



**The Corporation of the Town of LaSalle**  
**Regular Meeting of Council**  
**Agenda**

Tuesday, March 9, 2021, 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 [www.youtube.com/c/TownofLaSalleOntario](http://www.youtube.com/c/TownofLaSalleOntario)

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

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	<b>Pages</b>
<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	5
<b>Recommendation</b>	
That the minutes of the regular meeting of Council held February 23, 2021 be adopted as presented.	
4. Mayors Comments	
<b>B. Presentations</b>	
<b>C. Public Meetings and/or Hearings</b>	
<b>D. Delegations</b>	
1. Serenity Circle Community Mailbox Location Petition	11
Delegate:	
1. Stephen Shanfield	

**Recommendation**

That the report of the Deputy Chief Administrative Officer dated February 26, 2021 (PW-05-2021) regarding the Serenity Circle community mailbox location petition be received and that Council concur with the current permanently installed mailbox location as installed by Canada Post.

**E. Reports/Correspondence for Council Action**

1. 2021 Bridge Needs Study 46

**Recommendation**

That the report of the Manager of Engineering dated February 26, 2021 (PW-07-2021) regarding the assignment of the 2021 Bridge Needs Study to Dillon Consulting for \$33,200.00 plus applicable taxes be approved.

2. Holiday Light Display at Cenotaph / Town Hall Park 2021 49

**Recommendation**

That the report of the Manager of Roads and Parks dated February 25, 2021 (PW-04-2021) regarding Holiday Light Display for Cenotaph / Town Hall Park be received, and the recommendation to proceed with the purchase of the balance of the decorations and materials for a cost of \$213,600 be approved.

3. Town Hall Work Station and Office Expansion 77

**Recommendation**

That the report of the Director of Finance dated February 18, 2021 (FIN-04-2021) regarding the Town Hall Work Station and Office Expansion be approved.

4. 2020 Development Charges Treasurer's Statement 84

**Recommendation**

That the report of the Director of Finance / Treasurer dated February 8, 2021 (FIN-03-2021) regarding the 2020 Development Charges Treasurer's Statement be approved.

5. 2020 Schedule of Council Remuneration 90

**Recommendation**

That the report of the Director of Finance dated March 3, 2021 (FIN-08-2021) regarding the 2020 Schedule of Council Remuneration be approved.

**F. Committee Matters for Council Action**

1. Parks, Recreation and Events Committee February 18, 2021 95

**Recommendation**

That the Minutes of the Parks, Recreation and Events Committee Meeting dated February 18, 2021 be received; and that all Committee Matters be approved.

2. LaSalle Accessibility Advisory Committee (LAAC) February 24, 2021 113

**Recommendation**

That the Minutes of the LaSalle Accessibility Advisory Committee Meeting dated February 24, 2021 be received; and that all Committee Matters be approved.

**G. Information Items to be Received**

1. Virtual Services Provided by the Town of LaSalle 121

**Recommendation**

That the report of the Director of Finance dated February 19, 2021 (FIN-05-2021) regarding Virtual Services provided by the Town of LaSalle be received.

2. Future Federal Stimulus Funding 129

**Recommendation**

That the correspondence received from the Windsor Construction Association (WCA) and the Heavy Construction Association of Windsor (HCAW) dated February 18, 2021 regarding the Future Federal Stimulus Funding be received.

3. Fire Service 2020 Annual Report 132

**Recommendation**

That the report of the Fire Chief dated March 2, 2021 (FIRE 21-03) and the Fire Service 2020 Annual Report be received.

4. Summary of Reports to Council 170

**Recommendation**

That the report of the Chief Administrative Officer dated March 09, 2021 being a Summary of Reports to Council be received.

**H. By-laws****Recommendation**

That the following By-laws be given first reading:

8533 A By-law to authorize an exchange of lands with 538271 Ontario Inc. on Plans 12R-11139 and 12R-28526

8534 A By-law to confirm the donation of Lot 118, Registered Plan 1349, from Darlene Ethel Nelson and James Earl Nelson

**Recommendation**

That By-law numbers 8533 to 8534 be given second reading.

**Recommendation**

That By-law numbers 8533 to 8534 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****O. Schedule of Meetings**

Police Services Board Public Meeting March 15, 2021 at 5:00 p.m.

Committee of Adjustment March 17, 2021 at 5:00 p.m.

Parks, Recreation & Events Meeting March 18, 2021 at 9:00 a.m.

Fire Committee Meeting March 18, 2021 at 4:00 p.m.

Water and Wastewater Committee Meeting March 23, 2021 prior to Council Meeting

Regular Council Meeting March 23, 2021 at 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**

February 23, 2021

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, A. Robertson, Director of Council Services/Clerk, D. Langlois, Director of Finance and Treasurer, L. Silani, Director of Development & Strategic Initiatives, P. Marra, Deputy Chief Administrative Officer, D. Dadalt, Legal Counsel, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, L. Jean, Deputy Clerk, R. Hyra, Director of Human Resources, E. Thiessen, Deputy Fire Chief, G. Ferraro, Manager of Finance & Deputy Treasurer, M. Beggs, Manager of Roads & Parks, P. Funaro, Director of Culture & Recreation, N. DiGesù, Manager of IT, D. Davies, Police Chief

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

417/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That the Minutes of the Regular Meeting of Council held February 9, 2021 be adopted as presented.

**Carried.**

4. Mayors Comments

Mayor Bondy provides an update on LaSalle Town Hall and its re-opening to the public on Monday, March 1, 2021 for town business only. Access into the building will be limited, and patrons will be actively screened. Patrons are encouraged to make an appointment in advance when meeting with Town personnel.

In addition, Mayor Bondy announces that the Town of LaSalle is re-opening the Vollmer Culture and Recreation Complex in phases, starting on Monday, March 1, 2021 with Skate LaSalle. That will follow with the Fitness Centre and in-person exercise classes on March 8, 2021. Virtual classes will still be offered for those who chose to continue participating from home. The pool will re-open on March 29, 2021. Appointments will need to be booked in advance for all in-person activities. Mayor Bondy is looking forward to welcoming the community back in a safe manner. Mayor Bondy provides a reminder that we must continue to follow the guidelines of the health officials and will make adjustments as necessary.

Mayor Bondy acknowledges the great response received from the community about the Small Coast Waterfront Project. Mayor Bondy states that the final two videos will be posted this week. In addition, the deadline has been extended for comments to March 26, 2021 to allow more time to take a look at all of the videos and information about the project. Mayor Bondy provides a reminder to visit the project page and let us know what you think. Mayor Bondy adds that we are developing a phased approach for the project, and expect that it will be back to the community in a few years for discussion about development of future elements of the project. Mayor Bondy states that this will be a beautiful destination point along the waterfront.

**B. Presentations**

**C. Public Meetings and/or Hearings**

**D. Delegations**

**E. Reports/Correspondence for Council Action**

1. Appointment of Community Emergency Management Coordinator (CEMC)

418/21

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That the report of the Fire Chief/CEMC dated February 15, 2021, FIRE-21-02 regarding the appointment of a Community Emergency Management Coordinator (CEMC) be approved, and further that Council approve a corresponding by-law to confirm the appointment, as required by provincial legislation.

**Carried.**

2. Purchase of Three (3) Pickup Trucks for the Public Works Department

419/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Manager of Roads and Parks dated February 9, 2021 (PW-03-2021) regarding the purchase of three pickup trucks for the Public Works department, a Roads pickup from Victory Ford Lincoln Sales Ltd for \$44,155 (plus taxes) and two Parks pickups from Victory Ford Lincoln Sales Ltd for \$87,856 (total for 2 trucks)(plus taxes) be approved.

**Carried.**

3. Status of 2021 Festivals

420/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Director of Culture and Recreation dated February 16, 2021 (CR-2021-04) regarding the status of festivals in 2021 be received; and that the recommendation to cancel the 2021 Strawberry Festival and Last Call Before Fall Festival be approved.

**Carried.**

4. 2021 Volunteer Recognition Event

421/21

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the report of the Deputy Clerk dated February 16, 2021 (CL-02-21) regarding the 2021 Volunteer Recognition Event be received and that the recommendation to cancel the event and promote our volunteers through a social media campaign during National Volunteer Week be approved.

**Carried.**

## **F. Committee Matters for Council Action**

1. Accessibility Advisory Committee February 3, 2021

422/21

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio-Spagnuolo

That the Minutes of the Accessibility Advisory Committee Meeting dated February 3, 2021 be received; and that all Committee Matters be approved.

**Carried.**

**G. Information Items to be Received**

1. Q4 Council Member Attendance at Meetings

423/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report of the Executive Assistant to the Director of Council Services/Clerk dated February 15, 2021 (CL-01-2021) regarding Council Member attendance at Council and Committee meetings from October to December, 2020 for Quarter 4 be received.

**Carried.**

2. Summary of Reports to Council

424/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That the Report of the Chief Administrative Officer dated February 23, 2021 being a Summary of Reports to Council be received.

**Carried.**

**H. By-laws**

425/21

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

That the following By-laws be given first reading:

8526 A By-law to appoint a Community Emergency Management Coordinator (CEMC) for the Town of LaSalle

8527 A By-law to authorize the dedication of lands Parts 6 and 7 on Reference Plan 12R028181

8528 A By-law to authorize the execution of a Developer's Severance Agreement with Sorge Enterprises Inc.

8529 A By-law to authorize the execution of an Agreement between Victory Ford Lincoln Sales Ltd. and The Corporation of the Town of LaSalle for the purchase of a new truck

8530 A By-law to authorize the execution of an Agreement between Victory Ford Lincoln Sales Ltd. and The Corporation of the Town of LaSalle for the purchase of two new trucks

8531 A By-law to authorize Civil Marriage Solemnization Services in the Town Of LaSalle

**Carried.**

426/21

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

That By-law numbers 8526 to 8531 be given second reading.

**Carried.**

427/21

Moved by: Councillor Akpata

Seconded by: Councillor Renaud

That By-law numbers 8526 to 8531 be given third reading and finally passed.

**Carried.**

**I. Council Questions**

**J. Statements by Council Members**

Councillor Riccio-Spagnuolo applauds Peter Marra, Deputy CAO and the Public Works Department on the Town's great service of clean and salted roads.

Councillor Riccio-Spagnuolo acknowledges the positive feedback that has been received.

**K. Reports from Committees**

Councillor Carrick and Councillor Desjarlais are representatives on the Board of Directors for the Essex Region Conservation Authority (ERCA). Councillor Carrick provides an update on the ERCA Budget that recently passed a 2% increase and of the upcoming challenges regarding mandatory issues versus non-mandatory issues and how funding will be supported down the road. Councillor Carrick states that the 2% increase will provide some savings for the Town. Councillor Carrick recognizes ERCA for their effort in the environment and our region.

Councillor Desjarlais hopes to continue the educational programs that the Province has deemed non-mandatory. Councillor Desjarlais discusses her effort in working diligently with the education facilities to bring programs forward because of how much individuals enjoy them. Councillor Desjarlais recognizes that students look forward to the programs, teachers believe they are great for field trips, and parents think they are great sources of knowledge for their children.

Councillor Desjarlais provides an update on the homestead of the new Heritage Facility. Councillor Desjarlais states that the facility is looking great and it may be viewed on County Road 50. It is anticipated that the facility will gradually open by the end of March into April.

**N. Confirmatory By-law**

428/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That Confirmatory By-law 8532 be given first reading.

**Carried.**

429/21

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That Confirmatory By-law 8532 be given second reading.

**Carried.**

430/21

Moved by: Councillor Carrick

Seconded by: Councillor Desjarlais

That Confirmatory By-law 8532 be given third reading and finally passed.

**Carried.**

**O. Schedule of Meetings**

Personnel Committee Meeting March 9, 2021 at 4:00 p.m.

Regular Council Meeting March 9, 2021 at 6:00 p.m.

Police Services Board Public Meeting March 15, 2021 at 5:00 p.m.

Committee of Adjustment March 17, 2021 at 5:00 p.m.

Parks, Recreation & Events Meeting March 18, 2021 at 9:00 a.m.

Fire Committee Meeting March 18, 2021 at 4:00 p.m.

Water and Wastewater Committee Meeting March 23, 2021 prior to Council Meeting

Regular Council Meeting March 23, 2021 at 6:00 p.m.

**P. Adjournment**

Meeting adjourned at the call of the Chair 6:31 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. – Deputy CAO

**Department:** Public Works

**Date of Report:** February 26, 2021

**Report Number:** PW-05-2021

**Subject:** Serenity Circle Community Mailbox Location Petition

### **Recommendation**

That the report of the Deputy Chief Administrative Officer dated February 26, 2021 (PW-05-2021) regarding the Serenity Circle community mailbox location petition be received and that Council concur with the current permanently installed mailbox location as installed by Canada Post.

### **Report**

The Town is in receipt of a petition from the residents on Serenity Circle. Enclosed as Exhibit 1 is a copy of the petition submitted.

The petition submitted contains several items to address, and as requested by the petition organizer, they had requested to separate out their concern relative the community mailbox from the remainder of the items contained therein. The remainder of the items within the petition will be subject of a future Council report.

Therefore, this report only deals with the item on the petition relating to the community mailbox, more specifically noted as item 4 on page 2 of the petition.

### **Background**

This matter was previously brought to Council at the July 25, 2017 Council meeting. Enclosed as Exhibit 2A is a copy of the previous administrative report (PW-22-17) and as Exhibit 2B a copy of the addendum agenda with additional information submitted by the delegate at that time.

The previous report contained information on how community mailbox's get located and the Town's involvement. It also contains an administrative recommendation on the proposed location of the permanent mailbox.

Back in 2017, when this issue was heard, there was a temporary mailbox in place. The developer was at that time preparing to complete the sidewalks and thus initiate the installation of the permanent mailbox. The permanent mailbox has since been installed at the originally proposed location by Canada Post.

Furthermore, back in 2017, there was an outstanding/pending Canada Post Ombudsman review occurring. The Town is unable to get acknowledgement of the outcome of that Ombudsman review nor is the Town able to receive any further information on any subsequent dialogue between these residents and Canada Post that may have occurred between July 25, 2017 to date.

As part of the July 25, 2017 Council meeting, Council turned down the administrative recommendation and put forward a motion to issue a support letter to Canada Post on the residents' request to relocate the permanent community mailbox. Enclosed as Exhibit 3 is a copy of the July 25, 2017 Council meeting minutes. Also enclosed as Exhibit 4 a copy of the letter issued by the Town to Canada Post.

Notwithstanding the previously submitted Town support, and the various Canada Post reviews the permanent mailbox has still been placed at the subject location that the residents on Serenity Circle do not want.

Final locations are chosen by Canada Post, in consultation with municipalities, to meet their policies and for the health and safety of their employees, the mail delivery personnel.

### **Current Review/Recommendation**

After reviewing the information from the previous Council discussions and directions and given the current information available to Town administration today, the recommendation remains to not support the relocation of this community mailbox serving Serenity Circle into the middle of the road within the median island on the road.

Enclosed as Exhibit 5 is a photo taken on February 19, 2021 showing the proposed location of where these residents wish to have their community mailbox moved. You can see the logistic concerns from the Town, having this mailbox located in the middle of the road, the non-accessible nature of the location, the logistics with respect to winter maintenance, the ideology that the proposed location does not meet the Town's parking bylaw, etc.

## Consultations

The Town reached out to Canada Post representatives in preparing this report to gather more current information. Unfortunately, Canada Post is unable to share any information with the Town of their previous reviews, the Ombudsman outcome, and/or any information related to communication that may have occurred between Canada Post and these residents since July 2017.

It is important to note, that Canada Post has said that the currently installed community mailbox location meets their policies for both their staff to access the mailbox and for the residents to access the mailbox, and that further, the proposed location within the median island does not meet their policies.

## Financial Implications

No financial implications to the Town based on the recommendation.

## Prepared By:

A handwritten signature in black ink, appearing to read 'P. Marra', written in a cursive style.

Peter Marra, P.Eng. – Deputy CAO

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Yes

## **Communications**

None

## **Notifications**

Mr. Shanfield – petition representative

**Report Approval Details**

Document Title:	PW-05-2021 serenity circle mailbox location petition.docx
Attachments:	- exhibit 1.pdf - exhibit 2A.pdf - exhibit 2B.pdf - exhibit 3.pdf - exhibit 4.pdf - EXHIBIT 5.pdf
Final Approval Date:	Mar 2, 2021

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



Chief Administrative Officer

Joe Milicia

**PETITION TO LASALLE COUNCILLORS AND ADMINISTRATION**

Petition of Residents of Serenity Circle to Councillors and Administration for the Town of LaSalle

Whereas concerns have been raised in discussions amongst us regarding the proposed condominium development known as Creekside, and fronted on Ellis and Trinity streets;

And whereas there are many children who reside on Serenity Circle and walk to school daily;

And whereas School busses also used by children who reside on Serenity Circle regularly travel on Ellis Street during times of high traffic;

And whereas there is presently no sidewalk or pedestrian walkway on the East side of Ellis Street leading from Serenity Circle to Sandwich West Public School;

And whereas the entrance to the schoolyard, and the schoolyard itself of Sandwich West Public School at Delmar Street is often wet and muddy in, and following inclement weather;

And whereas a development the proposed size of Creekside will add significantly more traffic if the site plan proposed by the developer is adopted;

And whereas whether ingress/egress is routed through municipal property to Normandy Street, there is a possibility construction vehicles and equipment will enter and exit the property from Trinity or Ellis Streets, where children are likely to pass on the municipal sidewalk;

And whereas it is already a problem and a danger for residents and through traffic for residents to stop at the Canada Post Community Mailbox located on The East side of Ellis Street between Normandy and Serenity Circle;

And whereas the ingress and egress entrances to Creekside are dangerously proposed to be on an S-curve on Trinity Street;

And whereas the Committee of Adjustment, on October 21st, 2020, increased the size of frontage on Trinity Street for the proposed Western-most ingress/egress at the petition of the developer, causing great concern to residents of Serenity Circle that this will be used for ingress and egress to the development;

And whereas there is ample room and no justifiable impediment to routing ingress and egress to and from Creekside through municipal property onto Normandy Street;

And whereas the height of the building proposed for the Eastern end of Creekside is injurious to the peace and privacy of residents of the Western end of Serenity Circle, and abatement measures proposed by Creekside are insufficient for that purpose;

And whereas existing residents of Serenity Circle wish to ensure a willingness of Town administration to make changes to the proposed site plan to incorporate resident concerns;

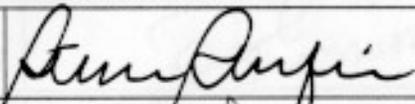
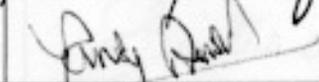
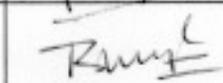
## PETITION TO LASALLE COUNCILLORS AND ADMINISTRATION

Therefore, the undersigned residents of Serenity Circle do hereby petition the Councillors and Administrators of the Town of LaSalle to require changes to the proposed site plan and development agreements in order to carry out, or require the developer of Creekside to carry out or do the following:

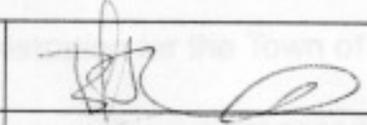
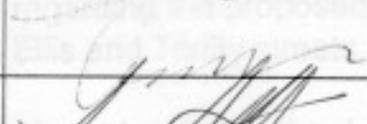
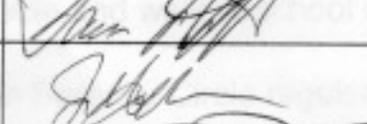
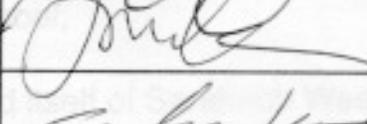
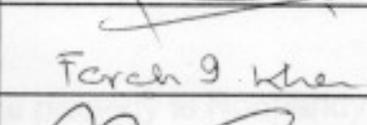
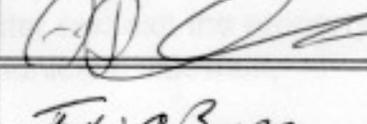
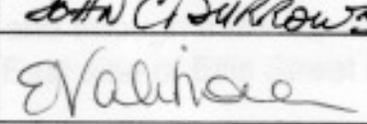
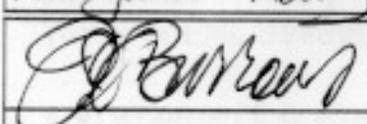
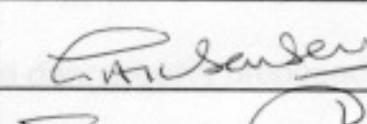
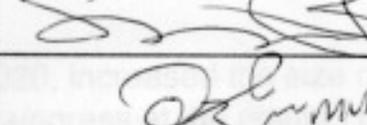
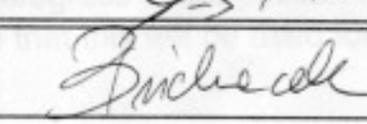
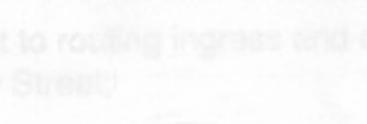
1. Before any site preparation or construction is begun on any phase of Creekside, to build and complete a proper sidewalk on the East side of Ellis and Trinity Streets from Serenity Circle to Wyoming Avenue;
2. To build and route all ingress and egress roadways to and from the Creekside development to and through LaSalle municipal property, so that access to and from the development be exclusively by way of Normandy Street, and no other way - in particular Ellis or Trinity Streets.
3. To amend the proposed site plan to move the location of the proposed most easterly building to another place in the development or, in the alternative, reduce the height of that building, as specified, to two stories.
4. To a) pass a by-law/resolution requiring LaSalle Town administration to earnestly petition Canada Post, without reservation, negative or contrary commentary, to move the Community Mailboxes onto the Easterly Boulevard of Serenity Circle, and in order to facilitate mail delivery to those boxes, in order to allay Canada Post objections to the location of those boxes to said boulevard, to b) amend the Town parking by-law to exempt postal vehicles from the prohibition against parking with anything other than the right wheels of a vehicle against the curb and specifically permitting those postal vehicles to park with their left wheels against the boulevard curbing on Serenity Circle.

All of which is respectfully submitted and petitioned by the undersigned residents of Serenity Circle, LaSalle, Ontario.

Dated at LaSalle, Ontario this 20th day of November, 2020.

NAME - PRINT	ADDRESS	SIGNATURE
STEPHEN SHANFIELD	<u>2103</u> SERENITY CIRCLE	
RANDY ANNETT	<u>2178</u> SERENITY CIRCLE	
BHUPINDER GOGIA	<u>2063</u> SERENITY CIRCLE	
JIN QIAN	<u>2028</u> SERENITY CIRCLE	
MICHAEL HINDY	<u>2008</u> SERENITY CIRCLE	

**PETITION TO LASALLE COUNCILLORS AND ADMINISTRATION**

BERNIE RENAUD	<u>2048</u> SERENITY CIRCLE	
Tianshu Sun	<u>2039</u> SERENITY CIRCLE	
Sam Ashtian	<u>2068</u> SERENITY CIRCLE	
John Godin	<u>2108</u> SERENITY CIRCLE	
RAFFAELE RANIERI	<u>2148</u> SERENITY CIRCLE	
TAREK ELFIKI	<u>2188</u> SERENITY CIRCLE	
SAIBU KOTTOOR	<u>2168</u> SERENITY CIRCLE	
Abdusalam Elatew	<u>2208</u> SERENITY CIRCLE	
FARAH I. KHAN	<u>2163</u> SERENITY CIRCLE	Farah I. Khan
Abdgateel Abdelgader	<u>2143</u> SERENITY CIRCLE	
	<u>2123</u> SERENITY CIRCLE	John C Burrows
Elizabeth Valihora	<u>2088</u> SERENITY CIRCLE	Valihora
S.M. Akbar Berry	<u>2033</u> SERENITY CIRCLE	
S. Patel Trinity Street	<u>2083</u> SERENITY CIRCLE	
A. MUSTAFA	<u>2183</u> SERENITY CIRCLE	
A. BRICHACEK	<u>2003</u> SERENITY CIRCLE	

And whereas there is ample room and no justifiable impediment to routing ingress and egress to and from Creekside through municipal property onto Nonnandy Street;

And whereas the height of the building proposed for the Eastern end of Creekside is injurious to the peace and privacy of residents of the Western end of Serenity Circle, and abatement measures proposed by Creekside are insufficient for that purpose;

And whereas existing residents of Serenity Circle wish to ensure a willingness of Town administration to make changes to the proposed site plan to incorporate resident concerns;



## The Corporation of the Town of LaSalle

<b>Date</b>	July 17, 2017	<b>Report No:</b>	PW-22-17
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	~ resident request ~ Canada Post/Town email chain ~ Figure 1
<b>Department:</b>	Public Works	<b>Policy References:</b>	
<b>Prepared By:</b>	Peter Marra, P.Eng. – Director of Public Works		
<b>Subject:</b>	Serenity Circle Community Mailbox		

### RECOMMENDATION:

That Council concur and maintain the community mailbox location for the Serenity Circle development as designed on Ellis Street adjacent to the side yard of municipal number 2003 Serenity Circle.

That Council support administration requesting the developer to have the sidewalks for this development completed in a timely manner and that the permanent community mailbox location be constructed in order to be fully accessible.

### REPORT:

This report is in response to a request from a resident, see enclosed, on Serenity Circle to have Council support the relocation of a community mailbox (CBM) for this development from Ellis Street to be placed in the middle of the road on Serenity Circle in a median.

The report will outline some historical information on CMB's within new developments and will then provide background on this specific request.

#### Historical Information on Community Mailboxes in New Developments

As part of all new developments, CMB's have been required for at least the last 10 years. The Town has recognized this through our development agreements and at the time that the developments are engineered. CMB's are typically placed in a location that is both convenient

for Canada Post and for the Town in order to not adversely affect maintenance operations or services that the Town provides.

The typical location, where feasible are normally located along side yards of the properties. They are always located on the right hand side of the road. Some developments have mailbox laybys and some developments do not, this has always been a decision of the developer and built at the developer's expense.

Once a development is constructed, houses begin to be built and once the first house is occupied, Canada Post is required to provide mail services. Unfortunately, at that time sidewalks, surface asphalt and other surface features within the development remain outstanding. So typically, a temporary CMB is placed to allow these new residents access to mail services in a convenient location close by the development. Sometimes these temporary CMB's are placed in the ultimate location or randomly placed based on outstanding services to be completed.

Once the development advances to the surface works completion phase, surface asphalt, sidewalks, street trees, etc. is when the permanent location for a CMB is completed at the developer's expense and is when Canada Post comes in and installs the permanent CMB.

#### Serenity Circle CMB

The discussion on the CMB for Serenity Circle has been ongoing for just over a year. There has been discussion between the Town, Canada Post and the Developer within this time.

In July 2016, Canada Post contacted the Town about the permanent location for the CMB. They requested if the Town approved the location in the center of Serenity Circle in one of the median. At that time, this was the first time the Town heard of this location for the permanent CMB and did not approve of the location. Furthermore, Canada Post has indicated that the location within the center of the road is a safety concern for them. See enclosed email exchange.

Figure 1 enclosed is provided for illustration purposes. This figure is a sheet from the engineering drawings for this development. What is shown on this figure is the original proposed permanent CMB location, which is actually denoted on the drawings and was approved by the Town. Also on this figure, you will see the location that is being requested by the residents. This figure also shows the proposed sidewalks still to be constructed and the wheel chair ramps to be provided at the intersections.

The original proposed CMB location is well connected to the 21 homes within this development with fully accessible sidewalks and wheel chair ramps.

The location within the center of Serenity Circle is believed to be a safety concern due to its very nature and location. There is no known CMB located within a center median within Essex County for new developments. The location within the center median will be similar to a mid-block

crossing, there are no properly designed wheel chair ramps proposed at this location, snow clearing would become difficult to prevent snow piles against the mailbox.

Furthermore, the general public vehicles do not anticipate a vehicle to be stopped in the middle of a road rather the generally accepted location for vehicles to be temporarily stopped is expected along the right hand side of a road.

In addition, if a vehicle and/or a Canada Post vehicle is to stop in front of the proposed median location, they would be in violation of the Town current parking by-law 7298, section (13) which states;

*13. No operator of a vehicle used for the purpose of delivering goods, wares or merchandise or any other commodity shall, when stopping to make delivery, or any taxicab stopping to take on or discharge a passenger, stop his or her vehicle on a street, save and except at the right hand curb or edges of the street.*

Conclusion and Recommendation

The Town understands that developments go through a dramatic change in between the first house being constructed/occupied and the last house within the same development being completed. At some point, more residents exist in development then vacant lots. Serenity Circle is at this stage today.

