



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

Tuesday, April 27, 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

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

Pages

A. Opening Business

1. Call to Order and Moment of Silent Reflection
2. Disclosures of Pecuniary Interest and the General Nature Thereof
3. Adoption of Minutes 8

Recommendation

That the minutes of the Regular Meeting of Council held April 13, 2021 be adopted as presented.

4. Mayors Comments

B. Presentations

C. Public Meetings and/or Hearings

D. Delegations

1. Conditional Delegation: Reconsideration of Motion - Request to construct wood privacy fence – F. Pheby

Franca Pheby submitted the attached request for reconsideration of the following resolution adopted by Council on July 14, 2020.

177/ 20

Moved by: Councillor Desjarlais

Seconded by: Councillor Riccio- Spagnuolo

That the report of the Deputy Clerk dated July 2, 2020 (AD- 04- 2020) regarding the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property be received, and that Council contribute the cost of a chain link fence to F. Pheby as outlined in this report.

Carried.

Opposed: Deputy Mayor Meloche, Councillor Akpata, Councillor Carrick.

Clerk's Note: Please note this is a matter of reconsideration of Council's resolution adopted July 14, 2020 that opposed the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property. There is a two step process in order for reconsideration to occur, first, a notice to reconsider must be moved, supported and approved by 2/3 majority of Council members present at the meeting. All members of Council with the exception of Deputy Mayor Meloche, Councillor Akpata, Councillor Carrick who opposed the motion, are eligible to bring forward a motion to reconsider. Second, a vote must be taken on the motion on the floor. All members of Council, including Deputy Mayor Meloche, Councillor Akpata, Councillor Carrick, are eligible to vote on the reconsideration of the motion. The mover of the motion to reconsider is permitted to make a brief statement of the reasons justifying such reconsideration without in any way debating the content of the matter. Ms. Pheby has been listed as a conditional delegation and is aware that she may only address Council subject to the 2/3 vote in favour of reconsidering.

2. Strategic and Operational plans for the Benoit House

Delegate:

1. Alysson Storey - ADS Consulting Group Representative, Available for Questions and Attending Via Zoom.

Recommendation

That the report of the Director of Culture and Recreation dated March 29, 2021 (CR-2021-11) regarding the operation of the Benoit House be received; and that the recommendation to operate the Benoit House as a Community Museum be approved; and further, that the recommendation to authorize administration to engage the services of ADS Consulting Group at a cost of \$46,000.00 to develop Strategic and Operational Plans for the Benoit House be approved.

E. Reports/Correspondence for Council Action

- 1. Fire Safety Grant Program 53

Recommendation

That the report of the Director of Finance dated April 1, 2021 (FIN-13-2021) regarding the Fire Safety Grant Program proposed spending be approved.

- 2. Fire Safety Grant Transfer Payment Agreement 57

Recommendation

That the Agreement received by Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal regarding the Fire Safety Grant Transfer Payment be approved.

- 3. Draft Procurement Policy 71

Recommendation

That the report of the Director of Finance dated March 22, 2021 (FIN-07-2021) regarding the draft procurement policy be received and that the procurement policy By-law be approved.

- 4. 2020 Year End Reports 103

Recommendation

That the report of the Supervisor of Accounting dated March 25, 2021 (FIN-09-2021) regarding the 2020 Year End Reports be received; and that Council approve and adopt the Capital Fund Analysis, Reserves, Reserve Fund, Deferred Revenue Schedule and the Cash and Investments Report for the year ended December 31, 2020; and that Council authorize Administration to amend the schedules for the activity associated with Essex Power Corporation.

5. Engineer Appointment – Desantel Drain 112

Recommendation

That the report of the Manager of Engineering dated April 1, 2021 (PW-13-2021) regarding the Appointment of RC Spencer and Associates to be the Drainage Engineer for the Section 4 petition for the Desantel Drain pursuant to the Drainage Act be approved.

6. Parks Tennis Court Resurfacing 2021 Capital Project 120

Recommendation

That the report of the Manager of Roads and Parks dated April 1, 2021 (PW-12-2021) regarding the 2021 capital project to resurface tennis courts be received. And the the recommendation to proceed with the pricing received from “All Lined Up” for the complete project at a cost of \$42,500 (plus taxes), and additional funding required to complete the project be funded from the Parks Reserve Fund, be approved.

7. Harmony Lakes Subdivision Street Name Request 124

Recommendation

That the report of the Supervisor of Planning and Development Services dated April 1, 2021 (DS-08-2021) regarding the approval of street names for the Harmony Lakes Subdivision be approved as noted herein.

8. SPC-04-20 - Front Road-Major Blvd - Mixed Use Building 130

Recommendation

That the report of the Supervisor of Planning and Development Services dated April 1, 2021 (DS-09-2021) regarding a request to approve a site plan control application, to permit the construction of a 230 square metre two storey mixed use commercial building containing two apartment dwelling units be approved.

F. Committee Matters for Council Action

1. Minutes of the Parks, Recreation and Events Committee Meeting held March 18, 2021 136

Recommendation

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

G. Information Items to be Received

1. University of Windsor Convocation Photo Roadshow 161
Recommendation
 That the report of the Corporate Communication and Promotions Officer dated April 6, 2021 (CAO-C&P-04-2021) regarding the University of Windsor Convocation Photo Roadshow be received.

2. 2020 4th Quarter Report 165
Recommendation
 That the report of the Supervisor of Accounting dated April 6, 2021 (FIN-10-2021) regarding the financial position of the Town of LaSalle as of the 4th quarter be received.

3. 2020 Building Division Activity 185
Recommendation
 That the report of the Supervisor of Accounting dated March 28, 2021 (FIN-11-2021) regarding the 2020 Building Division Activity be received.

4. Q1 Council Member Attendance at Meetings 189
Recommendation
 That the report of the Executive Assistant to the Director of Council Services/Clerk dated March 30, 2021 (CL-04-2021) regarding the Council Member attendance at Council and Committee meetings from January to March, 2021 for Quarter 1 be received.

5. Planning Act Timelines - City of Kitchener Resolution 196
Recommendation
 That the resolution received by the City of Kitchener regarding Planning Act Timelines be received and/or be endorsed.

6. Summary of Reports to Council 198
Recommendation
 That the report of the Chief Administrative Officer dated April 27, 2021 being a Summary of Reports to Council be received.

H. By-laws

Recommendation

That the following By-laws be given first reading:

8556 A By-law to amend By-law Number 7852 being a By-law to Establish User Fees or Charges for Services, Activities or the Use of Property

8557 A By-law to authorize the execution of a Transfer Payment Agreement between the Corporation of the Town of LaSalle and the Minister of Community Safety Correctional Services under the Court Security and Prisoner Transportation (CSPT) Program

8558 Being a by-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-law, as amended

8559 A By-law to Appoint RC Spencer and Associates to be the Drainage Engineer for the Desantel Drain

8560 A By-law to adopt a Procurement and Purchasing Policy

8561 A By-law to authorize the execution of a Site Plan Control Agreement with Essex Golf and Country Club and R.V. Investments Limited

Recommendation

That By-law numbers 8556 to 8561 be given second reading.

Recommendation

That By-law numbers 8556 to 8561 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

Personnel Committee Meeting, May 11, 2021 at 4:00 p.m.
Regular Council Meeting, May 11, 2021 at 6:00 p.m.
Police Services Board Committee Meeting, May 17, 2021 at 4:30 p.m.
Police Services Board Public Meeting, May 17, 2021 at 5:00 p.m.
By-Law Committee May 18, 2021 at 4:00 p.m.
Planning Advisory Committee Meeting, May 18, 2021 at 6:00 p.m.
Committee of Adjustment, May 19, 2021 at 5:30 p.m.
Parks, Recreation & Events Meeting, May 20, 2021 at 9:00 a.m.
Fire Committee Meeting, May 20, 2021 at 4:00 p.m.
Water & Wastewater Committee Meeting, May 25, 2021 at 5:00 p.m.
Regular Council Meeting, May 25, 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

April 13, 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, 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, K. Miller, Deputy Clerk, L. Jean, Deputy Clerk, A. Burgess, Supervisor of Planning & Development, R. Hyra, Director of Human Resources, E. Thiessen, Deputy Fire Chief, P. Funaro, Director of Culture & Recreation, N. DiGesù, Manager of IT, A. Bala, EA to the Director of Council Services/Clerk, 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

480/21

Moved by: Councillor Desjarlais

Seconded by: Councillor Carrick

That the minutes of the Regular Meeting of Council held March 23, 2021 and the Closed Meetings of Council held March 23, 2021 and March 25, 2021 be adopted as presented.

Carried.

4. Mayors Comments

Mayor Bondy provides a reminder that we remain in the third wave of COVID-19. Mayor Bondy hopes that with the vaccine's rolling out and the precautions being taken, we will be able to get out sooner rather than later.

B. Presentations

C. Public Meetings and/or Hearings

D. Delegations

1. Site Plan Control and Holding Zone Removal Applications, Creekside Condominiums (Valente), Ellis Street

Peter Valente, Developer appears before Council in support to Report (DS-07-2021) regarding the Site Plan Control and Holding Zone Removal Applications of Creekside Condominiums (Valente) on Ellis Street.

Stephen Shanfield, resident appears before Council in opposition to Report (DS-07-2021) regarding the Site Plan Control and Holding Zone Removal Applications of Creekside Condominiums (Valente) on Ellis Street and requests further amendments be made.

Tarek Elfiki, resident appears before Council in opposition to Report (DS-07-2021) regarding the Site Plan Control and Holding Zone Removal Applications of Creekside Condominiums (Valente) on Ellis Street and requests further amendments be made.

Jin Qian, resident appears before Council in opposition to Report (DS-07-2021) regarding the Site Plan Control and Holding Zone Removal Applications of Creekside Condominiums (Valente) on Ellis Street and requests further amendments be made.

Akbar Berry, resident appears before Council in opposition to Report (DS-07-2021) regarding the Site Plan Control and Holding Zone Removal Applications of Creekside Condominiums (Valente) on Ellis Street and requests further amendments be made.

Michael Hindi, resident appears before Council in opposition to Report (DS-07-2021) regarding the Site Plan Control and Holding Zone Removal Applications of Creekside Condominiums (Valente) on Ellis Street and requests further amendments be made.

481/21

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That the report of the Director of Development & Strategic Initiatives and the Deputy Chief Administrative Officer, dated March 22, 2021 (DS-07-2021) regarding the Valente Development Corporation lands legally described as LT 5 PL 1555 Sandwich West; LT 6 PL 1555 Sandwich West; LT 7 PL 1555 Sandwich West S/T R1120784; S/T R1300816; LaSalle, being all of PIN 70546-0431 (LT) situated on the southwestern corner of Ellis Street and Trinity Avenue, be received, and further that approval be given to the Removal of the Holding Zone Symbol for the subject lands, and approval be given to the corresponding Site Plan Control Agreement, and further that no additional actions need to be taken with respect to the items as set out in the November 20, 2020 petition submitted by residents living on Serenity Circle, and further that a copy of the final executed Site Plan Control Agreement for the subject lands that incorporates noise mitigation measures be sent to Loblaws Inc.

Carried.

E. Reports/Correspondence for Council Action

1. LaSalle Small Coast Waterfront Consultation and Next Steps

482/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

1. That the report of the Corporate Communication and Promotions Officer and the Director of Special Projects dated March 29, 2021 (CAO-C&P-03-2021) regarding the LaSalle Small Coast Waterfront Consultation and Next Steps be received;
2. That the report outlining a summary of the public consultation for the Small Coast Waterfront Project be received;
3. That administration be authorized to proceed to finalize the plans and specifications for the Event Centre and issue the tender documents for the proposed renovations;
4. That administration be authorized to proceed to finalize the plans and specifications for the redevelopment of the sports zone and issue the tender documents for the tennis courts, sand volleyball courts and basketball court (budget dependent);
5. That administration be authorized to move forward with plans to renovate the former Benoit House as a museum including the development of architectural plans, a strategic plan, an operational plan and financial model; and
6. That administration be authorized to continue with the completing the necessary studies/permits to allow for the construction of the water feature/ice trail, filling of the property and development of future components of the project.

Carried.

F. Committee Matters for Council Action

G. Information Items to be Received

1. Summary of Reports to Council

483/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Chief Administrative Officer dated April 13, 2021 being a Summary of Reports to Council be received.

Carried.

H. By-laws

484/21

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That the following By-laws be given first reading:

8549 A By-law to authorize the executive of a Site Plan Control Agreement with 1830088 Ontario Ltd.

8550 A By-law to amend Zoning by-law No. 5050, the Town's Comprehensive Zoning By-Law, as amended

8551 A By-law to authorize the executive of a Site Plan Control Agreement with Creekside LaSalle Ltd.

8552 A By-law to authorize the execution of an Agreement between David Fred Cowlin and Nancy Lynn Marie Cowlin for Storm Sewer Repairs

8553 A By-law to confirm the donation of Lots 325 to 337 Registered Plan 1064, from Gyula Porcs and Ernestine Porcs

8554 A By-law to stop up, close and sell an alley system running east-west lying to the north of Lots 471 to 481, both inclusive, Register Plan 1017, LaSalle

Carried.

485/21

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That By-law numbers 8549 to 8554 be given second reading.

Carried.

486/21

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That By-law numbers 8549 to 8554 be given third reading and finally passed.

Carried.

I. Council Questions

Councillor Carrick requests an Administrative Report be prepared and brought back to Council regarding the property on Front Road at the old Arena Site.

J. Statements by Council Members

K. Reports from Committees

L. Notices of Motion

M. Motion to Move into Closed Session

N. Confirmatory By-law

487/21

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That Confirmatory By-law 8555 be given first reading.

Carried.

488/21

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That Confirmatory By-law 8555 be given second reading.

Carried.

489/21

Moved by: Councillor Akpata

Seconded by: Councillor Desjarlais

That Confirmatory By-law 8555 be given third reading and finally passed.

Carried.

O. Schedule of Meetings

Parks, Recreation & Events Meeting, April 15, 2021 at 9:00 a.m.

Police Services Board Committee, Meeting April 19, 2021 at 4:30 p.m.

Police Services Board Public Meeting, April 19, 2021 at 5:00 p.m.

By-Law Committee, April 20, 2021 at 4:30 p.m.

Planning Advisory Committee Meeting, April 20, 2021 at 5:30 p.m.

Committee of Adjustment, April 21, 2021 at 5:00 p.m.

Regular Council Meeting, April 27, 2021 at 6:00 p.m.

P. Adjournment

Meeting adjourned at the call of the Chair 8:11 p.m.

Mayor: Marc Bondy

Deputy Clerk: Linda Jean

Clerk's Note: This is a matter of reconsideration of Council's resolution adopted July 14, 2020 that opposed the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property.

Conditional Delegation: Reconsideration of Motion - Request to construct wood privacy fence

- Franca and Wayne Pheby, Attending Via Zoom and Provided Written Submission

Attachments:

Delegation Form – Received April 7, 2021

Matter of Reconsideration - Received March 17, 2021

Administrative Report: Request to Construct Wood Privacy Fence – July 2, 2020

Draft Agreement between Wayne Pheby and Franca Pheby and the Corporation of the Town Of LaSalle – August 2020



Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario, N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029

www.lasalle.ca

Delegation Request Form

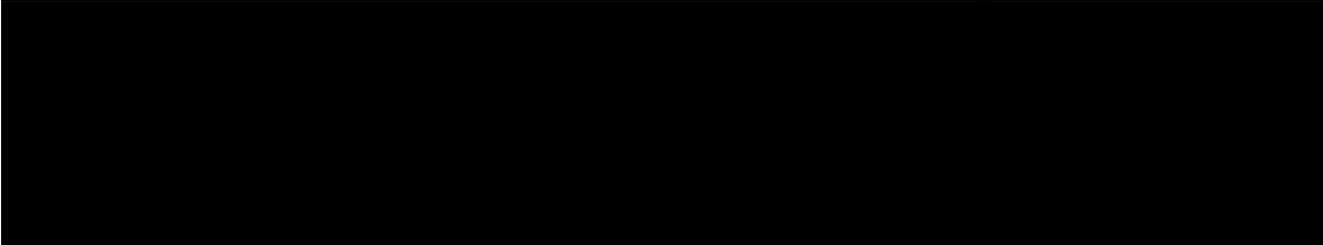
Please complete this form to speak at a meeting of Town Council or Committee.
Delegations are limited to five minutes.

This form and/or any written submissions **must be received by 12:00 noon the Monday** before a scheduled Council/Committee Meeting. Anything provided beyond this deadline will not be submitted for Council's consideration or form part of the agenda.

Please email to abala@lasalle.ca, fax to (519) 969-4469, drop off or mail to the Department of Council Services, Town of LaSalle, 5950 Malden Road, LaSalle, Ontario N9H 1S4.

Name: WAYNE & FRANCA PHEBY

Organization/Group/Business represented: SELF AS RESIDENTS



Date of Meeting: APRIL 27, 2021

Is this an item on the Agenda? Yes No

Agenda item Number or Topic (if applicable): _____

I wish to address Council/Committee: Yes No

Describe in detail the reason for the delegation and what action you will be asking Council/Committee to take (attach separate sheet if necessary):

see attached email relating to PRIVACY FENCE FOR FRONT RD - TOWN OF LASALLE PROPERTY ABUTTING 61 ADAMS LANE.

Please note that your name may become part of a public record in an electronic and paper format i.e. council agenda, to enable Council to make its decision on the matter.

I Agree I Disagree

From: [Agatha Robertson](#)
To: [Linda Jean](#); [Anisa Bala](#)
Subject: FW: AD-04-2020 Adams Lane Privacy Fence
Date: Wednesday, March 17, 2021 12:11:40 PM

From: Franca Pheby <phebyfr@gmail.com>
Sent: March 17, 2021 11:26 AM
To: Agatha Robertson <arobertson@lasalle.ca>
Subject: AD-04-2020 Adams Lane Privacy Fence

Town of LaSalle
REFERENCE

177/ 20
Moved by: Councillor Desjarlais
Seconded by: Councillor Riccio- Spagnuolo

That the report of the Deputy Clerk dated July 2, 2020 (AD- 04- 2020) regarding the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property BE RECEIVED, and that Council contribute the cost of a chain link fence to F. Pheby as outlined in this report. Carried.
Opposed: Deputy Mayor Meloche, Councillor Akpata, Councillor Carrick.

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I am submitting this email as a request for Town/Council to reconsider my request for a privacy fence to be constructed at the sole cost of the Town of La Salle for their newly acquired property at 1390 Front Rd.

The motion was passed last year whereby the Town would pay the equivalent cost of a chain link fence, \$3900.76. Due to Covid, contractors were difficult to engage, as well as availability of materials. The unknown factor of what the adjacent Town property would be in the master Waterfront Plan was also a concern.

Therefore an extension was granted. Since that time the Waterfront Development plan was unveiled and detailed future plans, however there is no definitive plan for the adjacent property. The initial plan was for a parking lot and it may very well be one going forward. We indicated in our original request, the validity of a privacy fence for numerous reasons.

Town council alluded to the fact that if the Town of La Salle paid for a privacy fence at our request that it would set a precedent for all other public parkland in La Salle. No other parkland in La Salle has to contend with a major highway, large commercial trucks, excessive traffic, and the related noise and lights 24/7.

We have a bedroom and family room in our basement that faces the property and currently traffic and lights are disruptive to our quality of life/sleep, let alone the potential of increased lights/noise given the future use of the property.

Additionally given the fact the current basketball court will remain, bears consideration of a privacy fence to mitigate noise and the related increase of activity to that parcel of land, given easy access as well as possibly the only access to the courts once Phase 2A construction starts on tennis courts and volleyball area.

I invite any member of council to view both the traffic and basketball courts and experience first hand the level of noise. The Mayor commented in the council meeting when our request was presented-the noise from the park has always been there and will continue to be there- YES, however a privacy fence will function as a sound barrier, for traffic while at the same time afford privacy from all the courts especially with the increased activity with potential for parking, congregation of youth and car fumes.

Also it is currently quite popular with condo owners using it as a dog wasteland!

Points for council consideration:

Major highway- Large commercial vehicles(transport trucks), reverberates in home, excessive traffic with loud motors, lights, noise and environmental pollution.

Lights/shadows of traffic shining into bedrooms/basement-disrupts sleep/quality of life.

Basketball court-excessive noise, loud music, swearing, screaming. no privacy, no adherence to 10 pm curfew.

Quality of life is affected.

Thank-you for your consideration.



Franca Pheby
Sales Representative
LC Platinum Realty Inc.

■ [519-972-3888](tel:519-972-3888) | [519-551-6380](tel:519-551-6380)

■ phebyfr@gmail.com



The Corporation of the Town of LaSalle

To: Mayor and Members of Council
Prepared by: Kevin Miller, Deputy Clerk
Department: Administration
Date of Report: July 2, 2020
Report Number: AD-04-2020
Subject: Request to construct wood privacy fence – F. Pheby

Recommendation

That the report of the Deputy Clerk dated July 2, 2020 (AD-04-2020) regarding the request from Franca Pheby at 61 Adams Lane for the Town to construct a wood privacy fence adjacent to her property BE RECEIVED, and that Council:

1. Contribute the cost of a chain link fence to F. Pheby as outlined in this report, OR
2. The municipality construct a chain link fence in accordance with standard municipal practice.

Report

As Council will recall, the Town purchased property municipally known as 1310 Front Road in 2019 (refer to Figure 1). Subsequent to the purchase, a tender was released and the dwelling was demolished leaving the land currently vacant. Following the demolition, F. Pheby contacted the Town with a number of concerns, including the request for the Town to install a new privacy fence. It was explained to her that municipal practice is to install a chain link fence where Town property abuts private property. As outlined in the emails received, F. Pheby indicates that a chain link fence is not acceptable and is requesting that Council deviate from its normal practice and construct a wooden privacy fence.

The Parks division of Public Works has confirmed that only chain link fencing is installed by the municipality in parks and other locations. Chain link fencing is less costly compared to privacy fencing to install and is less costly to maintain. In the past, there has been instances where property owners have requested to pay the difference between the two types of fence. Under this arrangement, the Town would agree to

contribute to the homeowner the cost of the chain link fence, and the homeowner would then hire a company to install a wood privacy fence of their choice (on their own property) and be responsible to pay the difference. In this manner, the fence would become the property of the homeowner for future maintenance. In the event that F. Pheby does not wish to pursue this option, then it is recommended that the Town install a chain link fence as per the usual practice on municipal property. It is noted that there is a chain link fence along the rear of the homes on Adams Lane (together with privacy fences on private property) save and except the vacant land at 31 Adams Lane.

At this point in time, it is unclear how this property will be incorporated into the overall Riverfront Park. It is anticipated that this will become more solidified as the public consultation process unfolds and the overall site plan is finalized. This is likely to occur over the next 6 to 12 months.

It is noted that due to COVID-19, there are no public delegations permitted at this time. Administration has explained this to F. Pheby and rather than wait she has elected to have this matter placed before Council recognizing that she will not be in a position to directly speak to the matter. Attached to this report is a copy of emails received from F. Pheby regarding this matter for Council's review and consideration.

Consultations

Public Works

Financial Implications

No additional financial implications for either option presented.

Prepared By:



Deputy Clerk

Kevin Miller

Link to Strategic Goals

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

Communications

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

Notifications

Name	Address	Email
Franca Pheby		

Report Approval Details

Document Title:	Request to construct wood privacy fence - F. Pheby 61 Adams Lane.docx
Attachments:	- Figure 1 Pheby report.pdf - April 1, 2020.pdf - June 9, 2020.pdf - June 22, 2020.pdf
Final Approval Date:	Jul 6, 2020

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



Chief Administrative Officer

Joe Milicia

From: Franca Pheby <[REDACTED]>
Sent: April 1, 2020 3:19 PM
To: Kevin Miller <kmill@lasalle.ca>
Subject: Front Rd property

Hi Kevin,

Thank you for taking my call today. As per our conversation I am requesting a privacy fence on the former D'Asti property that is now part of the Town of La Salle revitalization plan. This property is adjacent to my home at 61 Adams Lane.

My biggest concern with the chain link fence is that my sons bedroom is located on that side of the property and he works shift work. With a planned parking lot and or parkland, this would be very disruptive to quiet enjoyment and his ability to sleep.

Numerous other concerns need to be addressed.

Our right to privacy. This has been our home for 27 years. We had lobbied council when we first moved here for many issues dealing with the Front Rd park. At the time the youth centre building was located there. We put up with vandalism, kids drinking and smoking pot, and sexual activity on the side of the building. Additionally parents using the side of the building for their children to have an outdoor washroom as there is no access to a washroom in playground. The Town of La Salle planted cedar trees as a solution. (said trees are now dying due to the amount of water).

Now we, as well as our neighbors have to contend with the La Salle hangout and the disrespectful behaviour of some of the kids. They smash the free donated food on the street, break bottles, smoke pot openly and on the side of the Edward Jones investments and throw their trash on the streets and adjacent properties. I am concerned about the level of activity and noise they will create with the new plan for Front Rd and hang out there with their bikes, skateboards, and in general "hanging out:"

La Salle park has a 10 pm curfew, that is never enforced.

When we purchased our home, it was quiet with the D'Asti home. Now we have to deal with highway traffic noise and pollution. Many transport trucks use Highway 18 and our house shakes now and we can hear the trucks as the rumble by. A sound barrier is needed.

Other concerns are fumes from cars, especially if the property becomes a parking lot.

I appreciate your attention to my concerns. If necessary I would like an appointment to meet with council to address these concerns.

I feel we are strongly within our right to request a privacy fence in light of these issues.

Thank-you. Hope to hear from you soon.

My home number is [REDACTED]. Cell [REDACTED]

Regards

Franca Pheby

From: Franca Pheby <[REDACTED]>
Sent: June 9, 2020 9:01 PM
To: Kevin Miller <kmillier@lasalle.ca>
Subject: Re: council meeting

Thanks Kevin,
You beat me to the email. Thank-you.

I misunderstood your message. If you are waiting for council to resume, then I will present myself. I thought this was something you could address outside a council meeting. If not put me on the agenda and I will present.

I have spoken to the Mayor and all the councillors and forwarded them a copy of my original email.

Further to my original email, a few concerns that warrant quick action now that the property is vacant.

We no longer have privacy and this is affecting the safety and quiet enjoyment of our property. My original letter, detailed our right to privacy, mainly as our basement windows-bedroom and family room face the Front Rd property. Now we have to deal with noise pollution from traffic, dust and lights. My son works various hours and this interrupts his ability to sleep.

The young kids have taken to riding bikes through the property and hanging out in the secluded corner at Front Rd and the current park-basketball area. They are drinking and using that area as a public washroom as there is not one available. If distance was an issue they wouldn't use it anyway. Quicker in the dark on an empty lot.

The fence is in a terrible state of disrepair and it's a free for all to look through. I have witnessed the following: people with their dogs, allowing them to do their business with total disregard for poop and scoop. An individual with a metal detector searching for his pot of gold. Cars parking on the property. Hang out kids screaming, and carrying on.

These are just a few of the latest developments from 1390 Front RD
All we are seeking is the right to privacy and quiet enjoyment that we had before the Town of La Salle purchased this property,
A privacy fence is not unreasonable and also within my rights as a tax payer, abutting a commercial property. Regardless, we entitled to safety and quiet enjoyment.
I appreciate your acceptance and review of this matter.

Please keep me updated to when I can address council.
Thanks Kevin

From: Franca Pheby <[REDACTED]>
Sent: June 22, 2020 10:59 AM
To: Kevin Miller <kmiller@lasalle.ca>
Subject: Re: Council meeting June 23

Ok. That's fine. Can you send me the link for zoom meeting or info on how to follow along.

Thanks again

On Mon, Jun 22, 2020 at 10:38 AM Kevin Miller <kmiller@lasalle.ca> wrote:

Technically, in the absence of delegates no will "present" your request. Your emails will be attached to an administrative report and members will discuss your request as an item on the agenda. As noted you can follow the meeting and the discussion.

Kevin

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Franca Pheby <[REDACTED]>
Date: 2020-06-22 9:59 AM (GMT-05:00)
To: Kevin Miller <kmiller@lasalle.ca>
Subject: Re: Council meeting June 23

Thanks Kevin

Go ahead and do it ASAP. How does the princess work if I can't speak to it. Who presents it.

Thanks.

On Mon, Jun 22, 2020 at 9:57 AM Kevin Miller <kmiller@lasalle.ca> wrote:

Good morning,

I would note that the June 23 council meeting has been cancelled. The next meeting is the second Tuesday of July. That in all likelihood will be a zoom council meeting. Well I can have your request put on that agenda....you will not be able to speak to the matter. Public delegations are not being allowed at this time. You could see the discussion of council, but not be able to participate. If you want to actually speak to the matter....it would need to be deferred until such time as the province and council deem it appropriate to hold open public council meetings.

Let me know which course you would like to follow.

Regards,

Kevin

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Franca Pheby <[REDACTED]>

Date: 2020-06-21 8:22 AM (GMT-05:00)

To: Kevin Miller <kmiller@lasalle.ca>

Subject: Council meeting June 23

Hi Kevin

Is there a meeting or Zoom meeting on the 23rd. Is the fence request on the agenda. Would you like to look at this mess all day. Thank you



THIS AGREEMENT made this day of August, 2020.

B E T W E E N:

WAYNE PHEBY AND FRANCA PHEBY

hereinafter called **THE OWNERS**

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF LASALLE

hereinafter called **THE CORPORATION**

OF THE SECOND PART

WHEREAS the Owners have agreed to accept payment from the Corporation towards the construction of a fence located on the property legally described as Part of Lot 3, Lot 4 and Part of Block E, Registered Plan 1174 (part alley closed by LS2467) as in R1152652; LaSalle, and municipally described as 61 Adams Lane (the "Property");

AND WHEREAS the Corporation shall pay to the Owners by way of cheque a total consideration of **\$3,900.76**, representing the cost estimate of a chain link fence along that easterly border of the Property and land owned by the Corporation to the east of the Property;

AND WHEREAS the Owners shall install and maintain, at their sole expense, a fence in the style of their choosing fully within the boundaries of the Property and both parties acknowledge that the fence shall not be deemed a mutual fence;

AND WHEREAS the Owners shall install the fence in compliance with the Corporation's Fence By-law, however Corporation acknowledges that the Owners may install fencing up to the height of no greater than 1.8 metres (6 feet) above the effective ground level along the easterly border of the Property from the rear of the Property to a point parallel to the front corner of the residence located on the Property, while any further front yard fencing shall be no greater than 1.2 metres (4 feet) above the effective ground level, which fence shall be of open type construction, and which fence shall be constructed no closer to the Adams Lane road allowance than the front boundary line of the lot;

AND WHEREAS the Corporation agrees to remove, at its sole expense, the existing fence along the easterly border of the Property prior to construction of the new fence;

AND WHEREAS the Owners acknowledge that if the new fence is not installed prior to December 31, 2020 or by a mutually agreed upon extension date, the

consideration noted in this Agreement shall be deemed to be a debt to the Corporation in accordance with section 398 of the Municipal Act, 2001, and that amount shall be added to the tax roll of the Property;

NOW THEREFORE in consideration of **\$3,900.76** and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Owners hereby agree to the terms set out herein and relieve the Corporation of any future obligations or liabilities thereto.

IN WITNESS WHEREOF the Owners have hereunto set their hands, and the Corporation has hereunto affixed its corporate seal under the hands of the appropriate officers.

SIGNED, SEALED & DELIVERED

in the presence of:

as to the signature of Franca Pheby

)
)
)
)

FRANCA PHEBY

as to the signature of Wayne Pheby

)
)
)
)

WAYNE PHEBY

**THE CORPORATION OF
THE TOWN OF LASALLE**

MAYOR – M. BONDY

DEPUTY CLERK – L. JEAN



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: March 29, 2021

Report Number: CR-2021-11

Subject: Strategic and Operational plans for the Benoit House

Recommendation

That the report of the Director of Culture and Recreation dated March 29, 2021 (CR-2021-11) regarding the operation of the Benoit House be received; and that the recommendation to operate the Benoit House as a Community Museum be approved; and further, that the recommendation to authorize administration to engage the services of ADS Consulting Group at a cost of \$46,000.00 to develop Strategic and Operational Plans for the Benoit House be approved.

Report

As the development of the Small Coast Waterfront project continues, further direction and plans must be confirmed for the operation and management of the Benoit House in two areas:

1. Operate the house as a Community Museum or Heritage House/Community Centre
2. Develop strategic and operational plans for the next three to five years

Operation

Operating the home as a Community Centre limits the Town to providing community and public programming spaces. On the other hand, operating the house as a Community Museum offers numerous benefits. All community museums in Ontario must meet the criteria established in Regulation 877, Grants for Museums under the Ontario Heritage Act and the Ministry of Heritage, Sport, Tourism and Culture Industries Standards for Community Museums in Ontario (Appendix A). These ten standards for community museums represent the minimum requirements for the operation of a good community museum. Community museums need to meet the

standards to be considered for funding under the Community Museum Operating Grant (CMOG). CMOG may fund a percentage of the museum's annual operating budget (subject to provincial budget allocations), based on the overall operating budget. Identification as a Community Museum offers additional opportunities through other funding sources as well. In addition to funding, operating as a Community Museum will hold the Town accountable to comply with museum laws and regulations and ensure good care of assets held in public trust. This will ensure that the public both now and, in the future, can enjoy and learn from the museum. A Community Museum is held to a standard with exhibits that confirms accuracy of information, relevance to the community, effective communication, opportunities for learning and engagement, and the safe display of artifacts. Furthermore, a Community Museum will provide the opportunity to partner with other collecting institutions for shared or loaned exhibits and will have an interpretation and education program that consists of a mix of school programs, public programs, and special events. Lastly, Community Museums provide valuable learning opportunities in the form of cooperative education, summer employment and volunteer opportunities.

