

Guide to City Hall for the Municipality of London, Ontario

Initially Compiled by Maureen Temme, www.savingtheworldinmysparetime.blogspot.com

Revised by Rosemary Dickinson and Sandy Levin .

Vision Statement

VISION LONDON - LONDON, THE FOREST CITY

We are a caring, responsive community committed to the health and well-being of all Londoners. The actions we take will be socially, environmentally and fiscally responsible so that our quality of life is enhanced and sustained for future generations. Our people, heritage, diverse economy, strategic location, land and resources are our strengths.

City Website: www.london.ca

Main Phone Number for all city employees: ph. 519 661-2500

This phone number takes you to reception. The staff will direct your call to a department or person who can answer your questions. You can also find the staff directory from the City's home page.

Hours of Operation: 8:30 a.m. to 4:30 p.m. for offices and switchboard

City Hall's main doors are open after 4:30 p.m. when there are public meetings. All meetings are on the second floor. For council meetings, visitors sit in the gallery which is on the 3rd floor.

A Few Basics about City Hall

The City of London is divided up into 14 geographic parts (wards). People living in each ward elect one (1) representative (councillor) per ward. The Mayor is elected by votes from all 14 wards.

The Mayor and City Councillors by Ward number, 2010-2014

To find out your ward, call City Hall or use the map: http://www.london.ca/d.aspx?s=/City_Council/wardmap.htm

For the following, dial the main number – 519-661-2500 – and the extension after the prompt

Mayor Joe Fontana	jfontana@london.ca	ext. 4920	
Ward 1 Councillor Bud Polhill	bpohill@london.ca	ext. 4882	
Ward 2 Councillor Bill Armstrong	barmstro@london.ca	ext. 4943	
Ward 3 Councillor Joe Swan	jswan@london.ca	ext. 7015	
Ward 4 Councillor Steve Orser	sorser@london.ca	ext. 7012	
Ward 5 Councillor Joni Baechle	jbaechle@london.ca	ext. 2444	
Ward 6 Councillor Nancy Branscombe	nbransco@london.ca	ext. 7014	ph. 519-432-1100
	http://www.nanbran.com		
Ward 7 Councillor Matt Brown	mbrown@london.ca	ext. 4597	
Ward 8 Councillor Paul Hubert	phubert@london.ca	ext. 7016	cell: 519-851-5062
Ward 9 Councillor Dale Henderson	dhenders@london.ca	ext. 4880	
Ward 10 Councillor Paul Van Meerbergen	pvanmeer@london.ca	ext. 1558	
Ward 11 Councillor Denise Brown	dbrown@london.ca	ext. 6505	
Ward 12 Councillor Harold Usher	husher@london.ca	ext. 4879	
Ward 13 Councillor Judy Bryant	jbryant@london.ca	ext. 0370	cell: 226-448-8221
	http://www.judybryant.ca		
Ward 14 Councillor Sandy White	sawhite@london.ca	ext. 4876	cell: 226-688-9427

To email all members of council send your email to any of the following three council assistants and they will forward your message on to all the councillors. These assistants are: Jo-Ann Walsh - jowalsh@london.ca, Silvana Morris - smorris@london.ca and Rebecca Ruddy - rduddy@london.ca

Council and Committee Structure

City Council may meet as Council or as Committee of the Whole. Council meets to review recommendations and make decisions on the reports from the 3 Standing Committees and the Committee of the Whole. Standing Committees may be asked to supply further work or information on topics. City Council is the highest decision maker. It usually meets on the first and third Mondays in the month, except when holidays occur. For months with five Mondays, check with the secretary for the month's meeting schedule. You can also find the meeting dates at http://www.london.ca/Meetings/PDFs/current_cc_meeting_calendar.pdf

Three (3) Standing Committees: Finance and Administration, Built and Natural Environment, and Community and Neighbourhoods Committee:

These are the working committees of Council. Members of City Council and the Mayor sit on these Standing Committees. Councillors also sit on the committees for several agencies, boards and commissions and are appointed to these positions by Council. For a complete list of these appointments, see http://www.london.ca/Newsroom/PDFs/Committee_Appointments_Dec_10_2.pdf