In conclusion, based on Canada Post safety concerns and concerns of the Town that the permanent community mailbox be maintained on Ellis Street adjacent to 2003 Serenity Circle as originally designed and approved.

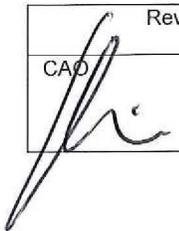
In addition, that the Council support administration in requesting the developer to complete the outstanding obligation of the sidewalk construction and installation of the originally planned community mailbox

Respectfully submitted,



Peter Marra, P.Eng.  
Director of Public Works

Reviewed by:							
CAO	Treasury	Clerks	Public Works	Planning	Cult. & Rec.	Building	Fire



Please see attached slideshow. As can be seen on the map of the immediate area, Ellis Street is a feeder for a large school, a shopping area, and high density residential accommodation. The heavy traffic flow is confirmed by Town-legislated prohibition of parking/standing on Ellis. In addition, there is a prohibition of parking on Serenity in the immediate area of Ellis Street. In September of this year, bus service will come to LaSalle and a bus stop has been created on the East side of Ellis (same side as the community mail boxes on Ellis Street) between Serenity and Normandy Streets.

There is a wheelchair-bound resident on Serenity who is unable to retrieve his own mail. There are numerous elderly residents on Serenity who have serious difficulty accessing the mail boxes. Several residents have had close calls with injury, trying to access the boxes in traffic. There is nowhere to legally stop, either on Ellis or Serenity, to retrieve mail. Other neighbourhoods, many of which have nowhere near the traffic that Ellis experiences, have inlets to pull a vehicle off the road to stop to retrieve mail. No such opportunity exists in this area.

Serenity Circle is a one-block cut-de-sac which has no through traffic. The proposed location of the boxes is approximately half-way down Serenity.

The boxes serve only residents of Serenity.

In addition to the safety of the residents, the Canada Post delivery van driver is exposed to injury every day when stopping (illegally) to stuff the boxes. The delivery van impedes traffic in the process. There is an area immediately in front of the proposed location on Serenity where the driver can stop in safety without impeding traffic.

Please note that residents of Serenity are in favour of, and have signed a petition to have the boxes moved onto Serenity. The original petition is available to you, upon request.

If you cannot view the slideshow, I will send the photos to you directly. Please see below the slideshow for a description of the contents of each of the photos.

## PETITION TO CANADA POST

Whereas the current location of our Community Mailboxes is on an extremely busy street (Ellis Street), acknowledged as such by its recent designation as a bus route, and its designation as a no stopping/no parking zone by the Town of LaSalle,  
 And whereas several residents have almost been struck by vehicles while attempting to retrieve their mail,  
 And whereas there is no alternative place to park a vehicle to retrieve mail,  
 And whereas the said Community Mailboxes serve only the residents of Serenity Circle,  
 And whereas the developer of Serenity Circle has prepared a cement pad on the Easterly Boulevard of Serenity Circle to accommodate the placement of Community Mailboxes,

The undersigned, residents of Serenity Circle, LaSalle, Ontario, hereby petition Canada Post to re-locate the Community Mailboxes serving us, to the cement pad prepared by the developer, in the most expeditious timeframe possible.

NAME - PRINT	ADDRESS	SIGNATURE
STEPHEN SHANFIELD	████████ SERENITY CIRCLE	<i>Stephen Shanfield</i>
YOUSHA MIRZA	████████ SERENITY CIR.	<i>Yousha Mirza</i>
SHOBHANA PATEL	████████ SERENITY CIRCLE	<i>Shobhana Patel</i>
Tarek A. Elifiki	████████ Serenity Circle	<i>Tarek A. Elifiki</i>
CAROL Godwin	████████ SERENITY CIR.	<i>Carol Godwin</i>
Dean Valihora	████████ Serenity Circle	<i>Dean Valihora</i>
Dennis Kurek	████████ Serenity Circle	<i>Dennis Kurek</i>
Cindy Ranieri	████████ Serenity Circle	<i>Cindy Ranieri</i>
Abdel Gader	████████ Serenity Circle	<i>Abdel Gader</i>
JOHN BURROWS	████████ Serenity Circle	<i>John Burrows</i>
JUDY KOTLOOR	████████ Serenity Circle	<i>Judy Kotloor</i>
Abdalkhaim MUSTAFA	████████ Serenity Circle	<i>Abdalkhaim Mustafa</i>
Bhupinder Gogja	████████ Serenity Circle	<i>Bhupinder Gogja</i>



June 28, 2017

Mr. Stephen Shanfield  
[REDACTED] SERENITY CIRCLE  
LASALLE ON N9H 0C6  
[REDACTED]

File Number: 38705

Dear Mr. Shanfield:

This confirms that your file has been assigned to Ann, Manager, Investigations. Ann will be in contact with you during our investigation and may be reached at 1-800-204-4198 or by email at [ombudsman@canadapost.ca](mailto:ombudsman@canadapost.ca). Please quote file number 38705 in all communications with our office.

As outlined in the attached mandate document, the ombudsman will assess if Canada Post reasonably applied its policies and procedures in the initial handling of your complaint. The ombudsman will examine the facts presented in your appeal as well as those appearing in the Corporation's records and will solicit any additional information, as required. Please note that on-site visits are only done in exceptional circumstances in the course of our investigations.

If more documentation regarding your appeal to our office or if new information should come to your attention, please contact Ann, so that this information can be added to your file.

At this time, we expect to be able to convey the results of our investigation to you the week of August 21st, by mail, per your communications preference; however, the timing may depend on the complexity of the issues you have raised. If our office requires more time to fully address your appeal, Ann will advise you accordingly.

Sincerely,

Intake Operations

Enclosure: Mandate



May 19, 2017

Mr. Stephen Shanfield  
[REDACTED] SERENITY CIRCLE  
LASALLE ON N9H 0C6  
[REDACTED]

File Number: 38705

Dear Mr. Shanfield:

Thank you for contacting the Office of the Ombudsman. This acknowledges receipt of your postal service complaint on April 28, 2017.

We completed a preliminary review of your appeal and determined that your concerns require further investigation. Your appeal will be assigned to the next available manager as soon as possible as we are currently experiencing higher than normal volumes, causing some inevitable delays.

Once your appeal is assigned, we will inform you of the case manager's name and provide a timeline for completing our investigation.

Thank you for your patience and understanding.

Sincerely,

Intake Operations

I requested Canada Post to move the Community Mail boxes to the boulevard on Serenity Circle where the developer had poured a cement pad to accommodate them. They are currently located on Ellis Street. None of the boxes contain mail for residents of Ellis Street, but only for residents of Serenity Circle. Ellis Street is a very busy road. There is high density residential buildings on Ellis and a busy parking lot for those buildings right across the street from the boxes. To compound the problem, the area where the boxes are located is a no stopping/no parking area, and there is nowhere to pull a car off to access the boxes. It is necessary to stop on a busy street and open the car door into traffic to get out. It also involves breaking the traffic law to stop there to retrieve mail. On the other hand, Serenity Circle is a one street cul de sac which is almost devoid of traffic and the poured pad on Serenity is a mere 350 feet away from the current location of the boxes. In addition, Ellis Street is poorly lit at night, increasing the hazard for retrieving mail. The poured pad on Serenity Circle is immediately under a street light.

## **How did Canada Post Customer Service offer to resolve your complaint? \***

The call to the supervisor, named Curtis, was made on December 6, 2016. Canada Post gave a resolution date of December 20, 2016 to resolve the complaint, but never responded or asked for a deadline extension. I called on January 5, 2017 to inquire about the response and was told "they are in the process of calling you back." That has not occurred to date, almost 5 months ago. It would appear that the complaint was dismissed, without notice

## **Describe the outcome you believe is fair \***

The boxes should be moved onto Serenity Circle.

## **Does your complaint pertain to the loss, damage or delay of a mail item?**

## **Does your complaint pertain to the loss, damage or delay of a mail item?**

## **The following information is required before we can assess your request**

Product or Service Purchased

Postal Boxes

Tracking Number

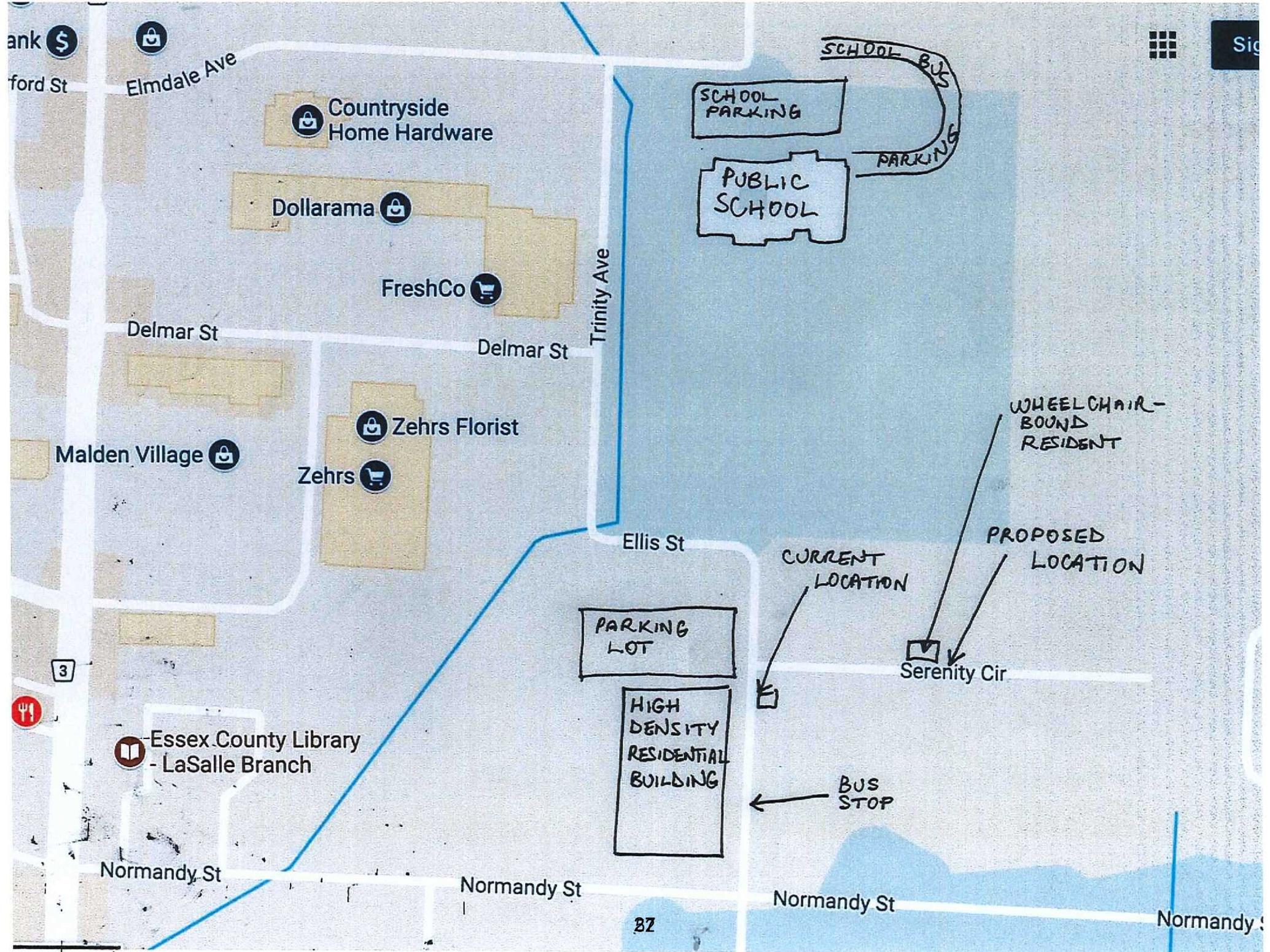
N/A

Date Mailed

Copies of all relevant documentation including postage receipt, proof of value of contents, etc.

Not Applicable

Note: Only files with the extension \*.jpg, \*.gif, \*.bmp, \*.png are accepted.



ank \$  
ford St

Elmdale Ave

Countryside Home Hardware

Dollarama

FreshCo

Delmar St

Delmar St

Trinity Ave

SCHOOL PARKING

PUBLIC SCHOOL

SCHOOL BUS PARKING

Zehrs Florist

Zehrs

Malden Village

Ellis St

WHEELCHAIR-BOUND RESIDENT

CURRENT LOCATION

PROPOSED LOCATION

PARKING LOT

HIGH DENSITY RESIDENTIAL BUILDING

Serenity Cir

BUS STOP

3

Essex County Library - LaSalle Branch

Normandy St

Normandy St

Normandy St

Normandy St

82

## Peter Marra

---

**From:** DESANDO, Bruno <CFW0318@canadapost.ca>  
**Sent:** July-07-16 3:00 PM  
**To:** Peter Marra  
**Subject:** RE: CANADA POST COMMUNITY MAIL BOXES

Hi Peter,

I don't think this is an ideal location. We wouldn't typically put our equipment on a center median. With new sub-division developments, we would pick the side yard of a corner lot.

I would prefer to stay away from this location for safety reasons.

Thanks,

Bruno

---

**From:** Peter Marra [mailto:pmarra@town.lasalle.on.ca]  
**Sent:** July-07-16 2:55 PM  
**To:** DESANDO, Bruno <CFW0318@canadapost.ca>  
**Subject:** RE: CANADA POST COMMUNITY MAIL BOXES

In the center median was not one of the locations we ever discussed. I will need to circulate this internally and get some feedback.

Can you provide me with any other locations that Canada post would have mailboxes in center medians?

Do you see this as an issue for your mail carriers to stop and deliver mail?

### **Peter Marra, P.Eng.**

Director of Public Works,  
Town of LaSalle

---

**From:** DESANDO, Bruno [mailto:CFW0318@canadapost.ca]  
**Sent:** July-07-16 2:45 PM  
**To:** Peter Marra <pmarra@town.lasalle.on.ca>  
**Subject:** RE: CANADA POST COMMUNITY MAIL BOXES

Hi Peter,

Attached is a photo of the island on Serenity Circle where the developer poured a concrete pad for the Canada Post Community Mail Boxes. I'm not sure if this was the location you had discussed with him.

I've also included a picture of where the mail boxes are currently located.

Please let me know if you have questions or need anything further.

Regards,

Bruno

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**From:** Peter Marra [<mailto:pmarra@town.lasalle.on.ca>]  
**Sent:** July-07-16 2:38 PM  
**To:** DESANDO, Bruno <[CFW0318@canadapost.ca](mailto:CFW0318@canadapost.ca)>  
**Subject:** RE: CANADA POST COMMUNITY MAIL BOXES

Please send me the location he is identifying.

Depending on where he is stating I have had some discussion with him on a few locations and some work needing to be done at each.

Thanks,

**Peter Marra, P.Eng.**

Director of Public Works,  
Town of LaSalle

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**From:** Brian Geary  
**Sent:** July-07-16 2:36 PM  
**To:** 'DESANDO, Bruno' <[CFW0318@canadapost.ca](mailto:CFW0318@canadapost.ca)>  
**Cc:** Peter Marra <[pmarra@town.lasalle.on.ca](mailto:pmarra@town.lasalle.on.ca)>  
**Subject:** RE: CANADA POST COMMUNITY MAIL BOXES

Hi Bruno,

I think our Town engineer has the final say on mailbox locations but don't quote me on that. I am cc-ing Peter Marra on this email to see if he can help you.

Regards,

Brian

---

**From:** DESANDO, Bruno [<mailto:CFW0318@canadapost.ca>]  
**Sent:** July-07-16 2:32 PM  
**To:** Brian Geary <[bgeary@town.lasalle.on.ca](mailto:bgeary@town.lasalle.on.ca)>  
**Subject:** CANADA POST COMMUNITY MAIL BOXES

Hi Brian,

Can you please tell me who at the municipality approves locations for Community Mail Boxes in new developments.

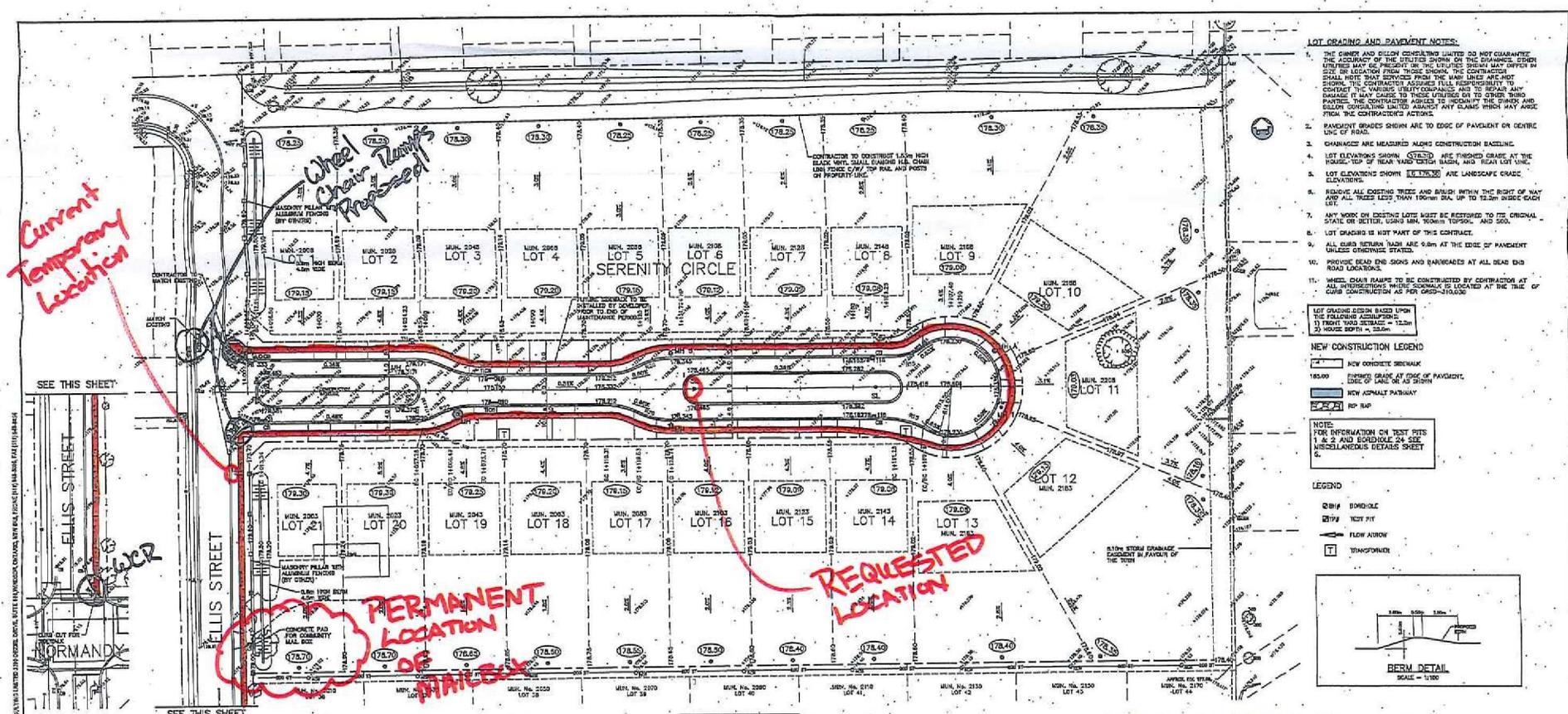
The developer of Serenity Circle has contacted me to relocate the Community Mail Box from the temporary location to the permanent location.

I can't seem to find a file on this development and want to confirm that the location he has identified was approved by the municipality.

Thanks in advance.

Bruno

Bruno DeSando  
CANADA POST CORPORATION  
Delivery Planning  
955 Highbury Avenue  
LONDON ON N5Y 1A3  
tel: 519-494-1596  
fax: 519-457-5412  
e-mail: [bruno.desando@canadapost.ca](mailto:bruno.desando@canadapost.ca)



- LOT GRADING AND PAVEMENT NOTES:**
- THE OWNER AND DILLON CONSULTING LIMITED DO NOT GUARANTEE THE ACCURACY OF THE ELEVATIONS SHOWN ON THE DRAWINGS. ELEVATIONS MAY BE PRESENT ON THE UTILITIES SHOWN MAY DIFFER IN SIZE OR LOCATION FROM THOSE SHOWN. THE CONTRACTOR SHALL NOTE THAT SERVICES FROM THE MAIN LINES ARE NOT SHOWN. THE CONTRACTOR ASSUMES FULL RESPONSIBILITY TO CONTACT THE UTILITY SERVICE COMPANIES AND TO REPAIR ANY DAMAGE IT MAY CAUSE TO THESE UTILITIES OR TO OTHER BIDS. FURTHER, THE CONTRACTOR AGREES TO HOLD THE OWNER AND DILLON CONSULTING LIMITED HARMLESS AGAINST ANY CLAIMS WHICH MAY ARISE FROM THE CONTRACTOR'S ACTIONS.
  - PAVEMENT GRADES SHOWN ARE TO EDGE OF PAVEMENT OR CENTER LINE OF ROAD.
  - CHANGES ARE MEASURED ALONG CONSTRUCTION BOUNDARY.
  - LOT ELEVATIONS SHOWN (CEILING) ARE FINISHED GRADE AT THE FINISH TOP OF REAR YARD DRAIN BASH AND REAR LOT LINE.
  - LOT ELEVATIONS SHOWN (LANDSCAPE) ARE LANDSCAPE GRADE ELEVATIONS.
  - REMOVE ALL EXISTING TREES AND BRUSH WITHIN THE RIGHT OF WAY AND ALL TREES LESS THAN 100mm DIA. UP TO 12.5m DIAMETER EACH.
  - ANY WORK ON EXISTING LOTS MUST BE RESTORED TO ITS ORIGINAL STATE OR BETTER, USING THE EXISTING TOPSOIL AND SOIL.
  - LOT GRADING IS NOT PART OF THIS CONTRACT.
  - ALL CURBS RETURN ROAD ARE 0.9m AT THE EDGE OF PAVEMENT UNLESS OTHERWISE STATED.
  - PROPOSED ROAD END SIGNS AND BARRELS AT ALL DEAD END ROAD LOCATIONS.
  - WHEEL CHAIR RAMPS TO BE CONSTRUCTED BY CONTRACTOR AT ALL INTERSECTIONS WHERE SIDEWALK IS LOCATED AT THE TIME OF CURB CONSTRUCTION AS PER GRD-10-10-00.

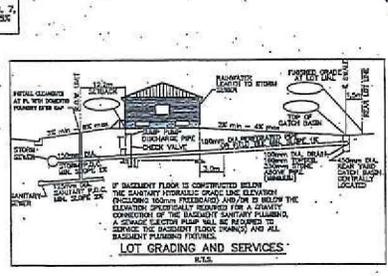
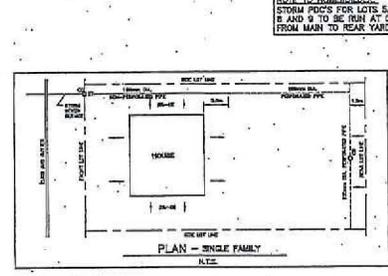
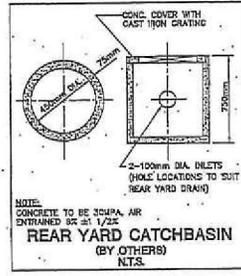
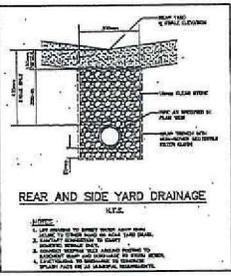
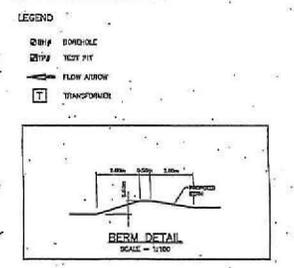
LOT GRADING DESIGN BASED UPON THE FOLLOWING ASSUMPTIONS:

- FRONT YARD SETBACK = 12.5m
- HOUSE BIRTH = 33.0m

**NEW CONSTRUCTION LEGEND**

- NEW CONCRETE SIDEWALK
- FINISHED GRADE AT EDGE OF PAVEMENT, EDGE OF LANE OR AS SHOWN
- NEW ASPHALT PAVEMENT
- REP. PAV.

**NOTE:** FOR INFORMATION ON TEST PITS 1 & 2 AND BORDOULE 24-56, REFER TO MISCELLANEOUS DETAILS SHEET 5.



**Proposed Sidewalk**

**AS-BUILT**

**Conditions of Use**

Verify dimensions and/or conditions on drawing refer to plan. Report any discrepancies to Dillon Consulting Limited.

Do not make dimensions from drawings.

Do not modify drawings, or use for purposes other than those intended at the time of its preparation without prior written consent of Dillon Consulting Limited.

**AS-BUILT**

823821 ONTARIO INC.



NO.	DATE	DESCRIPTION	BY	CHECKED BY
1	AS-BUILT	AS-BUILT	...	...
2	CONSTRUCTION	CONSTRUCTION	...	...
3	REVISED FOR BIDDING	REVISED FOR BIDDING	...	...
4	ISSUED	ISSUED	...	...

EVOLA DEVELOPMENT - SERENITY CIRCLE		PROJECT NO.	11-5533-2089
ALIGNMENT, PAVING AND LOT GRADING		SHEET NO.	3



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

Tuesday, July 25, 2017, 7:00 PM  
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

---

Pages

**C. DELEGATIONS**

1. SERENITY CIRCLE COMMUNITY MAILBOX

- \*a. SERENITY CIRCLE COMMUNITY MAILBOX - ADDITIONAL INFORMATION

2

Additional correspondence and photographs have been provided by Mr. Shanfield.

A slide show presentation has also been provided which will be presented during the Council meeting.

Correspondence received from S. Shanfield:

Additional documents include:

1. photographs of boulevard Community Mailboxes in Southwood Lakes, similar to what the Serenity Circle residents are requesting.
2. Canada Post policy regarding mailboxes and in particular, snow removal





Correspondence received from S. Shanfield

Attached, please find a slideshow with photographs and documents and an explanation of the photographs. I apologize for the partial duplication of my previous email.

1. High Density Residential Building opposite the Community Mailboxes (Looking West from Boxes)
2. Parking Lot for High Density Residential Building, immediately North of the building (Looking West from the Boxes)
3. Driveway to Parking Lot (Looking North on Ellis)
4. Driveway to Parking Lot (Looking South on Ellis)
5. Parking/Standing prohibition (Looking North on Ellis)
6. Bus Stop location - September 2017 (Looking North on Ellis)
7. Looking North on Ellis (Boxes located beyond second sign)
8. Typical traffic on Ellis (Looking North on Ellis)
9. More typical traffic on Ellis at Serenity (Looking South on Ellis - note Parking/Standing prohibition on sign-post)
10. Parking prohibition on South side of Serenity, around the corner from the boxes. (Looking East on Serenity)
11. Parking prohibition on North side of Serenity, around the corner from the boxes. (Looking West on Serenity)
12. Proposed Location of Boxes (looking East on Serenity - note pad poured by the developer for that purpose)
13. Wheelchair-bound resident, [REDACTED] on his driveway (Looking South towards proposed Post Box site)
14. [REDACTED] on his driveway.



THE CORPORATION OF THE TOWN OF LASALLE  
REGULAR MEETING OF COUNCIL  
ADDENDUM

Tuesday, July 25, 2017, 7:00 PM  
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

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Pages

C. DELEGATIONS

1. SERENITY CIRCLE COMMUNITY MAILBOX

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Additional Information Provided

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14. [REDACTED] on his driveway.

# Canada Post responds to City of Hamilton report

Posted on Feb. 02, 2015 by in [News Releases](#)

## Replacement of Home Delivery with Community Mailboxes

**Ottawa (Ont.)** – At Canada Post we are committed to working with municipalities as we convert the remaining one third of Canadian households that receive door-to-door mail delivery to community mailboxes. Working with municipal leaders and staff has been our approach since community mailboxes were first introduced in the late 1980s and remains our guiding principle as we install them in many communities, including Hamilton.

**Canada Post is responsible for all installation and maintenance costs related to the community mailboxes and has been since they were introduced 30 years ago.** That includes siting, site preparation such as curb cuts to ensure access, installation and ongoing maintenance including snow clearing and any graffiti-removal if required. We do everything possible to reduce incremental costs to the municipality and offer \$50 per site to help offset any potential costs converting new neighbourhoods. We also install the boxes using existing street lighting and sidewalks where feasible.

Since we announced the latest conversions in Hamilton last fall, we have been in communication with the mayor and councillors whose wards are being converted. We have shared the input received from their citizens and sought to work with the city on identifying the best site locations. We believe this approach, combined with community engagement, will lead to the best outcome for all.