Planning

It is necessary to develop a strategic plan for the preparatory work, operations and implementation steps required to create the first-ever Museum in the Town of LaSalle. The development of this Plan will reflect and respect the overall objectives of the Small Coast Waterfront Experience. Administration recommends that the Town engage the services of Alysson Story of ADS Consulting Group to develop these plans through two phases (Appendix B). Ms. Storey has more than 20 years of diverse experience in project management, communications and consulting primarily in the arts, cultural and heritage sectors. She has a deep knowledge of cultural planning along with the management and promotion of heritage sites. Highlights of note include her leadership role as Manager of Culture & Special Events at the Municipality of Chatham-Kent, where she was responsible for all aspects of Department operations for all municipal cultural facilities, which included two heritage homes in two different communities, a Museum, two theatres and two art galleries, studios and event spaces. Ms. Storey has substantial experience in the management of historic homes, their unique needs, potential risks and individual characteristics. She also played a primary role in the development of the Municipality's first-ever Municipal Cultural Plan as well as coordinated and facilitated the subsequent CK Cultural Implementation Plan. This comprehensive process included extensive public consultation and in-depth work with stakeholders and reporting. Ms. Storey has an extensive and successful track record of advocacy and developing partnerships with the Provincial and Federal government and secured substantial grant funding during her time with the Municipality of Chatham-Kent. If approved, work would begin immediately with completion expected by the end of 2021. Upon completion, the Town has the option of extending services with ADS Consulting Group for implementation of the Plans. The preparation of the Plans will be financed through the capital funding previously approved by Council for the Small Coast Waterfront project. Funding was included in the overall cost of the initial phases to retain various consultants to complete the necessary studies/reports to implement the redevelopment of this waterfront park.

Consultations

Kevin Miller, Director of Special Projects

Financial Implications

\$46,000.00 financed through the capital funding previously approved by Council for the Small Coast Waterfront project

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 - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Yes

Communications

N/A

Notifications

N/A

Report Approval Details

Document Title:	CR-2021-11-Benoit House .docx
Attachments:	- Appendix A - Standards for community museums in Ontario.pdf - Appendix B - Benoit House Strategic Plan Proposal Mar2021.pdf
Final Approval Date:	Apr 6, 2021

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



Chief Administrative Officer

Joe Milicia

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Standards for community museums in Ontario

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Museum Notes

- [Accessibility.pdf](#)
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Introduction

The Ontario Ministry of Tourism, Culture and Sport is pleased to introduce a revised edition of the Standards for Community Museums in Ontario.

The environment in which museums function is changing and the museum profession is growing and becoming more skilled and knowledgeable. Museum standards must continue to evolve as museums find new ways to serve their communities and fulfil their mandate.

The 10 revised standards for community museums represent the minimum requirements for the operation of a good community museum. Community museums need to meet the standards in order to qualify for funding under the Community Museum Operating Grant¹.

The province has a fundamental commitment to the preservation, presentation and sustainability of the material culture of Ontario, through the community museums of the province. In achieving these standards, Ontario's museums will continue along the path to excellence and remain a resource to the communities they serve.

To help you meet the revised standards, the ministry will continue to provide advisory services, resource materials and relevant museological information.

Governance standard

As a community museum, you must be governed according to standards and be open and accountable to the public for your decisions.

Requirements

1. A community museum must be:
 - a. governed by a publicly accountable body².
 - b. established by a written document(s) which include(s) descriptions of:
 - authority for the museum
 - museum's mission statement that
 - defines the museum's purpose
 - makes a commitment to the museum's role in the public trust
 - identifies who the museum serves
 - identifies what the museum will collect
 - identifies the impact it will have in its community
 - c. how the museum will dissolve its assets and liabilities should it cease to operate
2. The museum's governing body must:
 - a. be established by a written document which outlines:
 - its composition and structure – including selection of members and terms of office
 - its obligation to ethical behaviour and the avoidance of conflict of interest – as a body and as individuals
 - its obligation to meet municipal, provincial and federal legislative requirements that have an impact on its decisions or activities
 - its responsibilities and duties, including:

- recruiting, supervising and evaluating the museum's curator or director (i.e. the museum's chief manager)
 - formulating the museum's statement of purpose
 - formulating written policy governing operations and defining programs
 - securing funding necessary to carry out the museum's programs
 - preparing or approving an annual budget and monitoring it to ensure public accountability
 - ensuring that the purposes for which the museum exists are being fulfilled
 - ensuring that the collection is being cared for under proper conditions
- b. meet regularly and as often as necessary to conduct its business effectively
- meetings must follow a written agenda and a written record must be kept of all discussions and decisions
3. The museum's operation and administration must:
- a. meet municipal, provincial and federal legislative requirements that have a bearing on its operations and activities
4. The museum and its staff must:
- a. demonstrate a commitment to ethical behaviour as an institution and as individuals.
5. The museum's operations and activities must be:
- a. directed by short and long-term written plans (e.g. business plan, strategic plan, visioning plan or master plan) that are:
- b. approved by the governing body
- c. contain goals and objectives relevant to the museum's statement of purpose

Finance standard

As a community museum, you must demonstrate fiscal responsibility.

Requirements

1. A community museum must:
 - a. demonstrate a commitment to ethical behaviour in the pursuit of funding
 - b. demonstrate a commitment to financial sustainability and stability
 - c. seek diverse sources of funding - both public and private
 - d. make public an annual financial report
2. The museum's governing body must:
 - a. secure funding necessary for the operation and maintenance of the museum and its activities
 - b. secure funding for capital projects
 - c. approve the annual budget that allocates and controls financial resources related to the museum's operation and administration
 - d. review and approve the museum's budget in relation to the goals, objectives and priorities of the museum

Collections standard

Objective of the Collections Standard

As a community museum, the artifacts you keep represent your community's heritage. To protect their value, you must maintain a well-organized, managed and documented collection.

Requirements

A community museum must:

1. have a written collection development policy stating that it will:
 - a. ensure that the scope of collection is consistent with the museum's statement of purpose
 - b. establish priorities for collection development
 - c. demonstrate a commitment to ethical behaviour in collection development (e.g. repatriation, human remains)
 - d. meet municipal, provincial and federal legislative requirements that have an impact on collecting activities (e.g. illicit materials, firearms, hazardous materials)
2. have a written collections management policy stating that it will:
 - a. ensure proper procedures and documentation for acquiring, using and deaccessioning artifacts in the collection
 - b. ensure proper procedures and documentation for incoming and outgoing loans
 - c. ensure proper procedures for the management of collections records
 - d. demonstrate a commitment to conservation standards in the labelling, care and handling of artifacts
 - e. distinguish between artifacts in a research (or study) collection and objects in an education (or hands-on) collection
 - f. meet municipal, provincial and federal legislative requirements that have an impact on collections management and documentation (e.g. acquisition and de-accessioning, tax receipts, firearms, hazardous materials)
3. assign the duties of a Collections Manager (or equivalent position) to an appropriately trained staff member and provides adequate time, workspace and funding for collections management activities
4. use an effective collection documentation system, which may be paper-based, electronic, or a combination and includes:
 - a. a standardized numbering system
 - b. an accession register
 - c. a master catalogue file
 - d. signed donor and loan forms
5. keep a periodically updated paper or electronic copy of the collection records off-site in a secure location
6. keep its collection records current

Exhibition standard

Objective of the Exhibition Standard

As a community museum, your exhibits provide an important link between your community and its heritage.

In the planning and presentation of exhibitions, you must strive for accuracy of information, relevance to the community, effective communication, opportunities for learning and engagement, and the safe display of artifacts.

Requirements

A community museum must:

1. have a written exhibition policy stating that it will:
 - a. ensure that the themes and number of exhibits are consistent with the museum's statement of purpose and the needs and interests of the communities it serves
 - b. demonstrate a commitment to accuracy and fairness, inclusivity and respect in exhibit presentation
 - c. demonstrate a commitment to ethical behaviour in exhibit presentation
 - d. meet conservation standards in exhibit design, materials and use of artifacts
 - e. meet municipal, provincial and federal legislative requirements that have an impact on exhibit presentation (e.g. safety codes, copyright, disability legislation).
2. ensure its exhibits are consistent with the museum's exhibition policy
3. ensure it has an exhibition schedule comprising a mix of permanent and temporary exhibits
4. ensure the relevance, accuracy and effective communication of each exhibit by:
 - a. establishing clearly defined objectives and evaluating exhibits against their objectives
 - b. using appropriate expertise, including staff, volunteers, community groups, or consultants
 - c. carrying out sufficient research
5. ensure that all staff (including volunteers) involved in the planning, preparation and installation of exhibits have the necessary skills and training
6. ensure that exhibits are safe for visitors and staff by:
 - a. placing hazardous materials in display cases
 - b. adequately supporting, securing or providing barriers against heavy objects or moving parts that could cause injury
 - c. training staff in the safe operation of exhibits (e.g. machinery)
 - d. meeting legislated requirements in the handling and display of firearms
7. ensure that exhibits are accessible and capable of being used and enjoyed by visitors of all ages and abilities (See the A.O.D.A. Wizard for your organization's specific requirements such as the Accessibility Standard for Customer Service, and dates for implementation)
8. ensure that exhibits effectively promote learning and enjoyment through:
 - a. providing a variety of interpretation methods to meet a range of visitor needs
 - b. regularly replacing artifacts in permanent exhibits with other examples from storage, to refresh the exhibits for the community's enjoyment as well as for conservation purposes
9. ensure a portion of the museum's budget is allocated annually for:

- exhibit development
 - design
 - construction
 - maintenance
 - evaluation expenses
10. ensure that exhibit preparation activities that are harmful to artifacts are carried out in a workshop that is isolated from collection areas (i.e. display and storage).
- activities would include those that produce dust, excessive heat or vibrations, and those that involve the use of aerosols and solvents (e.g. paints and varnishes)

Interpretation and education standard

As a community museum, your interpretation and education programs allow the community to interact more closely with your collections and information and reach audiences of all ages, interests and abilities.

Requirements

A community museum must:

1. have a written interpretation and education policy stating that it will:
 - a. ensure that the theme, content and format of interpretation and education programs are –
 - consistent with the museum's statement of purpose
 - meet the needs and interests of the communities it serves
 - b. establish priorities for the development of interpretation and education programs
 - c. ensure that responsibility for interpretation and education programming is given to properly trained staff
 - d. demonstrate a commitment to accuracy and fairness, inclusivity and respect in interpretation and education programs
 - e. demonstrate a commitment to ethical behaviour in interpretation and education programs
 - f. demonstrate a commitment to meet conservation standards in use of artifacts
 - g. meet municipal, provincial and federal legislative requirements that have an impact on interpretation and education programs (e.g. copyright, disability legislation)
2. have an interpretation and education program consisting of a mix of school programs, public programs, and special events; all interpretation and education programs must:
 - a. be consistent with the museum's statement of purpose and meet the needs and interests of the communities it serves
 - b. promote learning and enjoyment
3. ensure the relevance, accuracy and effective communication of its interpretation and education programs (see above for A.O.D.A. requirements) by:
 - a. establishing clearly defined and measurable learning objectives and outcomes, and undertaking a process of program evaluation
 - b. using appropriate expertise – including staff, volunteers, community groups, or consultants

- c. carrying out research
- 4. ensure all staff involved in the development and delivery of interpretation and education programs, have the appropriate skills and training
- 5. provide sufficient space and a safe and secure environment for interpretation and education programs
- 6. allocate every year a portion of the museum's budget for interpretation and education program expenses

Research standard

As a community museum, research is an ongoing activity and is reflected by your well-researched exhibits, interpretation, publications and educational programming, As well as helping staff researchers, you also have a responsibility to assist outside researchers.

Requirements

A community museum must:

1. have a written research policy stating that it will:
 - a. demonstrate a commitment to the pursuit of research by staff and outside researchers
 - b. ensure that the scope of research is consistent with the museum's statement of purpose
 - c. establish priorities for research activities
 - d. demonstrate a commitment to accuracy and objectivity in the results of research
 - e. demonstrate a commitment to ethical behaviour in research (e.g. confidentiality of records, ownership of information)
 - f. meet municipal, provincial and federal legislative requirements that have an impact on research activities and products (e.g. copyright legislation)
2. have a research program that is consistent with its statement of purpose, and reflects the needs of its communities, site, collections and public programs.
3. schedule time for staff to carry out the museum's research program
4. allocate a portion of its budget every year for research expenses, such as reference material, photocopying and staff travel
5. provide a clean, well-lit, separate space for staff and external researchers to carry out research
6. ensure that researchers who have access to the collection have training in handling artifacts

Conservation standard

As a community museum, you have a responsibility to protect and preserve the collection entrusted to your care, so that future generations have the opportunity to enjoy and learn from it.

You will demonstrate the stewardship of your collection by following procedures that ensure its long-term preservation.

Requirements

A community museum must:

1. have a written conservation policy that sets out how it will:
 - a. demonstrate its understanding of the distinction between preventive care and conservation treatment
 - b. demonstrate its commitment to the preventive conservation of the collection
 - c. establish priorities for making decisions regarding conservation treatment
 - d. ensure that responsibility for the care of its collections is delegated to appropriately trained staff
 - e. demonstrate a commitment to consult with, and be guided by, the advice of qualified experts in conservation
 - f. demonstrate a commitment to ethical behaviour in the care of collections
 - g. meet municipal, provincial and federal legislative requirements that have an impact on the conservation of collections
2. demonstrate a commitment to protect the collection through proper care and handling by:
 - a. implementing a program to instruct staff how to safely handle artifacts
 - b. ensuring that artifacts are durable enough to withstand their proposed use e.g., displays, interpretation, loans, hands-on activities
 - c. implementing safe packing, unpacking and transportation procedures
3. provide one or more exclusive spaces for the storage of the collection. These areas will be:
 - a. used for collection storage only
 - b. large enough to store existing artifacts without crowding, and to accommodate projected future acquisitions
 - c. kept clean through the implementation of a regular housekeeping schedule performed by staff or volunteers with the necessary training
 - d. kept dark, except when staff are present
 - e. restricted to access only by designated appropriate staff (e.g., curator or registrar)
 - f. equipped with suitable and safe shelves, cabinets and artifact supports
4. maintain the safety and preservation of artifacts on exhibit by:
 - a. ensuring that cases and floor spaces are large enough to hold artifacts without crowding or distortion
 - b. ensuring that artifacts on display are adequately supported with safe materials
 - c. using display materials (such as case materials, backgrounds, adhesives, labels) that are not harmful to artifacts
 - d. ensuring that exhibits are kept clean and maintained by staff trained in the handling of artifacts
 - e. ensuring that light-sensitive artifacts are displayed only for short periods of time
 - f. implementing a program of regular inspections of artifacts on exhibit to check for losses and damage
 - g. updating collections records to reflect changes in location e.g., storage to display
5. ensure the security of the collection by:
 - a. protecting artifacts from water damage

- b. protecting artifacts from theft and vandalism, including restricting access to artifacts
 - c. establishing written standard procedures to deal with emergencies and disasters, and training of all staff in these procedures
6. provide an appropriate environment for artifacts in all storage and exhibit areas by:
- a. reducing visible light levels to accepted standards³
 - b. removing as much ultraviolet radiation as possible
 - c. maintaining relative humidity and temperature levels within an appropriate range for museum artifacts⁴
 - d. reducing dust and pollution through a combination of physical plant (e.g. use of vestibule, appropriate air filtration) and preventive procedures (e.g. use of door mats, no smoking rules)
 - e. implementing a regular cleaning and maintenance schedule of the museum and storage spaces performed by staff or volunteers with the necessary training
 - f. implementing preventive pest management procedures, including regular inspections for pests in the museum and inspection of all incoming collection and non-collection material
 - g. implementing a program of regular checking and recording of environmental conditions, with follow up procedures to correct deficiencies
7. ensure that conservation treatment procedures will not damage artifacts and are carried out in accordance with professional standards of practice by:
- a. ensuring that individuals treating artifacts have an appropriate level of training in conservation
 - b. ensuring that all conservation treatments are properly documented and the documentation is retained on file
 - c. ensuring that conservation treatment carried out in the museum takes place in a separate space that is appropriately equipped and ventilated according to health and safety standards

Physical plant standard

As a community museum, your buildings and grounds must provide a safe and functional environment for visitors, staff, the collection and associated activities.

This objective must be balanced with the need to preserve the integrity of heritage buildings as artifacts themselves, as well as archaeological resources present on the property.

Requirements

A community museum must:

1. ensure the design and layout of its building(s) and grounds:
 - a. accommodate the physical and functional needs of its users, staff, collections and activities
 - b. are appropriate to the museum's statement of purpose, and to its community role and image
2. meet its obligation to federal, provincial and municipal requirements that apply to physical safety of staff, visitors and property

3. ensure that each of its buildings meets environmental norms appropriate to its functions
4. ensures the security of its users, staff, collections and information by developing and regularly updating an emergency preparedness plan or equivalent that:
 - a. identifies potential threats e.g., personal threat, fire, water or vandalism
 - b. takes steps to minimize the level of individual risks e.g., by installing sufficient security lighting
 - c. includes written procedures to respond to threats, emergencies and disasters
 - d. includes training staff and volunteers to implement emergency and disaster response procedures
 - e. establishes a system of periodic testing and assessment of the effectiveness of emergency procedures
 - f. ensures that any preventive or security systems installed are assessed for their potential impact on collections and the museum's character and functions
5. have a written maintenance manual that sets out how it will:
 - a. conduct regularly scheduled inspections and maintenance of building(s) and grounds
 - b. set priorities and schedules for ongoing repairs and capital upgrades
 - c. ensure that health and safety codes are met in the maintenance and repair of the physical plant
 - d. conduct daily, weekly and monthly housekeeping routines
6. strive to be environmentally responsible in its use of energy and materials, including the handling, storage and disposal of hazardous materials
7. maintain the historical integrity of its resources should it be located in a heritage building, on a historic site, or on grounds containing an archaeological site and maintain the historical integrity of these resources in its use, maintenance, repair and modification following conservation standards and procedures
8. ensure that if buildings are open on a seasonal basis they are monitored for temperature and humidity, and measures are taken to decrease the risk of environmental damage during the off-season

Community standard

A community's heritage is part of its identity. As a steward of the community's heritage, the museum is actively engaged in the community and responsive to its needs. The museum is accessible and relevant, and draws support from its community.

Requirements

A community museum must:

1. have a written policy that defines its relationship with the community, and that will:
 - a. ensure that it performs its role as a steward of the collection
 - b. ensure that it provides services and programs consistent with its statement of purpose that meet the needs and interests of the community
 - c. endeavour to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them

- d. engage members of the community in museum activities
 - e. identify and pursue appropriate community partnerships
 - f. endeavour to provide equality of access to information about the museum's collections, services and programs through adequate promotion
 - g. endeavour to provide equal access to all members of the community, both physically and intellectually, to the museum's collections, information, services and programs, including through electronic means e.g., a website or social media.
2. have regular, posted, and advertised hours, during which it is open to the public, and which meet the needs of the community
- a museum not open for long periods of time due to staffing considerations or weather must assess the needs of the community and make its services available by appointment and/or outreach activities
3. have a volunteer program to encourage community participation in its activities, which should include:
- a. identification and development of volunteer opportunities
 - b. procedures for recruitment of volunteers
 - c. matching the needs and interests of volunteers to those of the museum
 - d. provision of appropriate training and supervision for volunteers
 - e. provision of a safe and secure working environment for volunteers
 - f. volunteer evaluation
 - g. public and private recognition of volunteers' contributions

Human resources standard

As a community museum, your ability to fulfil your museum's purpose depends largely on the professionalism and capabilities of your staff⁵.

You are better able to meet your mandate and carry out activities if you recruit qualified staff and provide ongoing training opportunities.

As an employer, you are concerned with the safety, security, wellbeing and continued motivation of the people who work with you.

Requirements

A community museum must:

1. have a written human resources management policy stating that it will:
 - a. ensure that staff responsible for administering the museum and its collections have appropriate professional training
 - b. ensure that all museum activities are carried out by appropriately trained staff
 - c. ensure that each staff member has a written job description (see Glossary)
 - d. ensure that human resource management, including recruitment, performance assessment, and termination is conducted in an ethical manner and is consistent with accepted practice and applicable legislation

- e. ensure that staff are provided with information on health and safety hazards in the workplace and are trained in their management or mitigation
 - f. ensure that at least one person on staff has current First Aid training
 - g. endeavour to provide equal access to the workplace by staff of all abilities
 - h. ensure that staff are familiar with and adhere to a museological code of ethics
 - i. meet municipal, provincial and federal legislative requirements relating to people in the workplace
2. have a written staff training policy that sets out how it will:
 - a. help staff to maintain or upgrade their skills
 - b. set priorities for staff training
 - c. determine appropriate levels of support e.g., financial, time, for individual staff training
 - d. ensure the development of an ongoing in-house training program for staff and volunteers; ensure its delivered by qualified people
 - e. provide staff with access to professional development opportunities and interchange with museum colleagues, including communication with other museums in the region
 - f. ensure the development and regular delivery of an orientation program for members of the governing body
 3. Budget a portion of its allocation every year for:
 - a. development, delivery and assessment of an in-house training program staff
 - b. access to professional development e.g., seminars, workshops, conferences
 - c. purchase and maintenance of a collection of current reference material

Glossary

The following glossary refers to terms used by the Ministry of Culture in the document ***Standards for Community Museums in Ontario*** and is intended only to assist readers of this document. Definitions and descriptions from other sources have been included to enhance the reader's understanding of these terms.

A publicly accountable body

The organization identifies its stakeholders and ensures there is a strategy for regular and effective communication and consultation with them about the organization's achievements and work.
Imagine Canada Standards Program Handbook

"Accountability begins with compliance with laws and regulations. Going beyond legal requirements, many museums voluntarily choose to adhere to ethical codes and accountability standards to ensure good stewardship of assets held in the public trust and to maintain public confidence. Standards are consensus documents or written statements of generally accepted principles. Standards provide a common language to enable museums to communicate about their performance and increase accountability." ***American Alliance of Museums Reference Guide Ethics, Standards and Best Practices for Museums***

The authority for the museum

In the case of municipal museums, the establishment of the museum in the form of constating documents such as by-laws or council motions. In the case of not-for-profit corporations, the letters

patent for the museum and the proof of incorporation. In all cases, the museum's legal ownership of the collection must be established in writing.

"Each museum should have a written constitution or other document setting out clearly its legal status and permanent, non-profit nature" **ICOM Code of Professional Ethics**

"Every museum requires a written mandate, which may take the form of a constitution with by-laws, an act, a municipal charter, etc.; this public document establishes its legal, non-profit status and purpose, and its objectives." **CMA Ethics Guidelines**

The museum's governing body

An appointed or elected body that is solely responsible for the operation of the museum, such as a Board of Directors, a Management Committee, or an Advisory Committee. This body cannot have a mandate that includes other municipal entities (e.g. libraries, tourist offices, or recreation centres).

"The persons or organisations defined in the enabling legislation of the museum as responsible for its continuance, strategic development and funding" **ICOM Code of Professional Ethics**

"The governing body of a museum may be an elected or appointed Board of Trustees or Directors, or a Management or Advisory Board or Committee of municipal officials. Whatever its formation, it is the legal entity that is accountable to the public and to the museum community for the policy, financing and administration of the museum." **CMA Ethics Guidelines**

"The curator is the chief executive officer of the museum. This person might have any one of a number of titles including Director, Museum Manager, or some combination of terms. The Regulation governing grants states that a museum must have an appointed curator, defined as a person whose full-time service is devoted to the administration of a museum. A good curator should be able to: conduct research on the collections for documentation, exhibition and program development; ensure that the collection represents the museum's mission statement, fulfill requirements for keeping the collection well-preserved." .” **OMA Recruiting and Hiring Museum Curators and Directors: A Human Resource Tool**. OMA: July 2003.

Ethical behaviour

A commonly accepted standard of behaviour for board members, staff and volunteers, outlined in publications such as the Canadian Museums Association's **CMA Ethics Guidelines** and the International Council of Museum's **ICOM Code of Professional Ethics**.

"Ethics are based upon the underlying values of honesty, fairness, respect, excellence and accountability which the larger community applies to the rational evaluation of moral issues. Since the application of such values change over time, museum ethics must reflect an ongoing dialogue between the museum community and the society it serves." **CMA Ethics Guidelines**

Community

The community served by the museum. This can be a community distinguished by geographic boundaries (e.g. Lambton County), by common interest (e.g. Museum of Textiles), or by ethnicity (e.g. Ukrainian Museum of Canada). A museum may also serve a number of different communities (e.g. special interest and local community).

Appropriate research space

A designated space where staff and outside researchers may sit at a desk or table to consult reference books, archival material, and other documents. The space should be neither in the exhibit area - where it might interfere with public enjoyment of displays - nor in collection storage. The

space should be well lit, and large enough to accommodate one or two researchers and their papers.

References

Alberta Museums Association Standard Practices Handbook for Museums, 3rd edition: 2014.

OMA Recruiting and Hiring Museum Curators and Directors: A Human Resource Tool. Ontario Museum Association: July 2003

Canadian Museums Association. **CMA Ethical Guidelines**, Ottawa: 2006.

Canadian Museums Association **Roles and Responsibilities of Museum Boards and Trustees** CAMDO 2004

International Council of Museums. **ICOM Code of Professional Ethics**, Paris: 2013 (revised 2004).

Imagine Canada Standards Program Handbook 2012 (revised October 2014)

American Alliance of Museums Reference Guide Ethics, Standards and Best Practices for Museums 2013

End notes

1. While the principal goal of the standards is to serve museums as a guide to good practice, the *Standards for Community Museums in Ontario* are also referenced in *Regulation 877 - Grants for Museums*, the provincial regulation that governs the allocation of operating grants to Ontario's community museums. Eligibility for these operating grants is contingent on museums meeting both the requirements in the regulation as well as the standards. [return](#)
2. Municipal museums may be governed by a committee or board of management that advises council. [return](#)
3. Acceptable light levels for artifacts are 50 lux for highly light sensitive materials (e.g. most dyed textiles), 150 lux for moderately light sensitive materials (e.g. most varnished paintings), and 300 lux for materials that are not light sensitive (e.g. stone and ceramics). A maximum of 75 Watts/lumen of ultraviolet light is recommended for all but the last category. [return](#)
4. An acceptable range is normally 40% to 60%. This condition applies to all buildings physically capable of maintaining these standards and to all additions to existing buildings or sites. Some buildings, because of structural or historical considerations, may require that this range be adjusted. Such adjustments may be based on individual assessments carried out in consultation with Ministry or technical staff. [return](#)
5. In this context, "staff" includes both paid and unpaid staff. [return](#)

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An Exciting New Chapter

Benoit Historic House Strategic Plan Proposal

March 26, 2021

OBJECTIVE

To develop a strategic plan for the preparatory work, operations and implementation steps required to create the first-ever Museum in the Town of LaSalle, the former home of the first Mayor of LaSalle, Vital Benoit (“The Benoit House”). The development of this plan will reflect and respect the overall objectives of the Small Coast Waterfront Experience.

BACKGROUND

“LaSalle and Vital Benoit are synonyms. LaSalle was Mr. Benoit’s idea, it is also his achievement.” So reads the heady introduction to Monsieur Benoit’s biography in “Men of Achievement, Essex County, Volume 1”, written by Francis Chauvin in 1927. Vital, born in Pain Court, Ontario in 1857, was a unique and dynamic personality in the early days of LaSalle. An entrepreneur in every sense of the word, Monsieur Benoit was over the course of his career a weaver, farmer, storekeeper, real estate broker, hotel operator, and brewery owner, just to name a few. He was also known as a rum-runner and clearly lived an adventurous life in the years before, during and after LaSalle’s official incorporation. According to “Men of Achievement”, Benoit was not only chiefly responsible for the name change from Petite Cote, but also a principal factor in the development of the town, serving as its first and longtime Mayor.

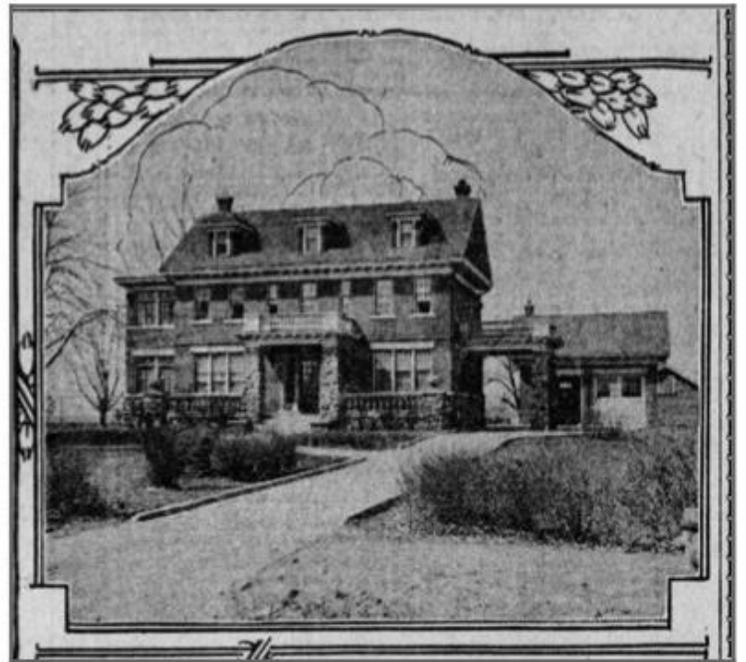


Located at 752 Front Road in LaSalle, Benoit built an impressive home for his family in the 1920s, befitting his status in the Town. In the decades since, The Benoit House has undergone a variety of changes and renovations, most has been subdivided into several apartments. The Town of LaSalle recently purchased the home and is now seeking to restore it in a sympathetic way to the era in which it was built.

Thanks to the vision and support of Council, Administration and the community of LaSalle there is a remarkable opportunity to celebrate, preserve, and promote the many layers of history that exist in this unique site and use it as a springboard for education, engagement and outreach for the entire property.

Why is this initiative important? Because culture is how we create meaning as human beings. What is a “museum”? It’s a broad definition. Museums are an integral part of their communities and can be many different things. Museums create and collect stories, objects, and ideas.

Museums create conversations. Museums have a deep history throughout civilization as places of learning, study, research. In the 21st century museums continue to change and evolve, as they should. They are social gathering places you can go with family and friends, unique locations for special events, forums for ideas and much more. Museums can be catalysts and drivers of economic growth, create educational opportunities, encourage tourism and bring a wide variety of benefits to its community.



GOALS

1. Create a three- to five-year strategic cultural plan for the development and creation of the Benoit Historic House, ensuring full integration into the LaSalle Small Coast Waterfront Experience.
2. Develop a vision and mission for the site with the community, Council, and administration.
3. Lay the foundation for the creation of a dynamic, engaging and interactive site that residents and visitors can enjoy for many years to come.

-
4. Build and implement a comprehensive consultation plan to engage stakeholders throughout all planning phases to create a feeling of ownership, interest and excitement in the community to celebrate this achievement.
 5. Ensure the rich history of the buildings, the property and the wider LaSalle community is reflected wherever possible, including restoration, development, exhibitions and programming (this could include but is not limited to French, Indigenous, English, Black History and more).
 6. Investigate, interpret and advise on legislation and sector-specific issues to ensure planning and operations of The Benoit House meet all Provincial and Federal Ministry standards.
 7. Advise and assist in drafting an operating budget to ensure the facilities and grounds are sufficiently resourced moving forward.
 8. Advise on options for collections management policies for acceptance, registration, presentation, storage and conservation of artifacts.
 9. Identify and develop planning priorities for collections, exhibitions, education, outreach and other programming.
 10. Identify sources of funding and participate in the development and completion of grants and other sources of support to enrich both the project and the Town of LaSalle's heritage and cultural amenities.
 11. Ensure that plan can be expanded upon, while laying the groundwork for future phases of development and revitalization of the upper floors, coach house and garage.

TIMELINE

Week 0 - review of proposal with staff

Week 1 - departmental review + any revisions with consultant

Week 2 - Council report

Week 4 - Phase 1 begins

Weeks 4 - 8 - consult with relevant Ministries, review of public consultation, discuss current stabilization and security needs of the House

Weeks 8 - 12 - finalize terms of reference, scope of work, determine methods of engagement and consultation with stakeholders, development of draft initial work plan and recommendations for Phase 2

Weeks 12 - 16 - Completion of Phase 1; report to Council, review draft recommendations with stakeholders, plan revisions with Administration, begin development of specific timelines and deliverables

Weeks 16 - 26 - Phase 2 begins; development of specific work plans, roles and responsibilities, project management and reporting of Goals #4 - 11 created, situational analysis

Weeks 26 - 38 - begin drafting Phase 3 plan and next steps, consultation with stakeholders, development of initial communications plan

Weeks 38 - 52 - continue detailed project management, tracking and deliverables for Phase 2; Council Report and status update for Phase 2, preparation of Council Report for Phase 3.

Weeks 52+ - Phase 3 begins; timeline TBD based on resource availability, in consultation with Council and Administration.

PHASES

Phase 1 - Exploratory

Working with Administration to determine Terms of Reference, scope of work, roles and responsibilities of staff, consultant and other participants as appropriate, confirm methods of engagement with stakeholders, gathering stakeholder input and initial feedback from public consultations. Development of framework for timeline, next steps and prioritizing workflow for Phase 2.

Phase 2 - Operational Planning

Research, review and development of detailed road map incorporating Goals #4 - 11 highlighted above. This will include specific deliverables, desired outcomes, and timelines for Phase 3. Development of reporting, tracking and measurement processes to ensure goals and objectives are being met, while building in allowances for changing or unforeseen circumstances and ensuring the ability to pivot and proactively address any challenges or risks.

Phase 3 - Implementation

Begin implementation of deliverables including allocation of resources, staffing and volunteer needs, internal and external communication and operational needs identified in Phase 2. This will include specific project plans and work flows, desired outcomes, and budgets, timelines and contingency planning.

QUALIFICATIONS

With more than 20 years of diverse experience in project management, communications and consulting primarily in the arts, cultural and heritage sectors, Alysson has a deep knowledge of cultural planning along with the management and promotion of heritage sites. Highlights of note include her leadership role as Manager of Culture & Special Events at the Municipality of Chatham-Kent, where she was responsible for all aspects of Department operations for all municipal cultural facilities, which included two heritage homes in two different communities, a Museum, two theatres and two art galleries, studios and event spaces. Alysson has substantial experience in the management of historic homes, their unique needs, potential risks and individual characteristics. Alysson also played a primary role in the development of the Municipality's first-ever Municipal Cultural Plan as well as coordinated and facilitated the subsequent CK Cultural Implementation Plan. This comprehensive process included extensive public consultation and in-depth work with stakeholders and reporting. Alysson has an extensive and successful track record of advocacy and developing partnerships with the Provincial and Federal government, and secured substantial grant funding during her time with the Municipality of Chatham-Kent. She managed the multi-year, multi-million dollar Tecumseh Parkway and Tecumseh Monument initiatives, two of the largest cultural initiatives successfully completed in CK in many years. She is an avid supporter of arts and heritage and believes strongly in the importance of engagement, consultation and working with stakeholders to ensure solutions reflect the needs, identities and interests of that community.

