

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON MAY 28, 2019
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT:	COUNCIL POLICY MANUAL

RECOMMENDATION

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

a) the attached proposed by-laws (Appendices B1 and B2) BE INTRODUCED at the Municipal Council meeting to be held on June 11, 2019, to provide for the following new Council Policies:

1. Municipal Service and Financing Agreements Policy
2. Part-Lot Control Exemption Policy

b) the attached proposed by-laws (Appendices C1 to C9) BE INTRODUCED at the Municipal Council meeting to be held on June 11, 2019, to amend the following Council Policies:

1. "Accessibility Policy" to be amended to provide for additional language to clarify that provision of accessible services, includes services for employees as well as the public and to include reference to The Integrated Accessibility Standards".
2. "Annual Retirement Dinner, 25-Year Club Dinner and Other Civic Dinners Policy" to be amended to rename the Policy "Receptions and Dinners for Retirement, 25-Year Club and other Civic Occasions" and to clarify the type of events to be held.
3. "City of London Community Suite Policy" to be amended to include the requirement for the user groups to provide proof of insurance.
4. "City of London Records Management Policy" to be amended to clarify that City records include those that have been received or created by the City, and to update the Policy to reflect current practices.
5. "Flags at City Hall Policy" to be amended to rename the Policy "Flags at City Hall" and to add reference and provisions with respect to the flags located at the back entrance of City Hall.
6. "Free of Fear Services for All Policy" to be amended to provide for annual reporting and to clarify that the Policy applies to all City services.
7. "Review of Ward Boundaries Policy" to be amended to provide for the review to be undertaken as required.
8. "Special Assistance and Supplementary Aid" Policy to be amended to rename the Policy "Discretionary Benefits".
9. "Urban Design Awards" to be amended to provide for three specific awards categories.

c) the attached proposed by-laws (Appendices D1 to D3) BE INTRODUCED at the Municipal Council meeting to be held on June 11, 2019, to repeal the following Council Policies:

1. "Public Notification Policy for Construction Projects" to be repealed and be replaced with an Administrative Procedure as directed by Municipal Council.
2. "Affordable Housing Reserve Fund Implementation Policy" to be repealed as

- the Policy is no longer required.
3. "Purchase Services Agreements" to be repealed as the Policy is outdated and no longer required.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

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

BACKGROUND

Throughout 2017 and 2018, in accordance with Municipal Council direction, the Civic Administration undertook a comprehensive review of all Council Policies as the Council Policies varied in nature, scope and formatting, and required updating and modernization. The purpose of the review was also to standardize the wording, to provide for sustainability and to ensure consistency of Council policies. The review was completed in June of 2018, resulting in the creation of a new Council Policy Manual, with all Policies contained in the Manual being adopted by Municipal Council. The Council Policy Manual is posted on the City of London's website.

In order to ensure that the Council Policies remain current, the Municipal Council adopted the "Policy for the Establishment and Maintenance of Council Policies" to provide for the development, amendment or repealing of Council Policies where required by legislation or deemed to be appropriate.

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

4.24 Maintaining the Currency of Council Policies

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

The City Clerk shall by January 31 of each calendar year ending in an odd number, send a written notice to each Service Area Lead, with a copy to the relevant Service Area Head, reminding them to ensure completion of

their annual review of Council policies for which they have been designated responsibility, to ensure they continue to properly meet Council, corporate and other legislative requirements.

Service Area Leads shall:

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

Service Area Heads shall:

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

DISCUSSION

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

- a) the following new Policies be adopted:
 1. Municipal Service and Financing Agreements Policy
 2. Part-Lot Control Exemption Policy
- b) the following Policies be amended:
 1. "Accessibility Policy" to be amended to provide for additional language to clarify that provision of accessible services includes services for employees as well as the public, and to include reference to The Integrated Accessibility Standards.
 2. "Annual Retirement Dinner, 25-Year Club Dinner and Other Civic Dinners Policy" to be amended to rename the Policy "Receptions and Dinners for Retirement, 25-Year Club and other Civic Occasions" and to clarify the type of events to be held.
 3. "City of London Community Suite Policy" to be amended to include the requirement for the user groups to provide proof of insurance.
 4. "City of London Records Management Policy" to be amended to clarify that City records include those that have been received or created by the City and to update the Policy to reflect current practices.
 5. "Flags at City Hall Policy" to be amended to rename the Policy "Flags at

City Hall” and to add reference and provisions with respect to the flags located at the back entrance of City Hall.

6. “Free of Fear Services for All Policy” to be amended to provide for annual reporting and to clarify that the Policy applies to all City services.
7. “Review of Ward Boundaries Policy” to be amended to provide for the review to be undertaken as required.
8. “Special Assistance and Supplementary Aid” Policy to be amended to rename the Policy “Discretionary Benefits”.
9. “Urban Design Awards” to be amended to provide for three specific awards categories.

c) the following Policies be repealed:

1. “Public Notification Policy for Construction Projects” to be repealed and be replaced with an Administrative Procedure as directed by Municipal Council.
2. “Affordable Housing Reserve Fund Implementation Policy” to be repealed as the Policy is no longer required.
3. “Purchase Services Agreements” to be repealed as the Policy is outdated and no longer required.

The above-noted policies are attached as Appendix “E” to this Report.

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

CONCLUSION

The establishment and maintenance of Council Policies will continue the consolidation, standardization and sustainability of Council policies, as well as maintain the City of London’s transparency.

RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

Appendix A - 2019 Council Policy Review

Policy Name	Action Recommended	Service Area
Absence of Municipal Services	Reviewed no change at this time	Engineering and Environment
Access and Privacy Policy	Reviewed no change at this time	Legal and Corporate
Accessibility Policy	Amend	Human Resources
Accountability & Transparency to Public Policy	Reviewed no change at this time	Legal and Corporate
Accounts Receivable and Collections Policy	Reviewed no change at this time	Finance
Added Staff Recommendations and Committee Reports Policy	Reviewed no change at this time	Legal and Corporate
Affordable Housing Reserve Fund Implementation Policy	Repeal	Finance
Allocation of Councillors Offices Policy	Reviewed no change at this time	Legal and Corporate
Annual Assessment of Underutilized Light Vehicles	Reviewed no change at this time	Engineering and Environment
Annual Retirement Dinner, 25-Year Club Dinner and Other Civic Dinners Policy	Amend	Legal and Corporate
Committees of Council and Various Civic Boards and Commissions Policy	Reviewed no change at this time	Legal and Corporate
Appointment of Deputy Mayor Policy	Reviewed no change at this time	Legal and Corporate
Appointments Requiring Council Approval and or Consultation	Reviewed no change at this time	Human Resources
Assessment Growth Policy	Reviewed no change at this time	Finance
Asset Transfers To Municipal Services Corporations Policy	Reviewed no change at this time	Finance
Assumption of Works and Services	Reviewed no change at this time	Development and Compliance
Athletic Travel Grants	Reviewed no change at this time	Parks and Rec
Audio Recording of Municipal Council and Standing Committee In Closed Session Meetings Policy	Reviewed no change at this time	Legal and Corporate
Banners Over City Streets	Reviewed no change at this time	Parks and Rec
Benefits for Survivors of Employees Killed on the Job	Reviewed no change at this time	Human Resources
Bravery Award Policy	Reviewed no change at this time	Legal and Corporate
Capital Budget and Financing Policy	Reviewed no change at this time	Finance
Catch Basins on Private Property	Reviewed no change at this time	Engineering and Environment
Child Care Policies	Reviewed no change at this time	Neighbourhood, Children and Fire
Citizens Unable to Take Out Garbage or Recyclable Material	Reviewed no change at this time	Engineering and Environment
City Council Representation at "Out of Town" Functions Policy	Reviewed no change at this time	Legal and Corporate
City of London Community Suite Policy	Amend	Legal and Corporate
City of London Days at the Budweiser Gardens Policy	Reviewed no change at this time	Legal and Corporate
City of London Race Relations Anti Racism Policy	Reviewed no change at this time	Human Resources
City of London Records Management Policy	Amend	Legal and Corporate
City-Owned Residential Properties	Reviewed no change at this time	Finance
Civic Administration Appointments to Boards, Commissions and Advisory Committees Policy	Reviewed no change at this time	Legal and Corporate
Code of Conduct for Local Boards	CPOL.-384-91 March 26, 2019	Legal and Corporate
Code of Conduct for Members of Council	CPOL.-383-90 March 26, 2019	Legal and Corporate
Collective Bargaining Activities	Reviewed no change at this time	Human Resources
Commemorative Street Naming Policy	Reviewed no change at this time	Development and Compliance
Community Arts Investment Program	Reviewed no change at this time	Parks and Rec
Community Engagement Policy	Reviewed no change at this time	City Managers Office
Containerized Garbage Collection Systems	Reviewed no change at this time	Engineering and Environment
Conveyance of Sanitary Filled Land	Reviewed no change at this time	Finance
Corporate Assets Management Policy	CPOL.-389-123 April 23, 2019	Finance
Corporate Identity Policy	Reviewed no change at this time	City Managers Office
Corporate Plaques and Recognitions Policy	Reviewed no change at this time	Legal and Corporate
Corporate Sponsorship and Advertising Policy	Reviewed no change at this time	Parks and Rec
Council Members' Expense Account Policy	Reviewed no change at this time	Legal and Corporate
Debt Management Policy	Reviewed no change at this time	Finance
Dedication of Fire Stations	Reviewed no change at this time	Neighbourhood, Children and Fire
Delegation of Powers & Duties Policy	Reviewed no change at this time	Legal and Corporate
Delegations by Union Executives to Standing Committees Policy	Reviewed no change at this time	Legal and Corporate
Deleting Works from Tenders	Reviewed no change at this time	Engineering and Environment
Demolition Control	Reviewed no change at this time	Planning
Demolitions of Buildings on Flood Plain Lands	Reviewed no change at this time	Finance
Designation of Municipally Significant Events Policy	Reviewed no change at this time	Legal and Corporate
Discussion of Remuneration for Elected Officials and Individuals Appointed	Reviewed no change at this time	Legal and Corporate
Diversity and Inclusion Policy for the City of London	Reviewed no change at this time	Human Resources
Diversity, Race Relations and Inclusivity Award Policy	Reviewed no change at this time	Legal and Corporate
Donation of Land and Buildings to the City	Reviewed no change at this time	Finance
Donations Policy	Reviewed no change at this time	Finance
Drawing Review Fees	Reviewed no change at this time	Development and Compliance
Elsie Perrin Williams Estate	Reviewed no change at this time	Planning
Employee Service Recognition Program	Reviewed no change at this time	Human Resources
Encroachment Policy	Reviewed no change at this time	Engineering and Environment
Enforcement of City Personnel Policy	Reviewed no change at this time	Development and Compliance
Establishment of Task Forces and Working Groups Policy	Reviewed no change at this time	Legal and Corporate

