



**THE CORPORATION OF THE TOWN OF LASALLE  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Tuesday, October 27, 2020, 6:00 p.m.**

**Council Chambers, LaSalle Civic Centre, 5950 Malden Road**

**Clerk's Note:** Members of Council will be participating electronically and will be counted towards quorum. The Minutes will reflect this accordingly. The Electronic Meeting can be viewed at the following link: <https://www.youtube.com/channel/UC6x5UyIhV1zSHkDTV6TCI5g/videos>

Accessible formats or communication supports are available upon request. Contact the Clerk's Office, [nsharp@lasalle.ca](mailto:nsharp@lasalle.ca), 519-969-7770 extension 1234.

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	Pages
<b>A. OPENING BUSINESS</b>	
1. Call to Order and Moment of Silent Reflection	
2. Disclosures of Pecuniary Interest and the General Nature Thereof	
3. Adoption of Minutes	6
RECOMMENDATION	
That the minutes of the Regular Meeting of Council held on October 13, 2020 and the minutes of the Closed Meetings of Council held on October 15, 2020 and October 22, 2020 BE ADOPTED as presented.	
4. Mayors Comments	
<b>B. PRESENTATIONS</b>	
<b>C. PUBLIC MEETINGS AND/OR HEARINGS</b>	
<b>D. DELEGATIONS</b>	
1. Rainbow Crosswalk	15
Delegates:	
1. Nancy Compana	
2. Brenda BotDrake	

#### RECOMMENDATION

That the report of the Director of Public Works dated October 21, 2020 (PW-25-20) regarding the rainbow crosswalk BE RECEIVED and that Council APPROVE the implementation of a rainbow crosswalk at the intersection of Normandy Road and Malden Road.

#### 2. Meo Boulevard Trail Construction

20

Delegate:

1. Richard Pollock

#### RECOMMENDATION

That the report of the Director of Public Works and the Director of Development and Strategic Initiatives dated October 16, 2020 (PW-24-20) regarding the asphalt trail on Meo Boulevard BE RECEIVED and that Council CONCUR with continuing to install and maintain an asphalt trail in the locations noted within this report.

### E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

#### 1. Development Charge Interest Policy

78

#### RECOMMENDATION

That the report of the Director of Finance dated October 6, 2020 (FIN-22-2020) regarding Development Charge Interest Policy BE RECEIVED; and that

1. Council APPROVE the charging of interest pursuant to sections 26.1 and 26.2 of the *Development Charges Act, 1997*:
  - a. Effective as at January 1, 2020
  - b. At a rate of 5% annually
  - c. Notwithstanding Recommendation 1b, a rate of 0% be used for payments under section 26.1, beginning at building permit, for developments that have taken advantage of a Town development charge incentive and/or relief, current or future
2. Council APPROVE the policy in Attachment 1, to administer the charging of interest in Recommendation 1.

2. Request of Provincial Funding under Phase 2 of the Safe Restart Program 89

**RECOMMENDATION**

That the report of the Director of Finance dated October 22, 2020 (FIN-26-2020) regarding a request for Provincial funding under phase 2 of the Safe Restart Program BE RECEIVED;

and that Council REQUEST funding from the Province of Ontario under phase 2 of the Safe Restart Program to offset net costs to the Town of LaSalle related to the COVID-19 crisis that have exceeded phase 1 funding of \$695,000.

3. Town of Amherstburg Request for Extension of AODA Website Compliance Deadline and Funding Support from the Province of Ontario 96  
For Council Endorsement.

**F. COMMITTEE MATTERS FOR COUNCIL ACTION**

1. Parks, Recreation and Events Committee Meeting Minutes October 8, 2020 98

**RECOMMENDATION**

That the Minutes of the Parks, Recreation and Events Committee Meeting dated October 8, 2020 BE RECEIVED; and that all Committee Matters BE APPROVED.

2. Fire Committee Meeting October 8, 2020 118

**RECOMMENDATION**

That the Minutes of the Fire Committee Meeting dated October 8, 2020 BE RECEIVED; and that all Committee Matters BE APPROVED.

**G. INFORMATION ITEMS TO BE RECEIVED**

1. Municipal Customer Compliments and Complaints Portal 146

**RECOMMENDATION**

That the report of the Deputy Clerk and Corporate Communication & Promotions Officer dated October 1, 2020 (CL-17-20) providing an update on the Municipal Customer Compliments and Complaints System BE RECEIVED for information.

2.	2020 3rd Quarter Report	157
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RECOMMENDATION

That the report of the Supervisor of Accounting dated October 14, 2020 (FIN-23-2020) regarding the financial position of the Town of LaSalle as of the 3<sup>rd</sup> quarter BE RECEIVED.

3.	2020 Third Quarter Property Tax Write Offs	180
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RECOMMENDATION

That the report of the Supervisor of Revenue dated October 16, 2020 (FIN-24-2020) regarding the 2020 3<sup>rd</sup> quarter property tax write offs BE RECEIVED.

4.	Summary of Reports to Council	184
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RECOMMENDATION

That the Report of the Chief Administrative Officer dated October 27, 2020 being a Summary of Reports to Council BE RECEIVED.

<b>H.</b>	<b>BY-LAWS</b>	<b>187</b>
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RECOMMENDATION

That the following By-law BE GIVEN first reading:

8482 A By-law to authorize the execution of an Agreement between The Corporation of the Town of LaSalle and LaSalle Minor Hockey Association for the use of the Vollmer Culture and Recreation Complex

RECOMMENDATION

That By-law number 8482 BE GIVEN second reading.

RECOMMENDATION

That By-law number 8482 BE GIVEN third reading and finally passed.

**I. COUNCIL QUESTIONS**

**J. STATEMENTS BY COUNCIL MEMBERS**

**K. REPORTS FROM COMMITTEES**

**L. NOTICES OF MOTION**

**M. MOTION TO MOVE INTO CLOSED SESSION**



**N. CONFIRMATORY BY-LAW**

**RECOMMENDATION**

That Confirmatory By-law 8483 BE GIVEN first reading.

**RECOMMENDATION**

That Confirmatory By-law 8483 BE GIVEN second reading.

**RECOMMENDATION**

That Confirmatory By-law 8483 BE GIVEN third reading and finally passed.

**O. SCHEDULE OF MEETINGS**

Special Meeting of Council for Development Charge Background Study October 29, 2020 @ 6:00 p.m.

Regular Council Meeting November 10, 2020 @ 6:00 p.m.

Police Board Public Meeting November 16, 2020 @ 5:00 p.m.

Committee of Adjustment November 18, 2020 @ 5:30 p.m.

Parks, Recreation & Events Committee Meeting November 19, 2020 @ 9:00 a.m.

Fire Committee Meeting November 19, 2020 @ 4:00 p.m.

Water & Wastewater Committee Meeting November 24, 2020 (prior to Regular Council Meeting)

Regular Council Meeting November 24, 2020 @ 6:00 p.m.

**P. ADJOURNMENT**



## THE CORPORATION OF THE TOWN OF LASALLE

### Minutes of the Regular Meeting of the Town of LaSalle Council held on

October 13, 2020

6:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present: Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Michael Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present: J. Milicia, Chief Administrative Officer, D. Langlois, Director of Finance and Treasurer, L. Silani, Director of Development & Strategic Initiatives, P. Marra, Director of Public Works, D. Dadalt, Legal Counsel, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, K. Miller, Deputy Clerk, L. Jean, Deputy Clerk, R. Hyra, Human Resource Manager, G. Ferraro, Manager of Finance & Deputy Treasurer, M. Beggs, Manager of Roads & Parks, P. Funaro, Manager of Recreation & Culture, N. DiGesù, Manager of IT, G. Koval, IS Administrator

**Clerk's Note:** Mayor Bondy, Members of Council, and Administration participated in the Meeting electronically via video conference technology.

The Chief Administrative Officer, Deputy Clerk, and IT personnel were present in Council Chambers to participate electronically.

#### A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection

Mayor Bondy calls the meeting to order at 6:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

3. Adoption of Minutes

260/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That the Minutes of the Regular Meeting of Council held September 22, 2020 BE ADOPTED as presented.

**Carried.**

4. Mayors Comments

Mayor Bondy welcomes the addition of a new fire truck to the LaSalle Fire Service, which was purchased in accordance with the Fire Master Plan. The fire truck took approximately one year to design and build, and was showcased this afternoon. LaSalle Fire Fighters express their thanks and state it was well needed to the team. Mayor Bondy extends a reminder to everyone to stay vigilant in fighting COVID-19, wear a mask in public, wash your hands, and follow social distancing to beat this together.

**B. PRESENTATIONS**

**E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION**

1. Small Coast Waterfront Experience – phasing and financing

261/20

Moved by: Councillor Carrick

Seconded by: Councillor Desjarlais

That the Report of the Deputy Clerk dated July 2, 2020 (AD-08-2020) regarding the Small Coast Waterfront Experience BE RECEIVED; and that Council:

1. Authorize administration to move forward with the necessary plans to implement Phase 2A and 2B as outlined in the report;
2. Authorize administration to take the necessary steps to implement the financial plan as outlined in the report; and,
3. Proceed with public consultation as outlined in the report.

**Carried.**

2. Janitorial Contract Extension

263/20

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the report of the Manager of Fleet and Facilities dated September 30, 2020 (PW-20-20) regarding the janitorial contract extension BE RECEIVED and further that an extension of the Krautner Janitorial contracts for the LaSalle Civic Centre, LaSalle Police Service, and LaSalle Fire Service facilities BE AUTHORIZED for a period of three (3) years (ending August 31, 2023) at the 2019 rates with an option for a further two (2) year extension (ending August 31, 2025); and that the corresponding By-laws BE ADOPTED during the By-law stage of the Agenda.

**Carried.**

3. Fleet Purchase – Wood Chipper

264/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That the report of the Manager of Roads and Parks dated October 3, 2020 (PW-22-20) regarding the purchase of a replacement wood chipper from Vermeer Canada for a cost of \$54,265.62 (plus taxes) for the Roads and Drainage department BE APPROVED.

**Carried.**

4. Delegations to Virtual Council Meetings and Public meetings

265/20

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That Council RECEIVE report CAO-14-2020 regarding Delegations to Virtual Council Meetings and Public meetings; and that Council ENDORSE the Administrative approach contained within report CAO-14-2020.

**Carried.**

#### **G. INFORMATION ITEMS TO BE RECEIVED**

1. Council Member Attendance at Meetings for Quarter 3 – July to September, 2020

266/20

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That the report of the Executive Assistant to the Director of Council Services/Clerk dated September 28, 2020 (CL-18-2020) regarding Council Member attendance at Council and Committee meetings from July to September, 2020 for Quarter 3 BE RECEIVED.

**Carried.**

2. 2020 Remembrance Day Ceremony

267/20

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Recreation Manager dated October 5, 2020 (CR-2020-24) regarding the 2020 Remembrance Day Ceremony BE RECEIVED.

**Carried.**

3. Summary of Reports to Council

268/20

Moved by: Councillor Carrick

Seconded by: Councillor Renaud

That the Report of the Chief Administrative Officer dated October 13, 2020 being a Summary of Reports to Council BE RECEIVED.

**Carried.**

## **H. BY-LAWS**

269/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That the following By-laws BE GIVEN first reading:

8474 A By-law to amend By-law 7682 authorizing the execution of an Agreement between Krautner Janitorial Inc. and The Corporation of the Town of LaSalle for the provision of janitorial services at the Town of LaSalle Civic Centre

8475 A By-law to amend By-law 7559 authorizing the execution of an Agreement between Krautner Janitorial Inc. and The Corporation of the Town of LaSalle for the provision of janitorial services at LaSalle Police Service Building

8476 A By-law to amend By-law 7593 authorizing the execution of an Agreement between Krautner Janitorial Inc. and The Corporation of the Town of LaSalle for the provision of janitorial services at the LaSalle Fire Service Building

8477 A By-law to authorize The Corporation of the Town of LaSalle to purchase a replacement wood chipper from Vermeer Canada

8478 A By-law to authorize the sale of Part of an Alley, closed by CE341459, Registered Plan 793 to 1413600 ONTARIO LTD.

8479 A By-law to stop up, close and sell an alley running east-west lying to the south of Lots 161 to 167, both inclusive, Registered Plan 749, LaSalle.

8480 A By-law to confirm the dedication of Lots 170, 171 and 172, Registered Plan 749 from Devon Shepley and Katie Lynn Shepley

**Carried.**

270/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That By-law numbers 8474 to 8480 BE GIVEN second reading.

**Carried.**

271/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Renaud

That By-law numbers 8474 to 8480 BE GIVEN third reading and finally passed.

**Carried.**

## **I. COUNCIL QUESTIONS**

### **N. CONFIRMATORY BY-LAW**

272/20

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That Confirmatory By-law 8481 BE GIVEN first reading.

**Carried.**

273/20

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Desjarlais

That Confirmatory By-law 8481 BE GIVEN second reading.

**Carried.**

274/20

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That Confirmatory By-law 8481 BE GIVEN third reading and finally passed.

**Carried.**

**P. ADJOURNMENT**

Meeting adjourned at the call of the Chair 7:17 p.m.

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Mayor: Marc Bondy

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Deputy Clerk: Linda Jean



## REPORT OF CLOSED MEETING OF LASALLE TOWN COUNCIL

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October 15, 2020  
5:00 p.m.

**Members in attendance:**

Mayor Marc Bondy  
Deputy Mayor Crystal Meloche  
Councillor Michael Akpata  
Councillor Mark Carrick  
Councillor Sue Desjarlais  
Councillor Jeff Renaud  
Councillor Anita Riccio-Spagnuolo

**Regrets:**

None.

**Also in attendance:**

J. Milicia, Chief Administrative Officer & Deputy Clerk

Mayor Bondy calls the meeting to order at 5:00 p.m.

**Disclosures of Pecuniary Interest and the General Nature Thereof**

None disclosed.

275/20

Moved by: Councillor Jeff Renaud

Seconded by: Councillor Sue Desjarlais

That Council move into closed session at 5:05 p.m. to discuss the following items:

1. Labour Relations & Personal Matters about Identifiable Individuals (Confidential Reports CAO-10-2020 and CAO-13-2020) s.239(2)(d) & s.239(2)(b)

**Carried.**

276/20

Moved by Councillor Mark Carrick

Seconded by: Deputy Mayor Crystal Meloche

That Council move back into public session at 6:30 p.m.

**Carried.**

1. Labour Relations & Personal Matters about Identifiable Individuals (Confidential Reports CAO-10-2020 and CAO-13-2020) s.239(2)(d) & s.239(2)(b)

277/20

Moved by: Councillor Jeff Renaud

Seconded by: Councillor Mark Carrick

That the confidential report CAO-10-2020 BE RECEIVED and that the recommendations contained in confidential report CAO-13-2020 BE APPROVED as presented, and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council.

**Carried.**

There being no further business, the meeting is adjourned at 6:35 p.m.

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Mayor – Marc Bondy

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Deputy Clerk & CAO – Joe Milicia





## Minutes of the Closed Meeting of The Town of LaSalle Council

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October 22 2020  
5:00 p.m.

**Members in attendance:**

Mayor Marc Bondy  
Deputy Mayor Crystal Meloche  
Councillor Michael Akpata  
Councillor Mark Carrick  
Councillor Sue Desjarlais  
Councillor Jeff Renaud  
Councillor Anita Riccio-Spagnuolo

**Also in attendance:**

Joe Milicia, Chief Administrative Officer  
Linda Jean, Deputy Clerk  
Kevin Miller, Deputy Clerk  
Dominic Dadalt, Legal Counsel  
Peter Marra, Director of Public Works

**Clerk's Note:** Mayor Bondy, Members of Council, and Administration participated in the Meeting electronically via video conference technology.

Mayor Bondy calls the meeting to order at 5:04 p.m.

**Disclosures of Pecuniary Interest and the General Nature Thereof**

None disclosed.

Motion 278/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That Council move into closed session at 5:06 p.m. to discuss the following items:

1. Property Matter – Potential Property Acquisition (Confidential Report PW-26-20) s.239(2)(c)

**Carried.**

Motion 279/20

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Renaud

That Council move back into public session at 5:33 p.m.

**Carried.**

1. Property Matter – Potential Property Acquisition (Confidential Report PW-26-20) s.239(2)(c)

Motion 280/20

Moved by: Councillor Desjarlais

Seconded by: Councillor Akpata

That the confidential Report of the Director of Public Works, dated October 22, 2020 (PW-26-20), regarding a property acquisition BE RECEIVED; and that Administration BE AUTHORIZED to proceed in accordance with the verbal instructions of Council

**Carried.**

There being no further business, the meeting is adjourned at 5:37 p.m.

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Mayor – Marc Bondy

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Deputy Clerk – Linda Jean



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Peter Marra, P.Eng. – Director of Public Works

**Department:** Public Works

**Date of Report:** October 21, 2020

**Report Number:** PW-25-20

**Subject:** Rainbow Crosswalk

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### **Recommendation**

That the report of the Director of Public Works dated October 21, 2020 (PW-25-20) regarding the rainbow crosswalk BE RECEIVED and that Council APPROVE the implementation of a rainbow crosswalk at the intersection of Normandy Road and Malden Road.

### **Report**

This report is prepared in response to a Council question from the September 22, 2020 Council meeting on implementing a rainbow crosswalk in Town.

Many municipalities across Ontario are implementing rainbow crosswalks to show support and inclusion within their municipalities for the LGBTQ+ community. As such, the following report provides Council with information to implement a rainbow crosswalk within LaSalle.

As noted earlier, most municipalities have implemented similar project across Ontario. Most municipalities have chosen an implementation strategy of these multi-color crosswalks to specific areas within their respective municipalities and in some cases to specific intersection. Most have chosen very visible and busy intersection within downtown cores or larger specific themed districts.

Within LaSalle, we have two distinct business districts, with Front Road and the Malden Road Town Centre. For the purpose of implementing a rainbow crosswalk, the intersection of Malden and Normandy was chosen to bring this forward. The neighboring

properties to this intersection are commercial establishments and the Town of LaSalle Townhall on the northeast corner.

A mock-up sketch of the intersection is provided as **Attachment 1** to this report for illustrated purposes.

In order to implement such a rainbow crosswalk, the existing white zebra strip crosswalk will need to be removed and the new crosswalk colors placed. The financial impacts are presented later in this report.

It is recommended that Council approve implementing a rainbow crosswalk treatment at the intersection of Normandy and Malden to be completed early in 2021.

## **Consultations**

None.

## **Financial Implications**

As noted earlier in this report, there is cost for removal of the existing crosswalk and proviso for implementing the new crosswalk. The estimated cost to carry out this project is approximately \$12,000.00 to \$17,000.00. This project would be proposed to be carried out in 2021 and will be covered from the pedestrian safety annual allocation.

Going forward, the maintenance/refreshing of the new crosswalk colors will need to be done on a 4 to 8 year rotational basis and will be covered in future years operational budgets.

## **Prepared By:**

A handwritten signature in black ink, appearing to read 'Peter Marra', is positioned above the printed name.

Peter Marra, P.Eng. – Director of Public Works

## Link to Strategic Goals

	Enhancing organizational excellence
yes	Sustain strong public services and infrastructure
yes	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
yes	Build on our high-quality of life

## Communications

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email
Brenda Bot-Drake		
Nancy Compana		

### Report Approval Details

Document Title:	PW-25-20 Rainbow crosswalk.docx
Attachments:	- malden normandy rainbow crosswalk attachment 1.pdf
Final Approval Date:	Oct 22, 2020

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

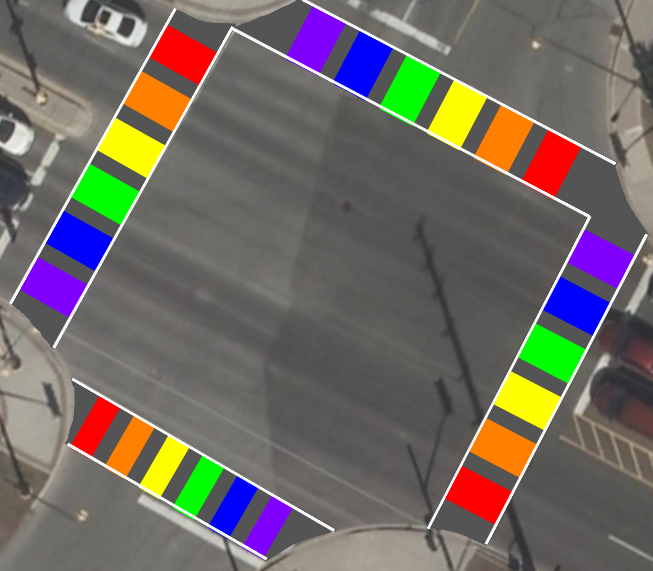
Joe Milicia



TOWNHALL

MALDEN ROAD

NORMANDY ROAD







## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Peter Marra, P.Eng. – Director of Public Works  
and  
Larry Silani, M.Pl., MCIP, RPP – Director of Development and  
Strategic Initiatives

**Department:** Public Works

**Date of Report:** October 16, 2020

**Report Number:** PW-24-20

**Subject:** Meo Boulevard Trail Construction

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### **Recommendation**

That the report of the Director of Public Works and the Director of Development and Strategic Initiatives dated October 16, 2020 (PW-24-20) regarding the asphalt trail on Meo Boulevard BE RECEIVED and that Council CONCUR with continuing to install and maintain an asphalt trail in the locations noted within this report.

### **Report**

This report is prepared in response to a request to appear before Council from Mr. Pollock who is representing municipal address 7229, 7233, 7237 and 7241 Meo Boulevard. Enclosed as **Attachment 1** to this report is Mr. Pollock's submission. Furthermore, a subsequent supplemental submission was received from Mr. Lascak from 7229 Meo Boulevard, which is enclosed as **Attachment 2** to this report.

The premise behind these requests from these residents, is that a proposed asphalt trail was and/or has been constructed in front of these residents on the Town own right-of-way and these residents are requesting that Council remove this requirement and construct a concrete sidewalk in its place.

For address of 7229 Meo Blvd, the asphalt trail already exists, and for the other three addresses the asphalt trail is to be constructed as part of the Donato Subdivision at no cost to the Town.



## Background

Meo Blvd, is designated as a collector road in our approved Official Plan and Transportation Master Plan (TMP). This designation has been applied to this roadway to ensure that the necessary right of way width, cycling infrastructure and pedestrian facilities are constructed for the safety and convenience of residents travelling by foot, by bike and by car along a road that will carry moderate volumes of traffic to/from the surrounding residential neighborhood and to other existing and planned neighborhoods, parks, schools and shopping districts.

This collector road is being built in stages, and will extend northerly from Seven Lakes Drive, to Laurier Parkway, and then further north as those lands development to Sandwich West Parkway.

Collector roads within the Town are designed to accept traffic from multiple local streets, and move vehicular traffic, bikes and people efficiently and safely to larger and busier arterial roads, such as Laurier Parkway, Malden Road, and Huron Church Line.

Because collector roads are meant to carry more traffic then local roads, the Town, through our various master plans, has built off road (in-boulevard) active transportation facilities on these streets – to ensure that young children, older adults, persons with mobility issues and all other residents are able to safely walk and ride their bikes to their friends homes, to parks, to schools, and to other community and commercial destinations.

Since 1999, the Town has built an extensive network of in-boulevard, on-road and off-road multi-use trails and bike lanes throughout the urban area of LaSalle. This network has been widely supported and used by the residents of LaSalle, and it is recognized by public health authorities and safety agencies as being one of the most important features that has contributed to LaSalle being a safe and healthy community.

In 2018, Council adopted the following Active Transportation Policies as part of the Town's new Official Plan:

*The Town will support walking and cycling as attractive modes of transportation by:*

- *Utilizing a complete streets approach to the design of new streets, as well as the reconstruction, repair and maintenance of any right-of-way in the Town;*
- *Requiring the development of high quality bicycle and pedestrian facilities on public right-of-ways in new developments, and ensuring those facilities create linkages to key destinations, as well as the sidewalk and trail systems;*

- *Ensuring all developments are planned, designed and developed to ensure the safety and efficient movement of cyclists and pedestrians, with a highly inter-connected street network;*
- *Prioritizing safety considerations for pedestrians and cyclists when designing new or upgraded intersections.*

In this particular instance, the in-boulevard multi-use trail that is being built along the east side of the Meo Blvd Collector Road (together with the sidewalk that is being built along the west side of this street) will provide the required active transportation infrastructure that is needed to safely and efficiently move pedestrians and cyclists of all ages and abilities to/from this new residential neighborhood to nearby parks, and to the new residential neighborhoods that will be built to the north of this development – inter-connecting with the existing in-boulevard trail that exists along Laurier Parkway, and eventually extending to new neighborhoods and trails that will be built along and to the south of Sandwich West Parkway.

The proposed asphalt trail on Meo Blvd, is an integral component of the Town's long-standing vision to make LaSalle a "Healthy, Vibrant and Safe" community. Current and past Councils have received great praise and accolades for their forward thinking and currently well-developed active transportation system throughout the Town. This includes various types of facilities, through wood lots, along roads and drains. This network is continuing to grow as development occurs to provide a well-connected system.

The system has been developed with a few key pillars in mind and they are as follows;

1. Provide a well-connected system so that various neighborhoods and our residents can make connection with their family and friends in another neighborhood;
2. Provide and promote a reduced reliance on fossil fuel driven modes of transportation;
3. Provide a system that is adaptable and provides for adequate user friendliness of various skills levels and comfort for users of all ages and abilities;
4. Finally, and maybe most important, **develop a system that provides for safe movement of pedestrian and cyclist throughout the Town.** This is a key component to Council direction over the last few decades and continues to be a key focus for pedestrian and cyclist safety throughout the Town.

The asphalt trail on Meo Blvd is part of an overall vision and part of the Active Transportation Master Plan (ATMP). This proposed trail is considered a multi-use trail. This physically separated asphalt trail facility is known to be the preferred facility type that is used by a large segment of the general population. Not only for bike riders, but other

forms of active transportation. As opposed to on road bike lanes, which are attractive to the very well experienced and more mature bike riders only.

Currently today, this proposed asphalt trail seems to begin and stop within the Donato and Seven Lakes Development. However, this asphalt trail connection is a well thought out extension of the Town's overall active transportation network/trail system. And over time, and through development proposals, it will continue to grow and be expanded at little to no cost to the LaSalle taxpayers. In 2021, we expect this in-boulevard facility will be extended to the north, to inter-connect with the Laurier Parkway in-boulevard trail, as part of the servicing of the Harmony Lakes development.

The notion of trails being constructed out of asphalt is also a long-standing commitment from the Town. The asphalt trails surface are approximately anywhere from 2.5m to 4.0m wide and allows for a smoother surface for cyclists, roller bladders, walker, joggers, alike.

There is also a long-standing notion that sidewalks are made from concrete. Concrete has multiple joints, usually some type of rough finish and are usually about 1.5m wide. Having different types of surfaces for the different types of facilities sends a message to the users of what can and cannot occur on each. For example, bike riders should not be using a concrete sidewalk.

#### Existing Trails/Previous Similar Requests

These facilities already exist within our Town in various existing neighborhoods and new developed areas. For example, in the Forest Trails Subdivision, an asphalt trail was constructed in front of houses through driveways on Disputed Road and LaSalle Woods Blvd. The Town has also constructed these types of facilities through driveways on Huron Church Line, Todd Lane, Golfview, Martin Lane to name a few.

In the recent past, particularly, the section on Disputed Road, between Huron Church Line and the roundabout, the Town was faced with a petition to remove the requirement of the asphalt trail and instead construct a concrete sidewalk. This matter was brought before Council at the July 24, 2018 Council meeting and Council decided to continue with the planned asphalt trail and that has been constructed and installed today. Enclosed to this report as **Attachment 3** is a copy of the administration Council report and the meeting minutes of the decision that was made at the July 24, 2018 Council meeting.

Picture of Disputed Road, looking west from Silver Maple Road



Picture of LaSalle Woods Blvd, looking east from Chestnut Street



### Closure

It should also be noted, as this asphalt trail continues to extend northerly, it will cross in front of other new proposed homes and the Town may be faced with similar requests from future residents.

The residents, at 7233, 7237 and 7241, should have been made aware of this requirement. These three homes are part of the Donato Subdivision. The requirement for the asphalt trail was part of the subdivision design and part of the sub dividers agreement. This agreement is registered on title for these properties and anyone who did title searches before purchasing the lots should have read and informed themselves of this requirement. The developer, at the time of purchase and sales of the lots, was required to advise these three residents of this requirement.

The resident at 7229 Meo Blvd was part the Seven Lakes Subdivision. When that phase of Seven Lakes was developed, the ATMP was in its inception. However, as this development was built and prior to the developer finishing the surface works and sidewalks, the Town was then aware of the overall plan for the asphalt trail network and this connection on Meo Blvd from Seven Lakes Drive northerly. Therefore, as part of finalizing this phase of Seven Lakes, the Town completed, in partnership with the developer, the asphalt trail was constructed.

The trail in front of 7229 Meo Blvd has been in place for well over two. The owner of this property was aware of the trail in October 2018, indicated through correspondences they had with the developer, that was submitted and contained in Attachment 2, and there is no mention of this trail being temporary nor any communication with the Town since then.

The recommendation of this report is that Council concur and continue with the proposed planned asphalt trail in front of the three lots in the Donato Subdivision and continue to maintain the trail in front of 7229 Meo Blvd. This recommendation is in keeping with the Council adopted policies, action plans and long-standing best practices as noted in this Staff Report --- for the overall safety and well-being of existing and future LaSalle residents.

### Risk Assessment

Council should be aware, that removal of this trail may pose liability risk into the future. Should a pedestrian be using the area out on Meo Blvd where this trial is proposed to be located, and through this request, it is in fact removed, and in the future a pedestrian is

forced to use the road, and gets hurt, this will draw the Town into a significant liability claim.

It should also be noted that all residents in the Donato Subdivision have the very same agreement registered on title as 7233, 7237 and 7241 Meo Blvd. and as such they are all aware that a trail is supposed to be built in this area.

## **Consultations**

This report has been prepared jointly with the Director of Development and Strategic Initiatives.

## **Financial Implications**

If the report is approved as recommended there is no financial impacts on the Town. Should something different than what is recommended be approved, there may be a financial burden on the Town.

