

Bill No. 344  
2021

By-law No. CPOL.-123( )-\_\_\_

A by-law to amend By-law No. CPOL.-123-375, as amended, being “Promotion of Corporate Products to City Employees” to change the policy title to “Promotion of Corporate Products or Services to City Employees”, and to update general guidelines.

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

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

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to amend By-law No. CPOL.-123-375, as amended, being “Promotion of Corporate Products to City Employees” be amended to change the policy title to “Promotion of Corporate Products or Services to City Employees”, and to update general guidelines;

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

1. By-law No. CPOL.-123-375, as amended, being “Promotion of Corporate Products to City Employees”, is hereby amended by deleting Schedule “A” to the By-law in its entirety and by replacing it with the attached new Schedule “A”.
2. This by-law shall come into force and effect on the date it is passed.

PASSED in Open Council on August 10, 2021.

Ed Holder  
Mayor

Catharine Saunders  
City Clerk

First Reading – August 10, 2021  
Second Reading – August 10, 2021  
Third Reading – August 10, 2021

## Schedule “A”



**London**  
CANADA

### Promotion of Corporate Products or Services to City Employees

**Policy Name:** Promotion of Corporate Products or Services to City Employees

**Legislative History:** Enacted September 19, 2017 (By-law No. CPOL.-123-375); Amended July 24, 2018 (By-law No. CPOL.-123(a)-378); Amended August 10, 2021 (By-law No. CPOL.-\_\_\_\_\_)

**Last Review Date:** August 10, 2021

**Service Area Lead:** Manager, Rewards and Recognition

#### 1. Policy Statement

- 1.1 To establish a consistent approach for the promotion of corporate products or services to employees of The Corporation of the City of London (“City”).

#### 2. Definitions

- 2.1 **City** –The Corporation of the City of London

#### 3. Applicability

- 3.1 This policy applies to individuals, groups, and companies wishing to promote products or services to City employees.
- 3.2 City sponsored programs such as corporate wellness programs, technology purchasing programs, or any other promotions or sponsorships approved in writing by the City Manager do not fall under this policy.

#### 4. The Policy

##### 4.1 General Guidelines

- a) Individuals, groups, and companies wishing to promote products or services must request and complete a [Request to Promote Products or Services to City Employees](#) form.
- b) Completed forms must be submitted to the People Services Division for review. A cross-functional team that may include representatives from Finance, Communications, People Services and Legal will review the forms quarterly for suitability and to ensure that any offer:
  - i) Is made available to all employees.
  - ii) Adheres to City Policies; including, but not limited to, the [Procurement of Goods and Services Policy](#), [Code of Ethics](#), [Respectful Workplace Policy](#) and [Corporate Identity Policy](#).
  - iii) Does not place the City in any type of financial risk.
- c) The cross-functional team approves the notice of any promotion for posting on the City’s intranet.
- d) Promotional events or direct solicitation is not allowed in City owned or occupied facilities.