FEES AND PAYMENT TERMS

Phase 1 Exploratory - \$6000

Phase 2 Operational Planning - \$40,000

Phase 3 Implementation - \$50,000

Deposit of 20% of Phase 1 fee required to begin work. Payment terms to be agreed upon between both parties at regular intervals and deliverables. Amounts for Phases 2 and 3 are estimates at this time. These fees would be agreed-upon prior to the startup of each phase, since both could be affected or modified by the outcomes of the previous phase.

CONCLUSION

The planning and work done now will lay the groundwork for the next 50, 100 years and beyond to add incredible value and energy to the LaSalle waterfront, to the arts and cultural amenities for

residents and visitors, and to the community as a whole. By planning strategically for the future of The Benoit House as a vibrant community asset, we ensure that the rich history of this home, the history of the land and people who lived and visited here can be preserved, enriched, and celebrated for generations to come. The risk of doing nothing means once the home is gone, the memories will fade and the legacies of these people, the builders of our community, the rogues and rebels, adventurers and abolitionists, the visitors and residents will be lost as well. We are about to forge the key to open the door, walk inside and learn more about the rich history of LaSalle, while looking forward to the future. With a well-researched and detailed and progressive plan for The Benoit House, its future will be secure as a community asset for everyone to enjoy. This historic site can be one of the linchpins of the transformative Small Coast Waterfront Experience and build a legacy the Town of LaSalle can be proud of.



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Dale Langlois

Department: Finance

Date of Report: April 1, 2021

Report Number: FIN-13-2021

Subject: Fire Safety Grant Program

Recommendation

That the report of the Director of Finance dated April 1, 2021 (FIN-13-2021) regarding the Fire Safety Grant Program proposed spending be approved.

Report

On March 25, 2021 the Town of LaSalle received a letter (see attachment A), indicating that we are the successful recipients of a \$12,000 Fire Safety Grant. This grant will be used to fund increased training opportunities for the Fire Department. A requirement of the grant is Council approval for the proposed spending of the funds received.

Consultations

None

Financial Implications

\$12,000 grant.

Prepared By:

Director of Finance/Treasurer

Dale Langlois, CPA, CA

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 - No
5. Sustaining strong public services and infrastructure - Yes

Communications

Not applicable.

Notifications

Not applicable.

Report Approval Details

Document Title:	FIN-13-2021 Fire Safety Grant Program.docx
Attachments:	- Attachment A.pdf
Final Approval Date:	Apr 1, 2021

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



Chief Administrative Officer

Joe Milicia

Ministry of
Community Safety and
Correctional Services

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère de la
Sécurité communautaire et
des Services correctionnels

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, Avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



March 25, 2021

Edwen Thiessen
Town of LaSalle
5950 Malden Road
LaSalle, ON N9H1S4

Dear Edwen Thiessen,

Further to ongoing discussions regarding the Fire Safety Grant Program, I am writing to confirm that the fire service has agreed (in principle) to utilizing its grant allocation to support its intended purpose as outlined below.

The Town of LaSalle will be provided a total of \$12,000.00 to support:

- Increased training opportunities

This aligns with the intended purpose of Fire Safety Grant Program.

As part of this process, formalization of the grant allocation and the Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the funds provided.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pegg".

Jon Pegg
Fire Marshal

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at ofm@ontario.ca by no later than March 29, 2021.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Town of LaSalle as outlined above.

Print Name:	Title:	Signature:	Date:
Dale Langlois	Director of Finance		March 25, 2021

FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the 27th day of April, 2021 (the “**Effective Date**”)

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Office of the Fire Marshal**

(the “**Province**”)

- and -

Town of LaSalle

(the “**Recipient**”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

- Schedule “A” - General Terms and Conditions
- Schedule “B” - Project Specific Information and Additional Provisions
- Schedule “C” - Project
- Schedule “D” - Budget
- Schedule “E” - Reports, and

any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule “A”, the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Office of the Fire
Marshal**

Date

Signature: _____
Name: Douglas Browne
Title: Deputy Fire Marshal

Town of LaSalle

Date

Signature: _____
Name: Agatha Robertson
Title: Director of Council Services/Clerk
I have authority to bind the Recipient.

SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “E”.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) procedures to enable the Recipient’s ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on March 31, 2021 and will expire on the Expiry Date.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;
- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 Preparation and Submission. The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule “E”, or in a form as specified by the Province from time to time.

A6.2 **Record Maintenance.** The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

A7.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

A8.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

A9.1 **Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability

arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

A9.2 Proof of Insurance. If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A10.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A10.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A10.3 **When Termination Effective.** Termination under this Article will take effect as provided for in the Notice.

A11.0 FUNDS AT THE END OF A FUNDING YEAR

A11.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A12.0 FUNDS UPON EXPIRY

A12.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A13.0 NOTICE

A13.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule "B", or as either Party later designates to the other by Notice.

A13.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A14.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A15.0 INDEPENDENT PARTIES

A15.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A16.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' permitted assigns.

A17.0 GOVERNING LAW

A17.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A18.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the

requirements of such other agreement;

- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A19.0 SURVIVAL

A19.1 **Survival.** All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$12,000.00
Expiry Date	August 1, 2021
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Position: Address: Fax: Email:
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

(None)

SCHEDULE “C” PROJECT

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario’s fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

<insert a copy of the letter of intent from the municipality to outline proposed use of funds>

SCHEDULE “D”

BUDGET

Funding will be provided to the <insert municipality name> upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.

SCHEDULE "E"
REPORTS

As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.



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 22, 2021

Report Number: FIN-07-2021

Subject: Draft Procurement Policy

Recommendation

That the report of the Director of Finance dated March 22, 2021 (FIN-07-2021) regarding the draft procurement policy be received and that the procurement policy bylaw be approved.

Report

Please find attached (Appendix A), the draft procurement bylaw and policy which has been reviewed and updated internally by staff and reviewed by the Town's internal legal Counsel.

The Town of LaSalle's procurement policy and bylaw was last updated in January 2016, since this time there have been many changes that have affected the Town's procurement process, including new legislation through the Comprehensive and Economic Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA), implementation of bids and tenders software and the hiring of the new procurement officer position. The proposed procurement policy takes all of these changes into consideration.

The purpose of the procurement policy is to ensure:

- (1) That publicly funded purchases of goods and services are acquired through a process that is compliant, open, fair and transparent;
- (2) Responsibilities of the Town and staff throughout each stage of the procurement process and;
- (3) That procurement processes are managed consistently.

To accomplish this, the policy ensures that the following main priorities are met:

- 1) Ensures that Legislative requirements are met
- 2) Ensures that proper internal controls are in place:
 - a. Appropriate procurement strategies are used and approved by appropriate individuals
 - b. Appropriate procurement documents (PRTs, RPQs, RFPs, etc.) are approved by appropriate individuals
 - c. Contracts and related documents are approved by appropriate individuals
 - d. Appropriate signing authority thresholds are in place
 - e. Appropriate review occurs to ensure that the policy is being followed
- 3) Ensures that Council is made aware of and/or approves significant purchases according to various thresholds:
 - a. Council approval for individual items included in the annual operating and capital budgets through the annual budget process
 - b. Council approval for purchases greater than \$250,000 before a contract is signed (in addition to approval through the annual budget process)
 - c. Council approval for capital items that were not included in the capital budget that are greater than \$10,000
 - d. Council approval for capital purchases that exceed the value included in the capital budget by the greater of \$10,000 or 10% (note the CAO or delegate will be required to approve items that exceed budget up to the greater of \$10,000 or 10%)
 - e. Quarterly status report provided to Council that outlines all RFX processes and purchases with Dollar Values of \$50,000 or more published or released during the applicable period. The report will also list all Contracts valued at \$50,000 or more awarded to vendors since the previous status report.

In addition to the new procurement policy, a flowchart which outlines the Town's procurement process from beginning (budget requests) to end (vendor payment) is attached (Appendix B).

Consultations

County of Essex Procurement Manager

Internal Legal Counsel

Financial Implications

None

Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA

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 - No
5. Sustaining strong public services and infrastructure - No

Communications

Not applicable

Notifications

Not applicable.

Report Approval Details

Document Title:	FIN-07-2021 Draft Procurement Policy.docx
Attachments:	<ul style="list-style-type: none"> - Appendix A 2021 Procurement Policy By-law.pdf - Appendix A 2021-03-01 TOL Procurement Policy Draft.pdf - Appendix B 2021-03-01 Procurement Process Flow Chart.pdf
Final Approval Date:	Apr 6, 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

By-law Number ****

**A By-law to adopt a Procurement and
Purchasing Policy**

Whereas Section 270, paragraph 3 of the *Municipal Act, 2001*, S.O. c.25, as amended, imposes upon municipalities the obligation to adopt and maintain a policy with respect to the procurement of goods and services;

And whereas the attached Policy establishes the authority and guidelines to conduct purchase transactions to satisfy the needs of the Corporation;

And whereas fair and open competition is a basic tenet of public acquisition using a variety of source selection methods under varying market conditions;

And whereas the complexity and volume of the activities of the Corporation require that goods and services are acquired using the most cost effective methods;

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

1. **That** the Corporation hereby adopts a Procurement and Purchasing Policy, effective as at April 27, 2021 copy of which Policy is attached hereto.
2. **That** all previous Procurement and Purchasing Policies adopted by the Corporation, including By-law 7864, are hereby repealed as of the effective date of the new Procurement and Purchasing Policy referred to in Section 1 above.
3. **That** this By-law shall come into force and take effect on final passing thereof.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

3rd Reading – April 27, 2021

Marc Bondy, Mayor

Agatha Robertson, Clerk

APPENDIX A

PROCUREMENT POLICY FOR THE CORPORATION OF THE TOWN OF LASALLE

Policy Number: [insert Policy Number] / March 24, 2021

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PART 1: POLICY PURPOSE

The purpose of the policy is to ensure:

- (1) That publicly funded purchases of goods and services, including construction, and information technology are acquired through a process that is compliant, open, fair and transparent;
- (2) Responsibilities of the Town and staff throughout each stage of the procurement process and;
- (3) That procurement process are managed consistently.

PART 2: POLICY STATEMENT

The procurement policy of the Town of LaSalle is as follows:

- (4) To acquire and dispose of Goods and Services in an efficient and cost-effective manner having regard to the objectives of openness, fairness and transparency in procurement while ensuring the Town's operational requirements are always met;
- (5) To ensure compliance with the Trade Agreements and applicable laws;
- (6) To procure necessary Goods and Services with due regard to the preservation of the natural environment.

In this policy, all capitalized terms have the meaning assigned in Schedule A (Definitions).

PART 3: APPLICATION AND ACCOUNTABILITIES

- (1) Application. This policy applies to all purchases of Goods and Services by the Town except for the contracts and transactions listed in Schedule B (Exclusions from Policy Procurement Rules).
- (2) General Responsibilities. Anyone purchasing Goods and Services on behalf of the Town must comply with this policy and related procedures.
- (3) Role of Council. As set out in s.224 of the Ontario *Municipal Act 2001*, it is the role of Council to develop and evaluate the policies of the Town and to ensure that policies, practices and procedures and controllership policies, practices and procedures are in place to implement decisions of Council. As permitted by s.23 of the *Municipal Act 2001*, Council may delegate responsibilities to officers and employees of the Town as Council deems appropriate, whether through policy or otherwise. Only Council is authorized to approve exceptions to this policy.
- (4) CAO Responsibilities and Authority. The CAO is the officer responsible for exercising general control over the activities contemplated by this policy, including ensuring officers, employees and other persons conducting procurements on behalf of the Town comply with the requirements of this policy.
- (5) Treasurer Responsibilities. The Treasurer is the officer delegated the responsibility for establishing procedures pursuant to this Policy. The Treasurer, directly or through their delegate(s), shall assist Department Heads, as appropriate, in the administration and compliance with this policy and related procedures.

- (6) Department Head Responsibilities. Department Heads shall:
- (a) Be responsible for all procurement activities within their service areas and ensure compliance with this policy and related procedures.
 - (b) Make required reports to the Treasurer, CAO, Council or any other party regarding compliance with this policy and procedures.
 - (c) As necessary, delegate Approval Authority to appropriate staff while retaining the accountability for their delegates' actions.
 - (d) Maintain procurement-related records for a minimum of three (3) years (*OQTCA, CETA*) and, if required, for a longer period in accordance with the Town's Record Retention Policy from the date of contract award of procurement transactions.
- (7) Prohibitions. In carrying out procurement activities for the Town, a person must not:
- (a) Circumvent the requirements of this policy including, but not limited to, biasing Specifications or scheduling events to prevent Vendors from meeting requirements, dividing purchases to avoid the requirements of the Policy by any method, which includes purchases made using Purchasing Cards;
 - (b) Purchase any Goods and Services through Town Contracts for personal use by or on behalf of any member of Council, employees of the Town and their immediate families;
 - (c) Provide information to one Vendor to give that Vendor an advantage over other Vendors; (*CFTA, CETA, OQTCA*)
 - (d) For procurements with a Dollar Value of \$100,000 or more, the following are strictly prohibited (*CFTA*), unless otherwise approved by Council:
 - Imposing a condition that, in order for a Vendor to participate in the procurement, the Vendor must have previously been awarded one or more contracts by the Town
 - Requiring prior experience where it is not essential to the procurement
 - Favouring Goods or Services of a province or region
 - Favouring Vendors of Goods or Services of a province or region
 - (e) For procurements with a Dollar Value of \$365,000 or more, the following are strictly prohibited (*CETA*), unless otherwise approved by Council:
 - Favouring Goods or Services of Canada over those of the European Union
 - Favouring Vendors of Canada over those of the European Union
- (8) Failure to Abide by the Policy. Any person who fails to act in accordance with the provisions of the policy, may be subject to appropriate disciplinary action up to and including, for employees, termination of employment.

PART 4: PROCUREMENT APPROVAL AUTHORITY

- (1) Funds Must be Available. Any person delegated Approval Authority shall ensure that, prior to engaging in any procurement activity, an approved budget exists to cover the Dollar Value of the proposed procurement and resulting Contract. In the case of multi-year Contracts involving

operating funds, the funding for future years of the Contract can reasonably be expected to be made available if the funding is included in the current year's approved operating budget and is based on a multi-year forecast, subject to confirmation from the Finance Department.

- (2) Levels of Approval Authority. Procurement approvals must be obtained from the designated Approval Authority, or their duly appointed delegate, for the following: (i) for the procurement, prior to releasing an RFX or publishing a tender notice (whichever is earlier); (ii) for the Contract, prior to releasing the proposed contract or PO to any Vendor; and (iii) for any amendment to, or assignment of, a Contract. Only Council shall have the authority to approve terminating a Contract previously approved by Council and only the CAO or delegate may approve terminating any other Contract.
- (3) Authorization to Purchase – Department Signing List. The Town will maintain a list that controls signature authorization for all major financial transactions, including authority to commit funds and sign contracts (“**Department Signing List**”). Only persons officially designated on the Department Signing List, or their duly appointed delegates, shall have the authority to commit funds allocated to a budget in connection with their spending limits, approve initiating a procurement process of Goods and Services and approve entering into a Contract for Goods or Services.
- (4) Delegation of Signing Authority. The CAO or a Department Head designates the person(s) within the Department who are authorized to sign-off on financial and procurement transactions on accounts attributed to the Department. The Finance Department will maintain the Department Signing List.
- (5) Procurement and Contracting Approvals Based on Dollar Value. Unlike the authority to commit funds in a budget, the procurement Approval Authority is based on the Dollar Value of the procurement or Contract as determined in accordance with Part 6 (Determining the Dollar Value). If, after a procurement process is completed and actual prices are known, it is determined that the Dollar Value of the Contract is elevated into the higher level of Approval Authority, then higher level Approval Authority shall be the Approval Authority for subsequent approvals and signatures.
- (6) Delegation of Approval Authority. Delegation of an approver's Approval Authority may be made as deemed appropriate by the person with Approval Authority and in accordance with this policy. Department Heads, at their discretion, may delegate approval authority to a lower level manager or supervisor up to a maximum Dollar Value of \$100,000.00. Approval Authority that has been delegated may not be further sub-delegated. All delegations must be made in writing and signed by the delegating Approval Authority. To be valid, copies of delegations must be forwarded to the Finance Department.
- (7) CAO Must Seek Council Approval. The CAO (or delegate) must seek Council approval prior to an award of Contract if: (a) the value of the Bid or the aggregate cost of a project is in excess of the greater of \$10,000 or 10% of the Council approved budget; (b) there is a legislative or policy requirement for Council approval; (c) if there is an irregularity in a material procurement; or (d) for any other reason the CAO deems appropriate.
- (8) Limited Tendering Recommendations where Dollar Value > \$100,000. The applicable Department Head and Procurement must jointly submit a report to the Treasurer recommending a Direct Purchase of \$100,000 or greater where supported by a justification listed in Part 8 (Limited Tendering Procurements/Direct Purchase). If the Treasurer is the “applicable Department Head” for purposes of a procurement, the joint recommendation for a Direct Purchase must be made to the CAO.

- (9) Quarterly Report to Council. The Treasurer shall prepare a quarterly status report to Council on all RFX processes and purchases with Dollar Values of \$50,000 or more published or released during the applicable period. The report shall also list all Contracts valued at \$50,000 or more awarded to Vendors since the previous status report.
- (10) Summary Table of Approval Authority. The following table indicates the Approval Authority for a procurement as well as the persons having the authority to approve and execute contracts and related documentation in accordance with this Policy.

DRAFT

SUMMARY TABLE OF PROCUREMENT APPROVAL AUTHORITY

Type of Procurement	Dollar Value (exclusive of taxes)	Approval Authority ⁽¹⁾		
		Procurement Strategy ⁽²⁾	Final RFx Document ^{(2), (3)}	Contracts and related documentation – (approval and signature) ⁽²⁾
COMPETITIVE				
Informal Request for Quotations	\$10,000 up to \$50,000	Department Head or Delegate	Department Head or Delegate	Department Head <i>See Note (4)</i>
Formal Request for Quotations	>\$50,000 up to \$100,000	Department Head or Delegate	Department Head or Delegate	Department Head <i>See Note (4)</i>
Public Tendering (RFPQ, RFP, RFT, RFSO)	>\$100,000 up to \$250,000	Department Head and Procurement	Department Head and Treasurer	Co-signed by Department Head and Treasurer or CAO <i>See Note (4)</i>
Public Tendering (RFPQ, RFP, RFT, RFSO)	>\$250,000	Department Head and Procurement	Department Head and Treasurer or CAO	Co-signed by Department Head and Treasurer or CAO <i>See Note (4)(6)</i>
DIRECT PURCHASE (Type of Contract/Purchase)				
Petty Cash Purchase Order Contract	Under \$10,000	Department Head or Delegate	N/A	Department Head <i>(if applicable, see Note (5))</i>
Purchase Order or Contract	\$5,000 up to \$100,000	Department Head and Treasurer	N/A	Co-signed by Department Head and Treasurer
Contract	>\$100,000	Treasurer	N/A	Co-signed by Department Head and Treasurer or CAO <i>See Note (6)</i>

Notes:

- (1) Regardless of the Approval Authority set out in the summary table, the higher-level Approval Authority may either approve or sign documents in place of lower level staff, or override the decisions made by lower level Approval Authorities, if necessary.
- (2) The CAO, Treasurer and Department Heads may delegate their Approval Authority to a lower level staff person at a manager or supervisor level. To be valid, any delegation (permanent or temporary) must be documented in writing and communicated to the Finance Department. Approval Authorities may not be sub-delegated.
- (3) Competitive solicitation documents must be approved prior to public posting or release to bidders.
- (4) Contract must not be approved and signed by the same person that conducted the competitive solicitation process unless there is a co-signer. If the delegation designates that same person to approve and sign the contract, then to resolve the conflict, the contract should be approved by the higher-level Approval Authority. For example, if Department Head ran a RFQ-F procurement directly, then the CAO should approve and co-sign the final contract.
- (5) Department Heads do not need to approve petty cash expenses or PO's, the signing authority for such expenses shall be as set out in the Department Signing List.
- (6) Approval and/or signature of Town Council must be sought for contracts and related documentation that exceed a value of \$250,000.

PART 5: DETERMINING THE DOLLAR VALUE

The Dollar Value is the Town's estimated value, exclusive of taxes, of the requirement determined as set out in this Part. When estimating the Dollar Value of a procurement, the Town must:

- (1) Include the estimated maximum total value of the procurement over the entire duration of the Contract(s), including options and renewal periods, whether awarded to one or more Vendors. *(CFTA, CETA)*
- (2) Include all forms of remuneration including premiums, disbursements, fees, commissions, and interest. For greater clarity, travel expenses and per diems are not a "form of remuneration" unless they are included in a fixed fee contract and not reimbursed separately. *(CFTA, CETA)*
- (3) Include associated costs of installation, operation, maintenance, or manufacture for Goods. *(CFTA, CETA)*
- (4) If an individual requirement for a procurement results in the award of more than one Contract, or in the award of Contracts in separate parts ("**Recurring Contracts**") the calculation of the estimated maximum total value shall be based on: (a) the value of Recurring Contracts of the same type of Good or Service awarded during the preceding 12 months, adjusted to take into account anticipated changes in the quantity or value of the Good or Service being procured over the following 12 months; or (b) the estimated value of Recurring Contracts of the same type of Good or Service to be awarded during the 12 months following the initial contract award. *(CETA, OQTCA)*
- (5) In the case of procurement by lease, rental or hire purchase of a Good or Service, or procurement for which a total price is not specified, the basis for valuation shall be: *(CETA, OQTCA)*
 - (a) in the case of a fixed-term contract:
 - (i) if the term of the contract is 12 months or less, the total estimated maximum value for its duration; or
 - (ii) if the term of the contract exceeds 12 months, the total estimated maximum value, including any estimated residual value;
 - (b) if the contract is for an indefinite period, the estimated monthly instalment multiplied by 48; and
 - (c) if it is not certain whether the contract is to be a fixed-term contract, subparagraph (b) shall be used.

PART 6: PREPARING THE PROCUREMENT DOCUMENTS

- (1) Mandatory Use of Standard Town Templates. Where the Town has implemented approved standard procurement templates and related documents (“**Standard Town Template**”), such templates must be used in Town contracting activities, including to prepare Town procurement documents. The use of other forms of solicitation documents, agreements, templates or documents is only permitted where approved in advance by the Treasurer.
- (2) No Changes to Standard Town Templates Unless Pre-Approved. No changes may be made to the Standard Town Templates unless pre-approved by the Treasurer. All proposed changes to the Standard Town Templates and related documents shall be reviewed by legal and approved by the CAO, Treasurer and/or the Town's solicitor.
- (3) Responsibility for Preparing RFX and Specifications. The preparation of the RFX, Deliverables and Specifications shall be the responsibility of the originating Department working with the support of the Finance Department and must be approved by the appropriate Approval Authority prior to being used in a procurement process.

PART 7: DETERMINING THE PROCUREMENT STRATEGY

- (1) Procurement Strategy. The appropriate procurement strategy, including the procurement method and contract, for a procurement will depend on whether the requirement falls under a Limited Tendering exemption listed in Part 8 (Limited Tendering / Direct Purchase) or must be competitively tendered. If the requirement falls under a Limited Tendering exemption, a contract negotiation may be required prior to execution of the Contract as set out in Part 12 (Negotiation of Contracts).
- (2) Procurement Methods. The following table sets out the permitted procurement methods based on the Dollar Value of the procurement.

Dollar Value	Type of Procurement	Permitted Procurement Methods
Under \$10,000	Direct Purchase	<ul style="list-style-type: none"> • Petty Cash (up to \$100) • Purchasing Card • Purchase Order <u>Optional:</u> <ul style="list-style-type: none"> • FQ-I, RFQ-F • RFPQ, RFP, RFT, RFSO
\$10,000 - \$50,000	Invitation Informal Process	<ul style="list-style-type: none"> • RFQ-I (\$10,000-\$50,000) <u>Optional:</u> <ul style="list-style-type: none"> • RFPQ, RFP, RFT, RFSO
\$50,000 - \$100,000	Competitive Process	<ul style="list-style-type: none"> • RFQ-F (\$50,000-\$100,000) <u>Optional:</u> <ul style="list-style-type: none"> • RFPQ, RFP, RFT, RFSO
>\$100,000	Open Competitive Process	<ul style="list-style-type: none"> • RFPQ, RFP, RFT, RFSO • RFQ may be used with Department Head and Treasurer or delegate approval

- (3) In selecting the appropriate procurement method, regard should be had to using the most efficient and effective method permitted in consideration for the time required to prepare the procurement document as compared to the Dollar Value. For example, if a Dollar Value is less than \$10,000, while not strictly prohibited, it is generally not efficient to spend resources preparing a detailed RFT; use of a purchasing card is more efficient and therefore more appropriate.

PART 8: PROCUREMENT METHODS

- (1) There are a variety of procurement methods that may be used for procuring Goods and Services for the Town including but not limited to:
 1. Low Dollar Value Procurements (under \$10,000)
 2. Request for Quotations - Informal (up to \$50,000)
 3. Request for Quotations - Formal (>\$50,000 up to \$100,000)
 4. Request For Tenders (>\$100,000)
 5. Request For Proposals (>\$100,000)
 6. Request For Standing Offer (>\$100,000)
 7. Request For Supplier Pre-Qualification (for selective tendering)
 8. Sole Source / Direct Purchase (limited tendering)
 9. Cooperative Purchasing
- (2) Procurements with a Dollar Value of over \$100,000 shall be conducted in accordance with applicable Trade Agreement requirements.
- (3) The Treasurer shall implement procedures and templates in support of the procurement methods described in this Part.

8.1 Low Dollar Value Procurements: Purchasing Card/PO/Petty Cash (under \$10,000)

- (1) A Purchasing Card, Purchase Order, or Petty Cash (NTE \$100) may be used for Low Dollar Value Procurements.
- (2) Staff are encouraged to research or obtain prices from at least three (3) different Vendors prior to making purchases under \$10,000.

8.2 Informal Request for Quotations (RFQ-I) (\$10,000 up to \$50,000)

- (1) For procurements with a Dollar Value of \$10,000 and up to \$50,000, the originating Department may use an informal Request for Quotations (“**RFQ-I**”) and conduct an Invitational Competitive Process by sending the RFQ-I to a select number of Vendors.
- (2) Staff must seek a minimum three (3) written quotes to ensure a competitive process. Department Heads may waive the requirement for three (3) quotes but will only do so where the staff has demonstrated to the satisfaction of the Department Head that a minimum of three (3) quotes cannot be obtained.

8.3 Formal Request for Quotations (RFQ-F) (\$50,000 up to \$100,000)

- (1) For procurements with a Dollar Value of \$50,000 and up to \$100,000, the originating Department may use a formal Request for Quotation (“**RFQ-F**”) and conduct an Invitational Competitive Process by sending the RFQ-F to a select number of Vendors. The RFQ-F is a short solicitation document and seeks a price quote from the bidder rather than a formal written proposal.
- (2) Staff must seek a minimum three (3) written quotes to ensure a more competitive process. Department Heads may waive the requirement for three (3) price quotes but will only do so where the staff has demonstrated to the satisfaction of the Department Head that a minimum of three (3) quotes cannot be obtained.

8.4 Request for Tenders (RFT) (>\$100,000)

- (1) An RFT is used when the Town is seeking the lowest cost proposal and the Specifications for Goods or Services is sufficiently detailed so as to allow a bidder to compete for the Contract based on price alone.

8.5 Request for Proposals (RFP) (>\$100,000)

- (1) The RFP is the preferred method of procurement where: (a) the Town is looking for the best value proposal, meaning the decision on preferred Vendor, Goods or Services is not based solely on the lowest priced Goods or Services; (b) the Specifications are not so detailed as to allow for an evaluation on price alone; (c) when solutions are being sought to perform a certain function or service.

8.6 Request for Standing Offer (Standing Arrangement)

- (1) The RFSO is a procurement method that results in a Standing Arrangement with the winning Vendors. A “**Standing Arrangement**” means an arrangement with a Vendor(s) under which a procuring entity may buy, but is not *committed* to buy, Goods or Services from the Vendor(s) over a period specified in the arrangement. Contrary to the RFPQ, the arrangement includes all terms applicable to the procurement, such as the cost of the Good or Service and delivery requirements.
- (2) An RFSO may be used where the anticipated need for Goods or Services is inconsistent but recurring (such as for office supplies or other consumables, services e.g. tree trimming, etc.) and the Town wishes to consolidate all such recurring purchases under a single, or several Vendors, in order to secure the best prices over the term of the resulting Contract.
- (3) In each RFSO, the Town must indicate how subsequent purchases will be made from a Vendor under a Standing Arrangement. (CFTA) For example, if three (3) Vendors will be awarded a Standing Arrangement, also called a “standing offer agreement”, the RFSO must indicate if the Vendors will be called upon to supply the Goods or Services on a rotational basis, whether there will be quotes requested from each Vendor prior to a decision being made on who will supply the Goods or Services, whether a Vendor will be given the right of first refusal over all requirements over other Vendors or any other approach.
- (4) Purchase commitments under a standing offer agreement are only made upon the issuance of a Purchase Order or call-up made pursuant to the terms of the standing offer agreement.

8.7 Prequalification of Vendors (RFPQ)/Selective Tendering (Rostering)

- (1) The Town may elect to maintain a list of prequalified Vendors of Goods or Services on a roster.
- (2) Rosters shall be maintained for a term not to exceed three (3) year at which the depart shall issue a RFPQ to establish a new roster.
- (3) Prequalification of Vendors should be considered in the following circumstances:
 - (a) there is a business need to ensure Vendors have the capacity to perform the work as a condition of participating in an RFX process and there could be a substantial impact on Town operations if the work is not satisfactorily performed the first time;
 - (b) where the requirement for the specific Goods or Services often arise unexpectedly and efficiency in procurement is necessary to ensure the Town's operational requirements are always met;
 - (c) any other circumstances deemed appropriate by Department Head.
- (4) Once a roster of pre-qualified Vendors of specific Goods and Services is established, there is no further requirement to publish tender notices when a requirement for those Goods or Services arise. The competitive tenders may be submitted directly to the roster of qualified vendors without any requirement to publish tender notices. *(OQCTA, CFTA, CETA)*

PART 9: LIMITED TENDERING / DIRECT PURCHASE

- (1) The Town may procure Goods and Services without a competitive process in the following circumstances:
 - (a) No Compliant Bids Received: If (i) no Bids were submitted or no Vendors requested participation; (ii) no Bids that conform to the essential requirements of the RFX documentation were submitted; (iii) no Suppliers satisfied the conditions for participation; or (iv) the submitted tenders were collusive, provided that the requirements of the tender documentation are not substantially modified; *(OQTCA, CFTA, CETA)*
 - (b) Only One Supplier: if the Goods or Services can be supplied only by a particular Supplier and no reasonable alternative or substitute Goods or Services exist for any of the following reasons: (i) the requirement is for a work of art; (ii) the protection of patents, copyrights, or other exclusive rights; (iii) due to an absence of competition for technical reasons; *(OQTCA, CFTA, CETA)* (iv) the supply of Goods or Services is controlled by a Supplier that is a statutory monopoly; (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative; (vi) work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; (vii) work is to be performed on a leased building or related property, or portions thereof, that may be performed only by the lessor; or (viii) the procurement is for subscriptions to newspapers, magazines, or other periodicals; *(CFTA)*
 - (c) Additional Deliveries: for additional deliveries by the original Supplier of Goods or Services that were not included in the initial procurement, if a change of Supplier for such additional Goods or Services: (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software,

Services, or installations procured under the initial procurement; and (ii) would cause significant inconvenience or substantial duplication of costs for the procuring entity; (CFTA, CETA)

- (d) Commodity Market Goods: for Goods purchased on a commodity market such as electricity, postal Services, postage, water, fuel, natural gas, furnace oil; (OQTCA, CFTA, CETA)
- (e) Prototypes: if the Town procures a prototype or a first Good or Service that is developed in the course of, and for, a particular contract for research, experiment, study, or original development. Original development of a first Good or Service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the Good or Service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs; (OQTCA, CFTA, CETA)
- (f) Exceptionally Advantageous Conditions: for purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular Suppliers; (OQTCA, CFTA, CETA)
- (g) Winner of Design Contest: if a contract is awarded to a winner of a design contest provided that: (i) the contest has been organized in a manner that is consistent with this Policy, in particular relating to the publication of a tender notice; and (ii) the participants are judged by an independent jury with a view to a design contract being awarded to a winner; (OQTCA, CFTA, CETA) or
- (h) Confidential or Privileged Goods or Services: if Goods or consulting Services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest; (CFTA)
- (i) Emergency: if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Town, the Goods or Services could not be obtained in time using an open competitive process. (OQTCA, CFTA, CETA) An Emergency is an exceptional situation that could include:
 - i. An imminent or actual danger to the life, health or safety of any person,
 - ii. An imminent or actual danger of injury to or destruction of real or personal property,
 - iii. An imminent or actual unexpected interruption of a public service essential to the community,
 - iv. An emergency as defined by the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and the emergency plan formulated thereunder by the Town; and
 - v. An imminent or actual spill of a pollutant as contemplated by Part X (Spills) of the *Environmental Protection Act*.
- (j) Dollar Value is Less than \$10,000. The Dollar Value of the procurement is less than five thousand dollars (\$10,000).

- (2) Written Justification Required. All Direct Purchase procurements must be justified in writing based on one of the above exemptions and approved by the Approval Authority as set out in Part 3 (Approval Authority).

PART 10: COOPERATIVE PROCUREMENT (BUYING GROUPS)

- (1) A Department may participate in a procurement process administered by a Buying Group provided appropriate approvals from the designated Approval Authority are obtained based on the anticipated Dollar Value.
- (2) In participating in a Buying Group: *(CFTA)*
 - (a) To the extent practicable, the Town shall ensure that the procurement is carried out in a manner consistent with the Trade Agreements;
 - (b) The Town shall publish a notice of its participation with the Buying Group at least annually on the tendering website normally used and the notice shall direct potential Suppliers to the buying group tender notices website if it is different from the Town's tendering website or systems.
- (3) A Department may choose to work collectively with other local Municipalities to leverage the purchasing power. It is the responsibility of the Department to ensure the purchasing policy of the lead Municipality either meets or exceeds the Town's policy.