## **Prepared By:**



Director, Public Works

Peter Marra, P.Eng.  
Director of Public Works



Director, Development and  
Strategic Initiatives

Larry Silani, M.Pl., MCIP, RPP  
Director of Development and  
Strategic Initiatives

## Link to Strategic Goals

	Enhancing organizational excellence
yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
yes	Build on our high-quality of life

## Communications

	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email
Tom Lascak		
Richard Pollock		

### Report Approval Details

Document Title:	PW-24-20 Meo Boulevard Trail.docx
Attachments:	<ul style="list-style-type: none"><li>- Pollock letter attachement 1.pdf</li><li>- Lascak letter attachment 2.pdf</li><li>- DS_48_2018 report and meeting minutes attachment 3.pdf</li></ul>
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia



**MOUSSEAU DELUCA**  
**McPHERSON PRINCE LLP**  
BARRISTERS & SOLICITORS

**ATTACHMENT 1 (36pgs)**

LEON Z. MCPHERSON, Q.C. (1954-1989)  
WALTER H. PRINCE, LL.D., Q.C. (1955-2005)  
THOMAS R. PORTER, B.A., LL.B.  
RICHARD LEE POLLOCK, B.P.A., LL.B.  
JOSEPH R. DE LUCA, B.A.(HON), LL.B.  
JENNIFER SIMPSON ROOKE, B.A.(HON.), LL.B.  
ALEXA M. POSLIEFF, B.A. (SPEC. HON.), J.D.(CAN/US), LL.M.\*  
ARMANDO D'ALESSANDRO, B.A.(HON.), J.D. (CAN/US)

MAX N. MOUSSEAU, Q.C. (1949-1988)  
ARMANDO F. DELUCA, O.Ont., Q.C. (1965-2011)  
EDWARD J. POSLIEFF, B.A.(HON.), LL.B., LL.M.  
ILIAS KIRITSIS, LL.B., J.D.  
JEFFREY W. NANSON, B.Sc.(HON.), LL.B.  
ZUZANA (SUE) SZASZ, B.A.(HON.), J.D.  
SAMANTHA GREENSPAN, B.A.(HON.), MA(CRM), J.D.(CAN/US)  
TEODORA SLJEPCEVIC, B.A.(HON.), J.D.

\* MEMBER OF NEW YORK STATE BAR

September 29, 2020

The Corporation of the Town of LaSalle  
5950 Malden Road  
LaSalle, Ontario N9H 1S4  
Phone: 519-969-7770  
Fax: 519-969-4469

Attention:

Ms. Agatha Robertson, Director of Council Services and Clerk  
[arobertson@lasalle.ca](mailto:arobertson@lasalle.ca)

Dear Madam:

**RE: Seven Lakes Subdivision Agreements (Donato and Meo Subdivision Agreements)**

**AND RE: Asphalt Trail Condition**

**AND RE: 7229 Meo, Tom Lascak (Meo Subdivision)**  
**7233 Meo, Peter and Franca Piazza (Donato Subdivision)**  
**7241 Meo, Nour Ghamrawi (Donato Subdivision)**

I write to you at the request of the residents at 7229, 7233, 7237 and 7241 Meo Drive.

The residents seek an exemption from the provisions of their respective subdivision agreements which mandate the installation of an asphalt trail in front of their homes. In the alternative, the residents seek amendments to the subdivision agreement to achieve the same effect.

As this is only possible through the exercise of Council's discretion, the residents request to appear before Council as a delegation.

Mr. Donato has acknowledged his representations to some of the property owners at the time of their respective agreements of purchase and sale that concrete sidewalks would be installed at the developer's expense. In his words, he "*missed it*". The fact is that these residents, including the lot with an existing strip of asphalt believed they had bargained for concrete sidewalks. (*Mr. Lascak of the adjoining Meo subdivision believed that his asphalt was temporary*)

The residents understand that the Town may say “*you should have known*”  
Respectfully, this should not prevent Council from considering how and why it is also in the Town’s interests to consider the matter.

I am not aware of Mr. Meo’s agreements with the Town. For reasons raised by the contents of this letter, Council would be assisted with an answer to the following question: within the Meo subdivision there exists but **one lot** with asphalt trail as opposed to a sidewalk: Why?

We have had an opportunity to review Mr. Marra’s letter to Councillors precipitated by the recent concerns of residents. Mr. Marra states:

*“While the thought from the residents is that this trail starts no where and goes no where, is far from true. It is just the overall network is being built in stages and will eventually provide a well interconnected network that will allow our residents to interconnect with each other from different neighbourhoods in a very pedestrian safe manner and will also safety interconnect them into our already great trail system.”*

The residents support the Town’s vision with respect to the trail system. Moreover, they appreciate and understand the reasoning behind its design and the important principles which underpin their placement. The residents understand that consistent with the policy objective of the Official Plan, all new roads linked to the existing and planned asphalt trails should contain a condition in their respective subdivision agreements calling for an asphalt trail and parallel sidewalks in all “catch roads”.

This policy has not been fairly applied in connection to Meo Blvd.

The impacted residents ask you to give consideration to their position and request. In these specific circumstances, for the following reasons, a sidewalk is much preferred to a trail. The residents ask that you consider factors which were not specifically addressed in Mr. Marra’s letter to Council.

This is one the few blocks in LaSalle that lacks a contiguous sidewalk or trail within the same residential block. The block envisioned by Administration is one which includes a sidewalk that *morphs* into a trail; or vice versa. This can’t accord with good planning principles.

Mr. Marra states:

*“On collector roads within LaSalle, for all new subdivisions, the Town has a long term plan and vision for pedestrian safety in having facilities on these busier roads that address traffic as well as our residents. On collector roads, of course there will be the road, but there is almost always a sidewalk on one side, and a off road multi use trail on the other*

*side and in some cases bike lanes on the road. These treatments, will cater to a wide variety of users and keep these users safe and provide them with facilities they feel safe using. For example, those walking - will use the sidewalk, those who ride bikes - the more experienced rider (the road warriors) will use the on road bike lanes (if available) and those with families and small children - will inherently use the off road multi use trail."*

The text above suggests that there is a prohibition regarding the use of bicycles on trails. Anecdotal evidence in the Town would suggest otherwise.

Consistent with the safety reasoning expressed above, it would seem clear that a concrete sidewalk that feeds into a trail; and vice versa, runs contrary to the public safety goals that underpin the trails system referenced above. Moreover, liability concerns should be considered in situations, like this, where the Town is indirectly encouraging both cyclists and pedestrians to use the same contiguous sidewalk/trail.

As your residents understand the safety component, pedestrians are encouraged to use sidewalks, while runners and cyclists are encouraged to use trails (there are no bike lanes in either the Donato or Meo subdivision: existing or contemplated). There is little precedent in the Town, for a policy which both discourages appropriate use and encourages unwanted use. This would arise if the present plan on Meo Blvd. were allowed to proceed as recommended by Administration.

With respect to the request of the residents we note that:

1. No trail user would be directly impacted by a sidewalk as opposed to a trail.
2. By all accounts the combined sidewalk /trail is not aesthetically appealing.
3. Trails are not known to be close to homes. Here they would be. And for the corner lot, even more so.

The impact to the trail system itself, should Council accede to this request, would be minimal to non-existent.

The only persons with direct access to the trail are the impacted home owners. In other words, any person who seeks to access the subject trail would have to access same using the Meo sidewalk; from the road via one of the resident's driveways; or access the trail from the north after crossing a road (Donato)

We ask that you consider a waiver of the relevant subdivision agreement condition in connection to these properties, as in these circumstances:

1. It would not negatively impact good planning principles;
2. It is not opposed by residents in either subdivision;
3. It would ensure a contiguous sidewalk; by the continuation of the same sidewalk on Meo within the same block;

4. The absence of a trail in front of these four homes would not negatively impact the existing trails system or the policy objectives cited by Mr. Marra;
5. The absence of a trail on this block would not be noticed;
6. Maintaining a contiguous sidewalk as opposed to a trail connecting to a sidewalk would both promote safety and discourage cyclists from using the attached sidewalk to the south.

We attach the following Schedule:

**#1** Map of subject area provided by administration indicating “*area of concern*” (note that there are **no** asphalt trails in the now completed Meo subdivision except for one lot wide strip in front of for a present asphalt strip in front of one house only: directly to the south of Lot 46 on Schedule # 2, known municipally as 7229 Meo , r/o Tom Lascak

**#2** Donato Registered Plan showing Lots 46, 47 and 48 (7233 Meo, 7237 Meo, and 7241 Meo.) The small “x” denotes the current concrete sidewalk on Meo. The dark black line shows the planned subject trail system as described by Mr. Marra in his report to Councillors. Please note the following:

- Within the interior confines of the Meo subdivision there is currently one asphalt trail strip. It is in front of 7229 Meo. The Meo subdivision appears complete. But for the lot sized strip in front of Mr. Lascak’s residence there are no asphalt trails *within* the Meo subdivision
- but for the trail that encircles the Donato pond; and in front of the 3 impacted Donato homes, there are no other trails *within* the Donato subdivision.
- As such, there is no asphalt trail linking Seven Lakes to Meo; nor is there an asphalt trail linking Donato to Meo; nor is there a trail connecting Seven lakes or Donato to Disputed Road; nor is there an asphalt trail linking Donato or St. Francis to Huron Line.
- The residents do not accept administration’s reasoning as to why the asphalt trail needs to start in front of Mr. Lascak’s home. Consistency should dictate either a contiguous sidewalk or contiguous trail.
- There is no refence in Mr. Marra’s report as to why the trail does not extend directly to the park to the south end of Meo;
- nor is an explanation or underpinning planning principle offered for how a sidewalk on a residential block should morph mid block into a trail;
- Consistent with the policy cited by Mr. Marra, and common sense, the asphalt trail should begin at the northeast corner of Meo and Donato. Eventually this will be a contiguous trail connecting to Laurier Parkway. The residents support this.

- Note as well that Meo Blvd. does not run in straight line. As a result, as the trail progresses northward it increasingly interferes with the use and enjoyment of the impacted resident's property, particularly the corner lot.

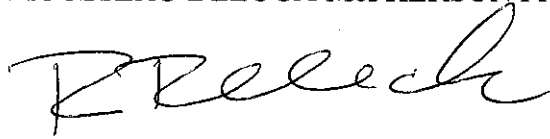
# 3 Progressive Photos which commence at Donato Drive proceeding south (*impacted residents on the left /east side of Meo commencing at corner*).

#4 Progressive photos which commence at the Parkette on the south end of Meo looking north on Meo towards Donato. (*impacted residents on the right /east side*)

#5 dated google Satellite photo showing the foot of Meo Drive (at South end). Photo shows the commencement of the north south sidewalk. It also shows that there are no trails in the Meo subdivision or anywhere else on Meo.

# 6 dated Google satellite photo showing the 4 lots in question (in black) to the north of the concrete driveway. Note that residents have already poured concrete driveways; note as well the concern of having to rip out a new driveway and/or deal with a trail running square into the concrete drive.

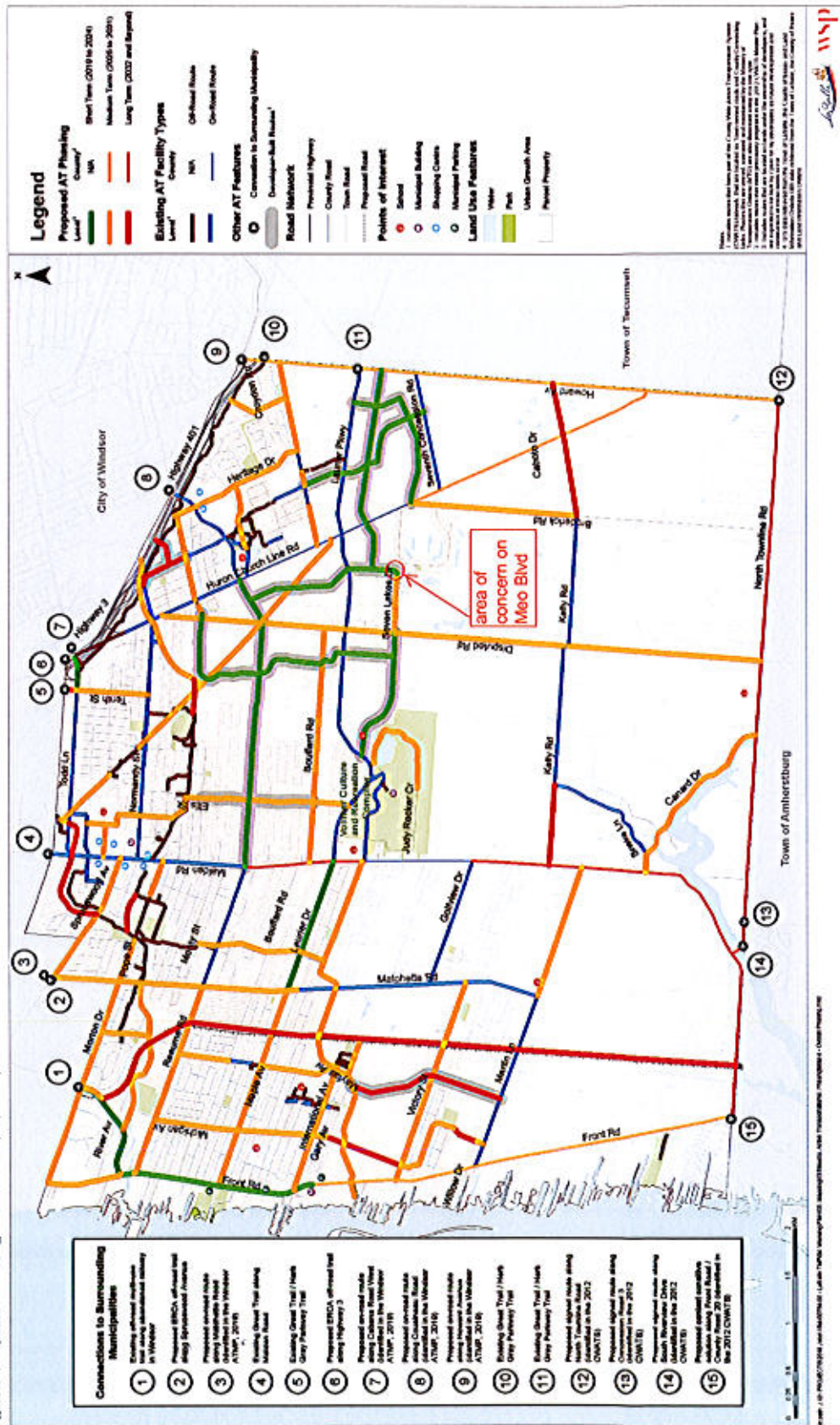
Yours truly,  
MOUSSEAU DELUCA McPHERSON PRINCE LLP



RICHARD L. POLLOCK  
RLP/sb

cc Ms. Linda Jean, Deputy Clerk  
[ljean@lasalle.ca](mailto:ljean@lasalle.ca)

Figure 64: Proposed AT Phasing – Full build-out (All phases)



Our Next Move

January 2020

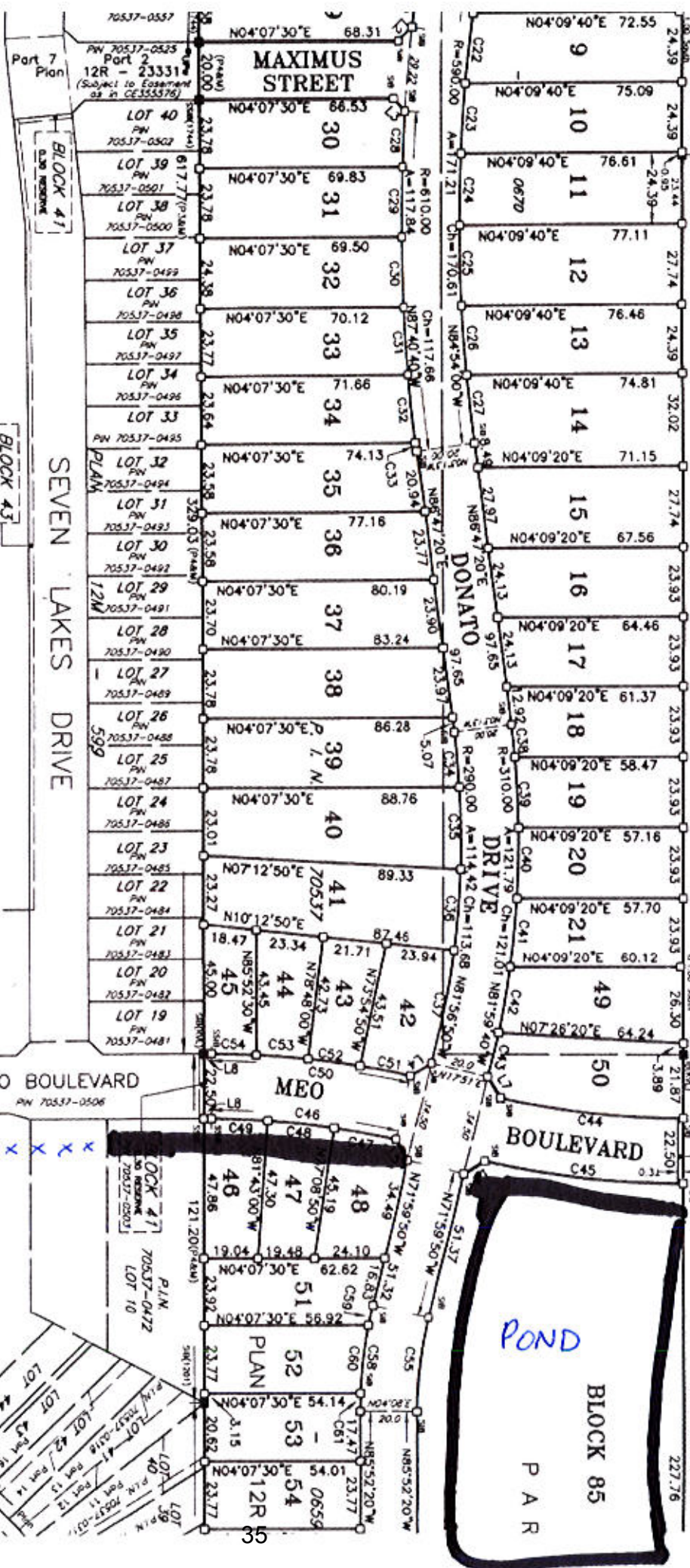
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#2

Site



X = current sidewalk

■ = proposed trail





#3

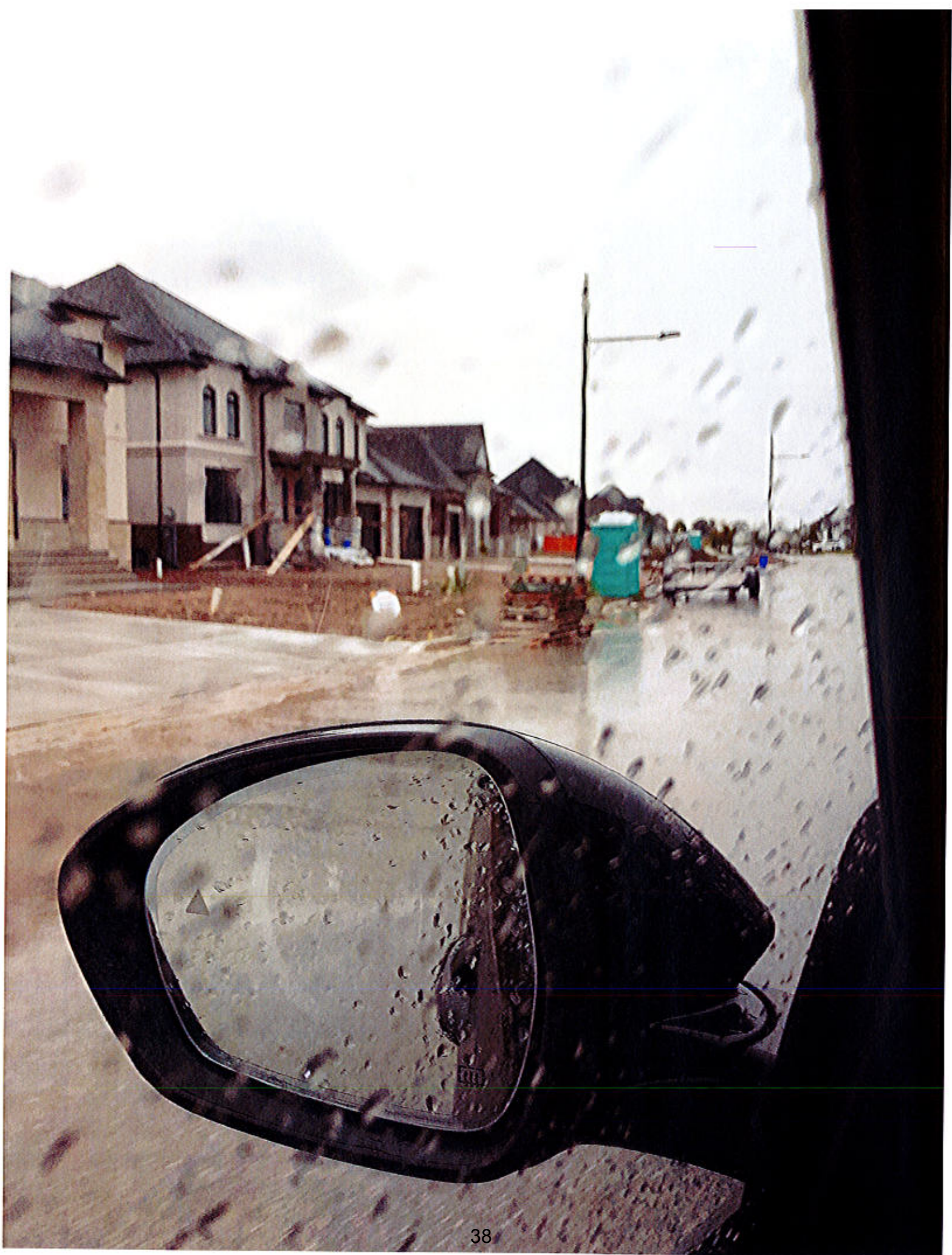




#3









































#4























































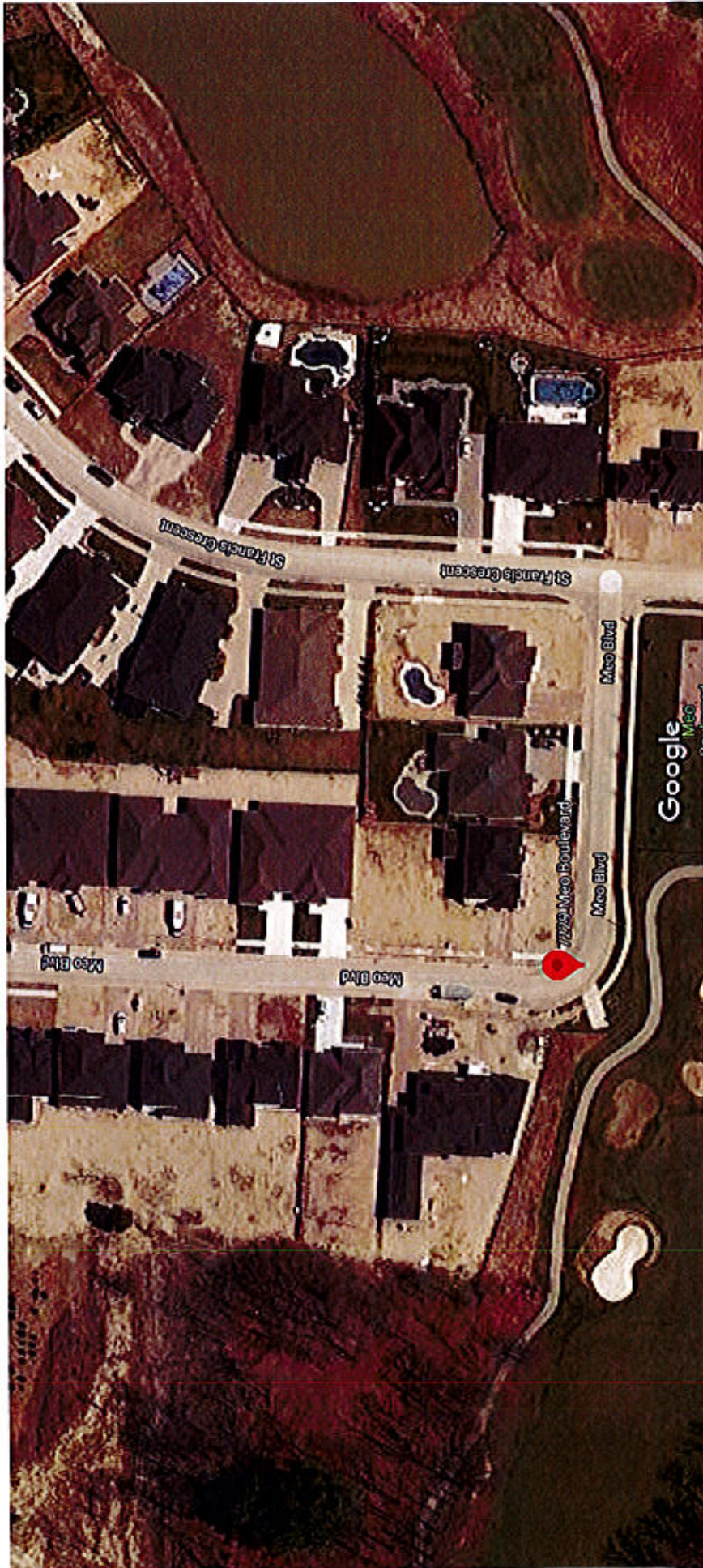












Imagery ©2020 First Base Solutions, Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2020 20 m

#5

#5



Handwritten arrows pointing to the map area.



Imagery ©2020 First Base Solutions, Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2020 50 m

#6

**From:** [Linda Jean](#)  
**To:** [Peter Marra](#)  
**Cc:** [Joe Milicia](#)  
**Subject:** FW: Asphalt trail at Seven Lakes Subdivision  
**Date:** October 6, 2020 11:56:45 AM  
**Attachments:** [4588 Colour Website Plan-Website layout copy copy copy.pdf-7LAKE.pdf](#)  
[10"asphalt walkScreenshot \(116\).png](#)  
[Screenshot \(112\).png](#)  
[Screenshot \(113\).png](#)  
[Screenshot \(114\).png](#)  
[Screenshot \(115\).png](#)

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FYI

---

**From:** Tom Lascak [REDACTED]  
**Sent:** Tuesday, October 6, 2020 11:33 AM  
**To:** Agatha Robertson <arobertson@lasalle.ca>  
**Cc:** Linda Jean <ljean@lasalle.ca>  
**Subject:** Asphalt trail at Seven Lakes Subdivision

I am writing this to provide additional information to the current letter sent to you, dated September 29, 2020 from the law office of Mr. Richard L. Pollock. And which may provide additional facts for council in their consideration of the Meo residents request for an exemption to the attempt of morphing an existing concrete sidewalk with an asphalt walkway mid-block.

The information was provided to me, as a property owner at 7229 Meo upon purchase of the property Lot 10 in Phase 3A of the Seven Lakes Subdivision. And where, in front of my property on Meo, there currently exists the only asphalt walkway in the entire Seven Lakes Subdivision.

Upon purchase of my property at 7229 Meo, there was a payment of \$4000 for a concrete sidewalk and \$1200 for three trees of a stated diameter as per purchase contract. And as seen for my Lot 10 in the attachment of the website Plan of Seven Lakes Subdivision master plan.

The Town of Lasalle was provided with payment, in 2018 by Mr. Ralph Meo of Seven Lakes Subdivision, to complete the concrete sidewalk and planting of the three trees in front of my 7229 Meo property as shown for Phase 3A. This was since my Seven Lakes property, where at that time we were in the process of preparing to build, was the last remaining property exiting the subdivision north on Meo and entering the Donato Subdivision. Please refer to attached email copy dated 18Oct, 2018

Instead a 10-foot-wide asphalt walkway was installed. This is not consistent with, nor what was expressed or promised for my residence at 7229 Meo, for a standard 4-foot concrete sidewalk as throughout the entire Seven Lakes subdivision and of which 7229 Meo a part of. We thought that the asphalt in front property was, in fact, temporary so as not to damage a more costly concrete sidewalk during the construction of our residence and yet temporarily provide an alternative avenue of passage between the Seven Lakes and the in-construction phase of Donato subdivisions. And upon construction of our residence having been completed, that the concrete sidewalk to the south of our property would continue north to the Donato cross street. Please see attached 2015, 2017 and 2019 screenshots from the Town of Lasalle mapping website showing the Seven Lake Phase 3A Meo roadway adjacent concrete sidewalk completion stages and the current asphalt sidewalk in front of Lot 10. Which appeared only in the 2019 screenshot.

The mixing of two different sidewalk materials particularly in the middle of a neighbourhood block simply does appear natural and must be aesthetically displeasing to the neighbourhood. As is the fact that all visible surrounding residences, across the street or to the south and west of us, all have concrete sidewalks. Finally, I ask should not the Town honour the agreement that we had paid for, and for which they had received compensation to complete?

May you please provide information on how to attend the upcoming meeting if possible.