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Policy Name	Action Recommended	Service Area
Financial Assistance for Program Activity Fees	Reviewed no change at this time	Parks and Rec
Financing of Sales	Reviewed no change at this time	Finance
Fixed Term Employment Agreements	Reviewed no change at this time	Human Resources
Flags at City Hall Policy	Amend	Legal and Corporate
Flankage Exemptions for Surface Works and Municipal Services	Reviewed no change at this time	Engineering and Environment Housing, Social Services and Deerness
Free of Fear Services for All Policy	Amend	
Frequency of Garbage, Recyclable Material, Yard Materials and Fall Leaf Collection	Reviewed no change at this time	Engineering and Environment
Gateway Structures, Fences and Walls - Ownership and Maintenance	Reviewed no change at this time	Development and Compliance
Gender Equity in Recreation Services	Reviewed no change at this time	Neighbourhood, Children and Fire
General Policy for Advisory Committees	Reviewed no change at this time	Legal and Corporate
Government Agencies to Pay Fees	Reviewed no change at this time	Development and Compliance
Grants to Centennial Hall	Reviewed no change at this time	Finance
Hiring of Employees Policy	Reviewed no change at this time	Human Resources
Identification of Operating Surpluses - Boards and Commissions	Reviewed no change at this time	Finance
Illumination of City of London Buildings and Amenities Policy	Reviewed no change at this time	Legal and Corporate
Inclusion in Recreation Facilities, Parks and Services	Reviewed no change at this time	Parks and Rec
Integrity Commissioner Terms of Reference	CPOL.-385-92 March 26, 2019	Legal and Corporate
Inter-Municipal Endorsement of Council Resolutions Policy	Reviewed no change at this time	Legal and Corporate
Internal Review of Property Sales	Reviewed no change at this time	Finance
Investment Policy	Reviewed no change at this time	Finance
Issuance of Proclamations Policy	Reviewed no change at this time	Legal and Corporate
Members Policy	Reviewed no change at this time	Legal and Corporate
Land Dedication	Reviewed no change at this time	Engineering and Environment
Landing of Helicopters Policy	Reviewed no change at this time	Legal and Corporate
Lands for Public Works Projects	Reviewed no change at this time	Finance
Lane Maintenance Policy	Reviewed no change at this time	Engineering and Environment
Lease Financing Policy	Reviewed no change at this time	Finance
Leasing and Licencing of City Owned Land	Reviewed no change at this time	Finance
Leasing Parkland	Reviewed no change at this time	Parks and Rec
Legal Services and Accounts	Reviewed no change at this time	Legal and Corporate
Lessee Protection and Non-Competitive Clauses	Reviewed no change at this time	Finance
London Community Grants Policy	Reviewed no change at this time	Neighbourhood, Children and Fire
Mayor - Contracted Staff	Reviewed no change at this time	Human Resources
Mayor's Expenses Policy	Reviewed no change at this time	Legal and Corporate
Mayor's New Year's Honour List Policy	Reviewed no change at this time	Legal and Corporate
Media Protocols Policy	Reviewed no change at this time	City Managers Office
Members of Council - Absence - Pregnancy or Parental Leave	CPOL.-388-95 March 26, 2019	Legal and Corporate
Members of Council Public Registry Declaration of Interest	CPOL.-386-93 March 26, 2019	Legal and Corporate
Minutes of Settlement for Assessment Appeals	Reviewed no change at this time	Finance
Monumenting Program	Reviewed no change at this time	Planning
Multi-Year Budget Policy	Reviewed no change at this time	Finance
Municipal Service and Financing Agreements Policy	New	Development and Compliance
Naming Renaming or Dedication of Municipal Property, Buildings and Park Elements Policy	Reviewed no change at this time	Legal and Corporate
Naturalized Areas and Wildflower Meadows	Reviewed no change at this time	Planning
New Traffic Signal Locations	Reviewed no change at this time	Engineering and Environment
Notices of OPA and ZBA Received From Other Municipalities	Reviewed no change at this time	Planning
Objectives of Centennial Hall	Reviewed no change at this time	Finance
Official City Flag Policy	Reviewed no change at this time	Legal and Corporate
Outstanding London Ambassador Award Policy	Reviewed no change at this time	Legal and Corporate
Parkland Accounts	Reviewed no change at this time	Planning
Parkland Dedication - Acquisition of Hazard Lands and or Open Space Lands	Reviewed no change at this time	Planning
Parkland Dedication – Plan of Subdivision	Reviewed no change at this time	Planning
Parkland Dedication Cash-in-lieu	Reviewed no change at this time	Planning
Parkland Dedication Site Plan	Reviewed no change at this time	Planning
Part-Lot Control Exemption Policy	New	Development and Compliance
Pathway Corridors	Reviewed no change at this time	Planning
Payment of Membership Fees of a Council Appointee to an External Board or Commission	Reviewed no change at this time	Legal and Corporate
Perfecting Property Titles for which Consents were not Obtained	Reviewed no change at this time	Planning
Committee Agendas Policy	Reviewed no change at this time	Legal and Corporate
Policy for the Establishment and Maintenance of Council Policies	Reviewed no change at this time	Legal and Corporate
Municipal Election Purposes	Reviewed no change at this time	Legal and Corporate
Policy for waiving or reducing fees for use of city owned community centres and recreation facilities	Reviewed no change at this time	Neighbourhood, Children and Fire
Processing of Anonymous Communications Policy	Reviewed no change at this time	Legal and Corporate
Procurement of Goods & Services Policy	Reviewed no change at this time	Finance

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Policy Name	Action Recommended	Service Area
Promotion of Corporate Products to City Staff	Reviewed no change at this time	Human Resources
Property Enquiries to Board of Education	Reviewed no change at this time	Finance
Property for Capital Works Projects	Reviewed no change at this time	Finance
Protocol for Unapproved Aboriginal Burial Sites	Reviewed no change at this time	Legal and Corporate
Provision of Blue Boxes	Reviewed no change at this time	Engineering and Environment
Public Access During Council and Standing Committee Meetings	Reviewed no change at this time	Legal and Corporate
Public Art Monument Policy	Reviewed no change at this time	Parks and Rec
Public Notice Policy	Reviewed no change at this time	Legal and Corporate
Public Notification Policy for Construction Projects	Repeal	Engineering and Environment
Public Registry Declaration of Interest for Local Boards	CPOL.-387-94 March 26, 2019	Legal and Corporate
Public Release of Information Pertaining to Investigations Undertaken by the Ontario Ombudsman Policy	Reviewed no change at this time	Legal and Corporate
Purchased Service Agreements	Repeal	Housing, Social Services and Deerness
Queen Elizabeth Scholarship Policy	Reviewed no change at this time	Legal and Corporate
Real Estate Service – MLS	Reviewed no change at this time	Finance
Real Estate Services	Reviewed no change at this time	Finance
Real Property Acquisition Policy	Reviewed no change at this time	Finance
Rear Yard Grading and Drainage	Reviewed no change at this time	Engineering and Environment
Reduced Rental Rates for Non-Profit Groups	Reviewed no change at this time	Finance
Refunding of Application Fees	Reviewed no change at this time	Development and Compliance
Remuneration for Elected Officials and Appointed Citizen Members Policy	Reviewed no change at this time	Legal and Corporate
Rental of Lands for Billboards	Reviewed no change at this time	Finance
Requiring Building Permits for Buildings Constructed More Than One Year Prior	Reviewed no change at this time	Development and Compliance
Reserve and Reserve Fund Policy	Reviewed no change at this time	Finance
Residential Front Yard and Boulevard Parking	Reviewed no change at this time	Development and Compliance
Retirement Dinners for Service Area Leads	Reviewed no change at this time	Human Resources
Review of Ward Boundaries Policy	Amend	Legal and Corporate
Royal Canadian Legion Branch Property Tax Relief Program Funding	Reviewed no change at this time	Finance
Rzone Policy	Reviewed no change at this time	Parks and Rec
Sale and Other Disposition of Land Policy	Reviewed no change at this time	Finance
Sale of Major Assets Policy	Reviewed no change at this time	Finance
Security Policy Regarding Letters of Credit	Reviewed no change at this time	Finance
Services for Special Events	Reviewed no change at this time	Engineering and Environment
Siting of Cannabis Retail Stores in London	Reviewed no change at this time	Planning
Siting of Safe Consumption Facilities and Temporary Overdose Prevention Sites in London	Reviewed no change at this time	Planning
Soliciting Funds in City Hall Policy	Reviewed no change at this time	Legal and Corporate
Special Assistance and Supplementary Aid	Amend	Housing, Social Services and Deerness
Special Events Policies and Procedures Manual	Reviewed no change at this time	Parks and Rec
Staff at Ward Meetings Policy	Reviewed no change at this time	Legal and Corporate
Stormwater Private Drain Connections	Reviewed no change at this time	Engineering and Environment
Street Cleaning in Unassumed Subdivisions	Reviewed no change at this time	Development and Compliance
Street Naming - Streets of Honour	Reviewed no change at this time	Development and Compliance
Street, Lane and Walkway Closings	Reviewed no change at this time	Engineering and Environment
Subdivision and Development Agreement Security Policy	Reviewed no change at this time	Development and Compliance
Substantially Changed OPA ZBA	Reviewed no change at this time	Planning
Surplus Deficit Policy	Reviewed no change at this time	Finance
Surplus School Site Evaluation and Acquisition Policy	Reviewed no change at this time	Planning
Tax Collection Policy	Reviewed no change at this time	Finance
Telecommunication Facilities Consultation Policy	Reviewed no change at this time	Planning
Third Party Billing – City of London Contracts	Reviewed no change at this time	Development and Compliance
Traffic and Parking By-law Amendments	Reviewed no change at this time	Engineering and Environment
Transactions Involving Elected Officials	Reviewed no change at this time	Finance
Travel and Business Expenses	Reviewed no change at this time	Finance
Treatment of Properties That Do Not Sell At Municipal Tax Sales	Reviewed no change at this time	Finance
Tree Preservation	Reviewed no change at this time	Planning
Trust Fund Policy	Reviewed no change at this time	Finance
Urban Design Awards	Amend	Planning
Use of Cenotaph Policy	Reviewed no change at this time	Legal and Corporate
Use of Civic Square by Centennial Hall Events Policy	Reviewed no change at this time	Legal and Corporate
Use of the City Hall Cafeteria Policy	Reviewed no change at this time	Legal and Corporate
Using Centennial Hall for City Sponsored Events	Reviewed no change at this time	Finance
Value of Parkland Dedication	Reviewed no change at this time	Planning
Waiving of Landfill Site Fees	Reviewed no change at this time	Engineering and Environment
Workplace Harassment and Discrimination Prevention Policy	Reviewed no change at this time	Human Resources

Appendix B1

Bill No. _____
2019

By-law No. CPOL.- _____

A by-law to enact a new Council policy entitled
“Municipal Service and Financing
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 enact a new Council Policy entitled “Municipal Service and Financing Agreements Policy”;

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

1. The policy entitled “Municipal Service and Financing Agreements Policy”, attached hereto as Schedule “A” is hereby adopted.
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule “A”

Policy Name: Municipal Service and Financing Agreements Policy

Legislative History: Enacted June 11, 2019 (By-law No. CPOL.-_____)

Last Review Date: May 9, 2019

Service Area Lead: Director, Development Finance

1. Policy Statement

In order to achieve a logical, affordable and fiscally sustainable installation of infrastructure to service growth and development, the City of London utilizes the Growth Management Implementation Strategy (“GMIS”), which is updated on a yearly basis. There may be circumstances, however, where the annual GMIS process cannot address a pressing need for infrastructure construction and where Municipal Council desires to advance a project ahead of its scheduled GMIS construction date. The Municipal Service and Financing Agreements Policy applies to applications for agreements between the City and a proponent to accelerate the construction an infrastructure project outside of the regular GMIS process.