Meeting agendas are only posted on the Friday before a meeting.
<http://www.london.ca/d.aspx?s=/Meetings/Default/meetingpackages.htm>

Advisory Committees are made up of citizens appointed by Council to initiate and provide recommendations, advice and information to Council. Each Advisory Committee reports to one of the Standing Committees. Their report is discussed and action is taken on the recommendations in their report. Standing Committees vote on the recommendations of their Advisory Committees which they may adopt, amend or reject; the Standing Committees may also adopt an issue raised by an Advisory Committee and pursue it themselves.

Task Forces and various specific interest committees are formed for special tasks over a set time period, as needed.

The secretaries and assistants to councillors and committees understand how things work at city hall. Their contact details are listed below. They will be able to answer questions on any matter that is before their standing committee.

Public Participation

All meetings are open to the public. There are times when the meeting will go "in camera" and the public cannot attend. These are permitted under legislation for legal, personnel or property matters. However, you will see a general outline of the matter on the agenda. Once such matters are decided, they are reported in public and in the meeting minutes.

The public generally may not address the members of Council at a Council meeting. The forum for addressing the members on a matter on the agenda is at one of the standing committees. If there is a matter on the agenda you wish to address, you can email or write to the Committee Secretary and ask that your communication be placed on the agenda when the matter is discussed by the committee. If you wish to speak to the committee, you should include in your communication that you wish to appear as a "delegation" to the committee. The secretary will provide you with a time. You should know that committees often run late and you may have to wait.

Some issues, particularly land use issues heard at the Built and Environment Committee, are by statute, public participation meetings. In this case, unless you want a communication to appear on the agenda, you are only required to show up to the meeting and raise your hand if you wish to speak to the Committee. The time of the item will appear on the agenda.

There may be a matter that, after talking to your Councillor, you feel needs to be discussed by a committee, then you should send a letter, e-mail or fax to the secretary to the committee. The secretary will contact you with a set time for you to attend the committee meeting to address this matter. It is important to have a written communication submitted so that committee members have an idea of the issue before you address them.

Written submissions are permitted to Council and will appear on the Council agenda if the matter relates to an item that appears on the agenda. In order for your submission to the Mayor and Councillors to appear on the agenda, it must be submitted to the City Clerk, Cathy Saunders at csaunders@london.ca as early as possible.

Jurisdiction of City Council and its Committees

Committee of the Whole

The Mayor and all councillors are members of this committee. Meeting times vary - check the city website.

From the City website: The Committee of the Whole may consider any matter falling within the purview of Council and in addition shall consider and report to the Council on the following:

Annual Capital and Operating Budgets

Strategic Planning

Boundary Adjustments (annexations and amalgamations)

Appointment of members and of citizens to boards, standing committees, commissions and other bodies

Any matter not specifically assigned to the standing committees

Standing Committees

Membership on the standing committees is determined annually by Council. The list below is for the period starting December 1, 2010.

Finance and Administration (Standing) Committee

Meetings are usually at 10:00 am. on the second and fourth Wednesdays of the month.

For the following, dial the main number – 519-661-2500 – and the extension after the prompt

Linda Rowe, secretary to the committee	lrowe@london.ca	ext. 5396	
Mayor Joe Fontana (chair)	jfontana@london.ca	ext. 4920	
Ward 6 Councillor Nancy Branscombe	nbransco@london.ca	ext. 7014	ph. 519-432-1100
	http://www.nanbran.com/index.php		
Ward 8 Councillor Paul Hubert	phubert@london.ca	ext. 7016	cell: 519-851-5062
Ward 9 Councillor Dale Henderson	dhenders@london.ca	ext. 4880	
Ward 13 Councillor Judy Bryant	jbryant@london.ca	ext. 0370	cell: 226-448-8221
	http://www.judybryant.ca/about.htm		

Jurisdiction of Finance and Administration (from the City website)

Corporate Management	Realty Services
Economic Development	Culture: policy and review of outcomes
Technology Services	City Clerk's Office
Centennial Hall Liaison Tax Appeals	Financial Planning and Policy
Business Planning	Financial Operations
Corporate Communications	Intergovernmental and Community Liaison
Legal Services	Human Resources, Human Rights and Labour Relations
Utilities and communications – rates, franchises, utility services – extension to utility services – extension to other municipalities	

Built and Natural Environment (Standing) Committee

Meetings are usually at 4:00 pm. on the second and fourth Mondays of the month.