Thank you,

Tom Lascak

Sent from [Mail](#) for Windows 10

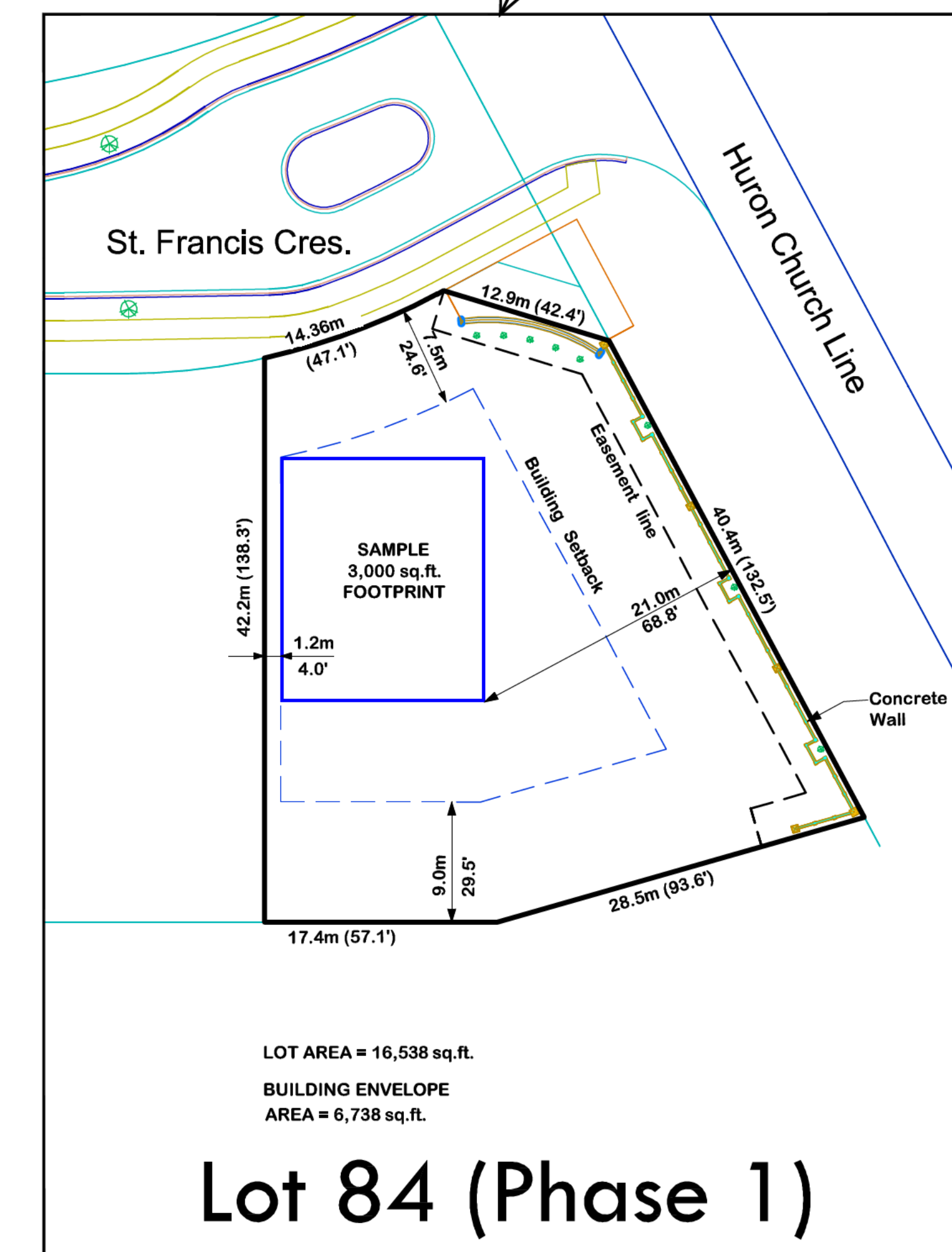
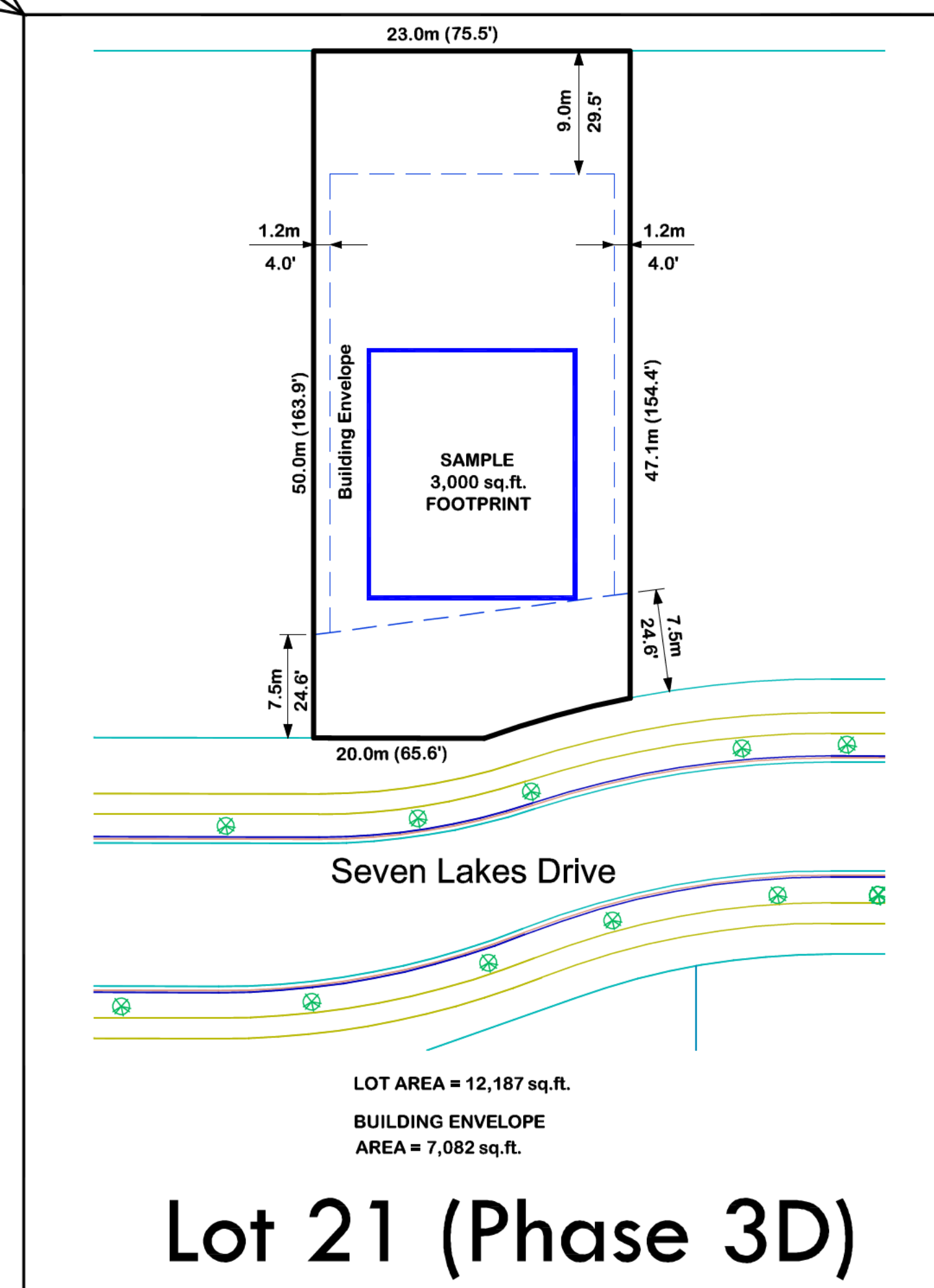
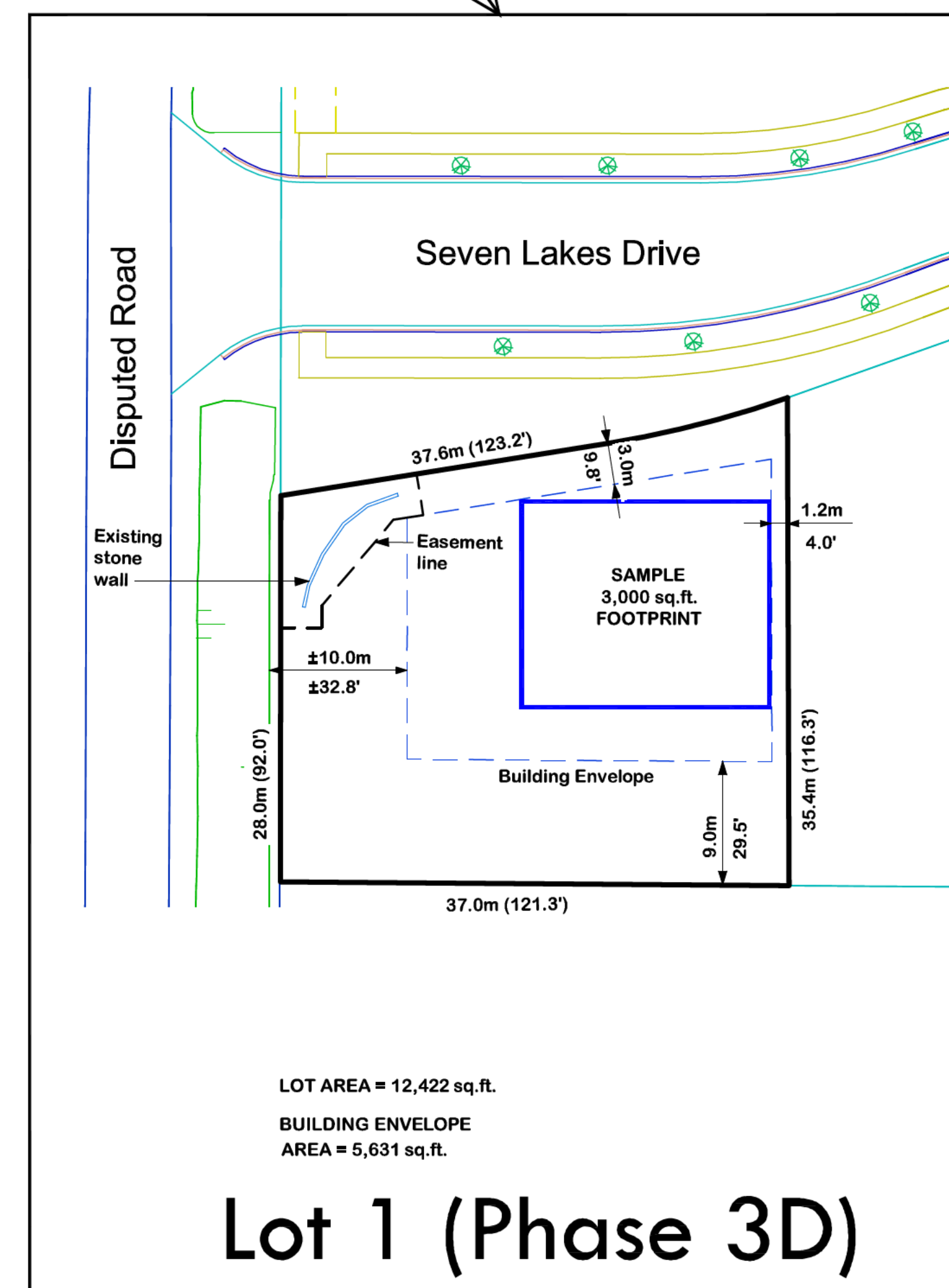
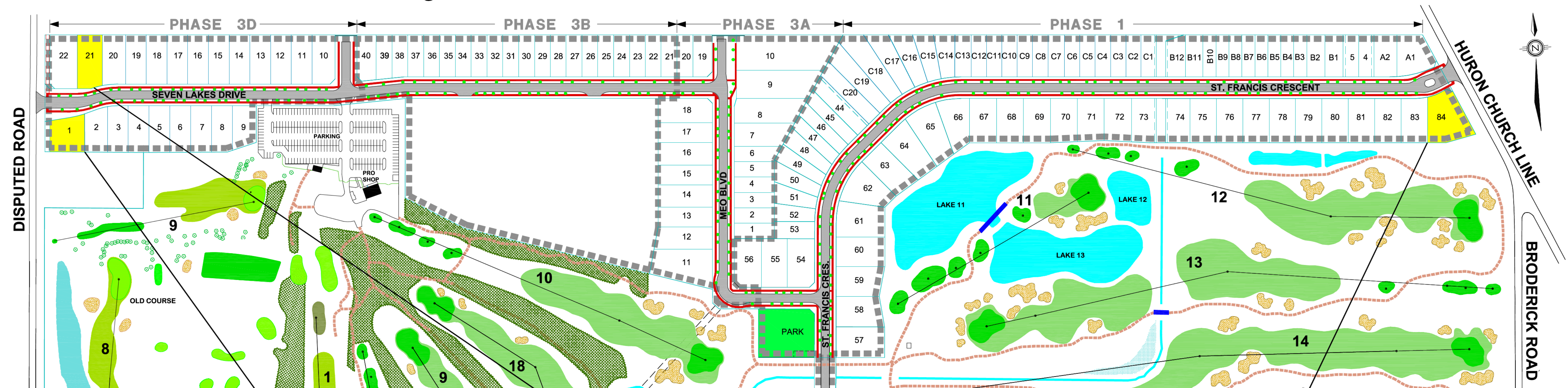
**CAUTION: This email originated from outside of the organization. Please verify that the sender's name matches the e-mail address in the From: field. Do not click links or open attachments unless you recognize the sender and know the content is safe.**



# Lots For Sale - Seven Lakes Estates

Call: 519-566-7636 or Email: [Live@SevenLakesHomes.net](mailto:Live@SevenLakesHomes.net)

Legend:  SINGLE FAMILY LOTS AVAILABLE FOR PURCHASE



(NOTE: VERIFY ALL SETBACKS AND ZONING REGULATIONS WITH MUNICIPALITY.)



## RE: lot 10 approval



Ralph Meo <rmeo@meoassociates.com>

2018-10-18 12:02 PM



To: tandt96 tandt96



Tom, this is what I have; it is over a year old, so not sure if it is current: [REDACTED]

For your shed, the impression I got was that if it was on the other side of the house, it would likely have been approved, but being so close to the neighbour is what caused the concern, and [REDACTED]

A couple of weeks ago the Town took a cash payment from me for the concrete sidewalk and the trees in front of your lot, and the Town is now responsible for those two items. They have now started the construction of what appears to be an asphalt pathway about 10' wide, but they have moved it much closer to the curb, as opposed to originally being next to your front lot line.

ralph

---

**From:** tandt96 tandt96 [mailto:[REDACTED]]

**Sent:** October-17-18 10:30 PM

**To:** Ralph Meo

**Subject:** lot 10 approval

Hi Ralph

As you are probably aware the Association wants me to check with the neighbour before they consider the proposed structure. I will do that. Could you please provide the name & phone number of the neighbour at 7225 Meo Blvd so that I may contact the owners to discuss the plans with them. Rather than show up unannounced.

Thank you,

Tom





Navigation

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Layers (all except Official Plan)

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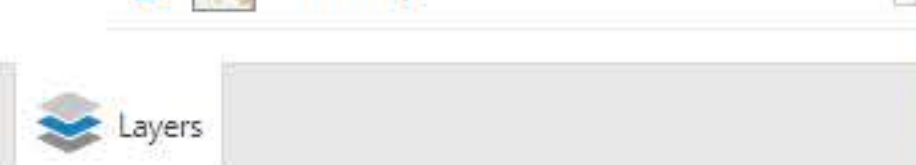
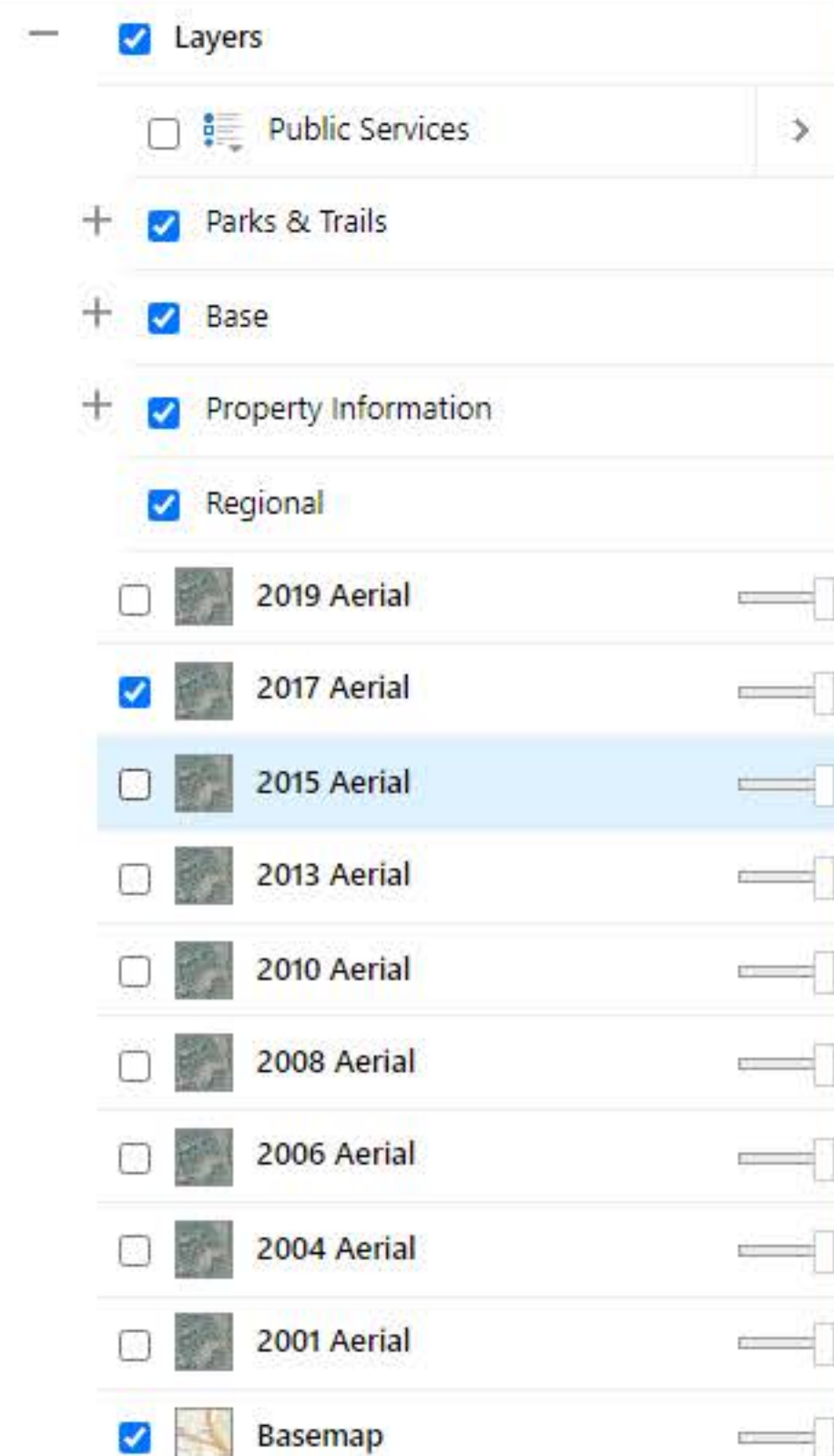
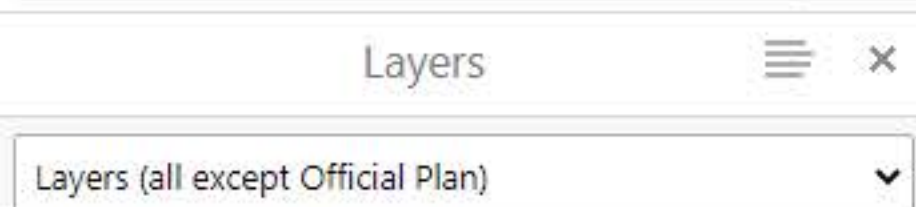
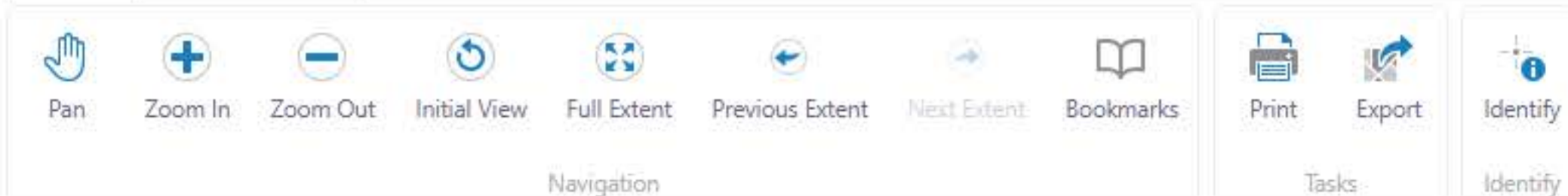
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Navigation



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Basemap



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# ATTACHMENT 3 (5 pgs)

July 24, 2018 Council meeting report



## The Corporation of the Town of LaSalle

<b>Date:</b>	July 18, 2018	<b>Report No:</b>	DS- 48 -2018
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Figure 1 & Petition received July 13, 2018
<b>Department:</b>	Development & Strategic Initiatives, & Public Works		
<b>Prepared By:</b>	L. Silani, M.Pl, MCIP, RPP Director of Development & Strategic Initiatives  P. Marra, P. Eng. Director of Public Works	<b>Policy References:</b>	Council Adopted Strategic Plan and Official Plan
<b>Subject:</b>	Construction of Trails and Sidewalks in the Forest Trails Estates Subdivision		

### RECOMMENDATION:

That Council re-affirm that the developer of the Forest Trails Estates subdivision is required to construct a new asphalt trail within the town-owned right of way along the north side of Disputed Road (between Silver Maple and the roundabout), as per the language and approved plans set out in the final approved and registered subdivision agreement.

### REPORT:

A petition has been received from 5 new home owners located in Phase 2B of the Forest Trails Estates Subdivision (copy attached), requesting that *"the material used for sidewalk to be concrete cement instead of asphalt in front of 6179, 6181, 6183, 6185 and 6187 Disputed Road"*

Town Engineering and Planning Staff, have working collaboratively with Staff from ERCA and with the developer, to create and build a comprehensive network of safe and convenient active transportation facilities for cyclists, pedestrians, rollerbladers, and persons with disabilities within the Forest Trails Estates development.



Attached, please find a map (Figure 1) which depicts the location of the new asphalt trails and concrete sidewalks that the developer is required to build as part of all three phases within this new development.

Disputed Road (between Huron Church Line Road and the new roundabout) and LaSalle Woods Boulevard are both collector roads intended to carry higher volumes of vehicular traffic as compared to the adjacent local roads. Similarly, Huron Church Line Road is an arterial road that is designed to carry even larger volumes of traffic.

On these collector and arterial roads, asphalt trails are required to be built (in addition to concrete sidewalks) within the town-owned right of ways --- in order to create built environments for town residents of all ages and abilities to safely and conveniently walk, ride their bikes, push a stroller/wheelchair, and roller blade. The Council adopted Official Plan requires that all developments are planned, designed and developed to ensure the safety and efficient movement of cyclists and pedestrians, with a highly inter-connected street network.

It should be noted that what is being required in front of these five homes is no different from what the developer is required to build in front of the 21 new homes that will be constructed as part of Phase 3 of this development, and what has already been built beside one new home in Phase 1.

This same requirement was applied to the new homes that have been built south of Laurier Parkway on the east side of Disputed Road, where a new asphalt trail is being constructed in front of those homes. Similarly, a new asphalt trail will be built in front of the new homes on Meo Drive, from the Seven Lakes development heading north through the new Donato subdivision.

As part of the recent reconstruction of Todd Lane, a new asphalt trail was built in front of the all of the homes on the south side of Todd Lane, from Tenth Street to Elmdale.

What is being required at this location is no different from what is being required by the Town of LaSalle as part of all new developments, when a collector and/or arterial road is being constructed and/or reconstructed. In the Town of LaSalle, trails are made of asphalt (2.4 metres to 4 metres in width) and sidewalks are built with a concrete surface (1.5 metres in width).

This is all being done to enhance public safety, and to facilitate LaSalle residents of all ages and abilities being able to walk and ride their bikes safely within this growing community, and to live healthier lifestyles.

It should be noted that the development agreement for Phase 2 includes specific language and plans that provide all prospective purchasers with notice that an asphalt trail is being built at this location. This agreement was signed on October 13, 2015, and was registered on title against all of the affected lands on November 25, 2015. Subsection 5.8 of this agreement states that *"the Owners also shall, at their own expense, construct and install a 2.4 metre wide asphalt trail on the north side of that portion of Disputed Road from Huron Church Line Road westerly to and including the said roundabout."* The solicitor for each of these five new homeowners should have made them aware of this requirement before they bought their home.

For all of the above noted reasons, we strongly recommend that the existing asphalt trails as shown on the attached Figure 1 be built by the developer as approved --- with no change in material or facility type.



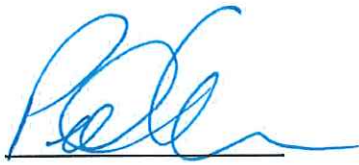
We are available to answer any questions you may have with respect to the contents of this Staff Report.

Respectfully,



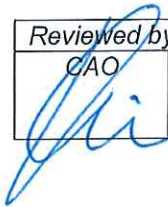
L. Silani, M.Pl., MCIP, RPP  
Director of Development &  
Strategic Initiatives

Attachment



P. Marra, P. Eng.  
Director of Public Works

Reviewed by:						
CAO	Finance	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire







## CONCRETE SIDEWALK



## Excerpt from July 24, 2018 Council meeting minutes

### C. DELEGATIONS

#### 1. CONSTRUCTION OF TRAILS AND SIDEWALKS IN THE FOREST TRAILS ESTATES SUBDIVISION

P. Konkolowicz, 6185 Disputed Road, appears before Council regarding the material used for sidewalk/trail construction on the north side of Disputed Road between Silver Maple Street and Short Disputed Road, requesting to change from the proposed asphalt to concrete cement. Mr. Konkolowicz presents his position on behalf of residents of 6179, 6181, 6183 and 6187 Disputed Road.

275/18

Moved by: Deputy Mayor Bondy

Seconded by: Councillor Meloche

That the report of the Director of Development & Strategic Initiatives & Director of Public Works dated July 18, 2018 (DS-48-2018) regarding the construction of trails and sidewalks in the Forest Trails Estates Subdivision BE RECEIVED and that as per the language and approved plans set out in the final approved and registered subdivision agreement, the developer of Forest Trails Estates Subdivision BE REQUIRED to construct a new asphalt trail within the town-owned right of way along the north side of Disputed Road (between Silver Maple and the roundabout).

Carried.

### D. PUBLIC MEETINGS AND/OR HEARINGS

### E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

#### 1. FIRE COMMITTEE MEETING - JUNE 14, 2018

276/18

Moved by: Councillor Burns

Seconded by: Councillor Meloche

That the recommendations contained in the minutes of the Fire Committee Meeting dated June 14, 2018 BE APPROVED

Carried.

#### 2. RFQ BACKHOE PURCHASE 2018

277/18

Moved by: Councillor Burns

Seconded by: Councillor Akpata

That the report of the Manager of Roads & Parks and Superintendent of Roads & Drainage dated July 9, 2018 (PW-34-18) recommending trading-in the current 1990 CASE SM Backhoe for the purchase of one (1) 2018 CASE Backhoe/Tool Carrier with one (1) Front Bucket and one (1) Rear Bucket from Kucera Canada at a cost of \$129,758.00 (+HST) including a three (3) year 3000 Hour Premier Warranty, BE APPROVED.

Carried.





## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council  
**Prepared by:** Dale Langlois, Director of Finance  
**Department:** Finance  
**Date of Report:** October 6, 2020  
**Report Number:** FIN-22-2020  
**Subject:** Development Charge Interest Policy

---

### **Recommendation**

That the report of the Director of Finance dated October 6, 2020 (FIN-22-2020) regarding Development Charge Interest Policy BE RECEIVED; and that

1. Council APPROVE the charging of interest pursuant to sections 26.1 and 26.2 of the *Development Charges Act, 1997*:
  - a. Effective as at January 1, 2020
  - b. At a rate of 5% annually
  - c. Notwithstanding Recommendation 1b, a rate of 0% be used for payments under section 26.1, beginning at building permit, for developments that have taken advantage of a Town development charge incentive and/or relief, current or future
2. Council APPROVE the policy in Attachment 1, to administer the charging of interest in Recommendation 1.

### **Report**

As part of Bill 108, beginning on January 1, 2020, development charges are frozen at application, and some types of developments can phase their payments. Prior to these changes, development charges were typically calculated and charged at the prevailing rate at building permit issuance. Development charge rates are now frozen at site plan application or zoning bylaw application date. The rates would be reassessed and frozen upon resubmission. Once the application is approved, building permit issuance must occur within two years to maintain the frozen rate.



In addition, under bill 108, as amended by Bill 138, institutional and rental housing development can now defer development charge payment to first occupancy and have payments phased in equal installments over 5 years. In the case of non-profit development, the phasing period is 20 years. The first installment in both instances is payable upon occupancy.

### **Development charge interest policy**

Bill 108 allows municipalities to charge interest on frozen and phased development charges. Neither Bill 108 nor the accompanying regulatory framework prescribes how a municipality should implement this interest charge. The Province indicated that it does not intend to prescribe a maximum interest rate, even though the legislation allows it to do so through regulations. Municipalities have the flexibility to design an interest charging program.

Administration recommends an interest charging framework as described in Attachment 1 to support the Town in charging interest as permitted through legislation in a manner that is transparent and simple to administer. Having a policy provides clarity to stakeholders. Charging interest on frozen development charges can help encourage timely development, because the interest owed will continue to accumulate until a developer pulls a building permit to begin construction.

### **Interest on frozen development charges**

As it pertains to the freezing of development charges, the interest would apply to developers who lock in development charge rates under section 26.2 of the Act, that is, developers who submit a site plan application or zoning bylaw amendment application on or after January 1, 2020. For developers proceeding without a zoning bylaw amendment or site plan application, development charges would continue to be calculated and payable at building permit.

Administration recommends an interest rate of 5% be used for frozen development charges. This is based on the average historical growth in Statistics Canada Non-residential Building Construction Price Index for Toronto plus consideration based on the average historical fluctuation to the index to mitigate the risk of cost fluctuations to the Town. Interest shall continue to accrue beginning from the date of the application until the date development charges are paid. The interest rate could be updated by Council at any time and the new interest rate applies on a going forward basis, including all active developments. Table 1 summarizes the key features and rationale for the proposed policy.