2. Definitions

- 2.1 **20 Year Servicing Boundary** - means the extent of lands within the Urban Growth Area that are deemed to be required to meet projected 20 year unit and non-residential space demand as identified through the Development Charges Study growth allocations (also known as the “GMIS Boundary”).
- 2.2 **Agreement(s)** - means a form of Municipal Service and Financing Agreements as described in Section 1.3 of this Policy.
- 2.3 **the Act** - means the *Development Charges Act*, S.O. 1997, c.27, as amended.
- 2.4 **the City** - means the Corporation of the City of London.
- 2.5 **Capital Budget** - means the financial plan adopted by Council. In the context of this policy, the capital budget provides the funding for the capital projects reflected in the adopted GMIS, and is subject to separate Council approval.
- 2.6 **Carrying costs** - means the financial costs associated with funding an accelerated infrastructure project (e.g., interest costs, opportunity costs, application and administration costs), from the time of design to the time of repayment (i.e., “non-reimbursable costs”).
- 2.7 **CSRF** - means the City Services Reserve Fund.
- 2.8 **DC** - means Development Charge or Development Charges.
- 2.9 **DC Study** - means the Development Charges Background Study as prepared to meet the requirements of the Act.
- 2.10 **FEA** - means Front-Ending Agreement.
- 2.11 **GMIS** - means the Growth Management Implementation Strategy, as described in the City’s Official Plan and adopted by Municipal Council on June 23, 2008, as amended from time-to-time.
- 2.12 **IPR** - means Initial Proposal Review, submitted by a proponent developer prior to submitting a formal subdivision application.
- 2.13 **MSFA** - means Municipal Service and Financing Agreements.
- 2.14 **Staff** - means an employee of the Corporation of the City of London.

2.15 **Urban Growth Area** - means the extent of permitted urban development for the City of London, as described in the City's Official Plan.

3. Applicability

This policy applies to all requests by private landowners for front-ending Development Charges-funded infrastructure.

Although the Act provides for several types of MSFAs, there are two types of Part III ("Front-Ending") Agreements addressed by this Policy:

- i) Single Front-Ending Owner Front-Ending Agreement: where the agreement to accelerate infrastructure under this policy is between the City and a single front-ending owner/consortium; and,
- ii) Future Benefiting Landowners Front-Ending Agreement: where the agreement to accelerate infrastructure under this policy is initially between the City and a single front-ending owner/consortium, with the addition of future front-ending owners that become party to the agreement as their land within the benefiting area develops.

4. The Policy

4.1 Guiding Principles

The City's use of MSFA agreements is guided by key principles that inform requests for MSFAs, evaluation of MSFA proposals and agreements prepared to implement this Policy. The MSFA principles are as follows:

- a) The Growth Management Implementation Strategy serves as the City's development staging strategy for growth infrastructure. The adopted GMIS serves as the basis for the corporate Capital Budget. The GMIS and timing of infrastructure in the DC rate study are intended to provide an adequate supply of serviceable, developable land to meet the growth forecasts.
- b) Municipal Service and Financing Agreements are tools to be used to advance project timing from planned GMIS and Capital Budget construction schedules. Given the opportunity for developers to request adjustments to the timing of infrastructure through the annual GMIS process, MSFAs are not anticipated to be required on a frequent basis.
- c) It is critical that the integrity of the Development Charge reserve funds be maintained at all times when using MSFA tools. In order to maintain the integrity of the reserve funds and to avoid undue debt risk, the City will cap the total value of MSFAs that will be undertaken. Development advanced through an MSFA benefits the proponent developer in their attempts to capture a perceived market demand; therefore, the risk and costs associated with an MSFA are to be borne by the proponent developer and not the City.
- d) Market choice for new housing is beneficial to Londoners, but the timely build-out of existing serviced lands is also essential to capture revenues to pay for past investments in infrastructure.
- e) Opportunities to positively affect the cash flow of development charges reserve funds are valued by the City.
- f) All growth opportunities must be assessed based on the debt risk associated with the proposal and the existing DC debt profile.

4.2 MSFA Parameters

4.2.1 General

- a) The total value of all obligations under executed MSFA agreements at any point in time from the inception date of this policy to July 31, 2019 shall not exceed ten million dollars (\$10,000,000) (i.e., “the cap”).
- b) MSFAs shall generally only be used to advance one infrastructure project per development. The City may consider the use of an MSFA to accelerate multiple projects where the secondary projects represent minor extensions of projects that are eligible for DC funding. In addition to the maximum value of MSFA agreements outlined in Section 2.1.i), no infrastructure project accelerated through an MSFA shall exceed three million dollars (\$3,000,000) for any one service component as defined in the DC By-law.
- c) Municipal Service and Financing Agreements will not be used to accelerate development located outside of the 20 Year Servicing Boundary as indicated in the Development Charges Background Study.
- d) Only works included in the most recent Development Charges Background Study will be eligible for acceleration through the use of an MSFA. Additionally, only works within the current 5 year GMIS and Capital Budget time periods will be considered for acceleration.
- e) As part of an application for an MSFA, the development proponent shall be provided the opportunity to describe the benefits of accelerating a project from the existing GMIS and Capital Budget timeline, consistent with Section 2.1 iv).
- f) Lands accelerated for development through an MSFA shall be contiguous to existing developing lands.
- g) Infrastructure projects proposed for acceleration through an MSFA shall meet the criteria outlined in this policy (Section 4) to the satisfaction of the City. The development proponent will have the opportunity to address the criteria in applying for MSFA approval.
- h) Costs associated with the preparation and administration of an MSFA (e.g., staff time and consulting fees) shall be recovered from the proponent developer.
- i) The proponent developer shall pay for the full costs associated with the non-growth share of the accelerated work. The cost of the non-growth share shall be repaid to the proponent developer, unless the developer and the City agree to have the developer pay a portion or all of the non-growth cost without reimbursement as part of the acceleration of the project. Repayment of the non-growth share shall be exclusive of interest and shall be based on the actual non-growth amount for the project, rather than the estimate contained in the Development Charges Background Study. Reimbursement of the non-growth share will occur at the same time as reimbursement of the growth share.
- j) Agreements shall contain provisions for the City to recover cost overruns should the actual cost of an accelerated project exceed the estimated cost identified in an Agreement. Conversely, should the accelerated project produce cost efficiencies resulting in the project being below the anticipated cost identified in an agreement with the City, the agreement shall provide that any excess of the front-end funding that exceeds the revised actual cost of the works be returned to the proponent, without interest.

4.2.2 Front-Ending (Part III) Agreements – s. 44

Section 44 of the Act provides for the costs of constructing DC eligible works where the initial financing is to be provided by one or more of the parties to the Agreement. The Agreement may also provide for persons who, in the future, develop land within the area defined in the Agreement to pay an amount to reimburse the initial front-ending developer(s) for some part of the upfront costs of the work.

The Agreement is viewed as a loan arrangement between a developer(s) and the City. The loan to the City facilitates the financing and advancement of construction of infrastructure until it would otherwise have been constructed according to the timing specified in the GMIS.

This form of Agreement will generally be used to accelerate major works such as stormwater management facilities, trunk sanitary and storm sewers and arterial road improvements.

Under such an arrangement, the following minimum provisions will be included in the Agreement:

- a) A description of the work to be done, a definition of the area of the municipality that will benefit from the work and the estimated cost of the work.
- b) If necessary, the proportion of the cost of the work that will be borne by each party to the Agreement, and the method and timing for depositing the amount with the City.
- c) If necessary, the method for determining the part of the costs of the work that will be reimbursed by the persons who, in the future, develop land within the area defined in the Agreement; and a description of the way in which amounts collected from persons to reimburse the costs of the work will be allocated.
- d) If necessary, the method for determining the amount, and the amount of the non-reimbursable share of the costs of the work for the parties and for persons who reimburse parts of the costs of the work.
- e) The applicant(s) will finance all carrying costs associated with the Agreement. Carrying costs will not be eligible for reimbursement.
- f) The developer will provide the City with cash or an irrevocable indexed Letter of Credit, to the satisfaction of the City Treasurer (or designate), to finance the costs of the works. A Letter of Credit provided in relation to an Agreement will be drawn upon as design and construction of the work proceeds.
- g) The Agreement will contain provisions related to the repayment for the works. Repayment will be in the form of cash. The City will make repayment, using the appropriate service component, from the City Services Reserve Fund. The repayment may be financed from cash in the City Services Reserve Fund, or through a debenture, at the discretion of the City Treasurer (or designate).
- h) Redistribution of proportionate share of funding may be accomplished by financial contributions by parties named in the agreement who benefit from the works completed under the Agreement (See subsection 2.2 iii) above).
- i) Repayment by way of cash reimbursement of funding for front-ended works will commence on the date originally identified in the GMIS for the

construction of the work at the time in which an Agreement is entered into. Adverse revenue conditions experienced by the City after entering into an Agreement may result in the deferral of other projects through the annual GMIS process. This may adversely affect the timing of projects not being accelerated.

- j) The entering of an MSFA Agreement will not alter the times at which DC's are collected from the developments which ensue from the construction of infrastructure facilitated by an Agreement.
- k) The Agreement will provide that the City will recover a sum estimated to be the reasonable cost of preparing and administering the Agreement, including staff time and expected consulting costs.
- l) The FEA will be subject to notification and appeal processes described in sections 46 through 49 of the Act.

4.3 Application for a Municipal Service and Financing Agreement

4.3.1 Application Required

A request for an Agreement with the City shall require the completion of an application form by the proponent developer(s). The application form will provide the applicant opportunities to demonstrate how the proposed acceleration meets the criteria outlined in Section 4. Consideration of a request for an MSFA will not commence until a completed application has been received by the City and acknowledged in writing by the City Treasurer (or designate) as complete.

4.3.2 Commissioner Certification

All applicants submitting MSFA applications shall be required to swear an oath before a Commissioner for the Taking of Affidavits that the contents of the application are true and complete, to the best of their knowledge. A Commissioner's stamped and signed verification of this oath shall be required prior to the commencement of an administrative review of an MSFA application.

4.4 Criteria for Evaluation of Municipal Service and Financing Agreement Applications

The following is a list of the criteria that will be applied to an application for consideration of an MSFA:

- a) Is the project proposed for acceleration included in the most recent Development Charges Background Study?
- b) Is the project proposed for acceleration within the current 5 year period of GMIS and the Capital Budget?
- c) Is the estimated cost of the project within the available MSFA cap room and the available service component MSFA cap room?
- d) Does the project for proposed acceleration have a minor non-growth share?
- e) Is there a single DC-eligible infrastructure project required to permit the development of the subject lands?
- f) Are there DC-eligible minor extensions of other non-local services required to permit the development of the subject lands?
- g) If acceleration of the project produces pressure on timelines for lifecycle renewal projects on previously constructed infrastructure that would be impacted by the proposed development, is there a means of mitigating the

pressure through the proponent contributing to the cost of prematurely upgrading previously built infrastructure?