For the following, dial the main number – 519-661-2500 – and the extension after the prompt

Lorelie J. Fisher, committee secretary	lfisher@london.ca	ext. 5417	
Ward 1 Councillor Bud Polhill (chair)	bpolhill@london.ca	ext. 4882	
Ward 5 Councillor Joni Baechler	jbaechle@london.ca	ext. 2444	
Ward 3 Councillor Joe Swan (vice chair)	jswan@london.ca	ext. 7015	cell: 226-448-8221
Ward 11 Councillor Denise Brown	dbrown@london.ca	ext. 6505	
Ward 14 Councillor Sandy White	sawhite@london.ca	ext. 4876	cell: 226-688-9427
Mayor Joe Fontana (ex-officio member)	jfontana@london.ca	ext. 4920	

Jurisdiction of Built and Natural Environment Committee (from the City website)

In addition to the matters over which the Council is responsible under the provisions of the Planning Act, the Built and Natural Environment Committee shall consider and report to Council on the following:

- (i) urban and parks design, planning and development: principles, research and policy
- (ii) official plan: policy and implementation
- (iii) zoning

- (iv) transportation design and policy (roads, transit, bicycle, pedestrian)
- (v) downtown, neighbourhood, architectural, public art, and heritage
- (vi) roadways: maintenance and services
- (vii) sanitary sewage system, sewage treatment, drains, storm water management
- (viii) water supply and distribution system
- (ix) hydro
- (x) parks, neighbourhood and recreational facilities

Community and Neighbourhoods (Standing) Committee

Meetings are usually at 4:00 pm. on the second and fourth Tuesdays of the month.

For the following, dial the main number – 519-661-2500 – and the extension after the prompt

Heather Lysynski, committee secretary	hlysynsk@london.ca	ext. 4856
Ward 12 Councillor Harold Usher (chair)	husher@london.ca	ext. 4879
Ward 10 Councillor Paul Van Meerbergen (vice-chair)	pvanmeer@london.ca	ext. 1558
Ward 2 Councillor Bill Armstrong	barmstro@london.ca	ext. 4943
Ward 4 Councillor Steve Orser	sorser@london.ca	ext. 7012
Ward 7 Councillor Matt Brown	mbrown@london.ca	ext. 4597 cell: 226-448-8
Mayor Joe Fontana (ex-officio member)	jfontana@london.ca	ext. 4920

Jurisdiction of Community and Neighbourhoods Committee *(from the City website)*

The Community and Neighbourhoods Committee shall consider and report to the Council on the following:

- (i) Police Services
- (ii) Fire Services
- (iii) emergency services and planning
- (iv) social and community services including: Ontario Works, long term care, all housing (affordable housing, social housing, emergency shelters, etc.), children's services, seniors' services, day nurseries, etc.
- (v) health services
- (vi) education and training liaison and programs
- (vii) parks and recreation: programming and services
- (viii) multiculturalism and race relations
- (ix) art galleries and programs and services
- (x) libraries
- (xi) museums
- (xii) other City and community facilities and programs (e.g. Covent Garden Market, Tourism London, London Convention Centre, Western Fair, Centennial Hall)
- (xiii) animal care and control
- (xiv) by-law enforcement (property standards)
- (xv) natural environment stewardship (environmental quality, conservation, pest control, air quality, tree planting and forestry)
- (xvi) corporate environmental and energy conservation programs
- (xvii) solid waste management and environmental programs and services (garbage, recycling, composting)
- (xviii) public transit (LTC): services, maintenance
- (xix) community and neighbourhood development

Advisory Committees

The role of the City's Advisory Committees is to initiate and provide recommendations, advice and information to the Municipal Council through one of its Standing Committees and to carry out the responsibilities which are assigned by the Municipal Council.