<b>Key Features of the Proposed Development Charge Interest Policy</b>	
<b>Feature</b>	<b>Description</b>
Fixed rate	<ul style="list-style-type: none"><li>• Provides transparency and cost certainty to developers</li></ul>
Prorated to the date	<ul style="list-style-type: none"><li>• Prorating the interest to the date ensures the interest rate is applied fairly for the period of the interest charge</li></ul>
Effective Date – Retroactively and Transition	<ul style="list-style-type: none"><li>• The Policy retroactively takes effect as at January 1, 2020</li><li>• For building permits issued prior to January 1, 2021, no interest will be charged on frozen development charges as the rates have not changed</li></ul>

#### Interest on phased development charges

The types of development eligible for the phased payment plan are institutional development (e.g., long-term care homes, retirement homes, post-secondary institutions, Royal Canadian Legion memorial homes, clubhouse or athletic grounds, and hospices), purpose-built rental, and non-profit housing development.

As is the case with the frozen development charges, staff recommend charging an interest rate of 5%. However, for developments that have taken advantage of a Town development charge relief and/or incentive, a 0% rate be used during the phased payment plan period. These developments would still be subject to interest on the frozen portion of development charges.

### **Consultations**

Administration has consulted with Watson & Associates Economists Ltd. on creation of the Development Charge Interest Policy. As with any new policy, administration will continuously monitor the policy's effectiveness and make adjustments if required.

### **Financial Implications**

Implementing an annual interest charge for both frozen and phased development charges will help offset any lost revenue resulting from Bill 108 and accompanying regulatory framework. Lost revenue includes: 1) year-over-year inflation of development charges (based on construction price index) which is lost on frozen charges, 2) lost interest from not holding upfront development charge payments in the Town's bank account on deferred development charges.



**Prepared By:**



Director of Finance/Treasurer

Dale Langlois, CPA, CA

**Link to Strategic Goals**

	Enhancing organizational excellence
Yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

**Communications**

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email



### Report Approval Details

Document Title:	FIN-22-2020 Development Charge Interest Policy.docx
Attachments:	
Final Approval Date:	Oct 7, 2020

This report and all of its attachments were approved and signed as outlined below:

  
Chief Administrative Officer

Joe Milicia





## THE CORPORATION OF THE TOWN OF LASALLE POLICY MANUAL

<b>POLICY MANUAL SECTION:</b>  [Section will be assigned by Council Services]	<b>POLICY NUMBER:</b>  [Policy number will be assigned by Council Services]
<b>POLICY NAME:</b>  Development Charge Interest Policy – Under Sections 26.1 and 26.2 of the Development Charges Act, 1997	<b>AUTHORITY:</b>  [Will be Assigned at Council]
<b>DATE APPROVED:</b>  October 27, 2020	<b>DEPARTMENT RESPONSIBLE:</b>  Finance
<b>REVISION DATES:</b>  Not Applicable	<b>REVIEW DATE:</b>  [Review date to be set by Council Services]
<b>STATUS:</b>  [Assigned by Council Services]	

### **PURPOSE:**

The purpose of this policy is to establish the rules and practices for charging interest, as permitted under sections 26.1 and 26.2 of the Development Charges Act, 1997.

This policy will support the Town of LaSalle's ability to build growth-related infrastructure in a way that is fiscally sustainable and will help achieve the following outcomes:

- Good government providing reliable municipal programs and services
- Continued delivery of growth-related infrastructure in a fiscally responsible manner
- Fair and equitable treatment of all stakeholders involved in delivering housing supply, including residents, businesses and developers

### **POLICY STATEMENT:**

A policy governing the charging of interest, as permitted under sections 26.1 and 26.2 of the Development Charges Act, 1997.

### **SCOPE:**

This policy applies to the charging of interest, as permitted under sections 26.1 and 26.2 of the Development Charges Act, 1997. This includes all types of development in the Town of LaSalle:





- That are eligible for instalment payments under section 26.1 of the Development Charges Act, 1997
- Under section 26.2 of the Development Charges Act, 1997, where an application for approval of development in a site plan control area under subsection 41(4) of the Planning Act, 1990 has been made, or where an application for an approval of a development in a site plan control area under subsection 41(4) of the Planning Act has not been made, but where an application has been made for an amendment to a bylaw passed under section 34 of the Planning Act, 1990

## DEFINITIONS:

The following definitions are applicable to this Policy:

**Act** – The Development Charges Act, 1997, S.O. 1997, c. 27, as amended, revised, reenacted or consolidated from time to time, and any successor statute.

**Development** – The construction, erection or placing of one or more buildings or structures on land. This includes the making of an addition or alteration to a building or structure that has the effect of:

- Increasing the size, or
- Changing the use from non-residential to residential or from residential to non-residential and includes redevelopment

**Development Charge(s)** – Town of LaSalle's development charges, including the area-specific wastewater development charges for the Reaume/Sandwich West Parkway trunk sanitary sewer.

**Total Accrued Amount** – Equal to the total of the development charges and interest which has accrued.

## POLICY:

### 1. Legislative Framework

- a) Installment Payments under section 26.1 of the Act  
Under subsections 26.1(1), (2) and (3) of the Act, development charges shall be paid in equal annual installments, beginning at the earlier of first occupancy or occupancy permit under the Building Code, Act, 1992, for:
  - Rental housing development that is not non-profit housing development
  - Institutional development
  - Non-profit housing development
- b) Interest on Installment Payments under section 26.1 of the Act





Subsection 26.1(7) of the Act allows a municipality to charge interest on the installments from the date the development charges would have been payable, under section 26 of the Act, to the date the installment is paid, at a rate not exceeding the prescribed maximum interest rate.

c) Development Charge Freeze under section 26.2 of the Act

Under subsection 26.2(1) of the Act, the total amount of a development charge is determined under the Town's Development Charge Bylaw on:

- i) The day an application for an approval of development under subsection 41(4) of the Planning Act was made, or
- ii) If clause (i) does not apply, the day an application for an amendment to a bylaw passed under section 34 of the Planning Act was made.

d) Interest under section 26.2 of the Act

Under subsection 26.2(3) of the Act, a municipality may charge interest on the development charge, at a rate not exceeding the prescribed maximum interest rate, from the date of the application referred to in clause c(i) or c(ii) to the date the development charge is payable.

e) Maximum Interest Rate under sections 26.1 and 26.2

The Act allows a municipality to charge interest on the development charge at a rate not exceeding the prescribed maximum interest rate.

There is no prescribed maximum interest rate under subsections 26.1 and 26.2 of the Act.

## 2. Interest Rate Used

- a) An interest rate of 5% shall be used.
- b) Notwithstanding clause 2(a), a rate of 0% shall be used for payments under section 26.1, beginning at building permit, for developments that have taken advantage of a Municipal development incentive and/or relief, current or future.

## 3. Amendment of Revision to Interest Rates:

In the event the interest rate is amended or revised, the new interest rate shall apply to the total accrued amount, prorated from the date of the interest rate amendment or revision to:

- The date the total accrued amount is fully paid, or
- A subsequent amendment or revision of the interest rate



#### **4. Interest Rate Publication and Notification**

Upon Council approval, this policy and the interest rates being used shall be made available on the Town of LaSalle's website.

#### **5. Computing and Prorating:**

All interest shall accrue from the date of the applicable application until the date the total accrued amount is fully paid. A 365 day calendar year shall be used for the purposes of prorating.

##### **a) Subsequent Application(s)**

If a subsequent application(s) is made for a development:

- The date the subsequent application is made will become the new date under which the total amount of the development charge is determined
- All interest that had accrued prior to the subsequent application shall be deemed to be zero (0)
- Interest will begin to accrue from the date the subsequent application is made

##### **b) Interest under section 26.1**

If a development was one of the eligible types of development for the installment payments under section 26.1 of the Act, the total accrued amount shall continue to accrue interest from the date of the issuance of a building permit.

During the installment timeframe, interest shall continue to accrue on the outstanding balance. This shall continue until the date the total accrued amount has been fully paid.

#### **6. Effective Date**

Upon approval by Council, this policy shall take effect retroactively as at January 1, 2020 at 12: 00 a.m. This policy may be repealed and/or modified by Council at any time.

#### **7. Transition**

To allow for a transition period, this policy does not apply to any development where:

- ##### **a) An application under sections 34 or 41(4) of the Planning Act is not required, but:**
- Still qualifies for installment payments under section 26.1 of the Act, and





- Has been issued a building permit for development by the Town prior to January 1, 2021
- b) An application under subsection 41(4) of the Planning Act is:
- Made after January 1, 2020, and
  - Has been issued a building permit for development by the Town prior to January 1, 2021
- c) An application for an amendment to a bylaw passed under section 34 of the Planning Act is:
- Made after January 1, 2020, and
  - Has been issued a building permit for development by the Town prior to January 1, 2021

## **RESPONSIBILITIES:**

### **Director of Finance / Treasurer**

- Administer this policy, including but not limited to:
  - Determining the total amount of the development charge that would be determined under the bylaw and the applicable interest rate that would apply
  - Ensure the total accrued amount is being charged and collected when due

### **Chief Building Official**

- Enforce this policy, including but not limited to:
  - Informing the Supervisor of Revenue when development charges should be issued
  - Informing the Supervisor of Revenue if a development qualifies to have their development charge rate frozen under section 26.2 of the act
  - Informing the Supervisor of Revenue if a development qualifies to have their payments deferred under section 26.1 of the act.

## **POLICY REVIEW:**

The Finance Department shall review, and if necessary, update this policy in conjunction with the Town's Development Charges Bylaw review every five years.

## **REFERENCES AND RELATED DOCUMENTS:**

The Town of LaSalle will meet the requirements of the Development Charges Act, 1997



- Bill 108, More Homes, More Choice Act, 2019
- Bill 138, Plan to Build Ontario Together Act, 2019
- Development Charges Act, 1997, S.O. 1997, c. 27
- Ontario Regulation 454/19
- Ontario Regulation 82/98
- Planning Act, R.S.O. 1990, c. P.13
- Town of LaSalle Development Charges Bylaw





## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Dale Langlois, Director of Finance / Treasurer

**Department:** Finance

**Date of Report:** October 22, 2020

**Report Number:** FIN-26-2020

**Subject:** Request of Provincial Funding under Phase 2 of the Safe Restart Program

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### **Recommendation**

That the report of the Director of Finance dated October 22, 2020 (FIN-26-2020) regarding a request for Provincial funding under phase 2 of the Safe Restart Program BE RECEIVED;

and that Council REQUEST funding from the Province of Ontario under phase 2 of the Safe Restart Program to offset net costs to the Town of LaSalle related to the COVID-19 crisis that have exceeded phase 1 funding of \$695,000.

### **Report**

Through Phase 2, the Province of Ontario is committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

The deadline to apply for additional funding is October 30, 2020. However, Municipalities may request extensions to November 6, 2020. It is important to note that LaSalle has been approved for the extension to November 6, 2020.

Under phase 1 of the Safe Restart program, the Town of LaSalle was allocated \$695,000. Upon initial review, it is expected that the Town of LaSalle will experience additional operating costs and loss of revenue (net of any cost savings) that will exceed the phase 1 allocation.

The most significant forecasted additional cost / lost revenue factors include the following:

- Loss of Provincial Offences revenue
- Loss of penalty and interest revenue
- Increase in garbage disposal costs
- Personal protective equipment costs
- Unbudgeted costs related to additional security at Town Hall
- Additional Janitor costs
- Loss revenue at the Vollmer Centre (net of reduced part time labour savings)
- Savings resulting from reduced travel, conference and training costs
- Savings resulting from delaying the hiring of new positions

Administration is currently working on a detailed forecast of the financial impact of the COVID-19 pandemic and will be able to meet the extended application deadline of November 6, 2020.

## **Consultations**

None

## **Financial Implications**

If the Town is allocated additional funding under phase 2 of the safe restart program, it will lessen the financial burden resulting from the COVID-19 pandemic.

## **Prepared By:**



Director of Finance/Treasurer

Dale Langlois, CPA, CA



**Link to Strategic Goals**

Yes	Enhancing organizational excellence
Yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

**Communications**

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

**Notifications**

Name	Address	Email

**Report Approval Details**

Document Title:	FIN-26-2020 Request of Provincial Funding under Phase 2 of the Safe Restart Program.docx
Attachments:	- SRA Phase 2 Hon Steve Clark October 1 2020.pdf
Final Approval Date:	Oct 22, 2020

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia



October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.



I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers



# The Corporation of The Town of Amherstburg

September 21, 2020

VIA EMAIL

The Right Honourable Raymond Cho, Minister for Seniors and Accessibility  
College Park 5<sup>th</sup> Flr, 777 Bay St,  
Toronto, ON  
M7A 1S5

**Re: AODA Website Compliance Extension Request**

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At its meeting of September 14, 2020, Council passed the following for your consideration:

Resolution # 20200914-281

- “1. **WHEREAS** Section 14(4) of O.Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021;
2. **AND WHEREAS** the municipality remains committed to the provision of accessible goods and services;
3. **AND WHEREAS** the municipality provides accommodations to meet any stated accessibility need, where possible;
4. **AND WHEREAS** the declared pandemic, COVID-19, has impacted the finances and other resources of the municipality;
5. **AND WHEREAS** the Accessibility for Ontarians with Disabilities Act contemplates the need to consider the technical or economic considerations in the implementation of Accessibility Standards;
6. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario extend the compliance deadline stated in Section 14(4) of O.Reg 191/11 to require designated public sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022; **AND**,
7. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario consider providing funding support and training resources to meet these compliance standards.”



The impacts of the pandemic on municipal finances and resources affect the ability of municipalities to meet the January 1, 2021 deadline for full compliance with WCAG 2.0 Level AA.

We humbly request the Ontario government consider an extension request, in addition to financial support and training due to the unprecedented impacts of the global pandemic.

Regards,



Tammy Fowkes  
Deputy Clerk, Town of Amherstburg  
(519) 736-0012 ext. 2216  
[tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

cc:

The Right Honourable Doug Ford, Premier of Ontario  
The Association of Municipalities of Ontario  
All Ontario Municipalities



## THE CORPORATION OF THE TOWN OF LASALLE

### Minutes of a Meeting of the Parks, Recreation and Events Committee

October 8, 2020

2:30 p.m.

Sandwich West Room

2nd Floor LaSalle Civic Centre

5950 Malden Road

Members of Committee Present: Councillor Mike Akpata, Councillor Sue Desjarlais, Councillor Jeff Renaud

Administration Present: P. Marra, Director of Public Works, P. Funaro, Recreation Manager, R. Hyra, Human Resources Manager, M. Masonovich, Manager of Fleet & Facilities, T. Brydon, Supervisor of Parks, Gaetano Ferraro, Manager of Finance/Deputy Treasurer, L. Jean, Deputy Clerk, T. Coke, Council Coordinator

**Clerk's Note:** Members of the Committee and Administration participated in the meeting via video conference technology.

#### A. CALL TO ORDER

Councillor Akpata calls the meeting to order at 2:31 p.m.

#### B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None Disclosed.

#### C. ADOPTION OF MINUTES

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the minutes of the meeting of the Parks, Recreation and Events Committee dated September 17, 2020 BE ADOPTED as presented.

**Carried.**

#### D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

**Clerk's Note:** As the delegate listed for item D1 on today's agenda is not present, the Committee will consider agenda items out of order.

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

Motion to consider items out of order.

**Carried.**



2. St. Clair Park Playground Replacement and Park Enhancements

Moved By: Councillor Desjarlais

Seconded By: Councillor Jeff Renaud

That the report of the Manager of Roads and Parks dated September 30, 2020 (PW-CR-2020-5) regarding St. Clair park playground replacement and park enhancements, and proceeding with public notice and consultation to receive feedback regarding the proposed project at St. Clair Park be RECEIVED FOR INFORMATION.

**Carried.**

3. Dog Park Proposal

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Manager of Roads and Parks dated September 30, 2020 (PW-CR-2020-4) regarding the proposal for construction of a new Dog Park in the recommended location at the Vollmer Complex be RECEIVED, and that a supplemental report be prepared for the 2021 Budget presentations.

**Carried.**

1. Tennis Court Proposal/Presentation 2020 – Villanova Partnership

Paul Schaffner & Bill Seagris appears before the Committee to discuss the Tennis Court Proposal between Villanova, the Town of LaSalle and the Town of Amherstburg.

Moved By: Councillor Jeff Renaud

Seconded By: Councillor Desjarlais

That the report of the Director of Public Works dated September 30, 2020 (PW-CR-2020-3) regarding Tennis Court Proposal/Presentation 2020 – Villanova Partnership be RECEIVED.

That the Parks, Recreation and Events Committee RECEIVE the presentation from Mr. Seagris.

That the Parks, Recreation and Events Committee AUTHORIZE Administration to engage in any partnership discussions between the parties and report back to Council later, if required.

**Carried.**

**E. NEXT MEETING**

The next scheduled meeting will be held on November 19, 2020 at 9:00 a.m.

**F. ADJOURNMENT**

The meeting is adjourned at the call of the Chair at 3:19 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Council Co-ordinator





COMMITTEE MATTERS  
Parks, Recreation and Events Committee

October 8, 2020

**Clerk's Note:** The Parks, Recreation and Events Committee reviewed the following matters during their meeting held on October 8, 2020. Copies of items are attached for reference as part of the corresponding Minutes. The items were discussed out of order which is reflected below.

**2. Subject: St Clair Park Playground Replacement and Park Enhancements**

**Motion:** Moved By: Councillor Desjarlais Seconded By: Councillor Jeff Renaud

That the report of the Manager of Roads and Parks dated September 30, 2020 (PW-CR-2020-5) regarding St. Clair park playground replacement and park enhancements, and proceeding with public notice and consultation to receive feedback regarding the proposed project at St. Clair Park be RECEIVED FOR INFORMATION.

**Carried.**

**3. Subject: Dog Park Proposal**

**Motion:** Moved By: Councillor Jeff Renaud Seconded By: Councillor Desjarlais

That the report of the Manager of Roads and Parks dated September 30, 2020 (PW-CR-2020-4) regarding the proposal for construction of a new Dog Park in the recommended location at the Vollmer Complex be RECEIVED, and that a supplemental report be prepared for the 2021 Budget presentations.

**Carried.**

**1. Subject: Tennis Court Proposal/Presentation 2020 – Villanova Partnership**

**Motion:** Moved By: Councillor Jeff Renaud Seconded By: Councillor Desjarlais

That the report of the Director of Public Works dated September 30, 2020 (PW-CR-2020-3) regarding Tennis Court Proposal/Presentation 2020 – Villanova Partnership be RECEIVED. That the Parks, Recreation and Events Committee RECEIVE the presentation from Mr. Seagris. That the Parks, Recreation and Events Committee AUTHORIZE Administration to engage in any partnership discussions between the parties and report back to Council later, if required.

**Carried.**

See Reports on Today's Agenda.

## Committee Matters- #1

### St Clair Park Playground Replacement and Park Enhancements





## **The Corporation of the Town of LaSalle**

**To:** Members of the Parks, Recreation & Events Committee

**Prepared by:** Mark Beggs, Manager of Roads and Parks

**Department:** Public Works

**Date of Report:** September 30, 2020

**Report Number:** PW-CR-2020-5

**Subject:** St. Clair Park Playground Replacement and Park Enhancements

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### **Recommendation**

That the report of the Manager of Roads and Parks dated September 30, 2020 (PW-CR-2020-5) regarding St. Clair park playground replacement and park enhancements, and proceeding with public notice and consultation to receive feedback regarding the proposed project at St. Clair Park be RECEIVED FOR INFORMATION.

### **Report**

As part of the annual Park equipment replacements and enhancement program, a new public notification, and feedback process is being implemented for the replacement of St. Clair Park. The procedure is planned for all future park replacements going forward.

The playground at St. Clair park is due for replacement, and in addition to replacing the playground, some additional features are being considered for the park.

In an attempt to receive some feedback from the local residents that use the park, the neighboring residents of the park will be notified of the project, and encouraged to provide feedback to the Public Works department. In addition, a project sign will be installed in the park with an overall park layout shown, and contact information for questions or suggestions.

The proposal for St. Clair Park includes; removal of the existing fencing along both Betts and St. Clair to open up the park area. A completely new AODA compliant replacement playground, with a engineered wood product (EWP) base (wood chips) including border and drainage. The budget for the playground is \$68,000. Also included is a multiuse court for basketball and ball hockey including nets, paint and fencing. The budget for the court area is \$53,000. As well, the proposal includes an asphalt trail circling the new

features of the park. This trail will allow users to promote new bike riders circling the park, staying off the roadways, as well as a walking path for users. The budget for the trail component is \$20,000. Finally, there are additional site amenities included in the proposal including; four benches, two in ground garbage containers and two bike racks. The budget for these additional items is \$10,000. The overall budget for the project is \$150,000. See **Figure 1** for the conceptual park layout to be provided to area residents.

The schedule for this project is to start the public consultation in the fall of 2020, and receive feedback in early 2021. Following receiving and compiling the feedback from residents, a request for proposals (RFP) would be put out for designs and pricing. Once received, presentations for each proposal will be done by each contractor for the committee and the successful contractor chosen. The project should be complete by fall 2021.

The goal of this project is to receive input from the residents as to what they would like to see their park look like. Once the feedback is received, the committee will approve the direction of the project with respect to theme, features and amenities, while keeping within the proposed budget. The project is to be completed by fall 2021.

## Consultations

Within Public Works, Parks operations was consulted for this report.

## Financial Implications

This project has a capital budget of \$150,000 which has already been approved in the 2020 budget.

## Prepared By:



Mark Beggs – Manager of Roads and Parks



## Link to Strategic Goals

	Enhancing organizational excellence
x	Sustain strong public services and infrastructure
x	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

x	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

**Report Approval Details**

Document Title:	PW-CR-2020-5 St Clair Park Playground Replacement and Park Enhancements.docx
Attachments:	- Fig 1 St Clair Park 2020 option 2.pdf
Final Approval Date:	Oct 1, 2020

This report and all of its attachments were approved and signed as outlined below:



Director, Public Works

Peter Marra



## Committee Matters- #2

### Dog Park Proposal



## **The Corporation of the Town of LaSalle**

**To:** Members of the Parks, Recreation & Events Committee

**Prepared by:** Mark Beggs, Manager of Roads and Parks

**Department:** Public Works

**Date of Report:** September 30, 2020

**Report Number:** PW-CR-2020-4

**Subject:** Dog Park Proposal

---

### **Recommendation**

That the report of the Manager of Roads and Parks dated September 30, 2020 (PW-CR-2020-4) regarding the proposal for construction of a new Dog Park in the recommended location at the Vollmer Complex be RECEIVED, and that a supplemental report be prepared for the 2021 Budget presentations.

### **Report**

In response to a Council question regarding options for a Dog Park within the Town, the following report includes a proposal for three possible locations. Each location has pros and cons, and the three options were evaluated to determine which option is best suited for the needs of a Dog Park.

The three proposed locations are:

1. Vollmer Complex – (see fig. 1) south of the Public Works building along Judy Recker Cres.
2. Marcotte Park – (see fig. 2) in area of existing soccer field.
3. Brunette Park – (see fig. 3) in existing open area of park.

These three locations were chosen for review based on the availability of space to accommodate the approximate 1 acre foot print required, central locations, and the availability of parking (or space for new parking).

In order to evaluate each location, the attached evaluation matrix (see fig. 4) looks at each location, and evaluates a number of aspects. With each location and associated comparison, a point system was used to evaluate. Overall the location with the lowest



point value is determined to be the best location. Based on the matrix, the Vollmer location is the recommended location.

The Vollmer location has a higher cost due to the lack of an existing parking lot; however, the location is the best fit when we reviewed all the other aspects of the location. This location will not effect any existing park features, it is not located near any residential areas, there is existing power and water close by for future updates, it will be AODA accessible with little work, there are existing trees in the location to work with, there is appropriate area to build the park and the location fits in with the current Vollmer Master Plans. See figure 5, a detailed layout of the dog park. (fig. 5).

The cost for the project is estimated at \$85,000 for the capital construction of the park, and an annual operating cost of \$7,000. A summary of the capital costs and operational costs are shown in the attached figure 5. (See fig. 6)

Regarding the costs for the Vince Marcotte location, and the Brunette park location; All the costs, regardless of location are similar with the exception of the asphalt (parking) area and drainage for site. The Vollmer location will require the most asphalt, and as such has the highest cost. Each location will however require some asphalt for pathways and holding areas etc. The estimated additional cost for the Vollmer location is approximately \$10,000 for the parking and asphalt areas, and \$4,500 for drainage compared to the other locations.

It is recommended that the Vollmer location indicated in this report be approved, and a supplemental report be prepared for the 2021 Budget deliberations.

## **Consultations**

None currently.

## Financial Implications

This project has an estimated capital cost of \$85,000 and an annual operating budget of \$7,000.

**Prepared By:**

A handwritten signature in black ink, appearing to read 'MBeggs', is written over a horizontal line.

Manager, Parks and Roads

Mark Beggs



## Link to Strategic Goals

	Enhancing organizational excellence
x	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
x	Build on our high-quality of life

## Communications

x	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

### Report Approval Details

Document Title:	PW-CR-2020-4 Dog Park Proposal.docx
Attachments:	<ul style="list-style-type: none"><li>- Fig 1 Vollmer Location.pdf</li><li>- Fig 2 Marcotte Layout.pdf</li><li>- Fig 3 Brunette Layout.pdf</li><li>- Fig 4 Dog park matirx.pdf</li><li>- Fig 5 Vollmer Dog Park Area.pdf</li><li>- Fig 6 Dog Park Costs.pdf</li></ul>
Final Approval Date:	Sep 30, 2020

This report and all of its attachments were approved and signed as outlined below:



Director, Public Works

Peter Marra



## Committee Matters- #3

Tennis Court  
Proposal/Presentation 2020  
Villanova Partnership



## **The Corporation of the Town of LaSalle**

**To:** Members of the Parks, Recreation & Events Committee

**Prepared by:** Peter Marra, P.Eng. – Director of Public Works

**Department:** Public Works

**Date of Report:** September 30, 2020

**Report Number:** PW-CR-2020-3

**Subject:** Tennis Court Proposal/Presentation 2020 – Villanova Partnership

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### **Recommendation**

That the report of the Director of Public Works dated September 30, 2020 (PW-CR-2020-3) regarding Tennis Court Proposal/Presentation 2020 – Villanova Partnership be RECEIVED.

That the Parks, Recreation and Events Committee RECEIVE the presentation from Mr. Seagris.

That the Parks, Recreation and Events Committee AUTHORIZE Administration to engage in any partnership discussions between the parties and report back to Council later, if required.

### **Report**

Mr. Bill Seagris has requested to present to the Committee on a tennis court proposal and possible partnership idea between the Town of LaSalle, Town of Amherstburg and the Windsor Essex Catholic District School Board (WECDSB). **Attachment 1** to this report, is the presentation submitted by Mr. Seagris.

#### Background Information

At the October 16, 2018, Parks Advisory Committee meeting, there was a presentation with respect to tennis courts in LaSalle, prepared and presented by Mr. Paul Schaffner. Enclosed to this report as **Attachment 2**, is a copy of the Oct 16, 2020 meeting agenda, presentation and meeting minutes.



Mr. Schaffner, and Mr. Seagris are well known to each other. Mr. Schaffner may attend this meeting as well.

Back in Oct 2018, there was a request to improve and for the Town to invest into the tennis courts. At that time, we were approaching the municipal election and the Town was also in the preliminary stages of moving forward with plans and a vision for the revitalized Front Road Park. With these factors present at that time, the recommendation was to receive Mr. Schaffner's Oct 2018 proposal and refer this to the Front Road Park planning process and have the new Council part of the decision moving forward.

#### Progress to date Since Oct 2018

The Town is still in the process of moving forward and going out for public consultation on the Front Road Park revitalization plan. As part of the current preliminary plan, there is still the presence of new tennis courts within the revitalized Front Road Park. However, due to funding, magnitude of the project, lack of grants and property acquisition, very little has commenced with the Front Road Park revitalization since Oct. 2018. Since Oct 2018, the Town has been active in property acquisition.

There is currently a report to Council with respect to a move forward phased approach to construct and carry out the vision at Front Road Park. Unfortunately, new tennis courts are not part of first phases of construction. However, as part of first phases, there will be some money set aside/invested in the current tennis courts to resurface them and make them more playable and better for use. This will be a decision of Council to be made at a subsequent Council meeting. If approved by Council, this can occur early in 2021.

Furthermore, in 2019, the Town has made a small investment in the current tennis court lights at Front Road Park to ensure they are operating correctly and covering the entirety of the court. This seems to be working well.

Moreover, as part of the 2021 budget, there will be an administrative request for capital improvements on the other tennis courts within the Town. Again, this is subject to Council approval during budget deliberation and if approved, additional work will occur at Vince Jenner Park and Brian Briggs Park in 2021

#### Current 2020 Proposal - Partnership

Mr. Seagris current proposal is very well thought out and a cost effective approach. Preliminary discussion have occurred between the Town and Mr. Seagris and indication from the Town were relayed, that the Town is always willing to having discussion on partnership such as this and we would be open to meeting with the various parties to work out what a partnership would entail.

If discussion were to occur, whatever those terms of partnership that are developed and whatsoever type of investment is required, would always come back to Council for final approval.

### Recommendation

There is a lot work in progress with respect to tennis courts after hearing the Oct 2018 presentation, albeit, maybe at a slower than preferred pace. Some of the proposed future works is still unknown and unbudgeted for and yet to be approved by Council. Therefore, it is recommended that the Committee receive Mr. Seagris presentation.

It is also recommended that the Committee authorize administration to join in on any partnership discussion between LaSalle, Amherstburg and WECDSB should they commence. The Town can be an active participant in these discussions and report back to Council should acceptable terms of partnership/investment be arrived at.

### **Consultations**

None currently.

### **Financial Implications**

None at this time, will be subject of subsequent reports.

### **Prepared By:**

A handwritten signature in black ink, appearing to read 'Peter Marra', with a stylized, flowing script.

Peter Marra, P.Eng. – Director of Public Works



## Link to Strategic Goals

	Enhancing organizational excellence
X	Sustain strong public services and infrastructure
X	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
X	Build on our high-quality of life

## Communications

X	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email
Bill Seagris		
Paul Schaffner		



**The Corporation of the Town of LaSalle**  
**Minutes of a meeting of the Fire Committee Meeting**

October 8, 2020, 4:00 p.m.  
LaSalle Room  
LaSalle Civic Centre, First Floor  
5950 Malden Road

Present:                    Marc Bondy, Mayor  
                                Mark Carrick, Councillor  
                                Jeff Renaud, Councillor

Also Present:            D. Sutton, Fire Chief  
                                E. Thiessen, Deputy Fire Chief  
                                P. Marra, Director of Public Works  
                                R. Hyra, Human Resources Manager  
                                L. Jean, Deputy Clerk  
                                T. Coke, Council Coordinator

**Clerk's Note:** Members of the Committee and Administration participate in the meeting via video conferencing technology.