- h) Are the benefiting lands contiguous to existing developing lands?
- i) Have all environmental assessments required for the proposed accelerated work been completed and approved?
- j) Will the project require the expropriation of land, and if so, what are the implications of the proposed expropriation?
- k) Are there any concerns related to the MSFA's impact on the City's debt ceiling?
- l) Does the financial analysis completed by Staff demonstrate that the acceleration of the project will not have negative impacts on DC cash flow projections and have minimal impact on tax and water/sewer rates funding for non-growth share portions?
- m) Are the proposed project and the information contained in the application consistent with the MSFA principles, and parameters as stated herein?

4.5 MSFA Request Review Process

4.5.1 Initial Assessment

Proponent submits development proposal through an Initial Proposal Report. If the IPR meeting identifies a DC-funded infrastructure project required for the development that has a construction date within the five year capital budget period, but with a construction timeline currently limiting the subject lands from being developed, the developer may submit an application for acceleration of the capital work.

4.5.2 Application

Although the application is pre-mature, based on the timing of infrastructure in the GMIS, the proponent desires to proceed by providing the financing necessary to facilitate the construction of the needed infrastructure. This will entail entering into a form of MSFA with the City. The proponent completes an MSFA application and submits the application to Development Finance Staff for review. The application will require the proponent to demonstrate the need for the development and why it would be advantageous for the City to advance the construction timing of the needed infrastructure.

Staff review the completed application based on Council-endorsed MSFA policies and criteria and prepare a report for Council consideration (including an engineering and financial analysis of the implications of the proposal and its effects on the DC reserve funds). The report will be submitted to Corporate Services Committee and will provide a recommendation by the City Treasurer and City Engineer, regarding the City's review of the proponent's application for an MSFA.

4.5.3 Recommendation to Committee re: Application

If the Staff review deems the application to be in the City's interest based on the criteria and financial analysis, the recommendation to Corporate Services Committee will be to approve the application in principle, with direction to Civic Administration to work out the Agreement details in accordance with the staff report, MSFA policy elements affecting agreements and any further direction arising from Council's consideration of the report.

If the Staff review deems the application to be not in the City's interest based on the criteria and financial analysis, the recommendation will be to refuse the application, with reasons for the recommended refusal. In either case, the results of the staff review will be placed before the Corporate Services Committee of Council for their deliberation.

4.5.4 Negotiation/Preparation of Agreement

Pending a Council resolution that favours the pursuit of the MSFA agreement, Staff will initiate the preparation of the Agreement and a report for the Corporate Services Committee providing the Agreement for Council approval.

Upon Council approval of the Agreement, both parties affix signatures and the Agreement comes into force. Based on the terms of the executed Agreement construction of the developer front-end financed work can proceed.

4.5.5 Repayment under a Front-Ending Agreement

The initiating proponent(s) provides funds to the City to pay for the full costs associated with the construction of an infrastructure project, in accordance with the executed Agreement. The money received is deposited in a dedicated account and is used to pay for the costs of constructing the project. Under the Act provisions, as lands within the benefiting area are developed, the owners of the developing land may become party to the FEA and may be required to contribute funds to provide a proportional share with the proponent and previous developers, all as set out in the Agreement. Repayment of the funds provided to accelerate the work will be in accordance with MSFA policy and the terms of the FEA. Each year, the City Treasurer will report the amount of outstanding liabilities and credits associated with front-ending agreements in accordance with the Act provisions and regulations governing the annual report of the Treasurer. As outlined in the Act, Part III agreements are subject to notice requirements and are appealable.

Appendix B2

Bill No. _____
2019

By-law No. CPOL.- _____

A by-law to enact a new Council policy entitled “Part-Lot Control Policy” to guide the consideration of request for exemption to Part-Lot Control.

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

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

AND WHEREAS the Council of The Corporation of the City of London wishes to enact a new Council Policy entitled “Part-Lot Control Policy” to guide the consideration of requests for exemption to Part-Lot Control;

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

1. The policy entitled “Part-Lot Control Policy”, attached hereto as Schedule “A” is hereby adopted.
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule “A”

Part-Lot Control Exemption Policy

Policy Name: Part-Lot Control Exemption Policy

Legislative History: Enacted June 22, 2019 (By-law No. CPOL.-_____)

Last Review Date: May 9, 2019

Service Area Lead: Director, Development Services

1. Policy Statement

The Part-Lot Control Exemption Policy is established to guide the consideration of requests for exemption to Part-Lot Control. In Ontario, the subdivision of land is governed by the *Planning Act*. Under this legislation, lot creation is permitted through the approval of a plan of subdivision, the granting of a Consent (commonly described as a “severance”) or, for lots within a registered plan of subdivision, through a by-law exemption from Part-Lot Control.

2. Definitions

Not applicable.

3. Applicability

This policy applies to all applications for exemption from Part-Lot Control. Exemption from part-lot control is appropriate when a number of land transactions are involved and the resulting changes will not affect the nature or character of the subdivision.

4. The Policy

4.1 Objective

The primary objective of the policy is to ensure that any by-law passed by the Municipality to exempt all, or parts of registered plans of subdivision from part-lot control is in accordance with the provisions of the *Planning Act*, Section 50(28) of the *Planning Act*, R.S.O. 1990, c.P13, includes provisions to ensure that part of a lot or block within a registered plan of subdivision cannot be transferred without the approval of the municipality. The part-lot control provisions of the Planning Act allows a municipality to pass by-laws to remove part-lot control from all or any part of a registered plan of subdivision. Such a by-law has the effect of allowing the conveyance of a portion of a lot or block.

4.2 Exemption requests

Requests for exemption to Part-Lot Control will be considered as follows:

- a) appropriately zoned lots and blocks of registered plans of subdivision may be exempted from part-lot control for the purpose of establishing individual properties for conveyance or other purposes where municipal services or agreements for extension of services are in place;
- b) exemption from part-lot control is used to implement the intended lotting of a portion of a registered plan where the complete division of land was not practical at the time of subdivision approval and registration;
- c) the nature and character of the subdivision are not to be changed by part-lot control exemption from that which was established by the subdivision plan and zoning by-law;
- d) the removal of part-lot control is appropriate when a series of land divisions is necessary to allow sale of the constructed buildings and associated part-lots;

- e) references will be made to the land severance guidelines, guidelines for private streets, and other pertinent policies when considering the appropriateness of exemption; and
- f) the registration costs of by-laws passed at the request of the developer or subdivider, to exempt lands from part-lot control, will be borne by the applicant.

Appendix C1

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-122-374, as amended, being "Accessibility Policy" to provide additional language to clarify that provision of accessible services includes services for employees, as well as the public, and to include reference to The Integrated Accessibility Standards.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-122-374, as amended, being "Accessibility Policy", to provide for additional language to clarify that provision of accessible services includes services for employees, as well as the public, and to include reference to The Integrated Accessibility Standards".

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

1. By-law No. CPOL.- CPOL.-122-374, as amended, being "Accessibility Policy", is hereby amended by deleting Schedule "A" of the By-law and by replacing it with the attached new Schedule "A".
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule “A”

Accessibility Policy

Policy Name: Accessibility Policy

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-122-374); Amended July 24, 2018 (By-law No. CPOL.-122(a)-377); Amended _____ (By-law No. CPOL.-_____)

Last Review Date: April 16, 2019

Service Area Lead: Manager, Human Resources and Corporate Services

1. Policy Statement

This policy outlines The Corporation of the City of London’s (“Corporation”) commitment to providing quality goods, services, and facilities that are accessible to all persons the Corporation serves.

2. Definitions

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

3. Applicability

This policy applies to all employees of the Corporation, Council Members, Standing and Advisory Committee members, volunteers and all other persons who provide goods, services or facilities on behalf of the Corporation.

4. The Policy

The Corporation of the City of London is committed to providing quality goods, services, and facilities that are accessible to all persons the Corporation serves. The Corporation understands that the provision of accessible services also means providing an accessible workplace for all employees and is therefore committed to providing an accessible workplace for all.

The Corporation will continue to work with the community and will allocate appropriate resources toward the elimination of accessibility barriers in customer service, information and communication, employment, transportation and the design of public spaces.

The Corporation is committed to meeting the requirements of applicable legislation, including the *Accessibility for Ontarians with Disabilities Act*, *The Integrated Accessibility Standards Regulation*, and Ontario’s *Human Rights Code*.

Appendix C2

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-19-215, as amended, being “Annual Retirement Dinner, 25-Year Club Dinner and Other Civic Dinners Policy” by renaming the Council Policy to “Receptions and Dinners for Retirement, 25-Year Club and Other Civic Occasions” and to clarify the type of events to be held.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-19-215, as amended, being “Annual Retirement Dinner, 25-Year Club Dinner and Other Civic Dinners Policy” by renaming it the Council Policy to “Receptions and Dinners for Retirement, 25-Year Club and Other Civic Occasions” and to clarify the type of events to be held.

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

1. By-law No. CPOL.- CPOL.-19-215 , as amended, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule "A"

Receptions and Dinners for Retirement, 25-Year Club and Other Civic Occasions

Policy Name: Receptions and Dinners for Retirement, 25-Year Club and Other Civic Occasions

Legislative History: Adopted June 13, 2017 (By-law No. CPOL.-19-215); Amended July 24, 2018 (By-law No. CPOL.-19(a)-391)

Last Review Date: February 26, 2019

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy permits the holding of annual receptions or dinners to recognize retirement, 25 years of service, and other civic occasions.

2. Definitions

For the purposes of this policy,

- 2.1 **Retirement Dinner** – shall mean a dinner held to recognize City of London staff and London Police Service staff who have retired, or will retire, in the calendar year during which the dinner is held.
- 2.2 **25-Year Club Reception**– shall mean a reception held for City of London staff and London Police Service staff who have, or will have, achieved 25 years of service with the City of London or the London Police Service, in the calendar year in which the reception is held.
- 2.3 **Civic Dinner** – shall mean a dinner hosted by the City of London for a special occasion.

3. Applicability

- 3.1 This Council policy applies to all employees of the City of London and the London Police Service

4. The Policy

- 4.1 Subject to the annual budget approval process, an annual City of London Retirement Dinner for employees retiring in the calendar year, and one guest, shall be hosted by the City of London.
- 4.2 Subject to the annual budget approval process, an annual Council reception shall be held for those employees achieving 25 years of service in the calendar year, including one guest.
- 4.3 The City of London, on its own initiative and on the recommendation of the Mayor and the City Clerk, may host a civic dinner for special occasions which may arise from time to time, on the understanding that such dinners will be held solely on the City's initiative and not as a result of an application or request from an outside source. Civic dinners shall be subject to budget availability.

