and it must be demonstrated that such purchases are necessary in order to effectively represent and serve the constituents;
    - B) purchases of single items exceeding \$750.00 (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate reuse or redistribution, should the Councillor not be returning for an additional term;
    - C) notwithstanding part B), above, out-going Councillors may purchase a piece of equipment, originally purchased with "City" funds, using personal funds payable to the City, at present-market value;
    - D) purchases of single items exceeding \$750.00 (excluding HST) in value in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above;
  - (vi) publication of newspaper notices to extend Seasons Greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations, convey Council actions on matters of public interest up to a maximum value of \$1,000 annually;
  - (vii) expenses related to ward matters and the operation of a "ward office", including such expenses as: neighbourhood or constituent meetings, notices, lease of constituency office space within the ward, printing, etc.;
  - (viii) expenses related to the hosting of educational forums related to the business of the Municipal Council, for the benefit of the public (eg. Speaker's fees and travel expenses, venue rental for the forum, etc.);
  - (ix) transportation expenses for business-related travel within the City of London, to be paid by **one** of the following means at the discretion of individual Members of Council for the balance of 2015 (November and December), and for each entire fiscal year thereafter:



- A) a monthly transportation allowance in the amount of up to \$150.00 maximum; OR
  - B) a per kilometer rate, based upon submission and approval of a "Corporate Car Allowance Statement" claim form, which provides for both parking and kilometre usage;
- (x) contracting of temporary, part time office assistants subject to the following conditions:
- Members of Council will be responsible for the contracting and supervision of office assistants who will be under a purchase of service agreement with the Council member.
  - Members of Council shall arrange for their assistants to submit an invoice for work performed at the agreed upon rate. All invoices will be approved by the contracting Council Member prior to submission to the City Treasurer for payment. All payments will be subject to the availability of funding in the Council Member's Expense Account;
  - temporary office assistants contracted by members of Council will not be provided with access to the City Hall computer system, but could be provided with access to any offsite service provided by an outside service provider, at the discretion of the Council member;
  - office assistants working for Members of Council will be provided keys and security card access from 8:00 a.m. to 5:30 p.m., Monday to Friday, to the office of the Council member for which they are providing services; and,
  - the Code of Conduct policy for Members of Council will be followed in supervising these assistants including the protection of confidential information.
- (xi) community event ticket purchases, for the individual Councillor.
- (d) for expenses not included in (c), above, elected officials may, at their discretion, submit a request, on the required form, through the Corporate Services Committee for approval of an expense, on an exception basis;
- (e) no goods or services shall be purchased in excess of what the Council Members require to complete their term of office, and all expense claims will require the submission of original, detailed receipts and clear explanation of the City/Ward-related purpose.
- (f) the City Treasurer will provide an annual report to the Municipal Council detailing elected official remuneration and all expenses incurred against each elected official's expense account, such report to be prepared on or before March 31st of each calendar year;
- (g) all elected official expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis; and,
- (h) all eligible claim receipts shall be submitted for processing within 45 (forty-five) days from the date the expense occurred, in order to be considered for reimbursement.

ADOPTED DECEMBER 4, 2001, AMENDED MARCH 3, 2003, JULY 25, 2005, FEBRUARY 6, 2006; MARCH 26, 2007, MARCH 30, 2009, OCTOBER 24, 2011 (By-law No. A.-6736-297); APRIL 11, 2012 (By-law No. A.-6801-105); JULY 24, 2012 (By-law No. A.-6851-228) | JULY 24, 2012 (By-law No. A.-6852-229) OCTOBER 14, 2014 (By-law No. A.-7184-340) [28(2) AUG 1999]; OCTOBER 13, 2015 (By-law No. A.-7310-264);

### Updated Policy:

The following policy is established to allocate an annual sum of \$15,000.00 to each Member of Council to support Councillors in performing their diverse roles and representing their constituents. The allocation is subject to the following conditions:

- (a) This policy does not apply to:
  - (i) the Head of Council;
  - (ii) any travel-related expenses that are not eligible for reimbursement under the Council Policy ~~28(4)~~-related to Travel and Business Expenses;