PART 11: UNSOLICITED PROPOSALS

- (1) The Town may, from time to time, be approached by proactive Vendors seeking to engage the Town in a procurement or contract. For example, a proactive Vendor may offer to allow the Town to test, or pilot, a Good or Service, or suggest that the Town consider an innovative approach, or solution to an existing Town problem.
- (2) Outside of any relevant RFX process, Town staff may engage in discussions with potential Suppliers on opportunities that exist in the market as part of informing themselves of market changes and opportunities. Before engaging in any such discussions, however, the Vendor must always be advised that any procurement or contract can only be initiated pursuant to the Town's policies.
- (3) If an unsolicited proposal (document) is received from any potential Supplier, the unsolicited proposal should be forwarded to the Treasurer, Procurement and the appropriate Town Department Head. The Department Head shall first assess such proposals on the basis of whether they align with the Town's strategic goals and objectives, do not circumvent the Town's regular procurement processes, and the proposal's scale and scope align with the requirements and funding ability of the Town.
- (4) If it is determined that there is a legitimate need for the Goods or Services offered by way of an unsolicited proposal, then the procurement process shall be conducted in accordance with this policy.

PART 12: PUBLISHING TENDER NOTICES / ADVERTISING OPPORTUNITIES

- (1) All RFPQ notices and Open Competitive Processes exceeding a Dollar Value of \$100,000 shall be advertised using a tender notice. *(OQTCA, CFTA, CETA)*
- (2) Each tender notice must be in the form prescribed by the Trade Agreements and advertised on the tendering website authorized by the CAO for posting tender notices, from the date that the RFX is issued up to and including the date on which the RFX closes.
- (3) Advertising opportunities are posted on Bids and Tenders the Town's preferred electronic tendering system.

PART 13: NEGOTIATION OF CONTRACTS

- (1) Negotiation as Part of a Competitive Process:
 - (a) The Town may only conduct negotiations with the successful bidder if the Town has indicated its intent to conduct negotiations in the tender notice or the RFX. *(CFTA, CETA, OQTCA)*. The process to be used is as stipulated in the Standard Town Template.
 - (b) The Town shall ensure that any elimination of bidders participating in negotiations is carried out in accordance with the evaluation criteria set out in the RFX documentation, this Policy, and Standard Town Template.
 - (c) In the course of negotiations, the Town shall not give an unfair advantage to, or discriminate against, a bidder.
- (2) Negotiation of Direct Purchase Contract:
 - (a) Unless otherwise approved by the CAO, the Town shall use the Town's Standard Town Template form of agreement as the basis of any contract negotiation of a Direct Purchase Contract.
 - (b) All Contracts must include a provision allowing the Town to terminate the contract for any reason upon thirty (30) days prior notice unless otherwise approved by the CAO.
 - (c) Only the CAO may authorize changes to the terms in the Town's template agreements.

PART 14: AUTHORITY TO EXECUTE CONTRACTS AND RELATED DOCUMENTATION

- (1) Only the designated Approval Authority may execute Contracts and related contract documents on behalf of the Town.
- (2) If an amendment to a Contract increases the Dollar Value and Approval Authority, then the higher level Approval Authority is required to approve and sign that amendment, and any further amendments and contract documents relating to that Contract.

PART 15: BIDDER DEBRIEFING (>\$100,000)

- (1) The Town shall offer debriefs to unsuccessful bidders of a competitive process providing bidders with an explanation of the reasons why the procuring entity did not select its tender. (CFTA, CETA, OQTCA) The debriefing shall include the Department head or manager and Procurement. The debrief session may be held in person, by telephone or by other electronic means that permits all parties to be heard.

PART 16: BIDDER COMPLAINT RESOLUTION

- (1) The Town encourages the use of open and competitive procurement processes and the objective and equitable treatment of all Vendors.
- (2) Any Vendor that wishes to challenge or is otherwise aggrieved by a decision made by the Town, its staff or Council under this Policy is required to provide a written complaint to the Town Clerk, within five (5) business days of the date of the award or other decision. The Town Clerk will distribute to Procurement to respond.
- (3) Jointly Procurement and applicable Department Head shall respond to the complaint within ten (10) working days.
- (4) In the event the Vendor is not satisfied with response provided, they can request a meeting with the Town. The Vendor's request shall be in writing and shall provide a detailed statement of the grounds of the complaint, including copies of relevant documents, and identify the form of relief requested.
- (5) If no resolution satisfactory to both parties has been achieved, the Vendor will have three (3) business days from the date of the meeting with the Town to make a formal written request to meet with Procurement, the Department Head, the Treasurer or the CAO regarding the Vendor's complaint. The Department Head, Treasurer and CAO will make the final decision regarding the Vendor's complaint, which decision will be made in writing.

PART 17: CONTRACT MANAGEMENT

17.1 Responsibility for Managing the Contract

- (1) With the assistant of the procurement officer, each Department Head or their delegate (the "**Contract Manager**") is responsible for ensuring all Contract requirements are satisfied by the Vendor throughout the term, including ensuring bonds and insurance certificates, WSIB, or any specified license requirements, are provided as required by the Contract.
- (2) The Contract Manager must ensure proper oversight of the Vendor and proper inspection of Goods and Services throughout the Contract term, promptly report and address deficiencies in performance and keep records of Vendor performance.
- (3) All Contract documentation must be maintained in a central location in accordance with the Town's document retention policies.

- (4) As a condition of paying for Goods and Services: (a) Department Heads or their delegate must ensure and certify that Goods and Services supplied by a Vendor conform with the requirement of the Contract; and (b) that invoices are made in accordance with provisions of the Contract.

17.2 Vendor Performance Evaluation

- (1) At the completion of every Contract where the tender documents identified a performance evaluation review will be performed for Goods or Services, the Project Manager or applicable Department Head should complete a Vendor performance evaluation ("**Vendor Performance Evaluation**"). Such evaluation must be kept in accordance with the Town's record retention policies and be available to review.
- (2) Documented poor performance or non-performance on any Town Contract should be reported to Procurement and may be used to determine the eligibility of a Vendor to (a) continue to provide Goods or Services to the Town on a current Contract; (b) remain a qualified Vendor; and (c) participate in future procurements as set out in Part 19 (Bidder Eligibility).

PART 18: DISPOSAL OF SURPLUS ASSETS

- (1) Department Heads may submit to Finance Department from time to time and upon request, a list of furniture, vehicles, equipment, stocks and other assets, which are obsolete, damaged or surplus to that Department 's needs ("**Surplus Assets**").
- (2) All Surplus Assets shall first be offered to other Departments within the Corporation. Upon this first step, surplus assets to be sold to entities outside the Corporation must be approved by the Director of Financial Services.
- (3) All Surplus Assets not required by any Department may then be offered to public sector agencies and charitable organizations within the Town prior to any public disposal procedure, donation or sale to area municipalities.
- (4) Subsequent to subsection (c), surplus assets may be donated to non-profit agencies or non-profit institutions for educational or teaching purposes only. Donated items shall not be re-sold.
- (5) Department Heads shall have the authority to sell or dispose of all Surplus Assets, by sealed bid or public auction through the municipal website or any other online classified site(s).
- (6) The respective Department shall be credited with the net proceeds, if any, from the disposal of its Surplus Assets unless otherwise agreed.
- (7) Surplus Assets shall not be sold directly to an employee or to a member of Council, although this does not prohibit any employee or member of Council from purchasing Surplus Assets being sold through a public process.

PART 19: BIDDER ELIGIBILITY

- (1) Without limiting or restricting any other right or privilege of the Town and regardless of whether or not a Bid otherwise satisfies the requirements of an RFX, the Town may bar a Vendor, refuse any

Bid from a Vendor, or remove the Vendor from a prequalified Vendor list where:

- (a) There is supporting evidence that the commercial integrity of the Vendor has been impaired by the act(s) or omission(s) of such Vendor (*OQTCA, CFTA, CETA*) including but not limited to any one or more of the following having occurred within the five (5) year period immediately preceding either the date on which the RFX is released or while the Vendor is on the prequalified Vendor list:
 - (i) the Town commenced litigation against the Vendor for wrongdoing;
 - (ii) act(s) or omission(s) resulting in a claim by the Town under any security submitted by the Vendor on an RFX, including but not limited to a Bid bond, a performance bond, or warranty bond;
 - (iii) the failure of the Vendor to pay, in full, all outstanding payments (and, where applicable, interest and costs) owing to the Town by such Vendor, after the Town has made demand for payment of same;
 - (iv) the Vendor's refusal to follow reasonable directions of the Town or to cure a default under any Contract with the Town as and when required by the Town;
 - (v) the Vendor's refusal to enter into a Contract with the Town after the Vendor's Bid has been accepted by the Town;
 - (vi) poor performance of a Vendor, including the Vendor's refusal to perform or to complete performance of a Contract with the Town;
 - (vii) the Vendor having unlawfully or unreasonably threatened, intimidated, harassed, or otherwise interfered with an attempt by any other prospective Vendor to Bid for a Town Contract or to perform any Contract awarded by the Town to that Vendor;
 - (viii) the Vendor having discussed or communicated, directly or indirectly, with any other Vendor or their agent or representative about the preparation of the Vendor's Bid including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge of any other Vendor making a Bid for the same work except in the instance of a joint venture Bid where one is permitted;
 - (ix) the Vendor having unlawfully or unreasonably threatened, intimidated, harassed, assaulted or committed battery against, or otherwise interfered with an official, employee, representative, agent or independent consultant or contractor of the Town in the performance of his or her duties or in any way attempted to influence such persons;
 - (x) the Vendor has on one or more occasions, in the performance of a Contract with the Town, deliberately, with wilful blindness or negligence, save and except an inadvertent error corrected to the satisfaction of the Town within a reasonable time, as determined by the Town:
 - 1. over-billed, double-billed and/or retained a known over-payment, or has failed to notify the Town of an over-payment or duplicate payment;
 - 2. billed for items not supplied;
 - 3. billed for items of one grade, while supplying items of an inferior grade;
 - 4. made a misrepresentation as to the quality or origin of Goods, their functionality or suitability for a purpose, or their performance characteristics;
 - 5. submitted false or misleading information to the Town;
 - 6. acted in conflict with the Town's interests;

- 7. misappropriated any property or right of the Town, in any form; or
 - 8. committed any other form of sharp or deceptive practice
- (xi) any other act or omission by the Vendor that the Town deems to impair the commercial relationship between the Town and the Vendor.

(b) There is supporting evidence that it would not be in the best interests of the Town to enter into a Contract with the Vendor, including but not limited to:

- (i) the conviction of that Vendor or any person with whom that Vendor is not at arm's length within the meaning of the *Income Tax Act* (Canada) of an offence under any taxation statute in Canada;
- (ii) the conviction or finding of liability of that Vendor under the *Criminal Code* or other Legislation or law, whether in Canada or elsewhere and whether of a civil, quasi-criminal or criminal nature, of moral turpitude including but not limited to fraud, theft, extortion, threatening, influence peddling and fraudulent misrepresentation;
- (iii) the conviction or finding of liability of that Vendor under any environmental Legislation, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that Vendor for the environmental well-being of the communities in which it carries on business;
- (iv) the conviction or finding of liability of that Vendor relating to product liability or occupational health or safety, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that Vendor for the health and safety of its workers or customers;
- (v) the conviction or finding of liability of that Vendor under the financial securities Legislation whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that Vendor for its stakeholders.

(c) There is supporting evidence that the Vendor has been declared bankrupt (*OQTCA, CFTA, CETA*) or is insolvent. (*OQTCA, CFTA*)

(2) For the purposes of this Part, a reference to a Vendor shall also include: an officer, a director, a majority or controlling shareholder, or a member of the Vendor, if a corporation; a partner of the Vendor, if a partnership; any corporation to which the Vendor is an affiliate of or successor to, or an officer, a director or a majority or controlling shareholder of such corporation; and any person with whom that the Vendor is not at arm's length within the meaning of the *Income Tax Act* (Canada).

PART 20: EMPLOYEE CONFLICTS OF INTEREST

(1) Employees of the Town shall not have an interest, either directly or indirectly, in any Town Contract unless such interest has been declared and such employee is excluded from involvement with the procurement decisions related to the Contract.

(2) Employees must declare any pecuniary interest, either direct or indirect, in writing to their Department Head, Treasurer or CAO indicating the specific nature of the conflict and shall be excluded from any involvement with the procurement of such Goods and/or Services.

PART 21: STATEMENT OF ETHICS FOR PUBLIC PROCUREMENT

- (1) The following ethical principles **shall** govern the conduct of every Town employee delegated with the authority to procure.
 - (a) The Town's employees must conduct themselves with the utmost integrity in carrying out their duties as public servants including avoiding any apparent, potential and actual conflicts of interest.
 - (b) Every Town employee shall abide by the highest ideals of honour and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- (2) Employee's responsibility to the Town:
 - (a) Follow the lawful instructions, by-law, policies and procedures of the Town.
 - (b) Understand the limits of the authority granted by the Town.
 - (c) Avoid activities which would compromise or give the perception of compromising the best interest of the Town and the public.
 - (d) Obtain the maximum benefit for funds spent as agents for the Town.
- (3) Employees' relationship with Vendors:
 - (a) Maintain and practice, to the highest degree possible, business ethics, professional courtesy and competence in all transactions.
 - (b) Undertake all purchasing activities without positive or negative bias.
 - (c) Strive to obtain the maximum value for each dollar of expenditure.
 - (d) Consistently reject any offer of favours, gifts, gratuities, loans regardless of the Dollar Value.
 - (e) Adhere to and protect Vendors' business and legal rights to confidentiality over pricing information, trade secrets, and other proprietary information.

PART 22: PROCUREMENT POLICY AND REVIEWS

- (1) The Treasurer shall from time to time and not less than once per year consult with the Department Heads to obtain feedback on this Policy.
- (2) Based on the consultation with Department Heads, the Treasurer shall prepare an annual report to the CAO recommending any changes to this policy to meet the needs and requirements of the Town.
- (3) All changes to this Policy require the approval of Council to take effect.
- (4) A formal policy review shall take place every five (5) years or sooner should legislatively be required.

SCHEDULE A - DEFINITIONS

Words and phrases used in this Policy and related procedures have the following meanings, unless expressly stated otherwise:

“Approval Authority” means the authority to approve: (i) procurements; and (ii) contract award decisions and/or the signing of contracts, including any changes to such procurements or contracts.

“Bid” means a response to a competitive Bid issued by the Town.

“Buying Group” means a cooperative arrangement in which individual members administer the procurement function for specific contracts for the group, and more formal corporate arrangements in which the Buying Group administers procurement for group members. Buying groups may consist of a variety of entities, including any combination of procuring entities, private sector entities, or not-for-profit organizations.

“Chief Administrative Officer” or **“CAO”** means the Chief Administrative Officer for the Town of LaSalle or his/her designate.

“Contract” means a written agreement for the purchase of Goods, Services, equipment or construction and includes a Purchase Order.

“Contract Manager” has the meaning assigned in Part 16 (Contract Management).

“Cooperative Procurement” means the purchase of Goods or Services as part of a Buying Group.

“Council” means the Council of the Town of LaSalle.

“Department” or **“Originating Department”** means the Town department initiating the acquisition of the Goods or Services.

“Department Head” means an employee of the Corporation of the Town of LaSalle in charge of a Department or his/her designate.

“Department Signing List” has the meaning assigned in Part 3 (Approval Authority)

“Direct Purchase” means acquiring a good or service directly from a Supplier without a competitive process.

“Dollar Value” has the meaning assigned in Part 4 (Determining the Dollar Value)

“Emergency” has the meaning assigned in Part 8 (Limited Tendering Procurements/Direct Purchase)

“Formal Request for Quotations” has the meaning assigned in Part 7.3 (Formal Request for Quotations)

“Goods” includes supplies, equipment, materials, products, software, furniture, structures and fixtures to be delivered, installed or constructed.

“Informal Request For Quotations” has the meaning assigned in Part 7.2 (Informal Request for Quotations).

“Invitational Competitive Process” means a general process where the Town acquires Goods or Services by inviting a select number of Suppliers to submit a Bid.

“Legislation” means all applicable laws, regulations, by-laws, policies and trade treaties/agreements.

“Low Dollar Value Procurements” has the meaning assigned in Part 7.1 (Low Dollar Value Procurements)

“Open Competitive Process” means a general process where the Town acquires Goods or Services by publicly advertising an invitation to Suppliers to submit a Bid.

“Petty Cash” means an accessible store of money kept by the Town for expenditure on Low Dollar Value items.

“Policy” means this procurement policy.

“Purchase Order” or **“PO”** means a written offer to procure Goods and/or Services or a written acceptance of an offer.

“Purchasing Card” means a credit card provided by the Town’s Finance Department and its use is bound by the provisions of the Policy.

“Recurring Contracts” has the meaning assigned in Part 4 (Determining the Dollar Value).

“Request for Prequalification” or **“RFPQ”** means a Request for Information about Vendors to determine whether the Vendor has the capability to perform the contract requirements. The Request for Prequalification process is undertaken with a view to establishing a list of bidders eligible to Bid on future opportunities.

“Request for Proposals” or **“RFP”** means a request for Bids comprised of a technical and financial proposals that involves an evaluation of the elements in the technical proposal as well as prices.

“Request for Quotations” or **“RFQ”** means a request to a select class of Vendors for prices on specified Goods and/or Services and refers to a RFQ-I or RFQ-F as the context permits.

“Request for Quotations – Informal” or **“RFQ-I”** has the meaning assigned in Part 7.

“Request of Quotations – Formal” or **“RFQ-F”** has the meaning assigned in Part 7.

“Request for Standing Offers” or **“RFSO”** means a procurement document issued by the Town requesting pricing and details to provide certain Goods or Services on an as-required basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit. There is no obligation on the part of the Town to access the Goods or Services.

“Request for Tenders” or **“RFT”** means a request for Bids comprised of proposed prices for Goods and/or Services from Vendors, where the Goods and/or Services are specified in detail in the RFT.

“RFx” means any process inviting potential Vendors to submit Bids or information to the Town.

“Services” means all Services, including Construction Services, unless otherwise specified.

“Specifications” means the detailed description of, and written requirements and standards for, Goods

and/or Services contained in an RFX to the extent known or available to the Department, and includes any drawings, designs and models.

“Standard Town Template” has the meaning assigned in Part 5 (Preparing the Procurement Documents).

“Standing Arrangement” has the meaning assigned in Part 7.6 (Request for Standing Offer)

“Supplier” or **“Vendor”** means a person who submits a response to a Town solicitation for Goods or Services.

“Surplus Assets” has the meaning assigned in Part 17 (Disposal of Surplus Assets).

“Town” or **“Corporation”** means the Corporation of the Town of LaSalle.

“Trade Agreements” means the Canadian Free Trade Agreement (CFTA), the Canadian and European Union Comprehensive Economic and Trade Agreement (CETA), and the Trade and Cooperation Agreement Between Ontario and Quebec (OQTCA), as applicable.

“Vendor Performance Evaluation” has the meaning assigned in Part 16.2 (Vendor Performance Evaluation).

DRAFT

SCHEDULE B - EXCLUSIONS FROM POLICY PROCUREMENT RULES

Contracts for, or payment of, the expenses, Goods or Services listed below are not subject to the competitive procurement requirements in this Policy, save and except for Part 3 (Procurement Approval Authority) and Part 19 (Employee Conflicts of Interest).

Note: Best practice ensures services are acquired through a compliant, open, fair and transparent process. The Town continues to encourage competition to acquire the such services assuring value for money.

- (1) **General Exclusions:** The following are excluded procurements: *(CFTA and aligned with CETA)*
 - (a) Goods or Services financed primarily from donations that require the procurement to be conducted in a manner inconsistent with this Policy;
 - (b) Procurements by the Town on behalf of an entity not covered by this Policy;
 - (c) Procurements under a commercial agreement between the Town which operates sporting or convention facilities and an entity not covered by this Policy that contains provisions inconsistent with Policy.
 - (d) Acquisition of Goods for the purpose of commercial sale or re-sale by the Town.
- (2) **Excluded Professional Services** *(CFTA and aligned with CETA)*
 - (a) Health or social Services.
 - (b) Services that may, under applicable law, only be provided by licensed lawyers or notaries.
 - (c) Services of expert witnesses or factual witnesses used in court or legal proceedings
 - (d) Financial Services respecting the management of government financial assets and liabilities (*i.e.* treasury operations), including ancillary advisory and information Services, whether or not delivered by a financial institution.
- (3) **Non-Procurement Transactions**
 - (a) Insurance premiums however the purchase of insurance advisory Services is not excluded.
 - (b) Payments of debts. *(CFTA, CETA)*
 - (c) Procurement or acquisition of fiscal agency or depository Services (banking Services). *(CFTA, CETA)*
 - (d) Any form of financial assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives. *(CFTA, CETA)*
 - (e) Agreements with a governmental authority or agent of government.
 - (f) Acquisition or rental of land, real property payments including land, buildings, leasehold interests, easements, encroachments and licenses, or the like. *(CFTA, CETA)*
 - (g) Insurance claims, legal settlements and grievance settlements.
 - (h) Binding orders, judgments or decisions of an arbitrator, tribunal or court.
 - (i) Refundable travel expenses.
 - (j) Other Town and employee related expenses, such as: memberships in professional organizations (professional dues), staff attendance at seminars, testing or examination fees, and registrations for workshops, courses, training, trade shows or conferences.

SCHEDULE C – COMPLIANCE WITH THE ONTARIO DISABILITIES ACT, 2005

Policy Statement

When procuring goods, services and facilities, the Town will incorporate accessibility design criteria and features. Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of those criteria. Where it is impractical to incorporate accessibility criteria and features when procuring or acquiring specific goods, services or facilities, the Department Head responsible for the purchase will provide a written explanation on request.

Accessibility Criteria

Equitable - Can someone with a disability use the good, service or facility as quickly and easily as a person without a disability?

Adaptable Flexible - Does the good or service accommodate a wide range of individual preferences and abilities? Can a user configure the item to meet their specific needs and preferences and will it work with common assistive technologies?

Size and Space for Approach and Use - Can someone, regardless of their body size, posture or mobility, approach, reach, manipulate and use the good or facility?

User-friendly - Are the instructions perceptible and intuitive? Can someone with limited physical strength use the good? If someone makes a mistake while using the good, are the adverse consequences minimal?

Criteria to Consider with Different Types of Purchases

Type of Purchase	Criteria to Consider
Goods	Can the good be used by someone: <ul style="list-style-type: none"> • In a seated position • Using one hand, with limited upper body strength, or limited fine motor skills • With vision loss or low vision • Does the product meet ergonomic standards and can it be customized to meet a variety of needs? • Are support materials, such as manuals, training or service calls, available in accessible formats at no additional charge? • Do documents, reports, and studies meet AODA requirements for visually impaired.
Services	<ul style="list-style-type: none"> • Does the firm provide accessible customer service, as required under the Town’s Accessible Customer Service Policy? • Can the service provider accommodate the needs of people of all abilities? For example, if you're hiring someone to conduct research, do their surveys and interviews accommodate people with different types of disabilities? • Will the company use accessible signage, audio and/or print materials? For example, if you're hiring an event coordinator, will they use high contrast signage for the event?

Type of Purchase	Criteria to Consider
Facilities	<ul style="list-style-type: none"> • Can someone using a mobility aid, like a wheelchair or walker, get around the facility? • Are signs placed at an accessible height? • Does the facility have emergency procedures to assist people with disabilities?

Including accessibility in Tenders/Request for Proposals

When writing a Request for Proposal, accessibility criteria are to be added along with any specific features being sought. Accessibility requirements are to be included in the evaluation process so that when bids are scored on cost, quality and timeliness, points are also given for accessibility.

What if an accessible option can't be found?

If a good, service or facility cannot be found that meets accessibility needs, look for ways to make it more accessible. If someone asks, an explanation must be provided on why the option chosen is not accessible.

Example: A printer is being purchased but the accessible version is not compatible with the office computer network. Solution, buy a printer that works with the network and put it on a lower table to make it more accessible to people in wheelchairs. Make a note that when it's time to buy new computers, try to find one that is compatible with other accessible technologies.

Accessible self-service kiosks

Accessibility features make kiosks easy for everyone to use, not just people with disabilities. For example, a self-service checkout that "beeps" when it reads a barcode helps customers scan items faster, including customers who can't read the display screen.

User controls:

- Controls should be visible whether someone is standing or sitting
- Make controls easy to use with one hand, without a lot of force, and without having to grasp tightly, pinch or twist
- Avoid steps, bins or signage that could block someone with a walker or wheelchair

Display screens:

- Use high contrast colors. Try a dark blue and matte white, black and white or yellow and black.
- Avoid flashing images and limit flashes to no more than three times in one second
- Screens should be bright enough to be read under different types of lighting
- Use a material that isn't reflective and position the screen to minimize reflections (from sunlight or overhead lights).
- Make sure touch screens work with prosthetic limbs and pointing devices

Pin pads:

- Use a telephone style pin pad (with 1 in the top left). The 5 should be in the centre and marked with a raised dot and the OK/Enter button should be in the lower right corner.

- Make sure there is space between the keys and the pad's edges are clearly defined.
- Pin pads should be angled (not flat) to accommodate users whether they are standing or sitting.
- Keys should have a low glare surface (sandblasted aluminum or stainless steel are good options).

Card readers:

- Make the card slot easy to find by highlighting it with strong colors or an indicator light.
- If it's a swipe reader, position it vertically and let users swipe up or down. Using a two-headed swipe reader is best, as it doesn't matter which way the card's stripe is facing
- If needed, use a tactile illustration to show how to insert the card.
- Let users know their card was accepted (or rejected) with both audible and visible feedback.

Scanners:

- Users should be able to identify the scan area by touch.
- Handheld scanners should have a cradle that allows customers to move the product past the scanner without having to pinch, twist or grasp the scanner tightly.
- Light from the scanner must not shine in the user's eyes.
- Confirm successful scans with both audible and visible feedback.

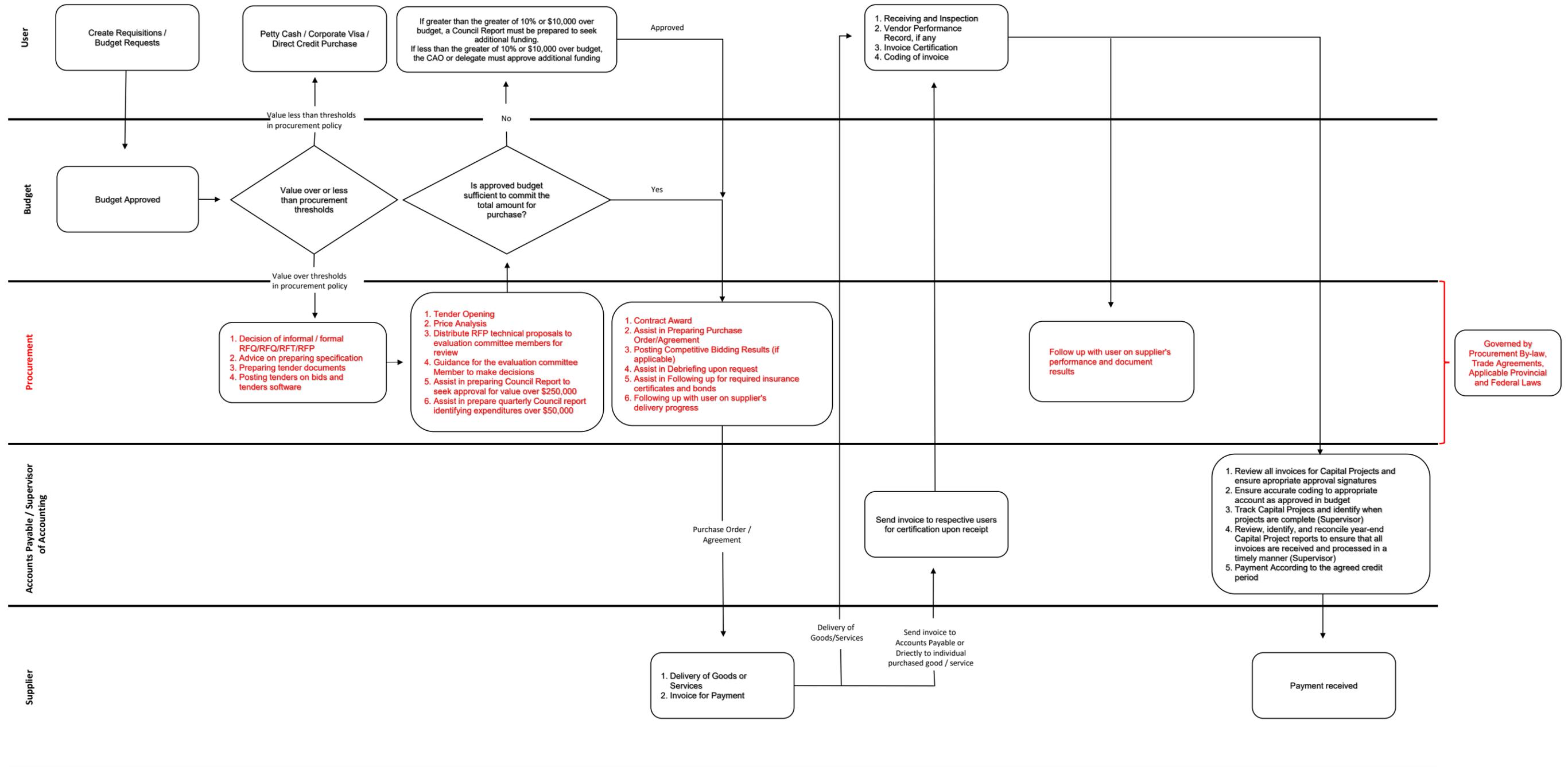
Instructions:

- Instructions should be available in both a visual and audio format. Allow users to turn the audio off and/or include an earphone jack if your instructions reveal personal information.
- Use mid-frequency tones since some people can't hear high or low pitched sounds.
- Avoid acronyms, abbreviations and jargon. Make instructions simple and easy for all users to understand, including people with learning or cognitive disabilities.
- Use sans serif fonts and make sure it's easy to tell characters apart (e.g. X from K, 1 from I, O from Q, U from V).
- Don't rely on colour alone to guide users (e.g. don't say 'touch the green square'). Use descriptive text or icons as well.
- Avoid time limits if you can; otherwise warn users when the deadline approaches and let them extend it.

APPENDIX B



Flow Chart of Standard Procurement Procedures





The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Chantelle Anson, Supervisor of Accounting

Department: Finance

Date of Report: March 25, 2021

Report Number: FIN-09-2021

Subject: 2020 Year End Reports

Recommendation

That the report of the Supervisor of Accounting dated March 25, 2021 (FIN-09-2021) regarding the 2020 Year End Reports be received; and

That Council approve and adopt the Capital Fund Analysis, Reserves, Reserve Fund, Deferred Revenue Schedule and the Cash and Investments Report for the year ended December 31, 2020; and

That Council authorize Administration to amend the schedules for the activity associated with Essex Power Corporation.

Report

Attached are the Capital Fund Analysis, Reserves, Reserve Fund and Deferred Revenue Schedule and Cash and Investments Report to be approved and adopted by Council for the year ended December 31, 2020. This approval is required by the auditors of the corporation as part of the year-end procedures.

Consultations

Not Applicable

Financial Implications

Not Applicable

Prepared By:

A handwritten signature in black ink, appearing to read "C Ausm". The letters are cursive and somewhat stylized.