Appendix C3

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-193-445, as amended, being “City of London Community Suite Policy” to include the requirement for user groups to provide proof of insurance.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-193-445, as amended, being “City of London Community Suite Policy” to include the requirement for user groups to provide proof of insurance.

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

1. By-law No. CPOL.-193-445, as amended, being “City of London Community Suite Policy” is hereby amended by deleting Schedule “A” to the By-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule "A"

City of London Community Suite Policy

Policy Name: City of London Community Suite Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-193-445); Amended July 24, 2018 (By-law No. CPOL.-193(a)-426); Amended _____ (By-law No. CPOL.-_____)

Last Review Date: February 26, 2019

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy outlines the requirements associated with use of the City of London Community Suite at Budweiser Gardens.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to The Corporation of the City of London and local charitable volunteer groups for corporate use and community promotion for all events, except east end stage events (small concert mode) to be held in Budweiser Gardens.

4. The Policy

- 4.1 Tickets

The Suite includes ten tickets for all London Knights regular season games. Tickets for other events are purchased on an event basis.

- 4.2 Eligible Community Groups

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.

- 4.3 Allocation of Dates

- a) A list of events will be prepared, identifying community use event dates and City event dates in four month intervals.
- b) 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.
- c) 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.

- d) 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.
- e) Any eligible group refusing a date, once selected, shall remain eligible for future draws.
- f) All eligible groups not selected shall remain eligible for future draws.
- g) 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.

4.4 Requirements of the User Group

- a) 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.
- b) 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.
- c) Each group will be required to pay a \$250 refundable cheque to be used as security for the use of the Suite, provide proof of insurance, and must sign a waiver form for liability.
- d) 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.

4.5 City Use of the Suite

- a) 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.
- b) 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.
- c) 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.
- d) 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.

4.6 Administration of the Suite

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

Appendix C4

Bill No.
2019

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

A by-law to amend By-Law No. CPOL.-128-380, as amended, being “City of London Records Management Policy” to clarify that City records include those that have been received or created by the City and to update the Policy to reflect current practices.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-128-380, as amended, being “City of London Records Management Policy” to clarify that City records include those that have been received or created by the City and to update the Policy to reflect current practices;

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

1. By-law No. CPOL.-128-380, as amended, being “City of London Records Management Policy” is hereby amended by deleting Schedule “A” to the by-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule “A”

City of London Records Management Policy

Policy Name: City of London Records Management Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-128-380); Amended July 24, 2018 (By-law No. CPOL.-128(a)-423), Amended _____ (By-Law No. CPOL.-_____)

Last Review Date: May 1, 2019

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 The records and information holdings of The Corporation of the City of London (the “City”) are valuable corporate assets needed to support effective decision making, meet operational requirements, protect legal, fiscal and other interests of the City, and to adhere to the requirements of the *Municipal Act, 2001* as amended and the *Municipal Freedom of Information and Protection of Privacy Act, 1990* as amended.

The City manages its information holdings by a records management program that is administered by the Office of the City Clerk.

All City records deemed corporate records that have been received or created by any City employee fall into the custody and control of the Corporation and are the property of The Corporation of the City of London.

The retention of records is usually dependent on the subject matter of the records, and not the format in which the records are stored. The Records Management By-law, including the Records Retention Schedule and the Records Retention Policy will be applied to all records in the custody and control of the City – including electronic records (i.e. e-mails, files saved on staff computers and networks, files saved external drives, text messages, voice mails, etc.).

2. Definitions

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

Active Record	A record that is referred to and used on a regular basis.
Archival Record	A record or item that has been appraised for permanent retention because of its historical, fiscal, legal (including evidential), operational, or administrative value. The long term value of the record justifies its preservation.
Archives	A repository for archival records.
Classification System	A systematic method of coding and categorizing records for ease of use, retrieval, and disposal.
Corporate Records	Any record created, received, deposited or held by any City employee in the course of business and used to support a City function or to conduct City business. Does not include Councillor constituency records.
Disposition	The final phase of the records life cycle, meaning the disposal of records that have no further value, or the transfer of archival records to permanent storage.
Disposition Authority	The individual responsible for the records under the care and control of a particular departmental business unit. Typically the “Disposition Authority” is a Service Area Manager or Director with signing authority.

Document	The smallest unit of filing.
File / Folder	A group of related documents.
File Plan	A logical systematic method for the description and classification of records.
Inactive Record	A record that is referred to infrequently. Physical inactive records are usually kept in a storage facility until final disposition.
Life Cycle	The life span of a record from its creation or receipt throughout its active and inactive stage to final disposition.
Metadata	Data that provides information about a record's content, making it easier to retrieve, use, or manage. Metadata includes, but is not limited to: means of creation of the data, purpose of the data, time and date of creation, creator or author of data.
<i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i>	Ontario legislation which, with some limitations, provides the public with a right of access to records held by the City and protects the privacy of personal and third party information held by an institution.
Record	Information, however recorded or stored, whether in printed form, on film, by electronic means, or otherwise, that can include: correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.
Record Series	A group of related records that are normally used and filed together.
Records Centre	A storage facility to house inactive records until their final disposition.
Records Classification System	A system to promote the effective use of City information by providing a consistent standard for the description and management of corporate records and improving control and accessibility.
Records Coordinator	An employee within each business unit who acts as records management liaison and representative for the business unit, administers and supports the business unit's records management program and participates in all necessary training for the performance of this role.
Records Management	The process of planning, organizing, directing, and controlling all the steps involved in the life cycle of records.

Retention Schedule	A Council-approved timetable that prescribes a life span to recorded information from its creation to final disposition.
Transitory Records	Records that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record. They are not an integral part of a records series and are not filed regularly with standard records or filing systems. They are not required to meet statutory obligations or to sustain administrative or operational functions.
Vital Records	Records that are essential to resume or continue the operations of an organization after an emergency; those necessary to recreate the corporation's legal and financial position; and/or those necessary to preserve the rights of the corporation, its employees, customers, and ratepayers.

3. Applicability

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

4. The Policy

4.1 Purpose

The purposes of this policy are:

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

4.2 Objectives

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

- a) manage the information life cycle to meet all legislated requirements for record keeping, including those of the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act, 1990*;
- b) manage information holdings, making them readily available for decision making and to meet information access requests, including those made under the *Municipal Freedom of Information and Protection of Privacy Act, 1990*;
- c) protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidential and accountability requirements;
- d) ensure that records are protected and are not destroyed or removed from the custody and control of The Corporation of the City of London unless authorized by the City's Records Retention Schedule, or through contractual agreement;
- e) ensure the identification and preservation of permanently valuable records and the destruction of records that have surpassed their retention, in a timely, secure, and environmentally sound manner;

- f) promote organizational efficiency and economy through sound record keeping practices, including reducing storage costs through the use of records storage centres and appropriate technology; and,
- g) establish and define accountability, responsibility and roles, as appropriate to level of involvement with records management.

4.3 General Directives

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

4.4 Ownership of Records and Information

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

4.5 Changes of Custody, Control or Ownership

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

4.6 Information Security

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

4.7 Records Classification System

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

4.8 Retention and Disposition of Corporate Records

- a) All corporate records will be retained and disposed of according to the Council-approved Corporate records schedule.
- b) In order to reduce the use of office space and file equipment, inactive physical records will be stored in records centres coordinated by the City Clerk's Office.
- c) Employees will use the Corporate approved CityHub/SharePoint electronic documents and records management system to store and manage electronic records not already stored in other approved database applications.
- d) In accordance with the approved retention schedule, final disposition action will take place in a timely manner at the end of the retention period for each record series.

4.9 Preservation of Archival Records

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

4.10 Transitory Records

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

4.11 Records Management Training

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

4.12 Destruction of Records

- a) Destruction of records may occur at the end of a record's life cycle as described in the approved records retention schedule. Destruction includes deletion, garbage, shredding, and paper recycling.
- b) Records shall be destroyed using a method appropriate to their medium and to their content. Records containing confidential and/or personal information shall be destroyed through a process that achieves definitive obliteration of information.
- c) Destruction operations must maintain the confidentiality of information and protect the privacy of individuals whose personal information may be contained in the records.
- d) Records must be destroyed promptly following the expiration of approved retention periods. Exceptions to this planned destruction process include records still required for the ongoing functions of a municipal program and records that are the subject of a request under the *Municipal Freedom of Information and Protection of Privacy Act* and records required for ongoing legal purposes.

4.13 Authority and Responsibility

- a) The Senior Leadership Team will:
 - i) provide corporate leadership and support for the records management program.
- b) The City Clerk will:
 - i) provide leadership for records management with respect to vision, mission, policy, standards, strategic planning, training, quality

assurance, and facilitate the development, maintenance and improvement of records keeping solutions, tools and systems; and,

- ii) make recommendations to the Senior Leadership Team and Council regarding policy requirements and records retention and disposal schedules, as required.
- c) The Manager of Records and Information Services and the Manager of Corporate Records will:
- i) coordinate the corporate wide program for records management;
 - ii) recommend and implement policies;
 - iii) provide direction, training and technical advisory services;
 - iv) provide storage and retrieval services for inactive physical records;
 - v) identify the tools, facilities and staff necessary for service delivery;
 - vi) create and maintain procedure manuals and supporting documentation; and,
 - vii) ensure the currency of the records retention schedule.
- d) The Director of Information Technology Services will:
- i) provide technical support for the installation, maintenance and upgrading of records management software and related programs to ensure compliance and access within the City's networked systems; and,
 - ii) ensure the security and integrity of electronic records systems.
- e) Service Area Managers/Directors will:
- i) recommend retention schedules relating to records in their business unit's custody and control to ensure the schedule meets the business unit's operational requirements;
 - ii) use the records storage and retrieval services coordinated by the City Clerk's Office for storage of inactive physical records;
 - iii) ensure business unit staff is fully trained and carrying out their records management obligations;
 - iv) as the Disposition Authority, review and sign off the destruction of records that have reached their scheduled disposition date. If destruction sign-off is not provided, the Disposition Authority shall provide written justification for the request to extend destruction dates;
 - v) when a business function is being transferred to another business unit as a result of a reorganization, transfer to the business unit all records needed to carry out the function, or, when the business unit ceases to carry out a function and the function is not transferred to another business unit, transfer all records relating to that function to the City Clerk;
 - vi) inform the City Clerk of breaches of records management policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); and,

- vii) designate an employee in each business unit to act as the records coordinator.
- f) Business Unit Records Coordinators will:
- i) oversee and be responsible for preparing inactive records for transfer to the City Clerk's Records Unit for storage;
 - ii) be aware of the location all current records and information stored in his/her business unit, regardless of format;
 - iii) assist employees in their business unit to understand the corporate records management program and procedures and act as "champion" for the program within their business unit; and,
 - iv) assist the Manager of Records and Information Services/Manager of Corporate Records to deliver and to audit the records management program within their business unit.
- g) All City Employees will:
- i) ensure that all the records they create or receive that are used to support a City function or to conduct City business will be maintained and preserved as required by this policy and the Records Management By-law.