**A.      CALL TO ORDER**

Mayor Bondy assumes the Chair and calls the meeting to order at 4:08 p.m.

**B.      DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None Disclosed.

**C.      ADOPTION OF MINUTES**

**D.      REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION**

1.      FIRE 20-07

Moved By: Mark Carrick, Councillor  
Seconded By: Jeff Renaud, Councillor

That the report of the Deputy Fire Chief dated September 16, 2020 (FIRE 20-07) regarding the donation of the old SCBA packs be RECEIVED.

**Carried.**



Moved By: Mark Carrick, Councillor  
Seconded By: Marc Bondy, Mayor

That the agenda items as listed BE CONSIDERED out of order.

**Carried.**

3. Verbal Update-Staff Recruitment and Hiring Processes

Moved By: Mark Carrick, Councillor  
Seconded By: Marc Bondy, Mayor

That the verbal update provided by the Fire Chief regarding the update of the Staff Recruitment and Hiring Process BE RECEIVED

**Carried.**

Councillor Renaud assumes the Chair at 4:20 p.m.

2. Verbal Update- Virtual Public Education Week Program

Moved By: Mark Carrick, Councillor  
Seconded By: Jeff Renaud, Councillor

That the verbal update provided by the Deputy regarding the Virtual Public Education Week Program BE RECEIVED

**Carried.**

4. Fire Protection Services Master Plan – Progress Update

Moved By: Mark Carrick, Councillor  
Seconded By: Marc Bondy, Mayor

That the report of the Fire Chief dated Sept. 29, 2020 regarding the Fire Protection Services Master Plan – Progress Update, be RECEIVED

**Carried.**

5. Verbal Update-Delivery of a new Pumper/Rescue Truck

Moved By: Marc Bondy, Mayor  
Seconded By: Mark Carrick, Councillor

That the Verbal Update provided by Fire Chief regarding the delivery of a new Pumper/Rescue Truck BE RECEIVED.

**E. NEXT MEETING**

The next scheduled meeting will be held on November 19, 2020 at 4:00 p.m.

**F. ADJOURNMENT**

The meeting is adjourned at the call of the Chair at 5:22 p.m.

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Chair

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Council Co-ordinator



## COMMITTEE MATTERS

### Fire Committee

October 8, 2020

**Clerk's Note:** The Fire Committee approved the following matters during their meeting held on October 8, 2020. Copies of items are attached for reference as part of the corresponding Minutes.

1. **Subject: Donation of old SCBA Packs.**

**Recommendation:**

That the report of the Deputy Fire Chief dated September 16, 2020 (FIRE 20-07) regarding the donation of the old SCBA packs be RECEIVED.

See Report on today's Agenda.

2. **Subject: Fire Protection Services Master Plan Progress Update**

**Recommendation:**

That the report of the Fire Chief dated September 29, 2020 regarding the Fire Protection Services Master plan-Progress Update BE RECEIVED

See Report on today's Agenda.



## Committee Matters- #1

Donation of Old SCBA Packs.



## **The Corporation of the Town of LaSalle**

**To:** Members of the Fire Committee  
**Prepared by:** Ed Thiessen, Deputy Fire Chief  
**Department:** Fire Services  
**Date of Report:** September 16, 2020  
**Report Number:** FIRE 20-07  
**Attachments:**  
**Subject:** Donation of Old SCBA Packs

---

### **Recommendation**

That the report of the Deputy Fire Chief dated September 16, 2020 (FIRE 20-07) regarding the donation of the old SCBA packs be RECEIVED.

### **Report**

The self-contained breathing apparatus (SCBA) has been replaced as per the capital replacement plan and as per report to Council FIRE 20-04. During the presentation to Council of this report, Council members questioned if there was an opportunity to donate the old SCBA packs.

The old SCBA packs were donated to the Pre-Service Firefighter program at St. Clair College. St. Clair College is grateful for the donation as they intend to use these for training purposes outside of live fire scenarios. LaSalle Fire Service has had a long history with the program since its inception as an original sponsor to provide firefighter training, providing assistance and facilities, and as the Fire Chief and I sit on the Program Advisory Committee for this program, it brings great pleasure knowing that the Town of LaSalle can help out locally in this way fulfilling the needs for this program.



## Consultations

Director of Finance/Treasurer, Fire Chief

### Prepared By:

A handwritten signature in black ink, appearing to read "Ed Thiessen". The signature is stylized with a large "E" and a long horizontal stroke.

Deputy Fire Chief

Ed Thiessen

## Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
X	Managing our human and financial resources in a responsible manner
X	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

## Communications

X	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email



### Report Approval Details

Document Title:	FIRE 20-07.docx
Attachments:	
Final Approval Date:	Sep 16, 2020

This report and all of its attachments were approved and signed as outlined below:

  
Fire Chief

Dave Sutton

## Committee Matters- #2

Fire Protection Services Master  
Plan Progress Update.





## **The Corporation of the Town of LaSalle**

**To:** Members of the Fire Committee  
**Prepared by:** Dave Sutton, Fire Chief  
**Department:** Fire Services  
**Date of Report:** September 29, 2020  
**Report Number:** FIRE 20-08  
**Subject:** Fire Protection Services Master Plan – Progress Update

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### **Recommendation**

That the report of the Fire Chief dated Sept. 29, 2020 regarding the Fire Protection Services Master Plan – Progress Update, be RECEIVED

### **Report**

As members of Fire Committee will recall, the Fire Protection Services Master Plan was adopted by Council in August 2019. Subsequently, a detailed Implementation Strategy including short-term, mid-term, and long-term implementation targets for all recommendations of was developed and approved by Council. This report is intended to update Fire Committee members on progress to date towards the implementation of the various recommendations.

The consultant's final report included a total of 45 recommendations to assist in the continuous improvement of fire protection services, and maintain an adequate level of service across all functional areas as the municipality continues to develop and urbanize. There were 11 Council recommendations and 34 Operational recommendations.

With the support of Council, municipal administration, and all fire service staff, substantial progress has been made in a relatively short period of time. Thirteen of the recommendations have been implemented or completed to date, while the implementation of another twelve recommendations is actively in progress, some of which are expected to be completed in the near future.

The master plan, together with the approved implementation plan, provides clear direction and a sustainable vision of the incremental development of longer-term goals over the intended planning horizon.

The attached Implementation Progress Update document provides a comprehensive review of each of the consultant recommendations, along with the current status and commentary on progress toward implementation of each recommendation.

## Consultations

Type consultations here

## Financial Implications

Type financial implications here

## Prepared By:



[

Fire Chief

Dave Sutton



## Link to Strategic Goals

X	Enhancing organizational excellence
X	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
X	Build on our high-quality of life

## Communications

X	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

**Town of LaSalle**  
**Fire Protection Services Master Plan Report – Recommendations**

**2020 Implementation Progress Update**

**Council Recommendation No. 1                    COMPLETED**

That the strategic priorities identified within the proposed Fire Protection Services Master Plan be adopted to form the strategic framework for the delivery of fire protection services within the Town of LaSalle, including:

- i. The Town of LaSalle is committed to identifying the optimal level of fire protection services through the use of a Community Risk Assessment to determine the fire safety risks present within the Town of LaSalle as the basis for developing clear goals and objectives for all fire protection services provided by the LaSalle Fire Service;
  
  - ii. Where applicable, the Town of LaSalle will seek to optimize the Ontario Comprehensive Fire Safety Effectiveness Model's first two lines of defense, including public education and fire prevention, and the utilization of fire safety standards and fire code enforcement, in developing clear goals and objectives for all fire protection services provided by the LaSalle Fire Service; and
  
  - iii. The Town of LaSalle will prioritize the utilization of strategies that support the sustainability of fire protection and emergency services that provide the most effective and efficient level of services resulting in the best value for the community.
- **These strategic principles have been adopted by Council as a strategic framework for the delivery of Fire Protection Services within the Town of LaSalle, in resolutions to approve the Fire Protection Services Master Plan & subsequent Implementation Strategy (FIRE 19-18)**



**Council Recommendation No. 2****COMPLETED**

That the LaSalle Fire Services develop a strategy for the implementation of the proposed fire prevention/public education professional qualifications presented within the proposed Fire Protection Services Master Plan for all staff assigned to delivering the applicable fire prevention/publication programs and services.

- Operational Guidelines have been developed establishing the professional qualifications required for the Captain- Fire Prevention Officer position as well as all other positions

**Council Recommendation No. 3****Mid-term Implementation Goal**

That subject to Council's consideration and approval of an Implementation Plan that the proposed fire inspection schedule included within the proposed Fire Protection Services Master Plan be approved and included within the proposed Fire Prevention Policy.

- Fire administration strongly supports the recommendations for a defined frequency schedule for the Fire Safety Inspection program as a vital element in the prevention of fire incidents. Current staffing levels do not support the successful implementation of the recommended schedule in the short term, however the anticipated increased full-time staffing levels are expected to allow for the implementation of this recommendation. Once the necessary personnel are available and attain the required training and professional qualifications to achieve the objectives of the frequency schedule, the recommendation will be made for Council to approve an updated Fire Prevention Policy which includes the proposed schedule.

**Council Recommendation No. 4****Mid-term Implementation Goal**

That subject to Council's consideration and approval of an Implementation Plan that the proposed public education schedule included within the proposed Fire Protection Services Master Plan be approved and included within the proposed Fire Prevention Policy.

- Fire administration strongly supports the recommendations for a defined frequency schedule for Public Education activities as an important component of the first line of defense in reducing preventable fire incidents and associated injuries and deaths. In response to a subsequent recommendation, a Public Education committee has been established to plan and conduct various public education activities on an ongoing basis, however current staffing levels do not support the ability successfully implement the recommended schedule requiring routine scheduled events in the short term. It is expected however that anticipated increased full-time staffing levels will allow for the

implementation of this recommendation. Once the necessary personnel are available and attain the required training and professional qualifications to achieve the objectives of the frequency schedule, the recommendation will be made for Council to approve an updated Fire Prevention Policy which includes the proposed Public Education schedule.

**Council Recommendation No. 5** **COMPLETED**

That the proposed fire suppression performance benchmark for *initial response* within the defined urban area included within the proposed Fire Protection Services Master Plan be utilized to monitor and report to Council and the community.

- *Initial Response* data relative to the recommended performance benchmark has been tracked for 2019 and included in the revised template for the Annual Report, to provide for monitoring on an annual basis.

**Council Recommendation No. 6** **COMPLETED**

That the proposed fire suppression performance benchmark for *depth of response* within the Town of LaSalle

Identified within the proposed Fire Protection Services Master Plan be utilized to monitor and report to Council and the community.

- *Depth of Response* data relative to the recommended performance benchmark has been tracked for 2019 and included in the revised template for the Annual Report, to provide for monitoring on an annual basis.

**Council Recommendation No. 7** **In Progress**

That consideration be given to developing a Fire Station implementation strategy to transition to the proposed Scenario #4 Fire Station Location model presented within the proposed Fire Protection Services Master Plan.

- As part of the Fire Protection Services Master Plan Implementation Strategy approved by Council, the process of identifying and acquiring appropriate sites for both recommended future fire stations is ongoing. The Implementation Strategy establishes a



timeline for the construction of a western substation, and implementation of a two-station service delivery model, of approximately 2023.

**Council Recommendation No. 8**

**Mid-term Implementation Goal**

That Council consider prioritizing the hiring of additional administrative / clerical support for the Fire Prevention/Public Education and Training Divisions of the LaSalle Fire Service as presented within proposed Fire Protection Services Master Plan.

- The hiring of additional firefighters to implement an enhanced service delivery model of a minimum of two firefighters on duty at all times was determined to be the priority that would achieve the maximum short-term benefit to the community, both in terms of emergency response capacity as well as non-emergency program delivery. The increased clerical & administrative workload will need to be assessed once activity levels resulting from the capacity of additional staff to deliver enhanced programming are fully implemented. It is anticipated the additional clerical/administrative position would likely be required in approximately 3 years.

**Council Recommendation No. 9**

**In Progress**

That Council consider prioritizing the hiring of six additional full-time firefighters to support enhancing the initial response, and related fire protection services provided by the LaSalle Fire Services as presented within the proposed Fire Protection Services Master Plan.

- Three full-time positions were added in 2020, and the process is in progress to implement the remaining three positions early in 2021 to complete this service level enhancement to improve our initial response capabilities.

**Council Recommendation No. 10**

**Mid-term Implementation Goal**

That Council consider prioritizing the incremental hiring of 18 additional paid-on-call volunteer firefighters to support enhancing the fire suppression services provided by the LaSalle Fire Services as presented within the proposed Fire Protection Services Master Plan.

- It is anticipated that some incremental increase in the compliment of paid-on-call/volunteer firefighters will be required over the term of the implementation plan, however the prioritization and implementation of full-time staffing to a minimum of 2 suppression firefighters on duty at all times is also expected to provide some measure of

off-setting relief on the demands of the volunteer staff for response to minor incidents in the short term. Other recommendations in the Fire Protection Services Master Plan related to recruitment, retention, and deployment options of the paid-on-call/volunteer staff, also merit review and consideration, and may affect the need for additional staff. The need for additional paid-on-call volunteer firefighters is largely determined by service level demand, attributed to call volumes and implementation of effective deployment models, including the intended implementation of a 2-station response model, to meet service level expectations.

These variables will be monitored as interrelated elements of the master plan are implemented, and strategic increases of the paid-on-call/volunteer firefighter compliment will be implemented as required to maintain an appropriate balance of full-time and paid-on-call staff for effective Depth of Response capabilities, and efficient program delivery.

Once the effects of the initial additions to the full-time compliment are assessed, and the additional recommendations related to paid-on-call staff are fully explored, it is likely to expect moderate incremental increases of perhaps 2 additional paid-on-call/volunteer firefighters every other year through the remaining period of the implementation plan.

#### **Council Recommendation No. 11      Short-term Implementation Goal**

That LaSalle Fire Service consult with the paid-on-call volunteer firefighters in developing and implementing an on-call schedule as presented in the proposed Fire Protection Services Master Plan.

- Fire administration will investigate alternative deployment models that have been successful in other areas, and review to determine effectiveness and cost implications for application in our circumstances. Any potential effective models would be discussed in consultation with the paid-on-call volunteer firefighters and the Fire Committee.

#### **Council Recommendation No. 12      COMPLETED**

That the Town of LaSalle prioritize the development of a financial strategy to transition to a minimum staffing of four fulltime firefighters on duty at all times as soon as fiscally possible.

- A financial strategy to implement minimum staffing of four full-time firefighters on duty at all times has been developed and approved by Council as part of the approved Fire Protection Services Master Plan Implementation Strategy, subject to annual budget allocation. The financial strategy provides for an incremental build-up of full-time firefighters over time to reach the goal of four firefighters on duty at all times.



**Operational Recommendation No. 1****Short-term Implementation Goal**

That consideration be given to updating the LaSalle Fire Service mission, vision and core values as referenced within the proposed Fire Protection Services Master Plan.

- A strategic planning process to review the organizational mission statement, vision and core values will be initiated by the new leadership team following various staffing changes expected in 2021.

**Operational Recommendation No. 2****In Progress**

That subject to Council's consideration and approval of the proposed Fire Protection Services Master Plan that the Establishing and Regulating By-law No. 6073 be reviewed and updated as required.

- The Establishing and Regulating By-law has been reviewed and amendments relative to Non-Core service levels may be proposed for Council consideration
- Any amendments as recommended related to service levels for frequency schedules of fire safety inspections and delivery of public education, will require the allocation of sufficient resources to build capacity prior to recommending the appropriate amendments to the by-law.

**Operational Recommendation No. 3****Completed**

That the LaSalle Fire Service conduct a review of all services and programs that may be applicable for cost recovery within the User Fees and Charges By-law No. 7852.

- Services applicable for the recovery of costs have been reviewed and are being adequately addressed by the current fees by-law. Applicable fees are updated annually in accordance with municipal policy.

**Operational Recommendation No. 4****In Progress**

That consideration be given to initiating a review of the process for developing and communicating department policies and operating guidelines as described within the proposed Fire Protection Services Master Plan.

- The context of the recommendation has been reviewed and clarified. Distinction between instructional memos to staff, and communication of broader departmental policy direction will be implemented.

**Operational Recommendation No. 5****COMPLETED**

That the LaSalle Fire Service consider updating the depth of analysis included within the department's Annual Report to Council and the public to include an update to the Community Risk Assessment and address the requirements of 'Ontario Regulation 377/18 – Public Reports', as referenced within the proposed Fire Protection Services Master Plan.

- Available response time data for responding apparatus, as well as responding personnel, and comparisons to established standards was provided in the 2019 Annual Report. It is intended that subsequent annual reports will include similar data as well as relevant annual comparisons.

**Operational Recommendation No. 6****a) COMPLETED****b) Mid-term Implementation Goal**

That a further review of the LaSalle Fire Services records management technology and processes be conducted as a component of the implementation process of the proposed Fire Protection Services Master Plan.

- a) A comprehensive project to transition all existing departmental files to a system consistent with records management policies of the municipality has been completed
- b) A further review of available robust electronic and mobile technology will be conducted with a view to automate and streamline data collection, input processes, storage, and access, across all functional areas.

**Operational Recommendation No. 7****Mid-term Implementation Goal**

That the LaSalle Fire Service update its current Fire Prevention Policy as described within the proposed Fire Protection Services Master Plan, and that subject to approval by Council it be included as an appendix to the Establishing and Regulating By-law.

- The changes referenced in the master plan report related to enhancements to the Fire Prevention Policy are supported, however will require time to build capacity for implementation. Council will be asked to approve the appropriate by-law amendment once consistent service delivery to the enhanced level of service can be provided.

**Operational Recommendation No. 8****In Progress**

That consideration be given to developing additional fire prevention/public education Operational Guidelines as referenced within the proposed Fire Protection Services Master Plan.

- Additional Operational Guidelines will be developed as program delivery and operational activity expands with additional staffing and workload expectations. Implementation of this recommendation will be ongoing as related recommendations are implemented, such as the Fire Safety Audits as recommended in Operational Recommendation #10.

**Operational Recommendation No. 9****COMPLETED**

That consideration be given to expanding the current workload reporting of the Fire Prevention/Public Education Division as referenced within the proposed Fire Protection Services Master Plan.

- Expanded workload tracking and reporting mechanisms for the Fire Prevention/Public Education Division have been implemented



**Operational Recommendation No. 10** **In Progress**

That L.F.S. develop a comprehensive Operating Guideline to provide staff direction on conducting Fire Safety Audits and for Fire Safety Audits to be referenced within the updated Fire Prevention Policy.

- An Operating Guideline is being drafted to provide direction for Fire Safety Audits to be conducted during routine calls to single family residences, multi-residential, assembly, and commercial occupancies.

**Operational Recommendation No. 11** **COMPLETED**

That in consultation with the Office of the Fire Marshal and Emergency Management and the County of Essex Fire Chiefs Association, the LaSalle Fire Service consider options for hosting or attending an educational workshop related to Fire Safety enforcement as presented within the proposed Fire Protection Services Master Plan.

- The senior officers responsible for enforcement options have all attended the referenced educational workshop and required training on enforcement options. The LaSalle Fire Service works closely with the Office of the Fire Marshal on matters requiring advice or consideration of options to gain compliance of fire safety matters. LaSalle Fire Service hosts numerous educational courses and seminars, and typically invite area fire services to attend.

**Operational Recommendation No. 12** **Short-term Implementation Goal**

That the Town of LaSalle consider drafting a Memorandum of Understanding between the municipality's building and fire departments, which clearly defines the roles and responsibilities of personnel with respect to building and site plan review.

- Collaborative discussions are on-going with the building department on various matters of mutual concern, and a formalized memorandum or policy outlining responsibilities and workflow process will be established.

**Operational Recommendation No. 13****Mid-term Implementation Goal**

That consideration be given to developing a comprehensive strategy for reviewing and managing false alarm calls that includes enhanced and targeted public education strategies, increased fire inspections and enforcement options.

- A false alarm by-law is currently in place. Nuisance false alarms are currently monitored and enforced as required. All false alarms will continue to be monitored and a strategy can be developed to reduce residential false alarms, potentially as an initiative of a Public Education Committee which is the basis of an additional recommendation.

**Operational Recommendation No. 14****Mid-term Implementation Goal**

That consideration be given to enhancing the existing child/youth fire safety education program to target all children in the 0-14 age category as presented within the proposed Fire Protection Services Master Plan.

- With the establishment of a Public Education Committee, the range of current public education programs will be reviewed and revised as appropriate. Implementation of revised or new programs will be dependent on available resources and priorities identified by a Community Risk Assessment

**Operational Recommendation No. 15****Mid-term Implementation Goal**

That consideration be given to enhancing the existing seniors' fire safety program as presented within the proposed Fire Protection Services Master Plan.

- With the establishment of a Public Education Committee, the range of current public education programs will be reviewed and revised as appropriate. Implementation of revised or new programs will be dependent on available resources and priorities identified by a Community Risk Assessment

**Operational Recommendation No. 16****Short-term Implementation Goal**

That consideration be given to enhancing the existing marina public education program as presented within the proposed Fire Protection Services Master Plan.

- Planned development and delivery of a marina public education program in 2020 was suspended due to pandemic restrictions, however it is intended to be developed by the Public Education Committee in 2021.

#### **Operational Recommendation No. 17**

#### **Mid-term Implementation Goal**

That consideration be given to enhancing the existing smoke alarm/carbon monoxide alarm program as presented within the proposed Fire Protection Services Master Plan.

- Research and networking will be conducted to determine current best practices for an effective campaign to overcome the challenges encountered with new construction and code compliance. Target geographical areas, and an effective tracking method will be identified. A comprehensive revised program will be implemented as staff and resources are available.

#### **Operational Recommendation No. 18**

#### **Long-term Implementation Goal**

That the department consolidate the current firefighter training initiatives into one Comprehensive Training Program including performance goals and objectives to be defined within a department Operational Guideline.

- Current Operating Guidelines establish levels of required training for various positions. The recommendation is supported, however developing the comprehensive documented program referenced requires building capacity through the implementation of other shorter-term initiatives to reach a point of consistency in staffing levels. The current recruit training program is, by necessity, reactionary to meet the needs of on-going turnover of staff. This circumstance is likely to continue over the next several years as the complement of full-time staffing is increased. Once additional capacity is realized, and training needs and delivery stabilize to some degree, a proactive comprehensive program can be developed.

#### **Operational Recommendation No. 19**

#### **In Progress**

That consideration be given to enhancing the LaSalle Fire Service's current paid-on-call volunteer firefighter recruitment referencing the volunteer firefighter recruitment and retention strategies



presented within the proposed Fire Protection Services Master Plan.

- Initial relevant research on the characteristics of volunteer paid-on-call staff identifies a need for expanding efforts towards staff engagement in value-added functional responsibilities to improve job satisfaction as a means of improving retention.
- The need and feasibility for additional changes to the volunteer firefighter recruitment and retention strategies, as outlined in the Master Plan report, will be re-evaluated once effects of the anticipated short-term staffing and operational changes are implemented.

**Operational Recommendation No. 20**

**Long-term Implementation Goal**

That the LaSalle Fire Service Company Officer Training Program be included within the proposed Comprehensive Training Program.

- The current Company Officer Training Program is established in Operating Guidelines. These guidelines have been revised to more clearly identify professional qualifications and a succession-oriented career path for all officer positions. The Company Officer Training Program will be incorporated into the comprehensive training program as recommended when that program document is developed subject to comments in Operational Recommendation #18 above.

**Operational Recommendation No. 21**

**COMPLETED**

That the LaSalle Fire Service consider maintaining the current County-based operating agreement to provide Technician Level hazardous materials response support.

- An operating agreement for Technician Level hazardous materials response support is currently in place and will be maintained.

**Operational Recommendation No. 22**

**In Progress**

That consideration be given to revising the existing surface water and ice search and rescue services to reference shore-based (tethered) and vessel-based (tethered), and that surface water and ice search and rescue services levels identified in By-law No. 026- 2018 be revised to shore-based (tethered at all times).

- Additional amendments regarding Non-Core service delivery areas are being reviewed and the wording changes contained in this recommendation will be consolidated with other proposed changes being recommendation to Council as amendments to the appropriate by-laws.

#### **Operational Recommendation No. 23** **In Progress**

That the LaSalle Fire Service consider revising its current confined space/trench rescue capabilities to Awareness Level, and the consideration be given to developing an automatic aid, or service agreement with a neighbouring community, or the private sector to provide Technical Level confined space/trench rescue response support.

- The Operating Guideline governing Trench Rescue has been amended to reflect Awareness Level capabilities. Appropriate amendments to various Non-Core service areas will be recommended to Council.

#### **Operational Recommendation No. 24** **Short-term Implementation Goal**

That a clearly defined Operational Guideline be developed to define the required training and roles and responsibilities of the LaSalle Fire Services in providing marine services, and that these be included within the proposed Establishing and Regulating by-law.

- An Operating Guideline will be drafted to include and consolidate current training requirements, and roles and responsibilities of personnel involved in marine operations.

#### **Operational Recommendation No. 25** **Mid-term Implementation Goal**

That consideration be given to consolidating all department policies, procedures and routine orders referring to the respiratory protection program into one Operational Guideline.

- The current practices and documentation processes related to the respiratory protection program are serving the needs of the department and meet health & safety requirements. Consolidation of all related documentation will be reviewed and implemented when administrative capacity is available

**Operational Recommendation No. 26** **In Progress**

That consideration be given to further enhancing the utilization of the on-line training as a component of delivering the proposed Comprehensive Training Program.

- We will continue to explore and where appropriate, expand current utilization of on-line training options. With the impacts and restrictions of the current pandemic, many training programs have been suspended &/or transitioning to alternative delivery formats.

**Operational Recommendation No. 27** **In Progress**

That live fire training be completed by all firefighters on an annual basis as identified within the proposed Fire Protection Services Master Plan as a component of the proposed Comprehensive Training Program.

- Live-fire training is scheduled at least annually for all personnel. The Operational Guideline for live-fire training has been updated to reflect the policy requiring annual skill maintenance training. When a Comprehensive Training Program document is developed, the requirement for annual live-fire training will be included.

**Operational Recommendation No. 28** **Mid-term Implementation Goal**

That the LaSalle Fire Service consider the implementation of a formalized Training Committee as reference within the proposed Fire Protection Services Master Plan.

- At present the Leadership Team comprised of the senior officers and administrative staff meets regularly and functions as a Training Committee to determine training priorities and program needs. In addition, input on the training program is also sought and discussed with the Officer group which includes the Company Officers and full-time staff. This format functions well with currently available resources. Once the currently anticipated expansion of the full-time staff is implemented, a formalized Training Committee would be a more appropriate structure.

**Operational Recommendation No. 29** **Mid-term Implementation Goal**

That the LaSalle Fire Service consider the implementation of Training Instructor as referenced within



the proposed Fire Protection Services Master Plan.

- The recommendation is supported subject to available resources. Following the implementation of minimum staffing of two suppression firefighters at all times, additional staffing could be utilized in a more dedicated Training Instructor capacity.

**Operational Recommendation No. 30** **COMPLETED**

That the LaSalle Fire Service consider the implementation of a formalized Fire Prevention/Public Education Committee as referenced within the proposed Fire Protection Services Master Plan.

- A Public Education Committee has been established with initial goals of revising Fire Prevention Week programming. Through the collective efforts of this committee, LaSalle Fire Service will present a variety of high-quality virtual Fire Prevention Week programming in 2020.

**Operational Recommendation No. 31** **In Progress**

That the LaSalle Fire Service consider the purchase of additional sets of spare bunker gear in multiple sizes to accommodate the decontamination requirements following fire incidents.

- Budget allocations have been provided in the 2020 and 2021 Operating budgets to allow for an incremental build-up of spare bunker gear to accommodate decontamination requirements.

**Operational Recommendation No. 32** **Completed**

That the Town of LaSalle consider revising the current Emergency Response Plan to more accurately define the responsibilities assignment to all members of the Municipal Control Group as referenced within the proposed Fire Protection Services Master Plan.

- The recommendation has been reviewed in the context of the Emergency Response Plan. The assignment of responsibilities for the roles of the CEMC, and the Fire Chief, are appropriately established in the current version of the Emergency Response Plan.

**Operational Recommendation No. 33****COMPLETED**

It is recommended that priority be given to establishing performance benchmarks for emergency call taking and dispatch services identified within NFPA 1221 – Standard for the Installation, Maintenance, and Use of Systems which are reviewed through a regular process.

- LaSalle Police dispatch utilizes the call-taking and dispatch benchmarks contained in the NFPA 1221 Standard. Emergency Response Performance and associated compliance with the relevant standards is now reported and reviewed as part of the Annual Report cycle.

**Operational Recommendation No. 34****Short-term Implementation Goal**

That the Fire Chief discuss the approach to training all Communications Centre staff to the NFPA 1061 – Standard for Professional Qualifications for Public Safety Telecommunications Personnel – Level I qualifications and certification with the dispatch services provider.

- Investigation will be undertaken to determine available and efficient means of providing the required training and certification to the referenced standard. Recommendations and options for compliance will be made to Police Dispatch administration.



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Linda Jean, Deputy Clerk  
Dawn Hadre, Corporate Communication & Promotions Officer

**Department:** Council Services

**Date of Report:** October 1, 2020

**Report Number:** CL-17-20

**Subject:** Municipal Customer Compliments and Complaints Portal

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### **Recommendation**

That the report of the Deputy Clerk and Corporate Communication & Promotions Officer dated October 1, 2020 (CL-17-20) providing an update on the Municipal Customer Compliments and Complaints System BE RECEIVED for information.

### **Report**

#### **Administering the Customer Service Portal**

Public input is an important method of collecting feedback relating to Municipal services, operations and facilities.