Supervisor of Accounting

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-09-2021 2020 Year End Reports.docx
Attachments:	- FIN-09-2021 Appendix A-2020 Year End Financial Reports.pdf
Final Approval Date:	Apr 6, 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

TOWN OF LASALLE
 CAPITAL FUND ANALYSIS
 DECEMBER 31, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - General	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, December 31, 2020
700000 Finance & Admin, Other		\$ (48,783)	\$ 5,215,406	\$ 584,495	\$ -	\$ (315,733)	\$ (439,975)	\$ (4,986,425)	\$ -	\$ 8,985
20001	Front Road Master Plan	-	-	-	-	-	-	-	-	-
20002	Annual IT Capital Allocation	-	87,782	45,587	-	(133,369)	-	-	-	-
20003	Vollmer Speaker System - Phase B	-	18,938	-	-	(18,938)	-	-	-	-
20004	Drone	-	43,077	-	-	(43,077)	-	-	-	-
20005	Small Coast Riverfront Experience	-	4,610,633	235,891	-	-	-	(4,846,524)	-	-
20006	Cyber Security Assessment	-	-	80,776	-	-	-	(80,776)	-	-
20007	Regional Relief and Recovery Fund Grant	-	-	59,125	-	-	-	(59,125)	-	-
20008	Land Acquisitions	-	448,452	1,541	-	(1,032)	(439,975)	-	-	8,985
20009	Energy Initiatives	-	-	15,000	-	(15,000)	-	-	-	-
99000	Town Hall Office Improvements	264	6,526	-	-	(6,789)	-	-	-	-
99001	Town Hall Parking Lot Expansion	(49,047)	-	49,047	-	-	-	-	-	-
99002	Strategic Plan	-	-	18,847	-	(18,847)	-	-	-	-
99003	Highway 401 Gateway Signs	-	-	1,041	-	(1,041)	-	-	-	-
99004	Comprehensive Zoning Bylaw	-	-	30,182	-	(30,182)	-	-	-	-
99005	Development Charge Study	-	-	47,458	-	(47,458)	-	-	-	-
710000 Fire		\$ -	\$ 1,153,759	\$ 52,901	\$ -	\$ (1,202,140)	\$ -	\$ -	\$ (4,520)	\$ -
20100	Command Vehicle	-	53,280	-	-	(48,760)	-	-	(4,520)	-
20101	SCBA	-	275,811	-	-	(275,811)	-	-	-	-
20102	Mobile Fire Unit Payment	-	-	16,318	-	(16,318)	-	-	-	-
20103	Fire Minor Capital	-	-	-	-	-	-	-	-	-
99101	Pumper Truck Replacement	-	778,897	-	-	(778,897)	-	-	-	-
99102	Heavy Rescue Tools	-	45,772	-	-	(45,772)	-	-	-	-
99103	Interior Painting	-	-	-	-	-	-	-	-	-
99104	Fire Dept Storage	-	-	-	-	-	-	-	-	-
99105	Radio Communications Study	-	-	5,292	-	(5,292)	-	-	-	-
99106	Fire Floor Repairs	-	-	31,291	-	(31,291)	-	-	-	-
720000 Police		\$ -	\$ 52,151	\$ -	\$ (52,151)	\$ -	\$ -	\$ -	\$ -	\$ -
20200	Patrol Vehicle Replacement	-	52,151	-	(52,151)	-	-	-	-	-
730000 Parks		\$ (44,133)	\$ 174,951	\$ 47,193	\$ -	\$ (222,144)	\$ -	\$ -	\$ -	\$ (44,133)
20300	Playground Accessibility Modifications	-	-	-	-	-	-	-	-	-
20301	Boat Ramp Annual Maintenance	-	-	-	-	-	-	-	-	-
20302	St. Clair Park Improvements	-	-	-	-	-	-	-	-	-
20303	Picnic Tables	-	-	-	-	-	-	-	-	-
20304	Christmas Lights Expansion Phase 3 of 10	-	-	10,053	-	(10,053)	-	-	-	-
20305	Front Road Flower Baskets (phase 3 of 3)	-	-	4,787	-	(4,787)	-	-	-	-
20306	Skate Board Park Repairs	-	-	14,981	-	(14,981)	-	-	-	-
20307	Vince Jenner Park-Tennis Court Repairs	-	-	-	-	-	-	-	-	-
20308	Vollmer Power and Water Upgrades (Outdoor)	-	174,951	-	-	(174,951)	-	-	-	-
20309	Environmental Initiatives-Parks	-	-	17,371	-	(17,371)	-	-	-	-
99300	Accessible Community Programs	(44,133)	-	-	-	-	-	-	-	(44,133)
99301	Vollmer Storm Water Mgt Pond Dock	-	-	-	-	-	-	-	-	-
740000 Fleet & Facilities		\$ (40,870)	\$ 1,665,300	\$ 104,756	\$ -	\$ (1,770,057)	\$ -	\$ -	\$ -	\$ (40,870)
20400	Vollmer Interior Improvements	-	15,475	48,947	-	(64,422)	-	-	-	-
20401	Vehicle Charging Station - VRC	-	-	-	-	-	-	-	-	-
20402	Outdoor Pool Maintenance	-	-	972	-	(972)	-	-	-	-
20403	Town Hall Sidewalk Connections	-	-	-	-	-	-	-	-	-
20404	Water Bottle Fill Stations	-	-	7,626	-	(7,626)	-	-	-	-
20405	Washroom Modifications	-	-	1,376	-	(1,376)	-	-	-	-
20406	Accessible Washroom Conversions	-	-	-	-	-	-	-	-	-

TOWN OF LASALLE
 CAPITAL FUND ANALYSIS
 DECEMBER 31, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - General	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, December 31, 2020
20407	Riverdance Facility Acoustic Dampening	-	-	7,266	-	(7,266)	-	-	-	-
20408	Sharps Collector/Container Program	-	-	-	-	-	-	-	-	-
20409	Environmental Initiatives-Indoor Facilities	-	-	-	-	-	-	-	-	-
20410	Town Hall Painting	-	-	6,106	-	(6,106)	-	-	-	-
20411	Brillion Seeder-Parks	-	-	-	-	-	-	-	-	-
20412	Golf Cart-Parks	-	-	-	-	-	-	-	-	-
20413	Wood Chipper-Roads	-	55,190	-	-	(55,190)	-	-	-	-
20414	2020 Fleet Vehicle Replacements	-	166,859	-	-	(166,859)	-	-	-	-
20415	Zamboni	-	-	-	-	-	-	-	-	-
20416	Light Tower & Generator	-	34,947	-	-	(34,947)	-	-	-	-
20417	Automatic Sandbag Filling Machine	-	39,185	-	-	(39,185)	-	-	-	-
20418	A-Frame Hoist	-	-	-	-	-	-	-	-	-
99400	Pool Liner Repairs	-	-	21,593	-	(21,593)	-	-	-	-
99401	Vollmer Rear Gate	-	40,009	-	-	(40,009)	-	-	-	-
99402	Vollmer Access Control Upgrade	-	5,785	-	-	(5,785)	-	-	-	-
99403	Natorium HVAC Upgrade	-	1,063,779	-	-	(1,063,779)	-	-	-	-
99404	Fuel Depot/Gate Repairs	-	-	10,871	-	(10,871)	-	-	-	-
99405	Riverdance Property	(40,870)	-	-	-	-	-	-	-	(40,870)
99406	Roads Snow Plow Replacement 2007 International	-	244,071	-	-	(244,071)	-	-	-	-
99407	Vollmer Delta System	-	-	-	-	-	-	-	-	-
99408	Vollmer Arena Lighting	-	-	-	-	-	-	-	-	-
750000	Roads	\$ 658,335	\$ 2,127,418	\$ 179,431	\$ -	\$ (751,217)	\$ (1,844,896)	\$ -	\$ (191,430)	\$ 177,642
20500	Malden Road Detail Design	-	-	-	-	-	-	-	-	-
20501	Turkey Creek Bridge-Matchette Rd Detail Design	-	8,781	-	-	(8,781)	-	-	-	-
20502	Traffic Calming	-	-	-	-	-	-	-	-	-
20503	2020 Mill and Pave Annual Allocation	-	1,533,950	4,197	-	(400,000)	(1,000,000)	-	-	138,147
20504	Morton/Front Rd Traffic Signal Rehabilitation	-	-	-	-	-	-	-	-	-
20505	Traffic Signal Repair/Maintenance	-	-	-	-	-	-	-	-	-
99500	Turkey Creek and Front Rd Bridge (Town Portion)	448,247	281,701	2,412	-	-	(611,520)	-	(120,840)	-
99501	Malden Road EA (Town Portion)	47,985	-	158,819	-	(96,718)	-	-	(70,590)	39,495
99502	Transportation Master Plan	145,923	-	2,423	-	(148,347)	-	-	-	-
99503	Ellis Street Development	16,180	-	10,787	-	(26,966)	-	-	-	-
99504	Judy Recker Road Improvements	-	70,404	-	-	(70,404)	-	-	-	-
99505	2019 Mill & Pave Annual Allocation	-	232,583	794	-	-	(233,377)	-	-	-
760000	Water/Wastewater	\$ 7,499,236	\$ 4,894,283	\$ 410,256	\$ -	\$ (4,438,080)	\$ (3,959,714)	\$ (1,116,010)	\$ (106,602)	\$ 3,183,369
20600	Heritage Est Stormwater Improvements	3,808,368	891,013	-	-	(4,025,525)	(86,000)	(587,855)	-	-
20601	DMAP	-	-	-	-	-	-	-	-	-
20602	Watermain Replacement	-	316,208	-	-	(312,065)	-	-	(4,143)	-
20604	Wastewater Annual Allocation	-	-	-	-	-	-	-	-	-
20605	High Volume 100mm Electric Pump	-	17,090	-	-	-	(17,090)	-	-	-
20606	Dilapidated Culverts	-	-	6,491	-	-	-	-	(8,346)	(1,855)
99600	Howard/Bouffard Drainage	778,647	102,393	54,429	-	-	-	-	-	935,468
99601	Bouffard/Disputed EA/Transportation Study	-	-	-	-	-	-	-	-	-
99602	Lou Romano Sewage Treatment Capacity	1,807,418	-	-	-	-	-	-	-	1,807,418
99604	Herb Gray Parkway Drainage Reports	-	-	84,341	-	-	-	-	(84,341)	-
99605	Front Road Watermain	-	3,091,507	2,549	-	-	(3,084,284)	-	(9,772)	-
99606	Drinking Water System Initiative	-	-	8,647	-	-	(8,647)	-	-	-
99607	Water Model Update/Master Plan	-	-	43,054	-	-	(43,054)	-	-	-
99608	Pumping Station 1 Structure Repairs (CWFF)	778,676	50,358	-	-	-	(300,879)	(528,155)	-	-
99609	Pumping Stations-Other Maintenance	-	309,870	-	-	-	(309,870)	-	-	-
99610	Sewage Capacity Review	-	-	94,536	-	-	(94,536)	-	-	-

TOWN OF LASALLE
 CAPITAL FUND ANALYSIS
 DECEMBER 31, 2020

Project	Description	Funding Status, Dec 31, 2019	Capital Expenses	Operating Expenses	Contribution - General	Contribution - Reserves/ Reserve Fund	Contribution - Deferred Revenue	Contribution - Grant/Debt	Contribution - Other	Funding Status, December 31, 2020
99611	Manhole Rain Catchers	-	15,354	-	-	-	(15,354)	-	-	-
99612	Chappus Drain	28,660	-	-	-	-	-	-	-	28,660
99613	Bessette Drain	33,485	-	26,533	-	-	-	-	-	60,018
99614	Lepain Drain	67,556	-	-	-	-	-	-	-	67,556
99615	West Branch Cahill Drain	18,531	-	-	-	-	-	-	-	18,531
99616	St. Michael's Drain	35,350	-	30,041	-	-	-	-	-	65,390
99617	Fourth Concession Drain	79,080	-	47,996	-	-	-	-	-	127,076
99618	Burke Drain	22,413	-	599	-	-	-	-	-	23,012
99619	Howard Avenue Drain	2,113	-	-	-	-	-	-	-	2,113
99620	Fourth Concession Branch Drain (Garlatti)	3,967	-	11,041	-	-	-	-	-	15,008
99621	Third Concession Drain	1,877	-	-	-	-	-	-	-	1,877
99623	Howard Industrial Park (Internal Servicing)	33,096	-	-	-	-	-	-	-	33,096
99624	Oliver Farms Stormwater Improvements	-	100,490	-	-	(100,490)	-	-	-	-
770000 PW Other		\$ (32,832)	\$ 60,535	\$ 243,569	\$ -	\$ (145,354)	\$ (125,918)	\$ -	\$ -	\$ -
20700	Pedestrian Safety Annual Allocation	-	60,535	77,700	-	(138,235)	-	-	-	-
20701	Shelving Units	-	-	7,120	-	(7,120)	-	-	-	-
99700	Lasalle Transit Bus Payments	-	-	125,918	-	-	(125,918)	-	-	-
99701	Bus Shelters	(32,832)	-	32,832	-	-	-	-	-	-
Grand total		\$ 7,990,953	\$ 15,343,805	\$ 1,622,601	\$ (52,151)	\$ (8,844,725)	\$ (6,370,503)	\$ (6,102,435)	\$ (302,551)	3,284,993

**TOWN OF LASALLE
RESERVES & RESERVE FUNDS SCHEDULE
DECEMBER 31, 2020**

	Balance December 31, 2019	Contr- General Fund	Contr- Capital	Contr- Reserves/ Res Fund	Contr- Deferred Revenue	Contr- Other/ Developers	Interest	Transfer- General Fund	Transfer- Capital Fund	Transfer- Reserves/ Res Fund	Transfer- Deferred Revenue	Transfer- Other	Balance December 31, 2020
Reserves													
Green Space/Woodlot	421,678		-	-		15,931			(1,032)			(4,014)	432,563
Vehicle & Equipment	5,618,707	1,763,409			118,585	25,712		(24,501)	(2,074,046)			(1,364)	5,426,503
Infrastructure	17,730,690	8,674,132	81,879		87,553	1,935			(5,334,651)				21,241,537
Special Projects	1,867,218	653,069				1,940			(112,528)			(99,711)	2,309,988
Tax Stabilization	4,220,659	212,000									-		4,432,659
Working Capital	469,165					54,750				(6,027)		(14,250)	503,639
Recreation Complex	1,187,714	137,713							(1,322,468)				2,959
Reserves	\$ 31,515,831	\$ 11,440,323	\$ 81,879	\$ -	\$ 206,138	\$ 100,268	\$ -	\$ (24,501)	\$ (8,844,725)	\$ (6,027)	\$ -	\$ (119,339)	\$ 34,349,848
													(2,834,016)
Reserve Funds													
Building Activity	107,919	292,153		6,027									406,099
Essex Power Equity	12,331,410												12,331,410
Reserve Funds	\$ 12,439,329	\$ 292,153	\$ -	\$ 6,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,737,509
Reserves/Reserve Funds	\$ 43,955,160	\$ 11,732,476	\$ 81,879	\$ 6,027	\$ 206,138	\$ 100,268	\$ -	\$ (24,501)	\$ (8,844,725)	\$ (6,027)	\$ -	\$ (119,339)	\$ 47,087,357

**TOWN OF LASALLE
DEFERRED REVENUE FUND SCHEDULE
DECEMBER 31, 2020**

	Balance December 31, 2019	Contr- General Fund	Contr- Capital	Contr- Reserves/ Res Fund	Contr- Deferred Revenue	Contr- Other/ Developers	Interest	Transfer- General Fund	Transfer- Capital Fund	Transfer- Reserves/ Res Fund	Transfer- Deferred Revenue	Transfer- Other	Balance December 31, 2020
Deferred Revenue													
Sewer Projects	2,912,916	1,567,000			2,249,982		44,093		(737,729)				6,036,262
Water Projects	6,407,809	2,167,000			450,665		140,569		(137,701)				9,028,342
Water Emergency	1,500,000												1,500,000
Land Development Charges	13,489,720				12,918	2,448,867	286,429	(411,953)		(206,138)	(2,713,565)		12,906,277
DC Projects (Non-Growth Related)	15,572,953	549,000					312,601		(439,975)				15,994,579
Federal Gas Tax	5,078,388	1,464,877					104,701		(3,695,803)				2,952,162
Provincial Gas Tax/Transit	255,398	286,250					1,649	(130,000)	(125,918)				287,379
OCIF-Formula Based	1,200,672	726,221					26,793	(40,000)	(1,233,377)				680,309
Deposits From Developers	2,662,350					382,914	54,292					(347,990)	2,751,566
Contributions From Developers	943,630					5,962	15,415					(700)	964,308
Parkland Dedication	439,855					19,490	8,978						468,322
Deferred Revenue	\$ 50,463,690	\$ 6,760,348	\$ -	\$ -	\$ 2,713,565	\$ 2,857,233	\$ 995,519	\$ (581,953)	\$ (6,370,503)	\$ (206,138)	\$ (2,713,565)	\$ (348,690)	\$ 53,569,506

TOWN OF LASALLE
 CASH AND INVESTMENTS
 DECEMBER 31, 2020

Sector/Class	Policy		Details					Value	Term Limitations				
	Maximum Sector Limit of the Portfolio	Maximum Term Limitation	Issuer	Broker	Issue	Maturity	Interest		Total Amount	Sector	< 1 year 25%-100%	1-3 years 75%	3-5 years 50%
Federal Canada	25%	10 years 10 years							0.00%				
Provincial Province	25%	10 years							0.00%				
Municipal Municipalities, Regions & Counties School Boards Other Agencies & Authorities One: Public Sector Group of Funds	25%	10 years 10 years 10 years 10 years			Dec 1,2019	on demand	variable	330,786.69	100.00%	330,786.69			
Financial Institutions Schedule I Banks Schedule II Banks and Credit Unions	100%	10 years 10 years							0.00%				
TOTAL: EXTERNAL INVESTMENTS								330,786.69		100.0%	0.0%	0.0%	0.0%
CASH													
General Account			Windsor Family Credit Union					7,201,994.95		7,201,994.95			
Sewer Account			Windsor Family Credit Union					1,056,868.45		1,056,868.45			
Water Account			Windsor Family Credit Union					1,578,502.69		1,578,502.69			
Reserves Account			Windsor Family Credit Union					25,705,532.45		25,705,532.45			
Capital Deposits Account			Windsor Family Credit Union					49,723,349.09		49,723,349.09			
TOTAL: CASH								85,266,247.63		100.0%	0.0%	0.0%	0.0%
INVESTMENT IN ESSEX POWER													
Investment in Special Class A Shares			Essex Power (\$207,738 + \$45,522)										0.00
Investment in Common & Preferred Shares (Jan 1,2019)			Essex Power (\$12,331,410)										
TOTAL: INVESTMENT IN ESSEX POWER								0.00					
GRAND TOTAL: CASH AND INVESTMENTS								85,597,034.32		85,597,034.32	0.00	0.00	0.00



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: April 1, 2021

Report Number: PW-13-2021

Subject: Engineer Appointment – Desantel Drain

Recommendation

That the report of the Manager of Engineering dated April 1, 2021 (PW-13-2021) regarding the Appointment of RC Spencer and Associates to be the Drainage Engineer for the Section 4 petition for the Desantel Drain pursuant to the Drainage Act be approved.

Report

The Town of LaSalle has received a section 4 petition under the Drainage Act for a new drain. There is an existing ditch that is informally known as the Desantel Drain, that drains a handful of residential properties, and some larger farm field areas. The petition is requesting to formalize this ditch into a municipal drain, and to have maintenance done to improve its function.

Pursuant to the Drainage Act, administration has notified the Conservation Authority, and is in a position to appoint an Engineer. The Town has reached out to RC Spencer and Associates, and they are ready to act as the Drainage Engineer for this project.

Next steps, should Council concur with the recommendation, are to hold an on-site meeting with the affected land owners. Once we know the exact number of land owners affected, we can plan a meeting accordingly, within the COVID-19 guidelines.

Consultations

ERCA

Financial Implications

Initial consulting fees to be funded from the drainage capital fund, however if project proceeds, costs are recaptured through assessment as per the Drainage Act.

Prepared By:

A handwritten signature in black ink, appearing to read "Jonathan Osborne". The signature is written in a cursive, flowing style.

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 - 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:	Engineer Appointment - Desantel Drain.docx
Attachments:	- Desantel Drain Sketch.pdf - Petition for Drainage Works_Desantel.pdf
Final Approval Date:	Apr 6, 2021

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



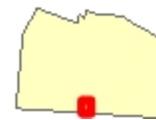
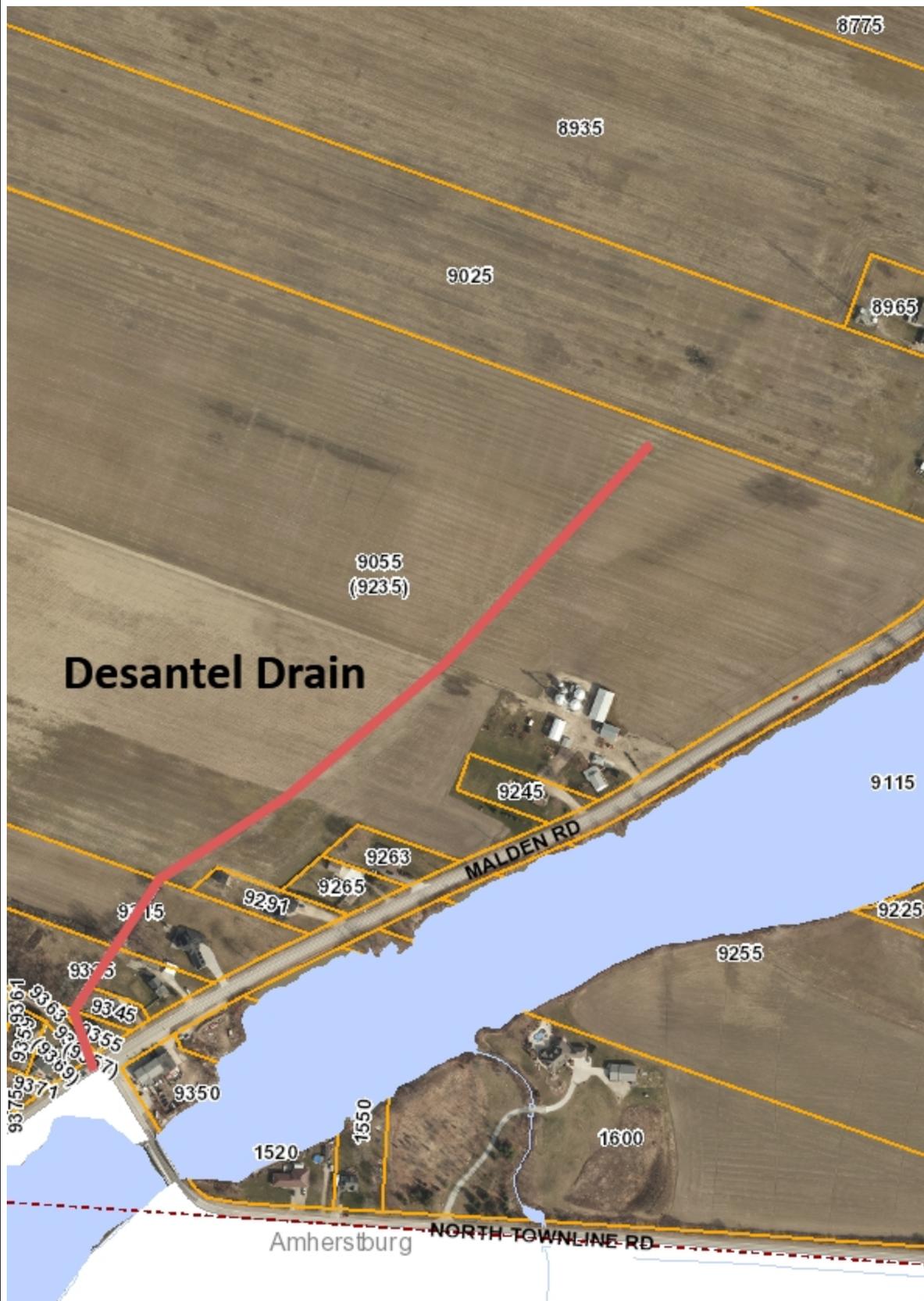
Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia



Legend

- Essex Terminal Railway
- Water Features
- Addresses
- Parcels

Scale: 1: 4,592.84



0 61.97 123.95 Meters

THIS MAP IS NOT A LEGAL SURVEY

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.

Printed: 4/1/2021 3:22 PM

Notes



This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Town of LaSalle

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>BEZAIRE</u>	(First Name) <u>JEAN-PAUL</u>	Telephone Number <u>519 791 4850</u>
--	----------------------------------	---

Address	
Road/Street Number <u>9235</u>	Road/Street Name <u>MALDEN</u>

Location of Project			
Lot	Concession	Municipality <u>LASALLE</u>	Former Municipality (if applicable)

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Name of watercourse (if known)
DESARTEL DRAIN

Estimated length of project
260m

General description of soils in the area

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this 3rd day of March, 2011

Name of Clerk (Last, first name) <u>Robertson Agatha</u>	Signature <u>[Signature]</u>
---	---------------------------------

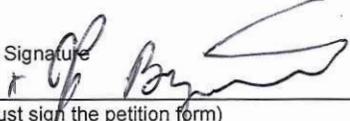
- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description 9235 MALDEN ROAD (FARM FIELD)
Ward or Geographic Township LASKLE	Parcel Roll Number 1600 7000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print) BEZARE, JERN PAUL	Signature 	Date (yyyy/mm/dd)
--	---	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation. Date (yyyy/mm/dd)
Position Title	

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) Robertson Agatha	Signature 
Name of Corporation The Corporation of the Town of Laskle	I have the authority to bind the Corporation. Date (yyyy/mm/dd) 2021/03/23
Position Title Clerk	

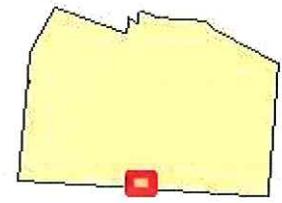
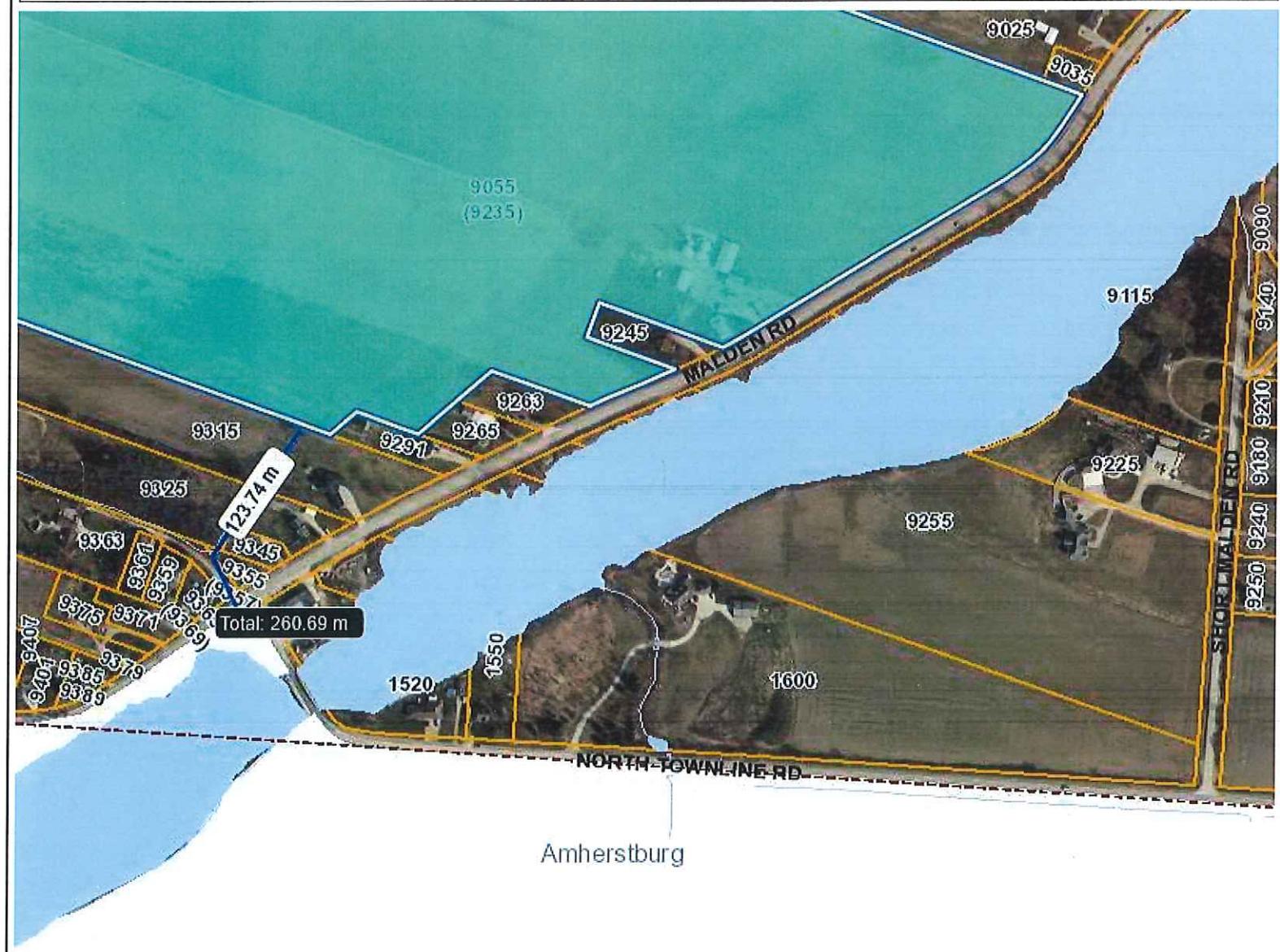
Check here if additional sheets are attached Clerk initial **A.R.**

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information
Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



Legend

- Essex Terminal Railway
- Water Features
- Addresses
- Parcels

Scale: 1:4,820



Printed: 2/26/2021

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: Mark Beggs, Manager of Roads and Parks

Department: Public Works

Date of Report: April 1, 2021

Report Number: PW-12-2021

Subject: Parks Tennis Court Resurfacing 2021 Capital Project

Recommendation

That the report of the Manager of Roads and Parks dated April 1, 2021 (PW-12-2021) regarding the 2021 capital project to resurface tennis courts be received.

And the the recommendation to proceed with the pricing received from “All Lined Up” for the complete project at a cost of \$42,500 (plus taxes), and additional funding required to complete the project be funded from the Parks Reserve Fund, be approved.

Report

As part of the 2021 capital budget, rehabilitation of the tennis courts and basketball court at Vince Jenner Park, and the tennis court at Brian Briggs parks we identified as projects. The budget for the complete project was originally estimated at \$30,000.

Quotations were received for the project, the pricing received is as follows:

1. All Lined Up \$42,500 (plus tax)
2. Barber Court \$62,339 (plus tax)
3. Court Surface Specialists \$60,000 (plus tax)

After reviewing the quotations, there are not any options to change the scope of the work to reduce the cost, other than eliminating some of the work to be completed. Since all of the court areas are in need of rehabilitation, and the needs for the courts are high due to the Front Rd Tennis courts being reconstructed; it is recommended that the Town proceed with the entire project.

The additional \$12,500 required to complete the project will be funded from the Parks Reserve Fund, as discussed with the Finance Department.

It is recommended that the Town proceed with awarding All Lined Up with the rehabilitation project at a cost of \$42,500 (plus tax).

Consultations

The finance department was consulted regarding the additional funding required from the Parks Reserve Fund to complete the entire project.

Financial Implications

The approved capital budget of \$30,000 plus an additional \$12,500 from the Parks Reserve Fund will be used to fund this project.

Prepared By:



Manager, Parks and Roads

Mark Beggs

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 - Yes
5. Sustaining strong public services and infrastructure - Yes

Communications

None

Notifications

None

Report Approval Details

Document Title:	PW-12-2021 Parks Tennis Court Resurfacing 2021 Capital Project.docx
Attachments:	
Final Approval Date:	Apr 6, 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: Allen Burgess, MCIP, RPP

Department: Development & Strategic Initiatives

Date of Report: April 1, 2021

Report Number: DS-08-21

Attachments: Street naming request & Figure 1 – Site Plan

Subject: Street Name Request for the Harmony Lakes Subdivision

Applicant & Registered Owner: Lankor Horizons Development Inc.
Harmony Lakes Subdivision

Planner: Melanie Muir Dillon Consulting

Location: South/west corner Huron Church Line Road & Laurier Parkway.

Recommendation

That the report of the Supervisor of Planning and Development Services dated April 1, 2021 (DS-08-2021) regarding the approval of street names for the Harmony Lakes Subdivision be approved as noted herein.

Report

This report is intended to provide members of Council with comments and recommendations regarding a request that has been submitted to name streets within the Harmony Lakes Subdivision. The owners of the Harmony Lakes Subdivision have selected the following names, Unity Crescent, Harmony Crescent, Terra Bella Drive, Valerio Drive, Caterina Lane.

Staff have reviewed name's and administration is in support of the proposed names and recommend them to Council for their approval.

A plan depicting the location of the subject road allowances within the Harmony Lakes Subdivision is attached as Figure 1.

Consultations

Proposed names were reviewed with Town staff in various departments

Financial Implications

None

Prepared By:



Supervisor, Planning and Development

Allen Burgess, MCIP, RPP

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

Communications

Not applicable

Notifications

Name	Address	Email
<i>Melanie Muir</i>	Dillon Consulting	mmuir@dillon.ca

Report Approval Details

Document Title:	Harmony Lakes Subdivision Street Name Request .docx
Attachments:	- 21-1164 - Street Name Request.pdf - Figure 1 - Harmony Draft Plan Subdivision with Proposed Street Names.pdf
Final Approval Date:	Apr 6, 2021

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



Director, Development and
Strategic Initiatives

Larry Silani



Chief Administrative Officer

Joe Milicia



Our File: 21-1164

April 1, 2021

Town of LaSalle
5950 Malden Road
LaSalle, ON
N9H 1S4

Attention: Larry Silani
Director, Development & Strategic Initiatives

**Harmony Lakes Subdivision
Street Name Request
Draft Plan of Subdivision – 37-T-19003**

On behalf of our client, Lankor Horizons Development Inc., we are requesting the following street names for the Harmony Lakes Subdivision:

- Unity Court;
- Harmony Court;
- Terra Bella Drive;
- Valerio Crescent;
- Caterina Crescent;
- Cremasco Street (extension);
- Meo Boulevard (extension); and
- Fiorino Street (extension).

For your convenience, we have attached the Draft Plan of Subdivision (as revised) with the proposed street names included.

It is anticipated that servicing for the subdivision will commence Spring 2021. We trust that you will be able to process this request at your earliest convenience. Should you have any questions or require additional information, please do not hesitate to contact the undersigned at (519) 791-2221 or mmuir@dillon.ca.

Sincerely,

DILLON CONSULTING LIMITED

A handwritten signature in blue ink, appearing to read "mmuir".

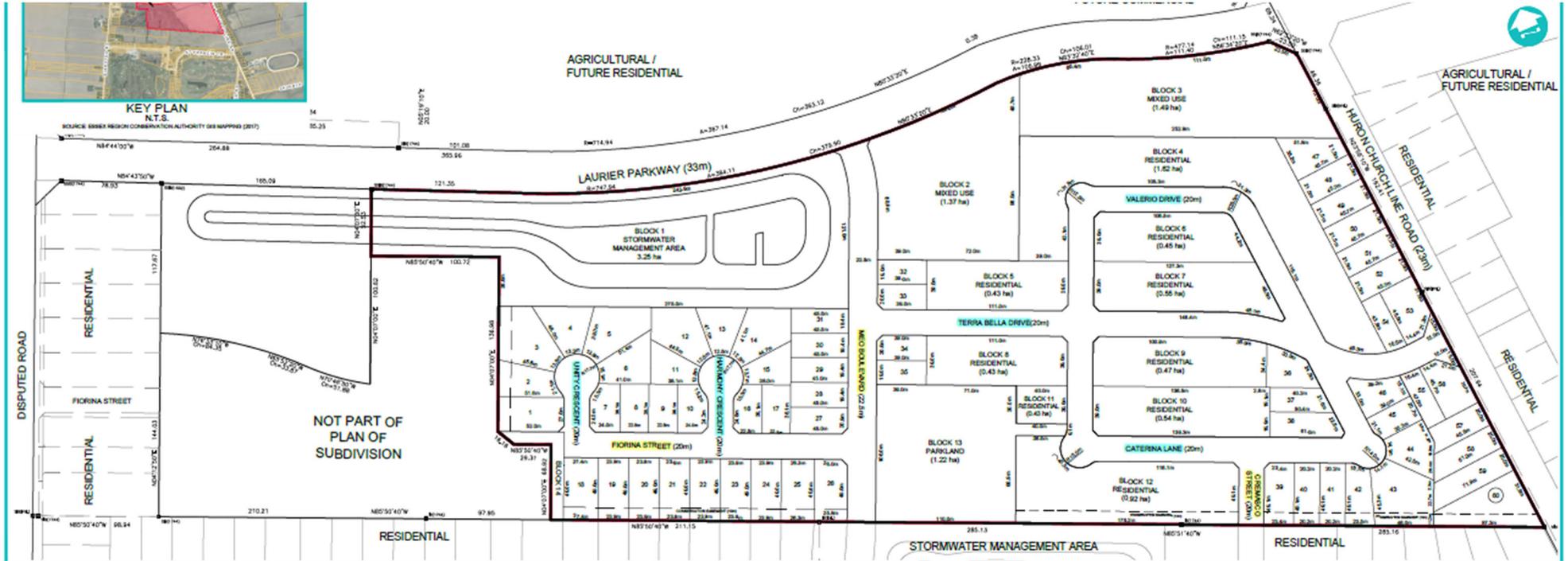
Melanie Muir, MCIP RPP
Planner
MAM:dt
Encl.

cc+Encl.: Wing On Li, Lankor Horizons Development Inc.
Allen Burgess, Town of LaSalle

3200 Deziel Drive
Suite 608
Windsor, Ontario
Canada
N8W 5K8
Telephone
519.948.5000
Fax
519.948.5054

Dillon Consulting
Limited

Figure 1 Harmony Draft Plan Subdivision with Proposed Street Names



Names highlighted in **Blue** are Proposed

Names highlighted in **Yellow** are Previously Approved Names



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Allen Burgess, MCIP, RPP. Supervisor of Planning & Development Services

Department: Development & Strategic Initiatives

Date of Report: April 1, 2021

Report Number: DS-09-2021

Attachments: Figure 1 and Figure 2

Subject: A request to approve a site plan control application, to permit the construction of a 230 square metre two storey mixed use commercial building containing two apartment dwelling units

Application: Site Plan Control

Out File Number: SPC – 04/20

Applicant & Registered Owner: 1830088 Ontario Ltd (Laith Saleem – Capri Pizza)

Agent/Architect: Raid Jamil, Hanna Ghobrial and Associates Ltd.