Appendix C5

Bill No.
2019

By-law No. CPOL.-114()-

A by-law to amend By-law No. CPOL.-114-366, as amended, being “Flags at City Hall Policy” by renaming the Policy “Flags at City Hall” and to add reference and provisions with respect to the flags located at the back entrance of City Hall..

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-114-366, as amended, being “Flags at City Hall Policy” to rename the Policy to “Flags at City Hall” and to add reference and provisions with respect to the flags located at the back entrance of City Hall;

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

1. By-law No. CPOL.-114-366, as amended, being “Flags at City Hall” is hereby amended by deleting Schedule “A” of the By-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule "A"

Flags at City Hall

Policy Name: Flags at City Hall

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-114-366); Amended July 24, 2018 (By-law No. CPOL.-114(b)-417), Amended _____ (By-law No. CPOL.-)

Last Review Date: April 24, 2019

Service Area Lead: City Clerk

1. Policy Statement

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

2. Definitions

2.1 Not applicable.

3. Applicability

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

4. The Policy

4.1 Flags at Front Entrance of City Hall

a) The following flags shall be permitted to be flown at City Hall on the flag poles over the front entrance of City Hall:

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

4.2 Flags in City Hall

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

4.3 Community Flag Pole

a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:

- i) the Canadian flag at such times as there is no flag of a charitable or non-profit organization to be flown as provided for in 4.3a)ii), or at

such times as the half-masting of a flag is in order, as provided for under 4.4c), below; and,

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

4.4 Flags at Back Entrance of City Hall

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

4.5 General

- a) The City Clerk will administer the policy for the flying of flags at City Hall.

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

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

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

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

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

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

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

Appendix C6

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-275-266, being “Free of Fear Services for All Policy” to provide for annual reporting and to clarify that the Policy applies to all City services.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-275-266, being “Free of Fear Services for All Policy” to provide for annual reporting and to clarify that the Policy applies to all City services.

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

1. By-law No. CPOL.-275-266, being “Free of Fear Services for All Policy” is hereby amended by deleting Schedule “A” to the By-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule “A”

Free of Fear Services for All Policy

Policy Name: Free of Fear Services for All Policy

Legislative History: Enacted June 25, 2018 (By-law No. CPOL.-275-266); Amended _____ (By-law No. _____)

Last Review Date: February 22, 2019

Service Area Lead: Manager, Strategic Programs and Partnerships; Housing, Social Services and Dearthness Home

1. Policy Statement

The purpose of this policy is to enable London residents with uncertain or no immigration status to access City services without fear that the City will ask for and provide information on the immigration status of individuals to other public institutions or orders of government. This policy applies only to the services provided by the City of London.

This policy enables:

- All residents to have meaningful access to City services free of fear and to be treated with dignity and respect.
- The adoption of a Non-Disclosure practice by City staff to enquire about a person’s immigration status unless legally required to do so to access specific services provided by the City.
- No reporting of any resident’s immigration status to the Canadian Border Services Agency or Police unless legally required to do so.

2. Definitions/terminology for the purpose of this policy

Immigration Status – Many London residents have diverse immigration status, which includes Canadian Citizenship, Permanent Residency, Temporary Residency, and those who may have uncertain or no specific immigration status.

Uncertain Status – This refers to individuals who may have a pending status and/or unknown immigration status. This could include an individual who has received a negative decision on their application to stay in Canada, and is actively appealing that decision. These individuals often have very limited access to resources and supports.

Non Status – This refers to individuals who reside in Canada who no longer have an immigration status, and are usually referred to as “undocumented”. This could be an individual that arrived through the proper channels on a permit, and at a certain point their circumstances changed resulting in their documents no longer being accepted or recognized by the state; therefore the individual has no lawful status of residence. These individuals have very limited access to resources and support, and sometimes do not have the ability nor may it be safe for them to return to their country of citizenship.

Refugee or Protected person – According to Canada’s *Immigration and Refugee Protection Act*, this refers to a person who has been determined to be either (a) a Convention Refugee¹ or (b) a person in need of protection (including, for example, a person who is in danger of being tortured if deported from Canada).

3. Applicability

This policy relates only to the area of access to municipal services under the jurisdiction of the City, and is limited to those services directly provided by the City.

The policy does not apply to the London Police Services Board, nor does it include the City’s Agencies, Boards, and Commissions.

The Federal government of Canada has jurisdiction over immigration policies and regulations related to law enforcement activities and immigration control.

The Provincial government determines eligibility requirements for access to child care subsidy, social assistance, and to affordable housing. The City of London administers these programs on behalf of the Province, which require proof of documented immigration status.

4. The Policy

4.1 Proposed Policy Framework

The Scope of this policy is to guide the actions of the City, including all City staff.

4.2 Responsibilities

The City's Senior Leadership Team is collectively and individually responsible for directing compliance with this policy:

Managers are responsible for ensuring that staff are aware of and compliant with this policy and that no other policies or procedures are developed that contravene this policy;

Employees are responsible for providing services to all residents in a respectful and meaningful manner and not enquiring about immigration status directly or indirectly unless legally required to do so as an eligibility requirement for access to specific services.

4.3 Policy Directives

The policy directives are as follows:

- a) Access to City services is not dependent on immigration status
- b) City Staff will not ask for or otherwise seek out an individual's immigration status, also known as the Non-Disclosure practice unless the provision of such services has a legal requirement to do so. Other options to demonstrate residency as a Londoner will be employed and communicated to residents.
- c) No records of a resident's immigration status will be shared with, or reported to, the London Police Service, Campus Community Police Service, the Ontario Provincial Police, the Royal Canadian Mounted Police, or the Canadian Border Services Agency, unless required to do so by law.
- d) This policy applies to all City services.

4.4 Reporting and Evaluation

The Managing Director, Social Services, Housing and Deerness Home will report back annually to City Council on the application of this policy, and any complaints received and their disposition, as well as recommendation for amendments.

^[1] The 1951 Convention Relating to the Status of Refugees includes *"individuals who are fleeing situations of well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, sexual orientation, gender identity, are outside the country of their nationalities, and are unable to, or owing to such fear, are unwilling to avail themselves of the protection of that country"*. (UNHCR – www.unhcr.ca)

Appendix C7

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-72-304, as amended, being “Review of Ward Boundaries Policy” to provide for the review to be undertaken when required.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-72-304, as amended, being “Review of Ward Boundaries Policy” to provide for the review to be undertaken as required.

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

1. By-law No. CPOL.- CPOL.-72-304, as amended, being “Review of Ward Boundaries Policy” is hereby amended by deleting Schedule “A” to the By-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule "A"

Review of Ward Boundaries Policy

Policy Name: Review of Ward Boundaries Policy

Legislative History: Adopted August 22, 2017 (By-law No. CPOL.-72-304); Amended July 24, 2018 (By-law No. CPOL.-72(a)-410); Amended _____ (By-law No. CPOL.-_____)

Last Review Date: April 30, 2019

Service Area Lead: City Clerk

1. Policy Statement

- 1.1 This policy sets out the requirements for the regular review of ward boundaries to ensure that they remain relevant.

2. Definitions

- 2.1 Not applicable.

3. Applicability

- 3.1 This policy shall apply to the City Clerk.

4. The Policy

- 4.1 The City Clerk shall, as required, undertake a review of the municipal ward boundaries, in sufficient time to allow the implementation of any appropriate ward boundary changes for the next municipal election, in accordance with applicable legislative requirements. The review shall take into consideration balancing population distribution among the wards, both now and in the future based on projections; respecting established neighbourhoods and communities within the municipality; geographical features defining natural boundaries within the municipality; and, infrastructure boundaries such as roads, bridges, rail lines and transit routes. Upon conclusion of the City Clerk's review, the City Clerk shall recommend if and how the wards should be re-divided for the upcoming election, based upon their findings and in keeping with the public interest.

Appendix C8

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-law No. CPOL.-202-454, as amended, being “Special Assistance and Supplementary Aid”, by renaming the Policy “Discretionary Benefits”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-202-454, as amended, being “Special Assistance and Supplementary Aid”, to rename the Policy “Discretionary Benefits”.

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

1. By-law No. CPOL.-202-454, as amended, being “Special Assistance and Supplementary Aid” is hereby amended by deleting the words “Special Assistance and Supplementary Aid” on Schedule “A” to the By-law and replacing them with the words “Discretionary Benefits”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Appendix C9

Bill No.
2019

By-law No. CPOL.-

A by-law to amend By-Law No. CPOL.-167-419, as amended, being “Urban Design Awards” to provide for three specific award categories.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-167-419, as amended, being “Urban Design Awards” to provide for three specific award categories.

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

1. By-law No. CPOL.-167-419, as amended, being “Urban Design Awards” is hereby amended by deleting Schedule “A” to the By-law and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Schedule “A”

Policy Name: Urban Design Awards

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-167-419); Amended June 26, 2018 (By-law No. CPOL.-335-326)

Last Review Date: March 21, 2019

Service Area Lead: Manager- City Building & Design

1. Policy Statement

The City of London Urban Design Awards Program is intended to recognize, celebrate and inspire design excellence in the City of London. Awards will be granted for exceptional projects that represent visionary thinking and “raise the bar” for design excellence in London.

Urban Design Awards will be granted once every two years. City Planning will be responsible for administering this program in accordance with the Terms of Reference.

At the conclusion of the Awards process, a ceremony will be held for the purpose of recognizing and celebrating winners of the Urban Design Awards and for promoting the urban design agenda in the community as a whole.

The winning submission(s) of the London Urban Design Awards will be automatically submitted to the RAIC (Royal Architectural Institute of Canada) National Urban Design Awards program, which are held in the year between of the biennial London Urban Design Awards. This will be an opportunity for local developers, architects, urban designers, as well as the City to showcase their developments and compete for Urban Design Awards at the national level.

2. Definitions

Not applicable.

3. Applicability

Projects are eligible for an Urban Design Award where they are developed up to 5 years prior to the awards year. Submissions for Awards can be submitted by a project owner, a member of the team that is associated with the project, a member of Council, a member of municipal staff, or a member of the general public. To be eligible for an Award, submissions must be received by the City of London City Planning office within the prescribed deadline date and all entries must meet submission requirements. It should be clear that public projects, including those developed by the City of London, are eligible for awards.

4. The Policy

4.1. SUBMISSION REQUIREMENTS

Submissions will only be accepted where they meet the following requirements:

- An abstract of the project is provided to explain its design qualities and how this project significantly adds to the quality of the public realm in London. The abstract should also touch on those items that are outlined in the relevant awards category descriptions below (Section 4.5). This abstract is to be provided in the electronic format specified by the City.
- Two display boards maximum (sizes will be specified).
- A photo slide show, not exceeding 50 photographs, illustrating the design qualities of the project described in the abstract. This slide show is to be provided in the electronic format specified by the City.

These submissions will allow for submissions to be presented on the City’s web site, and also allow for innovative display techniques for the awards ceremony and circulation of the awards.

All materials submitted to the City of London become property of the City of London and will not be returned to the applicant. Furthermore, submission of materials implies consent for the City of London to disseminate such materials at the sole discretion of the City.