We work closely with municipalities to find the safest, most convenient locations for each neighbourhood to ensure city staff resources can be used most efficiently. We build our plans based on customer surveys and established guidelines, and by knocking on the doors of those who live adjacent to a proposed location. This process has been effective, leading to worthwhile adjustments in every community and keeping to a minimum the time requirement from municipal staff.

The simple reality is that the world is changing and so are the demands of Canadians. The amount of mail sent declines every year. We need to respond to protect service for all Canadians and avoid becoming a drain on taxpayers. In Hamilton, more than 34,000 addresses already use a community mailbox and have done so for years. We would like to work together with the municipality as we have in the past to ensure the best outcome for the people we both serve.



**THE CORPORATION OF THE TOWN OF LASALLE**

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

July 25, 2017

7:00 p m

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present: Mayor Ken Antaya, Deputy Mayor Marc Bondy, Councillor Michael Akpata, Councillor Terry Burns, Councillor Sue Desjarlais, Councillor Crystal Meloche, Councillor Jeff Renaud

Administration Present: K Miller, Chief Administrative Officer, B Andreatta, Director of Council Services & Clerk, L. Silani, Director of Development & Strategic Initiatives, P Marra, Director of Public Works, D Sutton, Fire Chief, A Armstrong, Deputy Clerk, N DiGesù, IT Supervisor, C Riley, Town Solicitor, J. Columbus, Director of Culture and Recreation

Additional Administration Present: M. Abbruzzese, Supervisor of Revenue, A, Burgess, Supervisor, Planning & Development, D. Hansen, Supervisor of Accounting.

**A. OPENING BUSINESS**

1. Call to Order and Moment of Silent Reflection

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None

3. Adoption of Minutes

275/17

Moved by Councillor Desjarlais

Seconded by Councillor Renaud

That the minutes of the regular meeting of Council held July 11, 2017 BE ADOPTED as presented.

**Carried.**

4. Approval of Payment of Accounts

276/17

Moved by Councillor Burns

Seconded by Councillor Akpata

That the Accounts Payable report dated July 25, 2017 BE APPROVED for payment

**Carried.**

5. Mayors Comments

Mayor Antaya acknowledges the efforts of County of Essex and their Canada 150 celebration at the Essex County Civic Complex, he along with Deputy Mayor Bondy attended the event

Mayor Antaya welcomes Tanya Mailloux, Executive Assistant to the CAO and Mayor who replaced Cheryl Sokolowski as she retired in March of 2017 and acknowledges Cheryl's many years of service and wishes her well

**B. PRESENTATIONS**

**C. DELEGATIONS**

1. **SERENITY CIRCLE COMMUNITY MAILBOX**

Steven Shanfield, resident appears before Council to speak against the administrative recommendation regarding the Serenity Circle community mailbox location and requests that Council support the petition to Canada Post regarding the location of the community mailbox

Dean Valihara, resident appears before Council to speak against the administrative recommendation regarding the Serenity Circle community mailbox location, indicating that he has concerns regarding accessibility.

Moved by: Councillor Burns

Seconded by: Deputy Mayor Bondy

That the report of the Director of Public Works dated July 17, 2017 (PW-22-17) regarding the community mailbox for the Serenity Circle development BE RECEIVED, and further that the location of the community mailbox for this development BE MAINTAINED on Ellis Street adjacent to 2003 Serenity Circle as originally designed, and further that the developer BE DIRECTED to complete the outstanding obligation of the sidewalk construction and installation of the originally planned community mailbox in a timely manner; and further that the permanent community mailbox location be constructed so that it is fully accessible

**Motion is Put and is Lost**

Aye Votes. Councillor Burns and Deputy Mayor Bondy

Nay Votes. Councillors Akpata, Renaud, Meloche and Desjarlais

277/17

Moved by Councillor Renaud

Seconded by: Councillor Desjarlais

That the report of the Director of Public Works dated July 17, 2017 (PW-22-17) regarding the community mailbox for the Serenity Circle development BE RECEIVED; and further the petition to Canada Post from the residents of Serenity Circle BE SUPPORTED, and further that the said resolution BE FORWARDED to Canada Post

Deputy Mayor Bondy voting nay.

**Carried.**



## Exhibit 4

### Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario, N9H 1S4  
Phone. 519-969-7770 Fax 519-969-4469 [www.town.lasalle.on.ca](http://www.town.lasalle.on.ca)

**Office of the Director of Council Services**  
Brenda Andreatta, Director of Council Services/Clerk

July 28, 2017

Bruno DeSando  
Delivery Planning  
Canada Post Corporation  
955 Highbury Avenue  
London, ON N5Y 1A3

By email. [bruno.desando@canadapost.ca](mailto:bruno.desando@canadapost.ca)

Dear Mr DeSando

LaSalle Town Council at its meeting held July 25, 2017 considered the matter of the location of the community mailbox serving the Serenity Circle development in LaSalle. Steven Shanfield, on behalf of residents on Serenity Circle, asked Council for support of a request to Canada Post to relocate the community mailbox from the proposed permanent location on Ellis Street to the median on Serenity Circle (see map supplied by requestor)

Attached is the administrative report from Mr. Marra, the Town's Director of Public Works/Engineer as well as documentation from Mr Shanfield in support of his request

Council adopted resolution 277/17 in support of the petition supplied by Mr Shanfield to request that Canada Post consider relocation of the community mailbox to the median on Serenity Circle

Sincerely,

Brenda Andreatta  
Director Council Services/Clerk

C: P. Marra  
S. Shanfield



# Exhibit 5

Picture taken on February 19, 2021



Residents proposed location of mailbox



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

**To:** Mayor and Members of Council

**Prepared by:** Jonathan Osborne, P.Eng, Manager of Engineering

**Department:** Public Works

**Date of Report:** February 26, 2021

**Report Number:** PW-07-2021

**Subject:** 2021 Bridge Needs Study

### **Recommendation**

That the report of the Manager of Engineering dated February 26, 2021 (PW-07-2021) regarding the assignment of the 2021 Bridge Needs Study to Dillon Consulting for \$33,200.00 plus applicable taxes be approved.

### **Report**

Every two years, municipalities are required to undertake a condition and structural assessment review of all bridges and culverts. This was set to be done in 2020, but due to COVID limitations, the inspections and report were not able to be completed.

We have used Dillon Consulting in the past to complete this report, and are recommending they complete this assignment as well, for a cost of \$33,200.00 plus applicable taxes.

### **Financial Implications**

This assignment was not included in the 2021 budget. Typically, an assignment of this size would not require Council approval, but since it was not in the budget, we are requesting formal approval at this time. The funds to cover this assignment will come from the appropriate capital reserve.

**Prepared By:**

A handwritten signature in black ink, appearing to read "Jonathan Osborne".

Jonathan Osborne, P.Eng.

Manager of Engineering

**Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Yes

**Communications**

Not Applicable.

**Notifications**

Not Applicable.

**Report Approval Details**

Document Title:	PW-07-2021 Bridge Needs Study.docx
Attachments:	
Final Approval Date:	Mar 2, 2021

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



Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia



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

**To:** Mayor and Members of Council

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

**Department:** Public Works

**Date of Report:** February 25, 2021

**Report Number:** PW-04-2021

**Subject:** Holiday Light Display at Cenotaph / Town Hall Park 2021

### **Recommendation**

That the report of the Manager of Roads and Parks dated February 25, 2021 (PW-04-2021) regarding Holiday Light Display for Cenotaph / Town Hall Park BE RECEIVED, and the recommendation to proceed with the purchase of the balance of the decorations and materials for a cost of \$213,600 BE APPROVED.

### **Report**

As part of the 2021 approved budget, \$330,000 was budgeted for the Cenotaph Park / Town Hall Holiday Lights Display.

Through the Culture and Recreations Committee at the August 20, 2020 meeting, a draft budget presentation (PW-CR-2020-2) including design and layout proposals and plans was presented and received by the committee. A copy of the presentation, and layout drawings is attached in this report for information.

Many of the items in the plan are specialty items that are only available through a few suppliers. After securing pricing for the items, a \$15,000 discount by ordering some of the material early. All items that were eligible for a discount have already been secured, and ordered. The money spent on the initial order is \$66,000.

The items that were not eligible for a discount include: the three (3) custom decorations, wreath, wreath with scrolls, 40 foot walk through tree and the 4 foot tree topper. These items do not receive a discount for early ordering, however need to be ordered as soon as possible to secure delivery and availability.

The center piece decoration in the order, is the 40 foot tall, walkthrough, tree. This tree will also have a 4 foot star on the top for a total height of 44 feet. This tree is fully lit,

including in the walkthrough portion. This tree is not a tree with programmable lighting or any type of light show, or multi-coloured lighting. The lights turn on with a timer, and are white in colour only. The tree only includes lighting, and no decorations. If there is any remaining money in the budget, decorations could be purchased at that time, or in following years to enhance the display. The cost for decorations on the large tree ranges from \$30,000 to \$50,000 depending on options.

The pricing for the remaining items include:

Custom boat with waves - \$30,000

Custom Police Car - \$7,400

Custom Fire Truck - \$10,900

8' Wreath - \$2,800

8' Wreath with scrolls - \$7,500

40' Walk-thru Tree - \$129,000

42" Tree topper - \$2,500

Strings of lights - \$23,500

Total for remaining items plus a contingency is \$213,600 + \$25,000(contingency)

Pricing summary:

Ordered including discount -	\$66,000
Remaining items-	\$213,600
Contingency-	<u>\$25,000</u>
GRAND TOTAL -	\$304,600 (plus taxes)

There may also be some incidental costs for set up, or additional materials etc. needed which would be available from the overall approved budget of \$330,000.

It is recommended that Council approve the purchase of the remaining materials planned for the display at a total cost of \$213,600 (plus taxes). This includes the 40 foot, lighted, walk through tree for the Cenotaph / Town Hall Park Holiday Light Display.

## Consultations

Parks Department, Senior Administration

## Financial Implications

The budget for this project is included in the 2021 Public Works Capital Budget in the Parks department as “Cenotaph Park Holiday Display” with a total budget of \$330,000 approved.

### Prepared By:



Manager, Parks and Roads

Mark Beggs

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Yes
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Yes

## **Communications**

Not applicable

## **Notifications**

None

**Report Approval Details**

Document Title:	PW-04-2021 Holiday Light Display at Town Hall 2021.docx
Attachments:	- Town Hall Holiday Decorations.pdf - Civic Center Decor Layout.pdf
Final Approval Date:	Mar 2, 2021

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



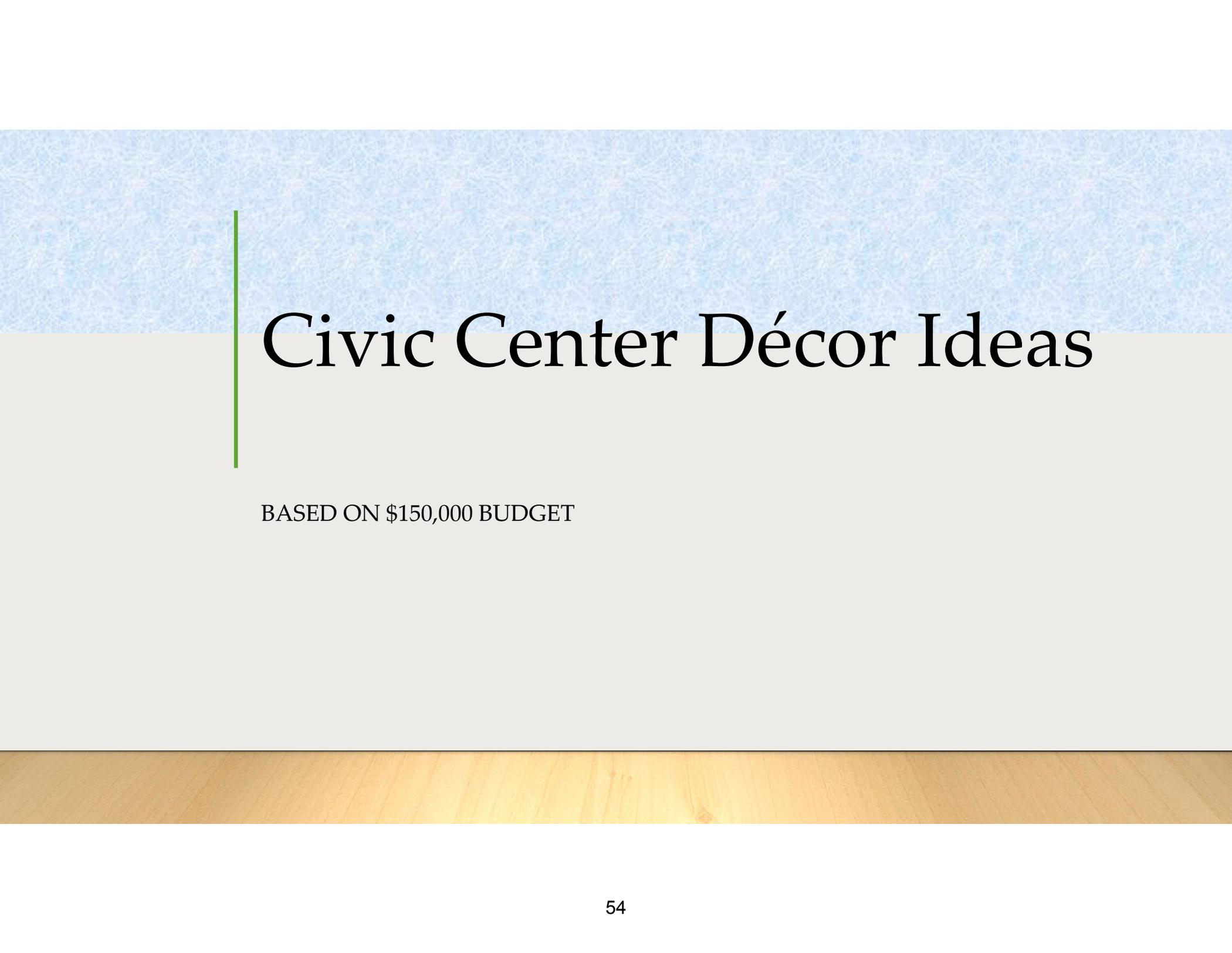
Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia

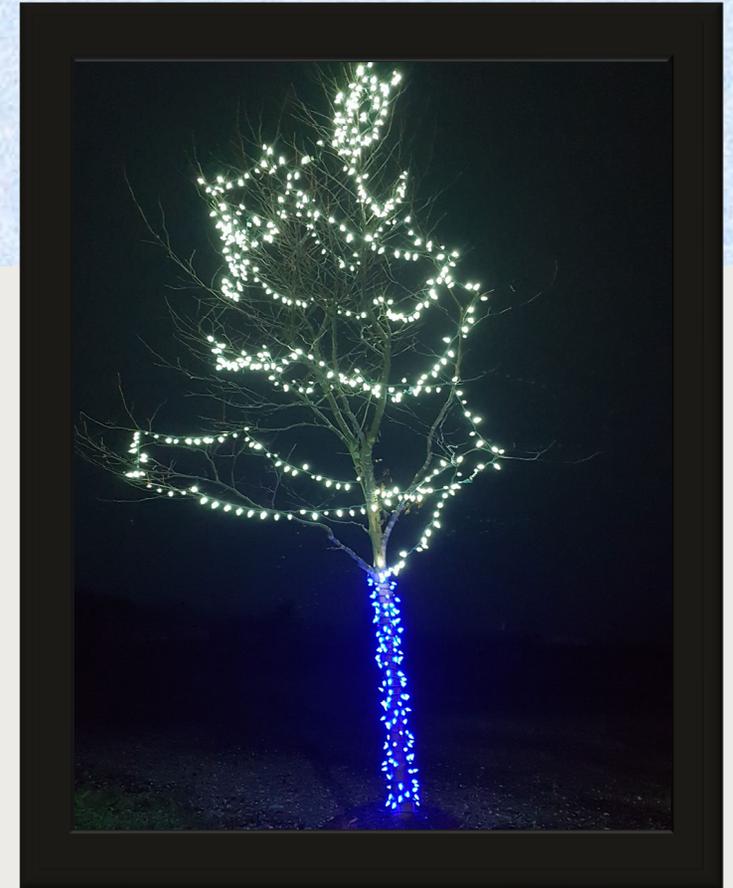


# Civic Center Décor Ideas

BASED ON \$150,000 BUDGET

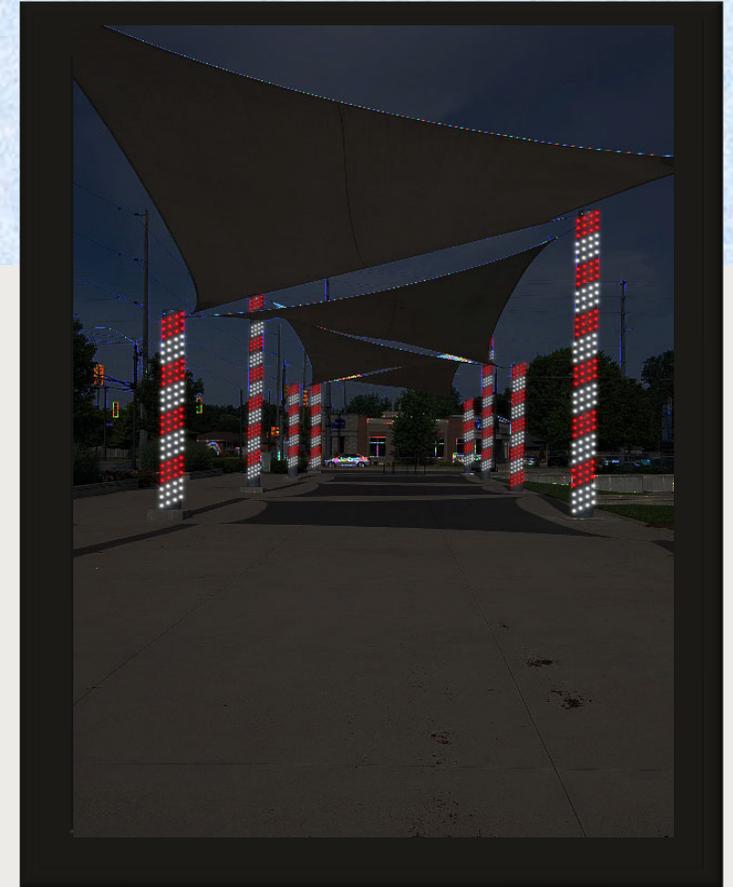
## Enhanced Tree Lighting

Improve current trees (48)	\$8,000
Additional trees (27)	\$11,000
Totes/Cords	\$1,600



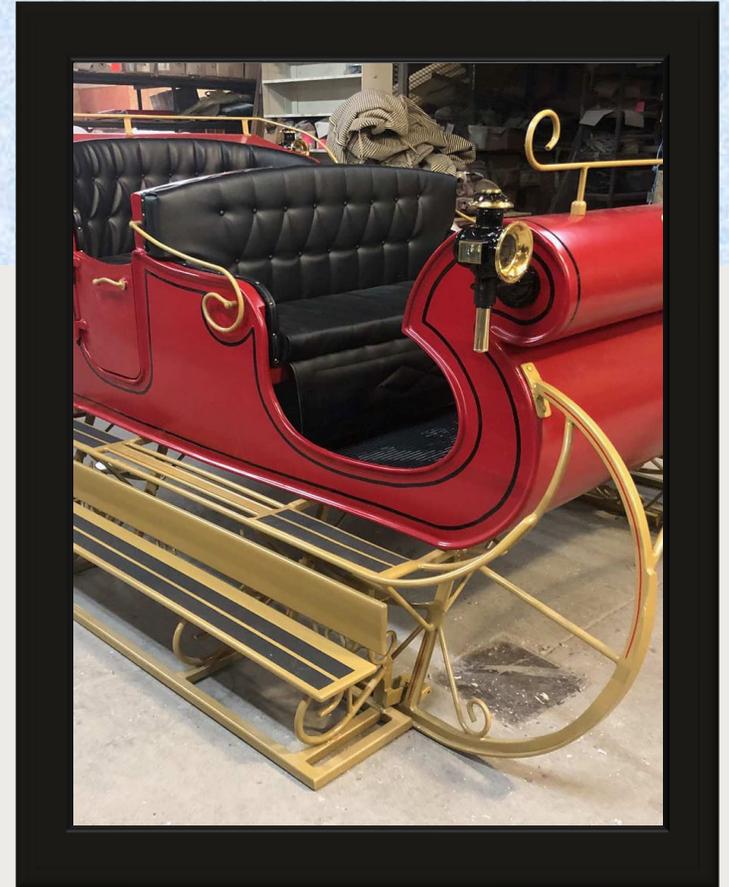
## Wrap poles to look like the “North Poles”

Red and white lights	\$3,700
Decoration on tops	\$2,400



Sleigh at Malden End for  
Pictures

\$3,000-Rental?



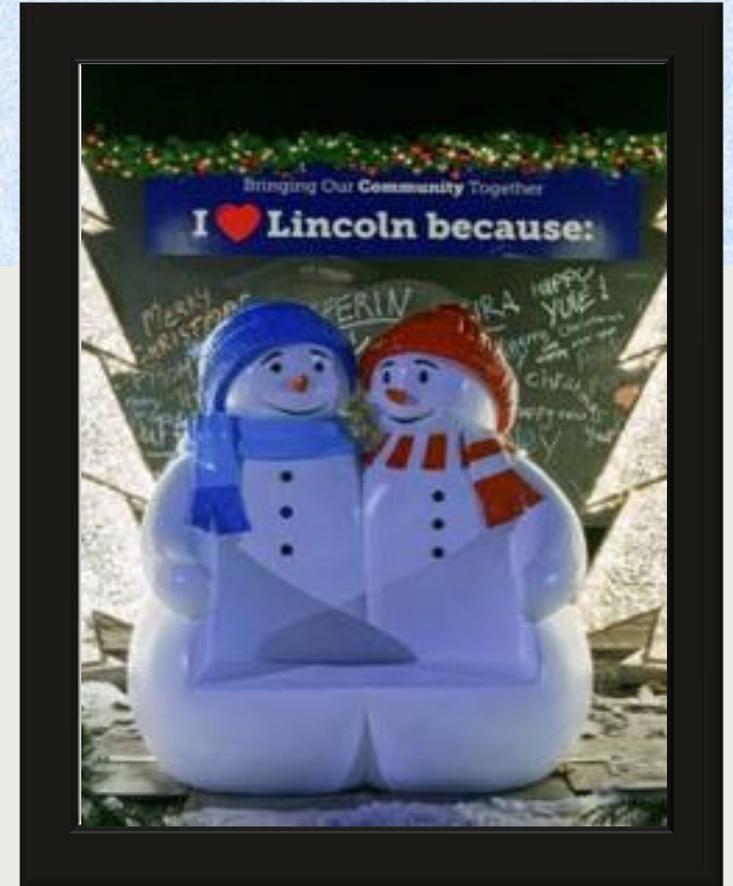
## Polar Buddies for Selfies

2 of these at \$3,000 = \$6,000



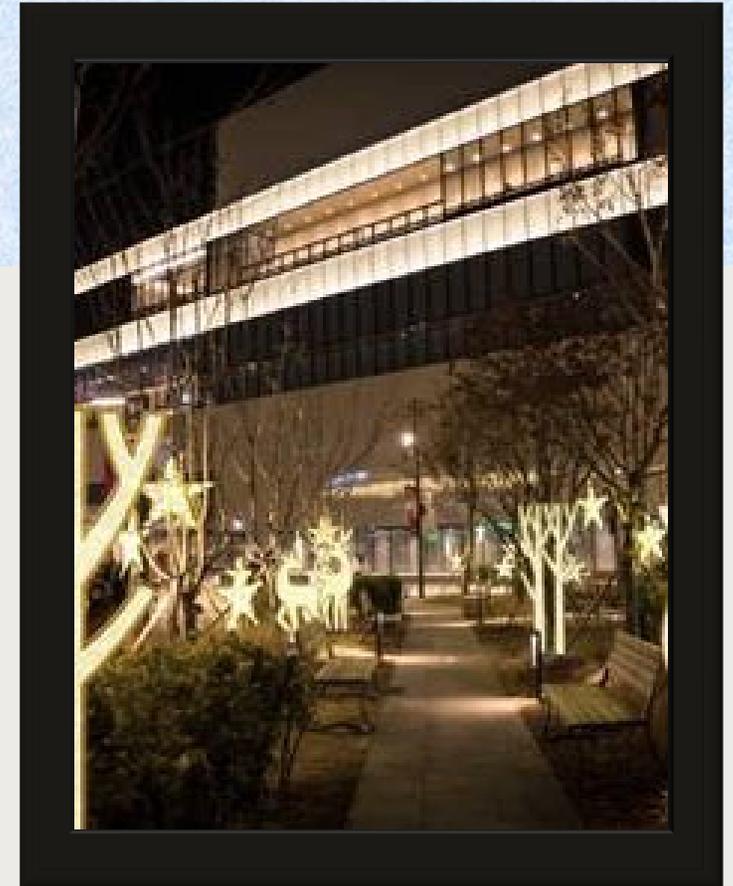
## Frosty Friends for Selfies

2 of these at \$3,000 = \$6,000



## Branches and Reindeer

Branches	4 X \$1,500	=	\$6,000
Reindeer	2 X \$1,350	=	\$2,700
Does	2 X \$900	=	\$1,800



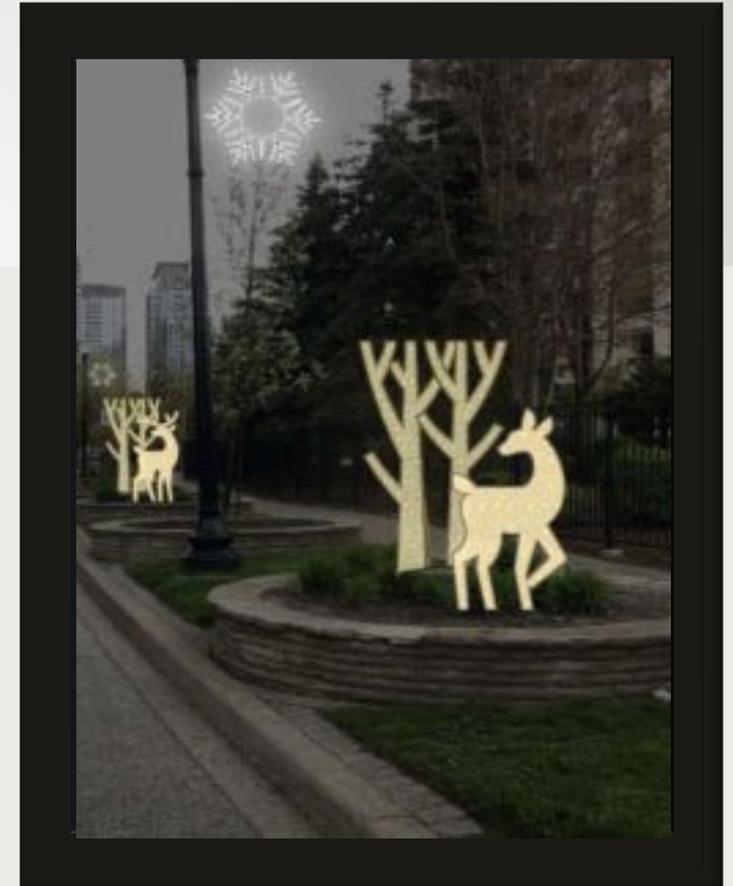
## Doe with branches

### Reindeer

Height 6'  
Width 2' 8"

### Doe

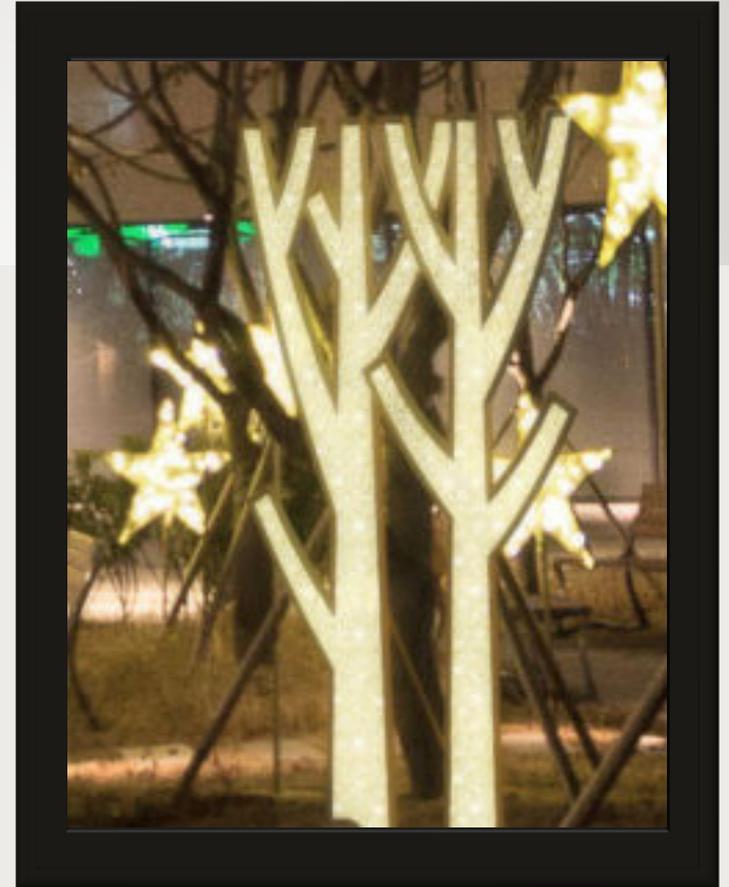
Height 4' 2"  
Width 2' 3"



## Branches

Height 6' 9"

Width 3' 9"



## Wreaths and Scrolls on Town Hall Building

1—8' Wreath	
Wall facing employee parking	\$2,800
1—8' Wreath with 4' Scrolls	
Wall facing Malden Road	\$7,500



Wreath with Scrolls

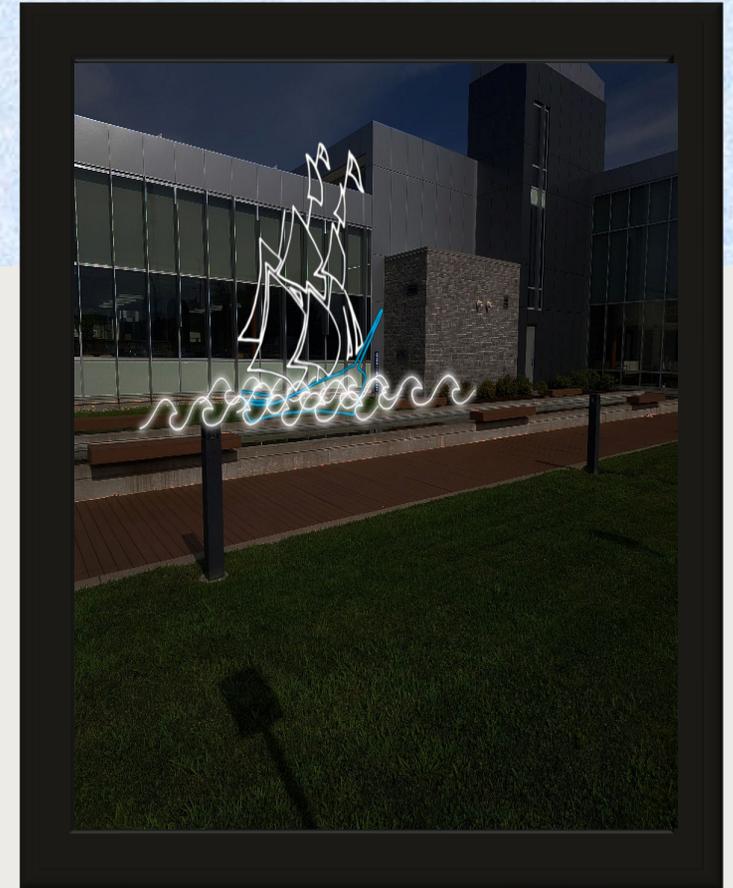
8' with 4' Scrolls on each side.