Location: Southwest corner of Front Road and Major Blvd.

Recommendation

That the report of the Supervisor of Planning and Development Services dated April 1, 2021 (DS-09-2021) regarding a request to approve a site plan control application, to permit the construction of a 230 square metre two storey mixed use commercial building containing two apartment dwelling units BE APPROVED.

Report

This report is intended to provide members of Council with comments and recommendations regarding a site plan control application that has been submitted, which if approved would result in a new 230 square metre two storey mixed use commercial building containing two apartment dwelling units being built on the subject lands.

In assessing the merits of the subject application, the following comments are offered for Council's consideration:

- i) The subject lands are designated "Waterfront District" in the Town's approved Official Plan. Zoning By-law No. 5050 currently zones this site in a General Commercial Zone - "C2". Retail, Office, Day Care Centre, Restaurant, Residential units, and other similar Commercial uses are permitted land uses at this location. The Applicant's site plan conforms to the Town's approved Official Plan and complies with the applicable Zoning By-law regulations;
- ii) The Applicant will be required to construct a new sidewalk and concrete curb along Major Blvd;
- iii) Seventeen parking spaces are proposed, which exceeds the minimum number of parking spaces required for the proposed mixed-use building. Figure 1 is the Applicant's proposed site plan;
- iv) A six-foot noise attenuating fence will be constructed along the rear yard abutting the existing residential dwelling on Major Blvd. Cut-off lighting will also be utilized to prevent excess light from entering the neighbouring properties. The balance of the site will be landscaped as shown on Figure 2 - the Applicant's proposed landscape plan.

A draft site plan control agreement has been prepared for this site. It is recommended that this site plan application be approved and that the corresponding draft agreement be executed. Staff should be instructed to take the necessary steps to have this agreement registered on title against the subject lands. We would be pleased to answer any questions with respect to the comments and recommendations that are contained within this Staff report.

Consultations

Consultation with staff was sought out and comments were included in this report.

Financial Implications

n/a

Prepared By:



Supervisor, Planning and Development

Allen Burgess, MCIP, RPP.

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 - Yes
4. Build on our high-quality of life - Yes

Communications

not applicable.

Notifications

Name	Address	Email
<i>Laith Saleem</i>	Applicant	Laith Saleem77@hotmail.com
Raid Jamil	Agent	rjamil@hga.ltd

Report Approval Details

Document Title:	SPC-04-20 - Front Road-Major Blvd - Mixed Use Building.docx
Attachments:	- Figure 1 - SPC 04-20 SitePlan Front-Major.pdf - Figure 2 - SPC 04-20 Landscape Plan Front-Major.pdf
Final Approval Date:	Apr 6, 2021

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



Director, Development and Strategic Initiatives

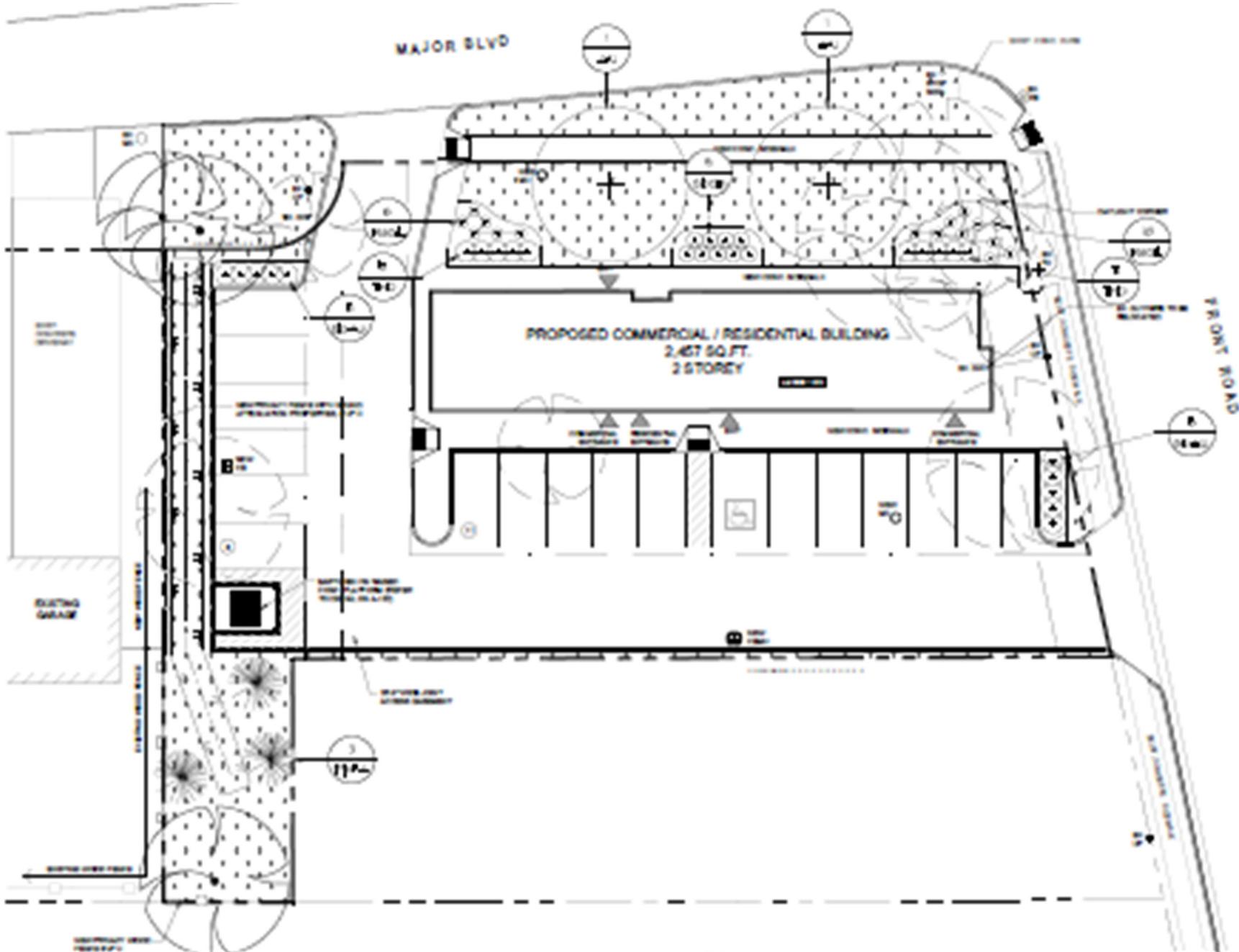
Larry Silani



Chief Administrative Officer

Joe Milicia

Figure 2 SPC-04-20 Landscape Plan – Front Road/Major Blvd.





THE CORPORATION OF THE TOWN OF LASALLE

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

March 18, 2021

9:00 a.m.

Meeting Held Virtually

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

Administration Present: P. Marra, Deputy CAO, P. Funaro, Director of Parks and Recreation, M. Beggs, Manager of Parks and Roads, M. Masonovich, Manager of Fleet & Facilities, T. Brydon, Supervisor of Parks, Gaetano Ferraro, Manager of Finance/Deputy Treasurer, T. Coke, Council Coordinator, L. Jean, Deputy Clerk

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 disclosed.

C. ADOPTION OF MINUTES

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the minutes of the meeting of the Parks, Recreation and Events Committee Meeting dated February 18, 2021 be adopted as presented.

Carried.

D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

1. Alternative events in 2021

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the report of the Director of Culture and Recreation dated March 20, 2021 (CR-2021-06) regarding the alternative events in 2021 BE RECEIVED and that the recommendation to spend \$19,950.00 from the Culture and Recreation 2021 Operating Budget BE APPROVED.

Carried.

2. Communication of Arena Reopening Protocols

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation and Manager of Facilities dated March 10, 2021 (CR-2021-07) regarding the communication of arena reopening protocols BE RECEIVED.

Carried.

3. Active Net Recreation Software Update

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-08) regarding an update on Active Net software BE RECEIVED.

Carried.

4. Activity Registration Policy

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-09) regarding the Activity Registration Policy BE RECEIVED and that the Activity Registration Policy BE APPROVED.

Carried.

5. Private Rental Policy

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-10) regarding the Private Rental Policy BE RECEIVED and that the Private Rental Policy BE AMENDED and brought back to the Committee for review.

Carried.

E. NEXT MEETING

The next scheduled meeting will be held on April 15, 2021 at 9:00 a.m.

F. ADJOURNMENT

The meeting is adjourned at the call of the Chair at 9:36 p.m.

Chair

Council Co-ordinator



COMMITTEE MATTERS
Parks, Recreation and Events Committee

March 18, 2021

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

1. **Subject: Alternative Events**

Motion: Moved by Councillor Renaud
Seconded by Councillor Desjarlais

That the report of the Director of Culture and Recreation dated March 20, 2021 (CR-2021-06) regarding the alternative events in 2021 be received and that the recommendation to spend \$19,500.00 from the Culture and Recreation 2021 Operating Budget be approved

2. **Subject: Communication of Arena Reopening Protocols**

Motion: Moved by Councillor Desjarlais
Seconded by: Councillor Renaud

That the report of the Director of Culture and Recreation and Manager of Facilities dated March 10, 2021 (CR-2021-07) regarding the communication of arena reopening protocols be received.

3. **Subject: Active Net Recreation Software Update**

Motion: Moved by Councillor Renaud
Seconded by: Councillor Desjarlais

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-08) regarding an update on Active Net Software be received.

4. **Subject: Activity Registration Policy**

Motion: Moved by Councillor Desjarlais
Seconded by: Councillor Renaud

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-09) regarding the Activity Registration policy be received and that the Activity Registration Policy be approved.

Committee Matter #1

Alternative Events in 2021



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: March 10, 2021

Report Number: CR-2021-06

Subject: Alternative events in 2021

Recommendation

That the report of the Director of Culture and Recreation dated March 20, 2021 (CR-2021-06) regarding the alternative events in 2021 BE RECEIVED and that the recommendation to spend \$19,950.00 from the Culture and Recreation 2021 Operating Budget BE APPROVED.

Report

The following outlines suggested alternative special event activities for the community while still adhering to the guidelines and restrictions established by public health authorities.

Strawberry Festival

It is important to continue engaging with regular attendees of the Strawberry Festival to keep the event top of mind and ensure a successful event post-covid. A number of virtual activities were developed in 2020 and culture and recreation staff have continued to research trends to build upon our success in 2021. The following activities and associated costs are outlined for consideration:

Rise2Fame Youth Talent Search

In partnership with the Western Fair, the Rise2Fame Youth Talent Search will take place virtually. Winners will be announced the weekend the Strawberry Festival would normally take place.

Strawberry Festival in a Box (\$2500.00)

This is a big trend throughout Ontario for festivals, events and camps. A box of strawberry themed activities and supplies will be prepared and distributed to families. Included with the box of activities will be secure links to Zoom programs that will take

place the weekend of the Strawberry Festival. These programs will guide families and children through the activities, using the supplies provided in the box. Examples of activities include strawberry planting, strawberry themed crafts etc).

A maximum of 250 families could register for a box. The cost per box is approximately \$10.00.

Mascot Dance Off

Captain Strawberry will face off again against local mascots and the community can vote through social media for the best dancer.

Virtual Escape Room (\$100.00)

Families can uncover clues and solve puzzles to save the Strawberry Festival. Once the code is unlocked, it can be sent in for a chance at winning a prize.

Social Media Contests (\$250.00)

Various Strawberry Festival themed contests to remain connected and engaged with the community.

Virtual Children's Show (\$1500.00)

A virtual children's show themed around the festival such as a magician.

Night Markets (\$6000.00)

A modified version of the Night Market can be offered at an estimated cost of \$1200.00 each. This would cover the cost of security and program staff to manage crowds and covid protocols.

Drive-In Movies (\$7600.00)

Drive-in movies are allowed under the Reopening Ontario Framework, provided that participants remain in their cars and cars are spaced six feet apart. A site layout has been developed and an event such as this could accommodate 150 cars per event. Participants would pre-register in advance to reserve a spot due to the limited space. Hosting four of these over the summer season would allow us to accommodate as many people as possible.

Logistical Items (\$2000.00)

This would cover the cost of items such as signage, barriers, hand sanitizing stations etc for use at all in person events.

Consultations

N/A

Financial Implications

\$19,950.00

Prepared By:

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

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 - Not Applicable
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

N/A

Notifications

N/A

Committee Matter #2

Communication of Arena Reopening Protocols



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 and Mark Masanovich, Manager of Facilities

Department: Culture and Recreation

Date of Report: March 10, 2021

Report Number: CR-2021-07

Subject: Communication of Arena Reopening Protocols

Recommendation

That the report of the Director of Culture and Recreation and Manager of Facilities dated March 10, 2021 (CR-2021-07) regarding the communication of arena reopening protocols BE RECEIVED.

Report

As we phase in the reopening of the Vollmer Complex, it is important to reflect on lessons learned during the initial reopening of the arena in the fall of 2020. During that time, it was challenging to communicate to our user groups, coaches, participants and parents the protocols that were put in place by various governing bodies including public health officials and provincial sport organizations. This resulted in the protocols often not being adhered to and frustrated staff and patrons.

In an effort to improve communication, Culture and Recreation and Public Works representatives will be hosting a number of virtual meetings for user group executives and coaches. It is our intention that all invited will attend a meeting prior to returning to the facility. The meetings will review covid protocols along with other important facility information and will be kept to approximately thirty minutes in length. Several dates and times will be offered to ensure that everyone can attend at a time that is convenient for them.

The plan is to continue meetings such as this each year at the start of the season. This ongoing communication will assist in educating our users, creating awareness of facility rules and expectations and maintaining positive relationships.

Consultations

none

Financial Implications

none

Prepared By:



Director of Culture & Recreation

Patti Funaro

Link to Strategic Goals

1. Enhancing organizational excellence - Choose an item.
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Choose an item.
4. Build on our high-quality of life - Choose an item.
5. Sustaining strong public services and infrastructure - Choose an item.

Communications

N/A

Notifications

N/A

Committee Matter #3

Active Net Recreation Software Update



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: March 12, 2021

Report Number: CR-2021-08

Subject: Active Net Recreation Software Update

Recommendation

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-08) regarding an update on Active Net software BE RECEIVED.

Report

On March 1, 2021, the Department of Culture and Recreation launched Active Net recreation software. As with any new software, some procOverall, the transition to date has been successful and staff are reporting many benefits to the new software and efficiencies created including:

- More user friendly for the public to complete online registration, purchase memberships and request facilities
- More user friendly and time efficient for staff (easier to navigate and quicker registration process)
- Easier and faster for staff to enter program information on the backend
- Auto generated report and report distribution (for example, finance reports, operations reports etc)
- Less user error due to integrated debit/credit machines
- Easier refund process
- Online private lesson registration (including instructor requests)
- Digitized check-in and attendance for all programs, resulting in reduced staff time to prepare class rosters, reduction in printing, stricter adherence to privacy legislation and digital storage

Consultations

N/A

Financial Implications

N/A

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 - 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

N/A

Notifications

N/A

Committee Matter #4

Activity Registration Policy



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: March 12, 2021

Report Number: CR-2021-09

Subject: Activity Registration Policy

Recommendation

That the report of the Director of Culture and Recreation dated March 12, 2021 (CR-2021-09) regarding the Activity Registration Policy BE RECEIVED and that the Activity Registration Policy BE APPROVED.

Report

The Activity Registration Policy will ensure that the Department of Culture and Recreation is providing professional customer service during the activity registration process by outlining rules and policies that govern various steps during recreation activity registration. The policy covers:

- Priority registration
- Regular registration
- Waitlists
- Cancelled programs
- Activity Transfers
- Withdrawing from a program
- Refunds and Credits

Consultations

N/A

Financial Implications

N/A

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 - 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

N/A

Notifications

N/A



The Corporation of the Town of LaSalle
Policy Manual

Activity Registration Policy

Policy Manual Section: Municipal Services – Culture and Recreation

Policy Number:

Authority:

Date Approved:

Department Responsible: Culture and Recreation

Revision Date:

Review Date:

Status: Active

Policy Statement

The Town of LaSalle (hereby referenced as ‘the Town’) is committed to providing professional customer service during the registration process. This is established by outlining rules and policies that govern various steps during recreation activity registration.

Purpose

The purpose of this policy is to provide transparency to the registration process for recreation activities.

Scope

This policy applies to all recreation activities hosted by the Town.

Definitions

- Activity shall be defined as a recreation program hosted by the Town.
- Participant shall be defined as those who are seeking registration in a Town activity

Policy

Priority Registration

The Town will accept early registration (priority registration) prior to the regular registration start date for an additional fee. The fee is outlined in Schedule F of the Town’s User Fee By-Law, as amended from time to time. Fees will be automatically applied at the time of registration during the priority period.

Regular Registration

The Town will accept activity registration for all activities between the start date and end date of the registration period. Registration period start and end dates are subject to change between seasons. Registration periods will be communicated to customers in advance.

Registration is accepted on a first come first serve basis.

Registration Deadlines

Registrations for Aquatic Leadership/Workshops/One-Day Courses must be done in advance to ensure adequate resources and supplies are available for participants. In some circumstances same day registration maybe permitted at the discretion of the Supervisor or designate.

For all program activities, registration may occur if three (3) or less classes have occurred. If three (3) or more courses have occurred, program registration will not be accepted. Customers who register after the start date of the program are entitled to a pro-rated fee to reflect the number of classes remaining in the program. Activity registration will not be accepted after the registration period ends.

Same Day Registrations

Same day registrations may be permitted if space is available in the activity. Same-day registrations for day camp programs shall be subject to an administrative fee, as outlined in Schedule F of the Town's User Fee By-Law.

Registration Methods

The Town accepts activity registration by phone and in-house at the Vollmer Recreation Complex during front desk hours. Online registration is also accepted any time at www.lasalle.ca/register.

Participants must pay in full at the time of registration. Accepted methods of payment include credit card, debit card, cash and cheque. Spaces will not be reserved without payment.

Registration with P2P

To register using P2P (Pathway to Potential) participants must reside within the Town of LaSalle and must provide proof of family net income. Registration is completed through the Department of Culture and Recreation and funding is applied on a first-come, first-serve basis. Participants are required to produce the updated and appropriate relevant financial forms annually.

Participants are required to pay a percentage of the program fees (a minimum of 10%). Percentage paid by participants could change based on factors such as funding and availability. Funding is not guaranteed. Recipients can receive support up to a maximum dollar-value per year based on funding and availability. Funding is not guaranteed.

Waitlists

When an activity has reached capacity, any further potential participants will be put on a waiting list. If a spot becomes available within the registration period, customers on the waitlist will be

contacted in the order of waitlist registration. If the registration period has closed, waitlists will not be used.

Should a spot become available, all participants on the waitlist will be contacted by email. If an email address is not provided, an attempt will be made by telephone. Registration for the available spot(s) will be taken on a first come, first serve basis.

Pre-Admission for Drop-In Activities

The Town may hold recreational activities that allow pre-admission. Pre-admission is a courtesy list that reserves a spot in advance without pre-payment. Payment will be required at the time of check-in, to the drop-in activity. Pre-admission may be used for drop-in activities such as public swims, recreational skates and Town events. Customers must register each individual participant looking to attend the drop-in activity. Pre-admission can be made online, in-house and by phone.

Pre-admission can be done for a drop-in recreational activity at the beginning of the sessional registration period.

Customers will receive confirmation of their pre-admission in writing to the email address on account. Customers must confirm their email address while completing a pre-admission request.

Customers with pre-admission must arrive within ten (10) minutes of the drop-in activity start time, in order to be courteous to those waiting. Pre-admission is no longer valid after ten (10) minutes into the drop-in activity start time.

Activity Transfers

Activity transfers will be permitted if program space is available and if prerequisites are met. Customers may transfer a program registration at any time in the first three (3) classes of the program. If more than three (3) classes have occurred, program transfers will not be permitted.

All requests for transfers/refunds for Aquatic Leadership/Workshops/One Day Courses must be received in writing five (5) business days or more before the program start date.

Employees may be required to initiate a transfer based on the program participant's skill level, abilities and specific needs. These transfers will also be completed during the first three (3) classes. In the event that a transfer of this nature cannot be accommodated, a pro-rated refund will be issued to the customer. No administrative fees will be charged.

Requests for transfers in day camp must be made more than five (5) days prior to the selected camp day.

Activity transfers shall be performed by the Customer Service Representative during front desk hours. Transfer requests may not be accommodated based on room availability, registration enrollment, instructor availability etc.

Activity Refunds

The Town will issue refunds to customers based on the date the request for refund is submitted. All requests for refunds must be made to the customer service representatives. This request can be completed over the phone or in person at the customer service desk. All refunds will be processed as indicated below. Submission does not guarantee a refund. The refund process may

take 4-6 weeks for processing. Please Note: Non-attendance and/or advising employees does not indicate a notice of withdrawal.

Refunds will be issued in the same method as the original payment. If payment was made by credit card, the refund will be issued back onto the same card. No cash refunds will be issued. If the payment was made by debit or cash a cheque will be processed and mailed to the address on the customer's account.

Customers may determine whether they would like the funds placed as credits on their account or back in the form of a refund. Should a customer elect to have their refund placed on their account for future activity, the \$10.00 administrative charge is waived.

Refunds initiated by the customer

Requests received at least five (5) days prior to the activity start date:

- Customers requesting a refund at least five (5) days prior to the activity start date will receive a full refund. No administrative charge is applied.

Requests received less than five (5) days prior to the activity start date:

- Customer requesting a refund less than five (5) days prior to the start of the program they will receive a full refund less a \$10.00 administrative charge. Should the customer elect to put their refund on account in the form of a credit, the \$10.00 administrative charge is waived.

Requests received on the first day of the program until the third day of the program:

- Refund requests received on the first day of the program, up to and including, the third day of the program will receive a pro-rated refund with a \$10.00 administrative fee.

Requests received after the third day of the program:

- Requests for refunds submitted in writing after the third day of the program will not be eligible for a refund or credit, unless a medical note is attached.

Requests received after the completion of the program:

- No refunds will be issued.

Refunds initiated by the Town

Should an activity be cancelled due to low registration or the program has been cancelled due to another reason, customers will receive a full refund or credit on their account. No administrative charges will apply. Where applied, customers will also receive a refund for any priority fees applied.

If a program participant is being asked to leave a program by an employee, the program participant will receive a refund or credit. No administrative charges will apply. Where applied, customers will also receive a refund for any priority fees applied.

P2P Refunds

Participants that have paid with P2P or Jumpstart funding are not entitled to a refund or credit if a class has been cancelled or if the customer is withdrawn.

Cancellations and Closures

The Town will make efforts to communicate cancellations and closures in advance through various methods such as phone calls, text messages, emails, social media and website updates. Examples of cancellations known in advance include the following:

- Minimum participant criteria not met
- Activity space no longer available
- Construction or maintenance periods

Cancellations made in advance are subject to refunds in accordance with the refund policy. Some cancellations may occur unexpectedly and abruptly. In the event of an abrupt cancellation, the Town will make efforts to contact those customers affected by the cancellation through emails, phones or automated text messages. In some circumstances, cancellations may occur without any advanced notice such as the following:

- Severe weather
- Pool fouling
- Emergency situation
- Mechanical failure

Cancellations that are beyond the control of the Town are not eligible for a refund.

Swim Lessons

When aquatic programs are disrupted and in-water instruction is not possible, employees will attempt to provide alternative methods of instruction utilizing WaterSmart education. Private swimming lessons will be re-scheduled where possible. Participants enrolled in lessons where three (3) or more classes within the session were cancelled, will receive a refund or credit for one (1) lesson.

Phone and Voicemails

Voicemails are monitored. The Town shall respond to all customer inquiries within a period of two (2) business days. Voicemails return calls are completed in a sequential order. During periods of high call volume (activity registration periods), phones may be answered less frequently.

Admission

The Town utilizes a variety of methods to indicate proof of payment for activities. Such methods include but are not limited to wristbands, stamps, receipts and proof of payment cards. Customers must obtain their proof of admission from the front desk prior to reporting to their activity. Employees can collect or request to view the proof of admission at the activity location.

The Town of LaSalle is committed to ensuring the safety and supervision of all children and youth within the facility. Individuals looking to gain admittance into the aquatics centre will be admitted in accordance to the Town of LaSalle Aquatics Admission Policy. Admittance onto the walking track located in the Vollmer Complex fitness centre will be done in accordance with the Town of LaSalle Walking Track Policy. Town of LaSalle employees may deny access to a customer if adequate supervision cannot be provided.

Customer Pickup

Documents for customer pickup will be stored at the Vollmer Complex front desk. These documents may include but are not limited to rental contracts, receipts of payment and report cards. Employees will notify customers that a document is ready for pickup. Documents for pickup must be picked up in a timely manner. Documents that are not picked up will be shredded and disposed of.

Protecting Personal Information

In accordance with the Municipal Freedom of Information and Protection Act, personal information is collected under the authority of the Municipal Act, and will only be used for purposes related to program registration and facility use.

Policy Review

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

References

- Town of LaSalle Fee Schedule Bylaw
- Town of LaSalle Aquatics Admission Policy
- Town of LaSalle Walking Track Policy
- Town of LaSalle Records Retention Schedule

Review Dates



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Dawn Hadre, Corporate Communication and Promotions Officer

Department: Administration

Date of Report: April 6, 2021

Report Number: CAO-C&P-04-2021

Subject: University of Windsor Convocation Photo Roadshow

Recommendation

That the report of the Corporate Communication and Promotions Officer dated April 6, 2021 (CAO-C&P-04-2021) regarding the University of Windsor Convocation Photo Roadshow be received.

Report

The Town of LaSalle is partnering with the University of Windsor to host their Convocation Photo Roadshow in the parking lot at the Riverdance building on Friday, June 18. Due to COVID-19, the university is altering their plans for 2021 graduates, and is travelling throughout Essex County in mid-June to host photo opportunities with their President and Chancellor. Mayor Marc Bondy will be attending for a portion of the session in LaSalle.

The parking lot closest to the Riverdance building will be blocked off for the day on June 18. The university will be having a tent put up in the parking lot, along with other backdrops for their photos. The Town will provide access into the Riverdance building for washrooms. There are no other set-up requirements requested of the Town.

This event is by invitation only with the students confirming their attendance in advance, and will be limited to approximately 60 students between 11:00 am and 2:00 pm (five students per hour). All COVID-19 protocols will be followed. The tent will be set up in the morning and removed the same afternoon.

Consultations

CAO and Department Head Group

Financial Implications

None

Prepared By:



Corporate Communication and
Promotions Officer

Dawn Hadre

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 - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

Communications

This is a private event, therefore, no communications are required.

Notifications

No notifications required.

Report Approval Details

Document Title:	University of Windsor Convocation Photo Roadshow.docx
Attachments:	
Final Approval Date:	Apr 6, 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

To: Mayor and Members of Council

Prepared by: Chantelle Anson, Supervisor of Accounting

Department: Finance

Date of Report: April 6, 2021

Report Number: FIN-10-2021

Subject: 2020 4th Quarter Report

Recommendation

That the report of the Supervisor of Accounting dated April 6, 2021 (FIN-10-2021) regarding the financial position of the Town of LaSalle as of the 4th quarter be received.

Report

COVID-19 brought with it many budget implications in 2020, which are reflected in each departmental area. Federal-Provincial Safe Restart funding was received to help mitigate these impacts and is reflected in full under Corporate Revenue. Please refer to the attached 2020 4th Quarter Report and December 2020 Financial Statement for details.

Consultations

Not applicable.

Financial Implications

Contained within attached appendix.

Prepared By:

Supervisor of Accounting

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Choose an item.
3. Grow and diversify the local economy - Choose an item.
4. Build on our high-quality of life - Choose an item.
5. Sustaining strong public services and infrastructure - Choose an item.

Communications

Not applicable.

Notifications

Not applicable.

Report Approval Details

Document Title:	FIN-10-2021 2020 4th Quarter Report.docx
Attachments:	- FIN-10-2021 Appendix A-2020 4th Quarter Report.pdf
Final Approval Date:	Apr 6, 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

TOWN OF LASALLE
FINANCIAL STATEMENT
2020 4th Quarter Report

Corporate Results:

Revenue	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Operating Fund	41,431,500	42,871,872	103.5%	38,434,900	41,374,580	107.7%	41,374,580
Water Fund	5,862,000	6,353,241	108.4%	5,557,000	5,695,646	102.5%	5,695,646
Wastewater Fund	4,375,500	4,651,409	106.3%	4,144,500	4,210,943	101.6%	4,210,943
Corporate Total	51,669,000	53,876,522	104.3%	48,136,400	51,281,168	106.5%	51,281,168

Expenditures	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Operating Fund	41,431,500	42,764,716	103.2%	38,434,900	41,282,131	107.4%	41,282,131
Water Fund	5,862,000	6,349,296	108.3%	5,557,000	5,695,191	102.5%	5,695,191
Wastewater Fund	4,375,500	4,646,296	106.2%	4,144,500	4,207,581	101.5%	4,207,581
Corporate Total	51,669,000	53,760,308	104.0%	48,136,400	51,184,903	106.3%	51,184,903

Overall Summary:

The COVID-19 pandemic put stress on the 2020 operating budget in the form of both revenue losses and unanticipated emergency response expenditures. Funding under the Federal-Provincial Safe Restart Agreement offset these losses. Funding from upper levels of government as well measures taken by the municipality resulted in the operating fund finishing the year in a net surplus position of \$107,000, with reserve transfers \$2.6M in excess of budget. The water fund finished with a net surplus of approximately \$4,000 after the final transfer of \$485,000 to the water projects reserve at year end. These wastewater fund is in a surplus position of \$5,000, after the final transfer of \$94,000 to the sewer projects reserve fund.

Departmental Results:

Revenue	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Departmental Total	41,431,500	42,871,872	103.5%	38,434,900	41,374,580	107.7%	41,374,580
General Levy	36,705,800	36,854,338	100.4%	34,404,200	34,550,670	100.4%	34,550,670
Supplementary Levy	455,000	884,889	194.5%	195,000	605,712	310.6%	605,712

Comments:

Funding from the Federal -Provincial Safe Restart agreement of \$952,000 coupled with higher than budgeted supplemental tax billings are the drivers behind the surplus in these revenue accounts.

Interest/Penalties-Taxes	305,000	165,845	54.4%	275,000	322,083	117.1%	322,083
Interest Income	700,000	709,868	101.4%	500,000	959,412	191.9%	959,412
EPC Income	580,000	578,556	99.8%	560,000	578,556	103.3%	578,556

Comments:

The Council-approved waiver of penalty and interest charges on property taxes from March through September (due to the economic impacts of COVID-19 on taxpayers) halved income from this revenue stream in 2020. This waiver expired September 30th and penalty and interest began accruing again on October 1st.

Mayor & Council	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	0	0	100.0%	0	111	100.0%	111
Labour Costs	340,200	311,860	91.7%	299,200	311,349	104.1%	311,349
Operating Costs	105,200	29,233	27.8%	105,200	73,323	69.7%	73,323
Departmental Total	445,400	341,093	76.6%	404,400	384,561	95.1%	384,561

Comments:

Operating costs were lower than prior year due to a reduction in travel and meeting expenses due to COVID-19 social distancing guidelines. The cancellation of the annual Volunteer Recognition event also contributed to the overall operating surplus of \$104,000.

**TOWN OF LASALLE
FINANCIAL STATEMENT
2020 4th Quarter Report**

Finance & Administration	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	942,100	1,172,096	124.4%	897,500	973,370	108.5%	973,370
Labour Costs	2,112,700	2,240,656	106.1%	1,961,700	2,074,644	105.8%	2,074,644
Operating Costs	550,400	599,845	109.0%	527,800	440,034	83.4%	440,034
Departmental Total	1,721,000	1,668,405	96.9%	1,592,000	1,541,308	96.8%	1,541,308

Comments:

The impact of a multi-year property tax write-off in the third quarter, brought to Council under separate cover in the fourth quarter, was ultimately offset by the receipt of surplus benefit plan funds in 2020 for a net surplus of \$53,000 in the department.

Council Services	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	20,500	18,606	90.8%	23,500	24,332	103.5%	24,332
Labour Costs	1,014,100	968,714	95.5%	983,400	962,878	97.9%	962,878
Operating Costs	134,100	112,340	83.8%	148,500	119,702	80.6%	119,702
Departmental Total	1,127,700	1,062,449	94.2%	1,108,400	1,058,248	95.5%	1,058,248

Comments:

The Council Services department has a net surplus of approximately \$65,000 in 2020 due to salary gapping and a reduction in travel and training related costs.

Financial Services	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Labour Costs	75,000	0	0.0%	147,600	0	0.0%	0
Operating Costs	13,406,500	15,761,677	117.6%	11,977,400	15,534,084	129.7%	15,534,084
Departmental Total	13,481,500	15,761,677	116.9%	12,125,000	15,534,084	128.1%	15,534,084

Comments:

The department is over budget by \$2,300,000 as additional transfers to reserves were completed for a one time increase of government funding, and for transfers as a result of departmental performances.

Alley Closing Program	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	0	8,400	100.0%	0	(400)	100.0%	400
Operating Costs	60,000	46,642	77.7%	0	50,903	100.0%	50,903
Departmental Total	60,000	38,242	63.7%	0	51,303	100.0%	50,503

Comments:

There is a surplus of \$22,000 in the alley closing program due to lower than budgeted net costs.