4.2. AWARDS PROCESS

A call for submissions will be issued in spring of an Awards year. City Planning will engage in a rigorous process to raise awareness in the community that the City has issued a call for Urban Design Awards submissions. This may include, but is not limited to, advertising in newspapers, use of the City's web site, mail-outs to members of the design, architecture, landscape architecture, planning, and development industry. It may also include other vehicles, such as the preparation of a poster or other such materials, to raise awareness of the Awards, and the agenda for urban design excellence in London.

Judging of the projects will occur in summer of the Awards year. This will allow for judges to view projects including vegetation in a state of full bloom. The jury will compile a short list of projects from amongst the entries submitted. City Planning staff will arrange for the jury to visit the sites of the projects on the short list.

It shall be at the sole discretion of the jury to determine whether or not Awards will be recommended in any or all of the awards categories in a given year. A maximum of 5 urban design awards will be granted, except in exceptional circumstances. Awards will be granted in autumn of the Awards year.

City Planning staff will disseminate information relating to the award winning projects through the use of various mediums, including, but not limited to: web site posting, posters or other publications relating to the next design awards call for submissions, displays in prominent public spaces, etc.

4.3. AWARDS PRESENTATION

Awards will be presented to the Urban Design Award winners at a ceremony, which may combine other activities intended to advance the agenda for urban design excellence in London. Those earning honourable mention will also be congratulated at this ceremony. Two awards will be given to each award winning team. Additional awards can be ordered by winners for additional members of the team, at a cost to the winners which covers the expense of the City purchasing these awards.

4.4. URBAN DESIGN AWARDS JURY

An Urban Design Awards Jury, made up as follows, will be established annually by the City.

Voting Members:

- The Chair of the Planning Committee of Council or an appointed designate
- The President of the London Society of Architects or an appointed designate
- The Chair of the Southwestern Ontario District of the Ontario Professional Planners Institute or an appointed designate
- The President of the London Branch of the Ontario Association of Landscape Architects or an appointed designate
- An Urban Designer from outside the community (who is not involved with any projects under consideration)

Limitations:

- No member of the Jury shall serve for more than 3 consecutive design award terms.
- No member of the jury shall be related, in any substantive way, to any projects under consideration.

Chair:

- The jury will elect from amongst its Members a Chair and a Vice-Chair at its first meeting each year.

Designates:

- Designates from any of the above groups will be accepted where jurors disqualify themselves from serving on the jury, where a jury member has already served three consecutive awards terms, or where the above-identified person cannot make himself/herself available for serving on the jury.

4.5. AWARDS CATEGORIES

The following Awards Categories and Awards are hereby established:

4.5.1. Buildings

An individual building, or a composition of buildings, which achieves urban design excellence through its relationship to the public realm, its massing, detailing and pedestrian amenity. Entrants should document and highlight how the building, or group of buildings, contributes to the quality of place. All types of buildings are eligible whether "landmark" or "background," new construction or a restoration/transformation. Building types could include: Main Street Mixed Use, Residential (multi-unit, apartment), Commercial, Institutional or Industrial.

The primary criteria for assessing the merit of entries in this category will be:

- Positive contribution to the public realm/quality of place;
- Architectural excellence;
- Demonstration of fulfilling a clearly articulated urban design intent.

4.5.2. Buildings (Small Scale Residential)

A residential building, which achieves urban design excellence through its relationship to the surrounding neighbourhood, its massing, siting and detailing. Entrants should document and highlight how the building, contributes to the overall character as well as to the quality of place in the neighbourhood in which it is located. All types of small scale non-apartment residential buildings are eligible whether new construction or restoration/transformation. Building types could include single detached residential, townhouses, semi's, 2-, 3-, or 4-plexes.

The primary criteria for assessing the merit of entries in this category will be:

- Positive contribution to the character of the existing neighbourhood/quality of place;
- Architectural excellence;
- Demonstration of fulfilling a clearly articulated urban design intent.

4.5.3. Public Realm Enhancements

Elements can be defined as a stand-alone object, or landscape element which contributes significantly to the quality of the public realm. It should provide a memorable image, reinforce the human scale and enhance the character of the surrounding area.

Examples include:

- Benches
- Gateways
- Light fixtures
- Walkways
- Fences
- Work of art

4.5.4. Public Spaces and Landscapes

Public space - generally related to, and defined by, adjacent buildings or natural/manmade elements -- which provides an extension to the public realm in an exemplary way.

Examples are:

- Courtyards
- Plazas
- Forecourts
- Gardens
- Trails
- Mews
- Parks

4.5.5. Large places and neighbourhoods

This includes designs for a new or renovated large-scale areas of the city. The project must be completed to such extent as to allow the jury to clearly understand and evaluate the plan.

The submissions in this category should clearly state the existing conditions and demonstrate how the plan creatively resolves and addresses multiple objectives and competing interests. The submission should also provide evidence of community involvement and acceptance.

Examples are:

- Area plans
- Subdivisions
- Industrial parks
- Campus plans
- Streetscapes

4.5.6. Restoration, Rehabilitation and Adaptive Reuse

This includes renovated, restored and adaptively reused buildings and groups of buildings. Submissions should demonstrate urban design excellence through their relationship to the surrounding neighbourhood, interface with the public realm and ability to highlight the original character and historic elements of the building. The transformation should be visible on the exterior of the building(s).

The submissions in this category should clearly state the history and pre-construction conditions and uses of the building(s) and demonstrate the scope of work that was involved in the restoration, renovation or adaptive reuse.

Winning submissions in this category will be submitted under the most appropriate National Urban Design Awards category

4.5.7. People's Choice Award

One winner will be chosen from all of the submissions in all categories to receive a People's Choice Award. All submissions will be considered for this award and a formal entry into this category is not required.

The winning entry will be selected by public voting held prior to the awards ceremony. City Planning staff will disseminate information relating to the People's Choice Award through the use of various mediums, including, but not limited to: web site posting, posters, social media, etc. Voting will be conducted through online, in person and accessible methods. Voting will be open to all City of London residents.

Winning submissions in this category will not be eligible for the National Urban Design Awards hosted by RAIC, unless they have won in another category.

4.5.8. People's Choice Award (Student)

Post-secondary students will be invited to submit urban design projects. Student projects may be hypothetical, but must be designs related to locations within the city of London. Submissions should demonstrate urban design excellence through their relationship to the surrounding neighbourhood, interface with the public realm, massing, detailing and pedestrian amenity. Submissions must include elements of the public realm as well as buildings.

The winning submission will be selected by public voting held during the Awards ceremony, or at an associated event. All event attendees will be eligible to vote. Dependent on the number of submissions, the jury may elect to shortlist the top entries.

Winning submissions in this category will not be eligible for the National Urban Design Awards hosted by RAIC.

It should be clear that these categories ARE INTENDED TO:

- Explain what types of projects are eligible for an Urban Design Award;
- Describe, in very general terms, how these projects will be evaluated; and
- Help to encourage submissions that are of a very high quality.

It should be equally clear that these categories ARE NOT INTENDED TO:

- Limit the number of awards that can be granted within a single category;
- Require that an award be granted in every category where there is not a submission that warrants an award; and
- Limit a submission to competing only against those projects that are within their category.

Where the Jury deems it to be appropriate, honourable mention will be given to those projects that did not win an award, but exhibited many excellent design traits worthy of recognition.

4.6. NATIONAL URBAN DESIGN AWARDS (HOSTED BY ROYAL ARCHITECTURAL INSTITUTE OF CANADA)

Following the Urban Design Awards ceremony the winning submissions will be given instructions as to how their projects can be submitted to the National Urban Design Awards program. The Submission requirements for the National Urban Design Awards can be found on the RAIC website.

Appendix D1

Bill No.
2019

By-law No. _____

A by-law to repeal By-Law No. CPOL.-89-340 and any amendments thereto, being “Public Notification Policy for Construction Projects”.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-89-340 and any amendments thereto, being “Public Notification Policy for Construction Projects”, as it is now an administrative policy;

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

1. By-law No. CPOL.-89-340 and any amendments thereto, being “Public Notification Policy for Construction Projects”, is hereby repealed.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Appendix D2

Bill No.
2019

By-law No. CPOL.-_____

A by-law to repeal By-Law No. CPOL.-75-307 and any amendments thereto, “Affordable Housing Reserve Fund Implementation Policy” as the Policy is no longer required.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-75-307 and any amendments thereto, being “Affordable Housing Reserve Fund Implementation Policy” as the Policy is no longer required.

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

1. By-law No. CPOL.-75-307 and any amendments thereto, being “Affordable Housing Reserve Fund Implementation Policy” is hereby repealed.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Appendix D3

Bill No.
2019

By-law No. _____

A by-law to repeal By-Law No. CPOL.-203-455 and related amendments thereto, being "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 Municipal Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-203-455 and related amendments thereto, being "Purchased Service Agreements" as the Municipal Council has determined that this Council Policy is outdated and no longer required;

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

1. By-law No. CPOL.-203-455, and related amendments thereto, being "Purchased Service Agreements", is hereby repealed.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on June 11, 2019.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading – June 11, 2019
Second Reading – June 11, 2019
Third Reading – June 11, 2019

Appendix E – Repealed Policies

Public Notification Policy for Construction Projects

Policy Name: Public Notification Policy for Construction Projects

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-89-340); Amended June 26, 2018 (By-law No. CPOL.-314-305); Repealed and converted to an Administrative Procedure _____ (By-law No. _____)

Last Review Date: June 11, 2018

Service Area Lead: Director – Roads & Transportation

1. Policy Statement

This policy provides guidelines for public notification and communication regarding construction projects within the public right of way. The Project Manager has the ability to adjust the points of public contact to suit the circumstances of each project.

2. Definitions

Not applicable.

3. Applicability

This policy applies to construction projects within the public right of way.

4. The Policy

4.1. Maintenance Activities:

This type of activity includes cleaning, adjusting, monitoring, repairing, or installing infrastructure on a short term basis. Minor road works and mill and pave operations are included in this category. No notice to the public is required unless there are tree removals, boulevard excavation work, or where a water shutdown is necessary.

- a) If a tree needs to be removed under this category, a written notification will be posted on front doors of adjacent property owners within a 30 meter radius of the removal on the same side of the street. Multi-unit dwellings will receive one notice.
- b) If there is a planned water service shutdown, or boulevard excavation work, written notification will be provided to the affected property owners. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.

4.2. Rehabilitation Projects:

This type of project includes pipe rehabilitation, trenchless technology works, road rehabilitations, and road reconstructions not involving the reconstruction of sewers or water mains.

- a) A preconstruction letter will be provided to each household, business, and property owner within a 30m radius of the project one week in advance of commencement notifying the occupant of the work to be done and providing telephone numbers for contact with the Department.
- b) If there is a planned water service shutdown, written notification will be provided to the affected property owners. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.

4.3. Reconstruction Projects:

This type of project includes at least one block of underground sewer or watermain construction or reconstruction.