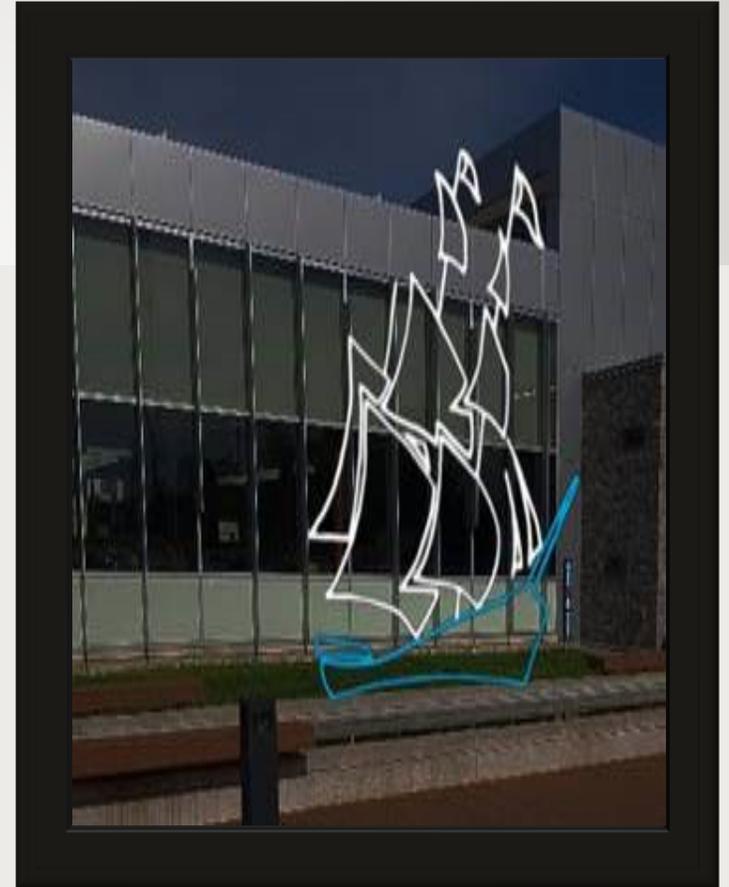
Logo “Boat” Design With  
Waves in Waterway

\$30,000

17’ by 20’ in size



Boat without Waves



## Otaki Archway down Promenade to Cenotaph

Archways 2 X \$15,500 = \$31,000

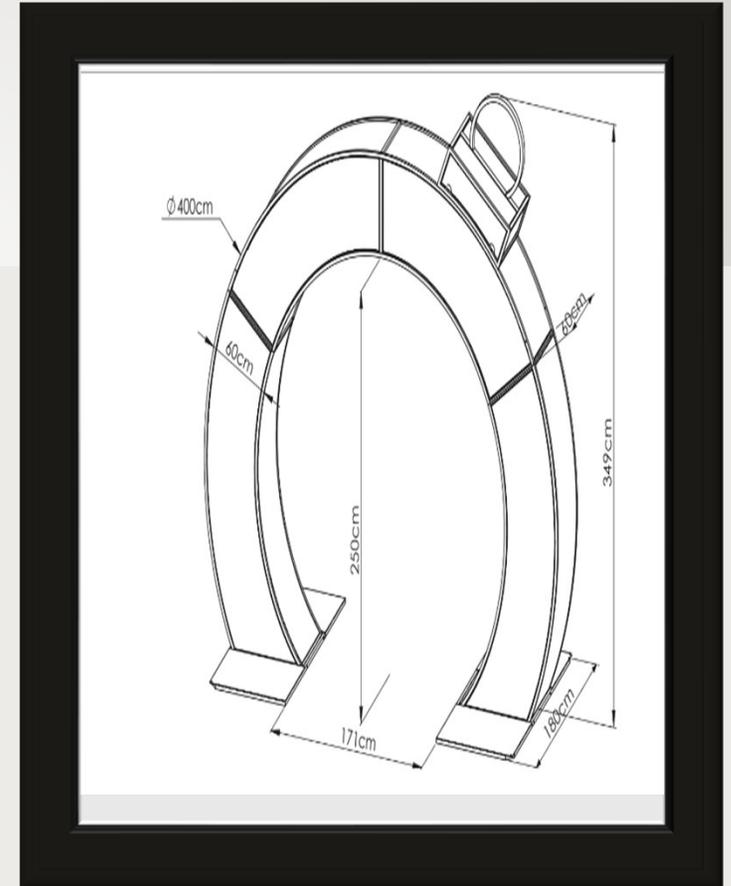


Picture Looking Down  
Promenade



## Otaki Archway Dimensions

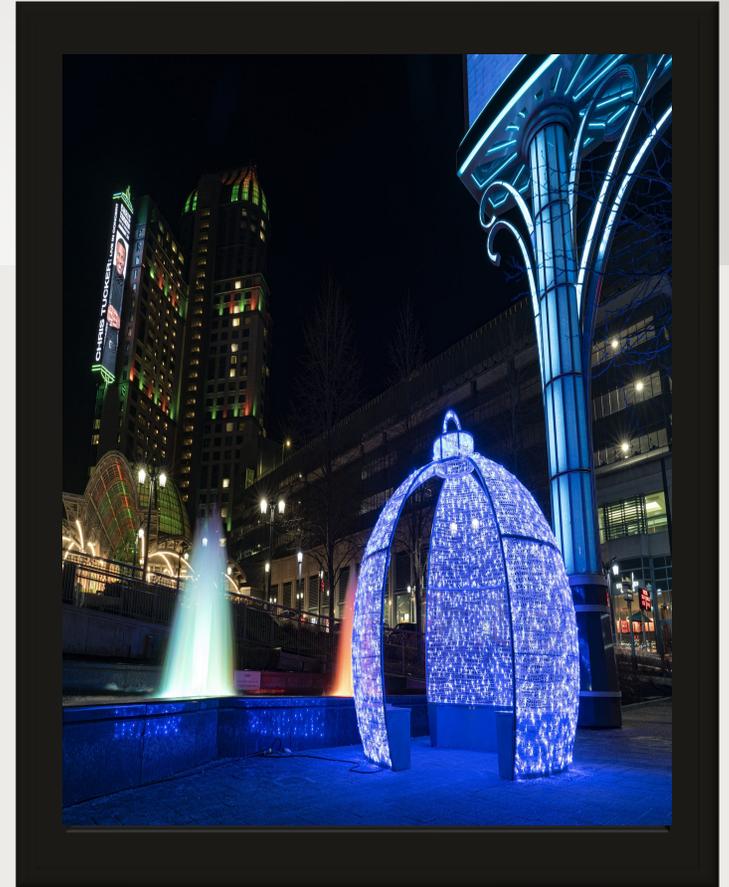
Bottom of arch	5' 7"
Height inside arch	8' 2"
Total height	11' 5"
Total width	9' 6"



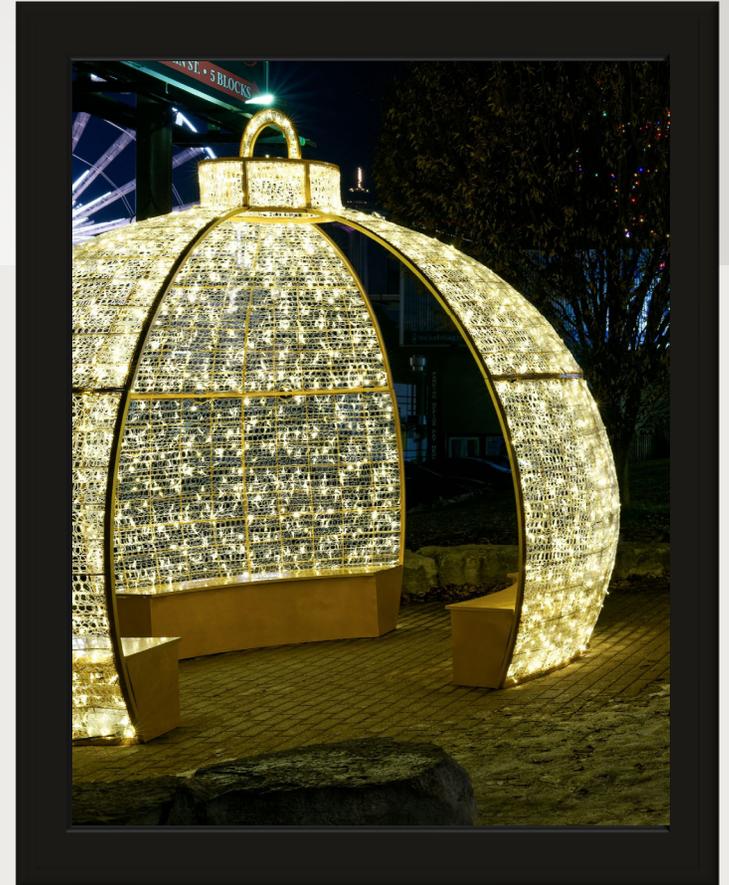
# Ballymena for selfies

10' X 11.5' X 11.5'

\$23,000



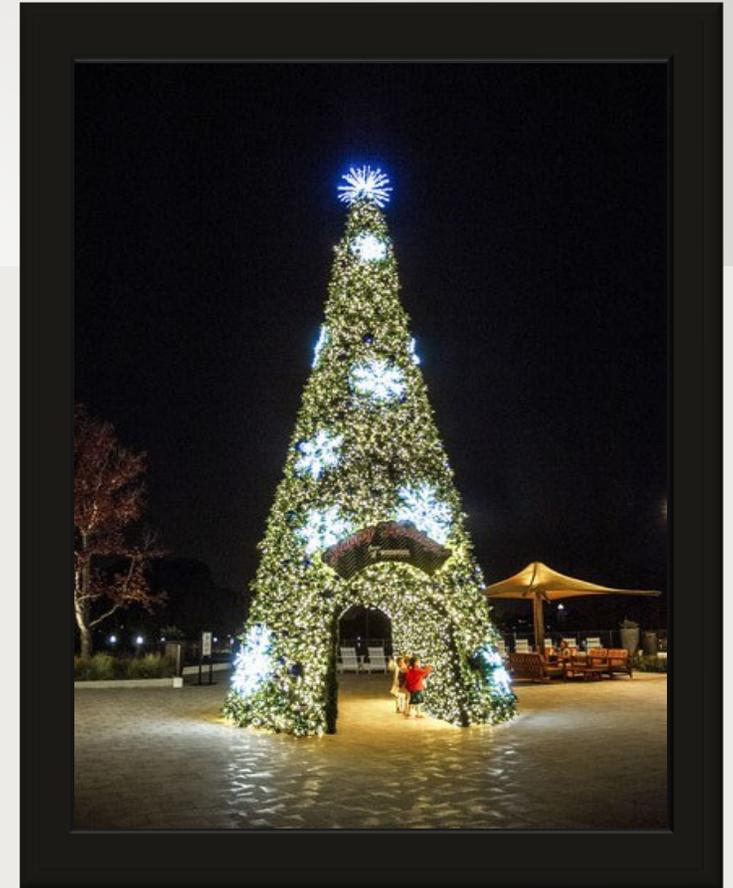
Ballymena-warm white  
lights



# Walk Through Tree

36' with 4' Topper

\$150,000



## Inside tree

### Tunnel

Height - 8'

Width - 7.5' to 6.2' at top of arch

Length - 13'



# Fire Truck for in front of Fire Department

Approximately:

\$12,500 in price

15' in width and 6.5' in height

All in commercial grade LED rope lights.



## Police Car for in front of Police Department

Approximately:

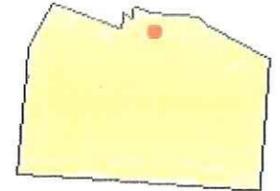
\$8,500 in price

10' in width and 6.5' in height

All in commercial grade LED rope lights.



# Civic Center Decor Layout



**Legend**  
 + Essex Terminal Railway  
 Water Features

Currently Decorated Trees (48)

Additional Trees (27)

Scale: 1:731



0 11.03 22.06 Meters

Printed: 8/17/2020

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
 THIS MAP IS NOT A LEGAL SURVEY

Notes



## **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:** February 18, 2021

**Report Number:** FIN-04-2021

**Subject:** Town Hall Work Station and Office Expansion

### **Recommendation**

That the report of the Director of Finance dated February 18, 2021 (FIN-04-2021) regarding the Town Hall Work Station and Office Expansion be approved.

### **Report**

Since the completion of the Town Hall building in 2014, the Town has grown substantially and has offered many new services. With growth and expansion comes the need for additional staff positions. As such, over the past seven years, the Town has added many new positions, which has resulted in the need for additional offices and work stations in the Town Hall building. Rather than construct an addition on the existing Town Hall building, which would cost millions of dollars, administration recommends converting the second floor Laurier conference room into three new offices, and converting a portion of the staff lunch room into a new conference room (See attachment A for detailed rendering). Additionally, administration proposes adding two new work stations located in the open area beside the photocopy room on the first floor (See attachment B for detailed design) and replacing the two existing work stations in the executive assistant area on the first floor of Town Hall with three new work stations (See attachment C for detailed design). It is important to note that the two existing work stations in the Executive assistant area will be repurposed to create the two additional work stations in the open area on the first floor.

Monarch Basics had both the best office space design and lowest price for the work stations on the first floor. See cost below under financial implications. Moving forward, a design will also be obtained from Monarch to determine if additional work stations can be created on the second floor.

If this report is approved by Council, a request for tender will be posted on bids and tenders to obtain pricing for the office and board room construction, which is estimated by JP Thompson to be a total of \$110,000. Also, approval will be given to Monarch Basics to order the three new work stations, which are expected to take two to three weeks to arrive.

In summary, a total of three new offices and three new work stations will be created from this project, with the potential for additional workstations once Monarch Basics provides 2<sup>nd</sup> floor work station designs. Once all construction has been completed and the new workstations have been configured, the number of offices and workstations will be sufficient for the next ten plus years moving forward.

## Consultations

JP Thompson Architects Ltd. created the new office and meeting room design for the second floor.

Monarch Basics created the first floor work station designs.

## Financial Implications

The total estimated cost to construct the three new offices and the new meeting room is \$110,000. The cost to repurpose two existing work stations and add three new workstations on the first floor of Town Hall will cost \$17,600. These costs will be funded from the facilities reserve, which has sufficient funds available to fund this project (current balance of \$819,000).

## Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

Not applicable

## **Notifications**

Not applicable

**Report Approval Details**

Document Title:	FIN-04-2021 Town Hall Work Station and Office Expansion.docx
Attachments:	- Attachment A.pdf - Attachment B.pdf - Attachment C.pdf
Final Approval Date:	Feb 25, 2021

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



Chief Administrative Officer

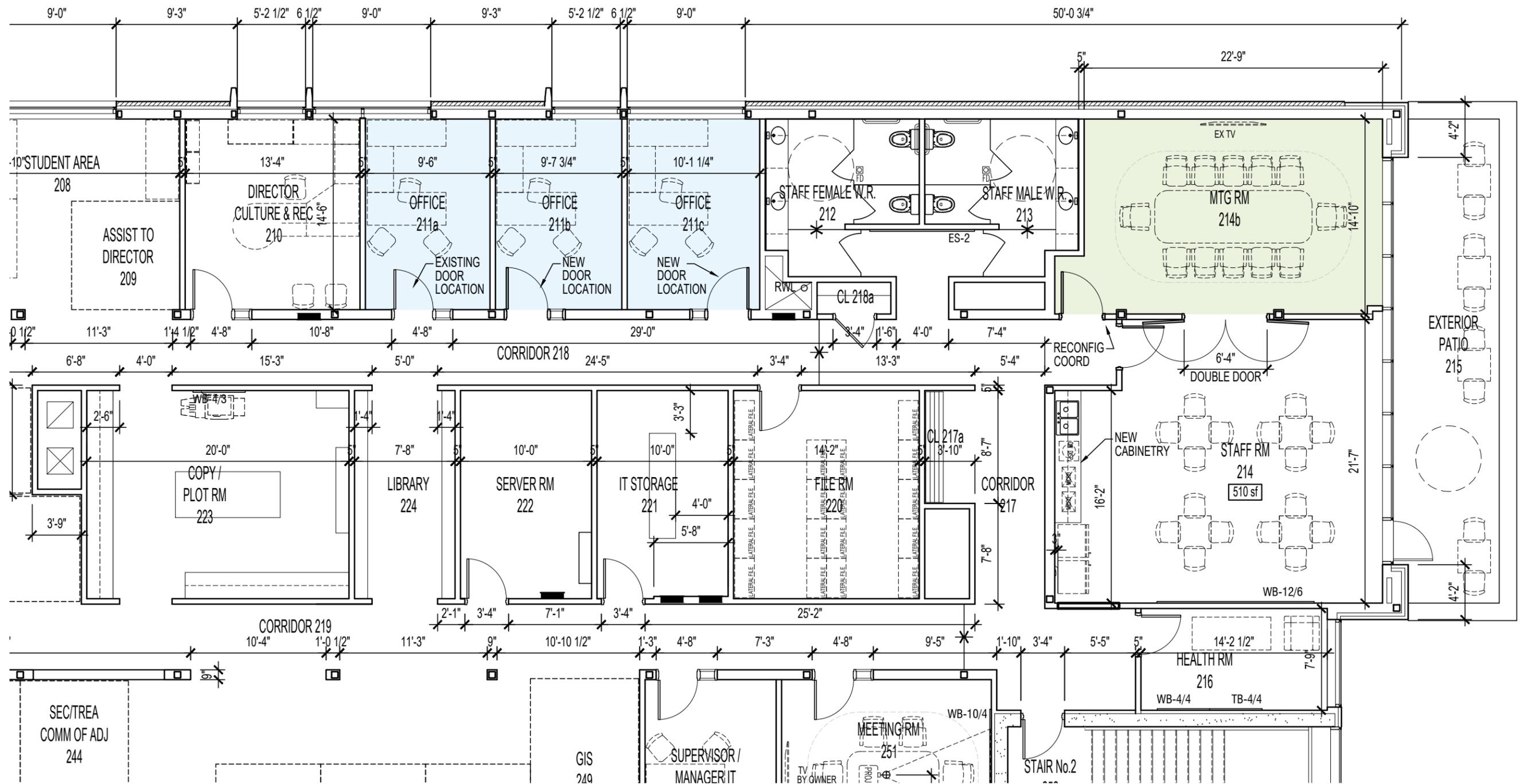
Joe Milicia



Deputy Chief Administrative Officer

Peter Marra

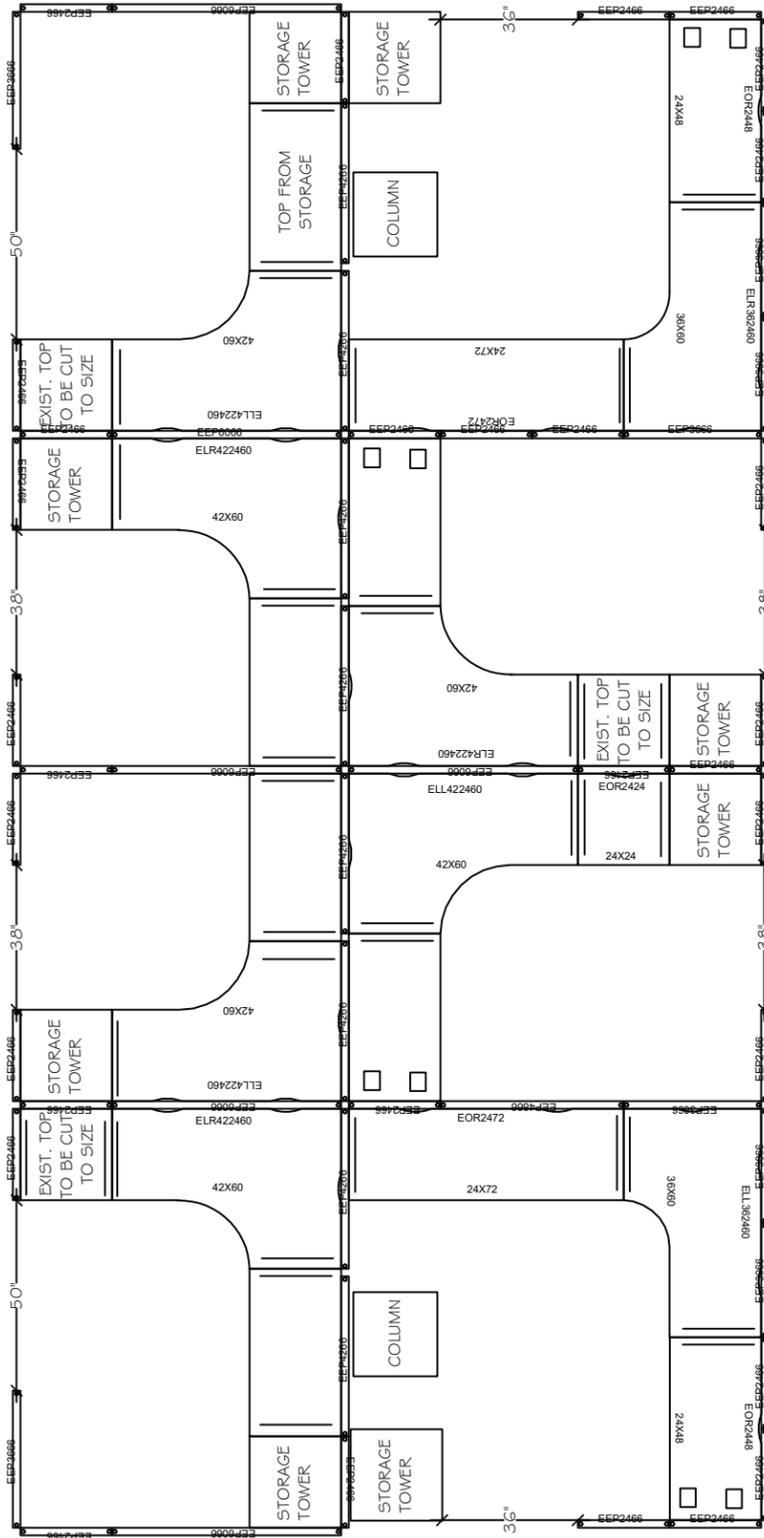
# ATTACHMENT A



 Partial Second Floor Plan

scale: 1/8" = 1'-0"

# Attachment B



TOWN OF LASALLE

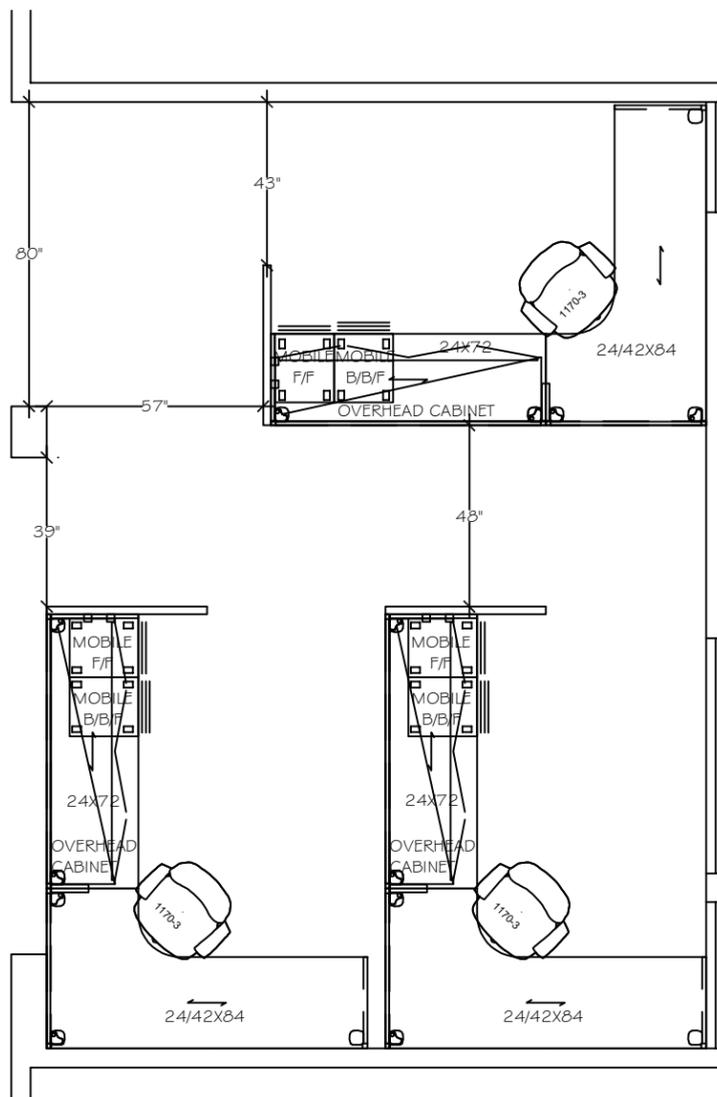
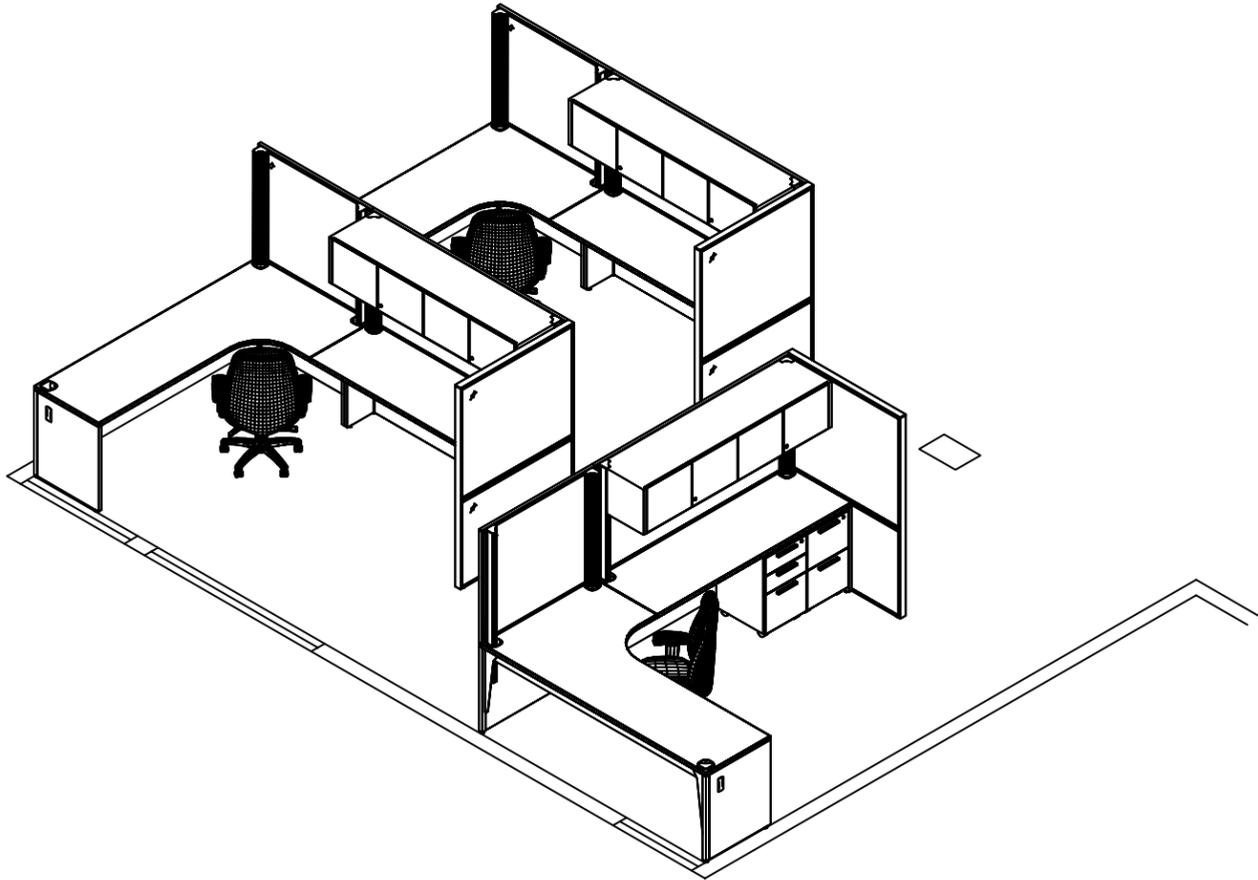
**Monarch BASICS**  
YOUR OFFICE FURNITURE EXPERTS

**WORKSTATION RECONFIGURATION**

DRAWN BY: SHAWN HOPKINS    REVISED: 1/25/2021

SCALE: 1/4" = 1'-0"    DATE: 1/25/2021    DWG. NAME: TOWN OF LASALLE - RECONFIG-SH-012521.dwg

# Attachment C



TOWN OF LASALLE



NEW STATIONS - OPTION B

DRAWN BY: SHAWN HOPKINS      REVISED: 1/25/2021

SCALE: 1/4" = 1'-0"      DATE: 1/25/2021      DWG. NAME: TOWN OF LASALLE - RECONFIG-SH-012521.dwg



## **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:** February 8, 2021

**Report Number:** FIN-03-2021

**Subject:** 2020 Development Charges Treasurer's Statement

### **Recommendation**

That the report of the Director of Finance / Treasurer dated February 8, 2021 (FIN-03-2021) regarding the 2020 Development Charges Treasurer's Statement be approved.