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Division of IT	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	492,700	493,749	100.2%	484,400	476,189	98.3%	476,189
Operating Costs	511,200	478,274	93.6%	468,600	444,954	95.0%	444,954
Departmental Total	1,003,900	972,023	96.8%	953,000	921,143	96.7%	921,143

Comments:

The IT division is under budget by \$32,000, primarily as a result of lower than budgeted administrative expenses relating to communication and technology items.

Fire	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	10,000	6,790	67.9%	10,000	9,207	92.1%	9,207
Labour Costs	2,515,900	2,357,953	93.7%	2,145,500	2,107,666	98.2%	2,107,666
Operating Costs	967,100	919,666	95.1%	946,900	948,389	100.2%	948,389
Departmental Total	3,473,000	3,270,830	94.2%	3,082,400	3,046,848	98.9%	3,046,848

Comments:

Fire Services is under budget by \$202,000 due in main part to the timing of hire of the additional firefighter positions approved in the 2020 operating budget.

Police / Dispatch	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	7,142,300	6,932,098	97.1%	6,837,200	6,982,392	102.1%	6,982,392
Departmental Total	7,737,900	7,589,645	98.1%	7,296,900	7,497,261	102.8%	7,497,261

Comments:

Referred to the Police Services Board.

Police Services Board	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Labour Costs	26,400	28,059	106.3%	26,000	25,358	97.5%	25,358
Departmental Total	54,300	45,728	84.2%	54,300	40,843	75.2%	40,843

Comments:

Referred to the Police Services Board.

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Development & Strategic Initiatives	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	52,500	82,450	157.1%	50,500	93,200	184.6%	93,200
Labour Costs	573,200	583,896	101.9%	564,600	560,689	99.3%	560,689
Operating Costs	92,900	71,424	76.9%	90,900	83,761	92.1%	83,761
Departmental Total	613,600	572,870	93.4%	605,000	551,251	91.1%	551,251

Comments:

The Development & Strategic Initiatives department has a surplus of \$41,000 due to higher than budgeted user fees and lower program service costs.

Building Division	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Construction Revenue	610,500	934,193	153.0%	560,500	887,291	158.3%	887,291
Other Revenue	6,500	13,974	215.0%	6,500	9,303	143.1%	9,303
Shortfall Covered by Revenue Fund	49,900	0	0.0%	80,600	0	0.0%	0
Transfer to Reserve Fund	0	292,153	100.0%	0	283,238	100.0%	283,238
Labour Costs	464,700	312,249	67.2%	452,300	245,741	54.3%	245,741
Operating Costs	202,200	343,765	170.0%	195,300	367,614	188.2%	367,614
Departmental Total	0	0	100.0%	0	(0)	100.0%	(0)

Comments:

Building permit revenue exceeded budget by \$324,000 due to higher than expected building activity. This resulted in a net transfer of \$292,000 to the building activity reserve fund. Labour costs are less than budget but are offset by miscellaneous expenses relating to contractual expenses.

Non Departmental	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Conservation Authority	289,000	294,072	101.8%	275,000	274,133	99.7%	274,133

Comments:

The Town's share of the approved ERCA general levy for 2020 is \$294,072, or 1.76% higher than 2019. As such, a deficit of \$5,072 was incurred the account.

Non Departmental	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
<u>Protective Inspection & Control</u>							
Larvicide Program	5,000	4,621	92.4%	5,000	6,410	128.2%	6,410
Dog Pound Facilities	15,000	13,243	88.3%	15,000	23,699	158.0%	23,699
Animal Control Expenses	19,400	19,508	100.6%	19,400	18,693	96.4%	18,693
Spay/Neuter Vouchers	3,000	1,940	64.7%	2,000	2,075	103.8%	2,075
Dog Licences Revenue	20,000	17,186	85.9%	20,000	21,377	106.9%	21,377

Comments:

Protective Inspection & Control accounts tracked mainly to budget in 2020, with only a minor net variance of \$274.

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Emergency Measures	51,000	539,321	1057.5%	31,000	137,986	445.1%	137,986
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Comments:

The deficit in this account is due to both increased flooding mitigation costs as well as hard costs associated with COVID-19 response efforts. This deficit is offset by the Federal-Provincial Safe Restart Agreement funding received in 2020.

Non Departmental	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Winter Control	200,000	289,619	144.8%	200,000	212,262	106.1%	212,262

Comments:

This budget is used to track salt costs only. The current deficit relates to the carryforward of costs for unused salt inventory in 2020.

Non Departmental	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Traffic Control	67,000	67,637	101.0%	72,000	69,524	96.6%	69,524

Comments:

The Traffic Control budget tracked to budget in 2020.

Handi Transit	45,000	23,562	52.4%	55,000	42,823	77.9%	42,823
LaSalle Transit	180,700	174,322	96.5%	164,700	166,553	101.1%	166,553

Comments:

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

There is a surplus of \$21,000 in the Handi Transit account due to reduced usage during the pandemic.

Non Departmental	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Street Lighting	260,000	307,919	118.4%	260,000	241,999	93.1%	241,999

Comments:

There is a deficit of \$48,000 in the street lighting accounts due to increased maintenance activities in 2020.

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Non Departmental	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Crossing Guards	98,600	64,477	65.4%	89,500	91,967	102.8%	91,967

Comments:

There is a surplus in the Crossing Guards budget due to the suspension of in-school classes from March through June.

Non Departmental	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Garbage Collection	663,000	666,179	100.5%	646,000	646,115	100.0%	646,115
Garbage Disposal	1,012,000	1,049,680	103.7%	970,000	984,973	101.5%	984,973

Comments:

There is a deficit of \$38,000 in garbage disposal fees due to higher weight-based and yard waste disposal costs in 2020.

Public Works Summary	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	11,357,700	12,131,241	106.8%	10,802,700	11,037,120	102.2%	11,037,120
Labour Costs	6,431,000	5,704,419	88.7%	6,207,500	5,965,982	96.1%	5,965,982
Operating Costs	13,460,400	13,553,274	100.7%	12,772,800	12,723,179	99.6%	12,723,179
Total Expenditures	19,891,400	19,257,694	96.8%	18,980,300	18,689,160	98.5%	18,689,160
Net Department Activity	8,533,700	7,126,453	83.5%	8,177,600	7,652,041	93.6%	7,652,041

Comments:

Overall, the Public Works department has a \$1.4M surplus in 2020. Details of the surplus are provided in the divisional sections below.

Public Works Corporate	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	1,032,200	1,023,813	99.2%	1,013,200	1,005,838	99.3%	1,005,838
Labour Costs	1,210,600	1,175,229	97.1%	1,149,100	1,100,319	95.8%	1,100,319
Operating Costs	522,100	422,150	80.9%	494,800	495,530	100.1%	495,530
Departmental Total	700,500	573,566	81.9%	630,700	590,012	93.6%	590,012

Comments:

The Public Works Corporate budget is under budget by \$267,000 due to lower personnel & administrative expenses.

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Roads / Drainage	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	0	0	100.0%	0	16,071	0.0%	16,071
Labour Costs	673,600	810,420	120.3%	644,600	809,197	125.5%	809,197
Operating Costs	670,800	590,821	88.1%	645,800	447,669	69.3%	447,669
Departmental Total	1,344,400	1,401,241	104.2%	1,290,400	1,240,795	96.2%	1,240,795

Comments:

The Roads/Drainage budget has a net deficit of \$57,000. Higher than budgeted labour costs were partially offset by decreased program services and vehicle/equipment spending.

Drainage	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Labour Costs	441,600	308,678	69.9%	434,100	381,568	87.9%	381,568
Departmental Total	441,600	308,678	69.9%	434,100	381,568	87.9%	381,568

Comments:

The Drainage division has a surplus of \$133,000 due to salary gapping in 2020.

Storm Sewers	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Labour Costs	120,000	104,259	86.9%	118,000	106,572	87.7%	121,054
Operating Costs	20,000	13,046	65.2%	20,000	14,482	72.4%	14,482
Departmental Total	140,000	117,305	83.8%	138,000	121,054	87.7%	121,054

Comments:

The Storm Sewers division is under budget by \$33,000 due to a combination of salary gapping and lower than budgeted storm sewer maintenance costs.

Facilities & Fleet	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	50,000	49,896	99.8%	50,000	58,540	117.1%	(58,540)
Labour Costs	1,691,200	1,453,812	86.0%	1,647,900	1,603,542	97.3%	1,603,542
Operating Costs	2,841,100	2,391,757	84.2%	2,735,000	2,668,465	97.6%	2,668,465
Departmental Total	4,482,300	3,795,672	84.7%	4,332,900	4,213,467	97.2%	4,213,467

Comments:

The Facilities and Fleet division is under budget by \$687,000. Labour costs are \$237,000 under budget due to salary gapping, while operating costs are \$450,000 under budget due to a decrease in utility and facility maintenance costs.

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Parks	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	38,000	52,882	139.2%	38,000	50,082	131.8%	50,082
Labour Costs	946,200	682,406	72.1%	914,300	775,210	84.8%	775,210
Operating Costs	516,700	309,523	59.9%	475,200	383,834	80.8%	383,834
Departmental Total	1,424,900	939,047	65.9%	1,351,500	1,108,961	82.1%	1,108,961

Comments:

The Parks division budget has a surplus of \$486,000 due to a reduction in part-time labour, park and field maintenance costs during the period of public facility closures/reduction of services.

Water	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	5,862,000	6,353,241	108.4%	5,557,000	5,695,646	102.5%	5,695,646
Labour Costs	1,043,100	875,589	83.9%	1,009,300	890,115	88.2%	890,115
Operating Costs	4,818,900	5,473,706	113.6%	4,547,700	4,805,077	105.7%	4,805,077
Departmental Total	0	(3,945)	100.0%	0	(454)	100.0%	(454)

Comments:

The water fund position is in a surplus position of \$4,000. An additional transfer to the water projects reserve fund was made in the amount of \$485,100 as the division performed better than budget due to higher revenue and lower wages and benefit costs. These surpluses were partially offset by higher water purchase costs.

Wastewater	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	4,375,500	4,651,409	106.3%	4,144,500	4,210,943	101.6%	4,210,943
Labour Costs	304,700	294,024	96.5%	290,200	299,458	103.2%	299,458
Operating Costs	4,070,800	4,352,272	106.9%	3,854,300	3,908,123	101.4%	3,908,123
Departmental Total	0	(5,112)	100.0%	0	(3,362)	100.0%	(3,362)

Comments:

The wastewater fund is in a surplus position of \$5,000. An additional transfer to the sewer projects reserve fund was made in the amount of \$94,000 as the division performed better than budget due to higher revenue in the year. This surplus was partially offset by higher sewer maintenance costs.

Culture & Recreation Summary	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	2,543,200	813,055	32.0%	2,545,800	2,765,120	108.6%	2,765,120
Labour Costs	2,222,600	1,272,042	57.2%	2,190,700	2,032,669	92.8%	2,032,669
Operating Costs	611,400	348,344	57.0%	606,400	834,839	137.7%	834,839
Total Expenditures	2,834,000	1,620,386	57.2%	2,797,100	2,867,509	102.5%	2,867,509
Net Department Activity	290,800	807,330	277.6%	251,300	102,389	40.7%	102,389

Comments:

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

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C & R Corporate	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	84,900	23,460	27.6%	84,900	84,698	99.8%	84,698
Labour Costs	1,072,100	871,218	81.3%	1,082,200	929,731	85.9%	929,731
Operating Costs	342,000	216,907	63.4%	334,500	339,829	101.6%	339,829
Departmental Total	1,329,200	1,064,665	80.1%	1,331,800	1,184,862	89.0%	1,184,862

Comments:

This division is under budget by \$265,000 due in main part to the vacancy of the Director position, which was filled in early in 2021.. Lower personnel and program service costs due to facility closures also contributed to this surplus.

C & R Community Programs	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	422,500	47,104	11.2%	422,500	396,885	93.9%	396,885
Labour Costs	312,000	65,988	21.2%	308,100	288,542	93.7%	288,542
Operating Costs	40,900	3,102	7.6%	33,400	50,786	152.1%	50,786
Departmental Total	(69,600)	21,986	-31.6%	(81,000)	(57,557)	71.1%	(57,557)

Comments:

The Community Programs division is in a deficit of \$92,000 due to revenue losses from facility closures during the pandemic. The revenue losses are partially offset by the reduction of part-time labour and operating costs related to the running of these programs.

C & R Culture & Events	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	15,000	5,177	34.5%	15,000	220,979	1473.2%	220,979
Operating Costs	50,000	39,970	79.9%	50,000	266,157	532.3%	266,157
Departmental Total	35,000	34,793	99.4%	35,000	45,178	129.1%	45,178

Comments:

Revenue losses were offset by reduced program costs in the division.

C & R Hospitality	2020 Budget	Actual to Dec31.2020	Percentage of Budget	2019 Budget	Actual to Dec31.2019	Percentage of Budget	Actual to Dec31.2019
Revenue	226,000	66,352	29.4%	244,000	217,140	89.0%	217,140
Labour Costs	93,700	17,163	18.3%	101,700	77,633	76.3%	77,633
Operating Costs	83,500	24,299	29.1%	93,500	85,660	91.6%	85,660
Departmental Total	(48,800)	(24,890)	51.0%	(48,800)	(53,847)	110.3%	(53,847)

Comments:

The hospitality division is in a deficit of \$24,000. Revenue losses due to the closure of the concession stand and pauses in facility rentals beginning in March are partially offset by the elimination of part-time concession labour and inventory purchases over the same period.

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Vollmer Centre Arenas	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	833,300	426,938	51.2%	810,800	872,152	107.6%	872,152
Departmental Total	(833,300)	(426,938)	51.2%	(810,800)	(872,152)	107.6%	(872,152)

Comments:

The arena division is in a deficit of \$416,000 due to revenue losses from facility closures beginning in mid-March.

Vollmer Centre Aquatic Centre	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	578,000	146,890	25.4%	585,000	589,154	100.7%	589,154
Labour Costs	512,300	189,373	37.0%	471,600	490,450	104.0%	490,450
Operating Costs	50,000	19,824	39.6%	50,000	46,737	93.5%	46,737
Departmental Total	(15,700)	62,307	-396.9%	(63,400)	(51,967)	82.0%	(51,967)

Comments:

The aquatic centre division is in a deficit of \$78,000 due to revenue losses from closures beginning in March. These losses were partially offset by a reduction in part-time labour and operating costs.

Vollmer Centre Fitness Centre	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	343,300	97,133	28.3%	343,400	356,790	103.9%	356,790
Labour Costs	192,300	128,300	66.7%	189,700	201,957	106.5%	201,957
Operating Costs	45,000	44,241	98.3%	45,000	45,671	101.5%	45,671
Departmental Total	(106,000)	75,409	-71.1%	(108,700)	(109,162)	100.4%	(109,162)

Comments:

The fitness centre division is in a deficit of \$181,000 due to revenue losses from closures beginning in March. These losses were partially offset by a reduction in part-time labour costs.

LaSalle Outdoor Pool	2020 Budget	Actual to Dec31,2020	Percentage of Budget	2019 Budget	Actual to Dec31,2019	Percentage of Budget	Actual to Dec31,2019
Revenue	40,200	0	0.0%	40,200	27,323	68.0%	27,323
Labour Costs	40,200	0	0.0%	37,400	44,356	118.6%	44,356
Departmental Total	0	0	100.0%	(2,800)	17,032	-608.3%	17,032

Comments:

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

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	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Revenues								
General Levy	(36,705,800)	(36,854,338)	(148,538)	100.4%	(34,404,200)	(34,550,670)	100.4%	(34,550,670)
Supplementary Levy	(455,000)	(884,889)	(429,889)	194.5%	(195,000)	(605,712)	310.6%	(605,712)
Payments in Lieu of Taxes-General	(40,200)	(47,737)	(7,537)	118.8%	(40,200)	(40,256)	100.1%	(40,256)
Payments in Lieu of Taxes-Supplementary	0	5,206	5,206	100.0%	0	1,720	100.0%	1,720
Local Improvements	(13,600)	(13,587)	13	99.9%	(16,100)	(16,046)	99.7%	(16,046)
Other Revenues	(4,216,900)	(5,076,528)	(859,628)	120.4%	(3,779,400)	(6,163,615)	163.1%	(6,163,615)
Revenues	(41,431,500)	(42,871,872)	(1,440,372)	103.5%	(38,434,900)	(41,374,580)	107.7%	(41,374,580)

Expenditures**Mayor & Council**

Wages/Benefits	340,200	311,860	(28,340)	91.7%	299,200	311,349	104.1%	311,349
Administrative Expenses	38,500	11,311	(27,189)	29.4%	38,500	36,657	95.2%	36,657
Personnel Expenses	40,200	6,739	(33,461)	16.8%	40,200	14,827	36.9%	14,827
Program Services	26,500	11,184	(15,316)	42.2%	26,500	21,840	82.4%	21,840
Expenditures	445,400	341,093	(104,307)	180.0%	404,400	384,672	318.6%	384,672
Other Revenues	0	0	0	100.0%	0	(111)	100.0%	(111)
Revenues	0	0	0	100.0%	0	(111)	100.0%	(111)
Mayor & Council	445,400	341,093	(104,307)	76.6%	404,400	384,561	95.1%	384,561

Finance & Administration

Wages/Benefits	2,112,700	2,240,656	127,956	106.1%	1,961,700	2,074,644	105.8%	2,074,644
Administrative Expenses	205,700	198,498	(7,202)	96.5%	198,100	195,813	98.9%	195,813
Personnel Expenses	57,500	27,340	(30,160)	47.6%	57,500	51,598	89.7%	51,598
Program Services	287,200	374,007	86,807	130.2%	272,200	192,623	70.8%	192,623
Expenditures	2,663,100	2,840,501	177,401	106.7%	2,489,500	2,514,678	101.0%	2,514,678
Contributions from Own Funds	(40,000)	(40,000)	0	100.0%	(40,000)	(40,000)	100.0%	(40,000)
Other Revenues	(902,100)	(1,132,096)	(229,996)	125.5%	(857,500)	(933,370)	108.9%	(933,370)
Revenues	(942,100)	(1,172,096)	(229,996)	124.4%	(897,500)	(973,370)	108.5%	(973,370)
Finance & Administration	1,721,000	1,668,405	(52,595)	96.9%	1,592,000	1,541,308	96.8%	1,541,308

Council Services

Wages/Benefits	1,014,100	968,714	(45,386)	95.5%	983,400	962,878	97.9%	962,878
Administrative Expenses	22,700	9,133	(13,567)	40.2%	22,100	12,554	56.8%	12,554
Personnel Expenses	49,100	26,995	(22,105)	55.0%	49,100	31,031	63.2%	31,031
Program Services	62,300	73,144	10,844	117.4%	77,300	73,451	95.0%	73,451
Transfers to Own Funds	0	3,069	3,069	100.0%	0	2,666	100.0%	2,666
Expenditures	1,148,200	1,081,055	(67,145)	94.2%	1,131,900	1,082,580	95.6%	1,082,580
Other Revenues	(20,500)	(18,606)	1,894	90.8%	(23,500)	(24,332)	103.5%	(24,332)
Revenues	(20,500)	(18,606)	1,894	90.8%	(23,500)	(24,332)	103.5%	(24,332)
Council Services	1,127,700	1,062,449	(65,251)	94.2%	1,108,400	1,058,248	95.5%	1,058,248

Financial Services

Wages/Benefits	75,000	0	(75,000)	0.0%	147,600	0	0.0%	0
Long Term Debt Capital Financing	2,519,400	2,519,323	(77)	100.0%	1,964,200	1,964,174	100.0%	1,964,174
Long Term Debt Charges	13,600	13,587	(13)	99.9%	16,100	16,046	99.7%	16,046
Program Services	305,000	31,419	(273,581)	0.0%	255,000	36,585	0.0%	36,585
Transfers to Own Funds	10,568,500	13,197,348	2,628,848	124.9%	9,742,100	13,517,280	138.8%	13,517,280
Expenditures	13,481,500	15,761,677	2,280,177	116.9%	12,125,000	15,534,084	128.1%	15,534,084
Financial Services	13,481,500	15,761,677	2,280,177	116.9%	12,125,000	15,534,084	128.1%	15,534,084

Alley Closing Program

Program Services	60,000	46,642	(13,358)	77.7%	0	50,903	100.0%	50,903
Other Revenue	0	(8,400)	(8,400)	100.0%	0	(400)	100.0%	(400)
Alley Closing Program	60,000	38,242	(21,758)	63.7%	0	50,503	100.0%	50,503

TOWN OF LASALLE
FINANCIAL STATEMENT
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	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Division of IT (DoIT)								
Wages/Benefits	492,700	493,749	1,049	100.2%	484,400	476,189	98.3%	476,189
Administrative Expenses	343,100	316,434	(26,666)	92.2%	303,600	278,179	91.6%	278,179
Personnel Expenses	9,000	2,739	(6,261)	30.4%	9,000	10,775	119.7%	10,775
Transfers to Own Funds	159,100	159,100	0	100.0%	156,000	156,000	100.0%	156,000
Expenditures	1,003,900	972,023	(31,877)	0.0%	953,000	921,143	0.0%	921,143
Division of IT	1,003,900	972,023	(31,877)	96.8%	953,000	921,143	96.7%	921,143

Fire

Wages/Benefits	2,515,900	2,357,953	(157,947)	93.7%	2,145,500	2,107,666	98.2%	2,107,666
Administrative Expenses	64,700	58,760	(5,940)	90.8%	61,100	65,645	107.4%	65,645
Personnel Expenses	141,200	117,644	(23,556)	83.3%	122,600	111,561	91.0%	111,561
Vehicle/Equipment Expenses	130,800	115,208	(15,592)	88.1%	130,200	142,221	109.2%	142,221
Program Services	28,000	25,655	(2,345)	91.6%	25,000	20,962	83.9%	20,962
Transfers to Own Funds	602,400	602,400	0	100.0%	608,000	608,000	100.0%	608,000
Expenditures	3,483,000	3,277,620	(205,380)	94.1%	3,092,400	3,056,055	98.8%	3,056,055
Other Revenues	(10,000)	(6,790)	3,210	67.9%	(10,000)	(9,207)	92.1%	(9,207)
Revenues	(10,000)	(6,790)	3,210	67.9%	(10,000)	(9,207)	92.1%	(9,207)
Fire	3,473,000	3,270,830	(202,170)	94.2%	3,082,400	3,046,848	98.9%	3,046,848

Police / Dispatch

Wages/Benefits	7,142,300	6,932,098	(210,202)	97.1%	6,837,200	6,982,392	102.1%	6,982,392
Administrative Expenses	194,300	212,288	17,988	109.3%	171,200	184,656	107.9%	184,656
Personnel Expenses	134,400	131,776	(2,624)	98.1%	114,500	188,674	164.8%	188,674
Facility Expenses	153,000	158,203	5,203	103.4%	155,000	174,297	112.5%	174,297
Vehicle/Equipment Expenses	134,100	150,399	16,299	112.2%	136,100	136,091	100.0%	136,091
Program Services	135,800	123,623	(12,177)	91.0%	137,000	184,721	134.8%	184,721
Transfers to Own Funds	45,000	52,151	7,151	115.9%	80,000	96,901	121.1%	96,901
Expenditures	7,938,900	7,760,538	(178,362)	97.8%	7,631,000	7,947,732	104.2%	7,947,732
Grants	(61,000)	(67,892)	(6,892)	111.3%	(73,600)	(107,909)	146.6%	(107,909)
Contributions from Own Funds	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(140,000)	(103,001)	36,999	73.6%	(260,500)	(342,561)	131.5%	(342,561)
Revenues	(201,000)	(170,893)	30,107	85.0%	(334,100)	(450,470)	134.8%	(450,470)
Police / Dispatch	7,737,900	7,589,645	(148,255)	98.1%	7,296,900	7,497,261	102.8%	7,497,261

Police Services Board

Wages/Benefits	26,400	28,059	1,659	106.3%	26,000	25,358	97.5%	25,358
Administrative Expenses	19,000	13,036	(5,964)	68.6%	19,100	12,421	65.0%	12,421
Personnel Expenses	7,900	3,099	(4,801)	39.2%	8,200	2,984	36.4%	2,984
Program Services	1,000	26,036	25,036	2603.6%	1,000	80	8.0%	80
Expenditures	54,300	70,229	15,929	129.3%	54,300	40,843	75.2%	40,843
Contributions from Own Funds	0	(24,501)	(24,501)	100.0%	0	0	100.0%	0
Other Revenues	0	0	0	100.0%	0	0	100.0%	0
Revenues	0	(24,501)	(24,501)	100.0%	0	0	100.0%	0
Police Services Board	54,300	45,728	(8,572)	84.2%	54,300	40,843	75.2%	40,843

Conservation Authority

Program Services	289,000	294,072	5,072	101.8%	275,000	274,133	99.7%	274,133
Conservation Authority	289,000	294,072	5,072	101.8%	275,000	274,133	99.7%	274,133

Protective Inspection & Control

Program Services	42,400	39,312	(3,088)	92.7%	41,400	50,877	122.9%	50,877
Other Revenues	(20,000)	(17,186)	2,814	85.9%	(20,000)	(21,377)	106.9%	(21,377)
Protective Inspection & Control	22,400	22,126	(274)	98.8%	21,400	29,500	137.9%	29,500

Emergency Measures

Program Services	51,000	539,321	488,321	1057.5%	31,000	137,986	445.1%	137,986
Emergency Measures	51,000	539,321	488,321	1057.5%	31,000	137,986	445.1%	137,986

TOWN OF LASALLE
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	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Public Works Summary								
Wages/Benefits	6,431,000	5,704,419	(726,581)	88.7%	6,207,500	5,965,982	96.1%	5,965,982
Long Term Debt	412,000	411,953	(47)	100.0%	412,000	411,953	100.0%	411,953
Administrative Expenses	387,100	349,410	(37,690)	90.3%	366,800	361,609	98.6%	361,609
Personnel Expenses	135,000	72,740	(62,260)	53.9%	128,000	133,921	104.6%	133,921
Facility Expenses	1,986,900	1,532,773	(454,127)	77.1%	1,935,900	1,733,156	89.5%	1,733,156
Vehicle/Equipment Expenses	708,000	636,024	(71,976)	89.8%	652,900	742,081	113.7%	742,081
Program Services	6,453,100	6,570,064	116,964	101.8%	6,160,300	5,984,851	97.2%	5,984,851
Transfers to Own Funds	3,378,300	3,980,309	602,009	117.8%	3,116,900	3,355,607	107.7%	3,355,607
Expenditures	19,891,400	19,257,694	(633,706)	96.8%	18,980,300	18,689,160	98.5%	18,689,160
Contributions from Own Funds	(412,000)	(411,953)	47	100.0%	(412,000)	(411,953)	100.0%	(411,953)
Other Revenues	(10,945,700)	(11,719,287)	(773,587)	107.1%	(10,390,700)	(10,625,166)	102.3%	(10,625,166)
Revenues	(11,357,700)	(12,131,241)	(773,541)	106.8%	(10,802,700)	(11,037,120)	102.2%	(11,037,120)
Public Works Summary	8,533,700	7,126,453	(1,407,247)	83.5%	8,177,600	7,652,041	93.6%	7,652,041
Public Works Corporate								
Wages/Benefits	1,210,600	1,175,229	(35,371)	97.1%	1,149,100	1,100,319	95.8%	1,100,319
Administrative Expenses	387,100	349,410	(37,690)	90.3%	366,800	361,609	98.6%	361,609
Personnel Expenses	135,000	72,740	(62,260)	53.9%	128,000	133,921	104.6%	133,921
Program Services	0	0	0	100.0%	0	0	100.0%	0
Expenditures	1,732,700	1,597,379	(135,321)	7.4%	1,643,900	1,595,849	65.1%	1,595,849
Other Revenues	(1,032,200)	(1,023,813)	8,387	99.2%	(1,013,200)	(1,005,838)	99.3%	(1,005,838)
Revenues	(1,032,200)	(1,023,813)	8,387	103.6%	(1,013,200)	(1,005,838)	110.2%	(1,005,838)
Public Works Corporate	700,500	573,566	(126,934)	81.9%	630,700	590,012	93.6%	590,012
Roads/Drainage								
Wages/Benefits	673,600	810,420	136,820	120.3%	644,600	809,197	125.5%	809,197
Vehicle/Equipment Expenses	34,000	6,039	(27,961)	17.8%	34,000	20,598	60.6%	20,598
Program Services	636,800	584,782	(52,018)	91.8%	611,800	427,072	69.8%	427,072
Expenditures	1,344,400	1,401,241	56,841	104.2%	1,290,400	1,256,866	97.4%	1,256,866
Other Revenues	0	0	0	100.0%	0	(16,071)	0.0%	(16,071)
Roads/Drainage	1,344,400	1,401,241	56,841	104.2%	1,290,400	1,240,795	96.2%	1,240,795
Drainage								
Wages/Benefits	441,600	308,678	(132,922)	69.9%	434,100	381,568	87.9%	381,568
Expenditures	441,600	308,678	(132,922)	69.9%	434,100	381,568	87.9%	381,568
Drainage	441,600	308,678	(132,922)	69.9%	434,100	381,568	87.9%	381,568
Storm Sewers								
Wages/Benefits	120,000	104,259	(15,741)	86.9%	118,000	106,572	90.3%	106,572
Program Services	20,000	13,046	(6,954)	65.2%	20,000	14,482	72.4%	14,482
Expenditures	140,000	117,305	(22,695)	83.8%	138,000	121,054	87.7%	121,054
Storm Sewers	140,000	117,305	(22,695)	83.8%	138,000	121,054	87.7%	121,054
Facilities & Fleet								
Wages/Benefits	1,691,200	1,453,812	(237,388)	86.0%	1,647,900	1,603,542	97.3%	1,603,542
Facility Expenses	1,986,900	1,532,773	(454,127)	77.1%	1,935,900	1,733,156	89.5%	1,733,156
Vehicle/Equipment Expenses	630,500	612,674	(17,826)	97.2%	575,400	689,701	119.9%	689,701
Transfer to Own Funds	223,700	246,309	22,609	110.1%	223,700	245,607	109.8%	245,607
Expenditures	4,532,300	3,845,569	(686,731)	84.9%	4,382,900	4,272,007	97.5%	4,272,007
Other Revenues	(50,000)	(49,896)	104	99.8%	(50,000)	(58,540)	117.1%	(58,540)
Revenues	(50,000)	(49,896)	104	100.0%	(50,000)	(58,540)	110.2%	(58,540)
Facilities & Fleet	4,482,300	3,795,672	(686,628)	84.7%	4,332,900	4,213,467	97.2%	4,213,467

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	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<u>Parks</u>								
Wages/Benefits	946,200	682,406	(263,794)	72.1%	914,300	775,210	84.8%	775,210
Vehicle/Equipment Expenses	15,500	5,111	(10,389)	33.0%	15,500	11,927	77.0%	11,927
Program Services	501,200	304,411	(196,789)	60.7%	459,700	371,907	80.9%	371,907
Expenditures	1,462,900	991,929	(470,971)	67.8%	1,389,500	1,159,044	83.4%	1,159,044
Other Revenues	(38,000)	(52,882)	(14,882)	139.2%	(38,000)	(50,082)	131.8%	(50,082)
Revenues	(38,000)	(52,882)	(14,882)	139.2%	(38,000)	(50,082)	131.8%	(50,082)
Parks	1,424,900	939,047	(485,853)	65.9%	1,351,500	1,108,961	82.1%	1,108,961
<u>Water</u>								
Wages/Benefits	1,043,100	875,589	(167,511)	83.9%	1,009,300	890,115	88.2%	890,115
Vehicle/Equipment Expenses	20,000	9,167	(10,833)	45.8%	20,000	12,651	63.3%	12,651
Program Services	3,117,000	3,297,539	180,539	105.8%	2,952,900	3,062,426	103.7%	3,062,426
Transfers to Own Funds	1,681,900	2,167,000	485,100	128.8%	1,574,800	1,730,000	109.9%	1,730,000
Expenditures	5,862,000	6,349,296	487,296	108.3%	5,557,000	5,695,191	102.5%	5,695,191
Contributions from Own Funds	0	0	0	100.0%	0	0	100.0%	0
Consumption/Base Rate Revenues	(5,746,000)	(6,218,733)	(472,733)	108.2%	(5,441,000)	(5,537,239)	101.8%	(5,537,239)
Other Revenues	(116,000)	(134,508)	(18,508)	116.0%	(116,000)	(158,407)	136.6%	(158,407)
Revenues	(5,862,000)	(6,353,241)	(491,241)	108.4%	(5,557,000)	(5,695,646)	102.5%	(5,695,646)
Water	0	(3,945)	(3,945)	100.0%	0	(454)	100.0%	(454)
<u>Wastewater</u>								
Wages/Benefits	304,700	294,024	(10,676)	96.5%	290,200	299,458	103.2%	299,458
Long Term Debt Charges	412,000	411,953	(47)	100.0%	412,000	411,953	100.0%	411,953
Vehicle/Equipment Expenses	8,000	3,033	(4,967)	37.9%	8,000	7,204	90.1%	7,204
Program Services	2,178,100	2,370,285	192,185	108.8%	2,115,900	2,108,965	99.7%	2,108,965
Transfers to Own Funds	1,472,700	1,567,000	94,300	106.4%	1,318,400	1,380,000	104.7%	1,380,000
Expenditures	4,375,500	4,646,296	270,796	106.2%	4,144,500	4,207,581	101.5%	4,207,581
Contributions from Own Funds	(412,000)	(411,953)	47	100.0%	(412,000)	(411,953)	100.0%	(411,953)
Consumption/Base Rate Revenues	(3,944,000)	(4,209,940)	(265,940)	106.7%	(3,713,000)	(3,767,591)	101.5%	(3,767,591)
Frontage/Connection	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(19,500)	(29,515)	(10,015)	151.4%	(19,500)	(31,398)	161.0%	(31,398)
Revenues	(4,375,500)	(4,651,409)	(275,909)	1.02	(4,144,500)	(4,210,943)	0.53	(4,210,943)
Wastewater	0	(5,112)	(5,112)	100.0%	0	(3,362)	100.0%	(3,362)
<u>Winter Control</u>								
Program Services	200,000	289,619	89,619	144.8%	200,000	212,262	106.1%	212,262
Winter Control	200,000	289,619	89,619	144.8%	200,000	212,262	106.1%	212,262
<u>Traffic Control</u>								
Program Services	67,000	67,637	637	101.0%	72,000	69,524	96.6%	69,524
Traffic Control	67,000	67,637	637	101.0%	72,000	69,524	96.6%	69,524
<u>Handi-Transit</u>								
Program Services	45,000	23,562	(21,438)	52.4%	55,000	42,823	77.9%	42,823
Handi-Transit	45,000	23,562	(21,438)	96.5%	55,000	42,823	101.1%	42,823
<u>LaSalle Transit</u>								
Program Services	496,200	320,563	(175,637)	64.6%	480,200	471,347	98.2%	471,347
Transfers to Own Funds	0	39,132	39,132	100.0%	0	0	100.0%	0
Expenditures	496,200	359,695	(136,505)	72.5%	480,200	471,347	98.2%	471,347
Grants	0	(39,132)	(39,132)	100.0%	0	0	100.0%	0
Contributions from Own Funds	(251,000)	(130,000)	121,000	51.8%	(251,000)	(251,000)	100.0%	(251,000)
Other Revenues	(64,500)	(16,241)	48,259	25.2%	(64,500)	(53,794)	83.4%	(53,794)
Revenues	(315,500)	(185,373)	130,127	58.8%	(315,500)	(304,794)	96.6%	(304,794)
LaSalle Transit	180,700	174,322	(6,378)	96.5%	164,700	166,553	101.1%	166,553