Because of this, a process for receiving and responding to public input was established in 2017 and subsequently updated in January 2020 with the addition of an electronic customer service portal on the Town of LaSalle website.

The electronic customer service portal is a mechanism in which a non-emergency request, comment, compliment or complaint is submitted and directed to the appropriate department for response. Using the customer service portal ensures a consistent uniformed process to address and respond to members of the public while maintaining a historical and chronological record of the matter.

The compliments/complaints form is located on our website and is completed electronically using a drop down menu. Once a submission is processed, a tracking number is provided to the applicant, which can then be referenced in follow up correspondence.



Provided in this report are 2020 quarterly statistics breaking down submissions by department and type. The attached statistics include inquiries, service requests, compliments and complaints.

### Promotion of the Customer Service Portal

At the time that the customer service portal was introduced, it was promoted on the Town's website, in a media release and on social media. Information was also distributed on business cards to Council Members to hand out to community members as needed.

Through various platforms, we continue to encourage members of the public to use the customer service portal to ask a question or make a comment about a municipal program, service or facility:

- Insert in the water bill in January 2020 (the intention is to include this information in a tax and/or water bill annually)
- Information shared on social media, including the link to the portal
  - o Town of LaSalle Facebook – once per week
  - o Town of LaSalle Twitter – two to three times per week
  - o Town of LaSalle Instagram – once per week
- The link is also periodically shared on the culture and recreation social media pages.
- Contact us information included in the monthly email blasts
- Contact us information included in the Message from the Mayor
- On the Town's website: [www.lasalle.ca/customerservice](http://www.lasalle.ca/customerservice)

### Examples of Communication Pieces



In addition, when comments are made on social media or private messages are received, most often, we direct the user to the customer service portal.

**Consultations**

Not applicable.

**Financial Implications**

Not applicable.

**Prepared By:**

Deputy Clerk

Linda Jean



Corporate Communication and  
Promotions Officer

Dawn Hadre

## Link to Strategic Goals

Yes	Enhancing organizational excellence
	Sustain strong public services and infrastructure
Yes	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

	Not applicable
Yes	Website
Yes	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email



**Report Approval Details**

Document Title:	Municipal Compliments and Complaints Portal.docx
Attachments:	<ul style="list-style-type: none"><li>- Municipal-Complaints-Policy.pdf</li><li>- Service Request Data - Q1 2020.pdf</li><li>- Service Request Data - Q2 2020.pdf</li><li>- Service Request Data - Q3 2020.pdf</li></ul>
Final Approval Date:	Oct 19, 2020

This report and all of its attachments were approved and signed as outlined below:



Human Resources Manager

Rick Hyra



Chief Administrative Officer

Joe Milicia



## The Corporation of the Town of LaSalle Policy Manual

### Municipal Complaints

**Policy Manual Section:** Governance - General

**Policy Number:** G-GEN-006

**Authority:** 85/17

**Date Approved:** March 14, 2017

**Department Responsible:** Council Services

**Revision Dates:** March, 2019

**Review Date:** March, 2021

**Status:** Active

#### Purpose:

This policy is intended to enable the Town of LaSalle to promptly and effectively address program and service delivery concerns raised by members of the public. The policy will assist the municipality in providing excellent service to the public and contribute to continuous improvement of operations. The Town of LaSalle strives to increase customer satisfaction by:

- Providing a fair complaint procedure which is clear and easy to use for anyone wishing to make a complaint; and
- Providing a timely and accurate response to complaints; and
- Using complaints as an opportunity to improve program and service delivery issues.

#### Policy Statement:

Section 270(1)5 of the *Municipal Act, 2001, as amended*, and the *Public Sector and MPP Accountability and Transparency Act, 2014* require a municipality to be accountable to the public for its actions. The policy supports the municipality's commitment to the accountability and transparency of the operations of the municipality.

#### Scope:

This policy applies to all employees and volunteers of the Town of LaSalle

#### Policy:

Definition



A complaint is an expression of dissatisfaction related to a municipal program, service, facility, staff member or volunteer, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is expected. To file a general complaint, residents should use the Citizen Issue/Request Submission Portal found on our website. Anonymous complaints will not be addressed except in circumstances where the subject matter of the complaint creates a health and safety situation or other serious effect.

A complaint is different from:

- A request for service made on behalf of a citizen for a specific service, or to notify the municipality that a scheduled service was not provided on time. (Example of a Request for Service: reporting a burnt out street light, snow removal, trail system, reporting a by-law infraction)
- A general inquiry or specific request for information regarding a municipal service;
- An opinion or feedback, comment and expression of interest in a program or service process;
- A suggestion or idea submitted by a customer with the aim of improving services, programs or processes.

This policy does not apply to complaints regarding:

- A decision of Council or a decision of a committee of Council;
- Internal employee complaints;
- Matters addressed by legislation or an existing municipal by-law;
- Matters that are handled by tribunals, courts of law, quasi-judicial boards etc.

Informal Resolution:

The complainant is encouraged to attempt to resolve concerns by dealing with municipal employee(s) directly involved with the issue where appropriate.

All employees are responsible to resolve concerns by dealing with issues or concerns before they become complaints.

Process for Filing a Complaint

Where a mutually agreed upon resolution between the citizen and the employee cannot be achieved, complaints shall be submitted to the appropriate department through the Citizen Issue/Request Submission Portal.





All complaints received will be logged and forwarded to the appropriate department head or designate. The complainant will receive notification that the complaint has been received and is assigned a tracking number.

The employee assigned to investigate the complaint shall acknowledge receipt of the complaint within 2 business days.

#### Decision

The employee assigned to investigate the complaint shall provide a response to the complainant within 10 business days of the department receiving the complaint to advise of the outcome, or provide an estimated timeline for the resolution of the complaint.

The response shall include:

- Reasons for the decision;
- Actions the municipality has taken or will take as a result of the complaint;
- If the department is unable to provide a response within (10) business days, they shall notify the complainant of the delay and provide an estimate of when a response will be provided.

#### Record Keeping

The department shall file a copy of the complaint and resolution for record keeping purposes only, in accordance with our retention by-law.

#### Appeal Process

There is no appeal process at the municipal level once the municipality has communicated the decision to the complainant.

#### **Responsibilities:**

As outlined in the Policy.

#### **Policy Review**

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

#### **References and Related Documents:**

Section 270(1)5 of the Municipal Act, 2001, as amended  
Public Sector and MPP Accountability and Transparency Act, 2014

#### **Attachments:**

None.

### Service Request Data - 1st Quarter - 2020

Name	Service Requests Count
Email	0
In-Person	0
Website	42
Phone	0
None	1
Cumulative Total	43

Name	Service Requests Count
Finance	4
DSI	17
Culture & Recreation	4
Council Service	6
Public Works Corporate	12
Cumulative Total	43

Name	Service Requests Count
Unassigned PW Service Request	1
Complaints (Portal)	2
Licensing (Portal)	3
Culture & Recreation Rentals (Portal)	1
Culture & Recreation Patron Feedback (Portal)	3
By-law Enforcement (Portal)	17
Water Billing Issues (Portal)	2
Compliments (Portal)	1
Public Works Corporate (Portal)	11
Property Tax Billing Inquiries (Portal)	2
Cumulative Total	43

Citywide Export - 2020-09-10

## Service Request Data - 2nd Quarter - 2020

<b>Name</b>	<b>Service Requests Count</b>
Email	0
In-Person	0
Website	114
Phone	0
None	0
Cumulative Total	114

<b>Name</b>	<b>Service Requests Count</b>
Finance	20
DSI	54
Culture & Recreation	4
Council Service	16
Building	5
Public Works Corporate	15
Cumulative Total	114

<b>Name</b>	<b>Service Requests Count</b>
Complaints (Portal)	6
Licensing (Portal)	4
FOI Requests (Portal)	2
Culture & Recreation Rentals (Portal)	3
Culture & Recreation Patron Feedback (Portal)	1
Building (Portal)	5
By-law Enforcement (Portal)	50
Planning (Portal)	2
Water Billing Issues (Portal)	6
Compliments (Portal)	4
Public Works Corporate (Portal)	15
DSI (Portal)	2
Property Tax Billing Inquiries (Portal)	14
Cumulative Total	114



### Service Request Data - 3rd Quarter - 2020

Name	Service Requests Count
Email	0
In-Person	0
Website	73
Phone	0
None	0
Cumulative Total	73

Name	Service Requests Count
Finance	2
DSI	39
Culture & Recreation	12
Fire Service	2
Council Service	5
Building	2
Public Works Corporate	11
Cumulative Total	73

Name	Service Requests Count
Complaints (Portal)	4
Record Requests (Portal)	1
Culture & Recreation Rentals (Portal)	4
Culture & Recreation Patron Feedback (Portal)	8
Building (Portal)	2
By-law Enforcement (Portal)	36
Planning (Portal)	2
Public Works Corporate (Portal)	11
DSI (Portal)	1
Property Tax Billing Inquiries (Portal)	2
Fire Service (Portal)	1
Fire Service 2 (Portal)	1
Cumulative Total	73

Citywide Export - 2020-10-02



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council  
**Prepared by:** Chantelle Anson, Supervisor of Accounting  
**Department:** Finance  
**Date of Report:** October 14, 2020  
**Report Number:** FIN-23-2020  
**Subject:** 2020 3rd Quarter Report

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### **Recommendation**

That the report of the Supervisor of Accounting dated October 14, 2020 (FIN-23-2020) regarding the financial position of the Town of LaSalle as of the 3<sup>rd</sup> quarter BE RECEIVED.

### **Report**

The 3<sup>rd</sup> quarter report and financial statements as of September 30, 2020 are attached for Council's review.

### **Consultations**

Not applicable.

### **Financial Implications**

Contained within attached appendices.

### **Prepared By:**

Supervisor of Accounting

Chantelle Anson

## Link to Strategic Goals

Yes	Enhancing organizational excellence
	Sustain strong public services and infrastructure
Yes	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email



### Report Approval Details

Document Title:	2020 3rd Quarter Report.docx
Attachments:	- FIN-23-2020 Appendix A-Q3 Analysis-Comments.pdf - FIN-23-2020 Appendix B-20200930-FinancialStatement.pdf
Final Approval Date:	Oct 14, 2020

This report and all of its attachments were approved and signed as outlined below:



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia

**TOWN OF LASALLE**  
**FINANCIAL STATEMENT**  
**September 30, 2020**

Page 1

**Corporate Results:**

Revenue	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Operating Fund	41,431,500	40,890,641	98.7%	38,434,900	39,636,776	103.1%	41,374,580
Water Fund	5,862,000	3,208,036	54.7%	5,557,000	2,783,964	50.1%	5,695,646
Wastewater Fund	4,375,500	2,433,217	55.6%	4,144,500	2,171,847	52.4%	4,210,943
<b>Corporate Total</b>	<b>51,669,000</b>	<b>46,531,894</b>	<b>90.1%</b>	<b>48,136,400</b>	<b>44,592,587</b>	<b>92.6%</b>	<b>51,281,168</b>

Expenditures	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Operating Fund	41,431,500	28,608,394	69.0%	38,434,900	27,886,102	72.6%	41,282,131
Water Fund	5,862,000	2,793,783	47.7%	5,557,000	2,378,264	42.8%	5,695,191
Wastewater Fund	4,375,500	1,953,850	44.7%	4,144,500	1,823,854	44.0%	4,207,581
<b>Corporate Total</b>	<b>51,669,000</b>	<b>33,356,027</b>	<b>64.6%</b>	<b>48,136,400</b>	<b>32,088,221</b>	<b>66.7%</b>	<b>51,184,903</b>

**Overall Summary:**

The COVID-19 pandemic has put stress on the 2020 operating budget in the form of both revenue losses and unanticipated emergency response expenditures. Funding under the Federal-Provincial safe restart agreement phase 1 will be reflected in the 4th quarter. These and other budgetary variances are outlined departmentally in the sections below.

**Departmental Results:**

Revenue	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Departmental Total	41,431,500	40,890,641	98.7%	38,434,900	39,636,776	103.1%	41,374,580
General Levy	36,705,800	36,854,338	100.4%	34,404,200	34,550,670	100.4%	34,550,670
Supplementary Levy	455,000	681,457	149.8%	195,000	503,686	258.3%	605,712

**Comments:**

Supplementary levy billings have exceeded the annual budget as at September 30th. Any supplementary billings in the final quarter of the year will further increase this budgetary surplus.

Interest/Penalties-Taxes	305,000	74,309	24.4%	275,000	240,826	87.6%	322,083
Interest Income	700,000	535,769	76.5%	500,000	683,944	136.8%	959,412
EPC Income	580,000	578,556	99.8%	560,000	578,556	103.3%	578,556

**Comments:**

In March, Council passed a bylaw to waive penalty and interest charges on property tax due to the economic impacts of COVID-19 on taxpayers. This waiver expired September 30th and penalties and interest will accrue on taxpayer accounts during the final quarter.

Mayor & Council	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	0	1,310	100.0%	0	546	100.0%	111
Labour Costs	340,200	252,843	74.3%	299,200	250,588	83.8%	311,349
Operating Costs	105,200	14,180	13.5%	105,200	42,667	40.6%	73,323
<b>Departmental Total</b>	<b>445,400</b>	<b>265,712</b>	<b>59.7%</b>	<b>404,400</b>	<b>292,710</b>	<b>72.4%</b>	<b>384,561</b>

**Comments:**

Operating costs are trending lower than prior year due to a reduction in travel and meeting expenses due to COVID-19 social distancing guidelines. The cancellation of the annual Volunteer Recognition event also contributes to the current operating surplus.

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Finance & Administration	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	942,100	712,913	75.7%	897,500	684,553	76.3%	973,370
Labour Costs	2,112,700	1,678,394	79.4%	1,961,700	1,514,262	77.2%	2,074,644
Operating Costs	550,400	535,362	97.3%	527,800	396,822	75.2%	440,034
Departmental Total	1,721,000	1,500,844	87.2%	1,592,000	1,226,531	77.0%	1,541,308

**Comments:**

Operating costs are trending higher than prior year due a multi-year property tax write-off in the third quarter. This write-off will be brought to Council under separate cover.

Council Services	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	20,500	15,953	77.8%	23,500	20,919	89.0%	24,332
Labour Costs	1,014,100	732,711	72.3%	983,400	692,586	70.4%	962,878
Operating Costs	134,100	84,270	62.8%	148,500	91,083	61.3%	119,702
Departmental Total	1,127,700	801,028	71.0%	1,108,400	762,751	68.8%	1,058,248

**Comments:**

The Council Services department is tracking consistent with expectations as at September 30th.

Financial Services	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	75,000	0	0.0%	147,600	0	0.0%	0
Operating Costs	13,406,500	8,521,344	63.6%	11,977,400	8,964,853	74.8%	15,534,084
Departmental Total	13,481,500	8,521,344	63.2%	12,125,000	8,964,853	73.9%	15,534,084

**Comments:**

The Financial Services department is tracking consistent with expectations.

Alley Closing Program	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	0	4,400	100.0%	0	0	100.0%	400
Operating Costs	60,000	38,899	64.8%	0	6,321	100.0%	50,903
Departmental Total	60,000	34,499	57.5%	0	6,321	100.0%	50,503

**Comments:**

The Alley Closing Program is tracking consistent with budget as at September 30th.



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Division of IT	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	492,700	367,389	74.6%	484,400	348,980	72.0%	476,189
Operating Costs	511,200	379,429	74.2%	468,600	390,023	83.2%	444,954
Departmental Total	1,003,900	746,818	74.4%	953,000	739,004	77.5%	921,143

**Comments:**

The IT division is tracking consistent with budget as at September 30th.

Fire	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	10,000	3,265	32.7%	10,000	5,729	57.3%	9,207
Labour Costs	2,515,900	1,671,368	66.4%	2,145,500	1,452,361	67.7%	2,107,666
Operating Costs	967,100	783,774	81.0%	946,900	828,923	87.5%	948,389
Departmental Total	3,473,000	2,451,876	70.6%	3,082,400	2,275,555	73.8%	3,046,848

**Comments:**

The Fire department is tracking consistent with budget as at September 30th.

Police / Dispatch	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	7,142,300	5,115,639	71.6%	6,837,200	5,090,042	74.5%	6,982,392
Departmental Total	7,737,900	5,484,056	70.9%	7,296,900	5,441,365	74.6%	7,497,261

**Comments:**

Referred to the Police Services Board.

Police Services Board	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	26,400	20,816	78.9%	26,000	19,295	74.2%	25,358
Departmental Total	54,300	27,839	51.3%	54,300	26,749	49.3%	40,843

**Comments:**

Referred to the Police Services Board.

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Development & Strategic Initiatives	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	52,500	38,400	73.1%	50,500	72,200	143.0%	93,200
Labour Costs	573,200	441,535	77.0%	564,600	417,936	74.0%	560,689
Operating Costs	92,900	53,799	57.9%	90,900	60,886	67.0%	83,761
Departmental Total	613,600	456,934	74.5%	605,000	406,621	67.2%	551,251

**Comments:**

The Development & Strategic Initiatives department is tracking consistent with budget as at September 30th.

Building Division	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Construction Revenue	610,500	725,770	118.9%	560,500	736,030	131.3%	887,291
Other Revenue	6,500	11,814	181.8%	6,500	7,864	121.0%	9,303
Shortfall Covered by Revenue Fund	49,900	0	0.0%	80,600	0	0.0%	0
Transfer to Reserve Fund	0	261,713	100.0%	0	306,220	100.0%	283,238
Labour Costs	464,700	233,759	50.3%	452,300	167,251	37.0%	245,741
Operating Costs	202,200	242,113	119.7%	195,300	270,423	138.5%	367,614
Departmental Total	0	(0)	100.0%	0	0	100.0%	(0)

**Comments:**

Construction revenue is trending consistent with prior year and has exceeded budget as at September 30th.

Monthly variances in the division are transferred to/from the Building reserve fund. As of September 30th, \$261,713 has been transferred to the reserve, representing the net operating surplus over the period.

Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Conservation Authority	289,000	220,554	76.3%	275,000	205,600	74.8%	274,133

**Comments:**

The Town's share of the approved ERCA general levy for 2020 is \$294,074, or 1.76% higher than 2019. As such, a deficit of \$5,074 will be reflected in this account at year end.

Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Protective Inspection & Control							
Larvicide Program	5,000	0	0.0%	5,000	1,479	29.6%	6,410
Dog Pound Facilities	15,000	0	0.0%	15,000	23,699	158.0%	23,699
Animal Control Expenses	19,400	14,604	75.3%	19,400	14,139	72.9%	18,693
Spay/Neuter Vouchers	3,000	1,990	66.3%	2,000	1,675	83.8%	2,075
Dog Licences Revenue	20,000	17,204	86.0%	20,000	21,341	106.7%	21,377

**Comments:**

The Protective Inspection & Control budgets are tracking consistent with expectations as at September 30th.

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Emergency Measures	51,000	287,580	563.9%	31,000	65,302	210.7%	137,986
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**Comments:**

The deficit in this account is due to both increased flooding mitigation costs as well as hard costs associated with COVID-19 response efforts.

Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Winter Control	200,000	264,764	132.4%	200,000	316,207	158.1%	212,262

**Comments:**

This budget is used to track salt costs only. The current deficit relates to the carryforward of costs for unused salt inventory in 2019. A similar adjustment will be made at the end of 2020, and the ultimate variance in this account will be dependent on weather conditions/ salt usage in the final quarter of the year.

Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Traffic Control	67,000	40,190	60.0%	72,000	55,115	76.6%	69,524

**Comments:**

The Traffic Control budget is tracking consistent with expectations as at September 30th.

Handi Transit	45,000	15,783	35.1%	55,000	28,031	51.0%	42,823
LaSalle Transit	180,700	205,815	113.9%	164,700	245,232	148.9%	166,553

**Comments:**

Lasalle Transit revenues have fallen considerably compared to prior year due to COVID-19 related suspension of service in late March through early May, followed by a waiver of transit fees through September. This deficit will be offset by decreased fees payable to the City of Windsor for the service, which are based on distance travelled and hours of service.

There will also be savings in the ridership-based expenses for Handi Transit, which have dramatically decreased since March.

Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Street Lighting	260,000	190,698	73.4%	260,000	144,039	55.4%	241,999

**Comments:**

The Street Lighting budget is tracking consistent with budget as at September 30th.



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Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Crossing Guards	98,600	29,737	30.2%	89,500	51,991	58.1%	91,967

**Comments:**

There will be a surplus in the Crossing Guards budget due to the suspension of in-school classes beginning in March.

Non Departmental	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Garbage Collection	663,000	551,691	83.2%	646,000	426,764	66.1%	646,115
Garbage Disposal	1,012,000	692,719	68.5%	970,000	645,305	66.5%	984,973

**Comments:**

The Garbage Collection & Disposal budgets are tracking to budget as at September 30th.

Public Works Summary	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	11,357,700	6,462,980	56.9%	10,802,700	5,794,552	53.6%	11,037,120
Labour Costs	6,431,000	4,165,056	64.8%	6,207,500	4,295,791	69.2%	5,965,982
Operating Costs	13,460,400	6,606,224	49.1%	12,772,800	6,111,604	47.8%	12,723,179
Total Expenditures	19,891,400	10,771,280	54.2%	18,980,300	10,407,396	54.8%	18,689,160
Net Department Activity	8,533,700	4,308,300	50.5%	8,177,600	4,612,843	56.4%	7,652,041

**Comments:**

Division specifics are noted below.

Public Works Corporate	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	1,032,200	767,015	74.3%	1,013,200	754,732	74.5%	1,005,838
Labour Costs	1,210,600	871,300	72.0%	1,149,100	810,849	70.6%	1,100,319
Operating Costs	522,100	367,629	70.4%	494,800	431,101	87.1%	495,530
Departmental Total	700,500	471,914	67.4%	630,700	487,218	77.3%	590,012

**Comments:**

The Public Works Corporate budget is tracking consistent with budget as at September 30th.

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Roads / Drainage	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	0	0	100.0%	0	5,979	0.0%	16,071
Labour Costs	673,600	606,713	90.1%	644,600	568,053	88.1%	809,197
Operating Costs	670,800	431,001	64.3%	645,800	276,080	42.8%	447,669
Departmental Total	1,344,400	1,037,714	77.2%	1,290,400	838,154	65.0%	1,240,795

**Comments:**

The Roads/Drainage budget is tracking consistent with budget as at September 30th.

Drainage	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	441,600	220,314	49.9%	434,100	289,676	66.7%	381,568
Departmental Total	441,600	220,314	49.9%	434,100	289,676	66.7%	381,568

**Comments:**

Laobur costs are tracking lower than budget and prior year due to salary gapping.

Storm Sewers	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	120,000	76,954	64.1%	118,000	76,904	65.9%	121,054
Operating Costs	20,000	13,046	65.2%	20,000	14,027	70.1%	14,482
Departmental Total	140,000	90,001	64.3%	138,000	90,932	65.9%	121,054

**Comments:**

The Storm Sewers budget is tracking consistent with budget as at September 30th.

Facilities & Fleet	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	50,000	19,875	39.8%	50,000	33,544	67.1%	(58,540)
Labour Costs	1,691,200	1,040,942	61.6%	1,647,900	1,123,517	68.2%	1,603,542
Operating Costs	2,841,100	1,717,307	60.4%	2,735,000	1,818,312	66.5%	2,668,465
Departmental Total	4,482,300	2,738,374	61.1%	4,332,900	2,908,284	67.1%	4,213,467

**Comments:**

Labour costs in the Facilities and Fleet division are trending lower than in prior year due to vacancies in the staff complement.

Parks	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	38,000	34,838	91.7%	38,000	44,485	117.1%	50,082
Labour Costs	946,200	497,792	52.6%	914,300	576,586	63.1%	775,210
Operating Costs	516,700	180,648	35.0%	475,200	220,171	46.3%	383,834
Departmental Total	1,424,900	643,602	45.2%	1,351,500	752,271	55.7%	1,108,961

**Comments:**

Labour costs in the Parks division are trending lower than in prior year due to a reduction in part-time labour during the period of public facility closures/reduction of services. Revenues are down due to the delay in opening of the boat ramp and the subsequent waiver of fees til June this year.

Water	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	5,862,000	3,208,036	54.7%	5,557,000	2,783,964	50.1%	5,695,646
Labour Costs	1,043,100	637,587	61.1%	1,009,300	633,530	62.8%	890,115
Operating Costs	4,818,900	2,156,196	44.7%	4,547,700	1,744,735	38.4%	4,805,077
Departmental Total	0	(414,253)	100.0%	0	(405,699)	100.0%	(454)

**Comments:**

Revenue, labour and operating costs are tracking consistent with prior year period. Any surpluses at the end of the year are transferred to the water reserve fund for future water related capital projects.

Wastewater	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	4,375,500	2,433,217	55.6%	4,144,500	2,171,847	52.4%	4,210,943
Labour Costs	304,700	213,453	70.1%	290,200	216,677	74.7%	299,458
Operating Costs	4,070,800	1,740,398	42.8%	3,854,300	1,607,178	41.7%	3,908,123
Departmental Total	0	(479,367)	100.0%	0	(347,993)	100.0%	(3,362)

**Comments:**

Revenue, labour and operating costs are tracking consistent with prior year period. Any surpluses at the end of the year are transferred to the wastewater reserve fund for future wastewater related capital projects.

Culture & Recreation Summary	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	2,543,200	648,460	25.5%	2,545,800	1,912,644	75.1%	2,765,120
Labour Costs	2,222,600	951,238	42.8%	2,190,700	1,493,453	68.2%	2,032,669
Operating Costs	611,400	313,826	51.3%	606,400	593,063	97.8%	834,839
Total Expenditures	2,834,000	1,265,064	44.6%	2,797,100	2,086,516	74.6%	2,867,509
Net Department Activity	290,800	616,603	212.0%	251,300	173,872	69.2%	102,389

**Comments:**

Recreational facility closures and event cancellations necessitated by the COVID-19 pandemic have impacted revenue streams of the department. These deficits have been mitigated in part by reductions in the part-time labour force and in underlying operating expenditures. Division specifics are noted in the sections below.



<b>C &amp; R Corporate</b>	<b>2020 Budget</b>	<b>Actual to Sep30,2020</b>	<b>Percentage of Budget</b>	<b>2019 Budget</b>	<b>Actual to Sep30,2019</b>	<b>Percentage of Budget</b>	<b>Actual to Dec31,2019</b>
Revenue	84,900	19,000	22.4%	84,900	62,226	73.3%	84,698
Labour Costs	1,072,100	626,104	58.4%	1,082,200	649,261	60.0%	929,731
Operating Costs	342,000	203,178	59.4%	334,500	280,050	83.7%	339,829
Departmental Total	1,329,200	810,282	61.0%	1,331,800	867,084	65.1%	1,184,862

**Comments:**

Revenues in this division are primarily in the form of capital reinvestment fees in the first half of the year, an internal allocation based on the number of arena hours booked. With the closure of the arenas in mid-March, no allocations were made for the second quarter. This revenue deficit is offset by a reduction in merchant account fees (due to lower transactional volumes) and lower marketing costs due to the cancellation of programming. Labour costs are in line with prior year.

<b>C&amp; R Community Programs</b>	<b>2020 Budget</b>	<b>Actual to Sep30,2020</b>	<b>Percentage of Budget</b>	<b>2019 Budget</b>	<b>Actual to Sep30,2019</b>	<b>Percentage of Budget</b>	<b>Actual to Dec31,2019</b>
Revenue	422,500	46,461	11.0%	422,500	384,927	91.1%	396,885
Labour Costs	312,000	64,003	20.5%	308,100	263,977	85.7%	288,542
Operating Costs	40,900	2,923	7.1%	33,400	41,531	124.3%	50,786
Departmental Total	(69,600)	20,465	-29.4%	(81,000)	(79,419)	98.1%	(57,557)

**Comments:**

Community programs were cancelled in mid-March due to COVID-19 concerns and monies were refunded to customers. These revenue losses are partially offset by the reduction of part-time labour and operating costs related to the running of these programs.

<b>C &amp; R Culture &amp; Events</b>	<b>2020 Budget</b>	<b>Actual to Sep30,2020</b>	<b>Percentage of Budget</b>	<b>2019 Budget</b>	<b>Actual to Sep30,2019</b>	<b>Percentage of Budget</b>	<b>Actual to Dec31,2019</b>
Revenue	15,000	3,677	24.5%	15,000	75,972	506.5%	220,979
Operating Costs	50,000	34,720	69.4%	50,000	157,398	314.8%	266,157
Departmental Total	35,000	31,043	88.7%	35,000	81,426	232.7%	45,178

**Comments:**

Culture & Events revenues are down compared to prior year due to a one-time cash receipt in 2019. Operating costs are in line with budget.

<b>C &amp; R Hospitality</b>	<b>2020 Budget</b>	<b>Actual to Sep30,2020</b>	<b>Percentage of Budget</b>	<b>2019 Budget</b>	<b>Actual to Sep30,2019</b>	<b>Percentage of Budget</b>	<b>Actual to Dec31,2019</b>
Revenue	226,000	66,306	29.3%	244,000	148,797	61.0%	217,140
Labour Costs	93,700	17,212	18.4%	101,700	54,861	53.9%	77,633
Operating Costs	83,500	21,240	25.4%	93,500	49,384	52.8%	85,660
Departmental Total	(48,800)	(27,854)	57.1%	(48,800)	(44,551)	91.3%	(53,847)

**Comments:**

Concession sales and facility rentals ceased in mid-March due to COVID-19 concerns and remain closed at the time of writing. These revenue losses are partially offset by the elimination of part-time concession labour over the same period.

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Vollmer Centre Arenas	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	833,300	280,045	33.6%	810,800	565,414	69.7%	872,152
Departmental Total	(833,300)	(280,045)	33.6%	(810,800)	(565,414)	69.7%	(872,152)

**Comments:**

Arena revenues ceased with the facility closure from mid-March through early August. Rentals resumed under a staggered approach in August and are anticipated to approach normal levels beginning in October.

Vollmer Centre Aquatic Centre	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	578,000	145,809	25.2%	585,000	388,058	66.3%	589,154
Labour Costs	512,300	150,828	29.4%	471,600	339,621	72.0%	490,450
Operating Costs	50,000	11,269	22.5%	50,000	19,028	38.1%	46,737
Departmental Total	(15,700)	16,289	-103.8%	(63,400)	(29,409)	46.4%	(51,967)

**Comments:**

The aquatic centre was closed in mid-March due to COVID-19 concerns and is scheduled to re-open for adult programming only in mid-October. Revenue losses are partially offset by a reduction in part-time labour and operating costs.