### **Report**

This report is being submitted as requirements of the Development Charges Act (the "DCA"), 1997 and the Planning Act, as amended through Bill 73, The Smart Growth for our Communities Act, 2015. Section 43 of the DCA requires the Treasurer of a municipality to provide a financial statement to Council relating to development charge by-laws and reserve funds established under section 33 of the DCA. Similarly, section 42 of the Planning Act requires the Treasurer to provide a financial statement to Council relating to the special account for cash-in-lieu of parkland monies. These statements must be made available to the public and, on request, to the Minister of Municipal Affairs and Housing.

### **Background**

Bill 73 requires the contents of the financial statements to include opening and closing balances, transactions relating to the funds and such other information as is prescribed in the regulations. The Bill also requires the statement to provide all sources of funding for anything funded from Development Charges or Cash-in-lieu of Parkland monies as well as a statement to the municipality's compliance in not imposing, directly or indirectly, a charge related to a development or a requirement to construct services related to development, except as permitted by the DCA.

Appendix A illustrates the breakdown of the reserve fund activity for Development charges and cash-in-lieu of Parkland from January 1, 2020 to December 31, 2020. During this period, the total DC reserve balances decreased from \$13,489,720 to \$12,906,277. This decrease is due to funding for 2016 to 2020 applicable DC expenses occurring solely in 2020. From 2016 to 2019, only the Lou Romano debt payment was funded from the DC reserves. Moving forward, applicable expenses will be funded on an annual basis. It is also important to note that \$2,448,867 of development charges were collected, \$286,429 of interest was earned and \$3,318,738 of expenses were funded from development charges in 2020.

Appendix B identifies all of the capital expenditures to which the \$3,318,738 of development charge funds was transferred to in 2020. The cash-in-lieu of parkland reserve was not used to fund any projects in 2020.

### **Consultations**

Not applicable

### **Financial Implications**

Refer to Appendix A and Appendix B

### **Prepared By:**



Director of Finance/Treasurer

Link to Strategic Goals

1. Enhancing organizational excellence - No
2. Strengthen the community's engagement with the Town - No
3. Grow and diversify the local economy - No
4. Build on our high-quality of life - No
5. Sustaining strong public services and infrastructure - Yes

**Communications**

Not applicable

**Notifications**

Not applicable

**Report Approval Details**

Document Title:	2020 Treasurer's Statement.docx
Attachments:	- Appendix A - Annual Treasurer's Statement.pdf - Appendix B - Annual Treasurer's Statement.pdf
Final Approval Date:	Mar 2, 2021

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



Chief Administrative Officer

Joe Milicia

APPENDIX A  
2020 Development Charge Reserve Activity

Description	Opening Balance	Collections	Accrued Interest	Transferred to Capital (or Other) Funds	Debenture Payments	Ending Balance
Administration	457,836	37,174	8,338	87,553	-	415,795
Fire	(268,249)	84,011	(496)	26,000	-	(210,734)
Police	(401,236)	48,094	(4,111)	-	-	(357,253)
Recreation & Culture	(1,184,417)	493,306	4,575	-	-	(686,536)
Library	(134,301)	34,966	(467)	-	-	(99,802)
Public Works: Facilities & Equipment	(104,043)	51,888	21	92,585	-	(144,719)
Transportation Network	6,917,566	975,705	156,077	-	-	8,049,348
Waste Water System	1,307,962	560,605	8,651	2,249,982	411,953	(784,717)
Water Distribution System	6,898,602	163,118	113,840	450,665	-	6,724,895
<b>Total Development Charge Reserve Funds</b>	<b>13,489,720</b>	<b>2,448,867</b>	<b>286,428</b>	<b>2,906,785</b>	<b>411,953</b>	<b>12,906,277</b>
<b>Cash-in-Lieu of Parkland</b>	<b>439,855</b>	<b>19,490</b>	<b>8,978</b>	<b>-</b>	<b>-</b>	<b>468,323</b>

APPENDIX B  
CAPITAL PROJECTS FUNDED BY  
DEVELOPMENT CHARGES IN 2020

Capital Fund Transactions	Current Year Net Capital Expenditure	DC Recoverable Cost Share		Non-DC Recoverable Cost Share				
		DC Reserve Fund Draw	DC Debt Financing	Other Reserve / Reserve Fund Draws	Operating Fund Contributions	Cash-in-Lieu of Parkland Reserve Draws	Debt Financing	Grants, Subsidied, Other Contributions
<b>Wastewater Services</b>								
Lou Romano Sewage Capacity Debt Payments	411,953		411,953					
Sewage Capacity Internal Funding Payback	2,249,982	2,249,982						
<b>Subtotal Wastewater Services</b>	<b>2,661,935</b>	<b>2,249,982</b>	<b>411,953</b>	-	-	-	-	-
<b>Growth Studies</b>								
2019 Transportation Master Plan	145,923	87,553		58,370				
<b>Subtotal Growth Studies</b>	<b>145,923</b>	<b>87,553</b>	-	<b>58,370</b>	-	-	-	-
<b>Fire Services</b>								
2016 Equipment for 4 additional Volunteer Firefighters	26,000	26,000						
<b>Subtotal Fire Services</b>	<b>26,000</b>	<b>26,000</b>	-	-	-	-	-	-
<b>Water Services</b>								
2019 Oversized portion of Trunk Watermain - Central	450,665	450,665						
<b>Subtotal Water Services</b>	<b>450,665</b>	<b>450,665</b>	-	-	-	-	-	-
<b>Public Works (Fleet and Facilities)</b>								
2018 Additional mower	15,150	8,181		6,969				
2019 Enclosed trailer	9,152	4,942		4,210				
2016 Bobcat for snow renewal	80,241	43,330		36,911				
2019 - 2 additional supervisor trucks	66,911	36,132		30,779				
<b>Subtotal Public Works (Fleet and Facilities)</b>	<b>171,454</b>	<b>92,585</b>	-	<b>78,869</b>	-	-	-	-
<b>TOTAL</b>	<b>3,455,978</b>	<b>2,906,785</b>	<b>411,953</b>	<b>137,239</b>	-	-	-	-



## **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:** March 3, 2021

**Report Number:** FIN-08-2021

**Subject:** 2020 Schedule of Council Remuneration

### **Recommendation**

That the report of the Director of Finance dated March 3, 2021 (FIN-08-2021) regarding the 2020 Schedule of Council Remuneration BE APPROVED.

### **Report**

Please find below, the schedule of Council Remuneration required to be approved and adopted by Council for the year ended 2020. This approval is required under Section 284 (1) and forms part of the public record under Section 284(4).



## 2020 Council Wages, Conferences, Seminars and Meeting Expenses

Name	Salary	Remuneration	Per Diem	Conference Registration	Conference Transportation	Conference Accomodation	Conference Meals	Conference Miscellaneous Expenses	TOTAL
Bondy	45,098.10	0.00	0.00	290.74	0.00	465.30	132.43	38.46	46,025.03
Meloche	37,524.92	0.00	0.00	290.74	0.00	0.00	0.00	0.00	37,815.66
Akpata	33,797.56	0.00	0.00	290.74	0.00	0.00	0.00	0.00	34,088.30
Carrick	33,797.56	0.00	700.00	957.27	276.79	758.01	260.00	29.00	36,778.63
Desjarlais	33,797.56	0.00	437.50	808.70	350.28	427.14	65.00	46.00	35,932.18
Renaud	33,797.56	0.00	0.00	290.74	0.00	0.00	0.00	0.00	34,088.30
Riccio-Spagnuolo	33,797.56	0.00	0.00	290.74	0.00	0.00	0.00	0.00	34,088.30

## 2020 Essex Power Expense Allowances and Remuneration

Name	Expenses	Mileage	HST (on mileage/ Expenses)	Per Diem	Committee Fees	Conference Calls	Meeting Fees	Stipend	TOTAL
Mayor Marc Bondy	0.00	13.05	1.70	250.00	1,250.00	0.00	4,250.00	\$4,000.00	9,764.75
Joe Graziano	0.00	18.80	2.44	250.00	1,000.00	0.00	4,250.00	\$4,000.00	9,521.24



**Consultations**

Not Applicable

**Financial Implications**

See body of report above.

**Prepared By:**

A handwritten signature in black ink, appearing to read "Dale Langlois".

Director of Finance/Treasurer

Dale Langlois, CPA, CA

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

None.

## **Notifications**

None.

**Report Approval Details**

Document Title:	FIN-08-2021 2020 Schedule of Council Remuneration.docx
Attachments:	
Final Approval Date:	Mar 3, 2021

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**

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

February 18, 2021  
9:00 a.m.  
Meeting Held Virtually

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

Administration Present: P. Marra, Deputy Chief Administrative Officer, P. Funaro, Director of Culture and Recreation, M. Beggs, Manager of Parks and Roads, M. Masonovich, Manager of Fleet & Facilities, T. Brydon, Supervisor of Parks, T. Coke, Council Coordinator, L. Jean, Deputy Clerk, K. Scherer, Recreation Coordinator

**Clerks Note: Councillor Akpata, Councillor Desjarlais, Councillor Renaud and Administration participated in the Meeting electronically via video conference technology.**

**A. CALL TO ORDER**

Councillor Akpata calls the meeting to order at 9:00 a.m.

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

None.

**C. ADOPTION OF MINUTES**

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the minutes of the meeting of Parks, Rec and Events Committee dated November 19, 2020, be adopted as presented.

**Carried.**

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

1. changes to the Culture and Recreation fee structure

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-01) regarding changes to the Culture and Recreation fee structure be received.

**Carried.**

2. Winter Virtual Programs

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-02) regarding winter virtual programs be received.

**Carried.**

3. Walking track policy update

Moved By: Councillor Desjarlais  
Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated February 4, 2021 (CR-2021-03) regarding the updated walking track policy be received and that the changes to the walking track policy be approved.

**Carried.**

**E. NEXT MEETING**

The next scheduled meeting will be held on March 18, 2021 at 9:00 a.m.,

**F. ADJOURNMENT**

The meeting is adjourned at the call of the Chair at 9:16 a.m.

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Chair

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Council Co-ordinator



COMMITTEE MATTERS  
Parks, Recreation and Events Committee

February 18, 2021

**Clerk's Note:** The Parks, Recreation and Events Committee reviewed the following matters during their meeting held on February 18, 2021. Copies of reports are attached for reference as part of the corresponding Minutes.

1. **Subject: Changes to the Culture and Recreation Fee Structure**

**Motion:** That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-01) regarding changes to the Culture and Recreation fee structure be received.

See report on today's Agenda.

2. **Subject: Winter Virtual Programs**

**Motion:** That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-02) regarding winter virtual programs be received.

See report on today's Agenda.

3. **Subject: Walking Track Policy Update**

**Motion:** That the report of the Director of Culture and Recreation dated February 4, 2021 (CR 2021-03) regarding the updated walking track policy be received and that the changes to the walking track policy be approved.

See report on today's Agenda.

# Committee Matter- #1

## Changes to the Culture and Recreation Fee Structure



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

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

**Prepared by:** Patti Funaro, Director of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** January 22, 2021

**Report Number:** CR-2021-01

**Subject:** changes to the Culture and Recreation fee structure

### **Recommendation**

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-01) regarding changes to the Culture and Recreation fee structure be received.

### **Report**

The Department of Culture and Recreation has been working towards the migration to ActiveNET software to manage all aspects of the department activities including registration, space reservation and billing, memberships and point of sale. This process has given us the opportunity to review procedures and daily business operations. In addition, as with any new software program, changes to practice and process are a necessary part of ensuring that the software is being used to its full potential. The following changes will occur when the software goes live on March 1, 2021:

- A multi-child discount will no longer be offered for day camp registrations (previously a 10% discount was offered for each additional child from the same household).
- The Gold/Silver/Bronze fitness membership options will no longer be offered. Two options will replace the previous three:
  - Basic Membership – all the amenities included with the former bronze membership
  - Premium Membership – all the amenities included with the former silver membership

- Six-month fitness memberships will no longer be offered. Annual and three-month options are still available.
- All discounts on fitness memberships will no longer be offered with the exception of:
  - A 10% discount on an annual membership for:
    - Seniors (age 55 +)
    - Student discount (with valid student ID)
    - The second and subsequent members of the same household

Memberships in good standing are not affected by these changes.

These changes will create a number of efficiencies including easier online registration and reduced misinformation and employee errors to name a few.

## Consultations

Type consultations here

## Financial Implications

none

## Prepared By:



Director of Culture & Recreation

Patti Funaro

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable

## **Communications**

N/A

## **Notifications**

N/A

Committee Matter- #2

Winter Virtual Programs



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

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

**Prepared by:** Patti Funaro, Director of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** January 22, 2021

**Report Number:** CR-2021-02

**Subject:** Winter Virtual Programs

### **Recommendation**

That the report of the Director of Culture and Recreation dated January 22, 2021 (CR-2021-02) regarding winter virtual programs be received.

### **Report**

Department of Culture and Recreation staff have continued planning and implementing virtual programs to meet community needs during the stay at home orders. For informational purposes, an outline of winter programs and activities is as follows:

#### Virtual Fitness Classes and Contests

Jump into January offered participants the opportunity to be entered in a draw each time they signed in to a virtual class. Draws were held weekly with a grand prize at the end of the month. All prizes are purchased from local businesses.

February Friends and Family February Fitness Challenge offers participants the opportunity to be entered in a draw for referring others to take advantage of our free virtual fitness programs. All prizes are purchased from local businesses.

Seniors Virtual programs continue to be offered through Zoom. Participants can login or dial in on a telephone to take part in activities such as chair fitness, meditation and special guest speakers.

LaSalle Lockdown Challenge encouraged people to participate in various challenges from their home and enter a photo of the challenge for a chance to win a prize. Lego, fort building and family pets were some of the challenges.

Virtual Super Saturdays is offered every Saturday for kids ages 6 to 12 years and includes simple craft activities and games offered over Zoom.

March Break Virtual Camp will be offered over the March Break (pending school status) for children ages 4 – 6 and 7 - 11 years using Zoom.

Department staff are prepared to continue offering virtual activities throughout restrictions to ensure we stay connected with our patrons. Plans are underway for activities beyond March, including a Virtual Easter event/activity.

## **Consultations**

N/A

## **Financial Implications**

Staff costs that fall within the 2021 budget

## **Prepared By:**



Director of Culture & Recreation

Patti Funaro

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Yes
4. Build on our high-quality of life - Yes

## **Communications**

N/A

## **Notifications**

N/A

Committee Matter - #3

Walking Track Policy Update



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

**To:** Mayor and Members of Council

**Prepared by:** Patti Funaro, Director of Culture and Recreation

**Department:** Culture and Recreation

**Date of Report:** February 4, 2021

**Report Number:** CR-2021-03

**Subject:** Walking track policy update

### **Recommendation**

That the report of the Director of Culture and Recreation dated February 4, 2021 (CR-2021-03) regarding the updated walking track policy be received and that the changes to the walking track policy be approved.

### **Report**

The policy for the walking track at the Vollmer Culture and Recreation Complex was reviewed and several additions and updates were made. The changes will be in effect upon the reopening of the Vollmer and resumption of regular programs and services.

Highlights of the changes include:

- 1) Users must complete new membership documentation prior to the first use of the walking track.
- 2) Users will be provided a swipe card for access to the walking track and must use it to check-in for each use.
- 3) Users must be 16 years of age or older to use the walking track.
  - a. Youth between 14 and 16 years of age may use the walking tracking if accompanied by an adult.
  - b. Alternatively, youth between 14 and 16 years may use the walking track unaccompanied during junior memberships hours.
  - c. Youth must complete new membership documentation to use the walking track.
- 4) The walking track may not be used for groups, such as sports teams warming up.
- 5) Walking track users must abide by all Town of LaSalle by-laws, policies and facility rules, including the RZone Respect and Responsibility policy. Town of LaSalle by-laws and policies are available at [www.lasalle.ca](http://www.lasalle.ca)

The previous version of the policy allowed anyone (regardless of age) to use the walking track at anytime during operating hours. Users were not required to check in or provide any sort of contact information. The updated policy puts administrative controls in place that will give us access to user information in the event of an emergency or should there be concerns regarding use of the facility.

### **Consultations**

none

### **Financial Implications**

none

### **Prepared By:**

A handwritten signature in black ink that reads "Pfunaro". The signature is written in a cursive, flowing style.

Director of Culture & Recreation

Patti Funaro

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - No
3. Grow and diversify the local economy - No
4. Build on our high-quality of life - Yes

## **Communications**

Not applicable

## **Notifications**

Not applicable



## **Walking Track Usage Policy**

**Policy Manual Section:** Governance – Culture and Recreation

**Policy Number:** G-CR-003

**Authority:** Resolution 34/18

**Date Approved:** January 23, 2018

**Department Responsible:** Culture and Recreation

**Revision Dates:** January 2019, 2020

**Review Date:** January 2021 (annually)

**Status:** Active

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### **Purpose:**

To provide affordable access to the walking track for the public throughout the year at the Vollmer Culture and Recreation Complex.

### **Policy Statement:**

Access to the walking track will be free of charge to the public provided a sponsorship has been received to cover the minimum fee of two thousand dollars (\$2,000) for operation between January 1 and December 31 of a calendar year.

### **Scope:**

The walking track will be open and accessible free of charge during the regular operating hours of the fitness centre.

The walking track may have additional restrictions or be closed at any time.

### **Policy:**

The walking track at the Vollmer Culture and Recreation Complex will be free of charge to the public provide funding or sponsorship has been received.

The walking track will be available to the public during regular operation hours of the fitness centre.

Operating hours are as follows:

Monday – Friday – 6:00 a.m. - 10:00 p.m.

Saturday - Sunday – 7:00 a.m. - 8:00 p.m.



Altered schedule on the following holidays:

Christmas Eve – fitness centre and walking track closed at 12:00 noon

New Years Eve – fitness centre and walking track closed at 6:00 p.m.

The Vollmer Complex is closed on the following holidays and the walking track will not be available:

New Years Day

Good Friday

Easter Sunday

Victoria Day

Canada Day

Civic Holiday

Labour Day

Thanksgiving Monday

Christmas Day

Boxing Day

The Walking track will operate under the following rules:

- 1) Users must complete new membership documentation prior to the first use of the walking track.
- 2) Users will be provided a swipe card for access to the walking track and must use it to check-in for each use.
- 3) Users must be 16 years of age or older to use the walking track.
  - i. Youth between 14 and 16 years of age may use the walking tracking if accompanied by an adult.
  - ii. Alternatively, youth between 14 and 16 years may use the walking track unaccompanied during junior memberships hours.
  - iii. Youth must complete new membership documentation to use the walking track.
- 4) Joggers and fast walkers use the outside lane
- 5) Walkers use the inside lane
- 6) Clean dry running shoes required on the track at all times
- 7) Stroller wheels must be clean and dry
- 8) Walking track membership does not provide access to any fitness equipment
- 9) Walkers demonstrating boisterous or disruptive behaviour may be asked to leave.
- 10) The walking track may not be used for groups, such as sports teams warming up.
- 11) Walking track users must abide by all Town of LaSalle by-laws, policies and facility rules, including the RZone Respect and Responsibility policy. Town of LaSalle by-laws and policies are available at [www.lasalle.ca](http://www.lasalle.ca)



**Responsibilities:**

Culture and Recreation fitness staff will ensure the safe operation of the track and appropriate behaviour of walkers responding to incidents as required.

**Policy Review**

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

**References and Related Documents:**

None.

**Attachments:**

None.



**THE CORPORATION OF THE TOWN OF LASALLE**  
**Minutes of a Meeting of the Accessibility Advisory Committee**

February 24, 2021  
4:00 p.m.  
Meeting Held Virtually

Members of Committee Present: Councillor Sue Desjarlais, Councillor Mark Carrick, Councillor Anita Riccio-Spagnuolo, Michael Gerard, Jason Thibodeau, Cynthia Butcher

Members of Committee Absent: Keren Escobar

Administration Present: P. Marra, Deputy CAO, K. Miller, Director of Special Projects, P. Funaro, Director of Parks and Recreation, D. Hadre, Corporate Communications and Promotions Officer, L. Jean, Deputy Clerk, T.Coke, Council Coordinator

Delegate Present: M. Beaulieu, Architect JP Thomson

**Clerks Note:**

Kevin Miller, Director of Special Projects, Peter Marra, Deputy CAO, Dawn Hadre, Corporate Communications and Promotions Officer and Mark Beaulieu, Architect from JP Thomson leave the meeting at 4:40 p.m. after the Waterfront Small Coastal Experience Project Presentation.

**A. CALL TO ORDER**

Councillor Desjarlais calls the meeting to order at 4:00 p.m.

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

None disclosed.

**C. ADOPTION OF MINUTES**

Moved By: Councillor Riccio-Spagnuolo  
Seconded By: Jason Thibodeau

That the minutes of the meeting of the Accessibility Advisory Committee dated February 3, 2021 be adopted as presented.

**Carried.**

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

1. Waterfront Small Coastal Experience Project Presentation

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Cynthia Butcher

That the presentation from the Director of Special Projects & the Deputy CAO regarding the Small Coastal Waterfront Experience be received.

**Carried.**

2. Website Compliance – Annual Scan

Moved By: Councillor Carrick

Seconded By: Councillor Riccio-Spagnuolo

That the report of the Deputy Clerk dated February 17, 2021 (CL-03-2021) regarding an annual scan of the Town’s website required to ensure continued legislative compliance be received; and that the fee of \$1500.00 for Abledocs software solutions to scan our website and report on accessible documents requiring remediation be funded through the Accessibility Committee Budget; and that a scan be completed annually to ensure continued compliance.

**E. NEXT MEETING**

The next scheduled meeting will be held on Tuesday April 6, 2021 at 4:00 p.m.

**F. ADJOURNMENT**

The meeting is adjourned at the call of the Chair at 4:55 p.m.

\_\_\_\_\_  
Chair

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



COMMITTEE MATTERS  
Accessibility Advisory Committee

February 24, 2021

**Clerk's Note:** The Accessibility Advisory Committee met on February 24, 2021. A copy of the Administrative report is attached for reference as part of the corresponding Minutes.

1. **Subject: Website Compliance**

**Motion:** That the report of the Deputy Clerk dated February 17, 2021 (CL-03-2021) regarding an annual scan of the Town's website required to ensure continued legislative compliance be received; and that the fee of \$1500.00 for AbleDocs software solutions to scan our website and report on accessible documents requiring remediation be funded through the Accessibility Committee and that a scan be completed annually to ensure continued compliance.

See Report on today's Agenda.

Committee Matter - #1

Website Compliance



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

**To:** Members of the Accessibility Advisory Committee

**Prepared by:** Linda Jean, Deputy Clerk

**Department:** Council Services

**Date of Report:** February 17, 2021

**Report Number:** CL-03-21

**Subject:** Website Compliance – Annual Scan

### **Recommendation**

That the report of the Deputy Clerk dated February 17, 2021 (CL-03-2021) regarding an annual scan of the Town's website required to ensure continued legislative compliance be received; and that the fee of \$1500.00 for Abledocs software solutions to scan our website and report on accessible documents requiring remediation be funded through the Accessibility Committee Budget; and that a scan be completed annually to ensure continued compliance.

### **Report**

The Accessibility for Ontarians with Disabilities Act (AODA) has a January 1, 2021 deadline for public sector organizations to have all web content be compliant with Web Content Accessibility Guidelines (WCAG 2.0 AA).

Measures have been taken to ensure documents are made accessible by using Adobe Pro and by adding standard language to documents. Using Adobe Pro to meet AODA website compliance has been found to be a very time consuming and arduous process in both repairing and creating accessible documents.

As a solution, Administration is in the process of securing licenses with Abledocs, an industry leader in PDF accessibility software. Abledocs provides full content accessible solutions which meet Provincial Standards. Products and services provided by Abledocs help eliminate barriers for individuals that cannot access traditional print documents due to various print disabilities including vision limitations such as low vision or blindness or cognitive disabilities such as dyslexia.

The one time setup and training cost is \$3000 for this software. The annual cost for licences will be approximately \$6,960 funded through the accessibility reserve fund.

Abledocs also provides a feature called ADScan. ADScan is an automated tool that will scan our website and report on the accessibility of the website's documents (PDF, Word, PowerPoint, Excel etc.). For \$1500.00, this feature will scan our website and provide a report outlining which documents are in need of repair. Repairing these documents using the Abledocs software will help us move to the next level of compliance towards an accessible website.

The Accessibility Committee is provided with a an annual budget of \$5000.00. Currently an annual fee of approximately \$1650.00 is paid through this account for Browsealoud, the assistive technology software that adds text to speech functionality on our website, leaving a balance to be used towards accessible initiatives.

As it is important for our website to be continually monitored to ensure compliance with AODA requirements, it is proposed that Abledocs software solutions provide an annual scan of our website at the cost of \$1500.00 per scan, and that the cost be funded through the Accessibility Committee Budget with a portion of the remaining funds.

## Consultations

A. Robertson, Director of Council Services/Clerk

## Financial Implications

Annual fee of \$1500.00 to scan the website and provide report.