- a) An information letter will be provided to each household, business, and property owner within a 30m radius of the project a minimum of 3 months prior to commencement of construction. The notice will inform the occupant of the work to be undertaken, the persons to contact for enquiries, the approximate timing of proposed works, and if any costs to the homeowner are anticipated.
- b) If there is a planned water service shutdown, written notification will be provided to the affected property owners. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.
- c) If the Environmental and Engineering Services Department is aware of a Community Association or Business Association, they will be contacted at the same time.
- d) A public information centre will be held prior to the commencement of the proposed works to inform the households, businesses, and property owners what to expect during the project, to gather community input, to identify tree removals, and to identify any new fire hydrant locations.
- e) If the project is on a primary collector or arterial, a billboard sign will be erected on the site including the name of the project, name of the consultant (if available), name of the contractor, and the approximate timeframe of the project.
- f) A preconstruction letter will be provided to each household, business, and property owner within a 30m radius of the project one week in advance of the proposed works notifying the occupant of the work to be done and providing telephone numbers for contact with the City. Multiple copies of the same notice will be delivered to the landlord/superintendent of multi-unit dwellings to enable them to notify their tenants.
- g) During the progress of the work, an inspector will be available to respond to enquiries as required.

4.4. Warranted Sidewalks

This type of project includes sidewalks and associated restoration works installed under the warranted sidewalk program.

- a) An information letter will be provided to each household, business, and property owner abutting the proposed sidewalk after the budget is approved and sufficient design information is available. The notice will provide the limits and location of the sidewalk, information on the program and the safety needs it addresses, and the persons to contact for enquiries.
- b) If residents or affected stakeholders request, a public information centre may be held to discuss the project.

4.5. Early Warning Signs:

For projects on arterial roads that will exceed one week in duration, two early warning signs should be installed 2 weeks prior to construction. The signs should indicate the anticipated start and end date of construction.

4.6. Developer Led Projects:

Projects within opened right of ways that are led by developers, should conform to all of the required steps within this policy. Permits for approved works (PAW) will be granted conditional on the developer or their agents meeting all necessary communication steps to the satisfaction of the General Manager of Environmental and Engineering Services and City Engineer.

4.7. Emergency Work:

This policy does not apply to emergency work. In emergency works, due to their nature, notification for water shutdowns will not occur.

4.8. Notice to Multi-unit buildings:

For multi-unit building, enough copies of pertinent letters are to be provided to the superintendent or landlord so that they can deliver a copy to each household. When the letter pertains to financial requests or commitments from the owner, it will be delivered only to that owner and not each household.

Appendix E – Repealed Policies

Affordable Housing Reserve Fund Implementation Policy

Policy Name: Affordable Housing Reserve Fund Implementation Policy

Legislative History: Enacted August 22, 2017 (By-law No. CPOL.-75-307); Amended June 26, 2018 (By-law No. CPOL.-356-347)

Last Review Date: June 11, 2018

Service Area Lead: Manager III, Financial Planning & Policy

1. Policy Statement

The purpose of the Reserve Fund is to provide capital grants on a per unit basis to eligible not-for-profit organizations or partnerships of not-for-profit organizations and the private sector to assist in the development of:

- a) Affordable permanent housing targeted to low income individuals or families determined to be in deep core housing need; or
- b) Transitional housing that will facilitate the movement of individuals and families from situations of homelessness or risk of homelessness to longer-term, independent housing with the consent of the Community and Protective Services Committee and Municipal Council.

The intent of the funding is to create an environment in which the private sector and community providers will be willing and able to develop affordable housing that does not involve direct City operating subsidies, for people with a range of housing needs that are not currently being met in the market.

It is not intended that all monies be allocated to one form of housing. The City's goal is to provide affordable housing which meets the long term housing needs of those least able to find accommodation within the private sector. Until a review of funding allocation is undertaken at the end of 2002, fifty percent (50%) of available funds will be reserved for each of permanent and transitional housing.

It is not intended that the Reserve Fund will serve as a sole source of funding support for affordable housing projects. Reserve Fund contributions are intended to supplement funding or in-kind supports provided by senior levels of government, sponsor groups, service providers, businesses, community organizations and private donors.

Provisions will be put in place to accommodate donations, from the private sector and individuals, to the Reserve Fund.

The objectives of the Reserve Fund are to:

- Increase the supply of affordable housing in the City of London for those households most in need.
- Promote partnerships in support of affordable housing development.
- Leverage the contribution of federal and provincial funds, not-for-profit and private sector financing for affordable housing development.
- Target municipal investment in affordable housing development to individuals and families in greatest need.
- Create replicable models for affordable rental projects.
- Develop projects which are self-sustaining and do not require a municipal contribution to operating costs beyond those available through social assistance programs.

2. Definitions

Not Applicable.

3. Applicability

Eligibility Criteria

Affordable housing development proposals that will be considered for Reserve Fund contributions include the construction of new affordable housing, the acquisition and conversion of non-residential buildings to affordable housing, the acquisition and rehabilitation of substandard residential buildings and the expansion of existing affordable housing stock to provide adequate, affordable housing. Projects may include a mix of affordable rental units and units that exceed affordable rent levels. However, the consideration of funding will be limited only to those units that will satisfy the affordability criteria.

The focus of the Reserve Fund contributions will be the creation of affordable rental units.

Reserve Fund contributions will also be available to assist the development of transitional housing to meet the needs of individuals or families who are moving from a situation of homelessness or near homelessness. Transitional housing addresses needs that extend beyond affordability to include various social and health-related support services that facilitate the transition to longer-term, independent housing.

- a) Due to the limited funds, proponents seeking Reserve Fund contributions must focus on those households in the greatest need and must satisfy the following criteria:
- b) Proponents must be not-for-profit organizations acting independently or in partnership with private sector developers or other not-for-profit organizations (or proponents must have a commitment to a not-for-profit designation which must be in place prior to final commitment date).
- c) Proponents must have a mandate that relates to the provision of housing.
- d) Proponents must be able to demonstrate a capacity to implement the project within the timeline and budget proposed.
- e) Proponents must demonstrate the ability to achieve the affordability criteria and agree to maintain rents for a period of not less than twenty-five years below the affordable rent limits specified in Section 6, as adjusted from year to year.
- f) Projects that involve the displacement of any existing tenants will not be considered unless the proponent includes a satisfactory relocation plan.
- g) Proponents must be able to demonstrate that the project to be created, including any proposed support services, will be sustainable.
- h) Projects must be located within the City of London.
- i) Proponents must identify a site or building that can be reasonably developed for its intended purpose. The City may contribute land, subject to Council approval.
- j) Proponents must prepare a tenant selection process that will form part of any agreements with the City and ensure that affordable rental units will be occupied by individuals or households whose household incomes are below the income limits specified in Section 4.4.

4. The Policy

4.1. Evaluation Criteria

Proposed projects will be evaluated for conformity to the purpose and objectives of the Reserve Fund and for compliance to the eligibility criteria listed in Section 3.

In addition, through the evaluation process, preference will be given to projects that include the following characteristics:

Proponent Qualifications:

- Experience and qualifications of the proponent to develop affordable housing/transitional housing.
- Experience and qualifications of the proponent to manage affordable housing/transitional housing.

Financial Plan:

- Level of partnership commitment for funding from other government and philanthropic sources.
- Credibility of cost projections for the development and the ability to finance as required.
- Cost effectiveness and per-unit funding requirement for the proposed project.

Management and Service Plan:

- Tenant placement plan in relation to targeted households (those households in greatest need).
- Extent to which the proposed project's management plan, including staffing and operating cost projections, is developed.
- Extent to which the proposed project's service plan represents an adequate and financially viable response to the target client group.
- Commitment that service providers and funders are making to this project (sustainability of program).

Development Plan:

- Ability to proceed quickly; extent to which a proposed project is ready to go from the perspective of site acquisition, land use approvals and the securing of any additional funding commitments.
- Extent to which the proposed development reflects good land-use planning and responds appropriately to the community context.
- Extent to which architectural design reflects the needs of the target client group.

4.2. Eligible Costs

Contributions from the Reserve Fund are to the total project. There will be no phase funding (i.e. land acquisition only). Grants from the Reserve Fund may be applied to the following project capital costs:

Construction costs for the development of new affordable housing or the rehabilitation or conversion of existing buildings for affordable housing including acquisition of land and buildings.

Costs associated with the cost of affordable housing development including architectural, legal, engineering and project management fees; development charges and building permit fees; park fees; connect fees; and interest charges.

4.3. Assistance Levels

Contributions from the Affordable Housing Reserve Fund to selected projects may be approved in amounts of up to \$15,000 per unit plus a grant upon completion of the project to off-set any municipal fees or charges incurred in the development approval process.

4.4. Affordability Criteria

For transitional housing projects, it is expected that rents to be charged will not exceed the maximum shelter component provided under the Ontario Works Act or the Ontario Disability Support Program Act.

For affordable rental housing projects, the maximum rent levels for affordable rental units will be set annually at 70% or below of the CMHC average market rent for rental housing within the City of London. The CMHC core need income thresholds are adjusted to include utilities. Maximum affordable rents for 2002 will be set at:

Unit Type	CMHC at Oct/01	Affordable Rent
Bachelor	\$433	\$303
1 bedroom	\$547	\$383
2 bedroom	\$683	\$478
3 bedroom +	\$852	\$596

For affordable rental housing projects, the maximum household income of the tenant households shall not exceed the following levels:

Percentile	Household Income Cut-off	Rent at 30%
10 th	\$6,983	\$175
20 th	\$11,919	\$298
30 th	\$15,260	\$382
40 th	\$19,270	\$482
50 th	\$24,457	\$611

4.5. Project Selection Process

The intent is to fund those projects that meet the eligibility criteria, with the greatest potential to provide affordable housing for delivery in the short term for the most needy households.

A Request for Proposals for contributions from the Affordable Housing Reserve Fund will be issued at approximately six-month intervals, provided funds are available.

The Director of Housing and the Affordable Housing Development Officer will conduct an information meeting with prospective proponents and housing interest groups to clarify City requirements and facilitate networking and partnerships among proponents and groups.

Proposals will be evaluated by a committee of City staff chaired by the Director of Housing and including:

- the Affordable Housing Development Officer
- the Commissioner of Planning and Development
- the City Treasurer or designate
- the Commissioner of Community Services or designate
- the Manager of Realty Services

The Evaluation Committee will recommend selected proposals to City Council through the Community and Protective Services Committee, for approval subject to the adoption of a funding agreement with the proponent.

The City will prepare the funding agreement and authorizing by-law for Council's approval.

Appendix E – Repealed Policies

Purchased Service Agreements

Policy Name: Purchased Service Agreements

Legislative History: Enacted September 19, 2017 (By-law No. CPOL.-203-455);
Amended June 26, 2018 (By-law No. CPOL.-282-273)

Last Review Date: May 28, 2018

Service Area Lead: Ontario Works Administrator

1. Policy Statement

This policy establishes the authority of administration to request the submission of financial statements from Purchase of Service agencies to support any claims, including claims for an increase in rate.

2. Definitions

“Service Agreement”- means an agreement that will be entered into between the City and a vendor or service provider.

“Purchase of Service agencies” and “POS Agencies” - are terms often used to describe organizations providing services through Purchased Services Agreements with the City.

3. Applicability

This policy applies to POS Agencies.

4. The 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.