- (iii) travel expenses incurred by any Member of Council who has been nominated by the Municipal Council to represent it as a member of a committee or of the Board of Directors of the Federation of Canadian Municipalities or the Association of Municipalities of Ontario; it being noted that the latter expenses will be subject to Council approval of a source of financing;
  - (iv) elected officials' salaries and related payroll costs;
  - (v) expenses related to telephone, mobile devices and computers issued by the Corporation; noting that the standards for the aforementioned equipment are established by the City Clerk in consultation with Information Technology Services and are reflected in the **Issuance of Computer Equipment to Council Members Policy** Council Policy 5(29);
  - (vi) City of London business cards, letterhead and envelopes;
  - (vii) a limited general supply of pens, pencils, erasers, highlighters, markers, scribble pads, message pads, post-it notes, paperclips, tape, staples, etc.
  - (viii) expenses for goods or services of a personal nature;
  - (ix) election-related expenses, including expenses incurred to produce or distribute campaign literature or materials, in accordance with **the Travel and Business Expenses Policy** Council Policy 5(28);
  - (x) expenses incurred by delegates who the Mayor may, from time to time and at his/her discretion, request to attend meetings with federal, provincial or municipal organizations, or of the Mayors and Regional Chairs of Ontario (MARCO) and the Large Urban Mayors Caucus of Ontario (LUMCO) on his/her behalf; and,
  - (xi) any donations or grants as these items are covered under the City of London Municipal Granting program.
- (b) The annual allocation shall be subject to annual Budget approval;
- (c) The allocated sum may be used by Members of Council for any of the following purposes:
- (i) any conference, seminar or workshop having a direct relationship to municipal concerns or interests; such expenses to be in accordance with ~~Council Policy 28(4)~~ **the Travel and Business Expenses Policy**;
  - (ii) educational courses which would assist the elected official in the completion of their Council-related duties and responsibilities;
  - (iii) gifts and souvenirs for protocol and City of London promotional purposes up to a maximum value of \$1200 annually;
  - (iv) the expenses of a spouse or companion when claiming business hosting expenses, at the discretion of the elected official, when such an expense is considered to be necessary for the advancement of the interests of the City and is in accordance with ~~Council Policy 28(4)~~ **the Travel and Business Expenses Policy**;
  - (v) office and computer equipment, furniture and supplies exceeding corporate issue, subject to the following conditions:
    - A) purchases of single items exceeding \$750.00 (excluding HST) in value will require the pre-approval of the Expense Review Officer (or designate) and it must be demonstrated that such purchases are necessary in order to effectively represent and serve the constituents;
    - B) purchases of single items exceeding \$750.00 (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate reuse or redistribution, should the Councillor not be returning for an additional term;

- C) notwithstanding part B), above, out-going Councillors may purchase a piece of equipment, originally purchased with "City" funds, using personal funds payable to the City, at present-market value;
  - D) purchases of single items exceeding \$750.00 (excluding HST) in value in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above;
- (vi) publication of newspaper notices to extend Seasons Greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations, convey Council actions on matters of public interest up to a maximum value of \$1,000 annually;
  - (vii) expenses related to ward matters and the operation of a "ward office", including such expenses as: neighbourhood or constituent meetings, notices, lease of constituency office space within the ward, printing, etc.;
  - (viii) expenses related to the hosting of educational forums related to the business of the Municipal Council, for the benefit of the public (eg. Speaker's fees and travel expenses, venue rental for the forum, etc.);
  - (ix) transportation expenses for business-related travel within the City of London, to be paid by one of the following means at the discretion of individual Members of Council for the balance of 2015 (November and December), and for each entire fiscal year thereafter:
    - A) a monthly transportation allowance in the amount of up to \$150.00 maximum; OR
    - B) a per kilometer rate, based upon submission and approval of a "Corporate Car Allowance Statement" claim form, which provides for both parking and kilometre usage;
  - (x) contracting of temporary, part time office assistants subject to the following conditions:
    - Members of Council will be responsible for the contracting and supervision of office assistants who will be under a purchase of service agreement with the Council member.
    - Members of Council shall arrange for their assistants to submit an invoice for work performed at the agreed upon rate. All invoices will be approved by the contracting Council Member prior to submission to the City Treasurer for payment. All payments will be subject to the availability of funding in the Council Member's Expense Account;
    - temporary office assistants contracted by members of Council will not be provided with access to the City Hall computer system, but could be provided with access to any offsite service provided by an outside service provider, at the discretion of the Council member;
    - office assistants working for Members of Council will be provided keys and security card access from 8:00 a.m. to 5:30 p.m., Monday to Friday, to the office of the Council member for which they are providing services; and,
    - the Code of Conduct policy for Members of Council will be followed in supervising these assistants including the protection of confidential information.
  - (xi) community event ticket purchases, for the individual Councillor.
- (d) for expenses not included in (c), above, elected officials may, at their discretion, submit a request, on the required form, through the Corporate Services Committee for approval of an expense, on an exception basis;

- (e) no goods or services shall be purchased in excess of what the Council Members require to complete their term of office, and all expense claims will require the submission of original, detailed receipts and clear explanation of the City/Ward-related purpose.
- (f) the City Treasurer will provide an annual report to the Municipal Council detailing elected official remuneration and all expenses incurred against each elected official's expense account, such report to be prepared on or before March 31st of each calendar year;
- (g) all elected official expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis; and,
- (h) all eligible claim receipts shall be submitted for processing within 45 (forty-five) days from the date the expense occurred, in order to be considered for reimbursement.

### 28(3) Mayor's Expenses

**Service Area Lead:** Clerks

**Type of Change:** Replace (No Change)

**Original Policy:**

The following shall apply to the Mayor's expenses:

- a) the City Treasurer will provide an annual report to the Municipal Council detailing the Mayor's remuneration and expenses, such report to be prepared on or before March 31st of each calendar year in accordance with applicable legislation;
- b) the Mayor's expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis;
- c) purchases of single items exceeding \$750.00 (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate reuse or redistribution, should the Mayor not be returning for an additional term;
- d) notwithstanding part c) above, the out-going Mayor may purchase a piece of equipment, originally purchased with "City" funds, using personal funds payable to the City, at a present-market value; and,
- e) purchases of single items exceeding \$750.00 in value (excluding HST), in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above.

ADOPTED APRIL 1, 2014 (By-law No. A.-7085-121); AMENDED OCTOBER 14, 2014 (By-law No. A.-7185-341)