## Prepared By:



Deputy Clerk

## Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Not Applicable

**Communications**

Not available.

**Notifications**

Not available.

**Report Approval Details**

Document Title:	Accessible Website Compliance.docx
Attachments:	
Final Approval Date:	Feb 19, 2021

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



Director, Council Services/Clerk

Agatha Robertson



## **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:** February 19, 2021

**Report Number:** FIN-05-2021

**Subject:** Virtual Services Provided by the Town of LaSalle

### **Recommendation**

That the report of the Director of Finance dated February 19, 2021 (FIN-05-2021) regarding Virtual Services provided by the Town of LaSalle BE RECEIVED.

### **Report**

As Council may recall, at the December 8, 2020 Council meeting, Councillor Renaud inquired if administration could provide access for residents to tax billing information through an online portal. In addition to this virtual service, there are many other virtual services that have been implemented over the past couple of years, are in the process of being implemented and are currently being investigated and will be rolled out within the next year or two.

Although the COVID-19 virus has put limitations on many of the services that the Town provides, it has given administration the capacity to work on and implement many virtual services which have benefitted our residents throughout the pandemic and will enhance the services that the Town provides moving forward. There are also many internal electronic processes that have been implemented or will be rolled out in the near future. Although they are considered internal, they will save costs and create many efficiencies that will create capacity for staff time to be utilized on other projects and services.

Below is a list and description of all the virtual customer services and internal electronic processes that have been implemented, are in the process of being implemented, or are currently being investigate and will be implemented in the near future:

## **Virtual Customer Services Completed:**

---

### Online Property tax and utility bills

There is an online portal for both tax accounts and utility bill accounts that residents can access through the Town of LaSalle website (under online services). The utility bill portal has been live since 2017 and the new tax portal went live February 2021. Both the tax and utility bill online portals operate the same way. Customers need their roll or account number and pin numbers to gain access to the online account (pin numbers are located on tax and utility bills). The portal provides the ability for residents to view bills online, register to receive bills by email and view transaction history. It is important to note that information is only available from the time the resident signs up for this service in the portal. No history of information will be provided prior to the sign-up date.

This service will reduce paper, postage and counter traffic as customers sign up to receive bills electronically.

### Municipal Ticketing Online Payments

The municipal ticketing module went live in the fall of 2020. This system allows individuals who have received a ticket to pay their ticket online through the municipal ticketing module rather than make a trip to Town Hall.

### Council Meetings over Zoom

Since the COVID-19 pandemic, Council meetings have been held over zoom and streamed on the Town's youtube channel. Delegates have been able to register and present / speak at the Council meetings over zoom as well. This service will continue into the future until the pandemic is complete.

### Programming over Zoom

Since the spring of 2020, the COVID-19 pandemic restrictions have prevented the Town from holding live programming sessions. As a result, various programs have been held over zoom, which include exercise classes, childrens arts and craft classes and seniors programming. This initiative has been popular with the residents of the Town and great feedback has been received.

### Virtual Work from Home

In November 2020, the COVID pandemic took a turn for the worse, which resulted in the requirement for staff to work from home. Within weeks, the division of IT obtained the necessary hardware and software to allow applicable staff the ability to work from their home. They installed microsoft 365 software on the office staff computers, which has

allowed staff to access their email, meet face to face through the teams app and access files through one drive and VPN. In addition, through Micollab software staff are able to answer calls from the public from their homes as well.

### Other Services

Pre-authorized payment registration forms, and ownership change forms can now be completed online rather than physically at Town Hall. All completed forms are automatically sent by email to the revenue division. These accessible forms are created using “form builder” software. Other uses for this software are currently being investigated.

### Playspeak Software

In January 2021, playspeak software has been utilized to share future waterfront plans with the public and receive feedback through surveys and public comments. This software, will be utilized in the future to present various projects to the public and receive public feedback.

### **Virtual Customer Services In Progress:**

---

#### Pet Licencing Module

This project is currently in progress and is scheduled to go live in the second quarter of 2021. Similar to the Municipal ticketing module, the pet licencing module will allow residents to purchase dog tags online rather than make a trip to Town Hall. The physical dog tag will be mailed out to residents once payment is confirmed.

#### New Recreation Software

Administration is currently in the process of replacing the existing recreation software with an enhanced Activnet software, which will go live in March 2021. There are several benefits of the new software, which includes a user friendly portal that is easy to navigate through. Refunds can now be processed online for payments that occurred online. Private swimming lessons can be booked online with a particular instructor of choice. There is the ability to send mass messages through the system rather than call users individually (ie. If the pool has to close or if programs are cancelled). There is a secure QR code for parents picking their children up from day camps for enhanced security. Users can now scan in for day camps, programs and fitness classes with a card or with a QR code on their phones. Debit terminals are now connected to the system, which will prevent dual entry into the debit machine and software when a registration is made. This will reduce the risk of manual input errors.

### Customers Water Consumption Patterns

Administration is currently on the process of implementing sensus analytics software. This software will allow customers to sign-up and gain access to a system that will allow them to view their water consumption history and receive alerts for abnormal water usage patterns.

### New Website

Administration is in the process of revamping the Town's website design. The new website will satisfy the latest accessibility requirements, adapt to various devices of all sizes, and provide an easier user experience. The website will be adjusted to ensure that links to the most highly viewed pages are on the main page and easy to navigate to.

### **Internal Electronic Processes Completed:**

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#### eBids and Tenders

Over the past few years, the Town has been utilizing the ebids and tenders software to post RFP, RFQ and RFTs, which has allowed the Town to receive the most competitive prices. Over the past year, administration has begun rolling out additional modules, which include creating RFP, RFQ and RFT templates within the system, receiving bids through the system and evaluating bids through the system.

#### Kronos time and attendance software

Kronos time and attendance software went live January 1, 2020. This software provides virtual scheduling, hours tracking, vacation tracking, overtime tracking, sick time tracking, vacation requests, etc. It is also fully integrated with the payroll system. This initiative has created a significant amount of efficiencies as it has drastically reduced the time and effort that it previously took to schedule and track everything manually. It has also reduced any risk associated with manual input error. Moving forward, there are various modules that are currently being investigated such as a performance management module and onboarding and recruitment modules.

#### Systems 24/7 training system

Systems 24/7 provides all Town staff with required training and policies that pertain to their individual position. The Town has been utilizing this software since 2015. It ensures that all legislative training (such as health and safety training) has been performed and all requirements have been met.

### Electronic Funds Transfer (EFT)

Rather than cut cheques each time an invoice is received, administration has put a focus on promoting electronic funds transfer with our vendors. This promotion began in December and in January, 50% of payments were by EFT. This initiative will reduce postage costs and reduce the potential for late payment charges.

### Automation of Offer Letters through Laserfiche

The Culture and recreation department in collaboration with the Records Management Clerk have created an electronic form through the Town's Laserfiche system, which automatically generates offer letters for new part-time staff and emails copies to the appropriate staff (HR, payroll, IT, supervisor) to ensure that new employees are properly set up in the Town's various systems before they start employment.

### **Internal Electronic Processes In Progress:**

---

#### Electronic Invoice Approval System

Administration is currently working on an electronic invoice approval system, which is expected to go live in spring of 2021. This system will enhance and virtualize the invoice approval process through the Town's Laserfiche system. This will create significant efficiencies as invoices will be provided to the accounts payable clerk electronically, preventing the need for special trips to Town Hall to drop off invoices. This will also speed up the payment process and automatically ensure that proper signoffs are in place before invoices are paid (without the need for physical review as is currently performed).

#### New Budget Software

Administration is currently investigating new budget software and will implement a solution for the 2022 budget. The various software packages that are being investigated will provide a fresh look and virtualize the approval process for various budget requests within the operating and capital budgets, which will save significant staff time. New software will also provide a user friendly version of the budget on the Town website, with the ability for users to drill down into various categories of the budget to obtain in-depth information and details within the various categories of the budget.

#### Building Permit Software

The Town of LaSalle is currently investigating building permit software, which will allow the building division to receive and process building permits electronically. This software

will also automatically generate invoices and allocate costs specific to the details included in the building permit application. This software will be fully integrated with the Town's accounting software and create many efficiencies.

In 2020, due to the COVID pandemic, the Building division began accepting building permit applications electronically through email and in limited instances has been able to inspect certain components virtually through video and pictures.

#### New Intranet

The division of IT is currently in the process of refreshing the Town of LaSalle's intranet, which be more user friendly and easy to navigate within.

#### Integration of Software

Administration is currently in the process of applying for a grant to fund an initiative to fully integrate the various modules of Public Sector digest software with various other related software that the Town uses such as Vadim financial software. This will create efficiencies as it will eliminate duplication of entries into various softwares and eliminate the risk of manual input errors.

Should Council have any questions regarding the above initiatives, please feel free to contact myself or the applicable departments for further information.

### **Consultations**

All Departments within the Town of LaSalle

### **Financial Implications**

Not applicable

### **Prepared By:**



Director of Finance/Treasurer

Dale Langlois, CPA, CA

**Link to Strategic Goals**

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1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Yes

**Communications**

Not applicable.

**Notifications**

Not applicable.

**Report Approval Details**

Document Title:	FIN-05-2021 Virtual Services.docx
Attachments:	
Final Approval Date:	Mar 2, 2021

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



February 18, 2021

Minister McKenna  
House of Commons  
Ottawa, Ontario K1A 0A6

Minister Mulroney  
Ministry of Transportation  
5th Floor 777 Bay St.  
Toronto, ON M7A 1Z8

On behalf of the members of the Windsor Construction Association (WCA) and the Heavy Construction Association of Windsor (HCAW) representing approximately 400 companies such as General Contractors, Sub-contractors, Suppliers, Manufacturers and Professional firms, who operate predominantly in the Windsor-Essex County and Chatham Kent regions, building Industrial, Commercial, and Institutional buildings, roads and sewers, bridges and other civil infrastructure projects, we write to you regarding future Federal stimulus funding.

Last year the world experienced unprecedented hardships at the hands of the COVID 19 pandemic. Millions of people have lost their lives, and tens of millions will forever suffer on-going health related hardships even though they had survived it. The pandemic had vast impacts economically on hundreds of millions of people worldwide, and in Canada the impacts have been real proportionately. Because of the pandemic, Government had to act and responsibly utilized their powers to govern lockdowns throughout nation, provincially, and locally. These actions were necessary and welcomed by people to stem the spread of the virus in the hopes to save lives and reduce personal suffering.

The actions of Government also had significant impacts on every aspect of commerce in every City and Town, and businesses were mandated to either cease operating or reduce their traditional patronage. Many businesses have not weathered their losses and cease to operate, while others have suffered significant financial hardships, and only a handful of companies have benefited from these actions.

As a result of these hardships, local Municipalities have themselves also suffered financial hardships. Income from traditional municipal revenue sources such as public transportation systems and public recreation facilities (such as arenas, aquatic and recreation centres, marinas, etc.) have been hampered through either permanent or temporary closure, or loss of patronage. As well, Municipalities have also suffered through the loss of hundreds of local small business operators, and Municipal taxes revenue are certain to decline.

Such financial hardships will only make balancing future Municipal budgets improbable, assuming of course that traditional spending is forecast. The most obvious reaction for most Municipalities, however,

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519-974-9680 / [construction@wca.on.ca](mailto:construction@wca.on.ca)

will be to reduce some or all their spending intentions on much needed Capital Infrastructure projects, in favour of continued spending on social, police, and fire services. This trend is not unusual and a typical reaction for any Municipality when budgets revenues are scarce, but the impacts being realized by the pandemic are completely different, and the magnitude of the shortfalls is staggering.

Now typical of any national economic hardship, both Federal and Provincial government responses to stimulate the economy include the injection of stimulus funds in the form Capital Infrastructure matching grants directed towards future Municipal infrastructure projects. Historically, these actions call for equitable matching (Federal-1/3, Provincial- 1/3, Municipal-1/3) of such funds by all levels of government as a condition of approval and receipt, and this was a formula which traditionally was readily accepted by Municipalities to stimulate their local economy and build projects at a one third cost using their own funds.

That was then, and this is now.....

Should such stimulus funding be offered soon by either of the Federal or Provincial governments, **the same equitable cost sharing formula (1/3 cost share by each level of government) will not work.** Municipalities currently do not have the revenue to match the Provincial or Federal offer, and the desired effects of stimulating the economy will be lost.

Municipalities operate at the lowest level of government (where the rubber meets the road so to speak) and are highly reliant on the financial support of other levels of government, and have in the past been able to creatively balance their citizens' service levels with a combination of revenue sources. Unfortunately, the COVID 19 pandemic has caused such extreme financial hardship positions that municipalities will realise a whole host of budgeting challenges for the foreseeable future.

Should the Federal or Provincial governments choose to offer stimulus funding and direct them to municipalities, we strongly suggest that the equitable financial formula be reconsidered to a level more "affordable" to municipalities. Otherwise their intention to stimulate the economy will be missed. We agree that "some" level of funding be demanded but not at the 1/3 level.

Finally, we strongly advise that as a condition of Municipal qualification for such funds, that projects included in a Municipalities Asset Management Plan, and/or projects which are "shovel ready" (engineered and approved) be eligible for the application of the stimulus funds. In the past, only projects deemed to be "completely new" or "uncontemplated" were able to qualify. Clearly all Municipalities have a much longer list of Infrastructure projects than they could ever dream of financing in any given season, so all projects should qualify for the stimulus funds.

Respectfully submitted,



David Colle, HCAW President



Tony Rosati, WCA President

cc: Dave Epp  
Irek Kusmierczyk  
Chris Lewis  
Brian Masse  
Lisa Gretzky  
Percy Hatfield  
Taras Natyshak  
Rick Nicholls  
City of Windsor  
Municipality of Chatham Kent  
Municipality of Lakeshore  
Municipality of Leamington  
Town of Amherstburg  
Town of LaSalle  
Town of Tecumseh  
Town of Essex



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

**To:** Mayor and Members of Council

**Prepared by:** D. Sutton, Fire Chief

**Department:** Fire Services

**Date of Report:** March 2, 2021

**Report Number:** FIRE 21-03

**Subject:** Fire Service 2020 Annual Report

### **Recommendation**

That the report of the Fire Chief dated March 2, 2021 (FIRE 21-03) and the Fire Service 2020 Annual Report BE RECEIVED.

### **Report**

The attached Annual Report for 2020 provides a summary of the operational and administrative activities of the LaSalle Fire Service for the 2020 calendar year. The report also summarizes emergency response activity for the year and provides statistical data related to relevant trends and various aspects of calls for service throughout the community.

### **Consultations**

### **Financial Implications**

None

**Prepared By: Dave Sutton, Fire Chief**

Fire Chief

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Yes

## **Communications**

### **Notifications**

**Report Approval Details**

Document Title:	FIRE 21-03 2020 Annual Report .docx
Attachments:	- LFS Annual Report 2020 .pdf
Final Approval Date:	Mar 3, 2021

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



Fire Chief

Dave Sutton



Chief Administrative Officer

Joe Milicia



# LaSalle Fire Service Annual Report 2020



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LaSalle, ON N9H 1P8

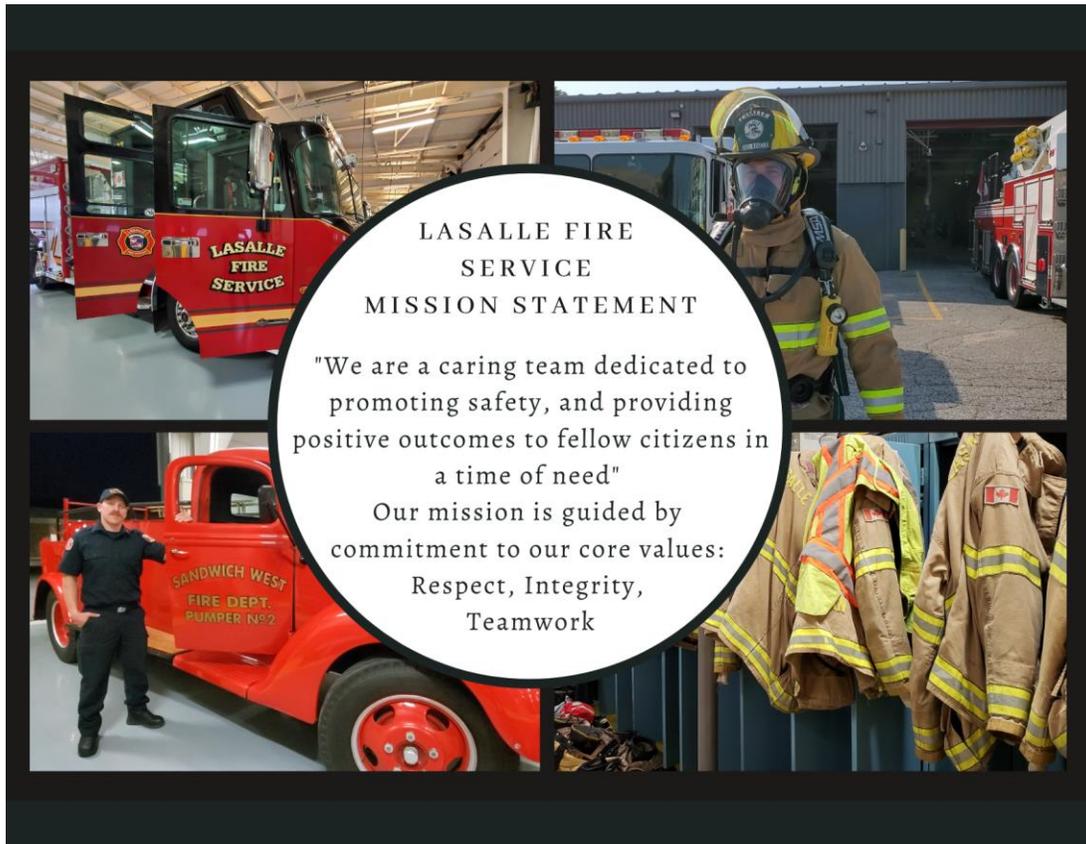
Website: [www.lasallefire.ca](http://www.lasallefire.ca)

Tel: 519-966-0744

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# MISSION STATEMENT



**Our Mission is guided by commitment to our core values:**

**RESPECT**

**INTEGRITY**

**TEAMWORK**

# EXECUTIVE SUMMARY

Without question, eclipsing any other events or accomplishments in 2020, the year will be remembered globally as the year impacted by the COVID-19 pandemic. As with all other municipal operations, the pandemic also had significant impacts on the operations of the LaSalle Fire Service. The senior command team in the fire service also hold the dual role and responsibilities as Emergency Management Coordinators for the municipality. The on-going and somewhat predictable impacts of high water levels and springtime overland flooding, combined with the onset and rapid escalation of the global pandemic in the first quarter of the year, challenged the resources and capabilities of the entire municipal administrative team, including the fire service leadership team. Effective and long-term response to provide required and appropriate municipal support to these events necessitated deviation from intended departmental work plans in some cases.

In terms of traditional fire service activity, emergency response calls declined slightly, totaling four hundred and four (404) as compared to four hundred and thirty-three in the previous year. This decrease of approximately 7% is at least partially attributable to the effects of COVID-19 pandemic restrictions, with many businesses and services closed or operating at reduced capacity, recreational travel and leisure activities reduced, and much of the workforce working from home. Total estimated dollar loss from fires was correspondingly lower in 2020, at approximately \$650,000.00. The majority of the loss was attributed to two fires in single family homes, and a fire in a barn operating as a business. Several vehicle fires, and outdoor fires resulting in minor losses, account for the remainder of the annual fire loss total. There were no fire fatalities in 2020, and only one minor burn injury reported.

A large measure of the credit for consistently maintaining relatively low instances of structure fires and personal injuries or deaths resulting from fires, is attributable to our aggressive and proactive approach to public fire safety education, and fire safety inspection programs, with a focus on making residents and building owners aware of their obligations for family and fire safety, and assisting them in preventing preventable fires. The importance of these programs aimed at influencing public behavior and awareness in relation to fire safety cannot be overstated or overlooked. These combined activities assist in maintaining a sustainable level of required emergency response activity.

In addition to emergency response activity, those other important and traditional public service functions continued to be provided, with necessary modifications and restrictions in order to protect the health and safety of the public as well as our staff, while complying with the pandemic orders and restrictions. Public fire safety education and community engagement was conducted on an on-going basis through our social media channels and various remote formats, including the production of a series of fire safety videos. Required fire prevention and inspection activity continued in modified formats to reduce personal contact, and some non-essential activity was temporarily suspended, or completed virtually.

Firefighter training was also impacted by the ever-changing pandemic restrictions and recommended best practices. The use of on-line training was expanded, and essential in-person training was modified to be conducted in a safe manner. Basic recruit training and essential skills maintenance training continued to be provided in small groups and modified formats. With careful planning and the extraordinary efforts of the Training Officer and other involved staff, our 2019 recruit class was able to complete all requirements for Firefighter I level certification, and a modified graduation ceremony was conducted to celebrate their accomplishments, and their progression from Recruit status to Intermediate level firefighters. Although external training opportunities for officers and specialty qualifications was essentially suspended province-wide for the majority of the year, our staff worked diligently within the applicable restrictions to continue to maintain their level of professional readiness, and to provide the high level of service expected by our residents. Despite the unprecedented challenges presented by the pandemic restrictions, we were able to provide a total of eighty-two (82) training sessions for our staff at various curriculum levels, totaling nearly 3400 person-hours of “in-house” training within the department.

Administratively, a number of projects were initiated or completed throughout the year. In August of 2019 Council adopted the Fire Protection Services Master Plan to guide future decision making for the provision of fire protection services. In early 2020, Council subsequently approved a detailed Implementation Strategy, which provides a funding strategy and prioritized implementation of all recommendations over a planning horizon of approximately 10 years. A significant first stage of the implementation strategy was the move to a minimum of two full-time suppression firefighters on-duty at all times. To accomplish this improved emergency response capability, three additional full-time firefighters were hired at the beginning of 2020, and the selection process was conducted late in 2020 to recommend the remaining required three firefighters to commence in early 2021.

In addition to this important service level enhancement, progress continued to be made on the implementation of other priority recommendations. Six of the twelve Council recommendations have been implemented, in addition to twelve of the thirty-four Operational recommendations. Nine additional recommendations are in progress at various stages of completion. The remaining recommendations have been assigned mid-term or long-term implementation targets.

The overall departmental budget for operating costs for service delivery remained consistent with previous years, with a slight budget increase to accommodate annual labour and inflationary increases. Final operating costs for 2020 came in under budget estimates, due primarily to lack of travel and cancelled training opportunities resulting from pandemic restrictions. Major capital budget allocations for 2020 included the replacement of all self-contained breathing apparatus (air packs that supply safe breathing air to firefighters), and the main rescue pumper replacement.

The new rescue pumper functions as a fully capable structure fire pumper truck, it also carries the primary heavy rescue equipment for motor vehicle accidents and other technical rescue incidents. This new addition to the fleet is a custom-built vehicle, based on our own extensive specification, to ensure it will meet the specific needs of our fire service over the expected lifespan of this apparatus. An in-house committee conducted extensive research and devoted considerable time and effort to develop exacting specifications to custom design every aspect of the new vehicle to suit the needs and operational requirements particular to our department. With the arrival of this new replacement unit in our fleet, the previous pumper/rescue/tanker vehicle remains in service as a reserve unit, and as a tanker truck when required. The 1995 pumper that had been serving as a reserve unit was donated to the pre-service firefighter training program at St. Clair College.

Professional development, human resource planning, and hiring/promotional processes continue to be a significant administrative activity. Of particular note related to professional development, the Deputy Fire Chief completed several years of study with the local government program at Western University, and graduated with a Graduate Level Honours Diploma in Public Administration.

In terms of staffing development, three new full-time firefighter positions were filled in February, which initiated the training and certifications processes for the individuals in those positions. The recruitment and hiring process to replace vacant volunteer/paid-on-call firefighter positions that began in January had be temporarily suspended in early spring due to the restrictions imposed by the COVID-19 pandemic. The process was able to safely resume in June and six successful candidates began serving the community as paid-on-call firefighters in August. A promotional process was also

conducted to backfill a volunteer company officer position that was vacated during the recent full-time firefighter hiring process.

In July the Fire Chief announced his intention to retire in the spring of 2021 after a thirty-five-year career with the Sandwich West Twp./Town of LaSalle Fire Service. Council subsequently supported the recommendation to appoint the current Deputy Chief Ed Thiessen as the incoming Fire Chief upon the retirement of the incumbent. This period of notice provided the necessary time for an orderly transition of leadership, and to begin the required processes to fill the Deputy Fire Chief position.

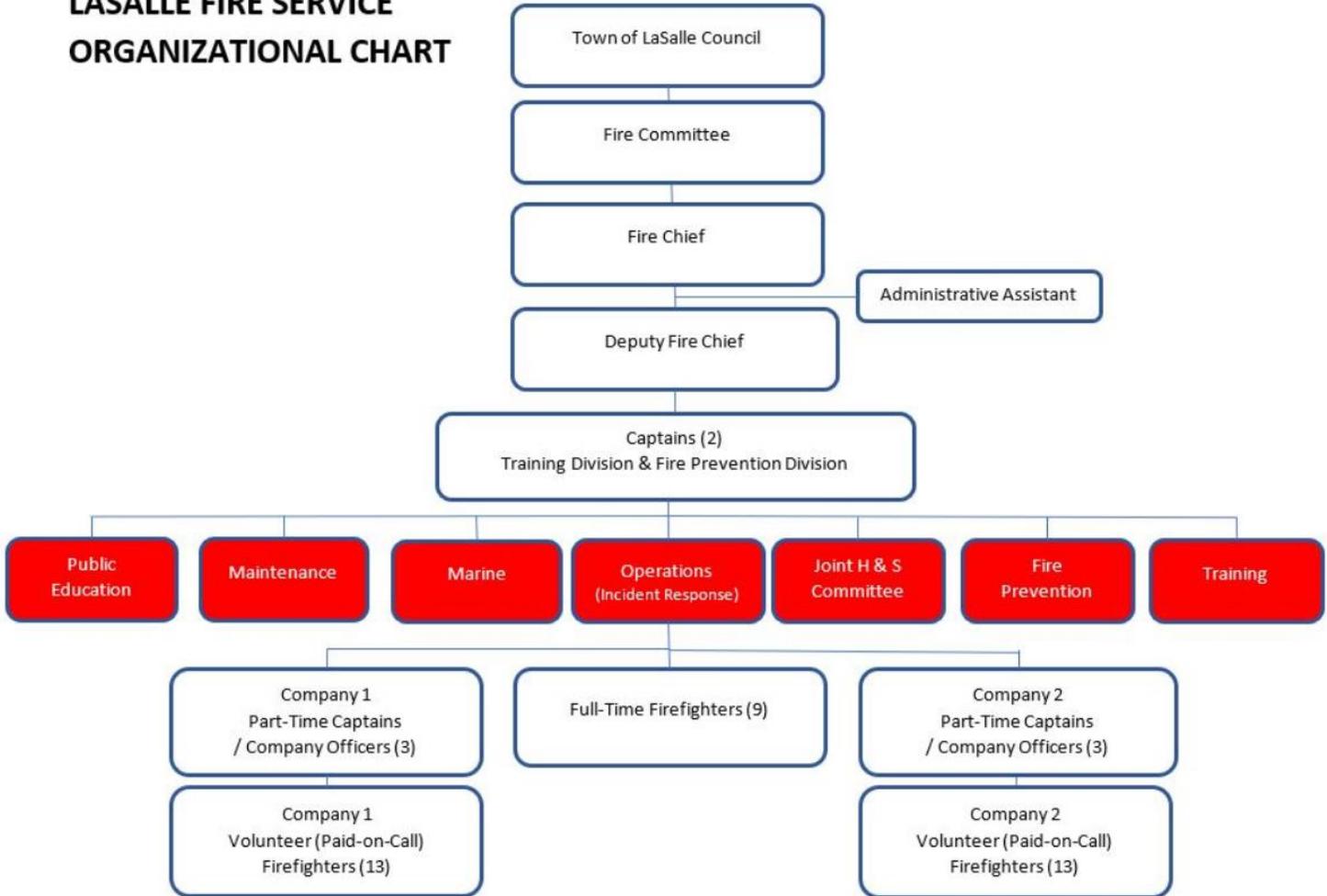
# LFS STAFF ORGANIZATION

ADMINISTRATION	
<b>FIRE CHIEF – D. SUTTON</b>	<b>DEPUTY FIRE CHIEF – E. THIESSEN</b>
<b>ADMINISTRATIVE ASSISTANT – S. NANTAIS</b>	<b>CAPTAIN/FPO – M. WILEY</b>
<b>TRAINING OFFICER – J. PRICE</b>	

FULL-TIME FIREFIGHTERS	
K. SEMANDE	C. LUSSIER
R. MOORE	C. THIBERT
R. CURTIS	J. TOUSIGNANT
B. BARTLETT	J. MACNEIL
L. MELOCHE	

VOLUNTEER /PAID-ON-CALL FIREFIGHTERS	
COMPANY 1	COMPANY 2
CAPTAIN M. SEGUIN	CAPTAIN J. GRIFFITH
CAPTAIN C. SEGUIN	CAPTAIN L. THIESSEN
CAPTAIN J. SHINKAR	CAPTAIN M. BONDY
J. CHAUVIN	G. LEGOOD
P. HOMENICK	T. CLARKE
C. CARR	M. CARLONE
M. O'BRIGHT	B. THOMAN
C. FECTEAU	B. TAYOR
R. O'NEILL	L. MELOCHE
J. MACNEIL	M. DAY
J. BLANCHETTE	J. HARRIS
A. HANSEN	K. CANT
K. DUFOUR	L. PANEK

# LASALLE FIRE SERVICE ORGANIZATIONAL CHART



## PERSONNEL CHANGES

- 3 Full-time firefighter promotions – B. Bartlett, J. MacNeil, L. Meloche
- Training Instructor promoted to Training Officer – J. Price
- 1 Volunteer (paid-on-call) firefighter promoted to Captain – C. Seguin
- 2 Volunteer (paid-on-call) Firefighters resigned
- 6 Volunteer (paid-on-call) Firefighters hired

## CONTINUING EDUCATION INITIATIVES & CONFERENCES

E. Thiessen	O AFC Labour Relations Seminar Jan 27-31, 2020 Western University - Graduate Diploma in Public Administration, June 8-12, 2020
S. Nantais	University of Victoria, Public Relations Diploma
M. Wiley	Ontario Building Code - General Legal/Process
Justin Price	R2MR Train the Trainer, January 20-24, 2020 Blue Card Command Program – October 2020 Blue Card Instructor Program – October 2020
K. Semande	NFPA 1521 Incident Safety Officer – January 2020
R. Moore C. Thibert L. Meloche	High Angle certification – various courses throughout 2020
C. Seguin	R2MR Train the Trainer, January 20-24, 2020

# PUBLIC EDUCATION

2020 PUBLIC EDUCATION EVENTS			
Event Type	Audience	Subject Matter	Approximate Attendance
Community Event	Adults	Hometown Hockey – Vollmer Complex	300
Community Event	Families	Truck or Treat – Vollmer Complex	100
Fire Prevention Week School Program	Primary Grade - Children	Age appropriate fire safe behaviours & hazards	700
Sponsored Event	Adults	Enbridge Gas & Fire Safety Council “Project Zero” campaign	240

Public fire safety education continues to be an important focus of the LaSalle Fire Service. Encouraging and promoting fire safe behaviors and an awareness of potential fire hazards is a proven method of reducing the incidence of accidental fires, particularly in homes and residential buildings that all too often result in burn injuries and fire-related fatalities. Our team is pleased to report that 2020 was another fire-safe year in LaSalle, with no fire fatalities or serious burn injuries resulting from structure fires.