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	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<u>Street Lighting</u>								
Program Services	260,000	307,919	47,919	118.4%	260,000	241,999	93.1%	241,999
Street Lighting	260,000	307,919	47,919	118.4%	260,000	241,999	93.1%	241,999
<u>Crossing Guards</u>								
Wages/Benefits	96,800	63,153	(33,647)	65.2%	87,800	87,575	99.7%	87,575
Administrative Expenses	800	710	(90)	88.8%	700	751	107.2%	751
Program Services	1,000	614	(386)	61.4%	1,000	3,641	364.1%	3,641
Expenditures	98,600	64,477	(34,123)	65.4%	89,500	91,967	102.8%	91,967
Crossing Guards	98,600	64,477	(34,123)	65.4%	89,500	91,967	102.8%	91,967
<u>Sanitary Sewer System</u>								
Program Services	0	0	0	100.0%	0	0	100.0%	0
Sanitary Sewer System	0	0	0	100.0%	0	0	100.0%	0
<u>Garbage Collection</u>								
Program Services	663,000	666,179	3,179	100.5%	646,000	646,115	100.0%	646,115
Garbage Collection	663,000	666,179	3,179	100.5%	646,000	646,115	100.0%	646,115
<u>Garbage Disposal</u>								
Program Services	1,012,000	1,049,680	37,680	103.7%	970,000	984,973	101.5%	984,973
Garbage Disposal	1,012,000	1,049,680	37,680	103.7%	970,000	984,973	101.5%	984,973
<u>Culture & Recreation Summary</u>								
Wages/Benefits	2,222,600	1,272,042	(950,558)	57.2%	2,190,700	2,032,669	92.8%	2,032,669
Administrative Expenses	54,200	42,632	(11,568)	78.7%	51,700	56,022	108.4%	56,022
Personnel Expenses	36,100	11,446	(24,654)	31.7%	36,100	39,158	108.5%	39,158
Vehicle/Equipment Expenses	7,500	7,133	(367)	95.1%	7,500	11,430	152.4%	11,430
Program Services	298,600	105,821	(192,779)	35.4%	296,100	519,848	175.6%	519,848
Transfers to Own Funds	215,000	181,313	(33,688)	84.3%	215,000	208,381	96.9%	208,381
Expenditures	2,834,000	1,620,386	(1,213,614)	57.2%	2,797,100	2,867,509	102.5%	2,867,509
Contributions from Own Funds	0	0	0	100.0%	0	(60,000)	100.0%	(60,000)
Grants	0	0	0	100.0%	0	(70,000)	100.0%	(70,000)
Other Revenues	(2,543,200)	(813,055)	1,730,145	32.0%	(2,545,800)	(2,635,120)	103.5%	(2,635,120)
Revenues	(2,543,200)	(813,055)	1,730,145	232.0%	(2,545,800)	(2,765,120)	303.5%	(2,765,120)
Culture & Recreation Summary	290,800	807,330	516,530	277.6%	251,300	102,389	40.7%	102,389
<u>Culture & Recreation Corporate</u>								
Wages/Benefits	1,072,100	871,218	(200,882)	81.3%	1,082,200	929,731	85.9%	929,731
Administrative Expenses	54,200	42,632	(11,568)	78.7%	51,700	56,022	108.4%	56,022
Personnel Expenses	36,100	11,446	(24,654)	31.7%	36,100	39,158	108.5%	39,158
Vehicle/Program Expenses	7,500	7,133	(367)	95.1%	7,500	10,087	134.5%	10,087
Program Services	69,200	14,384	(54,816)	20.8%	64,200	66,180	103.1%	66,180
Transfers to Own Funds	175,000	141,313	(33,688)	80.8%	175,000	168,381	96.2%	168,381
Expenditures	1,414,100	1,088,125	(325,975)	76.9%	1,416,700	1,269,560	89.6%	1,269,560
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(84,900)	(23,460)	61,440	27.6%	(84,900)	(84,698)	99.8%	(84,698)
Revenues	(84,900)	(23,460)	61,440	27.6%	(84,900)	(84,698)	99.8%	(84,698)
Culture & Recreation Corporate	1,329,200	1,064,665	(264,535)	80.1%	1,331,800	1,184,862	89.0%	1,184,862

TOWN OF LASALLE
FINANCIAL STATEMENT
December 31, 2020

	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
<u>Culture & Recreation Community Programs</u>								
Wages/Benefits	312,000	65,988	(246,012)	21.2%	308,100	288,542	93.7%	288,542
Program Services	40,900	3,102	(37,798)	7.6%	33,400	50,786	152.1%	50,786
Expenditures	352,900	69,090	(283,810)	19.6%	341,500	339,328	99.4%	339,328
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(422,500)	(47,104)	375,396	11.2%	(422,500)	(396,885)	93.9%	(396,885)
Revenues	(422,500)	(47,104)	375,396	11.2%	(422,500)	(396,885)	93.9%	(396,885)
Culture & Recreation Community Programs	(69,600)	21,986	91,586	-31.6%	(81,000)	(57,557)	71.1%	(57,557)
<u>Culture & Recreation Culture & Events</u>								
Program Services	50,000	39,970	(10,030)	79.9%	50,000	266,157	532.3%	266,157
Grants	0	0	0	100.0%	0	(70,000)	100.0%	(70,000)
Contribution from Own Funds	0	0	0	100.0%	0	(60,000)	100.0%	(60,000)
Other Revenues	(15,000)	(5,177)	9,823	34.5%	(15,000)	(90,979)	606.5%	(90,979)
Revenues	(15,000)	(5,177)	9,823	34.5%	(15,000)	(220,979)	1473.2%	(220,979)
Culture & Recreation Culture & Events	35,000	34,793	(207)	99.4%	35,000	45,178	129.1%	45,178
<u>Culture & Recreation Hospitality</u>								
Wages/Benefits	93,700	17,163	(76,537)	18.3%	101,700	77,633	76.3%	77,633
Program Services	83,500	24,299	(59,201)	29.1%	93,500	85,660	91.6%	85,660
Expenditures	177,200	41,462	(135,738)	23.4%	195,200	163,293	83.7%	163,293
Other Revenues	(226,000)	(66,352)	159,648	29.4%	(244,000)	(217,140)	89.0%	(217,140)
Revenues	(226,000)	(66,352)	159,648	29.4%	(244,000)	(217,140)	89.0%	(217,140)
Culture & Recreation Hospitality	(48,800)	(24,890)	23,910	51.0%	(48,800)	(53,847)	110.3%	(53,847)
<u>VRC Arenas</u>								
Other Revenues	(833,300)	(426,938)	406,362	51.2%	(810,800)	(872,152)	107.6%	(872,152)
Revenues	(833,300)	(426,938)	406,362	51.2%	(810,800)	(872,152)	107.6%	(872,152)
VRC Arenas	(833,300)	(426,938)	406,362	51.2%	(810,800)	(872,152)	107.6%	(872,152)
<u>VRC Aquatic Centre</u>								
Wages/Benefits	512,300	189,373	(322,927)	37.0%	471,600	490,450	104.0%	490,450
Vehicle/Equipment Expenses	0	0	0	100.0%	0	1,342	100.0%	1,342
Program Services	50,000	19,824	(30,176)	39.7%	50,000	45,395	90.8%	45,395
Expenditures	562,300	209,197	(353,103)	37.2%	521,600	537,187	103.0%	537,187
Other Revenues	(578,000)	(146,890)	431,110	25.4%	(585,000)	(589,154)	100.7%	(589,154)
Revenues	(578,000)	(146,890)	431,110	25.4%	(585,000)	(589,154)	100.7%	(589,154)
VRC Aquatic Centre	(15,700)	62,307	78,007	-396.9%	(63,400)	(51,967)	82.0%	(51,967)
<u>VRC Fitness Centre</u>								
Wages/Benefits	192,300	128,300	(64,000)	66.7%	189,700	201,957	106.5%	201,957
Program Services	5,000	4,241	(759)	84.8%	5,000	5,671	113.4%	5,671
Transfers to Own Funds	40,000	40,000	0	100.0%	40,000	40,000	100.0%	40,000
Expenditures	237,300	172,541	(64,759)	72.7%	234,700	247,628	105.5%	247,628
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(343,300)	(97,133)	246,167	28.3%	(343,400)	(356,790)	103.9%	(356,790)
Revenues	(343,300)	(97,133)	246,167	28.3%	(343,400)	(356,790)	103.9%	(356,790)
VRC Fitness Centre	(106,000)	75,409	181,409	-71.1%	(108,700)	(109,162)	100.4%	(109,162)
<u>LaSalle Outdoor Pool</u>								
Wages/Benefits	40,200	0	(40,200)	0.0%	37,400	44,356	118.6%	44,356
Program Services	0	0	0	100.0%	0	0	100.0%	0
Expenditures	40,200	0	(40,200)	0.0%	37,400	44,356	118.6%	44,356
Other Revenues	(40,200)	0	40,200	0.0%	(40,200)	(27,323)	68.0%	(27,323)
Revenues	(40,200)	0	40,200	0.0%	(40,200)	(27,323)	68.0%	(27,323)
LaSalle Outdoor Pool	0	0	0	100.0%	(2,800)	17,032	-608.3%	17,032

TOWN OF LASALLE
FINANCIAL STATEMENT
December 31, 2020

	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Development & Strategic Initiatives								
Wages/Benefits	573,200	583,896	10,696	101.9%	564,600	560,689	99.3%	560,689
Administrative Expenses	20,300	24,188	3,888	119.2%	20,300	21,182	104.4%	21,182
Personnel Expenses	11,200	4,225	(6,975)	37.7%	9,200	10,076	109.5%	10,076
Program Services	23,400	5,011	(18,389)	21.4%	23,400	14,504	62.0%	14,504
Transfers to Own Funds	38,000	38,000	0	100.0%	38,000	38,000	100.0%	38,000
Expenditures	666,100	655,320	(10,780)	98.4%	655,500	644,451	98.3%	644,451
Grants	0	0	0	100.0%	0	0	100.0%	0
Other Revenues	(52,500)	(82,450)	(29,950)	157.1%	(50,500)	(93,200)	184.6%	(93,200)
Revenues	(52,500)	(82,450)	(29,950)	157.1%	(50,500)	(93,200)	184.6%	(93,200)
Development & Strategic Initiatives	613,600	572,870	(40,730)	93.4%	605,000	551,251	91.1%	551,251
Building Division								
Wages/Benefits	464,700	312,249	(152,451)	67.2%	452,300	245,741	54.3%	245,741
Administrative Expenses	4,600	2,609	(1,991)	56.7%	4,600	3,260	70.9%	3,260
Personnel Expenses	14,300	4,965	(9,335)	34.7%	10,700	9,038	84.5%	9,038
Program Services	183,300	336,190	152,890	183.4%	180,000	355,317	197.4%	355,317
Transfers to Own Funds	0	292,153	292,153	100.0%	0	283,238	100.0%	283,238
Expenditures	666,900	948,167	281,267	142.2%	647,600	896,594	138.5%	896,594
Contributions from Own Funds	(49,900)	0	49,900	0.0%	(80,600)	0	0.0%	0
Other Revenues	(617,000)	(948,167)	(331,167)	153.7%	(567,000)	(896,594)	158.1%	(896,594)
Revenues	(666,900)	(948,167)	(281,267)	153.7%	(647,600)	(896,594)	158.1%	(896,594)
Building Division	0	0	0	100.0%	0	0	100.0%	0
Expenditures	41,431,500	42,755,658	1,324,158	103.2%	38,434,900	41,278,315	107.4%	41,278,315
Total	\$ -	\$ (116,214)	\$ (116,214)	100.0%	\$ -	\$ (96,265)	100.0%	\$ (96,265)
General Fund	\$ -	\$ (107,156)	\$ (107,156)	100.0%	\$ -	\$ (92,449)	100.0%	\$ (92,449)
Water Fund	\$ -	\$ (3,945)	\$ (3,945)	100.0%	\$ -	\$ (454)	100.0%	\$ (454)
Wastewater Fund	\$ -	\$ (5,112)	\$ (5,112)	100.0%	\$ -	\$ (3,362)	100.0%	\$ (3,362)



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Chantelle Anson, Supervisor of Accounting

Department: Finance

Date of Report: March 28, 2021

Report Number: FIN-11-2021

Subject: 2020 Building Division Activity

Recommendation

That the report of the Supervisor of Accounting dated March 28, 2021 (FIN-11-2021) regarding the 2020 Building Division Activity be received.

Report

Please find attached a copy of the 2020 annual report on Building Activity as required under section 7(4) of the Ontario Building Code Act.

Consultations

N/A

Financial Implications

N/A

Prepared By:

Supervisor of Accounting

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:	FIN-11-2021 2020 Building Division Activity.docx
Attachments:	- FIN-11-2021 Appendix A-2020 Building Division Activity.pdf
Final Approval Date:	Apr 6, 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

TOWN OF LASALLE
FINANCIAL STATEMENT
December 31, 2020

APPENDIX A

	2020 Budget	2020 YTD Actual 31-Dec	\$ Variance Budget to Actual	2020 % Budget to Actual	2019 Budget	2019 YTD Actual 31-Dec	2019 % Budget to Actual	2019 YTD Actual 31-Dec
Building Division								
Salaries/Wages	326,200	212,437	(113,763)	65.1%	316,600	162,897	51.5%	162,897
10-5-380610-7000 Payroll-Full Time	313,300	212,437	(100,863)	67.8%	304,100	157,400	51.8%	157,400
10-5-380610-7010 Overtime-Full Time	2,000	0	(2,000)	0.0%	2,000	984	49.2%	984
10-5-380610-7020 Special Pay-Full Time	10,900	0	(10,900)	0.0%	10,500	4,513	43.0%	4,513
Benefits	138,500	99,812	(38,688)	72.1%	135,700	82,844	61.1%	82,844
10-5-380610-7080 EI	4,200	3,009	(1,191)	71.6%	4,100	2,712	66.2%	2,712
10-5-380610-7082 CPP	10,400	8,653	(1,747)	83.2%	10,300	7,056	68.5%	7,056
10-5-380610-7084 OMERS	32,700	26,716	(5,984)	81.7%	31,800	15,563	48.9%	15,563
10-5-380610-7086 EHT	6,300	4,231	(2,069)	67.2%	6,200	3,214	51.8%	3,214
10-5-380610-7088 WSIB	9,900	6,842	(3,058)	69.1%	9,600	5,037	52.5%	5,037
10-5-380610-7090 Group Insurance	23,800	15,136	(8,664)	63.6%	22,700	14,157	62.4%	14,157
10-5-380610-7092 Green Shield	51,200	35,224	(15,976)	68.8%	51,000	35,104	68.8%	35,104
Wages/Benefits	464,700	312,249	(152,451)	67.2%	452,300	245,741	54.3%	245,741
Administrative Expenses	4,600	2,609	(1,991)	56.7%	4,600	3,260	70.9%	3,260
10-5-380640-7100 Office Supplies	1,400	508	(892)	36.3%	1,400	519	37.1%	519
10-5-380640-7104 Postage/Shipping	1,200	295	(905)	24.6%	1,200	111	9.2%	111
10-5-380640-7170 Cell Phone	2,000	1,806	(194)	90.3%	2,000	2,630	131.5%	2,630
Personnel Expenses	14,300	4,965	(9,335)	34.7%	10,700	9,038	84.5%	9,038
10-5-380650-7130 Travel	300	0	(300)	0.0%	300	0	0.0%	0
10-5-380650-7132 Conferences/Seminars/Training	10,000	3,041	(6,959)	30.4%	6,400	6,866	107.3%	6,866
10-5-380650-7134 Memberships/Subscriptions	2,000	999	(1,001)	50.0%	2,000	971	48.6%	971
10-5-380650-7140 Clothing	2,000	926	(1,074)	46.3%	2,000	1,201	60.1%	1,201
Program Services	183,300	336,190	152,890	183.4%	180,000	355,317	197.4%	355,317
10-5-380680-7200 Legal Fees	6,000	3,249	(2,751)	54.1%	6,000	0	0.0%	0
10-5-380680-8997 Overhead Allocation	170,300	170,300	0	100.0%	167,000	167,000	100.0%	167,000
10-5-380680-8999 Miscellaneous Expenses	7,000	162,641	155,641	2323.5%	7,000	188,317	2690.2%	188,317
Transfer to Own Funds	0	292,153	292,153	100.0%	0	283,238	100.0%	283,238
10-5-380690-8987 Transfers to Reserve Fund	0	292,153	292,153	100.0%	0	283,238	100.0%	283,238
Expenditures	666,900	948,167	281,267	142.2%	647,600	896,594	138.5%	896,594
Contributions from Own Funds	(49,900)	0	49,900	0.0%	(80,600)	0	0.0%	0
10-4-380780-5987 Contributions from Reserve Funds	(49,900)	0	49,900	0.0%	(80,600)	0	0.0%	0
Other Revenues	(617,000)	(948,167)	(331,167)	153.7%	(567,000)	(896,594)	158.1%	(896,594)
10-4-380790-5800 Building Permits	(550,000)	(837,368)	(287,368)	152.3%	(500,000)	(806,694)	161.3%	(806,694)
10-4-380790-5808 Building Work Orders	(4,000)	(6,186)	(2,186)	154.6%	(4,000)	(6,066)	151.7%	(6,066)
10-4-380790-5810 Heating/Cooling Permits	(12,000)	(22,202)	(10,202)	185.0%	(12,000)	(22,134)	184.5%	(22,134)
10-4-380790-5811 Plumbing Permits	(35,000)	(53,585)	(18,585)	153.1%	(35,000)	(46,522)	132.9%	(46,522)
10-4-380790-5814 Pool Permits	(13,500)	(21,038)	(7,538)	155.8%	(13,500)	(11,942)	88.5%	(11,942)
10-4-380790-5816 Septic System Permits	(2,000)	(5,068)	(3,068)	253.4%	(2,000)	(3,157)	157.8%	(3,157)
10-4-380790-5999 Miscellaneous Revenues	(500)	(2,721)	(2,221)	544.1%	(500)	(80)	16.1%	(80)
Revenues	(617,000)	(948,167)	(331,167)	153.7%	(567,000)	(896,594)	158.1%	(896,594)
Building Division	0	0	0	100.0%	0	(0)	100.0%	(0)



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Anisa Bala, Executive Assistant to the Director of Council Services

Department: Council Services

Date of Report: March 30, 2021

Report Number: CL-04-2021

Subject: Q1 Council Member Attendance at Meetings

Recommendation

That the report of the Executive Assistant to the Director of Council Services/Clerk dated March 30, 2021 (CL-04-2021) regarding the Council Member attendance at Council and Committee meetings from January to March, 2021 for Quarter 1 be received.

Report

Attached for informational purposes are Council Member meeting attendance records for Quarter 1 (Q1).

Due to the 2019 Novel Coronavirus (COVID-19) pandemic, Council and Committee meetings have taken place via video conferencing technology since Quarter 1, 2020. This is in compliance with provincial and federal regulations, as well as the Town's Procedural By-law 6647 during a State of Emergency. As Town services continue to resume, additional Committee meetings may be scheduled at the Call of the Chair. In order to minimize disruptions to municipal operations, matters that have been postponed due to the COVID-19 pandemic, such as Planning Act Matters, resumed electronically in Quarter 3. To help ensure the safety of residents, Administration, and Council, meetings will continue to take place electronically.

Consultations

Not Applicable.

Financial Implications

Not Applicable.

Prepared By:

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

EA to the Director of
Council Services/Clerk

Anisa Bala

Link to Strategic Goals

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

Communications

Not Applicable.

Notifications

Not Applicable.

Report Approval Details

Document Title:	2021 Q1 Council Member Attendance at Meetings.docx
Attachments:	- 2021 Q1 Council Attendance Record.pdf
Final Approval Date:	Apr 6, 2021

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



Director, Council Services/Clerk

Agatha Robertson



Chief Administrative Officer

Joe Milicia

2021 Quarter 1 Council Attendance Record

Regular Council Meeting

Meeting Date	Marc Bondy	Crystal Meloche	Mike Akpata	Mark Carrick	Sue Desjarlais	Jeff Renaud	Anita Riccio-Spagnuolo
January 12, 2021	Present	Present	Present	Present	Present	Present	Present
January 26, 2021	Present	Present	Present	Present	Present	Present	Present
February 09, 2021	Present	Present	Present	Present	Present	Present	Present
February 23, 2021	Present	Present	Present	Present	Present	Present	Present
March 09, 2021	Present	Present	Present	Absent	Present	Present	Present
March 23, 2021	Present	Present	Present	Present	Present	Present	Present

Water & Wastewater Committee

Meeting Date	Marc Bondy	Crystal Meloche	Mike Akpata	Mark Carrick	Sue Desjarlais	Jeff Renaud	Anita Riccio-Spagnuolo
January 26, 2021	Meeting Cancelled						
March 23, 2021	Present	Present	Present	Present	Present	Present	Present

Personnel Committee

Meeting Date	Marc Bondy	Crystal Meloche	Jeff Renaud
March 9, 2021	Present	Present	Present

2021 Quarter 1 Council Attendance Record

Accessibility Committee

Meeting Date	Sue Desjarlais	Mark Carrick	Anita Riccio - Spagnuolo
February 3, 2021	Present	Present	Present
February 24, 2021	Present	Present	Present
March 24, 2021	Present	Present	Present

Parks, Recreation & Events Committee

Meeting Date	Mike Akpata	Sue Desjarlais	Jeff Renaud
January 21, 2021	Meeting Cancelled		
February 18, 2021	Present	Present	Present
March 18, 2021	Present	Present	Present

Fire Committee

Meeting Date	Marc Bondy	Mark Carrick	Jeff Renaud
January 21, 2021	Present	Present	Present
March 18, 2021	Present	Present	Present

Police Services Board Committee

Meeting Date	Marc Bondy	Crystal Meloche
January 18, 2021	Present	Present
February 11, 2021 (Committee Only)	Present	Present
March 15, 2021	Present	Present

2021 Quarter 1

Council Attendance Record

Planning Advisory Committee

Meeting Date	Crystal Meloche	Mike Akpata	Anita Riccio-Spagnuolo
February 11, 2021	Present	Present	Present

By-Law Compliance Committee

Meeting Date	Crystal Meloche	Mike Akpata	Anita Riccio-Spagnuolo
January 19, 2021	Present	Present	Present
February 16, 2021	Meeting Cancelled		

Strategic Planning - Promotion & Communication Committee

No meetings were scheduled in Quarter 1, 2021.

Strategic Planning - Environmental Committee

No meetings were scheduled in Quarter 1, 2021.

Strategic Planning - Expanding Assessment Committee

No meetings were scheduled in Quarter 1, 2021

Strategic Planning - Hr & Financial Committee

No meetings were scheduled in Quarter 1, 2021



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

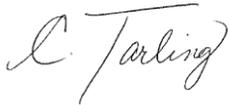
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

- c: Honourable Tim Louis, M.P.
- Honourable Raj Saini, M.P.
- Honourable Marwan Tabbara, M. P.
- Honourable Bardish Chagger, M.P.
- Honourable Bryan May, M.P.
- Honourable Amy Fee, M.P.P.
- Honourable Catherine Fife, M.P.P.
- Honourable Belinda Karahalios, M.P.P.
- Honourable Mike Harris, M.P.P.
- Honourable Laura Mae Lindo, M.P.P.
- Bill Karsten, President, Federation of Canadian Municipalities
- Monika Turner, Association of Municipalities of Ontario
- Rosa Bustamante, Director, Planning, City of Kitchener
- Ontario Municipalities

**Schedule of Reports for Council
April 27, 2021**

Council Resolution or Member Question	Subject	Department	Report to Council	Comments	Referred to Budget
231/19	Vollmer Property Additional Entrance from Malden Road	Public Works	May 2021	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."	
Deputy Mayor Meloche	Heritage Committee	Development & Strategic Initiatives	September 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	September 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	
173/20	Connecting Links	Public Works	Fall 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."	

**Schedule of Reports for Council
April 27, 2021**

286/20	Meo Boulevard Trail Construction	Public Works	June 2021	<p>At the October 27, 2020 Regular Meeting of Council:</p> <p>“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.”</p>	
Mayor Bondy	Sidewalk Review on Normandy Street	Public Works	To be determined	<p>At the November 24, 2020 Regular Meeting of Council:</p> <p>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.</p>	
379/21	Alternate Parking	Public Works	September 2021	<p>At the January 12, 2021 Regular Meeting of Council:</p> <p>“That an Administrative report be prepared outlining the implementation of alternate parking within the Town of LaSalle.”</p>	

**Schedule of Reports for Council
April 27, 2021**

396/21	Alley R2 Referral & Alley Closing Policy Report	Administration	June 2021	<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. & 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> <p>At the March 23, 2021 Regular Meeting of Council:</p> <p>“That the report of Legal Counsel dated March 3, 2021 (AD-01-2021) regarding the revised Closing and Sale of Alleys Policy be received; and that the revised Closing and Sale of Alleys Policy be referred back to Administration for further revisions including the moving of a fence at the owners expense, payment of full value of an alley should it be in conflict, the potential of having a straight property line in the rear yard, and the usage of an alley based on any encumbrances or legal restrictions.”</p>	
Councillor Renaud	Gil Maure Park Fencing	Public Works	June 2021	<p>At the March 23, 2021 Regular Meeting of Council:</p> <p>Councillor Renaud requests an Administrative Report be prepared and brought back to Council regarding the fencing near the water at Gil Maure Park, focusing on the spacing of the fence poles, the current standards and code.</p>	
Councillor Carrick	Front Road – Old Arena Site	Administration	TBD	<p>At the April 13, 2021 Regular Meeting of Council:</p> <p>Councillor Carrick requests an Administrative Report be prepared and brought back to Council regarding the property on Front Road at the old Arena Site.</p>	

The Corporation of the Town of LaSalle

By-law Number 8556

A By-law to amend By-law Number 7852 being a By-law to Establish User Fees or Charges for Services, Activities or the Use of Property

Whereas By-law 7852 as amended, finally passed by Council on January 12, 2016 establishes User Fees or Charges for Services, Activities or the Use of Property for the Town of LaSalle;

And whereas user fees are reviewed and amended from time to time;

And whereas it is deemed expedient to further amend the user fee schedule;

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

1. **That** the administrative fees and charges as outlined in Schedule C attached hereto and forming part of By-Law 8485 shall be adopted and prescribed as the administrative fees or charges for the Town.
2. **That** this By-law shall supersede any prior User Fee By-law.
3. **That** this By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

3rd Reading – April 27, 2021

Marc Bondy, Mayor

Linda Jean, Deputy Clerk

The Corporation of the Town of LaSalle

By-law Number 8557

A By-law to authorize the execution of a Transfer Payment Agreement between the Corporation of the Town of LaSalle and the Minister of Community Safety Correctional Services under the Court Security and Prisoner Transportation (CSPT) Program

Whereas the Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;

And whereas the Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2021;

And whereas the Corporation of the Town of LaSalle (Town) is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance;

And whereas the Corporation has provided its 2019 CSPT costs, as confirmed in the 2019 Annual Financial Report submitted by the Town;

And whereas funding allocation is based on the Town’s relative share of the total 2019 provincial CSPT costs;

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

1. **That** the Corporation of the Town of LaSalle enter into an Agreement with the Minister of Community Safety Correctional Services under the Court Security and Prisoner Transportation (CSPT) Program, a copy of which Agreement is attached hereto and forms a part of this By-law.
2. **That** the Mayor and the Clerk be and the same are hereby authorized to execute the said Agreement on behalf of the Corporation and affix the corporate seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement.
3. **That** this By-law shall come into full force and effect upon the final passing thereof.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

3rd Reading – April 27, 2021

Marc Bondy, Mayor

Linda Jean, Deputy Clerk

The Corporation of the Town of LaSalle

By-law Number 8558

Being a by-law to amend Zoning by-law
No. 5050, the Town's Comprehensive
Zoning by-law, as amended

Whereas authority is granted under Section 34 of the Planning Act, R.S.O. 1990, and amendments thereto, to the Council of the Town of LaSalle to pass this By-law;

And whereas this By-law conforms with the Official Plan in effect for the Town of LaSalle, as amended;

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

1. **That** Schedule "C", Map 29, of By-law 5050, as amended, is hereby further amended by changing the zone classification on those lands depicted on Schedule "A" attached hereto and forming part of this by-law from Agricultural Zone- "A" to a Recreational (RE-3) Zone- "RE-3".
2. **That** Section 26, Recreational Zone Regulations, of by-law no. 5050, as amended, is hereby further amended by adding a new subsection 26.3.3 to read as follows:

"26.3.3- Defined area RE-3 as shown on map 29, Schedule "C" of this by-law:

a) Permitted Uses

- i) Golf course driving range;
- ii) Uses accessory to the forgoing use, including a maintenance building, teaching/learning area, washrooms and canteen for the exclusive use of the members and guests of Essex Golf and Country Club.

b) Permitted Buildings and Structures

Buildings and structures for the uses permitted in subsection 26.3.3 (a) of this by-law, including accessory buildings and structures

c) Zone Provisions

- | | | |
|------|--|--------------------|
| i) | Minimum Lot Area | 7.0 hectares |
| ii) | Minimum Lot Frontage | 34 metres |
| iii) | Maximum Height of Main Buildings | 6.1 metres |
| iv) | Maximum Gross Floor Area for all Buildings | 800 metres squared |
| v) | Minimum Yard Dimensions for all Buildings | |

- a) All buildings shall be located a minimum of 6.0 metres from any lot line

This By-law shall take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

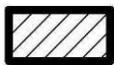
3rd Reading – April 27, 2021

Marc Bondy, Mayor

Linda Jean, Deputy Clerk

Schedule "A"

**Part of Lot 24 & 25, Concession 1
Town of LaSalle**



Agricultural Zone to Recreational (RE-3) Zone – "RE-3"

This is Schedule "A" to By-law No. 8558

Passed on April 27, 2021.

Marc Bondy, Mayor

Linda Jean, Deputy Clerk

The Corporation of the Town of LaSalle

By-law Number 8559

A By-law to Appoint RC Spencer and Associates to be the Drainage Engineer for the Desantel Drain

Whereas Section 4 of the *Drainage Act* states that a petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality;

And whereas The Corporation of the Town of LaSalle has received a section 4 petition under the Drainage Act for a new drain;

And whereas there is an existing ditch that is informally known as the Desantel Drain, that drains a handful of residential properties, and some larger farm field areas;

And whereas the petition is requesting to formalize this ditch into a municipal drain, and to have maintenance done to improve its function;

And whereas pursuant to the *Drainage Act*, administration has notified the Conservation Authority, and is in a position to appoint an Engineer.

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

1. **That** RC Spencer and Associates be appointed as the Drainage Engineer for the Section 4 petition for the Desantel Drain;
2. **That** this By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

3rd Reading – April 27, 2021

Marc Bondy, Mayor

Linda Jean, Deputy Clerk

The Corporation of the Town of LaSalle

By-law Number 8560

A By-law to adopt a Procurement and Purchasing Policy

Whereas Section 270, paragraph 3 of the *Municipal Act, 2001*, S.O. c.25, as amended, imposes upon municipalities the obligation to adopt and maintain a policy with respect to the procurement of goods and services;

And whereas the attached Policy establishes the authority and guidelines to conduct purchase transactions to satisfy the needs of the Corporation;

And whereas fair and open competition is a basic tenet of public acquisition using a variety of source selection methods under varying market conditions;

And whereas the complexity and volume of the activities of the Corporation require that goods and services are acquired using the most cost effective methods;

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

1. **That** the Corporation hereby adopts a Procurement and Purchasing Policy, effective as at April 27, 2021 copy of which Policy is attached hereto.
2. **That** all previous Procurement and Purchasing Policies adopted by the Corporation, including By-law 7864, are hereby repealed as of the effective date of the new Procurement and Purchasing Policy referred to in Section 1 above.
3. **That** this By-law shall come into force and take effect on final passing thereof.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

3rd Reading – April 27, 2021

Marc Bondy, Mayor

Linda Jean, Deputy Clerk

The Corporation of the Town of LaSalle

By-law Number 8561

A By-law to authorize the execution of a Site Plan Control Agreement with Essex Golf and Country Club and R.V. Investments Limited

Whereas Essex Golf and Country Club and R.V. Investments Limited have made an application to the Corporation of the Town of LaSalle (“Corporation”) to develop certain lands as a driving range facility on the vacant lands lying east of Matchette Road and north of Golfview Drive, in the Town of LaSalle, in the County of Essex;

And whereas the Council of the Corporation deems it expedient to enter into a Site Plan Control Agreement on certain terms and conditions;

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

1. **That** the Corporation of the Town of LaSalle enter into a Site Plan Control Agreement with Essex Golf and Country Club and R.V. Investments Limited for the proposed development of a driving range facility servicing the golf course located on the west side of Matchette Road, which said proposed development shall be on Part Lot 25, Concession 1 Sandwich West as in R399056; LaSalle and on Part Lots 24 and 25, Concession 1 Sandwich West, designated as Part 1 on Referece Plan 12R-20884, in the Town of LaSalle, in the County of Essex, a copy of which Agreement is attached hereto and forms part of this By-law.
2. **That** the Mayor and the Clerk be and the same are hereby authorized to execute the said Site Plan Control Agreement on behalf of the Corporation and affix the Corporate seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement.
3. **This** By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 27th day of April, 2021.

1st Reading – April 27, 2021

2nd Reading – April 27, 2021

3rd Reading – April 27, 2021

Marc Bondy, Mayor

Linda Jean, Deputy Clerk