Vollmer Centre Fitness Centre	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	343,300	87,162	25.4%	343,400	260,195	75.8%	356,790
Labour Costs	192,300	93,091	48.4%	189,700	143,137	75.5%	201,957
Operating Costs	45,000	40,496	90.0%	45,000	45,673	101.5%	45,671
Departmental Total	(106,000)	46,425	-43.8%	(108,700)	(71,385)	65.7%	(109,162)

**Comments:**

The fitness centre was closed in mid-March due to COVID-19 concerns and is scheduled to re-open in mid-October. Revenue losses are partially offset by a reduction in part-time labour costs.

LaSalle Outdoor Pool	2020 Budget	Actual to Sep30,2020	Percentage of Budget	2019 Budget	Actual to Sep30,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	40,200	0	0.0%	40,200	27,056	67.3%	27,323
Labour Costs	40,200	0	0.0%	37,400	42,597	113.9%	44,356
Departmental Total	0	0	100.0%	(2,800)	15,541	-555.1%	17,032

**Comments:**

The decision was made to keep the outdoor pool closed for the 2020 season. The net budget impact of the closure is zero.

**TOWN OF LASALLE**  
**FINANCIAL STATEMENT**  
**September 30, 2020**

	<b>2020 Budget</b>	<b>2020 YTD Actual 30-Sep</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 30-Sep</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b><u>Revenues</u></b>								
General Levy	(36,705,800)	(36,854,338)	(148,538)	100.4%	(34,404,200)	(34,550,670)	100.4%	(34,550,670)
Supplementary Levy	(455,000)	(681,457)	(226,457)	149.8%	(195,000)	(503,686)	258.3%	(605,712)
Payments in Lieu of Taxes-General	(40,200)	(47,737)	(7,537)	118.8%	(40,200)	(40,256)	100.1%	(40,256)
Payments in Lieu of Taxes-Supplementary	0	5,206	5,206	100.0%	0	1,720	100.0%	1,720
Local Improvements	(13,600)	(13,587)	13	99.9%	(16,100)	(16,046)	99.7%	(16,046)
Other Revenues	(4,216,900)	(3,298,729)	918,171	78.2%	(3,779,400)	(4,527,838)	119.8%	(6,163,615)
<b>Revenues</b>	<b>(41,431,500)</b>	<b>(40,890,641)</b>	<b>540,859</b>	<b>98.7%</b>	<b>(38,434,900)</b>	<b>(39,636,776)</b>	<b>103.1%</b>	<b>(41,374,580)</b>
<b><u>Expenditures</u></b>								
<b><u>Mayor &amp; Council</u></b>								
Wages/Benefits	340,200	252,843	(87,357)	74.3%	299,200	250,588	83.8%	311,349
Administrative Expenses	38,500	5,965	(32,535)	15.5%	38,500	17,249	44.8%	36,657
Personnel Expenses	40,200	6,739	(33,461)	16.8%	40,200	13,526	33.7%	14,827
Program Services	26,500	1,476	(25,024)	5.6%	26,500	11,892	44.9%	21,840
Expenditures	445,400	267,023	(178,377)	60.0%	404,400	293,255	72.5%	384,672
Other Revenues	0	(1,310)	(1,310)	100.0%	0	(546)	100.0%	(111)
<b>Mayor &amp; Council</b>	<b>445,400</b>	<b>265,712</b>	<b>(179,688)</b>	<b>59.7%</b>	<b>404,400</b>	<b>292,710</b>	<b>72.4%</b>	<b>384,561</b>
<b><u>Finance &amp; Administration</u></b>								
Wages/Benefits	2,112,700	1,678,394	(434,306)	79.4%	1,961,700	1,514,262	77.2%	2,074,644
Administrative Expenses	205,700	166,786	(38,914)	81.1%	198,100	172,230	86.9%	195,813
Personnel Expenses	57,500	24,736	(32,764)	43.0%	57,500	41,219	71.7%	51,598
Program Services	287,200	343,840	56,640	119.7%	272,200	183,373	67.4%	192,623
Expenditures	2,663,100	2,213,756	(449,344)	83.1%	2,489,500	1,911,084	76.8%	2,514,678
Contributions from Own Funds	(40,000)	(40,000)	0	100.0%	(40,000)	(40,000)	100.0%	(40,000)
Other Revenues	(902,100)	(672,913)	229,187	74.6%	(857,500)	(644,553)	75.2%	(933,370)
<b>Finance &amp; Administration</b>	<b>1,721,000</b>	<b>1,500,844</b>	<b>(220,156)</b>	<b>87.2%</b>	<b>1,592,000</b>	<b>1,226,531</b>	<b>77.0%</b>	<b>1,541,308</b>
<b><u>Council Services</u></b>								
Wages/Benefits	1,014,100	732,711	(281,389)	72.3%	983,400	692,586	70.4%	962,878
Administrative Expenses	22,700	4,275	(18,425)	18.8%	22,100	16,766	75.9%	12,554
Personnel Expenses	49,100	20,487	(28,613)	41.7%	49,100	26,201	53.4%	31,031
Program Services	62,300	59,507	(2,793)	95.5%	77,300	48,116	62.3%	73,451
Transfers to Own Funds	0	0	0	100.0%	0	0	100.0%	2,666
Expenditures	1,148,200	816,981	(331,219)	71.2%	1,131,900	783,669	69.2%	1,082,580
Other Revenues	(20,500)	(15,953)	4,547	77.8%	(23,500)	(20,919)	89.0%	(24,332)
<b>Council Services</b>	<b>1,127,700</b>	<b>801,028</b>	<b>(326,672)</b>	<b>71.0%</b>	<b>1,108,400</b>	<b>762,751</b>	<b>68.8%</b>	<b>1,058,248</b>
<b><u>Financial Services</u></b>								
Wages/Benefits	75,000	0	(75,000)	0.0%	147,600	0	0.0%	0
Long Term Debt Capital Financing	2,519,400	1,822,292	(697,108)	72.3%	1,964,200	1,544,717	78.6%	1,964,174
Long Term Debt Charges	13,600	13,587	(13)	99.9%	16,100	16,046	99.7%	16,046
Program Services	305,000	20,442	(284,558)	0.0%	255,000	25,074	0.0%	36,585
Transfers to Own Funds	10,568,500	6,665,024	(3,903,476)	63.1%	9,742,100	7,379,017	75.7%	13,517,280
<b>Financial Services</b>	<b>13,481,500</b>	<b>8,521,344</b>	<b>(4,960,156)</b>	<b>63.2%</b>	<b>12,125,000</b>	<b>8,964,853</b>	<b>73.9%</b>	<b>15,534,084</b>
<b><u>Alley Closing Program</u></b>								
Program Services	60,000	38,899	(21,101)	64.8%	0	6,321	100.0%	50,903
Other Revenue	0	(4,400)	(4,400)	100.0%	0	0	100.0%	(400)
<b>Alley Closing Program</b>	<b>60,000</b>	<b>34,499</b>	<b>(25,501)</b>	<b>57.5%</b>	<b>0</b>	<b>6,321</b>	<b>100.0%</b>	<b>50,503</b>
<b><u>Division of IT (DoIT)</u></b>								
Wages/Benefits	492,700	367,389	(125,311)	74.6%	484,400	348,980	72.0%	476,189
Administrative Expenses	343,100	218,101	(124,999)	63.6%	303,600	223,727	73.7%	278,179
Personnel Expenses	9,000	2,228	(6,772)	24.8%	9,000	10,297	114.4%	10,775
Transfers to Own Funds	159,100	159,100	0	100.0%	156,000	156,000	100.0%	156,000
<b>Financial Services</b>	<b>1,003,900</b>	<b>746,818</b>	<b>(257,082)</b>	<b>74.4%</b>	<b>953,000</b>	<b>739,004</b>	<b>77.5%</b>	<b>921,143</b>



**TOWN OF LASALLE  
FINANCIAL STATEMENT  
September 30, 2020**

	<b>2020 Budget</b>	<b>2020 YTD Actual 30-Sep</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 30-Sep</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b><u>Fire</u></b>								
Wages/Benefits	2,515,900	1,671,368	(844,532)	66.4%	2,145,500	1,452,361	67.7%	2,107,666
Administrative Expenses	64,700	48,784	(15,916)	75.4%	61,100	53,195	87.1%	65,645
Personnel Expenses	141,200	48,336	(92,864)	34.2%	122,600	58,668	47.9%	111,561
Vehicle/Equipment Expenses	130,800	63,466	(67,334)	48.5%	130,200	95,821	73.6%	142,221
Program Services	28,000	20,787	(7,213)	74.2%	25,000	13,240	53.0%	20,962
Transfers to Own Funds	602,400	602,400	0	100.0%	608,000	608,000	100.0%	608,000
Expenditures	3,483,000	2,455,141	(1,027,859)	70.5%	3,092,400	2,281,284	73.8%	3,056,055
Other Revenues	(10,000)	(3,265)	6,735	32.7%	(10,000)	(5,729)	57.3%	(9,207)
<b>Fire</b>	<b>3,473,000</b>	<b>2,451,876</b>	<b>(1,021,124)</b>	<b>70.6%</b>	<b>3,082,400</b>	<b>2,275,555</b>	<b>73.8%</b>	<b>3,046,848</b>
<b><u>Police / Dispatch</u></b>								
Wages/Benefits	7,142,300	5,115,639	(2,026,661)	71.6%	6,837,200	5,090,042	74.5%	6,982,392
Administrative Expenses	194,300	135,150	(59,150)	69.6%	171,200	148,478	86.7%	184,656
Personnel Expenses	134,400	93,144	(41,256)	69.3%	114,500	165,973	145.0%	188,674
Facility Expenses	153,000	109,680	(43,320)	71.7%	155,000	115,643	74.6%	174,297
Vehicle/Equipment Expenses	134,100	106,172	(27,928)	79.2%	136,100	97,853	71.9%	136,091
Program Services	135,800	70,896	(64,904)	52.2%	137,000	123,127	89.9%	184,721
Transfers to Own Funds	45,000	0	(45,000)	0.0%	80,000	70,454	88.1%	96,901
Expenditures	7,938,900	5,630,681	(2,308,219)	70.9%	7,631,000	5,811,571	76.2%	7,947,732
Contributions from Own Funds	(61,000)	(62,583)	(1,583)	102.6%	(73,600)	(94,888)	128.9%	(107,909)
Other Revenues	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(140,000)	(84,043)	55,957	60.0%	(260,500)	(275,318)	105.7%	(342,561)
<b>Police / Dispatch</b>	<b>7,737,900</b>	<b>5,484,056</b>	<b>(2,253,844)</b>	<b>70.9%</b>	<b>7,296,900</b>	<b>5,441,365</b>	<b>74.6%</b>	<b>7,497,261</b>
<b><u>Police Services Board</u></b>								
Wages/Benefits	26,400	20,816	(5,584)	78.9%	26,000	19,295	74.2%	25,358
Administrative Expenses	19,000	3,924	(15,076)	20.7%	19,100	4,390	23.0%	12,421
Personnel Expenses	7,900	3,099	(4,801)	39.2%	8,200	2,984	36.4%	2,984
Program Services	1,000	0	(1,000)	0.0%	1,000	80	8.0%	80
Expenditures	54,300	27,839	(26,461)	51.3%	54,300	26,749	49.3%	40,843
Other Revenues	0	0	0	100.0%	0	0	100.0%	0
<b>Police Services Board</b>	<b>54,300</b>	<b>27,839</b>	<b>(26,461)</b>	<b>51.3%</b>	<b>54,300</b>	<b>26,749</b>	<b>49.3%</b>	<b>40,843</b>
<b><u>Conservation Authority</u></b>								
Program Services	289,000	220,554	(68,446)	76.3%	275,000	205,600	74.8%	274,133
<b><u>Protective Inspection &amp; Control</u></b>								
Program Services	42,400	16,594	(25,806)	39.1%	41,400	40,992	99.0%	50,877
Other Revenues	(20,000)	(17,204)	2,796	86.0%	(20,000)	(21,341)	106.7%	(21,377)
<b>Protective Inspection &amp; Control</b>	<b>22,400</b>	<b>(610)</b>	<b>(23,010)</b>	<b>-2.7%</b>	<b>21,400</b>	<b>19,651</b>	<b>91.8%</b>	<b>29,500</b>
<b><u>Emergency Measures</u></b>								
Program Services	<b>51,000</b>	<b>287,580</b>	<b>236,580</b>	<b>563.9%</b>	<b>31,000</b>	<b>65,302</b>	<b>210.7%</b>	<b>137,986</b>
<b><u>Public Works Summary</u></b>								
Wages/Benefits	6,431,000	4,165,056	(2,265,944)	64.8%	6,207,500	4,295,791	69.2%	5,965,982
Long Term Debt	412,000	205,977	(206,023)	50.0%	412,000	205,977	50.0%	411,953
Administrative Expenses	387,100	327,355	(59,745)	84.6%	366,800	336,140	91.6%	361,609
Personnel Expenses	135,000	40,273	(94,727)	29.8%	128,000	94,962	74.2%	133,921
Facility Expenses	1,986,900	1,025,771	(961,129)	51.6%	1,935,900	1,097,053	56.7%	1,733,156
Vehicle/Equipment Expenses	708,000	464,625	(243,375)	65.6%	652,900	511,877	78.4%	742,081
Program Services	6,453,100	4,301,342	(2,151,758)	66.7%	6,160,300	3,625,140	58.9%	5,984,851
Transfers to Own Funds	3,378,300	240,881	(3,137,419)	7.1%	3,116,900	240,456	7.7%	3,355,607
Expenditures	19,891,400	10,771,280	(9,120,120)	54.2%	18,980,300	10,407,396	54.8%	18,689,160
Contributions from Own Funds	(412,000)	(205,977)	206,023	50.0%	(412,000)	(205,977)	50.0%	(411,953)
Other Revenues	(10,945,700)	(6,257,003)	4,688,697	57.2%	(10,390,700)	(5,588,576)	53.8%	(10,625,166)
<b>Public Works Summary</b>	<b>8,533,700</b>	<b>4,308,300</b>	<b>(4,225,400)</b>	<b>50.5%</b>	<b>8,177,600</b>	<b>4,612,843</b>	<b>56.4%</b>	<b>7,652,041</b>

**TOWN OF LASALLE  
FINANCIAL STATEMENT  
September 30, 2020**

	<b>2020 Budget</b>	<b>2020 YTD Actual 30-Sep</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 30-Sep</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b><u>Public Works Corporate</u></b>								
Wages/Benefits	1,210,600	871,300	(339,300)	72.0%	1,149,100	810,849	70.6%	1,100,319
Administrative Expenses	387,100	327,355	(59,745)	84.6%	366,800	336,140	91.6%	361,609
Personnel Expenses	135,000	40,273	(94,727)	29.8%	128,000	94,962	74.2%	133,921
Expenditures	1,732,700	1,238,929	(493,771)	0.0%	1,643,900	1,241,951	45.1%	1,595,849
Other Revenues	(1,032,200)	(767,015)	265,185	74.3%	(1,013,200)	(754,732)	74.5%	(1,005,838)
<b>Public Works Corporate</b>	<b>700,500</b>	<b>471,914</b>	<b>(228,586)</b>	<b>67.4%</b>	<b>630,700</b>	<b>487,218</b>	<b>77.3%</b>	<b>590,012</b>
<b><u>Roads/Drainage</u></b>								
Wages/Benefits	673,600	606,713	(66,887)	90.1%	644,600	568,053	88.1%	809,197
Vehicle/Equipment Expenses	34,000	4,398	(29,602)	12.9%	34,000	12,908	38.0%	20,598
Program Services	636,800	426,602	(210,198)	67.0%	611,800	263,173	43.0%	427,072
Expenditures	1,344,400	1,037,714	(306,686)	77.2%	1,290,400	844,134	65.4%	1,256,866
Other Revenues	0	0	0	100.0%	0	(5,979)	0.0%	(16,071)
<b>Roads/Drainage</b>	<b>1,344,400</b>	<b>1,037,714</b>	<b>(306,686)</b>	<b>77.2%</b>	<b>1,290,400</b>	<b>838,154</b>	<b>65.0%</b>	<b>1,240,795</b>
<b><u>Drainage</u></b>								
Wages/Benefits	441,600	220,314	(221,286)	49.9%	434,100	289,676	66.7%	381,568
Expenditures	441,600	220,314	(221,286)	49.9%	434,100	289,676	66.7%	381,568
<b>Drainage</b>	<b>441,600</b>	<b>220,314</b>	<b>(221,286)</b>	<b>49.9%</b>	<b>434,100</b>	<b>289,676</b>	<b>66.7%</b>	<b>381,568</b>
<b><u>Storm Sewers</u></b>								
Wages/Benefits	120,000	76,954	(43,046)	64.1%	118,000	76,904	65.2%	106,572
Program Services	20,000	13,046	(6,954)	65.2%	20,000	14,027	70.1%	14,482
Expenditures	140,000	90,001	(49,999)	64.3%	138,000	90,932	65.9%	121,054
<b>Storm Sewers</b>	<b>140,000</b>	<b>90,001</b>	<b>(49,999)</b>	<b>64.3%</b>	<b>138,000</b>	<b>90,932</b>	<b>65.9%</b>	<b>121,054</b>
<b><u>Facilities &amp; Fleet</u></b>								
Wages/Benefits	1,691,200	1,040,942	(650,258)	61.6%	1,647,900	1,123,517	68.2%	1,603,542
Facility Expenses	1,986,900	1,025,771	(961,129)	51.6%	1,935,900	1,097,053	56.7%	1,733,156
Vehicle/Equipment Expenses	630,500	450,655	(179,845)	71.5%	575,400	480,802	83.6%	689,701
Transfer to Own Funds	223,700	240,881	17,181	107.7%	223,700	240,456	107.5%	245,607
Expenditures	4,532,300	2,758,249	(1,774,051)	60.9%	4,382,900	2,941,829	67.1%	4,272,007
Other Revenues	(50,000)	(19,875)	30,125	39.8%	(50,000)	(33,544)	67.1%	(58,540)
<b>Facilities &amp; Fleet</b>	<b>4,482,300</b>	<b>2,738,374</b>	<b>(1,743,926)</b>	<b>61.1%</b>	<b>4,332,900</b>	<b>2,908,284</b>	<b>67.1%</b>	<b>4,213,467</b>
<b><u>Parks</u></b>								
Wages/Benefits	946,200	497,792	(448,408)	52.6%	914,300	576,586	63.1%	775,210
Vehicle/Equipment Expenses	15,500	1,907	(13,593)	12.3%	15,500	4,581	29.6%	11,927
Program Services	501,200	178,741	(322,459)	35.7%	459,700	215,590	46.9%	371,907
Expenditures	1,462,900	678,440	(784,461)	46.4%	1,389,500	796,757	57.3%	1,159,044
Other Revenues	(38,000)	(34,838)	3,162	91.7%	(38,000)	(44,485)	117.1%	(50,082)
<b>Parks</b>	<b>1,424,900</b>	<b>643,602</b>	<b>(781,298)</b>	<b>45.2%</b>	<b>1,351,500</b>	<b>752,271</b>	<b>55.7%</b>	<b>1,108,961</b>
<b><u>Water</u></b>								
Wages/Benefits	1,043,100	637,587	(405,513)	61.1%	1,009,300	633,530	62.8%	890,115
Vehicle/Equipment Expenses	20,000	5,069	(14,931)	25.3%	20,000	7,739	38.7%	12,651
Program Services	3,117,000	2,151,127	(965,873)	69.0%	2,952,900	1,736,996	58.8%	3,062,426
Transfers to Own Funds	1,681,900	0	(1,681,900)	0.0%	1,574,800	0	0.0%	1,730,000
Expenditures	5,862,000	2,793,783	(3,068,217)	47.7%	5,557,000	2,378,264	42.8%	5,695,191
Consumption/Base Rate Revenues	(5,746,000)	(3,122,976)	2,623,024	54.4%	(5,441,000)	(2,673,896)	49.1%	(5,537,239)
Other Revenues	(116,000)	(85,060)	30,940	73.3%	(116,000)	(110,067)	94.9%	(158,407)
<b>Water</b>	<b>0</b>	<b>(414,253)</b>	<b>(414,253)</b>	<b>100.0%</b>	<b>0</b>	<b>(405,699)</b>	<b>100.0%</b>	<b>(454)</b>
<b><u>Wastewater</u></b>								
Wages/Benefits	304,700	213,453	(91,247)	70.1%	290,200	216,677	74.7%	299,458
Long Term Debt Charges	412,000	205,977	(206,023)	50.0%	412,000	205,977	50.0%	411,953
Vehicle/Equipment Expenses	8,000	2,596	(5,404)	32.5%	8,000	5,848	73.1%	7,204
Program Services	2,178,100	1,531,825	(646,275)	70.3%	2,115,900	1,395,353	66.0%	2,108,965
Transfers to Own Funds	1,472,700	0	(1,472,700)	0.0%	1,318,400	0	0.0%	1,380,000
Expenditures	4,375,500	1,953,850	(2,421,650)	44.7%	4,144,500	1,823,854	44.0%	4,207,581
Contributions from Own Funds	(412,000)	(205,977)	206,023	50.0%	(412,000)	(205,977)	50.0%	(411,953)
Consumption/Base Rate Revenues	(3,944,000)	(2,206,925)	1,737,075	56.0%	(3,713,000)	(1,944,122)	52.4%	(3,767,591)
Other Revenues	(19,500)	(20,315)	(815)	104.2%	(19,500)	(21,749)	111.5%	(31,398)
<b>Wastewater</b>	<b>0</b>	<b>(479,367)</b>	<b>(479,367)</b>	<b>100.0%</b>	<b>0</b>	<b>(347,993)</b>	<b>100.0%</b>	<b>(3,362)</b>
<b><u>Winter Control</u></b>								
<b>Program Services</b>	<b>200,000</b>	<b>264,764</b>	<b>64,764</b>	<b>132.4%</b>	<b>200,000</b>	<b>316,207</b>	<b>158.1%</b>	<b>212,262</b>

**TOWN OF LASALLE  
FINANCIAL STATEMENT  
September 30, 2020**

	<b>2020 Budget</b>	<b>2020 YTD Actual 30-Sep</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 30-Sep</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b><u>Traffic Control</u></b>								
<b>Program Services</b>	<b>67,000</b>	<b>40,190</b>	<b>(26,810)</b>	<b>60.0%</b>	<b>72,000</b>	<b>55,115</b>	<b>76.6%</b>	<b>69,524</b>
<b><u>Handi-Transit</u></b>								
<b>Program Services</b>	<b>45,000</b>	<b>15,783</b>	<b>(29,217)</b>	<b>35.1%</b>	<b>55,000</b>	<b>28,031</b>	<b>51.0%</b>	<b>42,823</b>
<b><u>LaSalle Transit</u></b>								
Program Services	496,200	219,814	(276,386)	44.3%	480,200	279,541	58.2%	471,347
Transfers to Own Funds	0	0	0	100.0%	0	0	100.0%	0
Expenditures	496,200	219,814	(276,386)	44.3%	480,200	279,541	58.2%	471,347
Grants	0	0	0	100.0%	0	0	100.0%	0
Contributions from Own Funds	(251,000)	0	251,000	0.0%	(251,000)	0	0.0%	(251,000)
Other Revenues	(64,500)	(13,999)	50,501	21.7%	(64,500)	(34,309)	53.2%	(53,794)
<b>LaSalle Transit</b>	<b>180,700</b>	<b>205,815</b>	<b>25,115</b>	<b>113.9%</b>	<b>164,700</b>	<b>245,232</b>	<b>148.9%</b>	<b>166,553</b>
<b><u>Street Lighting</u></b>								
<b>Program Services</b>	<b>260,000</b>	<b>190,698</b>	<b>(69,302)</b>	<b>73.4%</b>	<b>260,000</b>	<b>144,039</b>	<b>55.4%</b>	<b>241,999</b>
<b><u>Crossing Guards</u></b>								
Wages/Benefits	96,800	28,853	(67,947)	29.8%	87,800	49,969	56.9%	87,575
Administrative Expenses	800	710	(90)	88.8%	700	751	107.2%	751
Program Services	1,000	173	(827)	17.3%	1,000	1,271	127.1%	3,641
<b>Crossing Guards</b>	<b>98,600</b>	<b>29,737</b>	<b>(68,864)</b>	<b>30.2%</b>	<b>89,500</b>	<b>51,991</b>	<b>58.1%</b>	<b>91,967</b>
<b><u>Garbage Collection</u></b>								
<b>Program Services</b>	<b>663,000</b>	<b>551,691</b>	<b>(111,309)</b>	<b>83.2%</b>	<b>646,000</b>	<b>426,764</b>	<b>66.1%</b>	<b>646,115</b>
<b><u>Garbage Disposal</u></b>								
<b>Program Services</b>	<b>1,012,000</b>	<b>692,719</b>	<b>(319,281)</b>	<b>68.5%</b>	<b>970,000</b>	<b>645,305</b>	<b>66.5%</b>	<b>984,973</b>
<b><u>Culture &amp; Recreation Summary</u></b>								
Wages/Benefits	2,222,600	951,238	(1,271,362)	42.8%	2,190,700	1,493,453	68.2%	2,032,669
Administrative Expenses	54,200	40,069	(14,131)	73.9%	51,700	50,398	97.5%	56,022
Personnel Expenses	36,100	9,390	(26,710)	26.0%	36,100	24,007	66.5%	39,158
Vehicle/Equipment Expenses	7,500	5,303	(2,197)	70.7%	7,500	3,068	40.9%	11,430
Program Services	298,600	82,263	(216,337)	27.6%	296,100	323,498	109.3%	519,848
Transfers to Own Funds	215,000	176,801	(38,199)	82.2%	215,000	192,091	89.3%	208,381
Expenditures	2,834,000	1,265,064	(1,568,936)	44.6%	2,797,100	2,086,516	74.6%	2,867,509
Contributions from Own Funds	0	0	0	100.0%	0	0	100.0%	(60,000)
Grants	0	0	0	100.0%	0	0	100.0%	(70,000)
Other Revenues	(2,543,200)	(648,460)	1,894,740	25.5%	(2,545,800)	(1,912,644)	75.1%	(2,635,120)
<b>Culture &amp; Recreation Summary</b>	<b>290,800</b>	<b>616,603</b>	<b>325,803</b>	<b>212.0%</b>	<b>251,300</b>	<b>173,872</b>	<b>69.2%</b>	<b>102,389</b>
<b><u>Culture &amp; Recreation Corporate</u></b>								
Wages/Benefits	1,072,100	626,104	(445,996)	58.4%	1,082,200	649,261	60.0%	929,731
Administrative Expenses	54,200	40,069	(14,131)	73.9%	51,700	50,398	97.5%	56,022
Personnel Expenses	36,100	9,390	(26,710)	26.0%	36,100	24,007	66.5%	39,158
Vehicle/Program Expenses	7,500	5,303	(2,197)	70.7%	7,500	1,725	23.0%	10,087
Program Services	69,200	11,615	(57,585)	16.8%	64,200	51,827	80.7%	66,180
Transfers to Own Funds	175,000	136,801	(38,199)	78.2%	175,000	152,091	86.9%	168,381
Expenditures	1,414,100	829,282	(584,818)	58.6%	1,416,700	929,310	65.6%	1,269,560
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(84,900)	(19,000)	65,900	22.4%	(84,900)	(62,226)	73.3%	(84,698)
<b>Culture &amp; Recreation Corporate</b>	<b>1,329,200</b>	<b>810,282</b>	<b>(518,918)</b>	<b>61.0%</b>	<b>1,331,800</b>	<b>867,084</b>	<b>65.1%</b>	<b>1,184,862</b>