A wide variety of public education programs continue to be delivered throughout the community by our emergency response personnel. These interactive programs typically include presentations by firefighters at organized events to various targeted audiences, as well as hosting numerous

various groups of children for visits and educational programs at the fire station, and public education displays at municipal venues such as events at the Vollmer Recreation Complex, the public library branch, and community festivals. In early 2020, the global pandemic forced a pause on all in-person



FIRE  
PREVENTION  
WEEK 2020

October 4-10

'Serving Up  
Fire Safety  
In The  
Kitchen'



public education programming; however, staff were able to adapt to the changing circumstances and provide most of the same materials and services virtually. Our previously developed social media channels and established following provided a platform to reach many of our residents with important and timely fire safety messaging.

Fire safety programs specifically designed for seniors, older adults and adults with mobility limitations, and/or living in multi-residential buildings have been developed and delivered by appointment when public health measures determine these programs can safely be conducted.

The hallmark of our public education program has traditionally been our Fire Prevention Week activities. The theme for the international Fire Prevention Week in October 2020 was “Serving Up Fire Safety in the Kitchen”. While traditional interactive school visits with the children and young adults were not possible, our staff developed a series of nine creative, fun and informative short videos to deliver targeted messaging on kitchen fire safety, as well as other fire safety tips and messages developed specifically to address concerns in our municipality. The information and was provided to the schools for use in their programs, was posted daily on social media, and the videos remain available on our website to be utilized on an on-going basis.

Our efforts in educating elementary school students are validated in part by testimonials and examples of children influencing the fire safety behaviors of parents and reacting appropriately to potential emergency situations. In addition to fire safety programs provided by the department, our members and the LaSalle Firefighter’s Association continue to be active in the community on a volunteer basis supporting numerous organizations and making positive contributions to the quality of life in the community.

# FIRE PREVENTION ACTIVITY

## 2020 FIRE PREVENTION ACTIVITY SUMMARY

ACTIVITY TYPE	FREQUENCY
Routine Inspection	14
Complaint/Request Inspection	13
Licencing/Legislative Inspection	0
Occupancy Inspection	11
Re-Inspection for Compliance	18
Fireworks Permit	2
In-service inspection for Smoke & Carbon Monoxide Alarm Compliance (Suppression)	143
Fire Investigations	6
New Construction Plans Review	8
Fire Safety Plan Review & Approval	4
File Search Requests	6
Training & Professional Development Course/Symposium	3
Court Prosecution/Appearence	0
Fire Marshal Orders Issued	1
Provincial Offence Notices Issued	6

Basic public fire protection in Ontario is regulated by the *Fire Protection and Prevention Act, 1997*, as amended. The legislation establishes minimum requirements including a community risk assessment, a smoke alarm program with home escape planning, public education program, and fire safety inspections, to meet the needs and circumstances of the community. LaSalle Fire Service continues to meet, or at times exceed, the minimum requirements of the legislation with a proactive public education program, fire safety inspections, and code enforcement. As part of the Fire Protection

Services Master Plan project, an updated comprehensive Community Risk Assessment was completed by the consultant and approved by Council in 2019. This updated risk assessment is intended to guide decision making regarding appropriate fire protection service levels based on identified risks over the next several years. It is important that the community risk assessment be reviewed and updated on a regular basis to remain current as relevant factors such as development, traffic patterns, and demographics in the municipality change and evolve over time.

All fire department staff contribute to the success of our aggressive smoke alarm, and carbon monoxide alarm program. Compliance with requirements for smoke alarm and carbon monoxide alarm legislation is confirmed whenever practical in all residences attended by the fire service during emergency response activity and calls for service. In 2020, 437 smoke alarms were inspected in 143 homes, resulting in the replacement or installation of 52 smoke alarms, and the replacement of 53 batteries. In cases of faulty alarms, or non-compliance with smoke alarm and carbon monoxide legislation, options include installation of a loaner alarm until the required device can be replaced, invoicing for units that are installed, and issuing Provincial Offence tickets, when required.

In addition to our ongoing smoke alarm and carbon monoxide alarm programs, we also had an opportunity in 2020 to partner with Enbridge Gas and the Fire Safety Council in their “Project Zero” campaign. As a community partner with a particular focus on fuel safety and carbon monoxide awareness, the goal of their public campaign is to reduce preventable instances of residential carbon monoxide poisoning. In a joint campaign, Enbridge provided LaSalle Fire Service with a quantity of quality combination smoke and carbon monoxide alarms to be distributed to our



most vulnerable populations in the community to ensure early warning in the residence in the event of a carbon monoxide or fire emergency. Our staff worked with various community partners to provide, and in some cases install these life-saving devices at no charge to our vulnerable residents.

In addition to our fire prevention programs for single family detached residences, our fire prevention officer completed a total of 56 fire safety inspections in 2020 in multi-residential, assembly, and commercial buildings. All complaints and requests for inspections were completed as required, however alternate and virtual means of conducting fire prevention activity were employed as appropriate due to changing pandemic restrictions, limiting non-essential site visits. The objectives of our proactive inspection program are to educate building owners and occupants, provide fire safety advice, and assist in successfully resolving various fire code violations to achieve compliance. Enforcement activity, including Fire Marshal Orders, Provincial Offence Notices, and charges in relation to Ontario Fire Code and municipal by-law violations, is conducted when required. These fire safety inspections are critical to promote public safety in the community and to reduce the potential for fire-related injuries and deaths resulting from preventable fires.

The Fire Prevention division is also responsible for conducting investigations to determine the cause and origin of all reported fires. In addition to education, inspection and enforcement activities, and fire investigations, the Fire Prevention division is also responsible to review fire safety plans required by businesses and residential facilities and issue approval, conduct plans reviews for fire safety components of new buildings, coordinate pre-planning activities to familiarize emergency response personnel with risks and layout features of various buildings, process and approve permits for fireworks displays, and ensure compliance with annual legislative requirements for all care facilities, schools and licenced day care facilities. A fire prevention representative from the fire service also participates with other municipal officials on the Special Events Resource Team, to review plans for any festivals or events proposed to be hosted at municipal venues. This participation helps ensure compliance with established codes and standards for the safety of all participants, and also helps to ensure adequate emergency plans are in place for the proposed event. Routine duties also require the Fire Prevention Officer's attendance at numerous meetings, events and on-going professional development sessions.

LaSalle Fire Service has traditionally maintained a very effective and proactive overall fire prevention program. Steadily increasing development and diversity in additional building stock, continually expanding regulatory requirements, and increasing demand for services, continues to challenge the ability to maintain the previous level of effectiveness. The department continues to meet the minimum legislated requirements for fire prevention activity; however, we continue to struggle with

the capacity to maintain important proactive programs recommended in our growing community, such as pre-incident planning, and routine or periodic fire safety inspections in residential and assembly buildings.

These pressures on the Fire Prevention Division were recognized in the recently completed Fire Protection Services Master Plan, and recommendations were made to sustain current service levels and provide additional capacity to keep pace with growth and recommended service levels and programs, consistent with recognized industry standards. In the short term, modest increases in full-time firefighter staffing levels will provide some additional capacity to assist with basic level fire prevention duties. Over the next several years however, the additional staffing provisions included in the approved Implementation Strategy for the Fire Protection Services Master Plan will be critical to maintaining an adequate level of service in this important functional area. Although often overlooked and/or misunderstood, a well-resourced and effective fire prevention program can significantly reduce the human and property-related costs of fire suppression and emergency response activity to preventable incidents.

# TRAINING ACTIVITY

## DEPARTMENTAL TRAINING ACTIVITY - 2020

LEVEL OF TRAINING	NUMBER OF SESSIONS	ACTIVITY	CUMULATIVE HOURS
<b>Recruit</b>	15	NFPA Firefighter I & Firefighter II certification Basic firefighting, rescue, medical assist skills	404
<b>General</b>	53	Skills maintenance, advanced skills, legislative requirements, annual certifications/re-certifications, online learning	2855
<b>Officers</b>	14	Incident Command, leadership, pre-plan familiarizations, departmental planning & administration	127

Firefighter training continues to be a critical element of competent service delivery for LaSalle Fire Service. Despite the ever-changing restrictions and uncertain conditions presented by the global pandemic for much of the year, a total of eighty-two



(82) training sessions were conducted “in-house” within the department at various levels in 2020, totaling nearly 3800 hours, just slightly reduced from typical annual training activity totals. All personnel understand the importance of learning and maintaining critical skills, in order to provide effective response to our community when required, including during a prolonged public health emergency.

While training requirements vary among staff depending on positions and established levels, the average firefighter receives approximately 120 hours of internally delivered training annually, in addition to external courses.

In addition to training delivered by our own staff, the training division also coordinates and facilitates course availability and registrations for various on-line programs for all staff, and officer-level, and specialized courses by qualified third-party providers; as well as courses taken by staff at the Ontario Fire College. There were several officer-level courses, and specialized courses scheduled in 2020 to certify our personnel to provide advanced courses with the department, however all in-person courses outside our own department were cancelled for the year.



There are several concurrent levels of training provided within the department to meet the needs of personnel at various stages of experience and responsibility. As an established policy approved by Council, LaSalle Fire Service has traditionally trained and certified all firefighters in accordance with the standards set out by the Office of the Fire Marshal using the NFPA Standard for Firefighter Professional Qualifications and curriculum, as the basic foundation of our training program. The recruit or entry level program includes “Firefighter Level I and Level II” training, delivered in a blended format of on-line self-directed study, as well as classroom theory, and hands-on practical training sessions. Following the completion of the basic Firefighter Level I training, recruits are honored with a graduation ceremony where the department proudly comes together to acknowledge their achievements in completing the probationary period of attaining the most basic skills, and



welcome our newest members to the team.

Despite the significant challenges presented by the pandemic and associated limitations and modifications necessary, we were able to host 2 modified graduation ceremonies in small groups in December 2020 to honor and welcome those members who joined our ranks in the previous year.

In addition, the second phase of the recruit program also includes driver training and fire pumper operations courses, and a basic hazardous material curriculum. Upon completion of each level of required training, independent written and skills testing are arranged through the Office of the Fire Marshal for verification and final certification. The period required to complete this basic level program and achieve certification to Firefighter Level II within the department has typically been two to three years. The training officer, working with the leadership team, has recently developed a streamlined recruit training program designed to expedite the delivery of all necessary components of recruit training from entry into the department up to General Level status within approximately two years.

Upon completion of the basic Firefighter I & II recruit level, firefighters continue regular, on-going “general” level training twice monthly, including more advanced proficiency of firefighting skills and specialized or technical



training. Areas of training include auto extrication, hazardous materials, ice & water rescue, medical first responder, confined space, marine operations, etc. They are also eligible for officer level courses as required by the department. The officer level training program includes NFPA Instructor I, and Fire Officer Level I certifications, and Incident Command courses provided externally through the Ontario Fire College or partnerships with third party providers; as well as, monthly sessions within the department.

Implementation of a recently established company officer development program is ongoing for current and new volunteer Captains, subject to annual course availability and budget considerations. The program is consistent with recognized provincial standards and department needs. It should be noted that training programs for Officer development were the most severely impacted by the pandemic-related suspension of all training at the Ontario Fire College, and the lack of program availability throughout the province. It can be anticipated that when officer-level training resumes, there will be a significant backlog of candidates requiring course availability.

Through the regional collaboration of local fire services and training divisions, opportunities are routinely sought to share resources and enhance the ability to provide general training opportunities,

as well as officer-level training and specialized programs locally. One example of this collaboration is the jointly purchased Mobile Live Fire Training Unit which allows several area users the ability to conduct live-fire training at our own facility on an on-going basis, greatly enhancing the proficiency of our personnel at all levels, and is a major component of our training program.

Although not possible in 2020 due to the pandemic, other examples of collaboration and joint course sharing for advanced level credentialed courses are planned once public health circumstances permit scheduling of such opportunities.

### **EXAMPLES OF IN-HOUSE ONGOING TRAINING CONDUCTED**

- Recruit training – on-line study, FF I and FF II practical sessions & instructor sign-offs, exam preparation & exams
- Live Fire training
- Ice Rescue
- Equipment familiarization
- Communications
- Pump Operations
- Fire-ground operations
- RIT/Self Rescue
- Auto Extrication
- Search & Rescue operations
- SCBA endurance drills
- Personal protective equipment, physical agility with SCBA, respiratory program - mask fit testing
- Emergency Vehicle Operator driver course
- Officer Level Training – pre-planning, incident command, building familiarization, scene assessment
- Health & safety training, policies and Operational Guideline training and on-line training through LaSalle Systems 24/7 and Target Solutions

### **SPECIALIZED TRAINING CONDUCTED**

- Base Hospital program Train the trainer – CPR/Defib. Annual training
- Mental health Peer Support training provided by regional coalition
- High Angle Rescue
- NFPA 1006 – Ice Rescue Technician Level
- Aerial tower operation training – tower crew
- Various Officer level NFPA courses
- Marine Operations

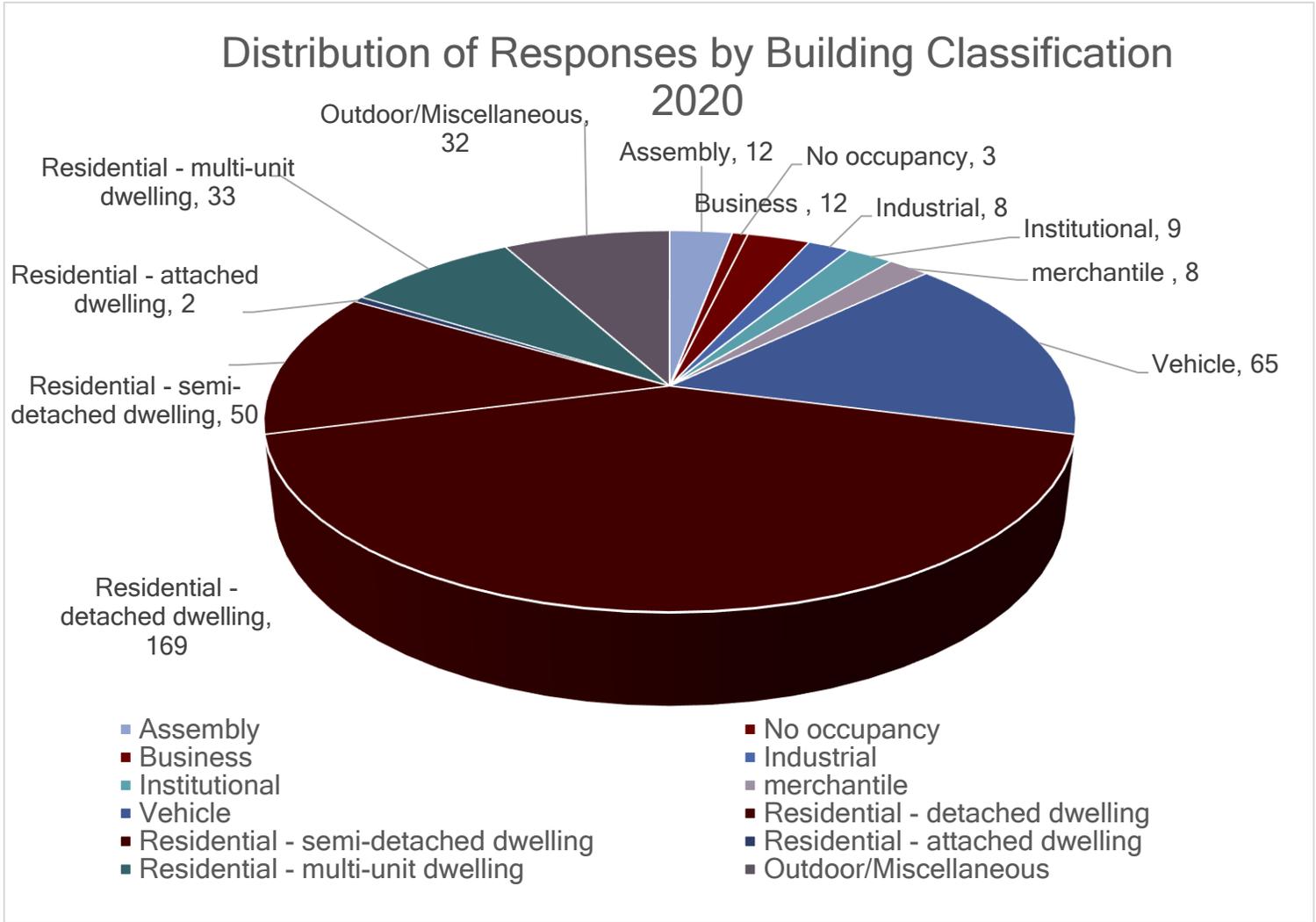
# RESPONSE ACTIVITY

LaSalle Fire Service responded to 403 calls for service in 2020, which resulted in approximately \$648,000 in fire loss. Contrary to the recent year-over-year trend of increasing calls for service, this total call volume represents a slight decrease in calls for service in 2020, most likely attributed to the

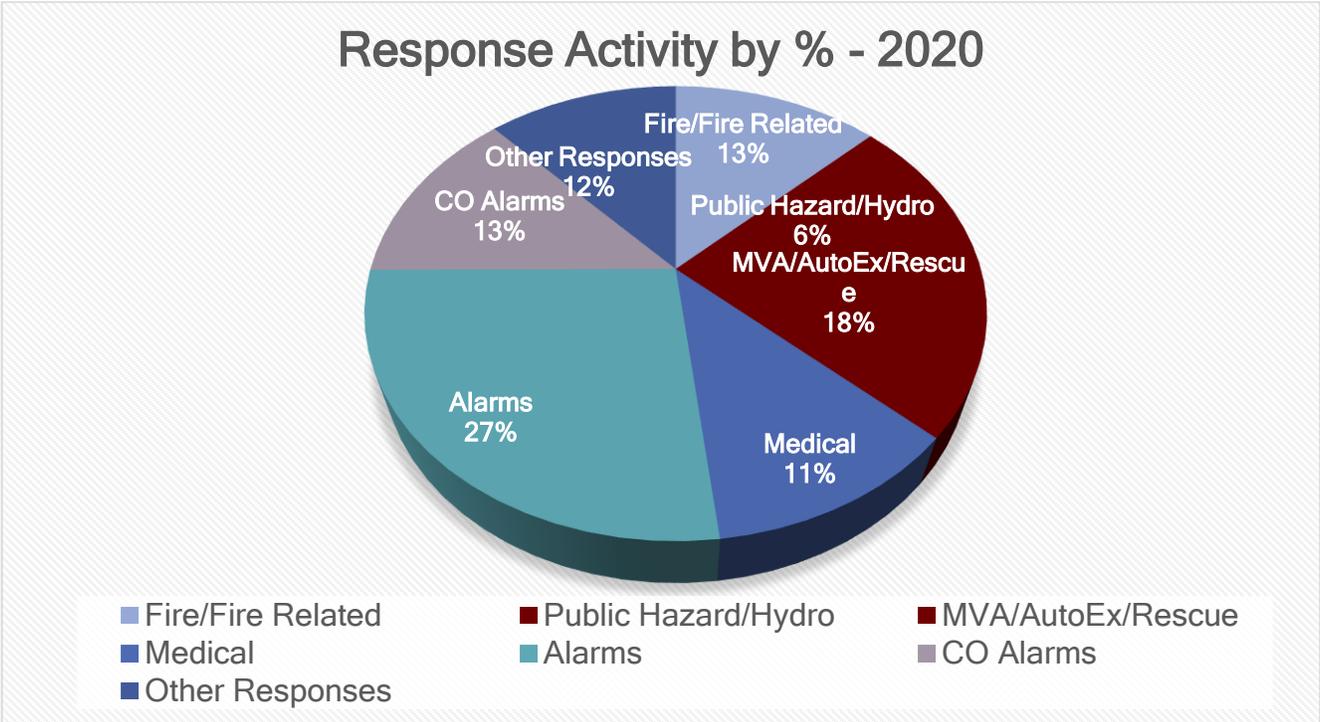
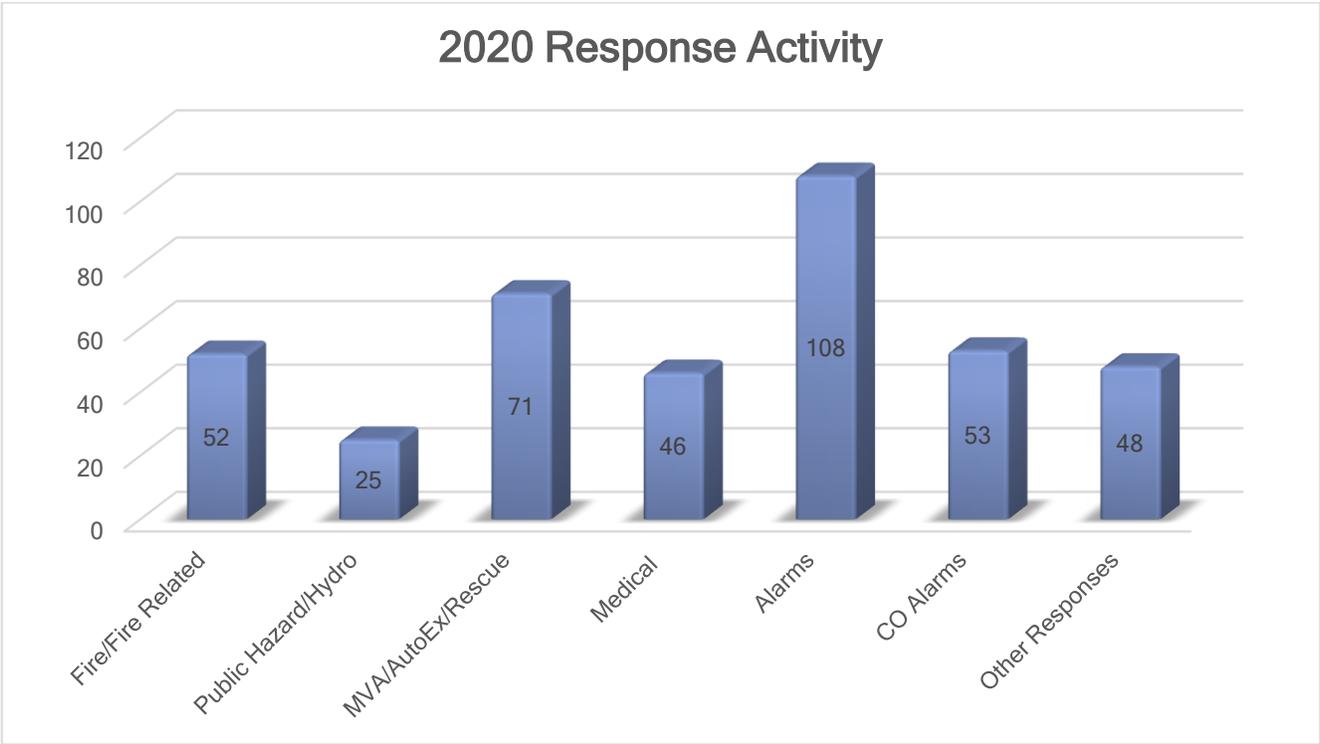


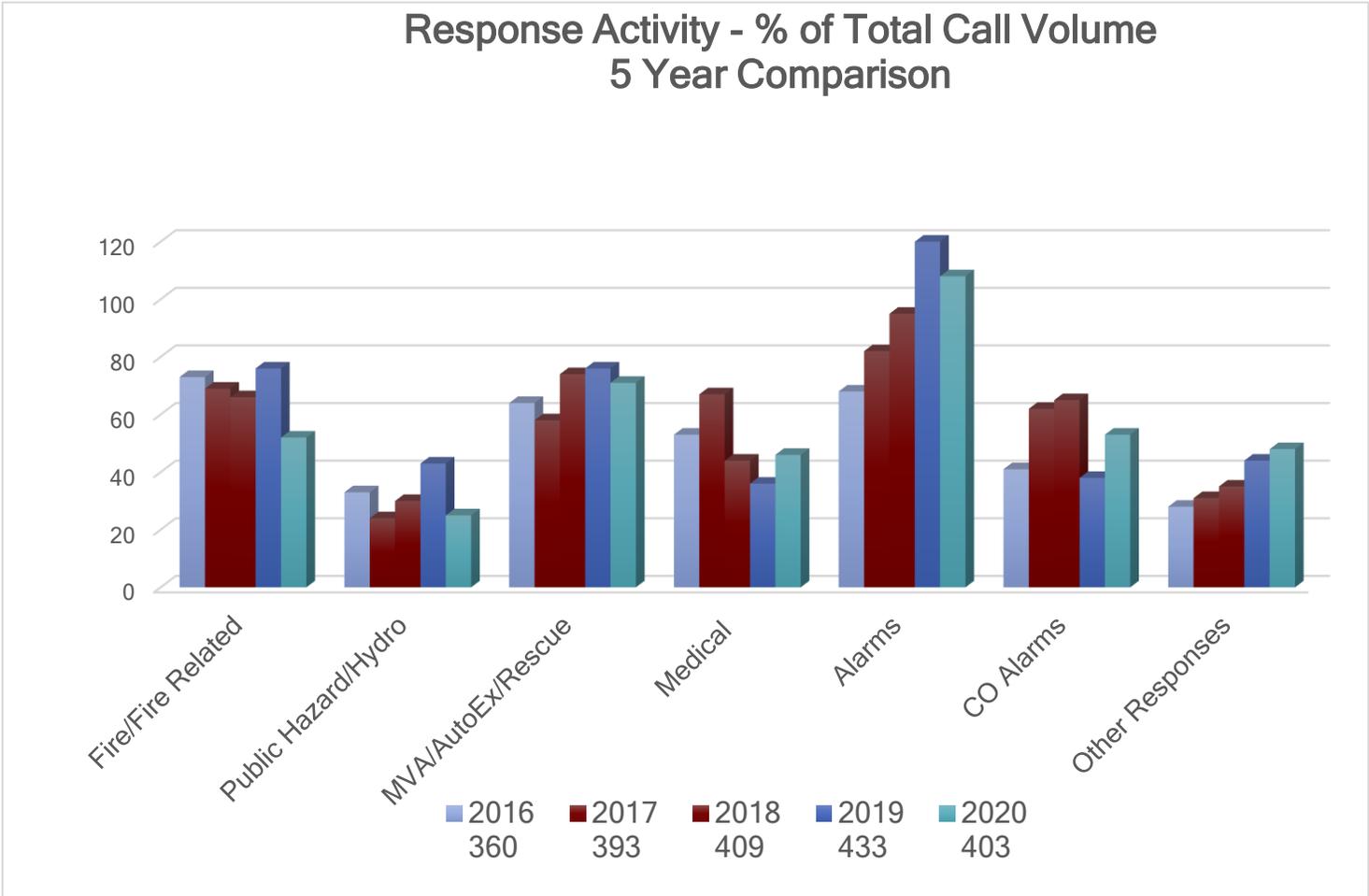
general decrease in activity of all forms in the community as a result of the pandemic. Calls for service are distributed across all property types, as indicated in the chart below. While the majority of activity, and the majority of dollar loss due to structure fires has traditionally been attributed to single

family homes, recent statistics reflect the changing building stock in the community, and include increasing numbers of calls for service in multi-residential, assembly and commercial buildings. Calls for service in these larger and more complex buildings often require more personnel, additional equipment, and may result in higher dollar loss values resulting from fire incidents. The recently completed Community Risk Assessment and Fire Protection Services Master Plan address these concerns in the recommendations recently adopted by municipal Council to ensure an adequate level of fire protection and services to meet the needs of on-going development in our community.