Descriptions of the advisory committees, duties/mandates, and composition can be found at:

[http://www.london.ca/d.aspx?s=/Committees and Task Forces/advisorycom.htm](http://www.london.ca/d.aspx?s=/Committees%20and%20Task%20Forces/advisorycom.htm) .

The Municipal Council appoints citizen members to the *Advisory Committees, Committee and Task Forces*. Vacancies for these positions are put on the city website, on the home page (www.london.ca) or on the Living in the City section.

<http://www.london.ca/d.aspx?s=/Newsroom/civiccornermain.htm>

Agendas for Advisory Committees are NOT posted on-line on the City website. They are mailed to Advisory Committee members a week before their meeting date. However, extra copies of their agendas can be picked up from the

committee's secretary any time during the week prior to their meeting. Eventually, these agendas will be placed on the city's website, but not in the near future.

Reports of Advisory Committees are NOT easy to track on-line on the City website. At present **the report of an Advisory Committee** is placed as an item on the *agenda* of its Standing Committee. The chart below lists all the Advisory Committees, their current and previous Standing Committee (before December 2010), their secretaries and current meeting days and times. All meetings take place at City Hall on the second floor. The committee's secretary can help with a search for past issues and recommendations.

To place an item on an Advisory Committee Agenda contact the secretary for the Advisory Committee. Check with her how much information should be submitted and when this material should be sent to her in order to appear on the next Advisory Committee agenda.

Advisory Committees

Advisory Committee	Reports to	Secretary	Day/Time/Website
Accessibility	CNC [CAPS]	Betty Mercier	4 th Thursday, monthly, 3:00 pm http://www.accessibility.london.ca/
Agricultural	BNEC [PC]	Betty Mercier	3 rd Wednesday, 7:30 pm Every other month
Animal Welfare	CNC [ETC]	Betty Mercier	4 th Tuesday, monthly, 4:00 pm
London Housing	CNC [CAPS]	Betty Mercier	2 nd Wednesday, 12:15 pm Every other month
Transportation	BNEC [ETC]	Betty Mercier	1 st Tuesday, monthly, 12:15 pm
Trees and Forests	CNC [ETC]	Betty Mercier	4 th Wednesday, monthly, 12:15 pm
Town and Gown	CNC [BC]	Betty Mercier	April 14, June 16, Aug 16, Oct 18, Dec 13. (in 2011), at 12:15pm
Advisory Committee on the Environment	CNC [ETC]	Lorelei Fisher	1 st Wednesday, monthly, 12:15 pm
Environmental and Ecological Planning	BNEC [PC]	Lorelei Fisher	3 rd Thursday, monthly, 5:00 pm
Child Care	CNC [CAPS]	Heather Lysynski	4 th Wednesday, 1:00 pm in Jan, March, May, Sept, Nov.
Community Safety and Crime Prevention	CNC [CAPS]	Heather Lysynski	4 th Thursday, 12:15 pm. monthly except July and August
London Advisory Committee on Heritage	BNEC [PC]	Heather Lysynski	2 nd Wednesday, monthly, 5:30 pm
London Diversity and Race Relations	CNC [PC]	Heather Lysynski	3 rd Thursday, monthly, 12 noon. http://www.london.ca/LDRRAC/

Present Standing Committees

Built and Natural Environment Committee **BNEC**
 Community and Neighbourhoods Committee **CNC**
 Finance and Administration **F&A**

Previous Standing Committees[shown in brackets]

Planning Advisory Committee **PC**
 Environment and Transportation Committee **ETC**
 Community and Protective Services **CAPS**
 Board of Control **BC**

Betty Mercier [Phone: 519-661-2500 x 0835, email: bmercier@london.ca]
Lorelei Fisher [Phone: 519-661-2500 x 5417, email: lfisher@london.ca]
Heather Lysynski [Phone: 519-661-2500 x 4856, email: hlysynsk@london.ca]