**TOWN OF LASALLE  
FINANCIAL STATEMENT  
September 30, 2020**

	<b>2020 Budget</b>	<b>2020 YTD Actual 30-Sep</b>	<b>\$ Variance Budget to Actual</b>	<b>2020 % Budget to Actual</b>	<b>2019 Budget</b>	<b>2019 YTD Actual 30-Sep</b>	<b>2019 % Budget to Actual</b>	<b>2019 YTD Actual 31-Dec</b>
<b><u>Culture &amp; Recreation Community Programs</u></b>								
Wages/Benefits	312,000	64,003	(247,997)	20.5%	308,100	263,977	85.7%	288,542
Program Services	40,900	2,923	(37,977)	7.2%	33,400	41,531	124.3%	50,786
Expenditures	352,900	66,926	(285,974)	19.0%	341,500	305,507	89.5%	339,328
Other Revenues	(422,500)	(46,461)	376,039	11.0%	(422,500)	(384,927)	91.1%	(396,885)
<b>Culture &amp; Recreation Community Programs</b>	<b>(69,600)</b>	<b>20,465</b>	<b>90,065</b>	<b>-29.4%</b>	<b>(81,000)</b>	<b>(79,419)</b>	<b>98.1%</b>	<b>(57,557)</b>
<b><u>Culture &amp; Recreation Culture &amp; Events</u></b>								
Program Services	50,000	34,720	(15,280)	69.4%	50,000	157,398	314.8%	266,157
Grants	0	0	0	100.0%	0	0	100.0%	(70,000)
Contribution from Own Funds	0	0	0	100.0%	0	0	100.0%	(60,000)
Other Revenues	(15,000)	(3,677)	11,323	24.5%	(15,000)	(75,972)	506.5%	(90,979)
<b>Culture &amp; Recreation Culture &amp; Events</b>	<b>35,000</b>	<b>31,043</b>	<b>(3,957)</b>	<b>88.7%</b>	<b>35,000</b>	<b>81,426</b>	<b>232.7%</b>	<b>45,178</b>
<b><u>Culture &amp; Recreation Hospitality</u></b>								
Wages/Benefits	93,700	17,212	(76,488)	18.4%	101,700	54,861	53.9%	77,633
Program Services	83,500	21,240	(62,260)	25.4%	93,500	49,384	52.8%	85,660
Expenditures	177,200	38,452	(138,748)	21.7%	195,200	104,246	53.4%	163,293
Other Revenues	(226,000)	(66,306)	159,694	29.3%	(244,000)	(148,797)	61.0%	(217,140)
<b>Culture &amp; Recreation Hospitality</b>	<b>(48,800)</b>	<b>(27,854)</b>	<b>20,946</b>	<b>57.1%</b>	<b>(48,800)</b>	<b>(44,551)</b>	<b>91.3%</b>	<b>(53,847)</b>
<b><u>VRC Arenas</u></b>								
Other Revenues	(833,300)	(280,045)	553,255	33.6%	(810,800)	(565,414)	69.7%	(872,152)
<b>VRC Arenas</b>	<b>(833,300)</b>	<b>(280,045)</b>	<b>553,255</b>	<b>33.6%</b>	<b>(810,800)</b>	<b>(565,414)</b>	<b>69.7%</b>	<b>(872,152)</b>
<b><u>VRC Aquatic Centre</u></b>								
Wages/Benefits	512,300	150,828	(361,472)	29.4%	471,600	339,621	72.0%	490,450
Vehicle/Equipment Expenses	0	0	0	100.0%	0	1,342	100.0%	1,342
Program Services	50,000	11,269	(38,731)	22.5%	50,000	17,685	35.4%	45,395
Expenditures	562,300	162,098	(400,202)	28.8%	521,600	358,648	68.8%	537,187
Other Revenues	(578,000)	(145,809)	432,191	25.2%	(585,000)	(388,058)	66.3%	(589,154)
<b>VRC Aquatic Centre</b>	<b>(15,700)</b>	<b>16,289</b>	<b>31,989</b>	<b>-103.8%</b>	<b>(63,400)</b>	<b>(29,409)</b>	<b>46.4%</b>	<b>(51,967)</b>
<b><u>VRC Fitness Centre</u></b>								
Wages/Benefits	192,300	93,091	(99,209)	48.4%	189,700	143,137	75.5%	201,957
Program Services	5,000	496	(4,504)	9.9%	5,000	5,673	113.5%	5,671
Transfers to Own Funds	40,000	40,000	0	100.0%	40,000	40,000	100.0%	40,000
Expenditures	237,300	133,587	(103,713)	56.3%	234,700	188,810	80.5%	247,628
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(343,300)	(87,162)	256,138	25.4%	(343,400)	(260,195)	75.8%	(356,790)
Revenues	(343,300)	(87,162)	256,138	25.4%	(343,400)	(260,195)	75.8%	(356,790)
<b>VRC Fitness Centre</b>	<b>(106,000)</b>	<b>46,425</b>	<b>152,425</b>	<b>-43.8%</b>	<b>(108,700)</b>	<b>(71,385)</b>	<b>65.7%</b>	<b>(109,162)</b>
<b><u>LaSalle Outdoor Pool</u></b>								
Wages/Benefits	40,200	0	(40,200)	0.0%	37,400	42,597	113.9%	44,356
Program Services	0	0	0	100.0%	0	0	100.0%	0
Expenditures	40,200	0	(40,200)	0.0%	37,400	42,597	113.9%	44,356
Other Revenues	(40,200)	0	40,200	0.0%	(40,200)	(27,056)	67.3%	(27,323)
<b>LaSalle Outdoor Pool</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>(2,800)</b>	<b>15,541</b>	<b>-555.1%</b>	<b>17,032</b>
<b><u>Development &amp; Strategic Initiatives</u></b>								
Wages/Benefits	573,200	441,535	(131,665)	77.0%	564,600	417,936	74.0%	560,689
Administrative Expenses	20,300	11,855	(8,445)	58.4%	20,300	11,242	55.4%	21,182
Personnel Expenses	11,200	3,280	(7,920)	29.3%	9,200	8,970	97.5%	10,076
Program Services	23,400	664	(22,736)	2.8%	23,400	2,674	11.4%	14,504
Transfers to Own Funds	38,000	38,000	0	100.0%	38,000	38,000	100.0%	38,000
Expenditures	666,100	495,334	(170,766)	74.4%	655,500	478,821	73.1%	644,451
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(52,500)	(38,400)	14,100	73.1%	(50,500)	(72,200)	143.0%	(93,200)
<b>Development &amp; Strategic Initiatives</b>	<b>613,600</b>	<b>456,934</b>	<b>(156,666)</b>	<b>74.5%</b>	<b>605,000</b>	<b>406,621</b>	<b>67.2%</b>	<b>551,251</b>

TOWN OF LASALLE  
FINANCIAL STATEMENT  
September 30, 2020

	2020 Budget	2020 YTD Actual 30-Sep	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 30-Sep	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<b><u>Building Division</u></b>								
Wages/Benefits	464,700	233,759	(230,941)	50.3%	452,300	167,251	37.0%	245,741
Administrative Expenses	4,600	1,882	(2,718)	40.9%	4,600	2,393	52.0%	3,260
Personnel Expenses	14,300	4,333	(9,967)	30.3%	10,700	6,618	61.9%	9,038
Program Services	183,300	235,898	52,598	128.7%	180,000	261,412	145.2%	355,317
Transfers to Own Funds	0	261,713	261,713	100.0%	0	306,220	100.0%	283,238
Expenditures	666,900	737,584	70,684	110.6%	647,600	743,893	114.9%	896,594
Contributions from Own Funds	(49,900)	0	49,900	0.0%	(80,600)	0	0.0%	0
Other Revenues	(617,000)	(737,584)	(120,584)	119.5%	(567,000)	(743,893)	131.2%	(896,594)
<b>Building Division</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
 <b>Expenditures</b>	 <b>41,431,500</b>	 <b>27,714,775</b>	 <b>(13,716,725)</b>	 <b>66.9%</b>	 <b>38,434,900</b>	 <b>27,132,410</b>	 <b>70.6%</b>	 <b>41,278,315</b>
 <b>T o t a l</b>	 <b>\$ -</b>	 <b>\$ (13,175,867)</b>	 <b>\$ (13,175,867)</b>	 <b>100.0%</b>	 <b>\$ -</b>	 <b>\$ (12,504,366)</b>	 <b>100.0%</b>	 <b>\$ (96,265)</b>
 <b>General Fund</b>	 <b>\$ -</b>	 <b>\$ (12,282,247)</b>	 <b>\$ (12,282,247)</b>	 <b>100.0%</b>	 <b>\$ -</b>	 <b>\$ (11,750,673)</b>	 <b>100.0%</b>	 <b>\$ (92,449)</b>
<b>Water Fund</b>	<b>\$ -</b>	<b>\$ (414,253)</b>	<b>\$ (414,253)</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ (405,699)</b>	<b>100.0%</b>	<b>\$ (454)</b>
<b>Wastewater Fund</b>	<b>\$ -</b>	<b>\$ (479,367)</b>	<b>\$ (479,367)</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ (347,993)</b>	<b>100.0%</b>	<b>\$ (3,362)</b>

**TOWN OF LASALLE**  
**CAPITAL FUND ANALYSIS**  
**SEPTEMBER 30, 2020**

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, September 30, 2020
<b>700000 Finance &amp; Admin, Other</b>		<b>\$ (48,783)</b>	<b>\$ 4,547,174</b>	<b>\$ 270,957</b>	<b>\$ (170,866)</b>	<b>\$ -</b>	<b>\$ (75,000)</b>	<b>\$ (4,661,037)</b>	<b>\$ (137,554)</b>
20001	Front Road Master Plan	-	-	-	-	-	-	-	-
20002	Annual IT Capital Allocation	-	72,803	17,323	(90,126)	-	-	-	-
20003	Vollmer Speaker System - Phase B	-	18,023	-	(18,023)	-	-	-	-
20004	Drone	-	43,077	-	-	-	-	-	43,077
20005	Small Coast Riverfront Experience	-	4,406,745	152,119	-	-	-	(4,558,864)	-
20006	Cyber Security Assessment	-	-	26,994	-	-	(75,000)	-	(48,006)
20007	Regional Relief and Recovery Fund Grant	-	-	11,804	-	-	-	(102,173)	(90,368)
99000	Town Hall Office Improvements	264	6,526	-	-	-	-	-	6,789
99001	Town Hall Parking Lot Expansion	(49,047)	-	-	-	-	-	-	(49,047)
99002	Strategic Plan	-	-	18,847	(18,847)	-	-	-	-
99003	Highway 401 Gateway Signs	-	-	1,041	(1,041)	-	-	-	-
99004	Comprehensive Zoning Bylaw	-	-	15,836	(15,836)	-	-	-	-
99005	Development Charge Study	-	-	26,993	(26,993)	-	-	-	-
<b>710000 Fire</b>		<b>\$ -</b>	<b>\$ 724,351</b>	<b>\$ 13,114</b>	<b>\$ (732,945)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,520)</b>	<b>\$ -</b>
20100	Command Vehicle	-	53,280	-	(48,760)	-	-	(4,520)	-
20101	SCBA	-	275,811	-	(275,811)	-	-	-	-
20102	Mobile Fire Unit Payment	-	-	-	-	-	-	-	-
20103	Fire Minor Capital	-	-	-	-	-	-	-	-
99101	Pumper Truck Replacement	-	367,795	-	(367,795)	-	-	-	-
99102	Heavy Rescue Tools	-	27,465	-	(27,465)	-	-	-	-
99103	Interior Painting	-	-	-	-	-	-	-	-
99104	Fire Dept Storage	-	-	-	-	-	-	-	-
99105	Radio Communications Study	-	-	5,292	(5,292)	-	-	-	-
99106	Fire Floor Repairs	-	-	7,823	(7,823)	-	-	-	-
<b>720000 Police</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
20200	Patrol Vehicle Replacement	-	-	-	-	-	-	-	-
<b>730000 Parks</b>		<b>\$ (44,133)</b>	<b>\$ 174,951</b>	<b>\$ 29,821</b>	<b>\$ (204,772)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (44,133)</b>
20300	Playground Accessibility Modifications	-	-	-	-	-	-	-	-
20301	Boat Ramp Annual Maintenance	-	-	-	-	-	-	-	-
20302	St. Clair Park Improvements	-	-	-	-	-	-	-	-
20303	Picnic Tables	-	-	-	-	-	-	-	-
20304	Christmas Lights Expansion Phase 3 of 10	-	-	10,053	(10,053)	-	-	-	-
20305	Front Road Flower Baskets (phase 3 of 3)	-	-	4,787	(4,787)	-	-	-	-
20306	Skate Board Park Repairs	-	-	14,981	(14,981)	-	-	-	-
20307	Vince Jenner Park-Tennis Court Repairs	-	-	-	-	-	-	-	-
20308	Vollmer Power and Water Upgrades (Outdoor)	-	174,951	-	(174,951)	-	-	-	-
20309	Environmental Initiatives-Parks	-	-	-	-	-	-	-	-
99300	Accessible Community Programs	(44,133)	-	-	-	-	-	-	(44,133)
99301	Vollmer Storm Water Mgt Pond Dock	-	-	-	-	-	-	-	-
<b>740000 Fleet &amp; Facilities</b>		<b>\$ (40,870)</b>	<b>\$ 1,244,570</b>	<b>\$ 86,404</b>	<b>\$ (996,417)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,615</b>
20400	Vollmer Interior Improvements	-	40,567	48,947	-	-	-	-	89,515
20401	Vehicle Charging Station - VRC	-	-	-	-	-	-	-	-
20402	Outdoor Pool Maintenance	-	-	972	-	-	-	-	972
20403	Town Hall Sidewalk Connections	-	-	-	-	-	-	-	-



TOWN OF LASALLE  
CAPITAL FUND ANALYSIS  
SEPTEMBER 30, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, September 30, 2020
20404	Water Bottle Fill Stations	-	-	7,626	(7,627)	-	-	-	(1)
20405	Washroom Modifications	-	-	-	-	-	-	-	-
20406	Accessible Washroom Conversions	-	-	-	-	-	-	-	-
20407	Riverdance Facility Acoustic Dampening	-	-	7,266	(7,266)	-	-	-	-
20408	Sharps Collector/Container Program	-	-	-	-	-	-	-	-
20409	Environmental Initiatives-Indoor Facilities	-	-	-	-	-	-	-	-
20410	Town Hall Painting	-	-	-	-	-	-	-	-
20411	Brillion Seeder-Parks	-	-	-	-	-	-	-	-
20412	Golf Cart-Parks	-	-	-	-	-	-	-	-
20413	Wood Chipper-Roads	-	-	-	-	-	-	-	-
20414	2020 Fleet Vehicle Replacements	-	111,316	-	(111,316)	-	-	-	-
20415	Zamboni	-	-	-	-	-	-	-	-
20416	Light Tower & Generator	-	34,947	-	(34,947)	-	-	-	-
20417	Automatic Sandbag Filling Machine	-	39,185	-	(39,185)	-	-	-	-
20418	A-Frame Hoist	-	-	-	-	-	-	-	-
99400	Pool Liner Repairs	-	-	21,593	(21,593)	-	-	-	-
99401	Vollmer Rear Gate	-	40,009	-	(40,009)	-	-	-	-
99402	Vollmer Access Control Upgrade	-	5,785	-	(5,785)	-	-	-	-
99403	Natatorium HVAC Upgrade	-	728,688	-	(728,688)	-	-	-	-
99405	Riverdance Property	(40,870)	-	-	-	-	-	-	(40,870)
99406	Roads Snow Plow Replacement 2007 International	-	244,071	-	(244,071)	-	-	-	-
<b>750000 Roads</b>		<b>\$ 658,335</b>	<b>\$ 1,454,193</b>	<b>\$ 101,178</b>	<b>\$ (69,187)</b>	<b>\$ (206,808)</b>	<b>\$ -</b>	<b>\$ (161,613)</b>	<b>\$ 1,776,099</b>
20500	Malden Road Detail Design	-	-	-	-	-	-	-	-
20501	Turkey Creek Bridge-Matchette Rd Detail Design	-	3,738	-	-	-	-	-	3,738
20502	Traffic Calming	-	-	-	-	-	-	-	-
20503	2020 Mill and Pave Annual Allocation	-	892,337	2,413	-	-	-	-	894,751
20504	Morton/Front Rd Traffic Signal Rehabilitation	-	-	-	-	-	-	-	-
20505	Traffic Signal Repair/Maintenance	-	-	-	-	-	-	-	-
99500	Turkey Creek and Front Rd Bridge (Town Portion)	448,247	282,918	2,412	-	-	-	(118,750)	614,827
99501	Malden Road EA (Town Portion)	47,985	-	82,349	-	-	-	(42,863)	87,470
99502	Transportation Master Plan	145,923	-	2,423	-	-	-	-	148,347
99503	Ellis Street Development	16,180	-	10,787	-	-	-	-	26,966
99504	Judy Recker Road Improvements	-	69,187	-	(69,187)	-	-	-	-
99505	2019 Mill & Pave Annual Allocation	-	206,014	794	-	(206,808)	-	-	-
<b>760000 Water/Wastewater</b>		<b>\$ 7,499,236</b>	<b>\$ 3,962,339</b>	<b>\$ 297,242</b>	<b>\$ (3,940,379)</b>	<b>\$ (3,345,659)</b>	<b>\$ (528,155)</b>	<b>\$ (73,466)</b>	<b>\$ 3,871,158</b>
20600	Heritage Est Stormwater Improvements	3,808,368	810,412	-	(3,940,379)	(86,000)	-	-	592,401
20602	Watermain Replacement	-	27,427	-	-	-	-	-	27,427
20604	Wastewater Annual Allocation	-	-	-	-	-	-	-	-
20605	High Volume 100mm Electric Pump	-	17,090	-	-	(17,090)	-	-	-
20606	Dilapidated Culverts	-	-	-	-	-	-	(4,471)	(4,471)
99600	Howard/Bouffard Drainage	778,647	102,393	54,429	-	-	-	-	935,468
99601	Bouffard/Disputed EA/Transportation Study	-	-	-	-	-	-	-	-
99602	Lou Romano Sewage Treatment Capacity	1,807,418	-	-	-	-	-	-	1,807,418
99603	Canard Watermain	-	-	-	-	-	-	-	-
99604	Herb Gray Parkway Drainage Reports	-	-	59,997	-	-	-	(59,223)	773

TOWN OF LASALLE  
CAPITAL FUND ANALYSIS  
SEPTEMBER 30, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, September 30, 2020
99605	Front Road Watermain	-	2,692,812	2,549	-	(2,685,589)	-	(9,772)	-
99606	Drinking Water System Initiative	-	-	8,647	-	-	-	-	8,647
99607	Water Model Update/Master Plan	-	-	35,959	-	-	-	-	35,959
99608	Pumping Station 1 Structure Repairs (CWWF)	778,676	50,358	-	-	(300,879)	(528,155)	-	-
99609	Pumping Stations-Other Maintenance	-	191,469	-	-	(191,469)	-	-	-
99610	Sewage Capacity Review	-	6,106	58,526	-	(64,632)	-	-	-
99611	Manhole Rain Catchers	-	-	-	-	-	-	-	-
99612	Chappus Drain	28,660	-	-	-	-	-	-	28,660
99613	Besette Drain	33,485	-	26,533	-	-	-	-	60,018
99614	Lepain Drain	67,556	-	-	-	-	-	-	67,556
99615	West Branch Cahill Drain	18,531	-	-	-	-	-	-	18,531
99616	St. Michael's Drain	35,350	-	-	-	-	-	-	35,350
99617	Fourth Concession Drain	79,080	-	31,415	-	-	-	-	110,494
99618	Burke Drain	22,413	-	225	-	-	-	-	22,638
99619	Howard Avenue Drain	2,113	-	-	-	-	-	-	2,113
99620	Fourth Concession Branch Drain (Garlatti)	3,967	-	18,963	-	-	-	-	22,930
99621	Third Concession Drain	1,877	-	-	-	-	-	-	1,877
99623	Howard Industrial Park (Internal Servicing)	33,096	-	-	-	-	-	-	33,096
99624	Oliver Farms Stormwater Improvements	-	64,272	-	-	-	-	-	64,272
<b>770000 PW Other</b>		<b>\$ (32,832)</b>	<b>\$ 104,436</b>	<b>\$ 125,918</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (39,132)</b>	<b>\$ (86,786)</b>	<b>\$ 71,604</b>
20700	Pedestrian Safety Annual Allocation	-	104,436	-	-	-	-	-	104,436
20701	Shelving Units	-	-	-	-	-	-	-	-
99700	Lasalle Transit Bus Payments	-	-	125,918	-	-	(39,132)	(86,786)	-
99701	Bus Shelters	(32,832)	-	-	-	-	-	-	(32,832)
<b>Grand total</b>		<b>\$ 7,990,953</b>	<b>\$ 12,212,015</b>	<b>\$ 924,634</b>	<b>\$ (6,358,638)</b>	<b>\$ (3,552,466)</b>	<b>\$ (642,287)</b>	<b>\$ (4,987,422)</b>	<b>\$ 5,586,789</b>

**TOWN OF LASALLE**  
**RESERVES & RESERVE FUNDS SCHEDULE**  
**SEPTEMBER 30, 2020**

	Balance December 31, 2019	Contr- General Fund	Contr- Reserves/ Res Fund	Contr- Deferred Revenue	Contr- Other/ Developers	Interest	Transfer- General Fund	Transfer- Capital Fund	Transfer- Reserves/ Res Fund	Transfer- Other	Balance September 30, 2020
<b><u>Reserves</u></b>											
Green Space/Woodlot	421,678		-		11,658				-	(1,107)	432,229
Vehicle & Equipment	5,618,707	1,757,981			5,219			(1,297,305)		(1,364)	6,083,238
Infrastructure	17,730,690	3,246,000			1,000			(4,009,565)			16,968,125
Special Projects	1,867,218	155,000						(62,717)		(70,920)	1,888,580
Tax Stabilization	4,220,659	212,000									4,432,659
Working Capital	469,165				54,750				(6,027)	(11,250)	506,639
Recreation Complex	1,187,714	13,201						(989,050)			211,865
<b>Reserves</b>	<b>\$ 31,515,831</b>	<b>\$ 5,384,182</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,626</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,358,638)</b>	<b>\$ (6,027)</b>	<b>\$ (84,641)</b>	<b>\$ 30,523,334</b>
<b><u>Reserve Funds</u></b>											
Building Activity	107,919	261,713	6,027								375,658
Essex Power Equity	12,331,410										12,331,410
<b>Reserve Funds</b>	<b>\$ 12,439,329</b>	<b>\$ 261,713</b>	<b>\$ 6,027</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,707,068</b>
<b>Reserves/Reserve Funds</b>	<b>\$ 43,955,160</b>	<b>\$ 5,645,895</b>	<b>\$ 6,027</b>	<b>\$ -</b>	<b>\$ 72,626</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,358,638)</b>	<b>\$ (6,027)</b>	<b>\$ (84,641)</b>	<b>\$ 43,230,403</b>

**TOWN OF LASALLE**  
**DEFERRED REVENUE FUND SCHEDULE**  
**SEPTEMBER 30, 2020**

	Balance December 31, 2019	Contr- General Fund	Contr- Reserves/ Res Fund	Contr- Deferred Revenue	Contr- Other/ Developers	Interest	Transfer- General Fund	Transfer- Capital Fund	Transfer- Reserves/ Res Fund	Transfer- Other	Balance September 30, 2020
<b><u>Deferred Revenue</u></b>											
Sewer Projects	2,912,916					33,978		(574,070)			2,372,824
Water Projects	6,407,809					106,704		(86,000)			6,428,513
Water Emergency	1,500,000										1,500,000
Land Development Charges	13,489,720				1,810,907	220,331	(205,977)				15,314,982
DC Projects (Non-Growth Related)	15,572,953	549,000				244,448					16,366,402
Federal Gas Tax	5,078,388	1,464,877				89,259		(2,685,589)			3,946,934
Provincial Gas Tax/Transit	255,398					922		(86,786)			169,534
OCIF-Formula Based	1,200,672	484,147				21,298	(40,000)	(206,808)			1,459,309
Deposits From Developers	2,662,350				322,669	42,555				(188,009)	2,839,565
Contributions From Developers	943,630				5,962	12,773				(700)	961,665
Parkland Dedication	439,855				11,250	6,995					458,100
<b>Deferred Revenue</b>	<b>\$ 50,463,690</b>	<b>\$ 2,498,024</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,150,788</b>	<b>\$ 779,263</b>	<b>\$ (245,977)</b>	<b>\$ (3,639,252)</b>	<b>\$ -</b>	<b>\$ (188,709)</b>	<b>\$ 51,817,827</b>





## The Corporation of the Town of LaSalle

**To:** Mayor and Members of Council  
**Prepared by:** Marilyn Abbruzzese, Supervisor of Revenue  
**Department:** Finance  
**Date of Report:** October 16, 2020  
**Report Number:** FIN-24-2020  
**Subject:** 2020 Third Quarter Property Tax Write Offs

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### Recommendation

That the report of the Supervisor of Revenue dated October 16, 2020 (FIN-24-2020) regarding the 2020 3<sup>rd</sup> quarter property tax write offs BE RECEIVED.

### Report

Further to Council's direction please find below a summary of the property tax write offs for the third quarter of 2020.

SUMMARY OF TAX WRITE OFFS FOR JULY, AUGUST & SEPTEMBER 2020		
Class	Assessment (Increase)/Decrease	Municipal Tax Impact
RT/FT – Residential/Farm	4,641,254	\$44,696.07
MT – Multi-Residential	1,087,000	\$20,530.17
CT/ST/XT – Commercial/Shopping Centre/New Construction	11,494,677	\$119,479.61
CG/CF – Commercial - PIL	2,623,382	\$27,416.95
GF – Parking Lot - PIL	340,156	\$1,913.72
<b>TOTAL</b>	<b>20,186,469</b>	<b>\$214,036.52</b>

**Consultations**

Not applicable

**Financial Implications**

Not applicable

**Prepared By:**

A handwritten signature in black ink, appearing to read "M. Abbruzzese". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Supervisor of Revenue

Marilyn Abbruzzese

## Link to Strategic Goals

	Enhancing organizational excellence
	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
	Build on our high-quality of life

## Communications

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email



### Report Approval Details

Document Title:	FIN-24-2020 .docx
Attachments:	
Final Approval Date:	Oct 19, 2020

This report and all of its attachments were approved and signed as outlined below:



Director of Finance/Treasurer

Dale Langlois



Chief Administrative Officer

Joe Milicia

## Schedule of Reports for Council October 27, 2020

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Deputy Mayor Meloche	Heritage Committee	Development & Strategic Initiatives	2021	Requested at the June 9, 2020 Regular Meeting of Council:  That the report of the Director of Development & Strategic Initiatives dated May 29, 2020 (DS-15-2020) regarding a Municipal Heritage Committee BE RECEIVED; and that this report BE BROUGHT to Council in 2021 for consideration.
B2/2020	Pedestrian Safety Initiative	Public Works, Planning, Finance	November, 2020	Requested at the December 18, 2019 Budget Deliberations:  Administration prepare a report for future consideration on how best to proceed with requests for sidewalk/pedestrian safety initiatives, and that priority list be created for future initiatives
B1/2020	Dog Park	Public Works	October, 2020	Requested at the December 18, 2019 Budget Deliberations:  That the report of the Director of Public Works dated December 4, 2019 (PW-38-19) regarding dog park implementation BE RECEIVED and that an Administrative report BE PREPARED and brought back to Council outlining the possibility of a location for a temporary dog park.  <b>See Parks, Recreation and Events Committee Meeting Minutes and Committee Matters on today's Agenda.</b>
Councillor Carrick	BIA for the Town of LaSalle	Administration	Budget 2021	At the July 14, 2020 Regular Meeting of Council, Councillor Carrick requests an Administrative Report be prepared regarding the establishment of a BIA for the Town of LaSalle

## Schedule of Reports for Council October 27, 2020

173/20	Connecting Links	Public Works	October, 2020	At the July 14, 2020 Regular Meeting of Council:  "That Council AUTHORIZE administration to prepare a subsequent report outlining the Town's position on the remaining County roads traversing through Town."
Councillor Carrick	Municipal Compliments and Complaints Portal	Council Services / Administration	October, 2020	At the July 28, 2020 Regular Meeting of Council, Councillor Carrick requests a quarterly report outlining how much the Municipal Compliments and Complaints Portal is being utilized, as well as promoting the Portal.  <b>See Report CL-17-20 on today's Agenda.</b>
Deputy Mayor Meloche	Rainbow Crosswalks	Public Works	November, 2020	At the September 22, 2020 Regular Meeting of Council, Deputy Mayor Meloche requests that an Administrative report be prepared regarding rainbow crosswalks.  <b>See Report PW-24-20 on today's Agenda</b>

### DEFERRED REPORTS THAT REQUIRE PUBLIC MEETINGS OR PUBLIC INPUT

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
68/19	Discharge of Firearms on/ near waterways	Police	Public Meeting to be determined	Requested at the February 26, 2019 Regular Meeting of Council  "That correspondence received from Deputy Chief Kevin Beaudoin, LaSalle Police Service, dated February 8, 2019 regarding the discharge of firearms within the Town of LaSalle BE RECEIVED for information and that a Public Meeting BE SCHEDULED to address this matter, and that affected parties BE NOTIFIED in advance of the Public Meeting."



## Schedule of Reports for Council October 27, 2020

231/19	Vollmer Property Additional Entrance from Malden Road	Public Works	To be determined	Requested at the July 09, 2019 Regular Meeting of Council  "That the report of the Director of Public Works dated July 2, 2019 (PW-21-19) regarding the existing entrance to the Vollmer property from Malden Road BE DEFERRED and that an Administrative Report BE PREPARED to provide Council with further details outlining possible options; and further that all affected property owners BE NOTIFIED when this matter appears before Council."
Mayor Bondy	LaSalle Police Service Electronic Sign	LaSalle Police Service	To be determined	At the January 28, 2020 Regular Meeting of Council, Mayor Bondy requests that Administration prepare a Report outlining the proposed electronic sign for the LaSalle Police Service.
Councillor Renaud	Cannabis Retail Licensing	Administration	Fall 2020	At the April 14, 2020 Regular Meeting of Council Councillor Renaud requests an update regarding cannabis retail licensing and shops within the Town and Canada, as well as changes in Provincial modeling for retail shops.
212/20	6150 Malden Road	Development & Strategic Initiatives	To be determined	At the August 25, 2020 Special Meeting of Council for Planning Act Matters  "That the report of the Supervisor of Planning & Development Services, dated August 12, 2020 (DS-29-2020) regarding a request that has been submitted by 6150 Malden Inc. for the land located on the east side of Malden Road, south of Omira Street BE DEFERRED.

## **The Corporation of the Town of LaSalle**

### **By-law Number 8482**

A By-law to authorize the execution of an Agreement between The Corporation of the Town of LaSalle and LaSalle Minor Hockey Association for the use of the Vollmer Culture and Recreation Complex

**Whereas** LaSalle Minor Hockey Association ("Club") has requested rental use of the Vollmer Culture and Recreation Complex ("Arena");

**And whereas** the Club agrees to adhere to The Corporation of the Town of LaSalle ("Town") By-laws and regulations as they apply;

**And whereas** the Club agrees to pay the Town rental charges for the use of ice and other facilities in accordance with the rates set out in Schedule "F" of the Town's User Fee By-law.

**And whereas** the Town deems it expedient to enter into an Agreement with the Club setting out the terms and conditions that have been agreed to with the Town in the attached Agreement;

**And whereas** this Agreement shall commence on September 1, 2020 and continue for a period of 1 year;

**And whereas** this Agreement shall supersede any prior agreement, rental contract, or permit;

**Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:**

1. That the Corporation of the Town of LaSalle enter into an Agreement with LaSalle Minor Hockey Association regarding rental use of the Vollmer Culture and Recreation Complex, a copy of which Agreement is attached hereto and forms a part of this By-law.
2. That the Mayor and the Deputy Clerk be and the same are hereby authorized to execute the said Agreement and to affix the Corporation's seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement.
3. This By-law shall come into force on the final passing thereof.

**Read** a first and second time and finally passed this 27th day of October, 2020.

1st Reading – October 27, 2020

\_\_\_\_\_  
Mayor

2nd Reading – October 27, 2020

3rd Reading – October 27, 2020

\_\_\_\_\_  
Deputy Clerk