In addition to fire suppression and related responses, LaSalle Fire Service also provides emergency response services that include auto extrication, tiered medical assistance response, ice & water rescue, hazardous materials response, and limited technical rescue capabilities. A breakdown of response activity by general response category, and geographical area of the municipality, is also provided below.





Aside from a slight reduction in overall call volume, the distribution of response activity remained relatively consistent in the 2020 calendar year. Minor shifts in the types of calls for service can likely be attributed to some degree to the broader societal shifts brought about by the pandemic, such as businesses being closed, more residents working from home, and less commuting.

The significant number of responses under the broad category of “Alarms” is partially attributable to continued growth and development in the municipality and should not be interpreted as a disproportionate amount of “nuisance” or “false” alarms. Response to alarms includes both commercial alarms in assembly and multi-residential buildings such as condo buildings, as well as smoke alarm incidents in single family homes. As new commercial, assembly and multi-residential buildings continue to be added to the municipal building stock, corresponding responses for alarm activations continue to increase. Newer technology and building trends also had a corresponding impact on responses to smoke alarms and monitored alarm systems in single family homes. Periodic enhancements to code requirements continue to provide for increased levels of safety in new

construction. New homes are required to have interconnected alarms in all sleeping areas and levels of the home. Combined with the trend locally toward larger homes, it is not uncommon to have between 8 and 12 interconnected smoke alarms in a single-family residence. The technology is designed to sound an alarm when any component of the system malfunctions; as well as, at end of life of each device. A portion of the call volume for Alarms is for non-emergency attendance at homes for malfunctioning alarms, to assist in restoring active fire protection of the interconnected system. The recently approved increase in full-time staffing will allow most of these responses to be attended by on-duty staff.

It must also be noted that although this response category is classified as “*Alarms*”, there should not be an assumption that these responses are all for “false alarms”. Occasionally unsubstantiated false alarms or nuisance alarms do occur; however, the Town’s False Alarm by-law provides an effective means to control nuisance false alarms. In many cases the alarm is activated by smoke or overheating caused by mechanical or accidental human sources. In these cases the end result is often a relatively minor outcome such as an overheated power bar, or motor, or a pot left unattended on a stove, so the incident is successfully resolved due to the early warning of the working smoke alarm, and recorded as an “Alarm” call. It is important to bear in mind that in these cases the alarm functioned exactly as intended and alerted residents and the fire service, thereby avoiding a potential structure fire.

Similarly with carbon monoxide alarms, the department responds numerous incidents each year where a carbon monoxide alarm has activated due to a small leak in a natural gas line, a gas appliance being inadvertently left on, or a vehicle idling for long periods with fumes entering the living area. While a seemingly minor incident is identified and corrected through the early warning provided by the alarm sounding, a serious and potentially life-threatening outcome may have been prevented. For these reasons, a significant number of responses to “*Alarm*” calls is both expected and ultimately beneficial.

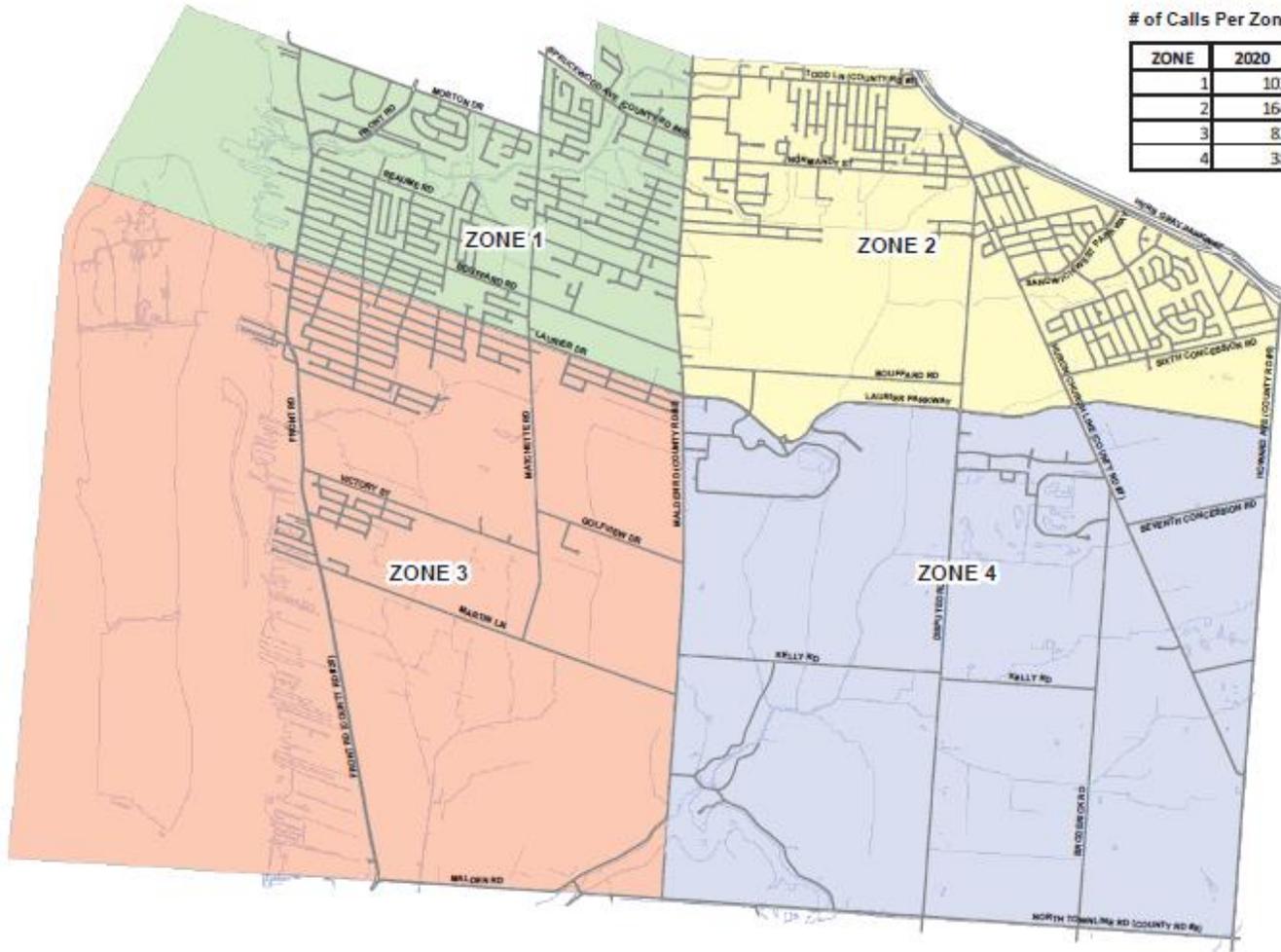
# 2020 CALLS FOR SERVICE DISTRIBUTION BY GEOGRAPHICAL AREA

LaSalle Fire Service



# of Calls Per Zone

ZONE	2020
1	103
2	164
3	82
4	38



## EMERGENCY RESPONSE PERFORMANCE BENCHMARKS

The recently approved Fire Protection Master Plan proposed specific benchmarks for emergency response performance, based on relevant industry standards and best practices. Given the size and population distribution of the municipality and our composite response model, the recommended performance benchmarks that were adopted by Council as the service delivery target for the municipality, recognizes both an urban component for areas with a population density of 1000 persons per square mile, and a suburban component for areas with less than 1000 persons per square mile. The tables below provide summary of current response performance in comparison with intended targets. The information presented is based on the best available data; however, there are anomalies within the data collection capabilities that may have minor impacts on the accuracy of some data. Further commentary accompanies the tables to assist in interpretation.

**Table 1: Response Times Profile - 2020**

Adopted Response Standard Components	Target Criteria	LaSalle Average	Area 1 Average	Area 2 Average	Area 3 Average	Area 4 Average
Alarm Processing Time (Dispatch)	1:00 – 1:30	01:02	01:01	01:00	01:06	01:02
Turnout Time	1:20	01:06	01:10	01:02	01:04	01:13
Travel Time						
Initial Response - Urban	4:00	04:44	04:23	03:26	06:25	07:00
Depth of Response -Suburban (turnout + travel time)	8:00	05:50	05:33	04:28	07:29	08:13
Total Response Time (Apparatus & 10 initial personnel)	10:00 suburban 80% of calls	06:52	06:34	05:28	08:35	09:15
Initial Personnel (on arrival of first unit)	4 in 4 min. Urban 10 in 10 min. Suburban	3.7	3.9	3.2	4.5	3.8

**Table 1 – Data Interpretation Notes:**

- Data includes only emergency responses
- Response data represents **Average** (50<sup>th</sup> percentile) times, meaning that the 80<sup>th</sup> and 90<sup>th</sup> percentile target times of the adopted standard would be longer than the average
- The Urban designation applies to all of Area 1, and significant portions of Areas 2 and 3

**Table 2: Current Emergency Response Performance - Structure Fires and Fire-Related Responses**

Adopted Response Standard Performance Criteria	Compliance Criteria	LaSalle Average	Area 1	Area 2	Area 3	Area 4
<b>FIRST RESPONSE</b> First Unit <b>AND</b> 4 personnel on scene within 4 minutes	Urban (1000+/sq. mi.) 90%	10%	15%	19%	11%	0%
<b>DEPTH OF RESPONSE</b> First Unit <b>AND</b> 10 personnel on scene within 10 Minutes	Suburban (-1000/sq. mi) 80%	30%	25%	19%	44%	33%
Number of Emergency Calls		56	20	21	9	6

**Table 2 – Data Interpretation Notes:**

- Data includes only emergency responses
- Data does not include “Alarm” responses. While responses for activated fire alarm systems in residential, multi-residential, assembly and commercial buildings would typically be included in this analysis, the records management system currently in use also includes in this category numerous non-emergency responses for accidental or malfunctioning residential smoke alarms.
- Data may include a few emergency responses that were downgraded by first arriving personnel on arrival and confirming non-emergency conditions or sufficient personnel for the incident. In these cases, subsequent personnel may have been cancelled prior to the applicable benchmark criteria being met. The instances where this occurred, while not significant would primarily affect areas 1 and 2, where the first arriving unit is on scene sooner. The records management system is not capable of filtering for these calls.

- This data demonstrates the combined impact of our two primary challenges; travel time for responding fire apparatus, and travel delays for paid-on-call personnel responding in personal vehicles. The performance criteria for compliance with the adopted Standards requires **both** the first apparatus **and** sufficient personnel, to arrive at the scene of an incident within accepted response times, to satisfy the standard for an effective response to the emergency. As the data from Table 1 confirms, responses in areas 1 and 2 require less travel time for the responding fire apparatus, however paid-on-call staff are challenged in reaching the incident scene within the target benchmark times. In areas 3 and 4, the current station location challenges target travel times, although particularly in area 3 a somewhat greater percentage of paid-on-call responders are able to reach the incident within accepted target times.
- The recent increase in on-duty full-time firefighters toward a minimum of two at all times, has shown modest improvement in the *First Response* component of the target standards of personnel on scene with the first arriving apparatus. Continued implementation of the recommendations of the Fire Protection Services Master Plan pertaining to station locations and staffing are aimed at addressing the emergency response challenges to provide improved service delivery, and to achieve the target criteria of the adapted response performance benchmarks.

# ADMINISTRATION

## FIRE PROTECTION SERVICES MASTER PLAN

At the direction of Council, a comprehensive Community Risk Assessment and Fire Protection Services Master Plan were completed in 2018, and adopted by Council in August of 2019 as the strategic planning framework for the delivery of fire protection services within the Town of LaSalle the next ten-year community planning horizon. The findings and recommendations of the Fire Protection Services Master Plan are based on referenced applicable standard and best practices and have been informed by a Community Risk Assessment that was developed as a companion document to assess the existing fire risk within the community. Together, these documents present a comprehensive analysis of the existing fire risks within the community, and the existing fire protection capabilities of the LaSalle Fire Service.

The Fire Protection Services Master Plan provides options and recommendations to assist Council in developing both short-term and long-term planning strategies for the responsible delivery of fire protection and related services, based on the current and future needs of the community. Implementation of the recommendations will allow Council to clearly establish and communicate the level of fire protection services to be provided to the community, including, where applicable, proposed performance measures for ongoing monitoring and evaluation of the services to be provided. A key theme of the report and recommendations is the continued implementation of proactive strategies that reduce fire risk through public education, and enhanced fire safety inspections and code enforcement; as well as, addressing adequate emergency response capability. The report provided 34 operational recommendations, including administrative processes and operational enhancements across all functional areas, largely within the scope of the fire chief and fire administration for implementation, and 12 Council Recommendations that require the consideration of Council, primarily in relation to the establishment of levels of service and associated staffing implications, and modernization of the current emergency response model.

Upon adopting the consultant's report and recommendations, Council directed the Fire Chief to develop an implementation plan for Council's approval. A comprehensive implementation plan, including a responsible funding model based on annual budget allocation, was approved by Council early in 2020. The approved implementation plan strategically prioritizes the recommendations as

short-term, mid-term, or long-term initiatives, and provides for the implementation of all recommendations over a ten-year cycle.

The first critical benchmark of the implementation plan was realized with the addition of six additional full-time suppression firefighters, to achieve a new minimum level of service of at least two firefighters on duty at all times. Hiring and initial training processes were conducted to bring three new full-time personnel on in early 2020, and an additional three in January 2021. This enhancement in full-time staff will assist to improve our *first response* capabilities at emergency incidents and provide additional support for ongoing fire prevention and public education initiatives.

Fire service administration continues to work toward implementation of all recommendations of the Fire Protection Services Master Plan. Six of the twelve Council recommendations have now been implemented, in addition to twelve of the thirty-four Operational recommendations. Nine additional recommendations are in progress at various stages of completion. The remaining recommendations have been assigned mid-term or long-term implementation targets.

Among the major outstanding Council recommendations targeted in the approved implementation plan as a priority in the near term is the establishment of a two-station response model. A satellite second station in the western urban area of the municipality will improve emergency response capabilities throughout the community. The transition to an improved two-station response model is identified as a priority project of the fire service leadership team.

## **FLEET REPLACEMENT**

In early October 2020, a new custom-designed Rescue Pumper was delivered to LaSalle Fire Service. This first-response apparatus replaces a 2003 pumper/tanker vehicle as the primary heavy rescue response vehicle. Designed to meet the specific needs of our fire service over its expected lifespan, this vehicle is based on our own extensive specification, combining a fully capable structure fire pumper, with compartments configured to accommodate to our heavy rescue tools and equipment for initial response to motor vehicle collisions and technical rescue incidents. This newest addition to our fleet significantly increases the safety and efficiency of our crews and takes advantage of the latest available technology. We must gratefully acknowledge the considerable time, effort, and extensive research by a devoted in-house committee to develop the exacting specifications to suit the needs and operational requirements particular to our department to make this project successful.

With this new vehicle in service as a first-response unit, the vehicle it replaced remains in service as a reserve unit and a water tanker vehicle.

In addition to the new rescue pumper, one of the two “Command” utility SUV vehicles was also replaced in 2020 as provided in the capital asset replacement schedule, with the second command vehicle approved in the capital budget to be replaced in early 2021. The replacement of this vehicle will complete the replacement cycle of all fleet vehicles within the last 10 years, with the exception of the specialized aerial tower apparatus, scheduled for replacement in approximately 2025. The mobile fleet therefore is in good condition and complies with all applicable standards and annual certifications.

Another important and extensive capital equipment replacement occurred in 2020 with the scheduled replacement of all self-contained breathing apparatus. Industry as well as applicable health and safety standards guide the recommended replacement of this vital equipment. Through internal consultation with our team, and coordination with vendors and partners in the industry, LaSalle Fire Service was able to realize considerable savings in this capital purchase of the product that best suited our needs and the health and safety of our personnel.

## **RECORDS MANAGEMENT**

While the activity and restrictions created by response to the pandemic created new and unique challenges in many functional areas of our operation, the pause in some areas also created an opportunity for our administrative staff to complete an extensive project in our records management area. With the assistance of the Towns records management clerk and a re-assigned staff member our administrative team was able to complete the transition of departmental files to a master file system consistent with records management conventions of the municipality. This system will also standardize record retention, archiving, etc. to established municipal policies and departmental needs.

## **MENTAL WELLNESS AND PEER SUPPORT**

Staff wellness continues to be a priority in maintaining a healthy and resilient workplace. Occupational stress and related illnesses are disproportionately prevalent among first responders, and significant effort has been made across the emergency services spectrum in recent years to increase available supports for first responders to maintain a healthy level of resilience and reduce the debilitating effects of various types of stress injuries. LaSalle Fire Service has been active in supporting the needs of our personnel and maintains a peer support team of individuals trained by an expert clinician, through a collaborative regional approach for consistency and familiarity among all local first responder agencies.

In addition to internal health and wellness initiatives, LaSalle Fire Service is also an active participant in the Windsor Essex First Responder Coalition of emergency services from the region to support mental health among first responders by building resilience, reducing stigma, and promoting mental wellbeing. This regional group was formed via grant funding by the Ministry of Labour and continues to operate through the local Canadian Mental Health Association. The coalition also supports and promotes other support services for mental health among first responder organizations.

## **EMERGENCY MANAGEMENT PROGRAM**

The fire service administrative team is also responsible for leading the emergency management planning group for the municipality. The value of previous training and mock exercises in maintaining the preparedness of our municipal team for external emergency incidents cannot be overstated. That level of preparedness was surely tested with the events of 2020. As our established Municipal Control Group was meeting regularly and dealing with the threats and effects of high water levels in the community and preparing for imminent flooding events, the impacts of the COVID-19 pandemic began to become evident. Our emergency management team quickly transitioned to prepare for the individual and combined effects of both threats on our municipality, and rapid closure and suspension of services to protect our staff and residents from the emerging public health crisis. On March 22, 2020, Mayor Bondy advised the Provincial Emergency Operations Center (PEOC) of the declaration of an Emergency in the Town of LaSalle in response to both flooding and COVID-19 concerns.

Together with the CAO and the senior municipal management team, the LaSalle Fire Service leadership team in the roles of Emergency Management Coordinators devoted inordinate amounts of

time and resources to assist in the municipal responses to these ever-changing conditions. Although challenging for all involved, the municipal staff were familiar with their emergency management roles and responsibilities, and regardless of unprecedented external circumstances, contributed exceptionally to a responsible and well-balanced municipal response. In a sustained effort, beyond anyone's expectations, our Municipal Control Group continues to effectively manage the municipality's response to the changing and evolving operational and human resources effects on the Town's operations.

At an administrative level, the emergency planning function for the fire service administration continues to expand. In addition to the current unprecedented operational demands, increasing regulatory requirements; as well as, staff training to ensure an adequate level of preparedness, and the increasing frequency and duration of emergency incidents have all contributed to an increasing proportion of time devoted to emergency planning duties in addition to fire service administrative workload. Traditionally an additional related responsibility, municipal emergency management continues to evolve as an essential municipal administrative function.

To assist with some of the training and regulatory burden, Council approved the introduction of a third-party emergency planning platform in 2020. "Get Ready Solutions" was launched with the Town's emergency planning Municipal Control Group in early 2020, with on-line training programs being introduced gradually throughout the year. Due to the on-going emergency management activities of the global pandemic, a scaled back version of a municipal emergency exercise was arranged with the vendor in the fall to familiarize staff with the functionality and capabilities of the technology platform. More robust use of the platform and capabilities are anticipated in 2021. This comprehensive program will centralize and standardize all aspects of the emergency management program including training, record-keeping, operational workflows, and annual compliance verifications.

## **LEADERSHIP TRANSITION**

Having lead the department since 2011, the fire chief announced in July his intention to retire in the spring of 2021, after a thirty-five-year career with the Sandwich West Township/Town of LaSalle Fire Service. Council subsequently supported the chief's recommendation to appoint current Deputy Chief Ed Thiessen as the incoming fire chief upon the retirement of the incumbent. This period of notice provided the necessary time for an orderly transition of leadership, and to begin the required processes to fill the deputy fire chief position.

I am confident that this transition of senior leadership will ensure LaSalle Fire Service remains committed to responsible forward planning, and continuous improvement in order to maintain an appropriate level of service, and to meet the changing needs of the community. The new leadership team will continue to engage with and be accountable and responsive to our residents and members of Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dave Sutton". The signature is fluid and cursive, with the first name "Dave" and last name "Sutton" clearly distinguishable.

Fire Chief

Dave Sutton,  
Fire Chief / CEMC

**Schedule of Reports for Council  
March 9, 2021**

<b>Council Resolution or Member Question</b>	<b>Subject</b>	<b>Department</b>	<b>Report to Council</b>	<b>Comments</b>
231/19	Vollmer Property Additional Entrance from Malden Road	Public Works	To be determined	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."
Councillor Renaud	Cannabis Retail Licensing	Administration	March 2021	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.
Deputy Mayor Meloche	Heritage Committee	Development & Strategic Initiatives	Fall 2021	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."
Councillor Carrick	BIA for the Town of LaSalle	Administration	Fall 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  
March 9, 2021**

173/20	Connecting Links	Public Works	Spring 2021	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."
286/20	Meo Boulevard Trail Construction	Public Works	March 2021	At the October 27, 2020 Regular Meeting of Council:  "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 REFERRED back to Administration and that an Administrative Report BE PREPARED to review on road bike lanes to achieve the same intended purpose of the original trail on Meo Boulevard."
Mayor Bondy	Sidewalk Review on Normandy Street	Public Works	March 2021	At the November 24, 2020 Regular Meeting of Council:  Mayor Bondy requests an Administrative Report be prepared regarding a sidewalk review from the East to the West side of Normandy Street beginning on Huron Church Road and ending on North Woodmont.
Councillor Renaud	Access to Online Billing Information	Finance	March 2021	At the December 8, 2020 Regular Meeting of Council:  Councillor Renaud inquires if Administration could provide access for residents to tax billing information through an online portal.  <b>Clerk's Note:</b> Administration is looking at various virtualization of services options.
379/21	Alternate Parking	Public Works	To be determined	At the January 12, 2021 Regular Meeting of Council:  "That an Administrative report be prepared outlining the implementation of alternate parking within the Town of LaSalle."

**Schedule of Reports for Council  
March 9, 2021**

396/21	Alley R2 Referral & Alley Closing Policy Report	Administration	To be determined	<p>At the January 26, 2021 Regular Meeting of Council:</p> <p>“That the report of the Deputy Clerk and Legal Counsel dated November 30, 2020 (AD-09-2020) regarding the alley referral request by R. &amp; A. Mancini be deferred; and that the Alley Closing Policy be reviewed prior to its scheduled review date and be brought to Council for consideration.”</p>
285/20	Rainbow Crosswalks	Public Works	To be determined	<p>At the October 27, 2020 Regular Meeting of Council:</p> <p>“That the report of the Director of Public Works dated October 21, 2020 (PW-25- 20) regarding the installation of a Rainbow Crosswalk at the intersection of Normandy Road and Malden Road BE DEFFERED and that a policy BE IMPLEMENTED outlining procedures and processes and brought back to Council for consideration.”</p> <p><b>Clerk’s Note:</b> Report PW-02-2021 at the February 9, 2021 Council Meeting considered a Specialty/Non-Traditional Crosswalk Policy. The request of a Rainbow Crosswalk at the intersection of Normandy Road and Malden Road is still deferred.</p>
405/21	Specialty/Non-Traditional Crosswalk Policy	Public Works	March 2021	<p>At the February 09, 2021 Regular Meeting of Council:</p> <p>“That the report of the Deputy Chief Administrative Officer dated January 29, 2021 (PW-02-2021) regarding the Specialty/Non-Traditional Crosswalk Policy be received; and that the draft Specialty/Non-Traditional Crosswalk Policy be amended to include the implementation of a time limit and expiry date for each approved Specialty/Non-Traditional Crosswalk; and that upon the expiry of a Specialty/Non-Traditional Crosswalk, that opportunity for a new request be granted in that location; and that if a new request is not received, that the original requestor be given opportunity to refresh or renew the crosswalk; and that this policy be open only to Town of LaSalle individuals, community groups and organizations; that all submissions received to date be reviewed and considered in this amendment; and further that the policy be brought back to Council for further final approval.”</p>

## The Corporation of the Town of LaSalle

### By-law Number 8533

A By-law to authorize an exchange of lands with 538271 Ontario Inc. on Plans 12R-11139 and 12R-28526

**Whereas** 538971 Ontario Inc. and the Corporation of the Town of LaSalle (“Corporation”) have agreed to trade lands with one another located on Plans 12R-11139 and 12R-28526;

**And whereas** the Council of the Corporation deems it expedient to accept the land trade located on Plans 12R-11139 and 12R-28526, which 538271 Ontario Inc. additionally agrees to pay the sum of One Hundred Eight Thousand Three Hundred and Eighty Canadian Dollars (\$108,380.00) upon closing of the land conveyances;

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

1. **That** the Corporation agrees to convey to 538971 Ontario Inc. lands described as Part Lot 33 Concession 1 Sandwich West now described as Part 1 Plan 12R-11139, municipally known as 670 Front Road.
2. **That** in exchange for the lands described above, 538971 Ontario Inc. agrees to convey to the Corporation Part Lot 33 Concession 1 Sandwich West Plan 12R-11571 now described as Part 1 and Part 2 on Plan 12R-28526, as well as payment to the Corporation in the sum of One Hundred Eight Thousand Three Hundred and Eighty Canadian Dollars (\$108,380.00) upon closing of the land conveyance.
3. **This** By-law shall come into force on the final passing thereof.

**Read** a first and second time and finally passed this 9th day of March, 2021.

1st Reading – March 9, 2021

2nd Reading – March 9, 2021

3rd Reading – March 9, 2021

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Marc Bondy, Mayor

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Agatha Robertson, Clerk

**The Corporation of the Town of LaSalle**

**By-law Number 8534**

A By-law to confirm the donation of Lot 118, Registered Plan 1349, from Darlene Ethel Nelson and James Earl Nelson

**Whereas** the Corporation of the Town of LaSalle (“Corporation”) has been requested by Darlene Ethel Nelson and James Earl Nelson to accept the dedication of Lot 118, Registered Plan 1349, in the Town of LaSalle, in the County of Essex;

**And whereas** the Council of the Corporation deems it expedient to confirm acceptance of the donation of said lands;

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

1. **That** the Corporation accept the donation of Lot 118, Registered Plan 1349 from Darlene Ethel Nelson and James Earl Nelson, in consideration of the Corporation granting a tax receipt to Darlene Ethel Nelson and James Earl Nelson.
2. **That** the execution by the Mayor and the Clerk of the Corporation of any and all documents necessary to complete this transaction, and the affixing of the Corporation’s seal to such documents to give effect to this transaction, be and the same are hereby confirmed.
3. **This** By-law shall come into force on the final passing thereof.

**Read** a first and second time and finally passed this 9th day of March, 2021.

1st Reading – March 9, 2021

2nd Reading – March 9, 2021

3rd Reading – March 9, 2021

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Marc Bondy, Mayor

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Agatha Robertson, Clerk